



Clements Primary School (excavation 2)

Greenfields Way, Haverhill, Suffolk

Client:
Concertus Design & Property Consultants Ltd

Date:
March 2017

HVH 069 / ESF25001
Archaeological Excavation Report
SACIC Report No. 2017/026
Author: Jez Meredith
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HER Information

Site Code: HVH 069 / ESF 25001
Site Name: Clements Primary School (excavation 2)
Report Number 2017/026
Planning Application No: SCC/0167/16SE
Date of Fieldwork: 16th to 20th January 2017
Grid Reference: TM 6623 4474
Oasis Reference: suffolka1-268220
Curatorial Officer: James Rolfe
Project Officer: Jezz Meredith
Client/Funding Body: Concertus
Client Reference: n/a

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

Disclaimer

Any opinions expressed in this report about the need for further archaeological work are those of the Field Projects Team alone. Ultimately the need for further work will be determined by the Local Planning Authority and its Archaeological Advisors when a planning application is registered. Suffolk County Council's archaeological contracting services cannot accept responsibility for inconvenience caused to the clients should the Planning Authority take a different view to that expressed in the report.

Prepared By: Jezz Meredith
Date: 17.03.2017
Approved By: John Craven
Position: Project manager
Date: 17.03.2017
Signed:

Summary

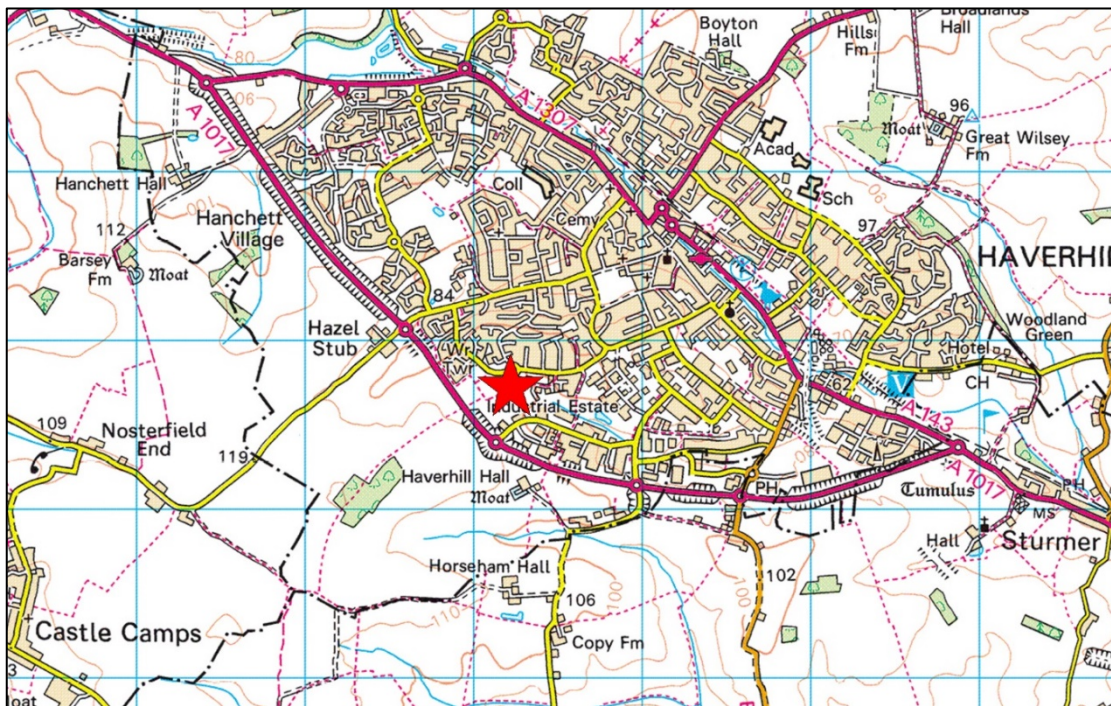
An archaeological excavation was carried out to the south of Clements Primary School, Haverhill. A previous trenched evaluation and an adjacent excavation area revealed two cremation burials of Middle Bronze Age date (Stirk 2009, Muldowney 2010). No new cremations were revealed in the present excavation but the areas closest to the previously found cremations had been severely truncated, probably due to landscaping associated with the building of the school. Many areas suffered from deep below ground disturbances from former play equipment and dumper ruts. No features, deposits or finds of archaeological significance were identified.



Plate 1. View of site looking east: note deep dumper ruts in the foreground while the least disturbed area is the strip along the right of the frame; the school is situated to the background, note how the ground slopes to the left due to landscaping the level down to the paved playground area to the north.

1. Introduction

On the 19th and 20th January 2017 a stripped area excavation took place to the south of Clements Primary School, Haverhill in advance of new classrooms being built for the school. The excavation was conducted in accordance with a Written Scheme of Investigation produced by John Craven (Appendix 1) and a Brief (dated 27/10/2016), produced by the archaeological adviser to the Local Planning Authority, James Rolfe of Suffolk County Council Archaeological Service (SCCAS). The work was required by two conditions on planning application SCC/0167/16SE, in accordance with paragraph 141 of the National Planning Policy Framework.



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Figure 1. Location map

The Brief specified that the excavation was to be of an area of c.560sqm, based on the previous results of a trial trench evaluation (Stirk 2009), an adjacent excavation (Muldowney 2010), and the proposed development layout. The new area was adjacent to where two Late Bronze Age cremations were encountered, one during the trenched evaluation in 2009 and the subsequent open area excavation in 2010.

2. The Site

2.1 Site location

Haverhill is located in the south-west corner of Suffolk, on the border of Cambridgeshire (west) and Essex (south). It lies 14m due south from Newmarket and 19m north from Braintree. Clements Primary School (TL 6623 4474) is situated on the south-west side of Haverhill, south of Greenfields Way and Cleves Road (Fig. 1).

The proposed development consists of a new separate classroom block situated to the south of the main school complex in an area of open grass space with play equipment and adjacent to a hedge along the south-eastern school boundary.

2.2 Geology and topography

The site lies at a height of c.100m above Ordnance Datum on relatively flat ground. The site was slightly higher than the school playground paved area to the north and north-east, the site sloped down to this level suggesting a certain amount of landscaping of the site since construction of the school.

The site geology consists of superficial chalky till deposits of the Lowestoft formation which in turn overlie Lewes Nodular Chalk Formation and Seaford Chalk Formation (undifferentiated) bedrock according to the British Geological Survey website:

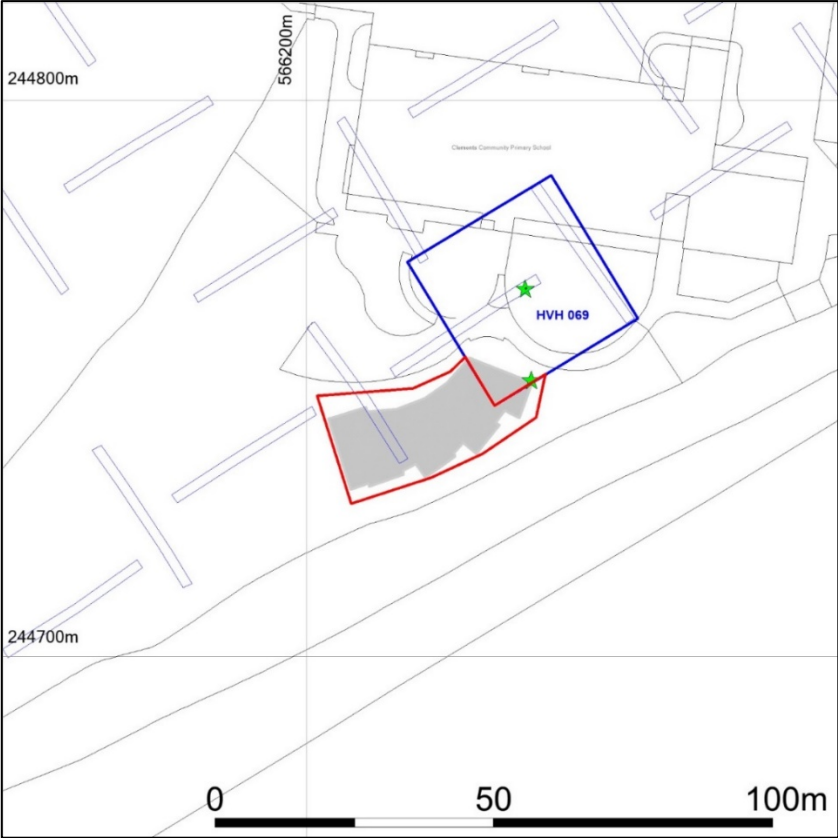
<http://mapapps.bgs.ac.uk/geologyofbritain/home.html>

2.3 Archaeological and historical background

As specified in the Brief issued by James Rolfe of SCCAS the *'site lies in an area of archaeological potential recorded on the County Historic Environment Record, directly adjacent to an archaeological excavation that identified two Bronze Age Cremation burials. As a result, there is high potential for the discovery of below-ground heritage assets of archaeological importance within this area, and groundworks associated with the development have the potential to damage or destroy any archaeological remains which exist.'*

Prior to the evaluation (Stirk 2009) and excavation (Muldowney 2010), the school site consisted of open playing fields, which had derived from the open farmland shown on the late 19th century Ordnance Survey map (viewed at <http://maps.nls.uk>). The hedged boundary to the south-east of the excavation area marks the former edge of Clements Lane.

The proposed new classroom block lies on the southern fringe of the previous HVH 069 evaluation area and was partially crossed by Trench 04. The proposed development also partially overlaps with the previous HVH 069 excavation (Fig. 2). A full list of nearby sites as recorded in the Suffolk Historic Environment Record (HER) is itemised in a previous report (Muldowney 2010).



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Figure 2. Excavation plan
Excavation area (red), previous fieldwork (blue), cremations (green) and proposed building outline (grey)

3. Method

Access to the site was restricted and plant had to be moved from Cleves Road across the adjacent sports field and then around the back of the school premises. Due to the clay nature of the soils, heavy rainfall prior to the start and to avoid damage to the sports field, a block trackway was laid so that plant could reach the gate at the south-western corner of the school premises. Luckily the plant arrived during a period of hard frost so that tracking the plant into the school grounds caused the least amount of disturbance.

The excavation area was an irregular, elongated shape matching the footprint of the classroom extension and on an approximate east to west axis. The site measured 40m east to west by 20m north to south at its maximum (c.560m sq).

The site was stripped using a tracked 360 mechanical excavator fitted with a toothless ditching bucket. Spoil was stored at the west end of the site using a dumper. Topsoil was removed to the natural geological horizon or where areas of deep soil disturbance were observed.

All mechanical stripping was carried out under the constant supervision of an experienced archaeologist. A high-resolution digital colour photographic record was taken of the excavation area and all exposed deposits.

The site archive will be deposited with SCCAS and all elements of the archive will be identified by the use of the unique Suffolk HER code HVH 069. A digital copy of the report will be submitted online to the Archaeological Data Service at:

<http://ads.ahds.ac.uk/catalogue/library/greylit>

4. Results

The topsoil was exceptionally thin (<0.1m) along the northern and eastern sides of the site (Plate 2). This was within an area that appeared to have been landscaped, sloping down to the school paved play area. It was apparent that the natural had been severely truncated here and the area had been re-turfed. No archaeological remains or finds were identified here, even though this was the area closest to the previously found cremations.

Areas of disturbance, caused by the placement and removal of playground equipment, was also apparent across the northern edge and north-west corner of the site. The areas of least disturbance was along the southern edge and south-western corner of the site (where a full soil profile of c.0.25-0.3m depth was observed). Unfortunately, wide dumper ruts (containing wood and plastic debris) ran east to west close to this area obscuring the base of the trench (Plate 1). No archaeological deposits or finds were recognised here either.



Plate 2. Along the north edge of the site the turf was extremely thin, over highly truncated clay natural

5. Conclusions

No features, deposits or finds of archaeological significance were identified within the site area. Significant truncation appears to have taken place along the north and east edges of the site where natural geology had been cut down to the current level of the school playground and the turf re-laid. This was the area closest to the Middle Bronze Age cremations so if any had been located here they probably would not have survived.

A certain amount of disturbance from removed playground equipment was also apparent across the northern and western sides of the site. An undisturbed soil profile was however still intact along the southern edge and south-western corner of the site but no archaeological remains were observed here.

6. Bibliography

Muldowney, M., 2010, *Puddlebrook Playing Fields, Haverhill, HVH 069 excavation report*. SCCAS Report No. 2010/039.

Stirk, D., 2009, *Land at Puddlebrook Playing Fields (HVH 069)*. SCCAS Report no. 2009/260.

Websites

Archaeological Data Service

<http://ads.ahds.ac.uk/catalogue/library/greylit>

British Geological Survey

<http://mapapps.bgs.ac.uk/geologyofbritain/home.html>

National Library of Scotland

<http://maps.nls.uk>.

Appendix 1. Written Scheme of Investigation

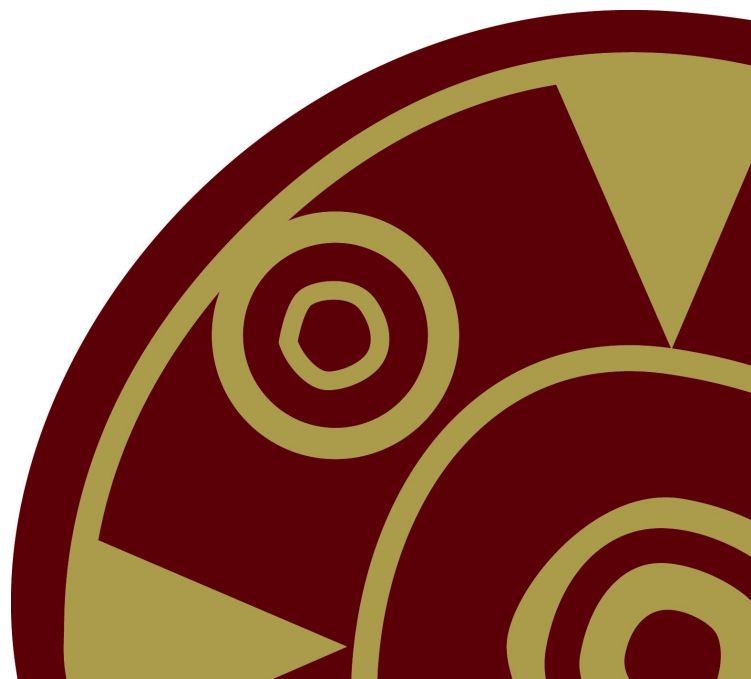


Clements Primary School Greenfields Way, Haverhill, Suffolk

Client:
Concertus Design & Property Consultants Ltd

Date:
November 2016

HVH 069 / ESF25001
Written Scheme of Investigation and Risk Assessment –
Archaeological Excavation
Author: John Craven
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Project details

Planning Application No:	SCC/0167/16SE
Curatorial Officer:	James Rolfe (Suffolk County Council Archaeological Service)
Grid Reference:	TM 6623 4474
Area:	560sqm
HER Event No/Site Code:	HVH 069 / ESF25001
Oasis Reference:	268220
Project Start date	TBC
Project Duration:	c.1-2 weeks
Client/Funding Body:	Concertus
SACIC Project Manager	John Craven
SACIC Project Officer:	TBC
SACIC Job Code:	HVHCLE001

1. Introduction

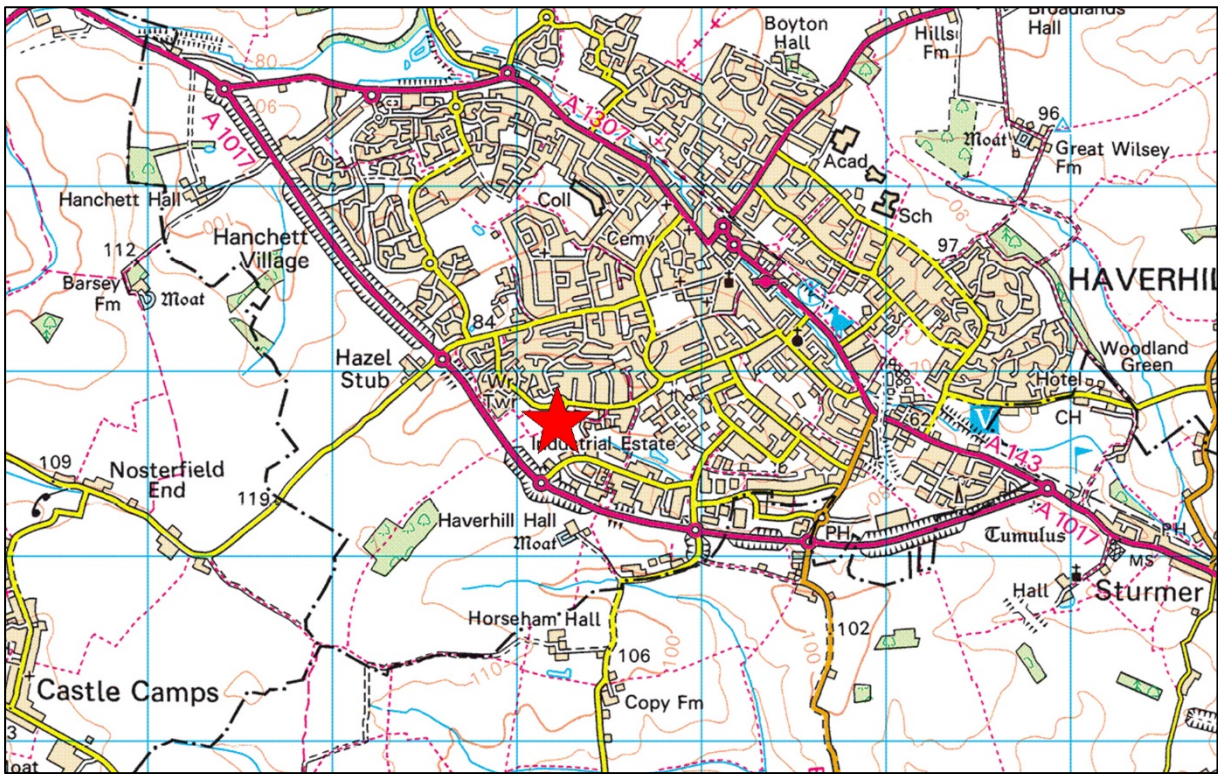
- A program of archaeological excavation is required to record any archaeological deposits on the proposed site of development at Clements Primary School, Haverhill, Suffolk (Fig. 1). The work is required by two conditions on planning application SCC/0167/16SE, in accordance with paragraph 141 of the National Planning Policy Framework.
- The work required is detailed in a Brief (dated 27/10/2016), produced by the archaeological adviser to the Local Planning Authority (LPA), James Rolfe of Suffolk County Council Archaeological Service (SCCAS). The Brief specifies the excavation of an area of c.560sqm, based on the previous results of a trial trench evaluation (Stirk 2009), an adjacent excavation (Muldowney 2010), and the proposed development layout.
- Suffolk Archaeology CIC (SACIC) has been contracted to carry out the project. This document details how the requirements of the Brief and general SCCAS guidelines (SCCAS 2012) will be met, and has been submitted to SCCAS for approval on behalf of the LPA. It provides the basis for measurable standards and will be adhered to in full, unless otherwise agreed with SCCAS.
- It should be noted that, following the excavation fieldwork, the assessment report will establish the further analysis required to publish the site in an updated project design (UPD). If approved by SCCAS the work outlined in the UPD will need to be completed to allow final discharge of planning conditions. The client is advised to consult with SCCAS as to their obligations following receipt of the excavation assessment report.

2. The Site

- The proposed development consists of a new separate classroom block situated to the south of the main school complex in an area of open grassed space and adjacent to the hedges school boundary.
- The site lies at a height of c.100m above Ordnance Datum on relatively flat ground. The site geology consists of superficial chalky till deposits of the Lowestoft formation which in turn overlie Lewes Nodular Chalk Formation and Seaford Chalk Formation (undifferentiated) bedrock (British Geological Survey website).

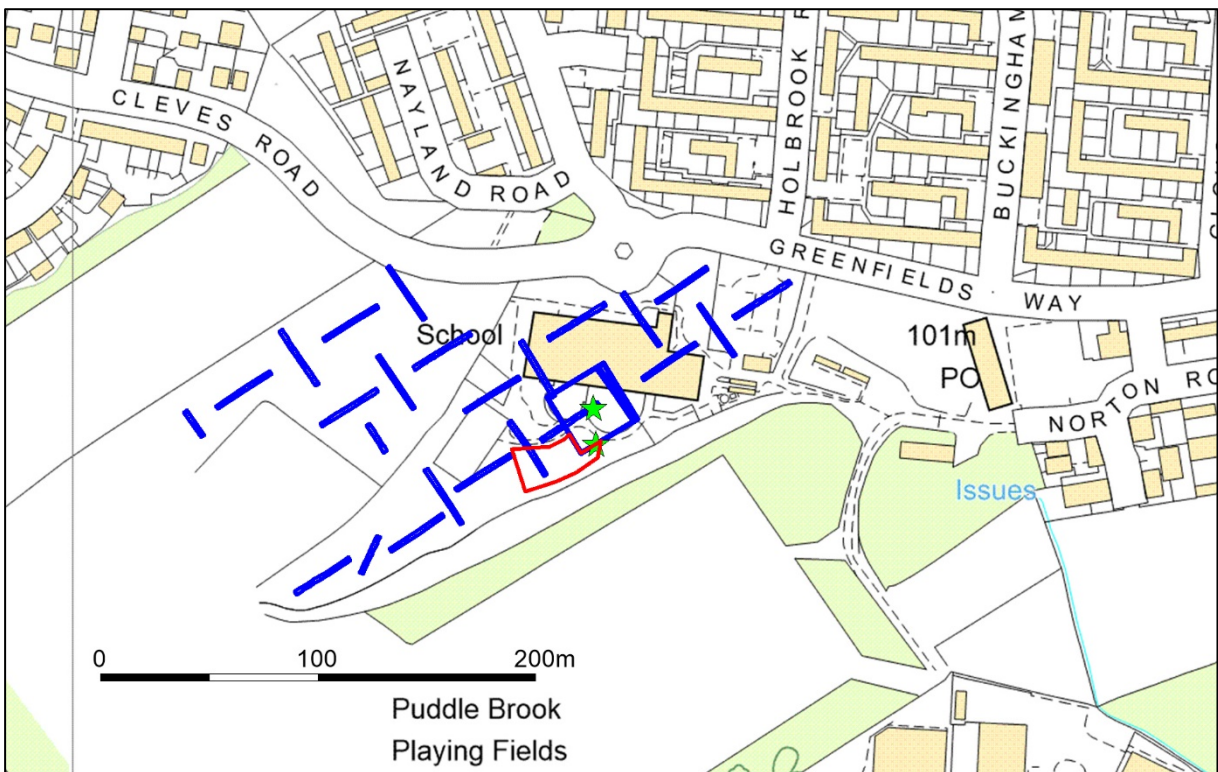
3. Archaeological and historical background

- The site was initially deemed of interest by SCCAS as it lies *'in an area of archaeological potential recorded on the County Historic Environment Record, directly adjacent to an archaeological excavation that identified two Bronze Age Cremation burials. As a result, there is high potential for the discovery of below-ground heritage assets of archaeological importance within this area, and groundworks associated with the development have the potential to damage or destroy any archaeological remains which exist.'*
- Prior to the evaluation (Stirk 2009) and excavation (Muldowney 2010), the school site consisted of open playing fields, which had derived from the open farmland shown on the late 19th century Ordnance Survey mapping (viewed at <http://maps.nls.uk>). The hedged boundary to the south of the excavation area marks the former edge of the southern end of Clements Lane.
- The proposed development lies on the southern fringe of the previous HVH 069 evaluation area and was partially crossed by Trench 04. The proposed development also partially overlaps with the HVH 069 excavation, the 2nd cremation lying on the buildings north-east corner (Fig. 2).



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Figure 1. Location map



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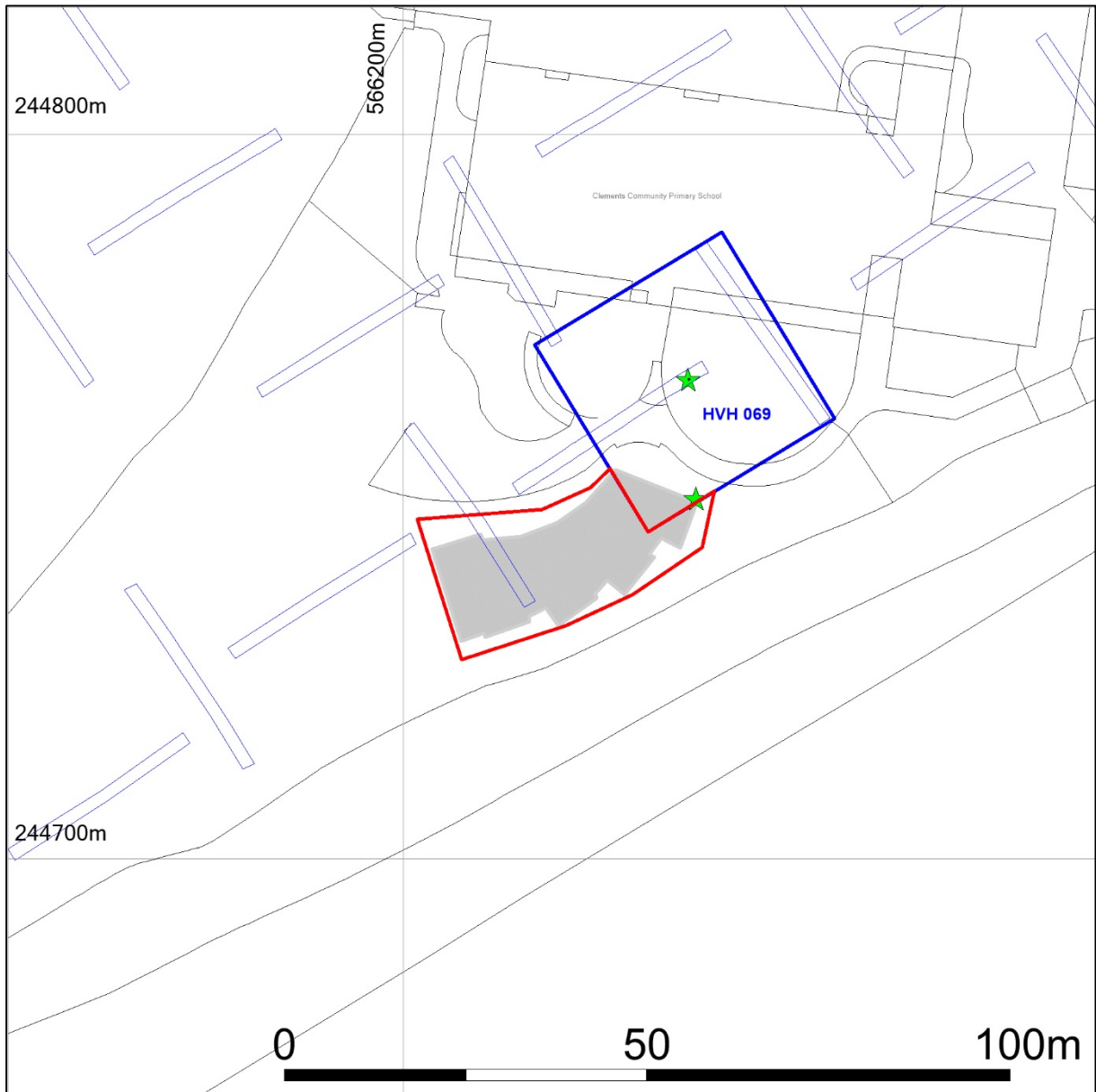
Figure 2. Site in relation to HVH 069 evaluation and excavation (blue) and cremations (green)

4. Project Objectives

- The aim of the project is to ‘preserve by record’ all archaeological deposits within the defined excavation area, prior to its development, via the creation of a full site archive and accompanying archive report and publication text.

- The project will:
 - Excavate and record all archaeological deposits present on the site.
 - Produce a full site archive.
 - Produce a post-excavation assessment report that presents the results of excavation fieldwork and assesses its research potential (see below).
 - Provide an updated project design, timetable and costing, for completing further analysis of the site archive and preparing an archive report and publication text.

- Following acceptance of UPD and costing by the client the project will:
 - Produce a final site archive report.
 - Publish the site, if appropriate, in a recognised archaeological journal or monograph.
 - Deposit the project archive the SCCAS store.



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Figure 3. Proposed excavation plan

Excavation area (red), previous fieldwork (blue), cremations (green) and proposed building outline (grey)

5. Archaeological method statement

5.1. Management

- The project will be managed by SACIC Project Officer John Craven in accordance with the following local, regional and national standards and guidance:
 - *Management of Research in the Historic Environment* (MoRPHE, Historic England 2015).
 - *Standards for Field Archaeology in the East of England* (EAA Occasional Papers 14).
 - *Standard and Guidance for archaeological field excavation* (Chartered Institute for Archaeologists, 2014).
 - *Requirements for Trenched Archaeological Evaluation* (SCCAS, 2011).
- SCCAS will be given ten days notice of the commencement of the fieldwork and arrangements made for SCCAS visits to enable the works to be monitored effectively.
- Full details of project staff, including sub-contractors and specialists are given in section 6 below.

5.2. Project preparation

- A new event number has been obtained from the SCCAS HER Officer and will be included on all future project documentation. The previous site code of HVH 069 will continue to be used.
- An OASIS online record has been initiated and key fields in details, location and creator forms have been completed.
- A Risk Assessment for the project has been completed.
- An HER search will be requested from the Suffolk HER Officer and will be used to inform fieldwork and the subsequent report. The reference number will be included in the report.

5.3. Fieldwork

- The archaeological fieldwork will be carried out by members of SACIC led by a Project Officer. The fieldwork team will be drawn from a pool of suitable staff at SACIC and will include an experienced metal detectorist/excavator.
- The project Brief requires the excavation of the new class rooms and areas where significant groundworks are going to be carried out as part of the development. This amounts to a 560sqm area encompassing the building footprint and adjacent landscaping, but excluding the part to the north-east which overlaps with the previous HVH 069 excavation (Fig. 3).
- The excavation location will be marked out using an RTK GPS system. If necessary minor modifications to the excavation plan may be made onsite to respect any previously unknown buried services, areas of disturbance/contamination or other obstacles.
- The site will be excavated using a machine equipped with a back-acting arm and toothless ditching bucket (measuring at least 1.8m wide), under the supervision of an archaeologist. This will involve the removal of an estimated 0.3m-0.5m of topsoil or modern deposits and subsoils until the first visible archaeological surface or natural surface is reached.
- Metal detector searches (non-discriminating against iron) will take place throughout the machine excavation, and subsequent hand-excavation phase, by an experienced SACIC metal-detectorist.
- Spoilheaps will be created adjacent to the site and topsoil and subsoil will be kept separate if required. Spoilheaps will be examined and metal-detected for archaeological material.
- The excavation of all archaeological deposits will be by hand, including stratified layers, unless it can be demonstrated to the satisfaction of SCCAS that no information will be lost by using a machine. All features will be excavated by hand unless otherwise agreed with SCCAS. Typically 50% of discrete features such as pits and a minimum of 10% of linear features (in 1m slots) will be sampled by hand excavation, but this will be increased if needed to allow informed interpretation of their date and function. Significant archaeological features such as solid or bonded structural remains, ovens and hearths, building slots or postholes will be examined

in section then 100% excavated. Occupation levels and building fills will be sieved using a 10mm mesh.

- Any fabricated surface (floors, yards etc) will be fully exposed and cleaned.
- Metal detector searches will take place throughout the excavation by an experienced SACIC metal-detectorist.
- The depth and nature of colluvial or other masking deposits across the site will be recorded.

Sampling

- The proposed excavation sampling strategy will aim to recover further environmental evidence to help meet the overall project research aims.
- Previous works (Stirk 2009, Muldowney 2010) have indicated that it is unlikely that there will be any waterlogged deposits, or natural environmental evidence such as palaeochannels, alluvial or colluvial sequences. If necessary, for example if waterlogged deposits are encountered, then advice will be sought from the Historic England Science Advisor for the East of England on the need for specialist environmental techniques such as coring or column sampling.
- Sampling will be carried out of sealed and dated archaeological contexts, including any defined occupation layers, and will follow appropriate guidance (Campbell et al 2011). In order to obtain palaeoenvironmental evidence, bulk soil samples (of at least 40 litres each, or 100% of the context) will be taken. Larger contexts will be scatter sampled to best obtain a representative sample.
- All samples will be processed in full using manual water flotation/washover, with flots being collected in a 300 micron mesh sieve and dried. Non-floating residues will be collected in a 1mm mesh and sorted when dry.
- Flots will be assessed by an appropriate specialist. Decisions will be made on the need for further analysis following these assessments.

Site recording

- An overall site plan showing feature positions, sections and levels will be made

using an RTK GPS or Total Station Theodolite. Individual detailed trench or feature plans etc will be recorded by hand at 1:10, 1:20 or 1:50 as appropriate to complexity. All excavated sections will be recorded at a scale of 1:10 or 1:20, also as appropriate to complexity. All such drawings will be in pencil on A3 pro forma gridded permatrace sheets. All levels will refer to Ordnance Datum. Section and plan drawing registers will be maintained.

- The site, and all archaeological features and deposits will be recorded using standard pro forma SACIC registers and recording sheets and numbering systems. Record keeping will be consistent with the requirements of the Suffolk HER and will be compatible with its archive. All numbering will continue on form that used in the previous HVH 069 excavation.
- A photographic record, consisting of high resolution digital images, will be made throughout the excavation. A number board displaying site code and, if appropriate, context number and a metric scale will be clearly visible in all photographs. A photographic register will be maintained.
- All pre-modern finds will be kept and no discard policy will be considered until all the finds have been processed and assessed. Finds on site will be treated following appropriate guidelines (Watkinson & Neal 2001) and a conservator will be available for on-site consultation as required.
- All finds will be brought back to the SACIC finds department at the end of each day for processing, quantifying, packing and, where necessary, preliminary conservation. Finds will be processed and receive an initial assessment during the fieldwork phase and this information will be fed back to site to inform the on-site excavation methodology.
- If human remains are encountered guidelines from the Ministry of Justice will be followed. Human remains will be treated at all stages with care and respect, and will be dealt with in accordance with the law and the provisions of Section 25 of the Burial Act 1857. The evaluation will attempt to establish the extent, depth and date of burials whilst leaving remains in situ. If human remains are to be lifted, for instance if analysis is required to fully evaluate the site, then a Ministry of Justice license for their removal will be obtained in advance. In such cases appropriate guidance (McKinley & Roberts 1993, Brickley & McKinley 2004) will be followed and, on completion of full recording and analysis, the remains, where appropriate,

will be reburied or kept as part of the project archive.

- In the event of unexpected or significant deposits being encountered on site, the client and SCCAS will be informed. Such circumstances may necessitate changes to the Brief and hence excavation methodology, in which case a new archaeological quotation will have to be agreed with the client, to allow for the recording of said unexpected deposits. If the excavation is aborted, i.e. because unexpected deposits have made the development unviable or led to other mitigation measures such as project redesign, then all exposed archaeological features will be recorded as usual prior to completion of fieldwork and a PXA report produced.
- Fieldwork will not end without the prior approval of SCCAS. On completion the site will be handed over to the client, to either backfill or begin development.

Outreach

- Due to the small size and likely short duration of the project outreach activities such as an open day or tours for the general public, local schools, councillors, societies etc, are unlikely to be viable. If warranted, and the site is not deemed too archaeologically sensitive, a press release will be issued to local media and information boards will be placed on the site perimeter.
- SACIC staff will be happy to liaise with the school onsite as the project progresses with regard to showing and explaining the excavation to pupils and staff, whether onsite or in the classroom. SACIC also has a dedicated Outreach Officer who can provide activities for KS 2 and 3 classes, or other classes/ages upon discussion.
- Updates as to the progress of the project both during excavation and post-excavation stages may be made publically available Suffolk Archaeology's website. This may include short statements as to the nature of any archaeological discoveries accompanied by photographs or videos. Suffolk Archaeology also has a Facebook page and Twitter feed on which both excavation and post-excavation updates can be issued. SACIC staff are also available for talks and lectures to local groups and societies on request, and the project results could be incorporated into such presentations at a later date.

5.4. Post-excavation assessment

- The post-excavation finds work will be managed by the SACIC Finds Team Manager, Richenda Goffin, with the overall post-excavation managed by John Craven. Specialist finds staff, whether internal SACIC personnel or external specialists, are experienced in local and regional types and periods for their field.
- All finds will be processed and marked (HER site code and context number) following ICON guidelines and the requirements of the Suffolk HER. For the duration of the project all finds will be stored according to their material requirements in the SACIC stores at Needham Market, Suffolk. Metal finds will be stored in accordance with ICON) guidelines, *initially recorded and assessed for significance* before dispatch to a conservation laboratory within 4 weeks of the end of the excavation. All pre-modern silver, copper alloy and ferrous metal artefacts and coins will be x-rayed if necessary for identification. Sensitive finds will be conserved if necessary and deposited in bags/boxes suitable for long term storage to ICON standards. All coins will be identified to a standard acceptable to normal numismatic research.
- All on-site derived site data will be entered onto a digital (Microsoft Access) SACIC database.
- Bulk finds will be fully quantified and the subsequent data will be added to the digital site database. Finds quantification will fully cover weights and numbers of finds by context and will include a clear statement for specialists on the degree of apparent residuality observed.
- Assessment reports for all categories of collected bulk finds will be prepared in-house or commissioned as necessary and will meet appropriate regional or national standards. Specialist reports will include sufficient detail and tabulation by context of data to allow assessment of potential for analysis and will include non-technical summaries.
- Representative portions of bulk soil samples from archaeological features will be processed by wet sieving and flotation in-house in order to recover any environmental material which will be assessed by external specialists. The assessment will include a clear statement of potential for further analysis.
- All hand drawn site plans and sections will be scanned.

- All raw data from GPS or TST surveys will be uploaded to the project folder, suitably labelled and kept as part of the project archive.
- Selected plan drawings will then be digitised as appropriate for combination with the results of digital site survey to produce a full site plan, compatible with MapInfo GIS software.
- Selected hand-drawn sections will be digitised using autocad software.

PXA Report

- A full post-excavation assessment report (PXA) will be produced, consistent with the principles of Management of Research in the Historic Environment (MoRPHE, Historic England 2015). If it is already apparent that the fieldwork results do not warrant such an assessment and publication SCCAS will be asked to approve the production of a single and full grey literature archive report.
- The PXA report will include a suitable level of documentary research to set the results in their geographical, topographical, archaeological and historical context.
- The PXA report will contain a description of the project background, location plans, excavation methodology, a period by period description of results, finds assessments and a full inventory of finds and contexts. The report will also include scale plans, sections drawings, illustrations and photographic plates as required.
- The PXA will present a clear and concise assessment of the archaeological value and significance of the results, and identify the site's research potential in the context of the Regional Research Framework for the East of England (Brown and Glazebrook, 2000, Medlycott 2011). This will include an assessment of potential research aims that could be addressed by the site evidence.
- The PXA will include an Updated Project Design, with a timetable, for completing further analysis, the production of a full archive report and publication text, and the final deposition of the site archive.
- The report will include a summary in the established format for inclusion in the annual '*Archaeology in Suffolk*' section of the Proceedings of the Suffolk Institute of Archaeology and History.
- A copy of this Written Scheme of Investigation will be included as an appendix in

the report.

- The report will include a copy of the completed project OASIS form as an appendix.
- An unbound draft copy of the report will be submitted to SCCAS for approval within 6 months of completion of fieldwork.

5.5. Final analysis, archive report and publication

- The PXA report will establish the work required to complete a full archive report and the nature and scope of a suitable publication text, and will state the most appropriate journal for its submission. The small nature of the site suggests that the most likely outcome will be the submission of an illustrated article for publication in the Proceedings of the Suffolk Institute of Archaeology and History.

5.6. Project archive

- On completion and approval of each stage (the PXA report, archive report and publication text) a printed hard copy will be lodged with the Suffolk HER.
- PXA and archive reports will be uploaded to the OASIS website for online publication by the Archaeological Data Service. A digital and fully georeferenced vector plan showing the excavation area, compatible with MapInfo software, will also be uploaded.
- A second bound copy of the report will be included with the project archive.
- A digital .pdf copy of each approved report will be supplied to the client. Printed and bound copies will be supplied to the client on request.
- The project archive, consisting of the complete artefactual assemblage, and all paper and digital records, will be deposited in the SCCAS Archaeological Store at Bury St Edmunds within 6 months of completion of fieldwork. The project archive will be consistent with MoRPHE (Historic England 2015) and ICON guidelines. The project archive will also meet the requirements of SCCAS (SCCAS 2014).
- The project costing includes a sum to meet SCCAS archive charges. A form transferring ownership of the archive to SCCAS will be completed and included in

the project archive.

- If the client, on completion of the project, does not agree to deposit the archive with, and transfer to, SCCAS, they will be expected to either nominate another suitable depository approved by SCCAS or provide as necessary for additional recording of the finds archive (such as photography and illustration) and analysis. A duplicate copy of the written archive in such circumstances would be deposited with the Suffolk HER.
- Exceptions from the deposition of the archive described above include:
 - Objects that qualify as Treasure, as detailed by the Treasure Act 1996. The client will be informed as soon as possible of any such objects are discovered/identified and the find will be reported to SCCAS and the Suffolk Finds Liaison Officer and hence the Coroner within 14 days of discovery or identification. Treasure objects will immediately be moved to secure storage at SCCAS and appropriate security measures will be taken on site if required. Any material which is eventually declared as Treasure by a Coroners Inquest will, if not acquired by a museum, be returned to the client and/or landowner. Employees of SCCAS, or volunteers etc present on site, will not eligible for any share of a treasure reward.
 - Other items of monetary value in which the landowner or client has expressed an interest. In these circumstances individual arrangements as to the curation and ownership of specific items will be negotiated with the client and SCCAS. The client is aware that additional requirements may be made by SCCAS, such as for additional detailed recording and analysis, for items not submitted to the archive.
 - Human skeletal remains. The client/landowner by law will have no claim to ownership of human remains and any such will be stored by SACIC, in accordance with a Ministry of Justice licence, until a decision is reached upon their long term future, i.e. reburial or permanent storage.

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- Watkinson, D. and Neal, V., 2001, *First Aid for Finds*. Third Edition, revised. Rescue/UKIC Archaeology Section, London.

Websites

British Geological Survey

<http://mapapps.bgs.ac.uk/geologyofbritain/home.html>

National Library of Scotland

<http://maps.nls.uk>.

6. Project Staffing

6.1. Management

SACIC Manager	Dr Rhodri Gardner
SACIC Project Manager	John Craven
SACIC Finds Dept	Richenda Goffin

6.2. Fieldwork

The fieldwork team will be derived from the following pool of SACIC staff.

Name	Job Title	First Aid	Other skills/qualifications
Robert Brooks	Project Officer	Yes	Surveyor
Simon Cass	Project Officer	Yes	Surveyor
Linzi Everett	Project Officer	Yes	
Michael Green	Project Officer	Yes	Surveyor
Martin Cuthbert	Project Officer		
Jezz Meredith	Project Officer	Yes	
Simon Picard	Assistant PO	Yes	Surveyor
Tim Schofield	Project Officer	Yes	Surveyor/Geophysics
Mark Sommers	Project Officer	Yes	
Preston Boyle	Supervisor	Yes	
Rebecca Smart	Supervisor	Yes	
Tim Carter	Project Assistant	Yes	Metal detectorist
Nathan Griggs	Project Assistant		
Steve Hunt	Project Assistant		
Romy McIntosh	Project Assistant		
Rui Oliveira	Project Assistant		
Ed Palka	Project Assistant		
Rui Santo	Project Assistant		
Filipe Santos	Project Assistant		
Aimee McManus	Trainee Project Assistant		

6.3. Post-excavation and report production

The production of the site report and submission of the project archive will be carried out by the fieldwork project officer. The post-excavation finds analysis will be managed by Richenda Goffin. The following SACIC specialist staff will contribute to the report as required.

Graphics and illustration	Ellie Cox, Gemma Bowen
Post Roman pottery and CBM	Richenda Goffin
Roman Pottery	Dr Ioannis Smyrniaios
Environmental sample processing/assessment	Anna West
Finds quantification/assessment	Dr Ruth Beveridge
Finds Processing	Jonathan Van Jennians

SACIC also uses a range of external consultants for post-excavation analysis who will be sub-contracted as required. The most commonly used of these are listed below.

Sue Anderson	Human skeletal remains	Freelance
Sarah Bates	Lithics	Freelance
Julie Curl	Animal bone	Freelance
Anna Doherty	Prehistoric pottery	Archaeology South-East
Val Fryer	Plant macrofossils	Freelance
SUERC	Radiocarbon dating	Scottish Universities Environmental Research Centre
Donna Wreathall	Illustration	SCCAS

Appendix 2. OASIS summary

OASIS ID: suffolka1-268220

Project details

Project name	Clements Primary School, Greenfields Way, Haverhill
Short description of the project	An archaeological excavation was carried out to the south of Clements Primary School, Haverhill. A previous trenched evaluation and an adjacent excavation area revealed two cremation burials of Middle Bronze Age date (Stirk 2009, Muldowney 2010). No new cremations were revealed in the present excavation but the areas closest to the previously found cremations had been severely truncated, probably due to landscaping associated with the building of the school. Many areas suffered from deep below ground disturbances from former play equipment and dumper ruts. No features, deposits or finds of archaeological significance were identified.
Project dates	Start: 16-01-2017 End: 20-01-2017
Previous/future work	Yes / No
Any associated project reference codes	HVH 069 - HER event no.
Any associated project reference codes	SCC/0167/16SE - Planning Application No.
Type of project	Recording project
Site status	None
Current Land use	Residential 2 - Institutional and communal accommodation
Monument type	NONE None
Significant Finds	NONE None
Investigation type	"Open-area excavation"
Prompt	Direction from Local Planning Authority - PPS

Project location

Country	England
Site location	SUFFOLK ST EDMUNDSBURY HAVERHILL HVH 069 Clements Primary School, Greenfields Way
Study area	550 Square metres
Site coordinates	TM 6623 4474 52.036323734983 1.88231174132 52 02 10 N 001 52 56 E Point

Project creators

Name of Organisation	SCCAS
Project brief originator	Local Authority Archaeologist and/or Planning Authority/advisory body
Project design originator	James Rolfe
Project director/manager	John Craven
Project supervisor	Jezz Meredith
Type of sponsor/funding body	Architect
Name of sponsor/funding body	Concertus

Project archives

Physical Archive Exists?	No
Digital Archive recipient	Suffolk HER
Digital Contents	"other"
Digital Media available	"Images raster / digital photography", "Text"
Paper Archive recipient	Suffolk HER

Paper Contents "other"
Paper Media available "Miscellaneous Material"

Project bibliography

Publication type Grey literature (unpublished document/manuscript)
Title HVH 069 Clements Primary School (excavation 2), Haverhill excavation report
Author(s)/Editor(s) Meredith, J.
Other bibliographic details SACIC rpt 2017/026
Date 2017
Issuer or publisher SACIC
Place of issue or publication Needham Market
Description A short negative report

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