



## Exning Primary School Exning, Suffolk

**Client:**  
Concertus

**Date:**  
March 2017

EXG 110  
Archaeological Evaluation Report  
SACIC Report No. 2017/024  
Author: M. Sommers  
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# Exning Primary School Exning, Suffolk

## EXG 110

Archaeological Evaluation Report

SACIC Report No. 2017/024

Author: Mark Sommers

Editor: John Craven

Report Date: March 2017



## HER Information

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**Site Code:** EXG 110  
**Event Number** ESF25435  
**Site Name:** Exning Primary School, Exning, Suffolk  
**Report Number** 2017/024  
**Planning Application No:** SCC/0219/16  
**Date of Fieldwork:** 9th March 2017  
**Grid Reference:** TL 6167 6566  
**Oasis Reference:** suffolka1-277031  
**Curatorial Officer:** James Rolfe  
**Project Officer:** Mark Sommers  
**Client/Funding Body:** Concertus  
**HER Search invoice no.** 9197807  
**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 Suffolk Archaeology CIC. 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 Archaeology CIC 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: Mark Sommers  
Date:

Approved By: John Craven  
Position: Project Manager  
Date:  
Signed:



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## **Summary**

An archaeological evaluation was carried out at Exning Primary School, Exning, in advance of the construction of a teaching block. Three trenches, totalling 18m in length, were excavated, which revealed a natural subsoil of pale orange silty sand with occasional outcrops of weathered chalk. Other than occasional modern services, no archaeological features or artefacts were identified. (Mark Sommers, Suffolk Archaeology Community Interest Company, for Concertus).



## **1. Introduction**

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Planning permission has been granted for the construction of new teaching block at Exning Primary School, Exning, (application number SCC/0219/16). One of the conditions attached to the planning consent called for an agreed programme of archaeological work to be put in place in advance of the development.

The first stage of the programme of work, as specified in a Brief produced by James Rolfe of the Suffolk County Council Conservation Team, was the undertaking of a trenched evaluation in order to ascertain what levels of archaeological evidence may be present within the development area and to inform any mitigation strategies that may then be deemed necessary. Based on this brief a Written Scheme of Investigation (WSI) was produced and subsequently approved by the Conservation Team (Appendix 1).

The National Grid Reference for the approximate centre of the site is TL 6167 6566. Figure 1 shows a location plan of the site.

The archaeological evaluation was carried out on the 9th March 2017 by the Suffolk Archaeology Community Interest Company (SACIC) who were commissioned by Concertus.

## **2. Geology and topography**

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The site of the evaluation lies within the existing grounds of Exning Primary School on a roughly level plateau, at c.15.5m OD, with a barely perceptible slope down to the west. An unnamed stream flows south to north in a channel c.250m to the west of the site. At the time of the evaluation the footprint of the proposed development was partially occupied by a prefabricated structure housing the school's kitchen and dining area, and an area of open grass.

The site geology consists of chalk bedrock of the Zig Zag Chalk Formation. No superficial deposits are recorded (information from the 1:50,000 scale geological map, accessed via British Geological Survey website, accessed 10th February 2017).

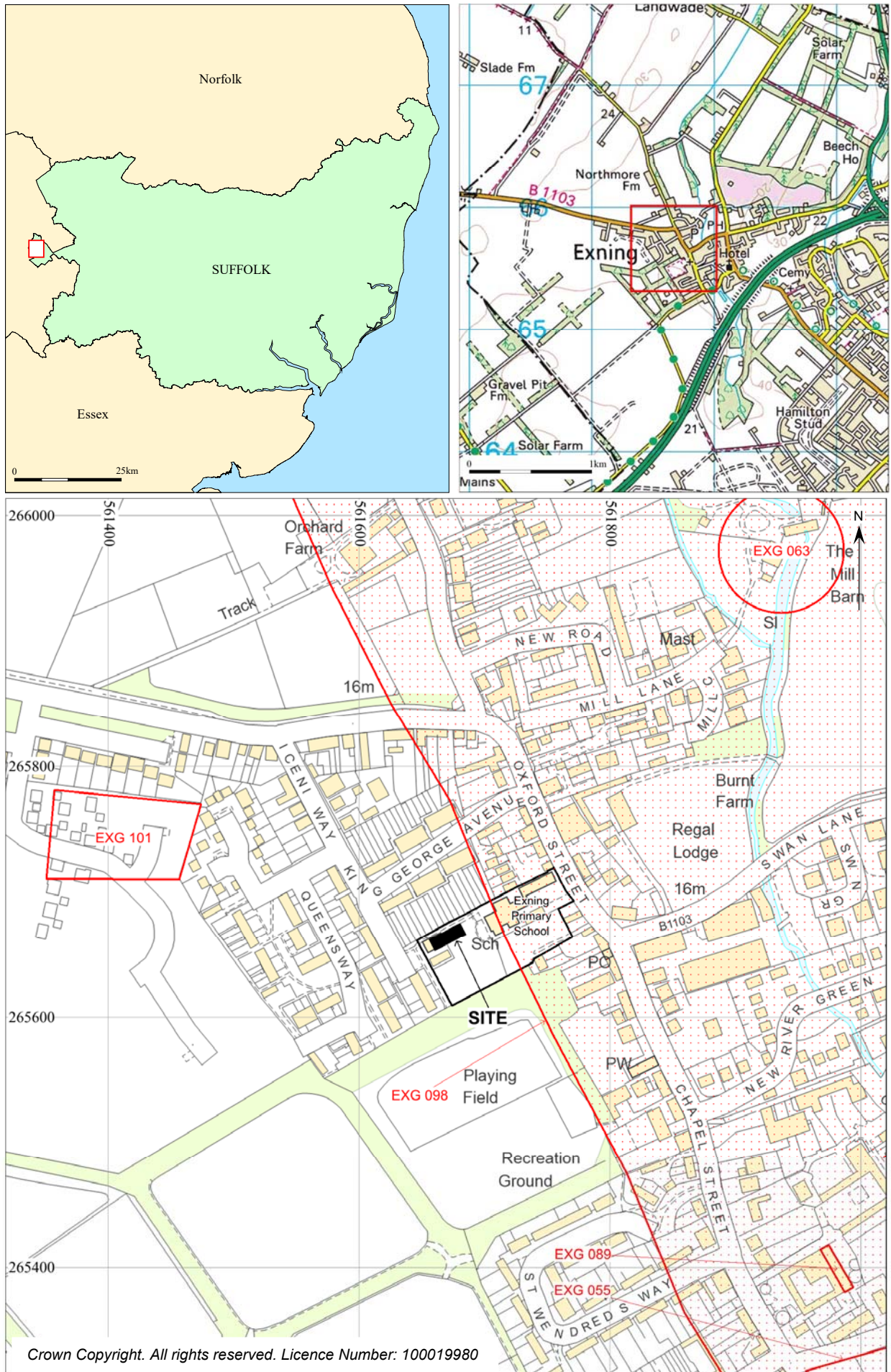


Figure 1. Location map with HER information

### 3. Archaeology and historical background

A number of archaeological sites or findspots are recorded on the Historic Environment Record (HER) within the vicinity of the development site. A summary of these entries is presented in the following table; the recorded locations are marked in Figure 1.

HER No.	Date	Nature of Evidence
EXG 055	Rom	Findspot of a Roman coin - site said to be repeatedly metal detected by friend of landowner - all resultant finds said to be Roman.
EXG 063	Pmed	Mill mentioned in deed of 1600 and another of 1868. Shown on Hodkinson's map of 1783. Now known as the 'Mill House'.
EXG 089	Pmed	A heritage asset assessment was produced for a barn at Harraton Court Stables prior to its renovation. Built during the 1880s by John George Lambton, the third Earl of Durham and a major figure in the history of English racing. Despite later sub-division of the original complex the buildings remain highly imposing examples of late-Victorian equestrian architecture and are of considerable significance to the history of Newmarket and its vicinity - but are not listed. The barn itself is a 19th C clunch barn, with much of its original slate roof still intact. It has 11 bays and two threshing floors and is a large and impressive example of a structure built in a distinctive local style from this period. Its fabric is largely original and is of a high quality making it a rare and historically important structure. A number of evil averting symbols and graffiti have been carved into the frame of this building.
EXG 098	Med	Indicative area of the historic settlement core of Exning, defined from historic maps, the locations of listed buildings and artefact scatters. 'The New Market' (Novum Forum) grew up at the southern end of Exning along the Icknield Way (c.1200). Grant of market and fair to William Valence (1258).
EXG 101	Rom & Med	Archaeological evaluation recorded features, the majority of which are undated although a ditch and a gully contained a few (5 or less) sherds of 11th - 13th century pottery. This is abraded and may be residual, and therefore the dating of these features is not secure. Many of these features also yielded residual Roman pottery.

Table 1. Summary of HER entries

Reference to the HER indicates that the development site lies on the edge of the medieval settlement core of Exning (EXG 098) and close to the site of possibly medieval features (EXG 101). The Brief indicates that a Saxon cemetery has also been discovered at this site.

The prefabricated structure housing the dining area is of slight interest being a '*Hutting Operation for the Raising of the School-Leaving Age*' (HORSA) building constructed in 1947 (plate 1); it is to be demolished.

## **4. Methodology**

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The trial trenches were machine excavated down to the level of the natural subsoil using a toothless bucket fitted to a tracked excavator. The trenches locations were measured from the existing site boundaries and buildings using 30m tapes.

The machining of the trenches was closely observed throughout in order to identify any archaeological features and deposits and to recover any artefacts that might be revealed. Excavation continued until undisturbed natural deposits were encountered, the exposed surface of which was then examined for cut features, although in the event none were identified. Following excavation of the trenches, the nature of the overburden was recorded and the depths of the natural subsoil noted.

A photographic record of the work undertaken was also compiled using a 18 megapixel digital camera.

Upon completion of the archaeological recording the trenches were backfilled.

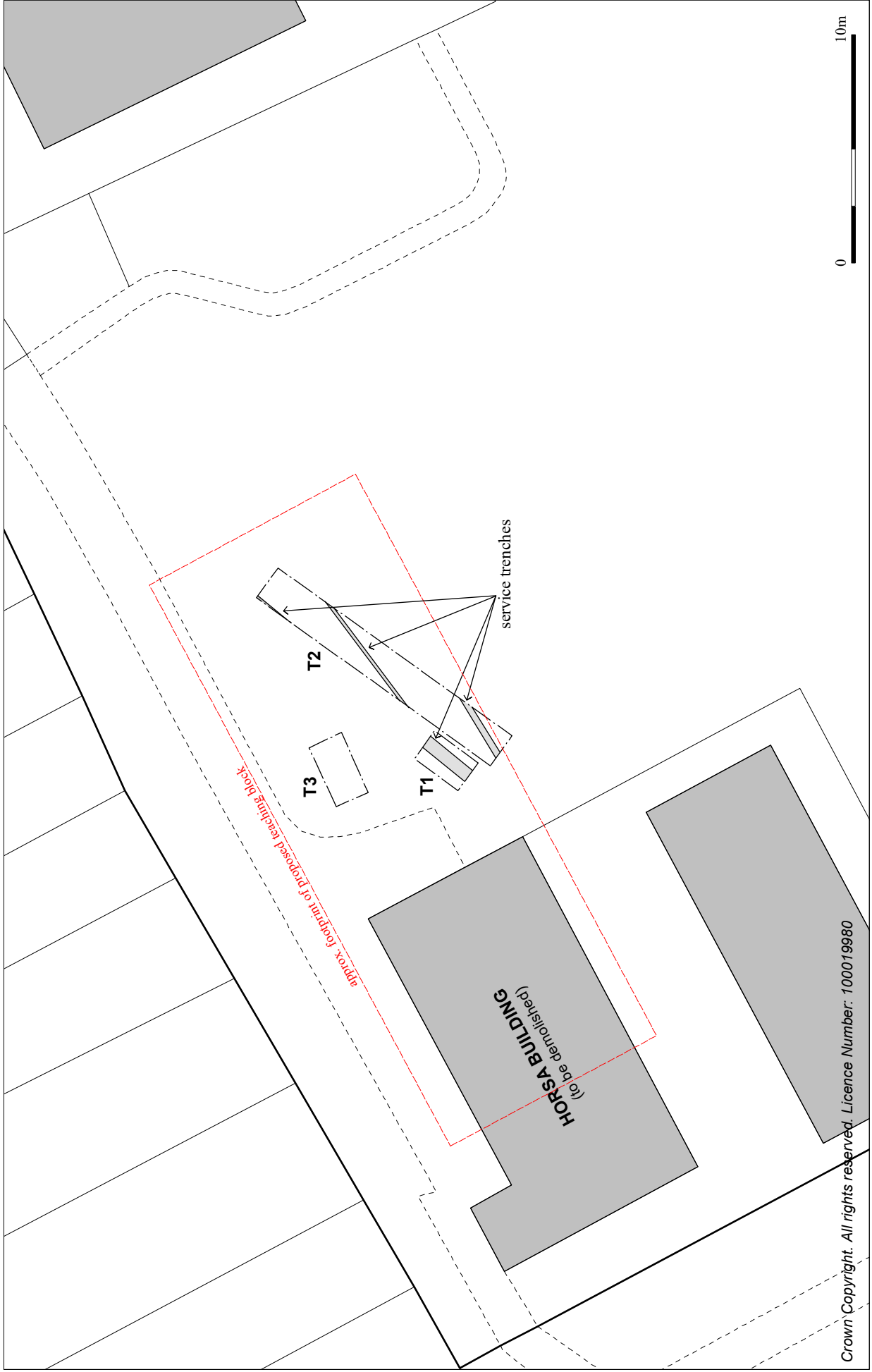


Figure 2. Trench locations

## 5. Results

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Three trenches, totalling 18m in length, were excavated (Fig. 2). The original trench plan, as depicted in the WSI, entailed the excavation of a single 15m trench but in the event, due to the presence of service trenches and *in-situ* play equipment, further trenches were required to reach the required sample area.

The overburden removed by machine comprised a 0.3m thick layer of dark topsoil over a 0.25m to 0.3m thick deposit of grey sandy silt (plate 2). This overlay a natural subsoil of pale orange silt with occasional outcrops of weathered chalk. The interface between the base of the subsoil and the natural subsoil was blurred with no indication of any large-scale truncation. A number of modern services were noted (approximate locations marked in Fig. 2) but no archaeological features were identified and no significant artefacts recovered.

A brief description of each trench is as follows:

### **Trench 1**

Commenced along the line of the trench as depicted in the WSI but abandoned after c.2.5m due to the presence of a modern service trench running on a similar alignment. This contained a c.0.10m diameter orange plastic pipe, believed to be a surface water drain or possibly a duct, laid just below the level of the natural subsoil.

### **Trench 2**

A roughly northeast-southwest aligned trench measuring 12.7m in length (plates 2 and 3). Three modern service were exposed in this trench. An iron/steel pipe, probably water or possibly gas, laid at the level of the natural subsoil; an electric cable with yellow warning tape laying below the level of the natural subsoil; and the plastic pipe as seen in Trench 1.

### **Trench 3**

An east-west trench c.3m in length that revealed no features or services (plate 4).



## **6. Finds and environmental evidence**

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No artefacts were recovered and no environmental samples were taken.

## **7. Discussion**

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No archaeological features or deposits were noted within the evaluation trenches. There was no indication that the upper surface of the natural subsoil had suffered from any large-scale truncation. This, along with the complete lack of artefacts within the overburden, would suggest that there is no significant buried archaeological evidence in the area of the evaluation trenches.

## **8. Conclusions and recommendations for further work**

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The evaluation indicates that there are no significant archaeological deposits or features at threat from the proposed development and therefore, based on these findings, there is no obvious need for any further works to be undertaken in relation to this development. However, the final decision with regards to any further work that may be required will be at the discretion of the County Conservation Team.

## **9. Archive deposition**

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Paper, digital and photographic archive will be sent to the County HER, under the reference EXG 110. The project has also been entered onto OASIS, the online archaeological database, reference no. suffolka1-277031. For a copy of the entry see Appendix 2.

## **10. Acknowledgements**

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The fieldwork was carried out by Filipe Santos and Mark Sommers. Project management was undertaken by John Craven, who also provided advice during the production of the report and undertook the final editing.



## Plates

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Plate 1. General view of HORSA building (camera facing southwest)



Plate 2. Soil profile as seen in Trench 2 (camera facing northwest)





Plate 3. Trench 2, general view (camera facing northeast)



Plate 4. Soil profile as seen in Trench 3 (camera facing north)

## Appendix 1. Written Scheme of Investigation

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### Exning Primary School Exning, Suffolk

**Client:**

Concertus Design & Property Consultants Ltd

**Date:**

February 2017

Written Scheme of Investigation and Risk Assessment – Archaeological Evaluation

Author: John Craven

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## Project details

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Planning Application No:	SCC/0219/16
Curatorial Officer:	James Rolfe (Suffolk CC Archaeological Service)
Grid Reference:	TL 61666566
Area:	c.290sqm
Site Code / HER Event No:	TBC/TBC
OASIS Reference:	277031

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Project Start date	TBC
Project Duration:	c.1 day

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Client/Funding Body:	Suffolk County Council
SACIC Project Manager	John Craven
SACIC Project Officer:	TBC
SACIC Job Code:	EXGSCH001

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## 1. Introduction

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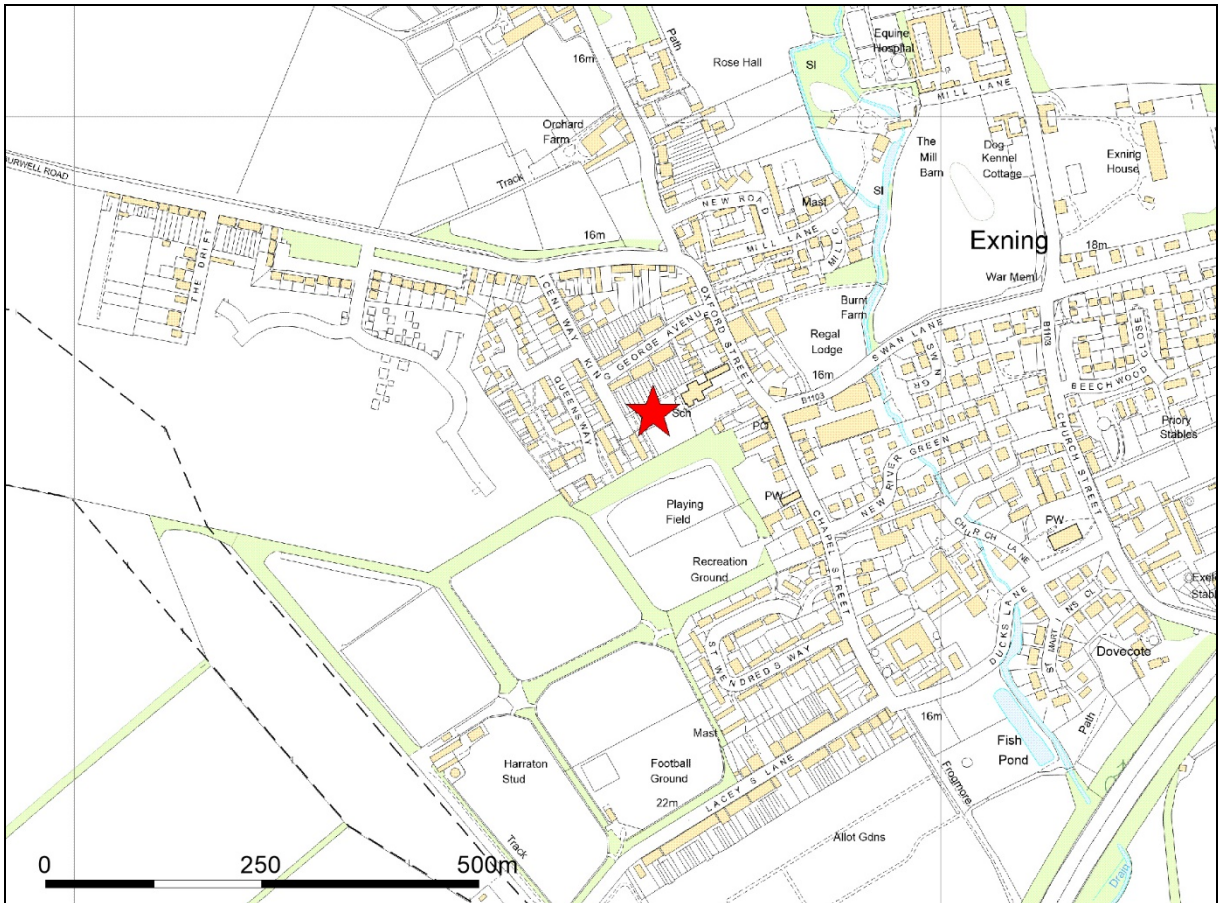
- A program of archaeological evaluation is required to assess the site of development at Exning Primary School, Exning, Suffolk (Fig. 1) for heritage assets, by a condition on planning application SCC/0219/16, in accordance with paragraph 141 of the National Planning Policy Framework.
- The work required is detailed in a Brief (dated 07/02/2017), produced by the archaeological adviser to the Local Planning Authority (LPA), James Rolfe of Suffolk County Council Archaeological Service (SCCAS).
- Suffolk Archaeology (SACIC) has been contracted to carry out the project. This document details how the requirements of the Brief and general SCCAS guidelines (SCCAS 2011) 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 the evaluation is only a first stage in a potential program of works and that this Written Scheme of Investigation (WSI) covers this trenched evaluation only. Any further stages of archaeological work that are required in relation to the proposed development will be specified by SCCAS, will require new documentation (Brief and WSI) and estimate of costs. Such works could have considerable time and cost implications for the development and the client is advised to consult with SCCAS as to their obligations following receipt of the evaluation report.

## 2. The Site

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- The site lies within the grounds of Exning Primary School and is partially occupied by an existing prefabricated HORSAs building, with eastern part being under grass with play equipment.
- The site lies at a height of c.15m above Ordnance datum and the site geology consists of chalk bedrock of the Zig Zag Chalk Formation. No superficial deposits are recorded (British Geological Survey website).





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Figure 1. Location map



### 3. Archaeological and historical background

- The Brief states that the 'site lies in an area of archaeological potential, as recorded by information held in the County Historic Environment Record (HER). It is situated on the edge of the medieval settlement core of Exning (EXG 098) and a Saxon cemetery was located during recent archaeological investigations to the west (EXG 101). As a result, there is high potential for encountering archaeological features and remains at this location. The proposed works involved in this scheme would cause significant ground disturbance that has potential to damage any archaeological deposits and below ground heritage assets that exist'.  
A search of the Suffolk HER has been commissioned and the results will be used to inform the project report.
- The site is shown on the 1<sup>st</sup> Edition Ordnance Survey of 1886 as lying in an open field to the rear of the school, with similar open land to north, south and west.

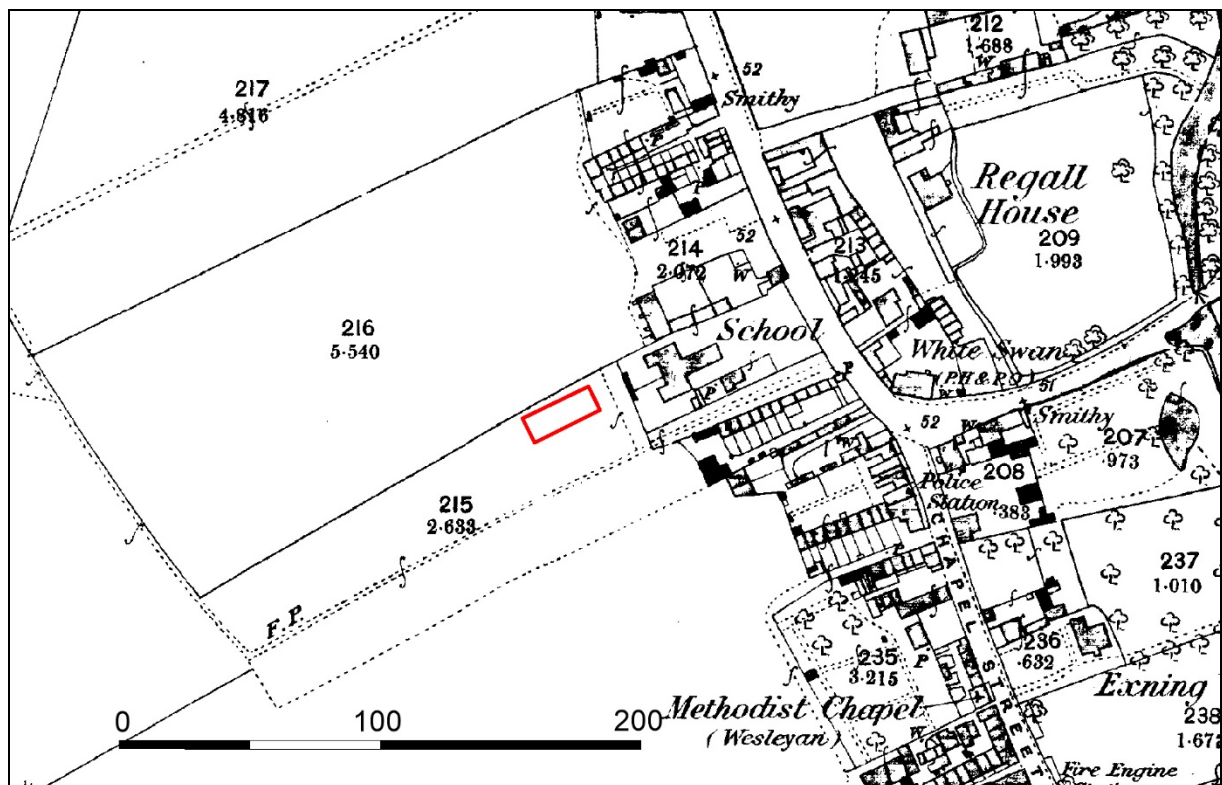
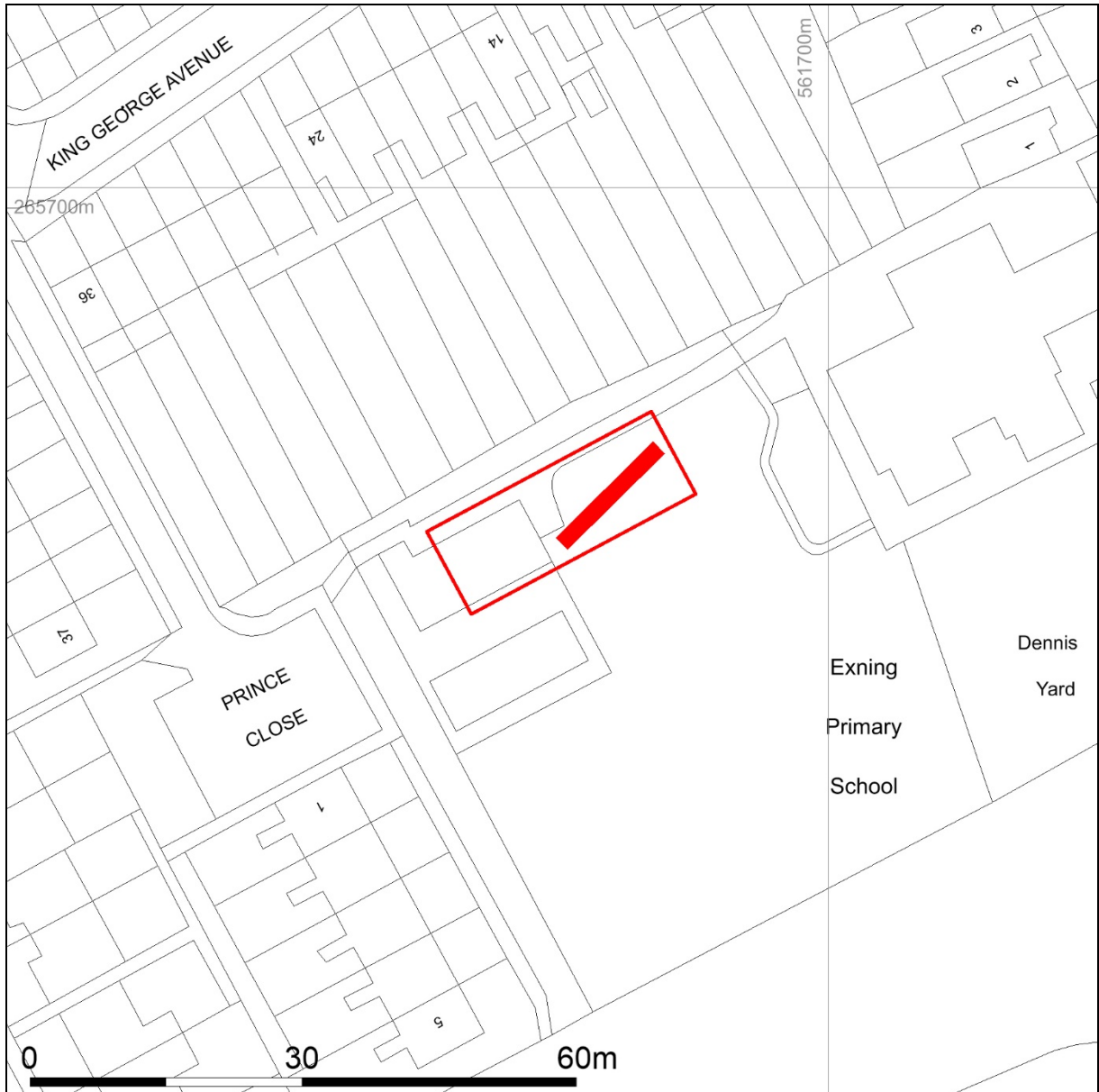


Figure 2. Site as shown on 1886 1<sup>st</sup> Edition Ordnance Survey

## 4. Project Objectives

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- The aim of the evaluation is to accurately quantify the quality and extent of the sites archaeological resource so that an assessment of the developments impact upon heritage assets can be made.
- The evaluation will:
  - Establish whether any archaeological deposits exist in the application area, with particular regard to any which are of sufficient importance to merit preservation *in situ*.
  - Identify the date, approximate form and function of any archaeological deposits within the application area.
  - Establish the extent, depth and quality of preservation of any archaeological deposits within the application area.
  - Evaluate the likely impact of past land uses and whether masking alluvial or colluvial deposits are present.
  - Establish the potential for the survival of environmental evidence.
  - Assess the potential of the site to address research aims defined in the Regional Research Framework for the Eastern Counties (Brown and Glazebrook 2000, Medlycott 2011).
  - Provide sufficient information for SCCAS to construct an archaeological conservation strategy dealing with preservation or the further recording of archaeological deposits.
  - Provide sufficient information for the client to establish time and cost implications for the development regarding the application areas heritage assets.



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Figure 3. Proposed trench plan

## **5. Archaeological method statement**

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### **5.1. Management**

- The project will be managed by SACIC Project Manager 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 evaluation* (Chartered Institute for Archaeologists, 2014).
  - *Requirements for Trenched Archaeological Evaluation* (SCCAS, 2011).
- SCCAS will be given five 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**

- An event number and site code has been requested from the Suffolk HER Officer and will be included on all future project documentation.
- An OASIS online record has been initiated and key fields in details, location and creator forms have been completed.
- An HER search has been 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.
- A pre-site inspection and Risk Assessment for the project has been completed.

### **5.3. Fieldwork**

- The archaeological fieldwork will be carried out by members of SACIC led by a Project Officer (TBC). 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 application area to be evaluated by the placing of a 20m trench across the development footprint. Due to an existing kitchen building

(which will be demolished only once development starts) occupying part of the site a 15m trench will be excavated at the eastern end of the footprint, with a contingency 5m trench being placed if space/access allows. A proposed trench plan is included above (Fig. 3). If necessary minor modifications to the trench plan may be made onsite to respect any previously unknown buried services, areas of disturbance/contamination or other obstacles.

- The trench locations will be marked out using an RTK GPS system.
- The trenches (measuring at least 1.8m wide) will be excavated using a machine equipped with a back-acting arm and toothless ditching bucket, under the supervision of an archaeologist. This will involve the removal of an estimated 0.3m-0.5m of ploughsoil and subsoils until the first visible archaeological surface or natural surface is reached.
- Spoilheaps will be created adjacent to each trench and topsoil and subsoil will be kept separate if required. Spoilheaps will be examined and metal-detected for archaeological material.
- The trench sides, base and archaeological surfaces will be cleaned by hand as necessary to identify archaeological deposits and artefacts and allow decisions to be made on the method of further investigation by the Project Officer. Further use of the machine, i.e. to investigate thick sequences of deposits by excavation of test pits etc, may be undertaken as necessary after consultation with SCCAS.
- There will be a presumption that a minimum of disturbance will be caused whilst achieving adequate evaluation of the site, i.e. establishing the period, depth and nature of archaeological deposits. Typically 50% of discrete features such as pits and 1m slots across linear features will be sampled by hand excavation, although in some instances 100% may be removed, with the aim of establishing date and function. All identified features will be investigated by excavation unless otherwise agreed with SCCAS. Significant archaeological features such as solid or bonded structural remains, building slots or postholes will be preserved intact if possible.
- Sieving of deposits using a 10mm mesh will be undertaken if they clearly appear to be occupation deposits or structurally related. Other deposits may be sieved at the judgement of the excavation team or if directed by SCCAS.
- 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.
- An overall site plan showing trench locations, 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.
- All trenches, 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.
- A photographic record, consisting of high resolution digital images, will be made throughout the evaluation. 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 evaluation methodology.
- Environmental sampling of archaeological contexts will, where possible, be carried out to assess the site for palaeoenvironmental remains 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 using a combination of judgement and systematic sampling from selected

archaeological features or natural environmental deposits, particularly those which are both datable and interpretable. All environmental samples will be retained until an appropriate specialist has assessed their potential for palaeoenvironmental remains. Decisions will be made on the need for further analysis following these assessments.

- If necessary, for example if waterlogged peat 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.
- If human remains are encountered guidelines from the Ministry of Justice will be followed and the Coroner informed. 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 evaluation 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 an evaluation is aborted, i.e. because unexpected deposits have made development unviable, then all exposed archaeological features will be recorded as usual prior to backfilling and a report produced.
- Trenches will not be backfilled without the prior approval of SCCAS. Trenches will be backfilled, subsoil first then topsoil, and compacted to ground-level, unless otherwise specified by the client. Original ground surfaces will not be reinstated but will be left as neat as practicable.

## 5.4. Post-excavation

- 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 store 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 evaluation. 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 either on the remaining sample material or in future fieldwork.
- 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.
- All hand-drawn sections will be digitised using autocad software.

## **5.5. Report**

- A full written report on the fieldwork will be produced, consistent with the principles of MoRPHE (Historic England 2015), to a scale commensurate with the archaeological results. The report will contain a description of the project background, location plans, evaluation 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 objective account of the archaeological evidence will be clearly separated from an interpretation of the results, which will include a discussion of the results in relation to relevant known sites in the region that are recorded in the Suffolk HER and other readily available documentary or cartographic sources.
- The report will include a statement as to the value, significance and potential of the site and its significance 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 report will contain sufficient information to stand as an archive report should further work not be required.
- The report may include SACIC's opinion as to the necessity for further archaeological work to mitigate the impact of the sites development. The final decision as to whether any recommendations for further work will be made however lies solely with SCCAS and the LPA.

- 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 4 weeks of completion of fieldwork.

## **5.6. Project archive**

- On approval of the report a printed and bound copy will be lodged with the Suffolk HER. A digital .pdf file will also be supplied, together with a digital and fully georeferenced vector plan showing the application area and trench locations, compatible with MapInfo software.
- The online OASIS form for the project will be completed and a .pdf version of the report uploaded to the OASIS website for online publication by the Archaeological Data Service. A paper copy of the form will be included in the project archive.
- A second bound copy of the report will be included with the project archive.
- A digital .pdf copy of the approved report will be supplied to the client, together with our final invoice for outstanding fees. 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 be 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.
  - Human skeletal remains. The client/landowner by law will have no claim to ownership of human remains and any such will be stored by SCCAS, in accordance with a Ministry of Justice licence, until a decision is reached upon their long term future, i.e. reburial or permanent storage.

## **Bibliography**

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- SCCAS, 2011, *Requirements for Trenched Archaeological Evaluation 2011, ver 1.2*.
- 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>

## 6. Project Staffing

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### 6.1. Management

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SACIC Managing Director	Dr Rhodri Gardner
SACIC Project Manager	John Craven
SACIC Finds Manager	Richenda Goffin
SACIC Outreach Officer	Alex Fisher

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### 6.2. Fieldwork

The fieldwork team will be derived from the following pool of SACIC staff and other temporary project assistants.

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Name	Job Title	First Aid	Other skills/qualifications
Robert Brooks	Project Officer	Yes	Surveyor
Simon Cass	Project Officer	Yes	Surveyor
Catherine Douglas	Project Officer	Yes	
Linzi Everett	Project Officer	Yes	
Martin Cuthbert	Project Officer	Yes	
Jezz Meredith	Project Officer	Yes	
Simon Picard	Assistant PO	Yes	Surveyor
Tim Schofield	Project Officer	Yes	Surveyor/Geophysics
Mark Sommers	Project Officer	Yes	
Preston Boyles	Supervisor	Yes	
Rebecca Smart	Project Assistant	Yes	
Nigel Byram	Project Assistant		
Tim Carter	Project Assistant	Yes	Metal detectorist
Rhiannon Gardiner	Project Assistant		
Nathan Griggs	Project Assistant		
Steve Hunt	Project Assistant		Metal detectorist
Romy McIntosh	Project Assistant		
Rui Oliveira	Project Assistant		
Ed Palka	Project Assistant		
John Phillips	Project Assistant		Metal detectorist
Filipe Santos	Project Assistant		
Eddie Taylor	Project Assistant		
Joy Fuller	Trainee Project Assistant		
Aimee McManus	Trainee Project Assistant		

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### 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.

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Graphics and illustration	Ellie Cox, Gemma Bowen, Rui Santo
Post Roman pottery and CBM	Richenda Goffin
Roman Pottery	Dr Ioannis Smyrnaio
Environmental sample processing/assessment	Anna West
Finds quantification/assessment	Dr Ruth Beveridge, Matt Thompson
Finds Processing	Jonathan Van Jennians
Data entry	George Gorrige
Archive	Dr Ruth Beveridge

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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.

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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

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## Appendix 2. OASIS data collection form

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**OASIS ID: suffolka1-277031**

### Project details

Project name	Exning Primary School
Short description of the project	trenched evaluation did not identify any significant features or artefacts
Project dates	Start: 09-03-2017 End: 10-03-2017
Previous/future work	No / No
Any associated project reference codes	EXG 110 - HER event no.
Any associated project reference codes	ESF25435 - HER event no.
Type of project	Field evaluation
Current Land use	Grassland Heathland 4 - Regularly improved
Monument type	NONE None
Significant Finds	NONE None
Methods & techniques	"Sample Trenches"
Development type	Public building (e.g. school, church, hospital, medical centre, law courts etc.)
Prompt	National Planning Policy Framework - NPPF
Position in the planning process	After full determination (eg. As a condition)

### Project location

Country	England
Site location	SUFFOLK FOREST HEATH EXNING Exning Primary School
Study area	280 Square metres
Site coordinates	TL 6167 6566 52.264870134404 0.369377242856 52 15 53 N 000 22 09 E Point

### Project creators

Name of Organisation	Suffolk Archaeology CIC
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Project brief originator	Local Authority Archaeologist and/or Planning Authority/advisory body
Project design originator	Suffolk Archaeology CIC
Project director/manager	John Craven
Project supervisor	Mark Sommers
Type of sponsor/funding body	Developer

### Project archives

Physical Archive Exists?	No
Digital Archive recipient	Suffolk HER
Digital Archive ID	EXG 110
Digital Contents	"other"
Digital Media available	"Images raster / digital photography","Text"
Paper Archive recipient	Suffolk HER
Paper Archive ID	EXG 110
Paper Contents	"other"
Paper Media available	"Report"

### Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	Archaeological Evaluation Report: Exning Primary School
Author(s)/Editor(s)	Sommers, M.
Other bibliographic details	SACIC Report No. 2017/024
Date	2017
Issuer or publisher	SACIC
Place of issue or publication	Needham Market
Description	printed sheets of A4 paper with card covers and a plastic comb binder

Entered by	MS (mark.sommers@suffolkarchaeology.co.uk)
Entered on	10 March 2017





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[www.suffolkarchaeology.co.uk](http://www.suffolkarchaeology.co.uk)



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