

ARCHAEOLOGICAL EVALUATION REPORT

SCCAS REPORT No. 2009/294

St. Felix RC Primary School, Haverhill HVH 071

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HER Information

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Grid Reference: TL 6592 4535

Funding Body: The East Anglian Roman Catholic Diocese Trustee

Curatorial Officer: Dr Jess Tipper

Project Officer: M. Sommers

Oasis Reference: suffolkc1-68058

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

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Disclaimer

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Summary

An archaeological evaluation was carried out at St. Felix RC Primary School, School Lane, Haverhill, in advance of proposed works to extend the school buildings and create a hard play area. Four trenches were excavated down to the top of the natural subsoil. Within two of these two sections, of what is probably the same ditch, were revealed. Pottery sherds recovered from the fill of this feature indicate that it relates to activity during 11th-12th century. A small number of residual Roman sherds were also recovered. The natural subsoil consisted of a stiff pale brown clay with frequent chalk and flint which occurred at depths of between 0.3m and 0.5m (Suffolk County Council Archaeological Service for The East Anglian Roman Catholic Diocese Trustee).

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1. Introduction

A proposal has been made for the provision of an additional hard play area and the construction of an extension at St. Felix RC Primary School, School Lane, Haverhill (Fig. 1 shows a location plan). Planning permission has been granted with an attached condition requiring an agreed programme of archaeological work be in place prior to the commencement of the development.

The first stage of the programme of work, as specified in the Brief and Specification produced by Dr. J. Tipper, of the Suffolk County Council Conservation Team, (Appendix 1) is 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 be deemed necessary.

The site of the proposed extension lies to the west of the present school buildings whilst the additional hard play area lies to the south of the existing play area to the south of the school buildings. At the time of the evaluation the site of the proposed extension was a small level grassed area forming a garden bounded by a hedge and fencing. The site of the proposed hard play area comprised part of the school playing field in an area which sloped down from northwest to southeast.

It was considered that the proposed developments had the potential to cause damage or destruction to any underlying archaeological deposits or features that may be present and consequently the Brief and Specification called for both areas to be evaluated.

The National Grid Reference for the approximate centre of the school site is TL 6592 4535. The archaeological evaluation was undertaken by Suffolk County Council Archaeological Service's Field Team who were commissioned and funded by The East Anglian Roman Catholic Diocese Trustee.

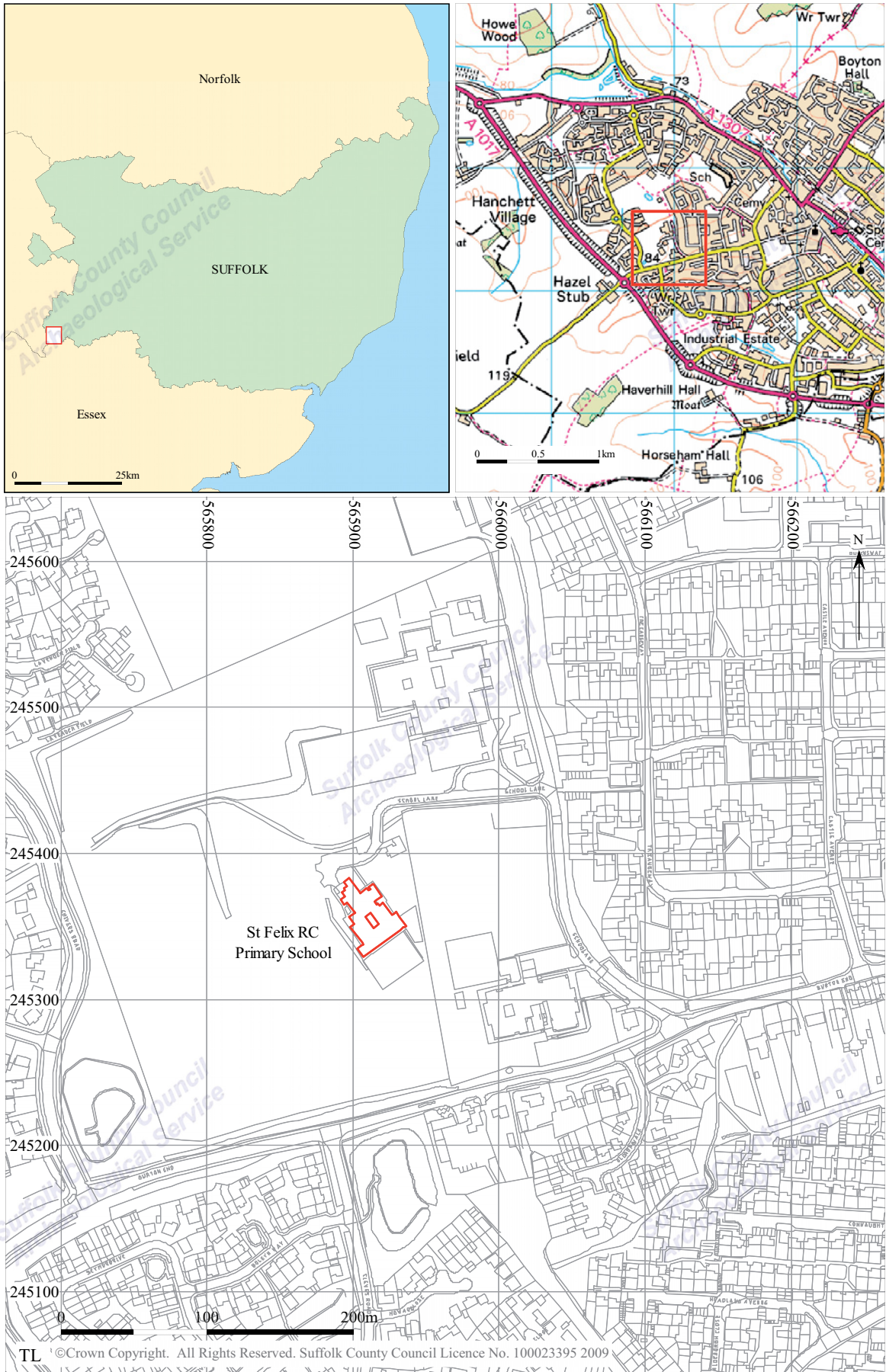


Figure 1. Site location plan

2. Geology and topography

The underlying geology of this area of the county comprises chalky boulder clay, a till that was deposited by the great Anglian Glaciation which has been dissected, relatively deeply, by streams and rivers. The result is a landscape that undulates, sometimes strongly, in contrast to the landscape of the north Suffolk claylands, which have very little relative relief.

The site is situated upon the south facing slope of an approximately east-west valley c. 1km west of Haverhill town centre. The slope is initially gentle but becomes much steeper towards the southern boundary of the school with an extremely steep slope between the southern boundary and Burton End Road. This road is believed to be at least medieval in origin and appears to have been cut into the bottom of the sloping valley side.

The site is located within the present urban area of Haverhill in an area of late 20th century development. Prior to this the school site was open farmland.

3. Archaeological and historical background

There are no known sites recorded on the County Historic Environment Record within the school site but it is situated within an area of archaeological importance as recorded on the County Historic Environment Record (HER). Roman and Anglo-Saxon finds have been recorded to the west (HER ref. HVH 034) and southwest (HVH 030) and an extensive medieval site (HVH 035) was excavated some 280m to the west. Together these indicate a high potential for earlier remains relating to numerous periods to be located at this site.

4. Methodology

The trial trenches were machine excavated down to the level of the natural subsoil using a 7 tonne tracked excavator fitted with a 1.6m wide toothless ditching bucket. The location of the trenches was in accordance with a plan approved by the County Conservation Team.

The machining of the trenches was closely observed throughout in order to identify archaeological features and deposits and to recover any artefacts that might be revealed. Excavation continued until the undisturbed natural subsoil was encountered, the exposed surface of which was then examined for cut features or deposits. Any features/deposits identified were then sampled through hand excavation in order to determine their depth and shape and to recover datable artefacts. Scale plans and cross sections of the excavated features were produced. A dumpy level was used to measure height differences which were related to a spot height in Burton End Road. A photographic record of the work undertaken was also compiled using a 10 megapixel digital camera.

A metal detector survey of the spoil and the *in-situ* fills of the features was undertaken to aid the recovery of datable artefacts.

Following excavation, the nature of the overburden was recorded, the trench location was plotted and the depths were noted. Upon completion of the recording the trenches were backfilled.

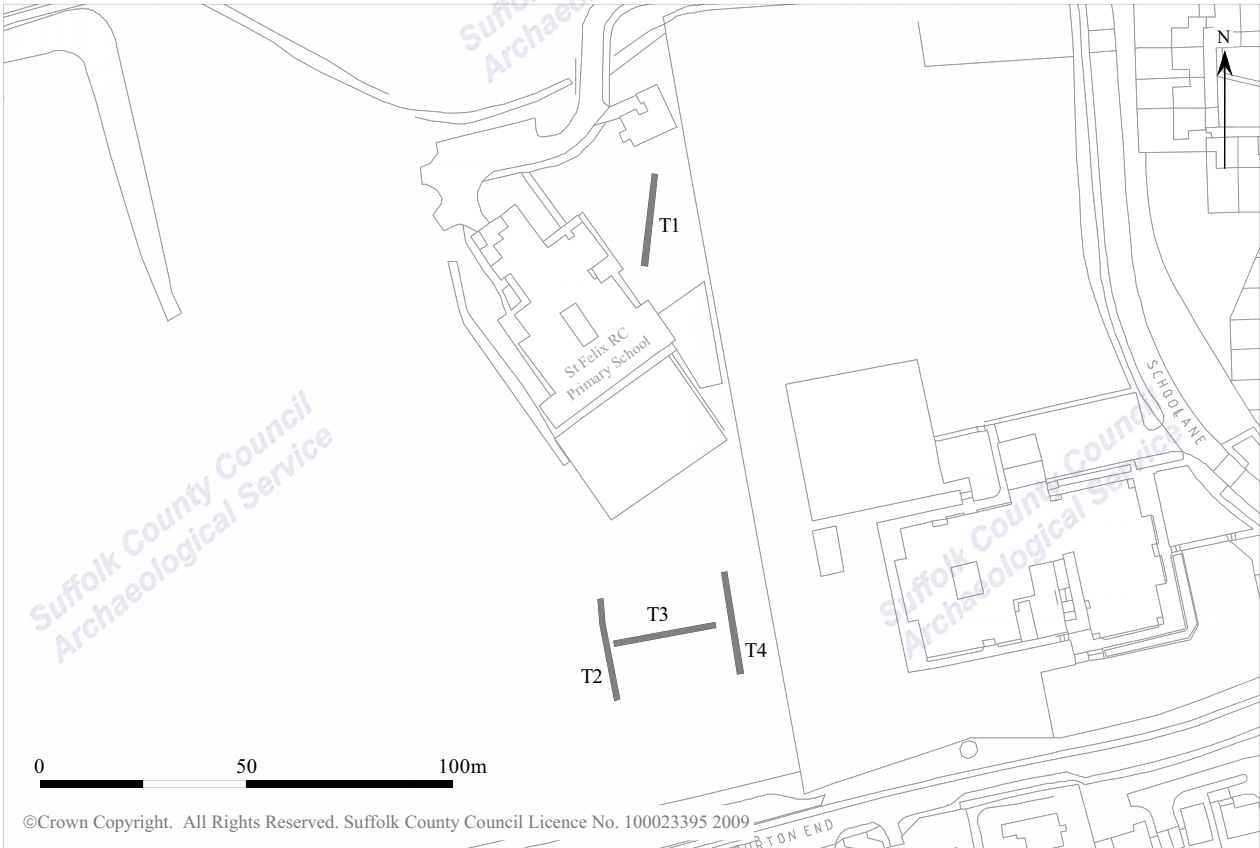


Figure 2. Trench location plan (marked as T1 to T4)

5. Results

Four trenches were excavated (Fig. 2). Trench 1 was excavated across the site of the proposed extension in an area that was relatively level. Trenches 2, 3 and 4 were excavated within the proposed hard play area in part of the school site that sloped down from northwest to southeast. The maximum height difference recorded in this area being 2.54m between the north end of Trench 2 and the south end of Trench 4. Burton End Road, c. 50m south of the proposed hard play area, was c. 5.3m lower than the approximate centre of the hard play area (see Fig. 5 for a plan of approximate heights).

The natural subsoil revealed in all four trenches comprised stiff pale brown clay with frequent chalk and flint.

A description of each trench follows below:

Trench 1 was aligned approximately southwest to northeast and measured 22.5m in length (Plate I). Within this trench no archaeological features were identified and no artefacts were recovered.

In the southwest half of the trench the natural subsoil lay directly beneath a layer of clean yellow sand which was clearly an imported material. The interface between this layer and the subsoil was very abrupt indicating a probable truncation of the natural subsoil. This activity is related to a former temporary building that stood in this area.

In the remainder of the trench, a 0.3m thick layer of topsoil overlay the natural subsoil. Again the interface was relatively abrupt suggesting a possible truncation or at least a previous exposure of the natural subsoil. The natural subsoil was level along the length of the trench, the difference in depth being due to a greater thickness of the overburden to the southwest.

Trench 2 was aligned virtually north-south and measured 25m in length (Plate II). The natural subsoil lay at a depth of 0.3m for the greater majority of the trench, although this increased to c. 0.45m at the southern, down slope, end of the trench. The interface between the topsoil and the natural subsoil was relatively abrupt suggesting possible

truncation of the subsoil surface. No features were identified and no artefacts were recovered.

Trench 3 was aligned approximately east-west and measured 25m in length (Plate III). The natural subsoil lay at a depth of 0.3m at the western end of the trench but this increased to 0.45m towards the eastern end, and was immediately overlain by the topsoil.

A single linear feature, aligned southwest-northeast and interpreted as a ditch, was noted towards the eastern end of the trench (ditch 0004). It measured 0.9m in width and cut the natural subsoil to a depth of 0.31m. The fill (0003) comprised mid to dark greyish brown silty clay from which a bulk soil sample was taken (Sample 1). This ditch was identical in dimensions, alignment and fill to the ditch recorded in Trench 4 and is assumed they are the same feature (see Figures 3 and 4).

Pottery sherds recovered from the fill of ditch 0004 which indicate activity during the 11th-12th century.

Trench 4 was aligned approximately north-south and was 25m in length. The natural subsoil lay immediately below the topsoil, at a depth of 0.35m for the greater majority of the trench. At the southern, down slope, end of the trench, the natural just started to dip down steeper than the ground surface with the thickness of the topsoil increasing to c. 0.5m.

A single ditch was noted towards the northern end of the trench, the dimensions, alignment and fill of which were identical to that recorded in Trench 3 (Plate IV). It is assumed they are the same feature (see Fig. 3).

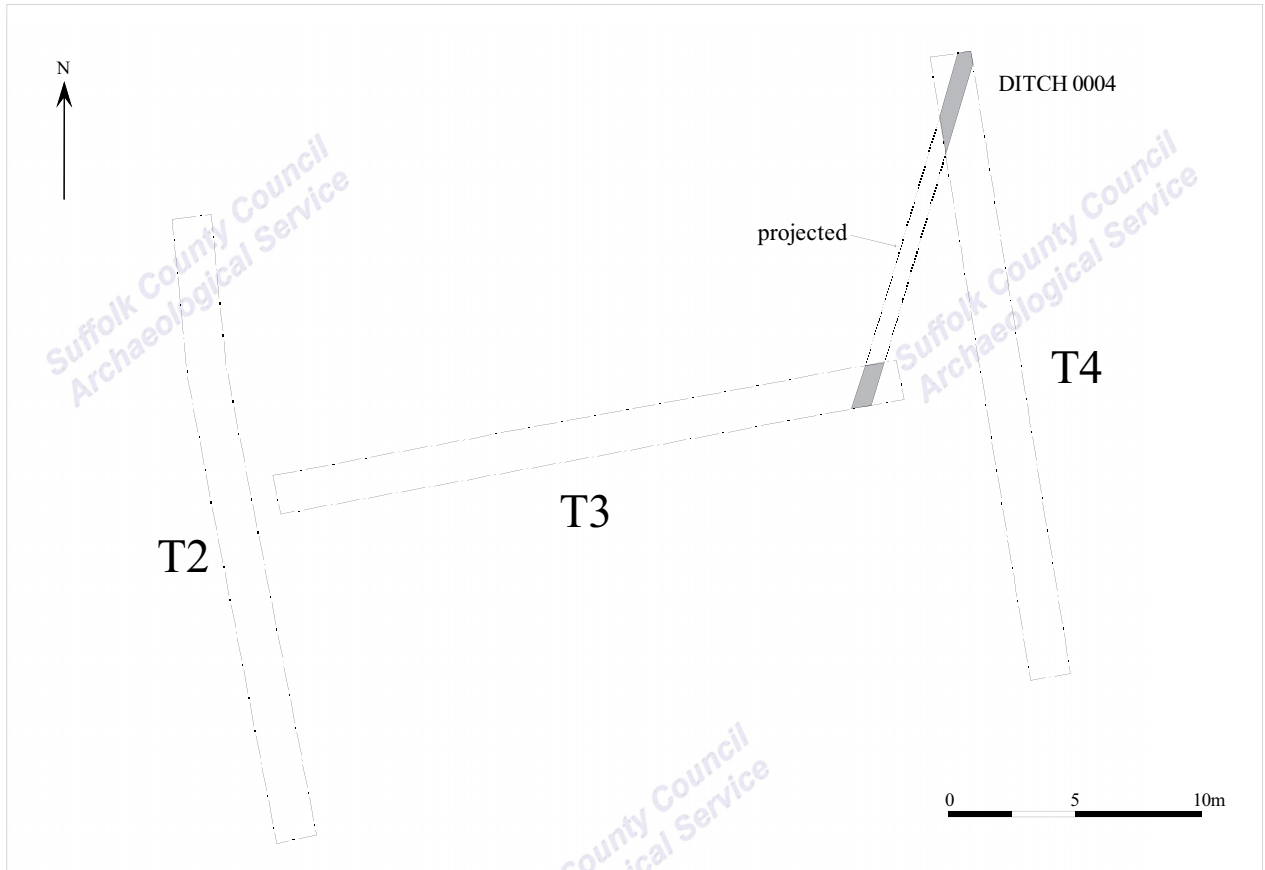


Figure 3. Surface plan of Trenches 2, 3 and 4 showing ditch 0004

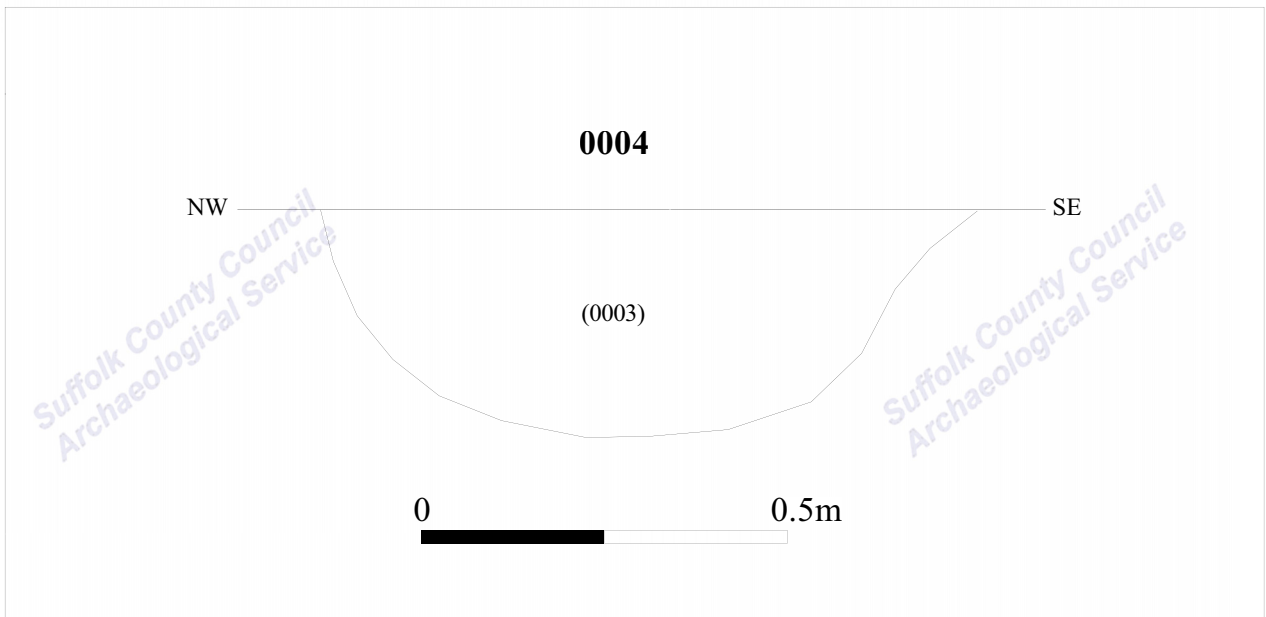


Figure 4. NW-SE section through ditch 0004



Figure 5. Relative heights recorded in the vicinity of Trenches 2, 3 and 4

6. Finds and environmental evidence (R. Goffin)

Introduction

Finds were collected from a single context, as shown in the table below.

Context	Pottery		CBM		Fired clay		Stone		Miscellaneous	Spotdate
	No.	Wt/g	No.	Wt/g	No.	Wt/g	No.	Wt/g		
0003	29	133	3	21	2	7	9	203	1 flint @ 2g, 1 iron @ 10g, 1 shell @ 4g, 1 charcoal @ 1g	Mixed, Roman, medieval and post-med
Total	29	133	3	21	2	7	9	203		

Table 1. Finds quantities

Pottery

Introduction

Twenty-nine fragments of pottery were identified from the evaluation, all of which were recovered from the ditch fill 0003. Three tiny chips of pottery were also found in Sample 1.

Roman (Cathy Tester)

Nine sherds of wheel-made Roman pottery were recovered in total and two fabrics were identified. The earliest pottery in date are two small abraded sherds of black-surfaced ware (BSW) from two separate vessels. Both have 'romanising' fabrics which contain numerous small fragments of black grog and they probably belong to the early or mid 1st century AD.

The remaining seven Roman fragments (13g) are all from a single larger sherd of Late shell tempered ware (LSH) which dates to the late 3rd or 4th century.

Post-Roman

Nineteen fragments of medieval and post-medieval pottery were identified in the ditch fill 0003. Eight sherds of an early medieval bowl made in a sandy fabric with chalk and shelly inclusions were present. The vessel has a thickened flat-topped rim with internal beading and is likely to date to the 12th century. In addition several body sherds of at least two hand-made sandy wares dating to the 11th-12th century were identified, similar to those found in excavations in Colchester (Fabric 13, Early medieval sandy ware, Cotter 57). An additional sherd of shell-dusted ware, the equivalent of the Colchester fabric type 13S, is of the same date. Another sherd of coarseware found in the fill dates to the 12th-14th century. The latest sherd from the ditch fill is an abraded fragment of Glazed red earthenware dating to the 16th-18th century.

Ceramic building material

Two fragments of roofing tile were recovered from ditch fill 0003. One of these has a circular peg hole. They are fully oxidised in appearance with a fine fabric with clay pellets which dates to the late or post-medieval period. An additional fragment from this context which is very abraded made in a medium sandy fabric with ferrous inclusions is post-medieval.

Fired clay

Two undiagnostic fragments of fired clay were collected from ditch fill 0003. They are made in a fine silty fabric with frequent chalk inclusions up to 6mm in length. This fabric type may date to the medieval period.

Stone

Five fragments of unworked stone were retained from the ditch fill 0003. Five of them are burnt.

Flint (Colin Pendleton)

A small patinated flake was found in ditch fill 0003. It has limited edge retouch and a retouched notch on 1 edge which looks unpatinated, which may have been done at a later period. It is later prehistoric, possibly Neolithic/Early Bronze Age.

Metalwork

A single iron nail was collected from the evaluation.

Animal bone

A small, very abraded animal bone fragment was recovered from Sample 1 from the fill 0003 of the ditch. It is not identifiable.

Molluscs

A single terrestrial snail was found in the ditch fill 0003.

Charcoal

A fragment of charcoal weighing less than a gram was collected from the ditch fill 0003.

7. Discussion

The ditch recorded in Trenches 3 and 4 indicates the presence of medieval activity in this area. The Roman finds recovered are presumably residual and probably originated from the known Roman sites in the vicinity (HVH 030 or 034) having possibly been deliberately collected and then later discarded in the ditch during the medieval period. The small number of later finds are likely to be intrusive into the main bulk of the fill, possibly as a result of subsidence of the ditch fill leaving a slight depression in which later material collected.

The relatively large amounts of medieval pottery recovered from the limited sections excavated into this feature suggest actual occupation in the vicinity. An evaluation undertaken on the adjacent school revealed evidence for early medieval activity,

including structures (SCCAS Report No. 2009/293), in an area c. 20m to the northeast of the north end of Trench 4 which suggests that further evidence could be located in the area between Trench 4 and the existing hard play area.

No archaeological evidence was located in Trench 1, excavated in the area of the proposed extension. Although there was evidence for probable truncation of the land surface it is unlikely that this was to such a degree as to remove all evidence for earlier activity, had it been present.

8. Conclusions and recommendations for further work

Although only limited evidence for early activity was recorded in the evaluation trenches the fact that further evidence has been recorded in the area immediately to the northeast suggests that further buried remains may survive in the area to the north of the proposed hard play area which may be under threat from proposed works at this site.

To mitigate against such a threat it is recommended that further archaeological works will be required. As a minimum, any stripping of topsoil in the vicinity of Trench 4 and the area immediately to the north should be archaeologically monitored with provision for the excavation and recording of any features or deposits that may be revealed.

The precise nature of any further works that may be required is ultimately the decision of the County Conservation Team.

9. Archive deposition

Paper archive: T:\ENV\ARC\PARISH\Haverhill\HVH 071 St Felix RC Primary School

Photo Archive: GER 52 – GER 60 in T:\ENV\ARC\MSWORKS3\Digital photos\GER

Historic Environment Record reference under which archive is held: HVH 071

A summary has also been entered into OASIS, the online database, ref. suffolkc1-68058

10. Contributors and acknowledgements

The evaluation was carried out by S. Manthorpe, S. Picard and M. Sommers from Suffolk County Council Archaeological Service, Field Team. The machine was provided by Holmes Plant Limited.

The project was directed by M. Sommers, and managed by Stuart Boulter, who also provided advice during the production of the report.

The finds were analysed and reported on by Richenda Goffin, Colin Pendleton and Cathy Tester from Suffolk County Council Archaeological Service, Field Team.

11. Bibliography

- Cotter, J., 2000, Post-Roman pottery from excavations in Colchester, 1971-85, Colchester Archaeological Report 7, Colchester Archaeological Trust.
- Sommers, M. 2009 Archaeological Evaluation Report: Burton End Primary School, Haverhill, HVH 070, SCCAS Report No. 2009/293

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.

Plates



Plate I. General view of Trench 1 looking north (ref. GER 54)



Plate II. General view of Trench 2 looking south (ref. GER 60)



Plate III. General view of Trench 3 looking east (ref. GER 56)



Plate IV. Ditch 0004 as seen in Trench 4 (ref. GER 58)

Appendix 1 Brief and specification

Brief and Specification for Archaeological Evaluation

ST FELIX RC PRIMARY SCHOOL, SCHOOL LANE, HAVERHILL

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

1. **The nature of the development and archaeological requirements**
 - 1.1 Planning permission has been granted by Suffolk County Council for the erection of a new teaching block, extension, new hard play and other alterations, at St Felix RC Primary School, School Lane, Haverhill, CB9 9DE (TL 659 453). Please contact the developer for an accurate plan of the proposed works.
 - 1.2 The Planning Authority has been advised that any consent should be conditional upon an agreed programme of work taking place before development begins (PPG 16, paragraph 30 condition).
 - 1.3 The area of the proposed development is located on the west side of Haverhill. The soils are deep clay of the Hanslope series, derived from the underlying chalky till at c. 90 - 95.00m AOD.
 - 1.4 The school lies in an area of high archaeological potential, recorded in the County Historic Environment Record. Roman and medieval finds are recorded to the west (HER: HVH 034), which are indicative of further occupation remains in this vicinity. There is high potential for archaeological remains to be defined at this location, given the proximity to known remains. Any groundworks causing significant ground disturbance (including topsoil stripping for site compound and storage areas) have the potential to damage any archaeological deposit that exists.
 - 1.5 In order to inform the archaeological mitigation strategy, the following work will be required:
 - A linear trenched evaluation is required of the development area.
 - 1.6 **The results of this evaluation will enable the archaeological resource, both in quality and extent, to be accurately quantified. Decisions on the need for and scope of any mitigation measures, should there be any archaeological finds of significance, will be based upon the results of the evaluation and will be the subject of an additional specification.**
 - 1.7 All arrangements for the field evaluation of the site, the timing of the work, access to the site, the definition of the precise area of landholding and area for proposed development are to be defined and negotiated with the commissioning body.
 - 1.8 Detailed standards, information and advice to supplement this brief are to be found in *Standards for Field Archaeology in the East of England*, East Anglian Archaeology Occasional Papers 14, 2003.
 - 1.9 In accordance with the standards and guidance produced by the Institute of Field Archaeologists this brief should not be considered sufficient to enable the total execution of the project. A Written Scheme of Investigation (WSI) based upon this brief and the accompanying outline specification of minimum requirements, is an essential requirement. This must be submitted by the developers, or their agent, to the Conservation Team of the Archaeological Service of Suffolk County Council (9 – 10 The Churchyard, Shire Hall, Bury St Edmunds IP33 2AR; telephone/fax: 01284 352443) for approval. The work must not commence until this office has approved both the archaeological contractor as suitable to undertake the work, and the WSI as satisfactory. The WSI will provide the basis for measurable standards and will be used to satisfy the requirements of the planning condition.

- 1.10 Before any archaeological site work can commence it is the responsibility of the developer to provide the archaeological contractor with either the contaminated land report for the site or a written statement that there is no contamination. The developer should be aware that investigative sampling to test for contamination is likely to have an impact on any archaeological deposit which exists; proposals for sampling should be discussed with the Conservation Team of the Archaeological Service of SCC (SCCAS/CT) before execution.
- 1.11 The responsibility for identifying any constraints on field-work, e.g. Scheduled Monument status, Listed Building status, public utilities or other services, tree preservation orders, SSSIs, wildlife sites &c., ecological considerations rests with the commissioning body and its archaeological contractor. The existence and content of the archaeological brief does not over-ride such constraints or imply that the target area is freely available.
- 1.12 Any changes to the specifications that the project archaeologist may wish to make after approval by this office should be communicated directly to SCCAS/CT and the client for approval.

2. Brief for the Archaeological Evaluation

- 2.1 Establish whether any archaeological deposit exists in the area, with particular regard to any which are of sufficient importance to merit preservation *in situ*.
- 2.2 Identify the date, approximate form and purpose of any archaeological deposit within the application area, together with its likely extent, localised depth and quality of preservation.
- 2.3 Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.
- 2.4 Establish the potential for the survival of environmental evidence.
- 2.5 Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.
- 2.6 This project will be carried through in a manner broadly consistent with English Heritage's *Management of Archaeological Projects*, 1991 (MAP2), all stages will follow a process of assessment and justification before proceeding to the next phase of the project. Field evaluation is to be followed by the preparation of a full archive, and an assessment of potential. Any further excavation required as mitigation is to be followed by the preparation of a full archive, and an assessment of potential, analysis and final report preparation may follow. Each stage will be the subject of a further brief and updated project design; this document covers only the evaluation stage.
- 2.7 The developer or his archaeologist will give SCCAS/CT (address as above) five working days notice of the commencement of ground works on the site, in order that the work of the archaeological contractor may be monitored.
- 2.8 If the approved evaluation design is not carried through in its entirety (particularly in the instance of trenching being incomplete) the evaluation report may be rejected. Alternatively the presence of an archaeological deposit may be presumed, and untested areas included on this basis when defining the final mitigation strategy.
- 2.9 An outline specification, which defines certain minimum criteria, is set out below.

3. Specification: Trenched Evaluation

- 3.1 Four linear trenches will be required for the archaeological evaluation at this school, totalling c. 100.00m in total length:

- A linear trial trench 25.00m in length, aligned N to S, is to be excavated to cover the area of the proposed new building on the east side of the school;
- Three linear trenches totalling 75.00m in length, aligned E to W and N to S, to cover the areas of new (additional) hard play and associated landscaping on the southern side of the school.

The trenches are to be a minimum of 1.80m wide unless special circumstances can be demonstrated.

- 3.2 If excavation is mechanised a toothless 'ditching bucket' at least 1.50m wide must be used. A scale plan showing the proposed locations of the trial trenches should be included in the WSI and the detailed trench design must be approved by SCCAS/CT before field work begins.
- 3.3 The topsoil may be mechanically removed using an appropriate machine with a back-acting arm and fitted with a toothless bucket, down to the interface layer between topsoil and subsoil or other visible archaeological surface. All machine excavation is to be under the direct control and supervision of an archaeologist. The topsoil should be examined for archaeological material.
- 3.4 The top of the first archaeological deposit may be cleared by machine, but must then be cleaned off by hand. There is a presumption that excavation of all archaeological deposits will be done by hand unless it can be shown there will not be a loss of evidence by using a machine. The decision as to the proper method of excavation will be made by the senior project archaeologist with regard to the nature of the deposit.
- 3.5 In all evaluation excavation there is a presumption of the need to cause the minimum disturbance to the site consistent with adequate evaluation; that significant archaeological features, e.g. solid or bonded structural remains, building slots or post-holes, should be preserved intact even if fills are sampled. For guidance:
- For linear features, 1.00m wide slots (min.) should be excavated across their width;
- For discrete features, such as pits, 50% of their fills should be sampled (in some instances 100% may be requested).
- 3.6 There must be sufficient excavation to give clear evidence for the period, depth and nature of any archaeological deposit. The depth and nature of colluvial or other masking deposits must be established across the site.
- 3.7 Archaeological contexts should, where possible, be sampled for palaeo-environmental remains. Best practice should allow for sampling of interpretable and datable archaeological deposits and provision should be made for this. The contractor shall show what provision has been made for environmental assessment of the site and must provide details of the sampling strategies for retrieving artefacts, biological remains (for palaeo-environmental and palaeo-economic investigations), and samples of sediments and/or soils (for micromorphological and other pedological/sedimentological analyses. Advice on the appropriateness of the proposed strategies will be sought from Rachel Ballantyne, English Heritage Regional Adviser for Archaeological Science (East of England). A guide to sampling archaeological deposits (Murphy, P.L. and Wiltshire, P.E.J., 1994, *A guide to sampling archaeological deposits for environmental analysis*) is available for viewing from SCCAS.
- 3.8 Any natural subsoil surface revealed should be hand cleaned and examined for archaeological deposits and artefacts. Sample excavation of any archaeological features revealed may be necessary in order to gauge their date and character.
- 3.9 Metal detector searches must take place at all stages of the excavation by an experienced metal detector user.

- 3.10 All finds will be collected and processed (unless variations in this principle are agreed SCCAS/CT during the course of the evaluation).
- 3.11 Human remains must be left *in situ* except in those cases where damage or desecration are to be expected, or in the event that analysis of the remains is shown to be a requirement of satisfactory evaluation of the site. However, the excavator should be aware of, and comply with, the provisions of Section 25 of the Burial Act 1857.
- 3.12 Plans of any archaeological features on the site are to be drawn at 1:20 or 1:50, depending on the complexity of the data to be recorded. Sections should be drawn at 1:10 or 1:20 again depending on the complexity to be recorded. All levels should relate to Ordnance Datum. Any variations from this must be agreed with SCCAS/CT.
- 3.13 A photographic record of the work is to be made, consisting of both monochrome photographs and colour transparencies and/or high resolution digital images.
- 3.14 Topsoil, subsoil and archaeological deposit to be kept separate during excavation to allow sequential backfilling of excavations.
- 3.15 Trenches should not be backfilled without the approval of SCCAS/CT.

4. General Management

- 4.1 A timetable for all stages of the project must be agreed before the first stage of work commences, including monitoring by SCCAS/CT. The archaeological contractor will give not less than five days written notice of the commencement of the work so that arrangements for monitoring the project can be made.
- 4.2 The composition of the archaeology contractor staff must be detailed and agreed by this office, including any subcontractors/specialists. For the site director and other staff likely to have a major responsibility for the post-excavation processing of this evaluation there must also be a statement of their responsibilities or a CV for post-excavation work on other archaeological sites and publication record. Ceramic specialists, in particular, must have relevant experience from this region, including knowledge of local ceramic sequences.
- 4.3 Provision should be included in the WSI for public engagement with the investigative works, in the form of outreach activities for the School.
- 4.4 It is the archaeological contractor's responsibility to ensure that adequate resources are available to fulfill the Brief.
- 4.5 A detailed risk assessment must be provided for this particular site.
- 4.6 No initial survey to detect public utility or other services has taken place. The responsibility for this rests with the archaeological contractor.
- 4.7 The Institute of Field Archaeologists' *Standard and Guidance for archaeological field evaluation* (revised 2001) should be used for additional guidance in the execution of the project and in drawing up the report.

5. Report Requirements

- 5.1 An archive of all records and finds must be prepared consistent with the principles of English Heritage's *Management of Archaeological Projects*, 1991 (particularly Appendix 3.1 and Appendix 4.1).
- 5.2 The report should reflect the aims of the WSI.
- 5.3 The objective account of the archaeological evidence must be clearly distinguished from its archaeological interpretation.

- 5.4 An opinion as to the necessity for further evaluation and its scope may be given. No further site work should be embarked upon until the primary fieldwork results are assessed and the need for further work is established.
- 5.5 Reports on specific areas of specialist study must include sufficient detail to permit assessment of potential for analysis, including tabulation of data by context, and must include non-technical summaries.
- 5.6 The Report must include a discussion and an assessment of the archaeological evidence, including an assessment of palaeoenvironmental remains recovered from palaeosols and cut features. Its conclusions must include a clear statement of the archaeological potential of the site, and the significance of that potential in the context of the Regional Research Framework (*East Anglian Archaeology*, Occasional Papers 3 & 8, 1997 and 2000).
- 5.7 The results of the surveys should be related to the relevant known archaeological information held in the County Historic Environment Record (HER).
- 5.8 A copy of the Specification should be included as an appendix to the report.
- 5.9 The project manager must consult the County HER Officer (Dr Colin Pendleton) to obtain an HER number for the work. This number will be unique for each project or site and must be clearly marked on any documentation relating to the work.
- 5.10 Finds must be appropriately conserved and stored in accordance with *UK Institute of Conservators Guidelines*.
- 5.11 The project manager should consult the SCC Archive Guidelines 2008 and also the County HER Officer regarding the requirements for the deposition of the archive (conservation, ordering, organisation, labelling, marking and storage) of excavated material and the archive.
- 5.12 The WSI should state proposals for the deposition of the digital archive relating to this project with the Archaeology Data Service (ADS), and allowance should be made for costs incurred to ensure the proper deposition (<http://ads.ahds.ac.uk/project/policy.html>).
- 5.13 Every effort must be made to get the agreement of the landowner/developer to the deposition of the finds with the County HER or a museum in Suffolk which satisfies Museum and Galleries Commission requirements, as an indissoluble part of the full site archive. If this is not achievable for all or parts of the finds archive then provision must be made for additional recording (e.g. photography, illustration, analysis) as appropriate. If the County HER is the repository for finds there will be a charge made for storage, and it is presumed that this will also be true for storage of the archive in a museum.
- 5.14 The site archive is to be deposited with the County HER within three months of the completion of fieldwork. It will then become publicly accessible.
- 5.15 Where positive conclusions are drawn from a project (whether it be evaluation or excavation) a summary report, in the established format, suitable for inclusion in the annual 'Archaeology in Suffolk' section of the *Proceedings of the Suffolk Institute for Archaeology*, must be prepared. It should be included in the project report, or submitted to SCCAS/CT, by the end of the calendar year in which the evaluation work takes place, whichever is the sooner.
- 5.16 County HER sheets must be completed, as per the County HER manual, for all sites where archaeological finds and/or features are located.
- 5.17 An unbound copy of the evaluation report, clearly marked DRAFT, must be presented to SCCAS/CT for approval within six months of the completion of fieldwork unless other arrangements are negotiated with the project sponsor and SCCAS/CT.
- Following acceptance, two copies of the report should be submitted to SCCAS/CT together with a digital .pdf version.
- 5.18 Where appropriate, a digital vector trench plan should be included with the report, which must be compatible with MapInfo GIS software, for integration in the County HER. AutoCAD files should

be also exported and saved into a format that can be imported into MapInfo (for example, as a Drawing Interchange File or .dxf) or already transferred to .TAB files.

- 5.19 At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> must be initiated and key fields completed on Details, Location and Creators forms.
- 5.20 All parts of the OASIS online form must be completed for submission to the County HER. This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive).

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Date: 16 October 2009

Reference: / StFelixRCSchool-Haverhill2009

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

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

Appendix 2 Context List

context list								
Context	Component	Identifier	Location	Description	Cuts	Cut by	Over	Under
0001	0001	Layer - Topsoil	T4	Dark grey/brown loam forming the topsoil			0002	
0002	0002	Layer - Subsoil	T4	mid brown silty clay with frequent chalk nodules			natural subsoil	0001
0003	0004	Ditch Fill	T4	Fill of cut 0004 comprising mid to dark greyish brown firm silty clay with frequent small chalk nodules and flints and occasional charcoal flecks [sampled - No 1]				0001
0004	0004	Ditch Cut	T4	Linear feature cut interpreted as a ditch. Aligned approximately NE-SW with a U-shaped profile	0002,			
0005	0004	Ditch Cut	T3	Linear feature cut interpreted as a ditch. Aligned approximately NE-SW Similar alignment, dimensions and fill to 0004, interpreted as the same ditch				