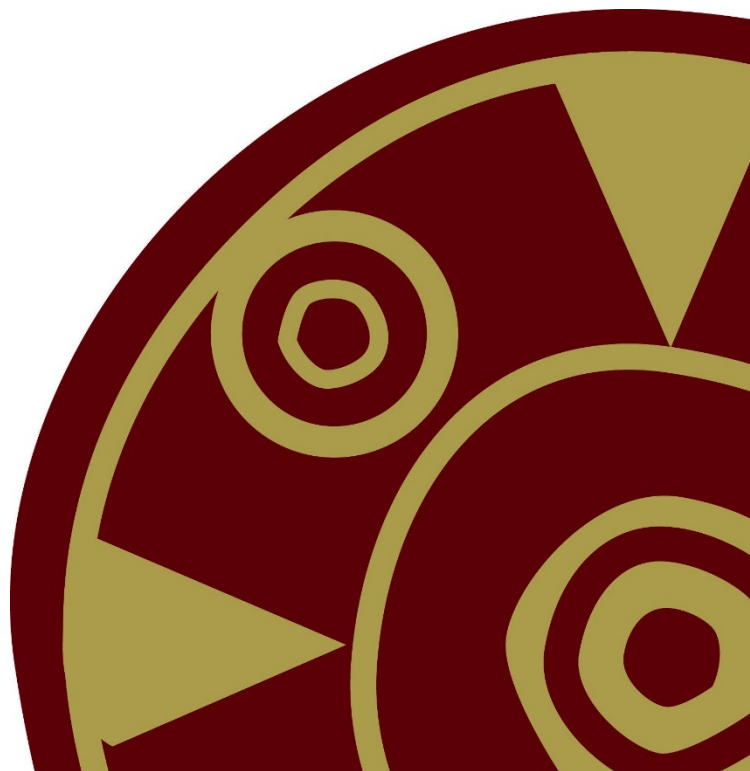


The Old Rectory, Stratford St Mary, Suffolk

Client: Phillip Williams

Date:
April 2015

SSM 035
Archaeological Evaluation Report
SACIC Report No. 2015/28
Author: Linzi Everett
© SACIC



HER Information

Site Code:	SSM 035
Site Name:	The Old Rectory, Stratford St Mary
Report Number	2015/28
Planning Application No:	B/14/01469 + 01471
Date of Fieldwork:	21st April 2015
Grid Reference:	TM 0489 3456
Oasis Reference:	suffolka1-208825
Curatorial Officer:	Rachael Abraham
Project Officer:	Linzi Everett
Client/Funding Body:	Phillip Williams

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 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 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: Linzi Everett

Date: April 2015

Approved By: Rhod Gardner

Position: Managing Director

Date:

Signed:

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Summary

Two evaluation trenches were excavated on land to the rear of The Old Rectory, Stratford St Mary. The only possible archaeological feature observed was a pit only partially exposed in the west end of Trench 2. Whilst too little was visible to be certain, and no finds were recovered from its fill, it had characteristics which suggest a former extraction pit. The 2nd edition Ordnance Survey map (1904) shows such a gravel pit 150m north west of the site.

1. Introduction

An archaeological evaluation was carried out prior to the construction of two houses on land to the rear of The Old Rectory, Stratford St Mary (SSM 035; TM 0489 3456; Fig. 1). The work was carried out to a Brief issued by Rachael Abraham of Suffolk County Council Archaeological Service Conservation Team (SCCAS/CT) and to a Written Scheme of Investigation by Linzi Everett (Suffolk Archaeology CIC, Appendix I) as a condition of planning applications B/14/01469 and B/14/01471. The work was funded by Phillip Williams and carried out on the 21st April 2015.

2. Geology and topography

The geology of the area is recorded as sand and gravel derived drift deposits giving rise to light, well drained soils. The site occupies a general east to west slope at a height of c.10m OD, above the floodplains of the River Stour to the south.

3. Archaeology and historical background

The site lies north east of the main medieval village core and west of the somewhat isolated church. Evidence of a complex of prehistoric monuments associated with a cursus (SSM 003) is recorded in the County HER within c.180m of the site. Stratford is identified with the Roman place name Ad Ansam, at the crossing of the River Stour and what was the main Roman road from London to East Anglia cuts across the eastern part of the parish and is now largely under the modern A12.

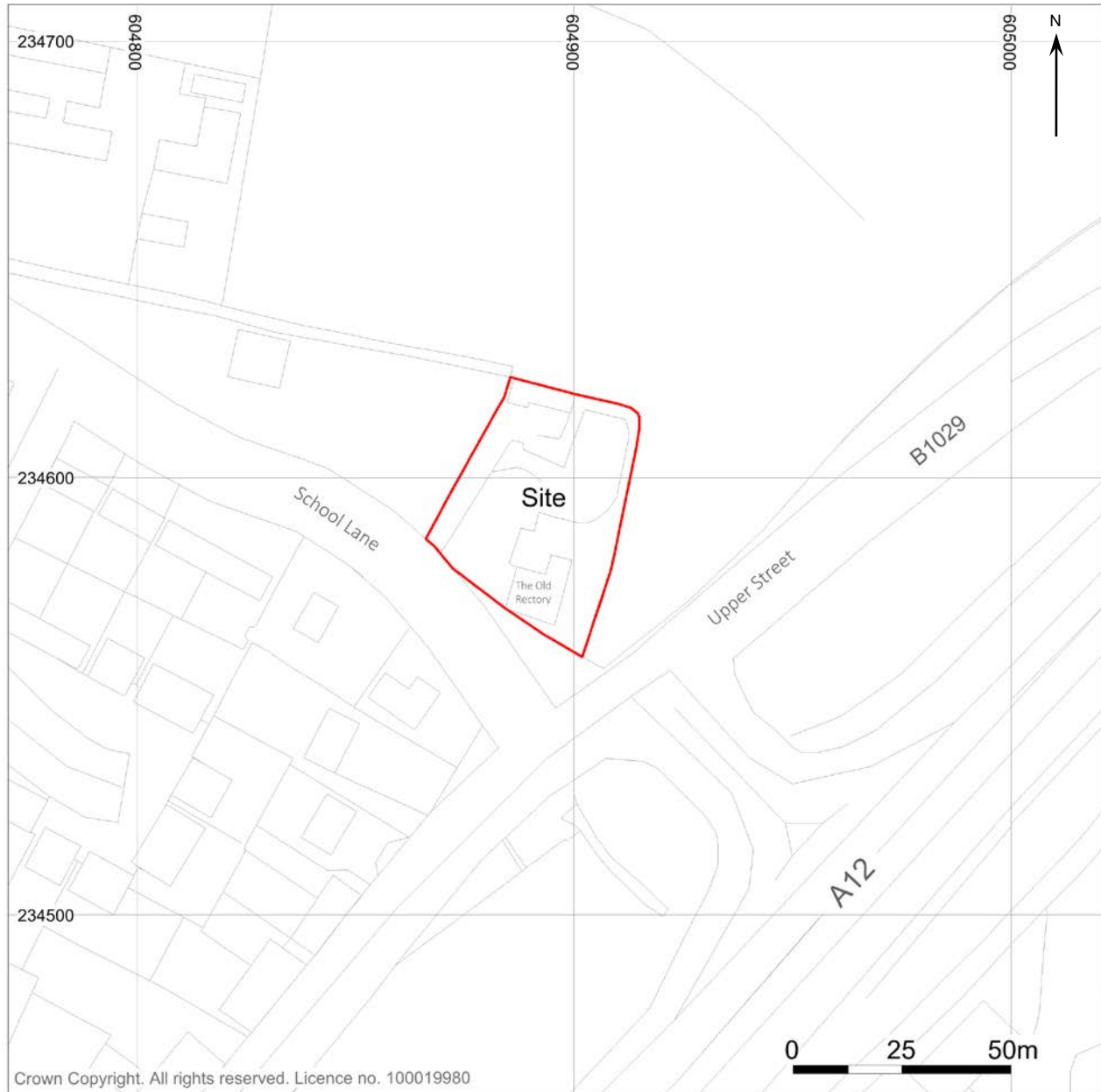


Figure 1. Site Location
2

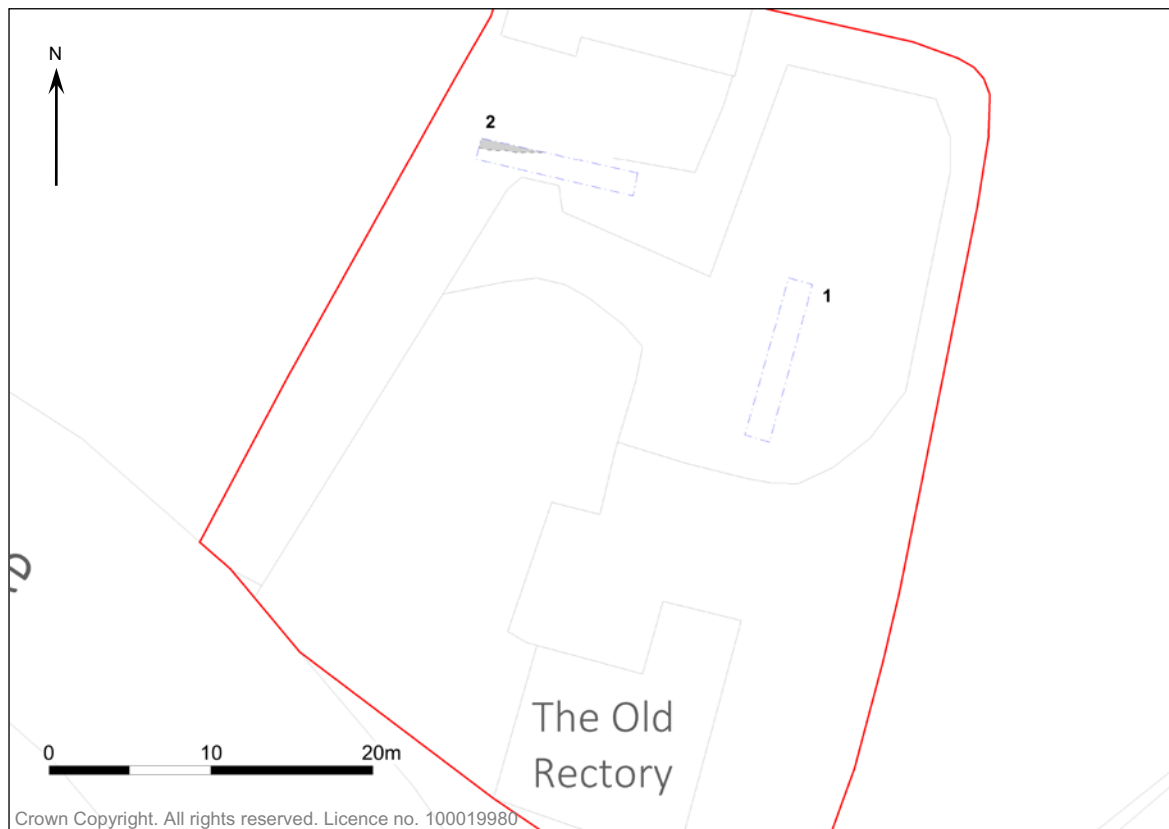


Figure 2. Site plan showing possible extraction pit in Trench 2 in grey

4. Methodology

The trenches were excavated using a machine equipped with a toothless bucket. The work was constantly monitored and directed by an experienced archaeologist. The upper layers, consisting mainly of rubble hardstanding and topsoil were removed, followed in places by a subsoil layer to expose the natural geology.

The base of each trench was examined for features or finds of archaeological interest. The upcast soil was examined visually for any archaeological finds and subject to metal detector survey. Records were made of the position and length of trenches and the depths of deposits encountered.

The site has been given the Suffolk HER code SSM 035. All elements of the site archive are identified with this code. An OASIS record (for the Archaeological Data Service) has been initiated and the reference code suffolka1-208825 has been used for this project. Colour digital photographs were taken of the trenches and their soil profiles and the positions of the trenches were plotted by hand from known OS points.

5. Results

Trench 1 (Plates 1&2)

A 300mm thick layer of hardcore/rubble was initially removed, revealing a layer of buried topsoil some 200mm thick and containing occasional fragments of soft red brick. This sealed 350mm-400mm of mid orangey brown subsoil overlying the natural orangey brown sandy gravel subsoil. No features were observed in the trench, nor were any finds recovered from the upcast spoil.



Plate 1. Trench 1, looking SSW



Plate 2. Trench 1, soil profile

Trench 2 (Plates 3&4)

The east end of the trench was cut through grass and c.500mm of garden soil over the natural subsoil. This topsoil layer was disturbed by thick roots and had been cut quite deeply by a trench for a water pipe. The final 4m of the trench were cut through a gravel drive below which were layers of clean orange coarse sand and dark brown topsoil. A possible pit cut was just exposed in the base of the trench, up against the northern section. No finds were visible in the fill of the likely pit, nor were any pre-modern finds recovered from the upcast spoil.



Plate 3. Trench 2, looking WNW



Plate 4. Trench 2, looking NW at the soil profile and possible pit in section

6. Discussion

The only archaeological evidence observed during the evaluation was the edge of a probable pit, just exposed in the end of Trench 2. Too little of it was revealed within the trench from which to draw any meaningful conclusions, and no finds were recovered from the quite sterile fill from which to extrapolate a likely date. However, the clean sand element of the fill looked so similar to the sand component of the natural subsoil that the fill could represent natural sand discarded after gravel extraction. Gravel extraction is known to have taken place in the vicinity, with a gravel pit shown some 150m north west of the site on the 2nd edition Ordnance Survey map dated 1904.

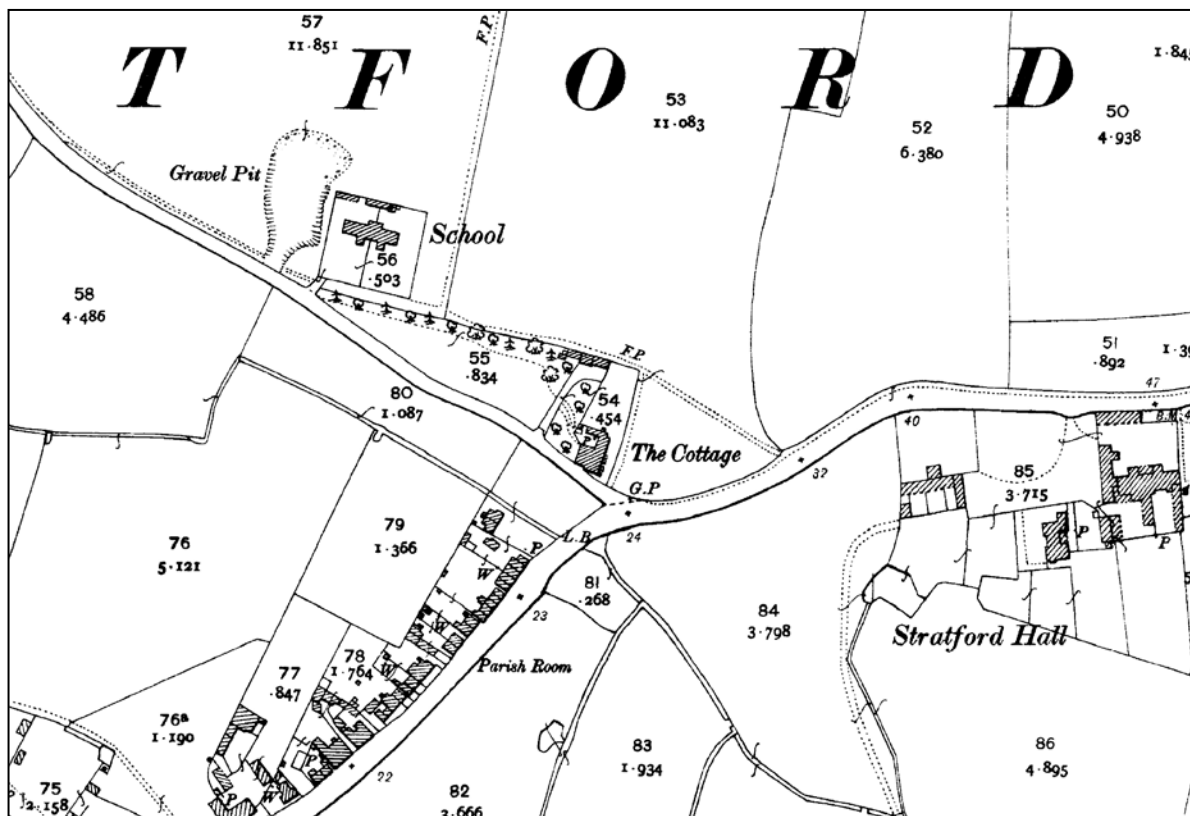


Figure 3. Extract from the 2nd edition Ordnance Survey map, 1904. The Old Rectory is named The Cottage and a gravel pit is shown to the north west, adjacent to the school

7. Conclusions and recommendations for further work

As the only archaeological evidence within the trenches was a possible gravel extraction pit, it is unlikely that further archaeological recording works will be required prior to any construction related groundworks, although the final decision on this rests with SCCAS Conservation Team.

8. Archive deposition

The archive is currently with Suffolk Archaeology CIC (Needham Market), but will be archived at the store of Suffolk County Council Archaeological Service at Bury St Edmunds under HER code SSM 035 when all related archaeological works are completed.

Bibliography

Moore, I.E., Plouviez, J. & West, S., 1988, *The Archaeology of Roman Suffolk*
Suffolk County Council Arch. Unit, Ipswich.

The Old Rectory, Stratford St Mary

Written Scheme of Investigation

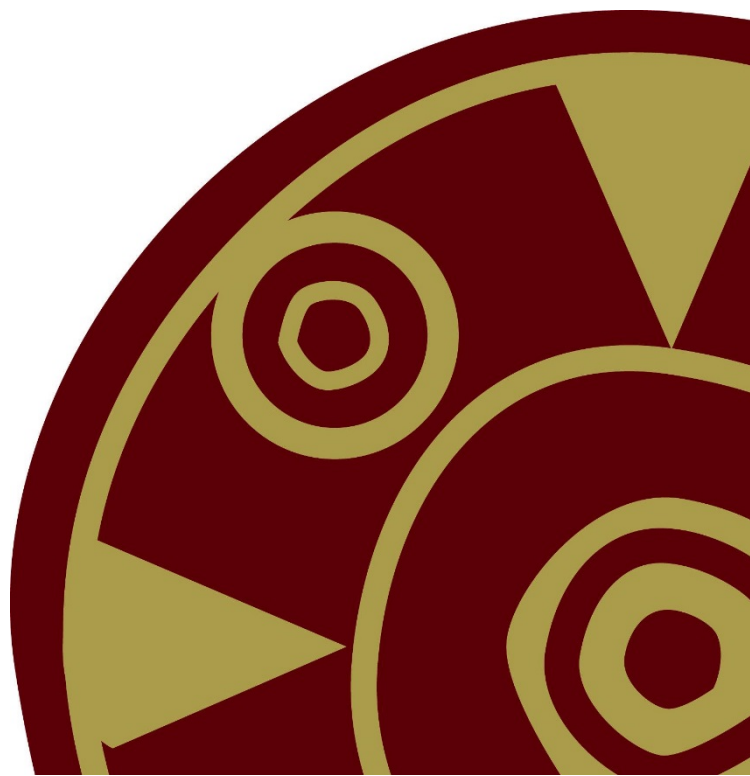
Trenched Evaluation

Date: April 2015

Prepared by: Linzi Everett

Issued to: Rachael Abraham (SCCAS Conservation Team)

© SACIC



Summary Project Details

Site Name	The Old Rectory
Site Location/Parish	Stratford St Mary
Grid Reference	TM 0489 3456
Access	Off School Lane
Planning Application No	B/14/01469 + 01471
HER number	SSM 035
Type:	Trial trench evaluation
Area	2x10m trenches
Project start date	21st April 2015
Fieldwork duration	1 day (estimated)
Number of personnel on site	Up to 2

Personnel and contact numbers

SACIC Project Manager	Rhodri Gardner	01449 900120
Project Officer (first point of on-site contact)	Linzi Everett	07753788606
Curatorial Officer	Rachael Abraham	01284 741232
Consultant		

Emergency contacts

Local Police	Essex Police, 10 Southway, Colchester CO3 3BU	0300 333 4444
Location of nearest A&E	Colchester General Hospital, Turner Road, Colchester, CO4 5JL	01206 747474

Hire details

Plant:	N/A	
Toilet Hire	N/A	
Tool hire:	N/A	

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2. Trench layout

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2. Insurance Documentation

1. Background

- 1.1 Suffolk Archaeology have been asked to prepare documentation for a programme of archaeological evaluation by trial trench at the above site (Fig 1). This Written Scheme of Investigation (WSI) covers this trenched evaluation only. Any further stages of archaeological work that might be required in relation to the proposed development would be subject to new documentation.
- 1.2 The whole site is located at NGR TM 0489 3456 (Figure 1).
- 1.3 The work is to be undertaken as a requirement of a condition attached to Babergh District Council Planning Condition B/14/01469 + 01471. This permission has been granted for a residential development.
- 1.4 The LPA has been advised that this consent should be conditional upon an agreed programme of archaeological work taking place prior to development, in accordance with the National Planning Policy Framework (Para 141). The purpose of such a condition being the recording and advancement of understanding of any heritage assets present at the location before they are damaged or destroyed in the course of the development.
- 1.5 The archaeological investigation will be conducted in order to comply with a Brief produced for this specific planning condition by Rachael Abraham of the Suffolk County Council Archaeological Service (SCCAS) (dated 18th March 2015).
- 1.6 The application is c.180m north of a complex of prehistoric monuments recorded in the County HER as SSM 005, and close to the findspot of sherds of Roman pottery (SSM 030) and the route of the Roman road to Colchester which may lie at the eastern boundary of the proposed site. As such, the site has high potential for encountering important archaeological deposits.
- 1.7 As the development has the potential to cause significant ground disturbance, and therefore damage buried remains, trial trenching is required to assess the archaeological potential of the proposed building footprint. The trial trench location is shown in Figure 2.
- 1.8 This WSI complies with the SCCAS standard Requirements for a Trenched Archaeological Evaluation (2012, Ver 1.1), as well as the following national and regional guidance 'Standards and Guidance for Archaeological Excavation' (IFA, 1995, revised 2001) and 'Standards for Field Archaeology in the East of England (EAA Occasional Papers 14, 2003).
- 1.9 The research aims of this trial trench evaluation are as follows, as described in Section 4.2 of the SCCAS Conservation Team brief:

RA1: 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.

RA2: Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.

RA3: Establish the potential for the survival of environmental evidence.

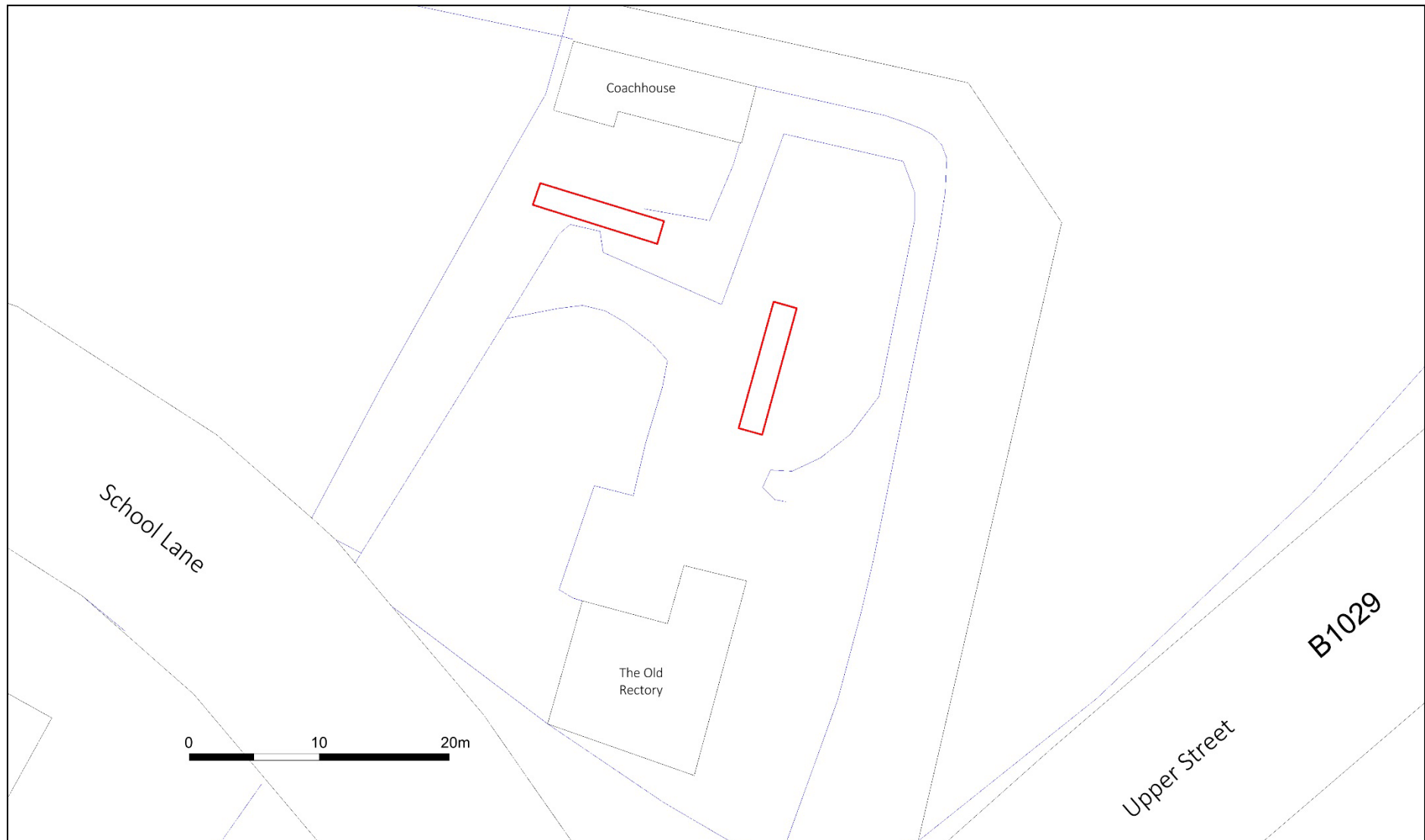
RA4: Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.

In addition to these specific aims the potential of the site to address any relevant themes outlined in the Regional Research Framework for the Eastern Counties (Brown & Glazebrook, 2000; Medleycott, 2011).



Contains Ordnance Survey data © Crown copyright and database right 2015

Figure 1. Site Location (circled red)



Contains Ordnance Survey data © Crown copyright and database right 2015

Figure 2. Proposed trench layout (trenches in red)

2 Fieldwork: trial trench evaluation

- 2.1 All archaeological fieldwork will be carried out by full-time professional employees of Suffolk Archaeology. The project team will be led in the field by an experienced member of staff of Project Officer grade/experience. The excavation team will comprise a Project Officer and up to 3 experienced excavators and surveyors (to include metal detectorist).
- 2.2 Evaluation of the development area in this instance will employ a total length of 20m of 1.8m wide trial trench, as specified in the brief (Section 4.4). The trench locations are shown in Figure 2.
- 2.3 No information has currently been provided about the presence or otherwise of services by the developer. Therefore if previously unknown services or similar restrictions are encountered during work on site then trench layout may have to be amended accordingly.
- 2.4 All trenches will be excavated by a machine equipped with a toothless ditching bucket, under the constant supervision of an archaeologist. All overburden (topsoil and subsoil) will be removed stratigraphically until either the first archaeological horizon or natural deposits are encountered. Spoil will be stored adjacent to each trench and topsoil, subsoil and concrete/overburden will be kept separate for sequential backfilling.
- 2.5 Archaeological deposits and features will be sampled by hand excavation and the trench bases and sections cleaned as necessary in order to satisfy the project aims and also comply with the SCCAS Requirements for Archaeological Evaluation, 2012.
- 2.6 Trenches requiring access by staff for hand excavation and recording will not exceed a depth of 1.2m. Any trench in which this depth is not sufficient to meet the archaeological requirements of the Brief and Specification will be brought to the attention of the client or their agent and the Archaeological Advisor to the LPA so that further requirements can be established. Deeper excavation can be undertaken provided suitable trench support is used or, where practicable, the trench sides are stepped or battered. However such a variation will incur further costs to the client and time must be allowed for this to be established and agreed.
- 2.7 All features will be investigated and recorded to provide an accurate evaluation of archaeological potential whilst at the same time minimising disturbance to archaeological structures, features and deposits.
- 2.8 A site plan showing all trench locations, feature positions and levels AOD will be recorded using an RTK GPS or TST, depending on the specific requirements of the project. A minimum of one to two sections per trench will be recorded at 1:20. Feature sections and plans will be recorded at 1:20 and trench and feature plans at 1:20 or 1:50 as appropriate. All recording conventions used will be compatible with the County HER.
- 2.9 The site will be recorded under a unique HER number acquired from the Suffolk HER Office and archaeological contexts will be recorded using pro forma Context Recording sheets and entered into an associated database.

- 2.10 The HER number in this instance is SSM 035.
- 2.11 A digital photographic record will be made throughout the evaluation.
- 2.12 Metal detector searches will be made at suitable stages of the excavation works.
- 2.13 All pre-modern finds will be kept and no discard policy will be considered until all the finds have been processed and assessed.
- 2.14 All finds will be brought back to the Suffolk Archaeology premises for processing, preliminary assessment, conservation and packing. Most finds analysis work will be done in house, but in some circumstances it may be necessary to send some categories of finds to specialists working in other parts of the country.
- 2.15 Bulk environmental soil samples (40 litres each) will be taken from suitable features and retained until an appropriate specialist has assessed their potential for palaeo-environmental remains. Decisions can then be made on the need for further analysis following this assessment. If necessary advice will be sought from English Heritage's Regional Advisor in Archaeological Science on the need for specialist environmental sampling.
- 2.16 In the event of human remains being encountered on the site, guidelines from the Ministry of Justice will be followed. The evaluation will attempt to establish the extent, depth and date of burials whilst leaving remains *in situ*. During the evaluation any exposed human remains will be securely covered and hidden from the public view at all times when they are not attended by staff. At the conclusion of the work backfilling will be carried out in a manner sensitive to the preservation of such remains.
- 2.17 If circumstances dictate that the lifting of human remains is unavoidable then a Ministry of Justice Licence for their removal will be obtained prior to their removal from site.

3 Post-excavation

- 3.1 A unique HER number will be acquired from the Suffolk HER. This will be clearly marked on all documentation and material relating to the project.
- 3.2 The post-excavation work will be managed by Suffolk Archaeology's Post-excavation and Finds Manager, Richenda Goffin. Specialist finds staff whether in-house personnel or external specialists are experienced in local and regional types of material in their field.
- 3.3 All artefacts and ecofacts will be held by Suffolk Archaeology until their analysis of the material is complete.
- 3.4 All site data will be entered on a computerised database compatible with the County HER. All site plans and sections will be copied to form a permanent archive on archivally stable material. Ordnance Datum levels will be on the section sheets. The photographic archive will be fully catalogued within the County HER photographic index.
- 3.5 All finds will be processed, marked and bagged/boxed to County HER requirements. Where appropriate finds will be marked with a site code and a context number.
- 3.6 Bulk finds will be fully quantified on a computerised database compatible with the County HER. Quantification will fully cover weights and numbers of finds by context with a clear statement on the degree of apparent residuality observed.
- 3.7 Metal finds on site will be stored in accordance with ICON guidelines, initially recorded 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 will be x-rayed 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.
- 3.8 Pottery will be recorded and archived to a standard consistent with the Draft Guidelines of the Medieval Pottery Research Group and Guidelines for the archiving of Roman Pottery, SGRP (ed. M.G. Darling, 1994) and to The Study of Later Prehistoric Pottery: General Policies and Guidelines for analysis and Publications, Occasional Papers No.1 and No. 2, 3rd Edition (Revised 2010, Prehistoric Ceramic Research Group).
- 3.9 Environmental samples will be processed and assessed to standards set by the English Heritage Regional Scientific Advisor with a clear statement of potential for further analysis and significance.
- 3.10 Animal and human bone will be quantified and assessed to a standard acceptable to national and regional English Heritage specialists.
- 3.11 An industrial waste assessment will cover all relevant material (i.e. fired clay finds as well as slag).

- 3.12 A report on the results of the evaluation will be completed within 6 weeks of the completion of the fieldwork. The report will be commensurate with the level of results but will contain sufficient information to stand as an archive report should no further work be required on the site.
- 3.13 The report will include a summary in the established format for inclusion in the annual "Archaeology of Suffolk" section of the *Proceedings of the Suffolk Institute of Archaeology and History*.

- 3.14 The Suffolk HER is registered with the Online Access to Index of Archaeological Investigations (OASIS) project. Suffolk Archaeology will complete a suitable project-specific OASIS form at <http://ads.ahds.ac.uk/project/oasis>. The completed form will be reproduced as an appendix to the final report.
- 3.15 A draft of the report will be submitted to SCCAS for approval.
- 3.16 On acknowledgement of approval of the report from SCCAS hard and digital copies will be sent to the Suffolk HER.
- 3.17 Upon completion of reporting works ownership of all archaeological finds will be given over to the relevant authority. There is a presumption that this will be SCCAS, who will hold the material in suitable storage to facilitate future study and ensure its proper preservation.
- 3.18 The project archive shall be compiled in accordance with the guidelines issued by the SCCAS (2010). The client is aware of the costs of archiving and provision will be made to cover these costs in our agreement with them. The archive will be deposited with the County Archaeology Store unless another suitable repository is agreed with SCCAS.
- 3.19 If the client does not agree to transfer ownership to SCCAS they will be required to nominate another suitable repository approved by SCCAS or provide funding for additional recording and analysis of the finds archive (such as, but not limited to, additional photography or illustration of objects).
- 3.20 The law dictates that client can have no claim to the ownership of human remains. Any such remains must be stored by SCCAS, in accordance with the relevant site's Ministry of Justice licence.
- 3.21 In the rare event that artefacts of significant monetary value are discovered separate ownership arrangements may be negotiated, provided they are not subject to Treasure Act legislation.
- 3.22 If an object qualifies as Treasure, under the Treasure Act 1996. The client will be informed as soon as possible if this is the case and the find(s) will be reported to the Suffolk Finds Liaison Officer (who then reports to the Coroner) within 14 days of the objects discovery and identification. Treasure objects will immediately be removed to secure storage, with appropriate on-site security measures taken if required.
- 3.23 Any material eventually declared as Treasure by a Coroner's Inquest will, if not acquired by a museum, be returned to the client and/or landowner. Employees of Suffolk Archaeology, their subcontractors or any volunteers under their control will not be eligible for any share of a treasure reward.

4 Additional considerations

4.1 Health and Safety

- 4.1.1 The project will be carried out in accordance with Suffolk Archaeology's Health and Safety Policy at all times. A copy of this policy is provided in Appendix 1.
- 4.1.2 All Suffolk Archaeology staff are experienced in working under similar conditions and on similar sites to the present site and are aware of Suffolk Archaeology H&S policies. All permanent Suffolk Archaeology excavation staff are holders of CSCS cards.
- 4.1.3 A separate Risk Assessment and Method Statement (RAMS) document will be prepared for the site and provided to the client. Copies will be available to SCCAS on request.
- 4.1.4 All staff will be aware of the project's risk assessment and will receive a safety induction from the Project Officer.
- 4.1.5 It may be necessary for site visits to be made by external specialists or Suffolk County Council monitors. All such staff and visitors must abide by Suffolk Archaeology's H&S requirements for each particular site, and will be inducted as required and made aware of any high risk activities relevant to the site concerned.
- 4.1.6 Site staff, official visitors and volunteers are all covered by Suffolk Archaeology's insurance policies. Policy details are shown in Appendix 2.

4.2 Environmental controls

- 4.2.1 Suffolk Archaeology is committed to following an EMS policy. All our preferred providers and subcontractors have been issued with environmental guidelines. On site the Project Officer will police environmental concerns. In the event of spillage or contamination reporting procedures will be carried out in accordance with Suffolk Archaeology's EMS policies.

4.3 Plant machinery

- 4.3.1 A 360° tracked mechanical excavator equipped with a full range of buckets will be required for the trial trenching. The sub-contracted plant machinery will be accompanied by a fully qualified operator who will hold an up-to-date Construction Plant Competence Scheme (CPCS) card (approved by the CITB).

4.4 Site security

- 4.4.1 Unless previously agreed with the client this WSI (and the associated quotation) assumes that the site will be sufficiently secure for archaeological work to be undertaken.
- 4.4.2 In this instance all security requirements including fencing, padlocks for gates etc. are the responsibility of the client.

4.5 Access

- 4.5.3 The client will secure access to the site for Suffolk Archaeology personnel and subcontracted plant, and obtain all necessary permissions from landowners and tenants. This includes the siting of any accommodation units/facilities required for the work.
- 4.5.2 Any costs incurred to secure access, or incurred as a result of access being withheld (for example by a tenant or landowner) will not be the responsibility of Suffolk Archaeology. Such costs or delays incurred will be charged to the client in addition to the archaeological project fees.

4.6 Site preparation

- 4.6.1 The client is responsible for clearing the site in a manner that enables the archaeological works to go ahead as described. Unless previously agreed the costs of any subsequent preparatory works (such as tree felling, scrub/undergrowth clearance, removal of concrete or hardstanding not previously quoted for, demolition of buildings or sheds, removal of excessive overburden, refuse or dumped material) will be charged to the client in addition to the archaeological project fees.

4.7 Backfilling

- 4.7.1 Trenches will be backfilled sequentially in reverse order of deposit removal. Where present topsoil will be returned as the uppermost layer. The backfilled material will then be compacted by the machine tracking along the line of trench.
- 4.7.2 No specialist reinstatement is offered, unless by specific prior agreement.

4.8 Monitoring

- 4.8.1 Arrangements for monitoring visits by the LPA and its representatives will be made promptly in order to comply with the requirements of the brief and specification.

5 Staffing

5.1 The following staff will comprise the Project Team:

- 1 x Project Manager (supervisory only, not based on site full-time)
- 1 x Project Officer (full time)
- n* x Site Assistant (as required)
- 1 x Site Surveyor (as required)
- 1 x Finds/Post-excavation manager (part time, as required)
- 1 x Finds Specialist (part time, as required)
- 1 x Environmental Supervisor (as required)
- 1 x Finds Assistant or Supervisor (part time, as required)
- 1 x Senior Graphics Assistant (part time, as required)

5.2 Project Management will be undertaken by Rhodri Gardner and the Project Officer will be confirmed at a later date. All Site Assistants and other staff will be drawn from Suffolk Archaeology's qualified and experienced staff. Suffolk Archaeology will not employ volunteer, amateur or student staff, whether paid or unpaid, to undertake any of the roles outlined in 5.1.

5.3 A wide range of external specialists can be employed for artefact assessment and analysis work as circumstances require.

Appendix 1. Suffolk Archaeology CIC Health and Safety Policy



HEALTH AND SAFETY POLICY STATEMENT

Suffolk Archaeology Community Interest Company is committed to ensuring the health, safety and welfare of its employees, and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. Our Personnel are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the acts and emissions of our organisations undertakings.

Suffolk Archaeology Community Interest Company understands our duty to identify the significant hazards that may be created by our undertakings and to risk assess these accordingly to ensure that suitable and effective controls are implemented to minimise risk to a suitable level as far as is reasonably practicable.

We also acknowledge our duty, so far as is reasonably practicable:

- To provide a safe working environment for our workforce, fulfil our statutory commitments and actively manage and supervise health and safety at work;
- To identify the risks associated with our business activities and ensure suitable and sufficient control measures are in place.
- Ensure regular consultation with our employees on matters which affect their health and Safety.
- To ensure that all plant and equipment used by our employees is fit for purpose and adequately maintained.
- To provide suitable storage and ensure safe handling of Hazardous substances.
- To ensure that all workers are competent to undertake their daily work activities by providing all relevant information and training, consideration will also be given to any employees who do not have English as a first language.
- To prevent accidents and cases of work related ill health by ensuring a robust reporting and investigation system is in place.
- To liaise and communicate effectively regarding health and safety matters when working on other persons premises.
- To ensure that there is an effective system of induction, training, communication and supervision to other persons visiting or working on our premises.
- To have access to competent advice, this will be provided by Agility UK (Training and Consultancy) Ltd. Who will assists us in the continuous improvement in our health and safety performance and management through regular review and revision of this policy; and to provide suitable resources required to make this policy and our Health and Safety arrangements effective.

To ensure that the above are met we have developed a 'Health and Safety Management Structure' identifying key personnel responsible for managing health and safety within the organisation and 'Safety Arrangements' to assist the implementation.

Signature:		Date:	01/02/2015
Name:	Rhodri Gardner	Position:	Managing Director

The policy is reviewed on a periodic basis.

Appendix 2. Suffolk Archaeology CIC Insurance Policy Details



To Whom It May Concern

Our Ref: TMS/

28 January 2015

Dear Sir / Madam

Our Client: Suffolk Archaeology C I C

We act as Insurance Brokers for the above mentioned client and confirm the following cover is in force:

Public Liability

Limit of Indemnity - £5,000,000 any one event in respect of Public Liability

INSURER	Aviva Insurance Limited
POLICY TYPE	Public Liability
POLICY NUMBER	24765101CHC/UN/010136
EXPIRY DATE	01/02/2016

Employers Liability

Limit of Indemnity - £10,000,000 any one occurrence.

The cover has been issued on the insurers standard policy form and is subject to their usual terms and conditions. A copy of the policy wording is available on request.

INSURER	Aviva Insurance Limited
POLICY TYPE	Employers Liability
POLICY NUMBER	24765101CHC/UN/010136
EXPIRY DATE	01/02/2016

Professional Indemnity

Limit of Indemnity - £1,000,000 in respect of each and every claim

INSURER	Hiscox Insurance Limited
POLICY TYPE	Professional Indemnity
POLICY NUMBER	HU PI 9129989/1450
EXPIRY DATE	01/02/2016

The cover has been issued on the insurers standard policy form and is subject to their usual terms and conditions. A copy of the policy wording is available on request.

The Insurance evidenced by this Certificate is subject to the terms, and conditions and exclusions of the applicable policies which is paramount. This certificate is issued as a matter of information only and evidences coverage as at the date of the certificate. This certificate confers no rights to the holder and imposes no liability on the Insurer. The Insurer assumes no responsibility to the holder of the certificate to provide any notice of any material change in or cancellation of these policies.

Yours faithfully,

Tariq Mian Cert CII
Senior Account Executive
Towergate Insurance



Towergate Insurance

Funtley Court, Funtley Hill, Fareham, Hampshire PO16 7UY

Tel: 0844 892 1656 Fax: 0844 892 1657

www.towergaterisksolutions.co.uk



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OASIS ID: suffolka1-208825

Project details

Project name	SSM 035 The Old Rectory, Stratford St Mary
Short description of the project	Two trenches were excavated to the rear of The Old Rectory, prior to residential construction.
Project dates	Start: 21-04-2015 End: 24-04-2015
Previous/future work	No / Not known
Any associated project reference codes	SSM 035 - Sitecode
Any associated project reference codes	B/14/01469 - Planning Application No.
Any associated project reference codes	B/14/01471 - Planning Application No.
Type of project	Field evaluation
Site status	Conservation Area
Current Land use	Other 5 - Garden
Monument type	PIT Uncertain
Significant Finds	N/A None
Methods & techniques	"Sample Trenches"
Development type	Rural residential
Prompt	Direction from Local Planning Authority - PPS
Position in the planning process	After full determination (eg. As a condition)

Project location

Country	England
Site location	SUFFOLK BABERGH STRATFORD ST MARY SSM 035 The Old Rectory, School Lane
Study area	1900.00 Square metres
Site coordinates	TM 0489 3456 51.9711575135 0.983238332518 51 58 16 N 000 58 59 E Point
Height OD / Depth	Min: 10.00m Max: 11.00m

Project creators

Name of Organisation	Suffolk Archaeology CIC
Project brief originator	Local Planning Authority (with/without advice from County/District Archaeologist)
Project design originator	Rachael Abraham
Project director/manager	Rhodri Gardner
Project supervisor	Linzi Everett
Type of sponsor/funding body	Developer
Name of sponsor/funding	Phillip Williams

body

Project archives

Physical Archive Exists?	No
Digital Archive recipient	ADHS
Digital Archive ID	SSM 035
Digital Contents	"none"
Digital Media available	"Images raster / digital photography","Text"
Paper Archive recipient	Suffolk HER
Paper Archive ID	SSM 035
Paper Contents	"none"
Paper Media available	"Correspondence","Photograph","Unpublished Text"

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	2015/28 SSM 035 The Old Rectory, Stratford St Mary
Author(s)/Editor(s)	Everett, L.
Other bibliographic details	2015/28
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