

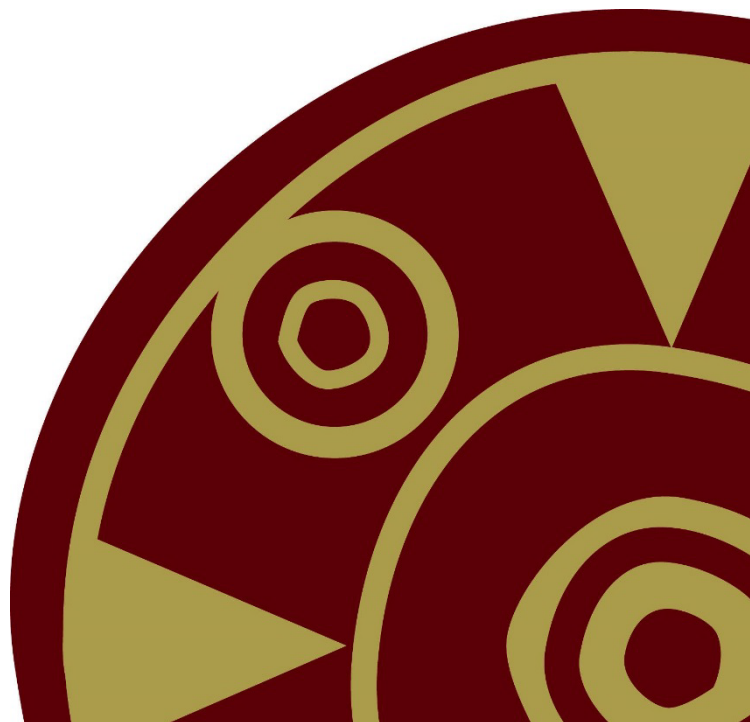


Great Green House
Chapel Road, Cockfield,
Suffolk

Client: Mrs Amanda Wheatley

Date: March 2015

COK 097
Archaeological Evaluation Report
SACIC Report No. 2015/018
Author: Simon Picard
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Great Green House, Cockfield Site Code

Archaeological Evaluation Report

SACIC Report No. 2015/018

Author: Simon Picard

Contributions By: Richenda Goffin

Illustrator: Simon Picard

Editor: Richenda Goffin

Report Date: March 2015

HER Information

Site Code: COK 097
Site Name: Great Green House, Cockfield
Report Number 2015/018
Planning Application No: B/12/01168/FUL
Date of Fieldwork: 16th March 2015
Grid Reference: TL 9174 5581
Oasis Reference: suffolka1-205800
Curatorial Officer: Rachael Abraham
Project Officer: Simon Picard
Client/Funding Body: Mrs Amanda Wheatley
Client Reference:

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: Simon Picard

Date: March 2015

Approved By: Rhodri Gardner

Position: Director Suffolk Archaeology CIC

Date: March 2015

Signed:

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Summary

A single trench evaluation was carried out prior to the construction of a cart lodge in the garden of Great Green House in Cockfield. A single natural feature was identified and a small assemblage of post-medieval finds was collected.

1. Introduction

An archaeological evaluation was carried out prior to the construction of a cart lodge in the garden of Great Green House in Cockfield, Suffolk, (Fig. 1). The work was carried out to Brief issued by Dr Jess Tipper of Suffolk County Council Archaeological Service Conservation Team and a Written Scheme of Investigation prepared by Dr Rhodri Gardner of Suffolk Archaeology CIC (Appendix 1) as a condition of planning application B/12/01168/FUL. The work was commissioned and funded by Mrs Amanda Wheatley of Great Green House, Cockfield and was carried out on the 16th March 2015. The trench was located within an area of lawn at grid reference TL 9174 5581.

2. Geology and topography

The geology of the area is recorded as superficial deposits of Lowestoft Formation diamicton of silts, sands, gravel and clay overlying bedrock formations of Crag Group sand (BGS 2015). On site the geology presented as mid orange and mid brownish orange sandy clay.

Positioned on a high plateau, near to the 90m contour, to the east of the Brett valley, the site is located on a slightly undulating lawn within the garden of Great Green House with ground levels varying from 89.95m to 90.17m above Ordnance Datum.

3. Archaeology and historical background

The site is located on the southern edge of the medieval green now known as Great Green, but formerly Broad Green, recorded on the Suffolk Historic Environment record as COK 068. This is one of eight medieval greens that make up the spread-out village of Cockfield, geographically the second largest village in Suffolk. Approximately 40m to the east of the site an evaluation identified a probable medieval pond (COK 056). On the western edge of the green two examples of post-medieval farm buildings have been identified (COK 058 and COK 095).

Great Green House itself is Grade II listed and is one of seven buildings around Great Green that are listed. It is recorded as being built in the 16th century with an earlier core, believed to date to 1497 (Amanda Wheatley, pers. comm).

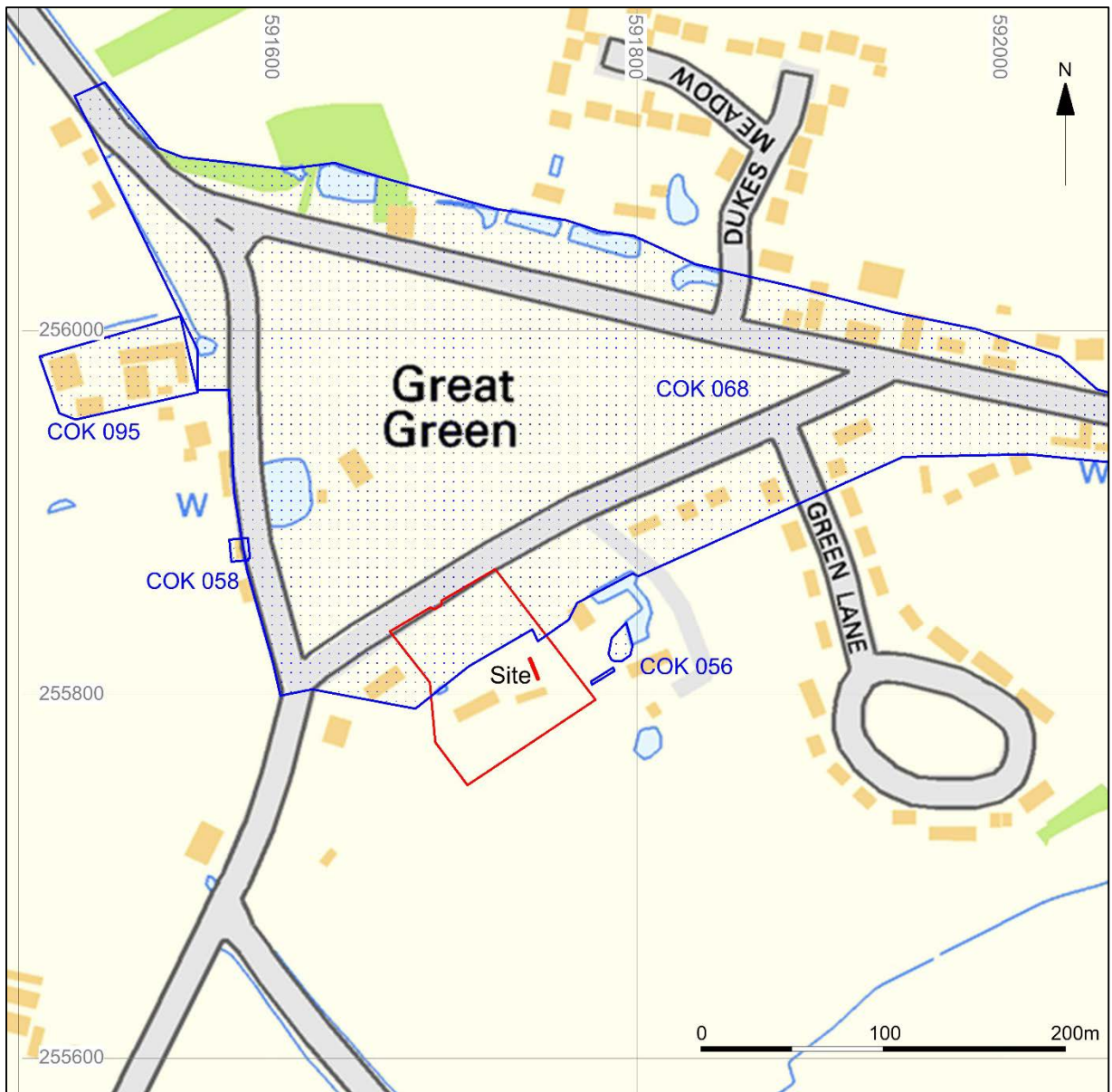
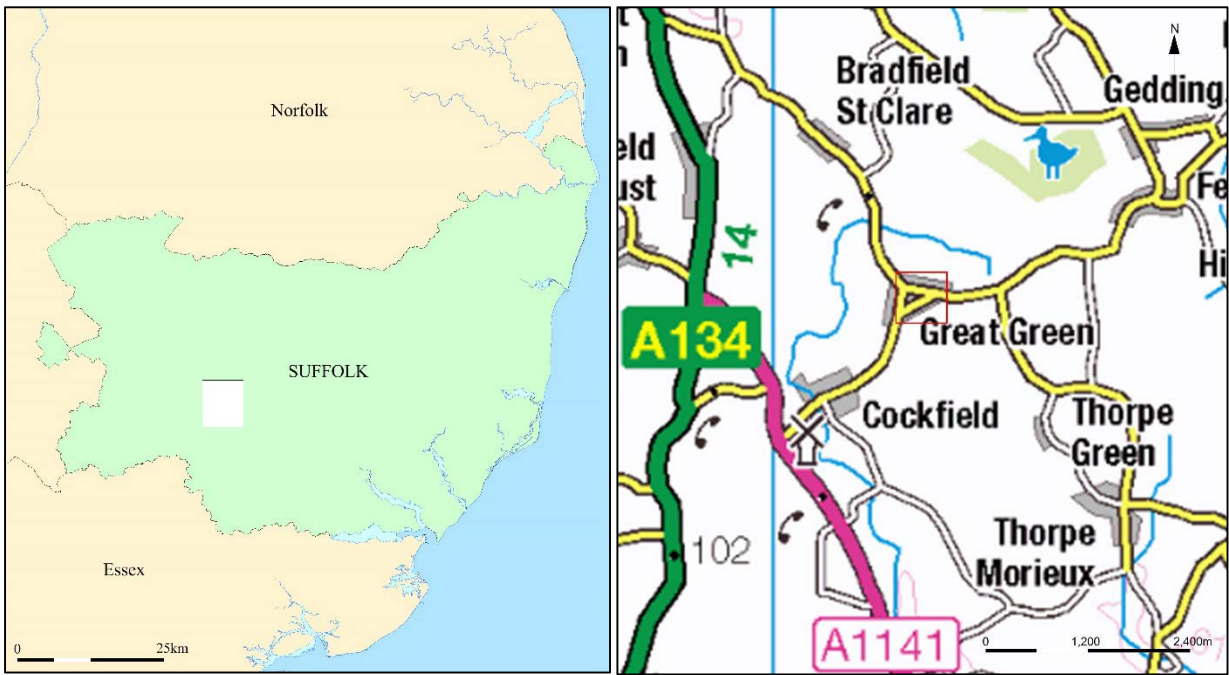


Figure 1. Location of site (red) with HER entries (blue).

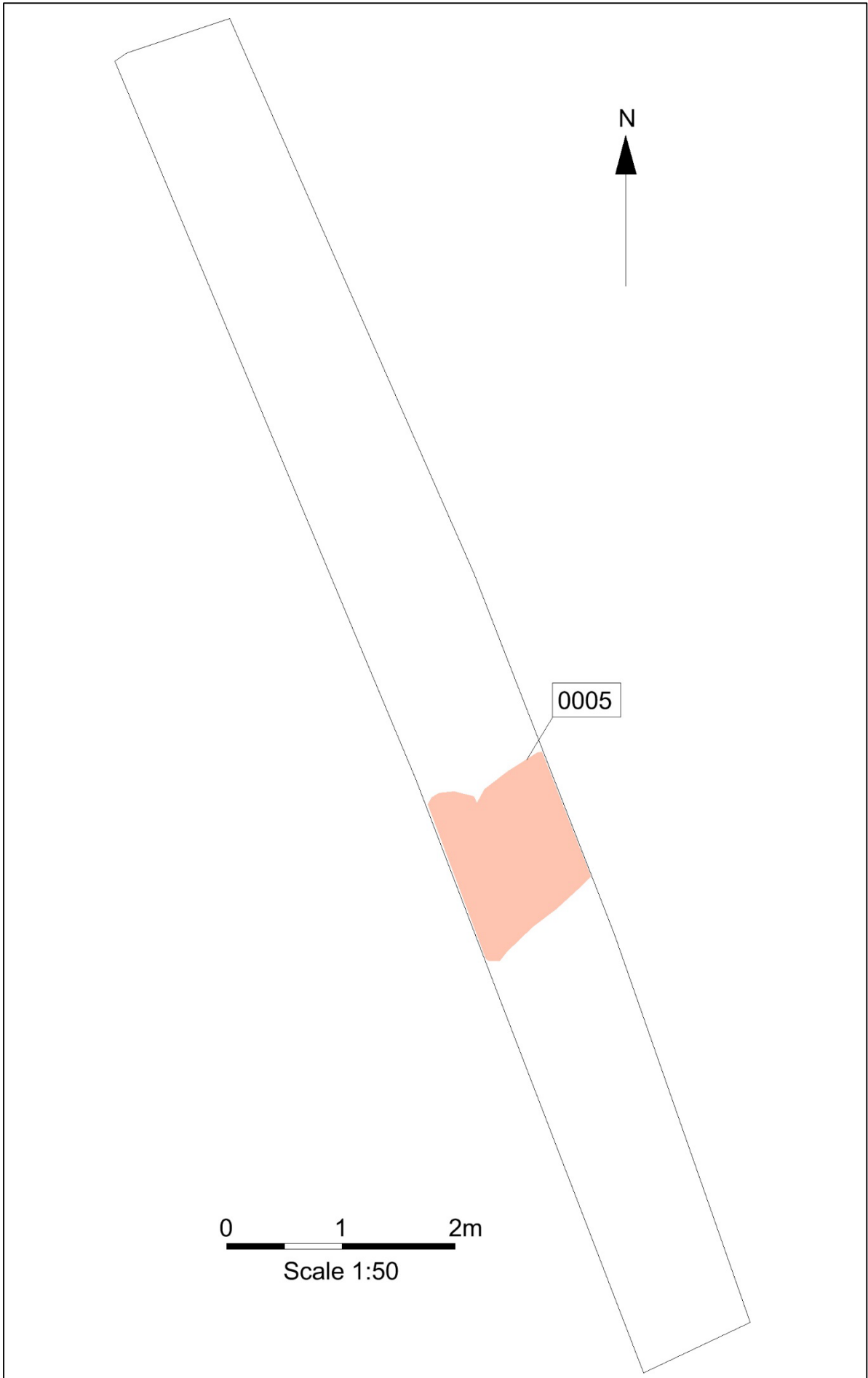


Figure 2. Trench plan

4. Methodology

The trench was excavated using a machine equipped with a toothless bucket under the supervision and direction of an experienced archaeologist with the upcast spoil monitored for finds. The trench was positioned to sample the area of the new cart lodge (Fig. 2 and Pl. 1) and was 1.05m x 12m x up to 0.5m deep. When the trench excavation was finished the soil profiles at each end of the trench were cleaned, drawn and photographed (Fig. 3 and Pls. 2 and 3). One potential feature was excavated and recorded, but this was interpreted as a natural deposit. Colour digital photographs were taken of the trench, its soil profile and the excavated natural feature. The site was planned using an RTK GNSS surveying system (Leica GS08+). A record of the trench and natural feature was made on SACIC *pro forma* sheets with contexts recorded using a unique numbering system and sections were drawn on drawing film at a scale of 1:20. A small assemblage of finds was collected from the subsoil layer overlying the natural feature but no environmental samples were taken.

Site data has been input onto an MS Access database and recorded using the County HER code COK 097. An OASIS form has been completed for the project (reference no. suffolka1-205800 – Appendix 2) and a digital copy of the report submitted for inclusion on the Archaeology Data Service database (<http://ads.ahds.ac.uk/catalogue/library/greylit>). The archive is kept in the main store of Suffolk County Council Archaeological Service at Bury St Edmunds under HER code COK 097.

5. Results

The topsoil (0001) was recorded as being between 0.3m and 0.35m deep and consisted of very dark brownish grey sandy clayey silt containing moderate amounts of charcoal and red ceramic building material flecking with occasional small CBM fragments. Isolated areas of heat-altered natural clay were also present within the topsoil. Below the topsoil and between 60mm and 0.1m deep was a subsoil of mid to dark grey silty clay with occasional CBM and charcoal flecks. This was present throughout the trench and overlaid the natural strata.

A single feature was recorded on the site and assigned context number 0005 (Pl. 4). This was amorphous with ill-defined edges but a clear base and was filled with pale

greyish brown silty sandy clay with few inclusions (0004). Root and animal disturbance was evident and it was concluded that this was a natural feature. Overlying this fill was deposit 0003. This was mid grey silty clay with and contained occasional charcoal flecks and was probably the same material as the subsoil layer. A small assemblage of post-medieval finds was collected from this deposit.



Plate 1. Excavated trench, 1m scale, looking south southeast.

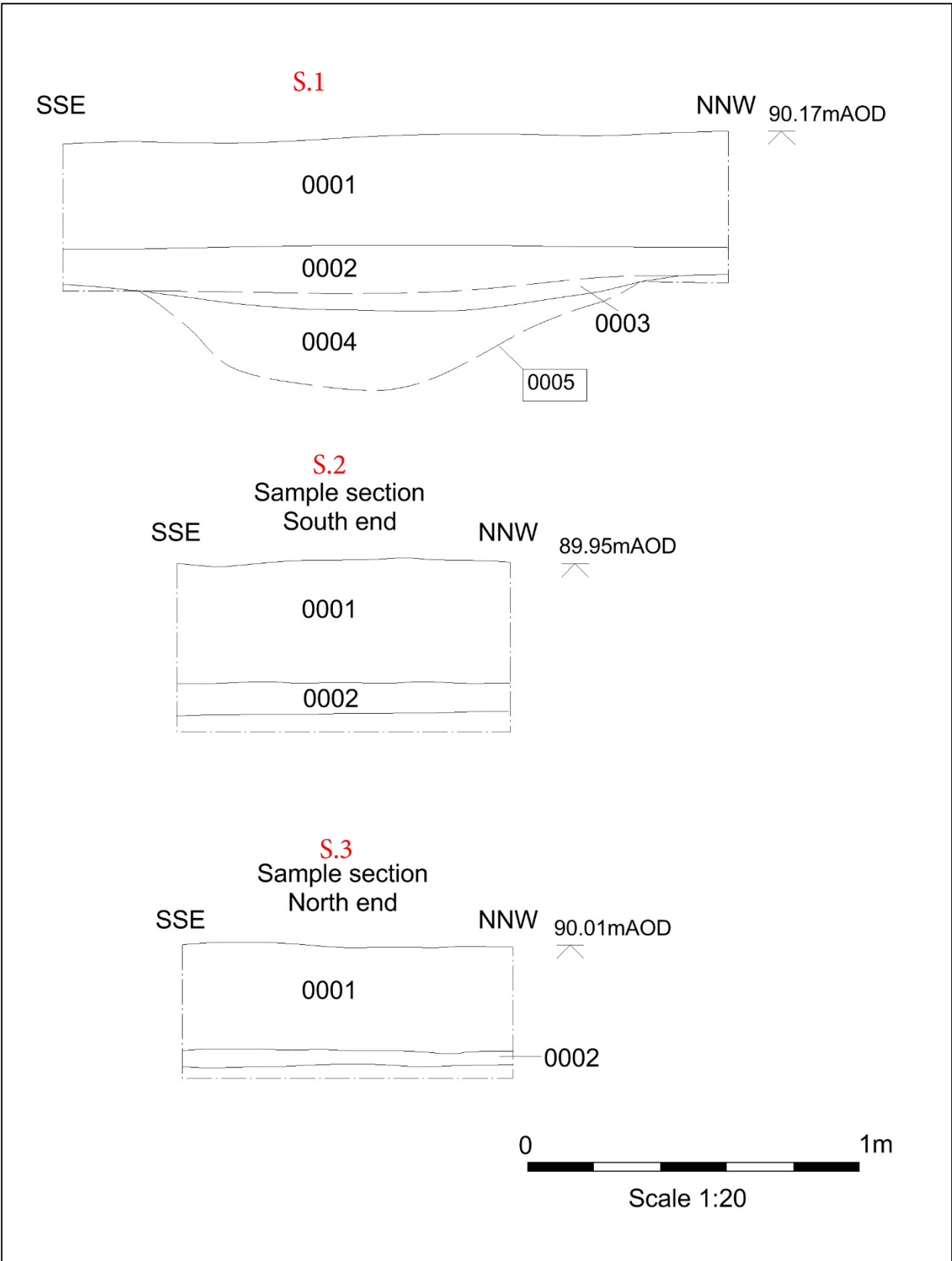


Figure 3. Detailed sections.



Plate 2. Soil profile at north end of trench, 1m scale, looking west southwest.



Plate 3. Soil profile at south end of trench, 1m scale, looking west southwest.



Plate 4. Natural feature 0005, 1m scale, looking west southwest.

6. Finds and environmental evidence

Richenda Goffin

Introduction

Table 1 summarises the finds recovered from a single context.

Context	Pottery		CBM		Animal bone		Date Range
	No.	Wt/g	No.	Wt/g	No.	Wt/g	
0003	2	90	1	503	3	86	16th-18th C
Total							

Table 1. Finds quantities

The pottery

Two fragments of pottery were recovered from 0003, the fill of a deposit lying towards the base of and probably forming part of the subsoil. The sherds consist of a large fragment of strap handle, and a small rim fragment, both of which probably form part of a cistern or large jar. The pottery is wheelthrown and hard-fired, and the sherds are fully oxidised with the exception of a dark grey core. The fabric is medium sandy with few

other inclusions, and the surface is unglazed. The vessel comes from the post-medieval red earthenware tradition (16th-18th C), and may be a product of the late Colchester-type ware industry (Cotter 2000).

CBM

A single, very abraded fragment of ceramic building material weighing 503g was also present in 0003. It is made in a medium sandy orange fabric with moderate ferrous inclusions, and is fully oxidised with a height of c.45mm. This dimension is slightly short for most post-medieval 'late' bricks (Drury, 165), and it is more likely that the fragment is actually part of a post-medieval unglazed floor brick dating from the late 16th century and later (Drury 166). Its abraded condition prevents closer identification.

The animal bone

Three small fragments of animal bone were collected from 0003, weighing 86g in total. The remains are fragmentary and consist of part of a mandible and the premolar of a pig.

7. Conclusions and recommendations for further work

The CBM present within both the topsoil and subsoil suggests landscaping of the garden and possibly the presence of now demolished buildings on the site. No evidence of any buildings was found during the evaluation and no buildings are shown within the development area on historic maps. It is possible the CBM present derives from the alterations of the main house that have taken place over the years.

No other archaeological features were encountered during the evaluation and therefore it is recommended that no further work is necessary, although the final decision rests with Suffolk County Council Archaeological Service Conservation Team.

8. Archive deposition

The site archive will be deposited in the county HER and this excavation report will be disseminated *via* the OASIS online archaeological database.

9. Acknowledgements

The fieldwork was carried out and directed by Simon Picard.

Project management was undertaken by Rhodri Gardner who also provided advice during the production of the report.

Finds processing and analysis was undertaken by Richenda Goffin who also provided the specialists finds report.

The report illustrations were created by Simon Picard and the report was edited by Richenda Goffin.

10. Bibliography

BGS, 17th March 2015, Information obtained from http://www.bgs.ac.uk/products/digital_maps/data_625k.html and reproduced with the permission of the British Geological Survey ©NERC. All rights Reserve

Cotter, J. P., 2000 *Post-Roman pottery from excavations in Colchester 1975-85*. Colchester Archaeological Report No 7

Drury, P., 1993, 'Ceramic Building Materials', in Margeson, S., *Norwich Households*. East Anglian Archaeology 58, Norwich Survey



Great Green House, Cockfield

Written Scheme of Investigation

Trenched Evaluation

Date: March 2015

Prepared by: Rhodri Gardner

Issued to: Rachael Abrahams (SCCAS Conservation Team)

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Summary Project Details

Site Name	Great Green House
Site Location/Parish	Cockfield
Grid Reference	TL 917 558
Access	Off SE side Great Green
Planning Application No	B/12/01168/FUL
HER number	TBC
Type:	Trial trench evaluation
Area	Single trench
Project start date	16 th March 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)	TBC	
Curatorial Officer	Rachael Abraham	01284 741232
Consultant		

Emergency contacts

Local Police	Raingate Street, Bury St Edmunds, IP33 2AP	01473 613500
Location of nearest A&E	West Suffolk Hospital, Hardwick Lane, Bury St Edmunds, IP33 2QZ	01284 713000

Hire details

Plant:	Client to provide	
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 TL 917 558 (Figure 1).
- 1.3 The work is to be undertaken as a requirement of a condition attached to Babergh District Council Planning Condition B/12/01168/FHA. This permission has been granted for the construction of a garage.
- 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 Jess Tipper of the Suffolk County Council Archaeological Service (SCCAS) (dated 17th February 2015). The site will subsequently be monitored by Rachael Abraham, also of SCCAS.
- 1.6 The application is within an area of archaeological importance, as recorded in the County HER, and has high potential for encountering medieval occupation deposits along the Green Edge.
- 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 3.2 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.

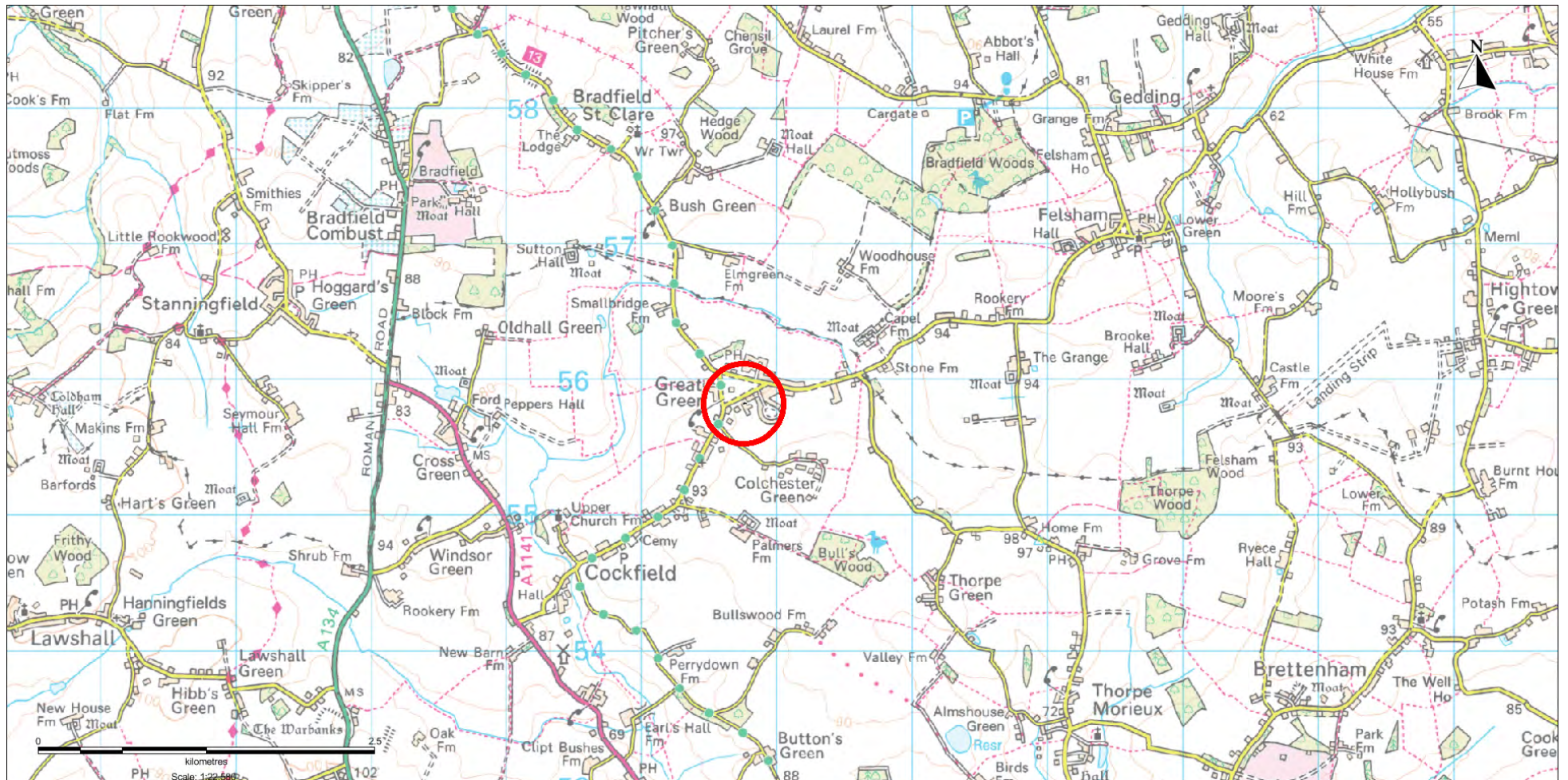
RA2: Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.

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

RA4: Establish the suitability for development.

RA5: 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).



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Figure 1. Site Location (circled red)



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Figure 2. Proposed trench layout (trench 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 8m of 1.8m wide trial trench, as specified in the brief (Section 3.3). 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 BRF 090.
- 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



Appendix 2. Context list

Context No	Feature No	Feature Type	Description/Interpretation	Finds	Overall Date	Env. Sample	Trench
0001		Layer	Very dark brownish grey clayey sandy silt, occasional to mod charcoal and cbm flecks Topsoil	No		No	
0002		Layer	Mid to dark grey silty clay with occasional cbm and charcoal flecks Subsoil	No		No	
0003			Mid grey silty clay with occasional charcoal flecks and cbm, bone and pot frags. Probably same as subsoil	No		No	
0004	0005	Pit Fill	Pale greyish brown silty sandy clay with ill defined edges Fill of natural feature	No		No	
0005	0005	Pit Cut	Slightly amorphous with ill defined edges, possibly tree	No		No	

OASIS ID: suffolka1-205800**Project details**

Project name	COK 097 Great Green House, Cockfield
Short description of the project	A small evaluation carried out at Great Green House, Cockfield found a single probable natural feature (tree throw) and a small assemblage of post-medieval finds were recovered from the subsoil.
Project dates	Start: 16-03-2015 End: 16-03-2015
Previous/future work	No / No
Any associated project reference codes	COK 097 - HER event no.
Any associated project reference codes	B/12/01168/FUL - Planning Application No.
Any associated project reference codes	2015/018 - Contracting Unit No.
Type of project	Field evaluation
Site status	None
Current Land use	Other 5 - Garden
Monument type	NONE None
Significant Finds	POTTERY Post Medieval
Significant Finds	CBM Post Medieval
Significant Finds	ANIMAL BONE Post Medieval
Methods & techniques	"Sample Trenches"
Development type	Rural residential
Prompt	Direction from Local Planning Authority - Direction 4
Position in the planning process	After full determination (eg. As a condition)

Project location

Country	England
Site location	SUFFOLK BABERGH COCKFIELD COK 097 Great Green House
Postcode	IP30 0HQ
Study area	0 Square metres
Site coordinates	TL 917 558 52.1666388318 0.803374447096 52 09 59 N 000 48 12 E Point
Height OD / Depth	Min: 89.45m Max: 89.70m

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	Rachael Abraham
Project director/manager	Rhodri Gardner
Project supervisor	Simon Picard
Type of sponsor/funding body	Developer

Project archives

Physical Archive recipient	Suffolk HER
Physical Contents	"Animal Bones", "Ceramics"
Digital Archive recipient	Suffolk HER
Digital Contents	"Animal Bones", "Ceramics", "Survey"
Digital Media available	"Database", "Survey", "Text"
Paper Archive recipient	Suffolk HER
Paper Contents	"Animal Bones", "Ceramics", "Stratigraphic", "Survey"
Paper Media available	"Notebook - Excavation', ' Research', ' General Notes", "Photograph", "Plan", "Report", "Section"

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	Great House Green, Cockfield, Suffolk Archaeological Evaluation Report
Author(s)/Editor(s)	Picard, S.
Other bibliographic details	2015/018
Date	2015
Issuer or publisher	SACIC
Place of issue or publication	Needham Market
Description	Short report in house style, plastic comb bound and card covered A4.
Entered by	Simon Cass (Simon.cass@suffolkarchaeology.co.uk)
Entered on	2 April 2015

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