

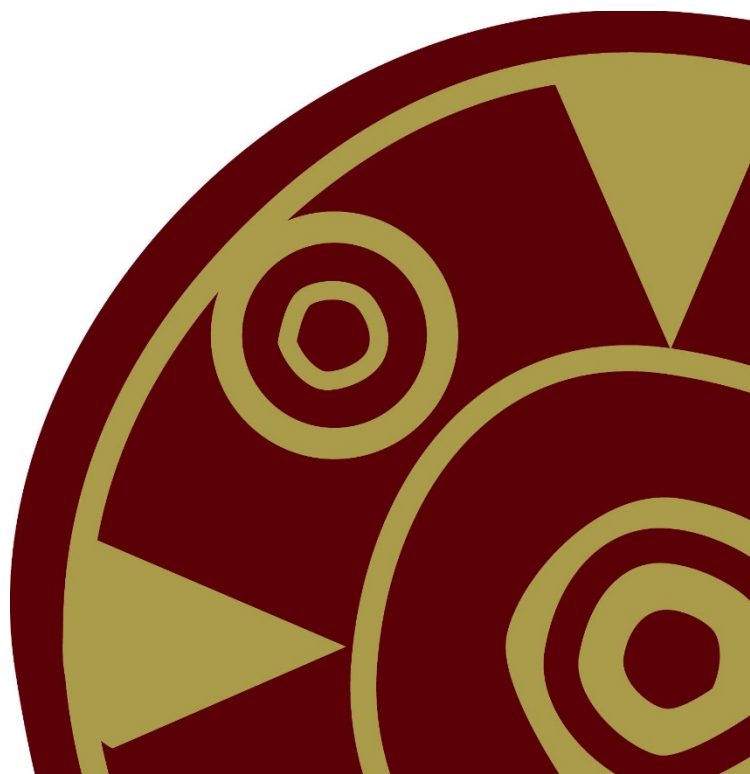


Carter Ceramics (site of), Low Road Debenham, Suffolk

Client:
Carter Ceramics

Date:
June 2015

DBN 155
Archaeological Evaluation Report
SACIC Report No. 2015/044
Author: M. Sommers
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Carter Ceramics (site of), Low Road Debenham

DBN 155

Archaeological Evaluation Report

SACIC Report No. 2015/044

Author: M. Sommers

Editor: Dr R. Gardner

Report Date: June 2015

HER Information

Site Code:	DBN 155
Site Name:	Carter Ceramics (site of), Low Road, Debenham
Report Number	2015/044
Planning Application No:	1711/12
Date of Fieldwork:	10th June 2015
Grid Reference:	TM 1746 6300
Oasis Reference:	suffolka1-209810
Curatorial Officer:	Dr R. Hoggett
Project Officer:	M. Sommers
Client/Funding Body:	Carter Ceramics
Client Reference:	n/a

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

Disclaimer

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

Prepared By: M. Sommers
Date: 11th June 2015

Approved By: Dr R. Gardner
Position: Company Director
Date:
Signed:

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Summary

An archaeological evaluation was carried out on the site of Carter Ceramics, Low Road, Debenham, in advance of a residential development. A single trench was excavated but no archaeological features or deposits were identified and no artefacts recovered. (Suffolk Archaeology Community Interest Company for Carter Ceramics)

1. Introduction

Planning permission has been granted for a small residential development on the site of Carter Ceramics, Low Road, Debenham, Suffolk (application number 1711/12). One of the conditions attached to the planning consent called for an agreed programme of archaeological work to be put in place in advance of this development.

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

The National Grid Reference for the approximate centre of the site is TM 1746 6300. Figure 1 shows a location plan of the site.

The archaeological evaluation was carried out on the 10th June 2015 by Suffolk Archaeology Community Interest Company (SACIC) who were commissioned by the developer, Carter Ceramics.

2. Geology and topography

The site consists of an area of roughly level land situated fronting onto Low Road on the southern outskirts of the Suffolk village of Debenham. On the opposite side of the road.

The site lies at a height of approximately 34m OD, close to the bottom of a shallow valley drained by an unnamed tributary to the River Deben that runs west to east along the southern side of Low Road. The main channel of the River Deben lies some 120m to the west. Valleys such as this have been cut through the central clay plateau by water draining off the relatively impermeable soil into the main river channels. Most of the soils in these valleys are the better drained and more workable silts and clays of the Hanslope series.

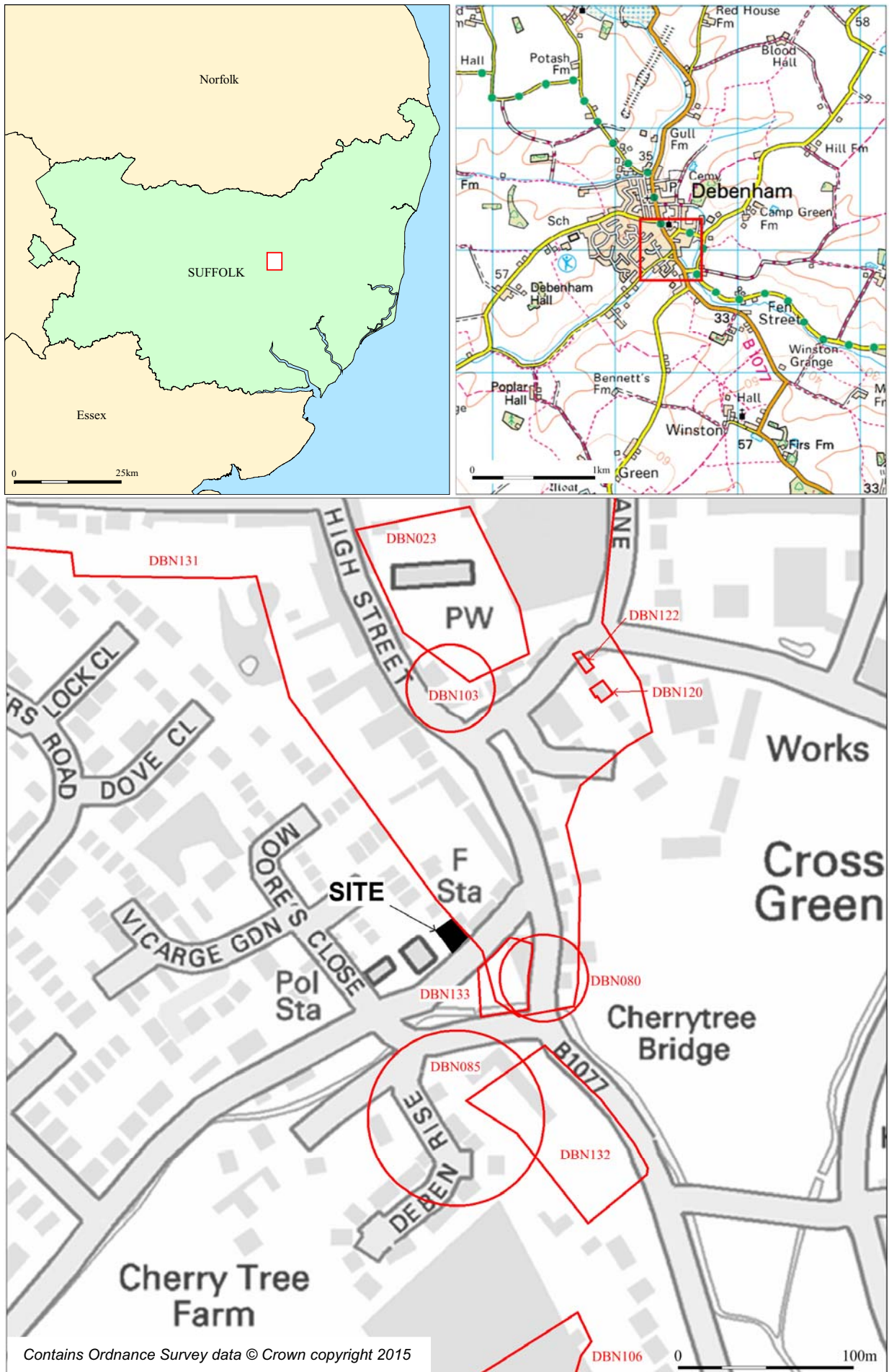


Figure 1. Location map

3. Archaeology and historical background

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

HER No.	Date	Nature of Evidence
DBN023	Sax & Med	Church of St. mary - one(?) of two churches listed at Debenham in Domesday Survey.
DBN080	Pmed	Bridge shown spanning the River Deben on Saxton's and Speede's map and 1575 and 1610 respectively. Construction date unknown. Now named Cherrytree Bridge.
DBN085	Un	'On the meadow behind Cherry Tree Inn a house was built in 1839, in the garden a skeleton (with good teeth, male) was found'. Probably refers to one of the buildings at either TM 1741 6290 or TM 1751 6294.
DBN103	Med	Documentary search and trench evaluation adjoining Cross Green and church (DBN 023) located imported clay layer containing Med pottery immediately above silty natural. Possibly a LMed(?) building platform or later imported horizon. Site occupied by cottages from at least 1521.
DBN106	Pmed	'Brick Works' marked on OS 1:2500 map of 1904. Part of the site appears to have since been redeveloped for housing.
DBN120	Med	11, Cross Green: Archaeological monitoring of groundworks associated with the conversion and extension of a barn, located an undated pit and 2 sherds of medieval pottery.
DBN122	Pmed	10, Cross Green: Monitoring of groundworks revealed a post-medieval well.
DBN131	Med	Medieval town of Debenham, as defined from historic maps and locations of listed buildings.
DBN132	BA	Cherry Tree PH: Trenched evaluation followed by monitoring revealed at least 12 Middle Bronze Age cremations (and two cremation pyre pits ?), both urned and unurned. The Bronze Age cremations were radiocarbon dated to 3030±35 - 3075±35 BP.
DBN133	Pmed	Trenched evaluation of former garage site revealed only limited post-medieval features.

Table 1. Summary of HER entries

The majority of entries on the County HER in the vicinity of the development site relate to medieval and post-medieval activity in and around the town of Debenham.

The Church of St. Mary (DBN023) lies approximately 200m of the site and is at least medieval, or possibly earlier, in date.

Of additional interest is the recorded Bronze Age burial site (DBN 132) located approximately 100m to the south and the nearby antiquarian reference to a human burial (DBN 085)

The proximity of these recorded sites indicates a reasonable potential for further archaeological deposits to be present within the development area.

4. Methodology

The trial trench was machine excavated down to the level of the natural subsoil using a toothless bucket fitted to the back-acting hoe of a wheeled, JCB type, mechanical excavator.

The machining of the trench was closely observed throughout in order to identify archaeological features and deposits and to recover any artefacts that might be revealed. Excavation continued until undisturbed natural deposits were encountered, the exposed surface of which was then examined for cut features.

The site was enclosed on all sides by high fencing and in order to excavate across the full width of the site it was necessary to cut the trench in two sections. The northeastern half to two-thirds was initially cut, recorded and then backfilled. The machine was then repositioned and the remaining southwestern section of the trench cut.

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

Following excavation of the trench, the nature of the overburden was recorded and the depth noted. The location of the trench was then related to the site boundary using 30m measuring tapes.

5. Results

A single evaluation trench (10m by 1.6m) was excavated across the site in a location broadly in accordance to the agreed trench plan (as per the WSI). Figure 2 depicts the trench location.

The natural subsoil comprised a mottled yellow and silvery grey sandy and gravel with occasional larger pebbles at a depth of 1.1m. It lay below a layer of topsoil with occasional concrete and building debris from the recently demolished pottery showroom, which sealed a 0.3m thick layer of pale yellow sandy silt, which in turn overlay a 0.4m thick layer of grey sandy silt (plates 1 and 2). The lower two deposits were completely devoid of any artefacts of any period and displayed no evidence of any intrusive cuts or earlier truncation.

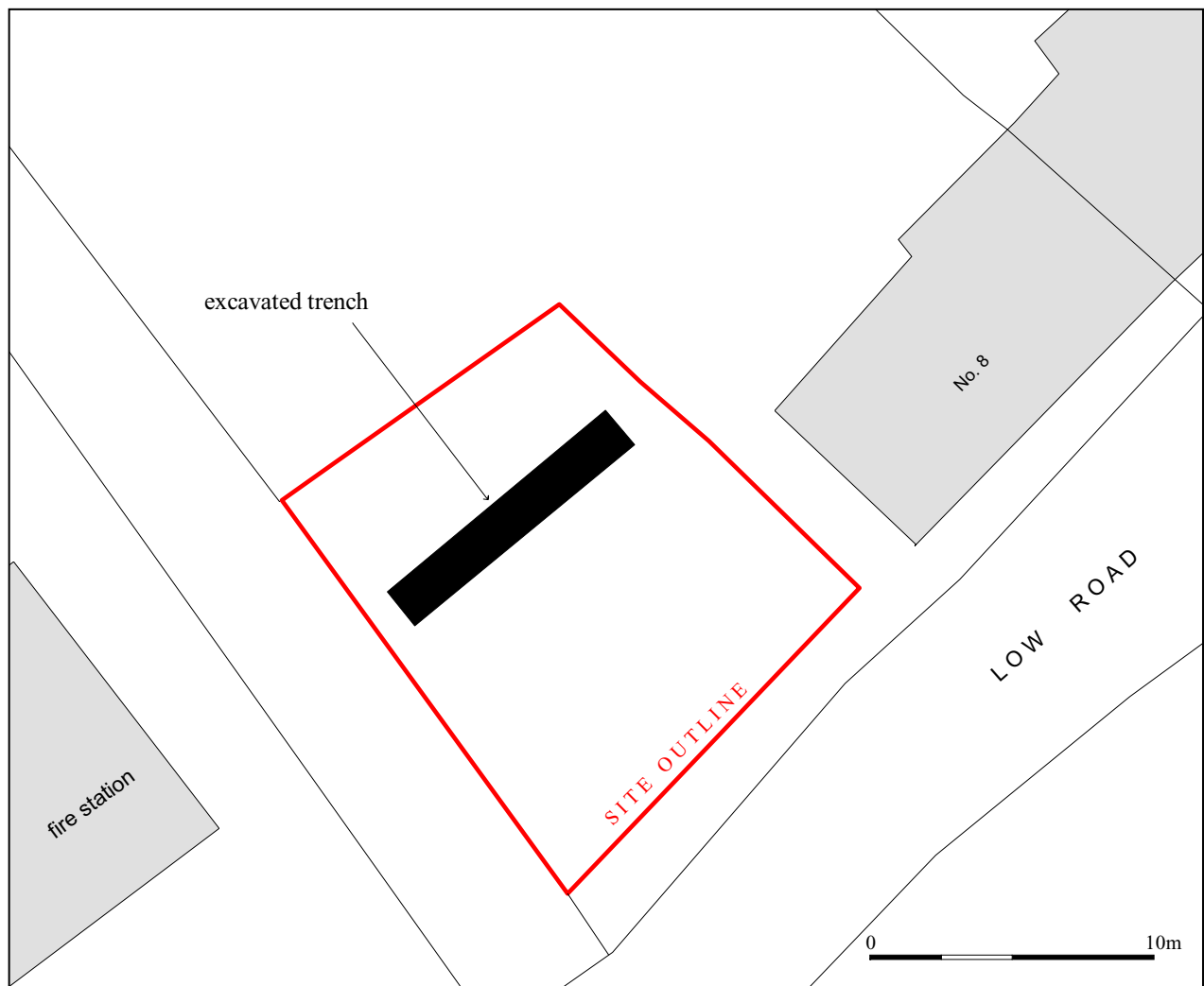


Figure 2. Trench location

6. Finds and environmental evidence

No artefacts of any date were recovered and no environmental samples taken.

7. Discussion

No significant archaeological features were recorded in the evaluation trench and no artefacts of any period were recovered. Although there was limited disturbance relating the recently demolished structures present in the upper layer this is unlikely to have resulted in the complete destruction of early evidence and therefore its absence suggests the site was open ground, presumably gardens or fields, prior to its development in early 20th century.

The 1st edition Ordnance Survey map indicates the development site was part of a larger area of open ground, probably pasture.

8. Conclusions and recommendations for further work

Based on the results of evaluation no further archaeological work is recommended for this site although the final decision is at the discretion of the County Conservation Team.

9. Archive deposition

Paper, digital and photographic archive will be sent to the County HER, ref. DBN 155. SACCIC digital photograph refs. HZJ 98 to HZJ 99.

10. Acknowledgements

The fieldwork was carried out by Mark Sommers

Project management was undertaken by Dr Rhodri Gardner who also provided advice during the production of the report and undertook the final editing.

Plates



Plate 1. Sample section showing the stratigraphy revealed in the southern side of the trench



Plate 2. General view of northeastern segment of trench, camera facing northeast

Appendix 1. Written Scheme of Investigation



Carters Ceramics, Debenham

Written Scheme of Investigation

Trenched Evaluation

Date: April 2015

Prepared by: Mark Sommers

Issued to: Dr Richard Hoggett (SCCAS Conservation Team)

© SACIC

Summary Project Details

Site Name	Carter's Ceramics, Low Road, Debenham
Site Location/Parish	Debenham
Grid Reference	TM 122 466
Access	Off Low Road
Planning Application No	1711/12
HER code	DBN 155
Event number	ESF23042
OASIS ref.	Suffolka1-209810
Type:	Trial trench evaluation
Area	340m ²
Project start date	TBC
Fieldwork duration	1 day (estimated)
Number of personnel on site	Up to 3

Personnel and contact numbers

SACIC Project Manager	Rhodri Gardner	01449 900120
Project Officer (first point of on-site contact)	TBC	
Curatorial Officer	Dr Richard Hoggett	01284 741226
Client	Hollins Architects and Surveyors	01728 723959

Emergency contacts

Local Police	Landmark House, 4 Egerton Road, Ipswich, Suffolk, IP1 5PF	101
Location of nearest A&E	Ipswich Hospital, Heath Road, Ipswich, Suffolk, IP4 5PD	01473 712233

Hire details

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

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2. Fieldwork
3. Post-excavation
4. Additional Considerations
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1. Health and Safety Policy
2. Insurance Documentation

1. Background

- 1.1 Suffolk Archaeology have been asked by Hollins Architects and Surveyors 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 covers c. 340m², and is located at NGR TM 1746 6300 (Figure 1).
- 1.3 The work is to be undertaken as a requirement of a condition attached to Mid Suffolk District Council Planning Condition 1711/12. This permission has been granted for the construction of 2 dwellings.
- 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 Dr Richard Hoggett of the Suffolk County Council Archaeological Service (SCCAS) (dated 5th August 2014).
- 1.6 The application is within an area of archaeological potential. The SCCAS Brief points out that the lies on the southern margins of the area defined for the medieval settlement of Debenham in the County Historic Environment Record (ref. DBN131) and on the opposite valley slope to the Cherry Tree Public House where recent archaeological work has revealed a late Bronze Age cremation cemetery.
- 1.7 The development proposal is for the construction of a pair of semi-detached houses. The groundwork such construction would entail is liable to damage or destroy any potential heritage assets that may be present within the site. The purpose of the trial trenching is to assess the archaeological potential of the development site.
- 1.8 The trial trench location and the footprints of the proposed houses are shown in Figure 2. Deposits within the footprints will be directly affected by the foundations and other groundworks associated with the development.
- 1.9 This WSI complies with the SCCAS/CT 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).

1.10 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).



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Figure 1. Site Location

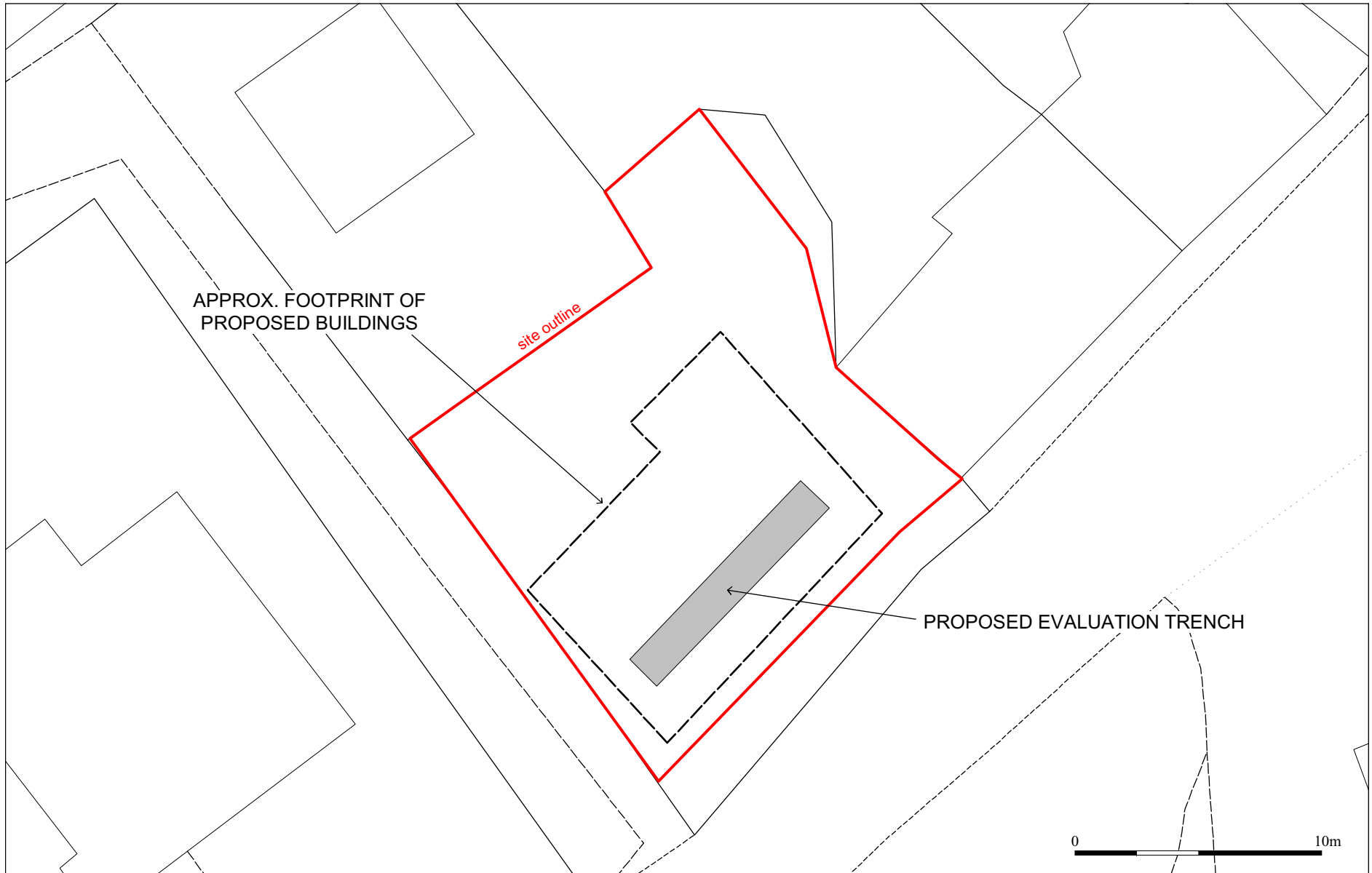


Figure 2. Proposed trench layout

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 single trench with a length of 10m and a width of 1.8m, as specified in the brief (Section 3.3). It will be positioned to sample the footprints of the proposed new houses. The trench location is 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 The trench 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 If the trench requires access by staff for hand excavation and recording, it will not exceed a depth of 1.2m. If this depth is not sufficient to meet the archaeological requirements of the Brief and Specification it 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 suitable surveying equipment, 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 DBN 155.
- 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 Mark Sommers. All Site Assistants and other staff, if required, 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



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Appendix 2. OASIS data collection form

OASIS ID: suffolka1-209810	
Project details	
Project name	DBN155 - Carters Ceramics site, Low Road Debenham
Short description of the project	trenched evaluation - negative results
Project dates	Start: 10-06-2015 End: 11-06-2015
Previous/future work	No / No
Any associated project reference codes	1712/11 - Planning Application No.
Any associated project reference codes	DBN155 - HER event no.
Type of project	Field evaluation
Current Land use	Vacant Land 1 - Vacant land previously developed
Monument type	NONE None
Significant Finds	NONE None
Methods & techniques	"Sample Trenches"
Development type	Urban residential (e.g. flats, houses, etc.)
Prompt	National Planning Policy Framework - NPPF
Position in the planning process	After full determination (eg. As a condition)
Project location	
Country	England
Site location	SUFFOLK MID SUFFOLK DEBENHAM DBN155 - Carter Ceramics, Low Road
Study area	340.00 Square metres
Site coordinates	TM 1746 6300 52.2216813934 1.18411108078 52 13 18 N 001 11 02 E Point
Project creators	
Name of Organisation	Suffolk Archaeology CIC
Project brief originator	Local Authority Archaeologist and/or Planning Authority/advisory body
Project design originator	Suffolk Archaeology CIC
Project director/manager	Rhodri Gardner
Project supervisor	Mark Sommers
Type of sponsor/funding body	Developer
Project archives	
Physical Archive Exists?	No

Digital Archive recipient	Suffolk HER
Digital Archive ID	DBN155
Digital Contents	"other"
Digital Media available	"Images raster / digital photography", "Text"
Paper Archive recipient	Suffolk HER
Paper Archive ID	DBN155
Paper Contents	"other"
Paper Media available	"Correspondence", "Report"
Project bibliography 1	
Publication type	Grey literature (unpublished document/manuscript)
Title	Archaeological Evaluation Report: Carter Ceramics (site of), Low Road, Debenham, Suffolk
Author(s)/Editor(s)	Sommers, M.
Other bibliographic details	SACIC Report No. 2015/044
Date	2015
Issuer or publisher	SACIC
Place of issue or publication	Needham Market
Description	printed sheets of A4 with card covers and a plastic comb binding
Entered by	MS (mark.sommers@suffolkarchaeology.co.uk)
Entered on	11 June 2015

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