SUFFOLK ARCHAEOLOGY

• A HISTORY OF EXPERTISE •

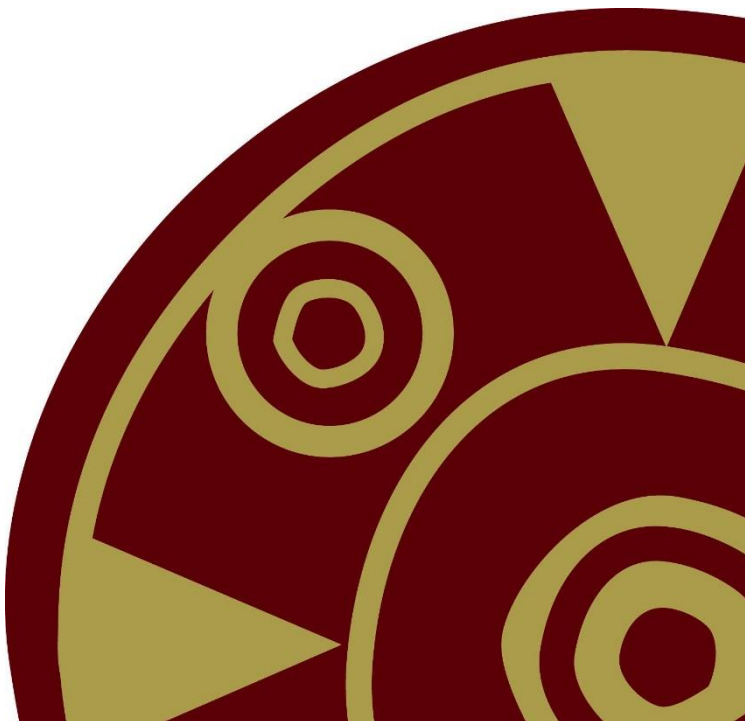
Green Garth

Mill Street, Middleton

Client:
Hollins Architects & Surveys

Date:
August 2015

MDD 020
Archaeological Evaluation Report
SACIC Report No. 2015/060
Author: Michael Green



Green Garth

Mill Street, Middleton, Suffolk

MDD 020

Archaeological Evaluation Report

SACIC Report No. 2015/060

Author: Michael Green

Contributions By: Richenda Goffin

Illustrator: Ellie Cox

Editor: Richenda Goffin

Report Date: August 2015

HER Information

Site Code:	**MDD 020**
Site Name:	**Green Garth, Mill Street, Middleton**
Report Number	**2015/060**
Planning Application No:	**DC/15/0325/FUL**
Date of Fieldwork:	**05/08/2015**
Grid Reference:	**TM 4259 6755**
Oasis Reference:	**218709**
Curatorial Officer:	**Rachael Abraham**
Project Officer:	**Michael Green**
Client/Funding Body:	**Hollins Architects & Surveys**
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: Michael Green
Date: 06/08/2015

Approved By: **********
Position: **********
Date: **********
Signed: **********

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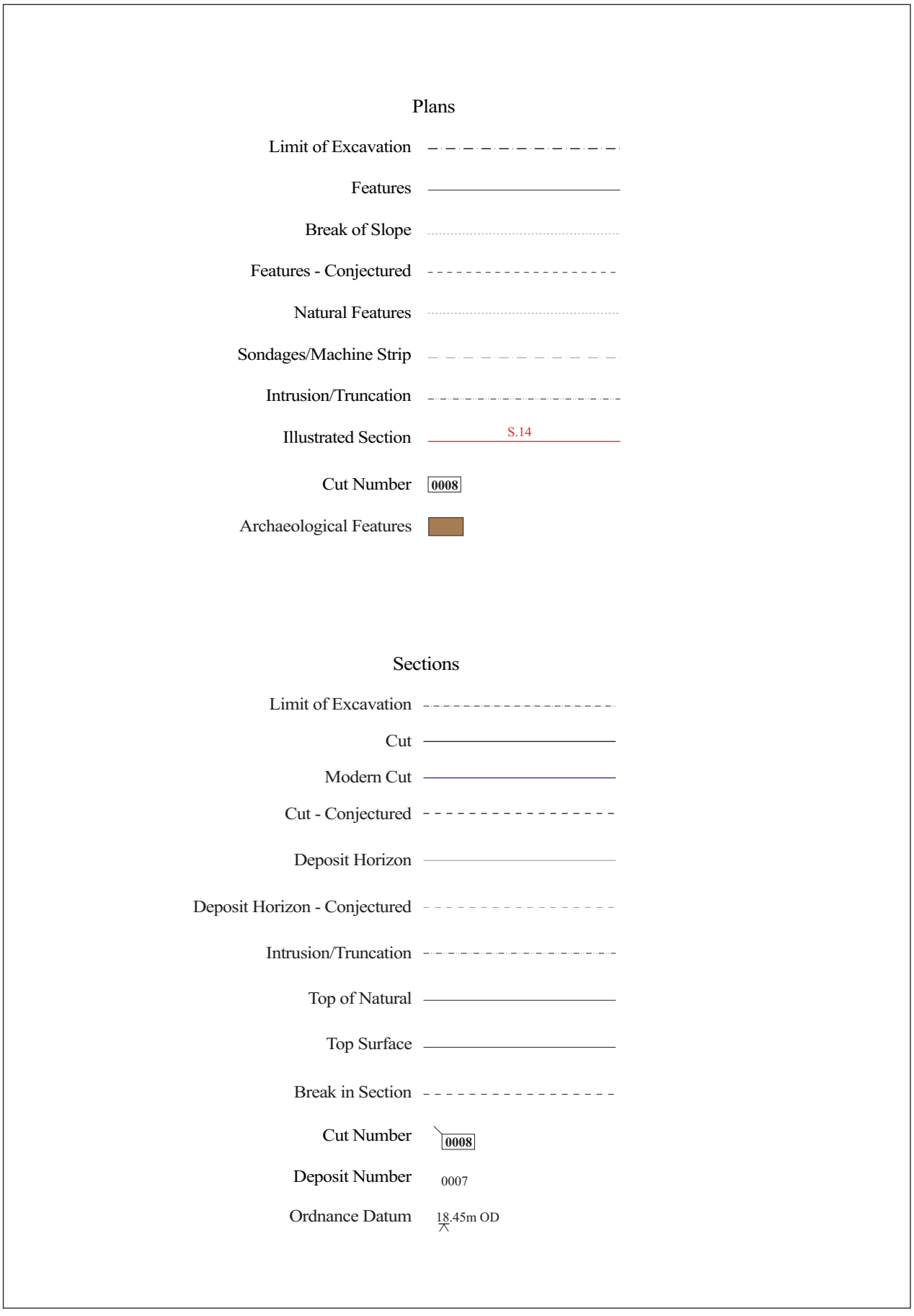
Summary

An archaeological evaluation by trial trenching was carried out by Suffolk Archaeology CIC at land next to Green Garth, Mill Street, Middleton in Suffolk. The evaluation assessed 5% of a small vacant land plot covering 0.38ha for archaeological evidence. The works consisted of five trenches spread across the site to sample all areas of the development. The works found little evidence of archaeological features with one modern pit (1960s) found in Trench 5 and a 0.5m thick colluvial layer seen in trenches 1 and 2.

The colluvium seen in trenches 1 and 2 contained sparse finds from multiple periods including three pieces of medieval pottery, post-medieval Ceramic building material (CBM) and one piece of prehistoric struck flint. Most finds from this layer are most likely residual with the majority of the material most likely to be deposited from disturbance in the area in the post-medieval period.

Drawing Conventions



1. Introduction

An archaeological evaluation by trial trenching was carried out by Suffolk Archaeology CIC (SACIC) to assess the impact of proposed development on potential heritage assets at land next to Green Garth, Mill Street, Middleton (Fig. 1). The project was carried out on the 5th of August 2015 to meet a condition on planning application DC/15/0325/FUL, in accordance with paragraph 141 of the National Planning Policy Framework. The work required was detailed in a Brief (dated 23/06/2015), produced by the archaeological adviser to the Local Planning Authority (LPA), Rachael Abraham of Suffolk County Council Historic Environment Team (SCC/HET). The project was commissioned by Hollins Architects & Surveys.

The proposed residential development of seven residential properties and associated access, parking spaces and services lies in a vacant plot in the street frontage of Mill Street. The land was mixed scrub, grass and mature trees and had previously been used as an area to dispose of spoil from adjacent developments, and preceding this was near the site of a post-medieval sand extraction pit.

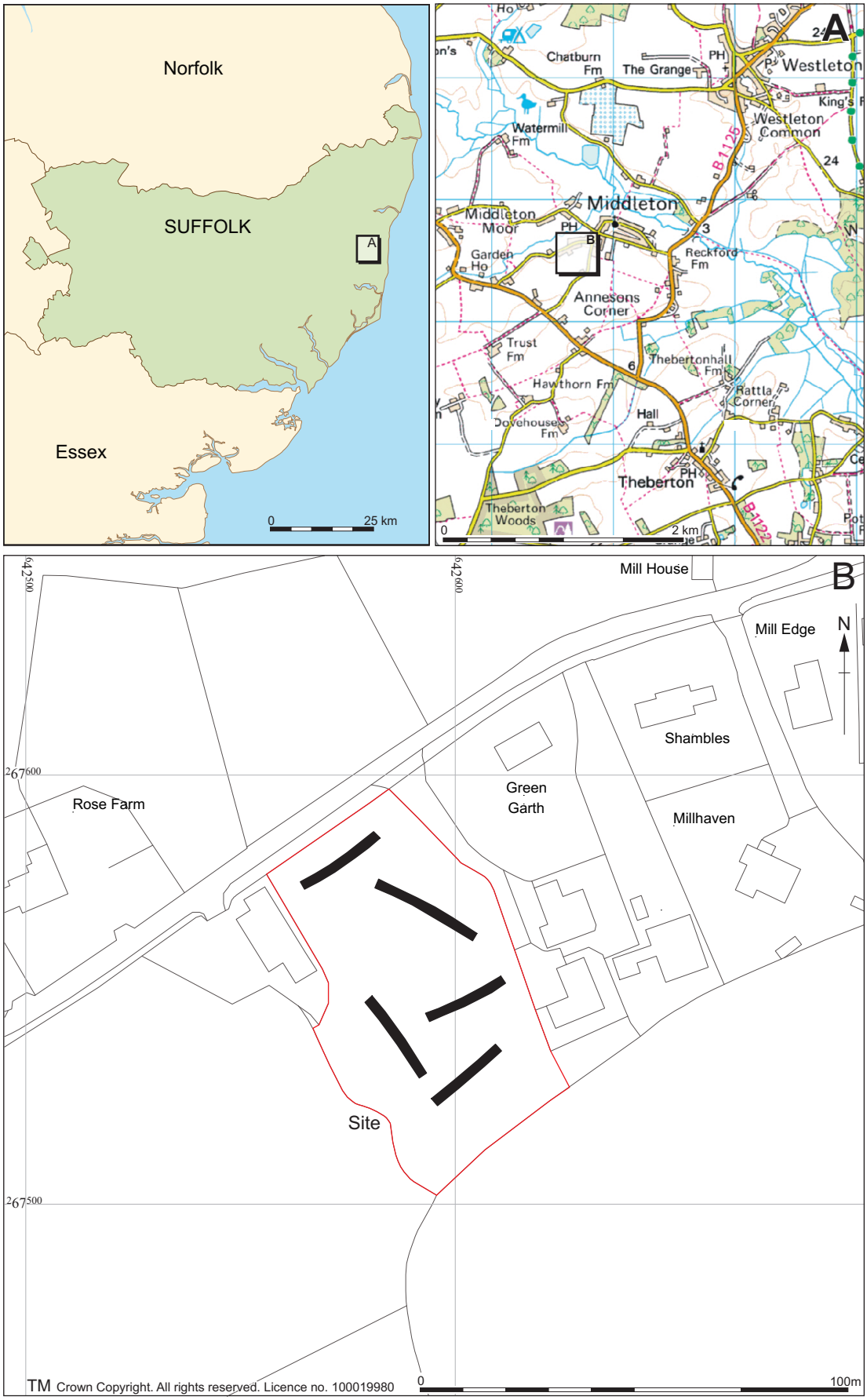


Figure 1. Location of site, showing development area (red) and trenches (black)

2. Geology and topography

The site lies at a height of *c.*6m rising to 16m above Ordnance Datum on a north facing slope overlooking a tributary drain of the Minsmere River.

The site geology consists of superficial diamicton deposits of the Lowestoft Formation on the high ground to the south, changing to sand and gravels to the north. These overlie sedimentary bedrock of Crag Group sand (British Geological Survey website).

The observed geology on site was a mix of fine white and light orange and yellow sands showing signs of rooting and animal disturbance.

3. Archaeology and historical background

Prehistoric

Prehistoric activity in the area is indicated by a Mesolithic findspot *c.*80m to the west (MDD Misc), a Bronze Age find spot (DUN Misc) 240m to the north-east and a probable ring ditch visible in aerial photographs *c.*200m to the west (MDD 004).

Medieval

The site is located *c.*400m west of the medieval parish Church of the Holy Trinity (MDD 003) and the medieval/post-medieval settlement core. Evidence of medieval and post-medieval occupation has been previously observed in an evaluation to the north-west of the church (MDD 012) and further undated occupation features in monitoring at the primary school (MDD 008). Medieval finds have also been recovered at the DUN Misc findspot.

Post-medieval

The site lies on Mill Street, presumably named for the post-medieval post mill (MDD 002) which is shown on the 1st Edition Ordnance Survey *c.*70m to the east. A scatter of post-medieval material is also located 950m to the west (MDD 014).

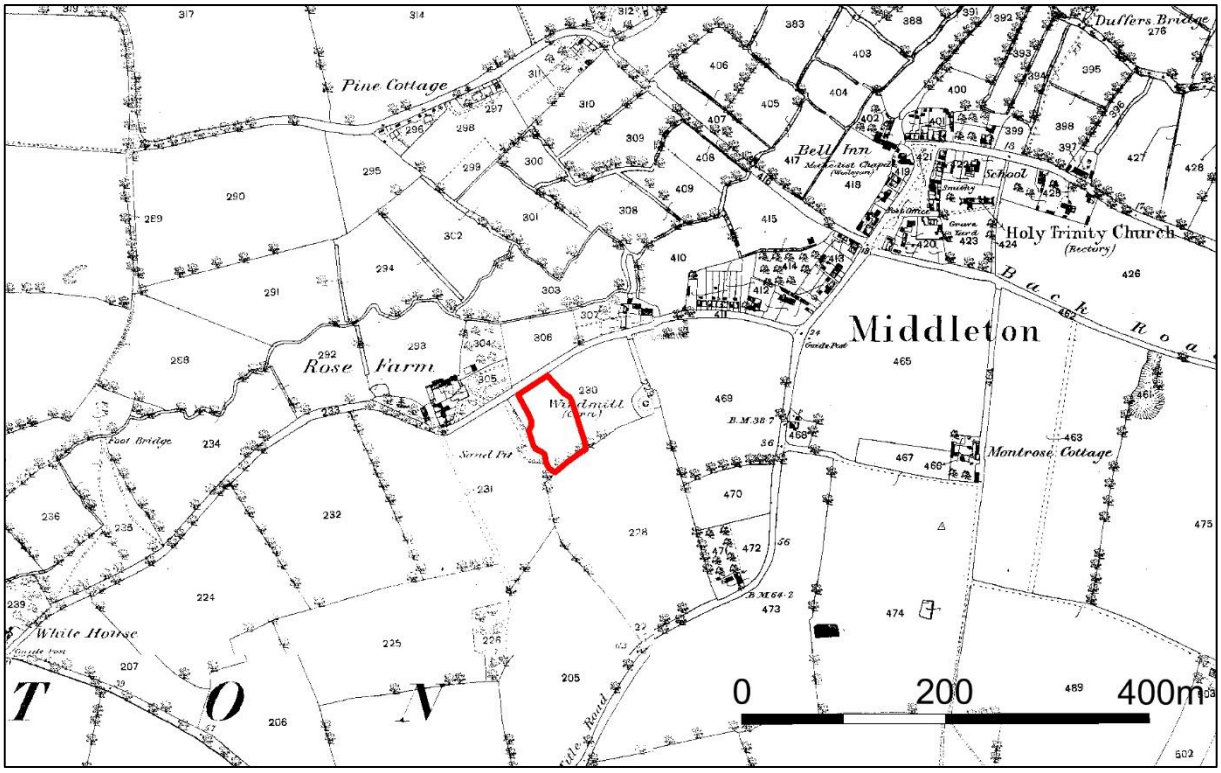


Figure 2. Site as depicted on 1st Edition Ordnance Survey, 1884

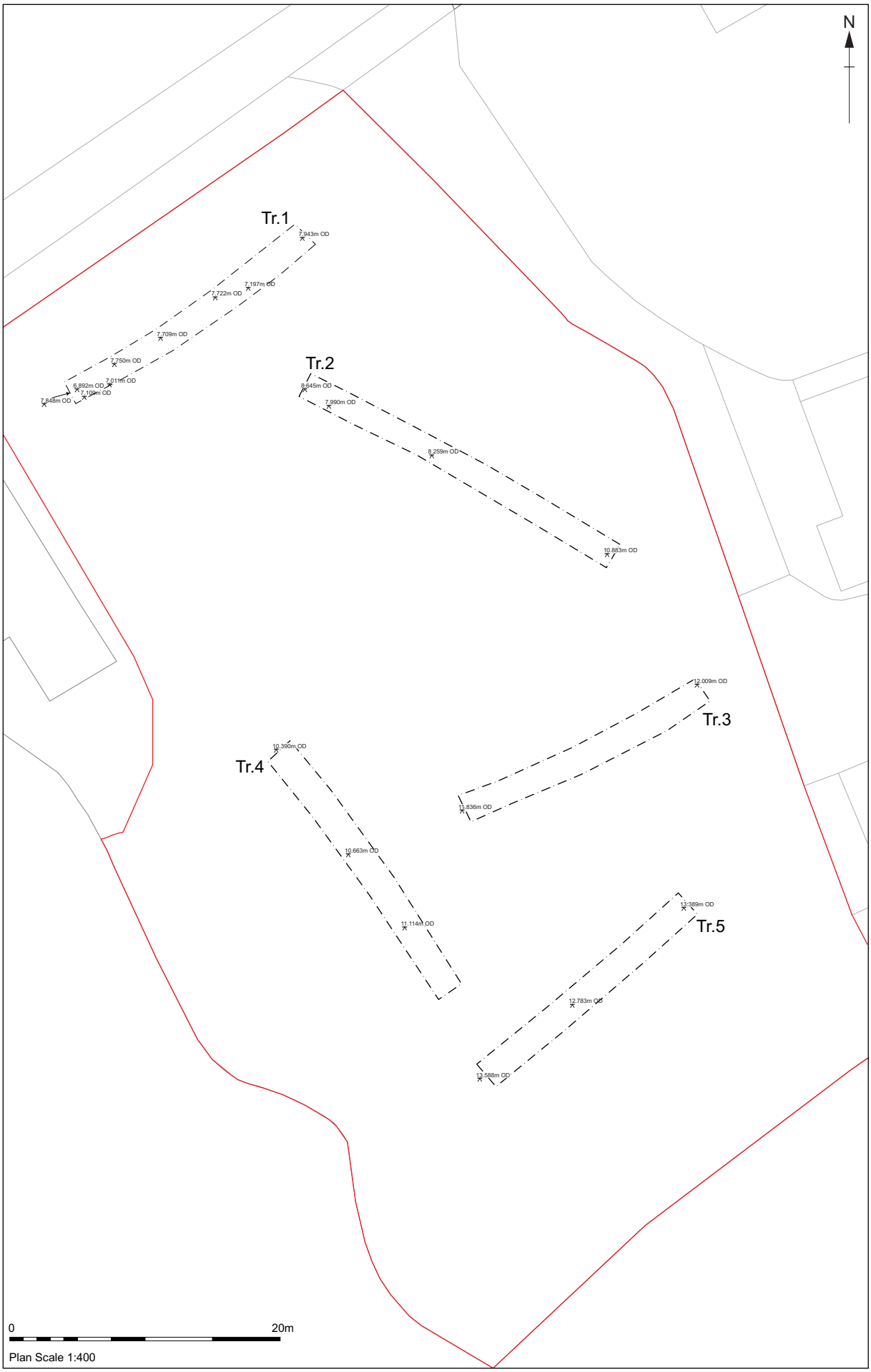


Figure 3. Trench plan with Levels (OD)

4. Methodology

4.1. Management

- The project was managed by SACIC Managing Director Rhodri Gardner in accordance with the principles of *Management of Research in the Historic Environment* (MoRPHE, English Heritage 2006).

4.2. Project preparation

- An event number (ESF 23185) and site code (MDD 020) was obtained from the SHER (Suffolk Historic and Environment Records) and is included on all project documentation.
- An OASIS online record was initiated and key fields in details, location and creator forms completed.
- A pre-site inspection and Risk Assessment was completed.

4.3. Fieldwork

Introduction

- Fieldwork standards were guided by 'Standards for Field Archaeology in the East of England', EAA Occasional Papers 14, and the Chartered Institute For Archaeologists (CIFA) paper 'Standard and Guidance for archaeological field evaluation', (2014).
- The archaeological fieldwork was carried out by Michael Green of SACIC. The fieldwork began and concluded on the 5th of August 2015.

Finds recovery and metal detecting

- The topsoil and subsoil from each trench was visually scanned during excavation of the trenches and any finds were recovered. Visual inspection was also carried out of the spoil once it had been excavated from the trenches.
- Metal detecting was carried out on all spoil removed from the trenches and features by an experienced metal detectorist.

Trial trenching

- The project Brief requires 5% of the 0.38ha application area to be evaluated, with trenches positioned to samples all areas of the site. This amounted to *c.*108m of 1.9m wide trenches, or 198sqm. Some minor modifications to the trench plan were made onsite to respect current spoil heaps and obstacles such as tree trunks.
- The Trench location was marked out using an RTK GPS system.
- The trenches was excavated using a machine equipped with a back-acting arm and toothless ditching bucket (measuring 1.9m wide), under the supervision of an archaeologist.
- An overall site plan showing trench locations, feature positions, sections and levels was made using an RTK GPS. An individual detailed trench plan was recorded by hand at 1:50. All excavated sections were recorded at a scale of 1:20.
- All trenches, archaeological features and deposits were recorded using standard pro forma SACIC registers and recording sheets and numbering systems.
- A photographic record, consisting of high resolution digital images was made throughout the evaluation.
- Trenches were backfilled after approval of SCCAS.

4.4. Post-excavation

- The post-excavation finds work was managed by the SACIC Finds Team Manager, Richenda Goffin, with the overall post-excavation managed by John Craven.
- All finds were processed and marked (SHER event number and context number) following ICON guidelines and the requirements of the Cambridgeshire Historic Environment Team.
- All hand drawn site plans and sections were scanned.
- All raw data from GPS or TST surveys was uploaded to the project folder, suitably labelled and kept as part of the project archive.
- All plan drawings were digitised for combination with the results of digital site survey to produce a full site plan, compatible with MapInfo GIS software or export

to .dxf format.

- All hand-drawn sections were digitised using autocad software.

4.5. Project archive

- On approval of this report a printed and bound hard copy will be lodged with SCCAS. A hard copy and digital .pdf file will also be supplied to the Cambridgeshire HER, together with a digital and fully georeferenced vector plan showing the application area and trench locations, compatible with MapInfo software.
- The online OASIS form for the project has been completed and a .pdf version of the report uploaded to the OASIS website for online publication by the Archaeological Data Service. A copy of the form is included as Appendix 3.
- The project archive, consisting of the complete artefactual assemblage, and all paper and digital records, will be deposited with the Cambridgeshire County Archaeological Store and ownership transferred within 6 months of completion of fieldwork. If SACIC is engaged to carry out any subsequent stages of fieldwork then deposition of the evaluation archive may be delayed until the full archive is completed. The project archive will be consistent with MoRPHE (English Heritage 2006), and ICON guidelines. The project archive will also meet the requirements of SCCAS (SCCAS 2010).

5. Results

Michael Green

5.1 Introduction

Five trenches were excavated to the archaeological horizon or the natural geology of a soft white, orange and yellow sand (Fig. 3). No cut features could be seen but a layer of colluvium was seen in Trenches 1 and 2. The small amount of finds from the site came from the colluvium layer and included a mix of post-medieval, medieval and prehistoric artefacts. The site conditions were fair and access was gained from Mill Street. A full context list is included in Appendix 2.

5.2 Trench results

Trench 1

Trench 1 was located at the north-east edge of the site running north-east to south-west parallel with Mill Street. It measured 21m in length, 1.9m in width and had a maximum depth of 1.2m and contained four layers and was void of cut archaeological features.

Overburden / made ground 0009

This layer was at the top of the sequence and was a soft mixed mid brown and yellow sand and sandy silt with compact patches and occasional small flint inclusions.
It was deposited on the site during construction of the adjacent bungalows in the 1990s and was present in varying depths across the entire development area. In this trench 0.26m depth was seen overlaying buried topsoil 0001.

Topsoil 0001

Buried topsoil 0001 was seen across the entire development area. It was a soft mid brown sandy silt with occasional small flint inclusions. It was overlain by overburden 0009 and overlays subsoil 0002. It had a depth of 0.14m in this trench.

Subsoil 0002

This layer was also seen throughout the development area. It was a soft light yellow brown silty sand with occasional small flint inclusions and chalk flecks. It was very mixed and disturbed with rooting and animal disturbance, it was overlain by topsoil 0001

and overlays the natural geology, it measured 0.22m depth in this trench. No finds were present in this layer.

Colluvium 0003

This layer was present in Trenches 1 and 2 (Fig. 4). A machine and hand excavated sondage was placed in Trench 1 to find the extent of the deposit which measured 0.3-0.56m in depth. Where excavated the colluvium layer was not seen to be masking any archaeological features. The layer was a mid to pale mottled brown grey soft silty sand with moderate amounts of small sub rounded flints and occasional flecks of CBM (ceramic building material) and charcoal. Finds from this layer came from multiple periods including one sherd of Roman pottery, one sherd of post-medieval pottery and five pieces of post-medieval CBM (this was discarded due to size and quantity).

Plate 1. Trench 1, looking north-east (1x1m scale)

Plate 2. Trench 1, showing colluvium 0003. Looking north-west (1x1m scale)

Trench 2

Trench 2 was located at the north-east end of the site running north-west to south-east. It measured 26m in length, 1.9m in width and had a maximum depth of 0.86m and contained four layers and was void of cut archaeological features.

Overburden / made ground 0005

In this trench 0.32m was seen overlaying buried topsoil 0001.

Topsoil 0001

Buried topsoil 0001 was seen across the entire development area. It had a depth of 0.3m in this trench.

Subsoil 0002

This layer was also seen throughout the development area. It was very mixed and disturbed with rooting and animal disturbance and was overlain by topsoil 0001. It overlay the natural geology, and measured 0.2m in depth in this trench. No finds were present in this layer.

Colluvium 0004

This layer was present in Trenches 1 and 2 (Fig. 4). The extent of the deposit measured 0.32m in depth in this trench. The layer was a mid to pale mottled brown grey soft silty sand with moderate amounts of small sub-rounded flints and occasional flecks of CBM (ceramic building material) and charcoal. Finds from this layer came from multiple periods including a single prehistoric flint flake, one sherd of medieval pottery and two pieces of post-medieval CBM (this was discarded due to size and quantity).

Trench 3

Trench 3 was located in the central area of the site running east to west. It measured 19m in length, 1.9m in width and had a maximum depth of 0.8m and contained three layers and was void of cut archaeological features.

Overburden / made ground 0006

In this trench the layer had a depth of 0.14m and was seen overlaying buried topsoil 0001.

Topsoil 0001

This was overlain by overburden 0006 and overlay subsoil 0002. It had a depth of 0.18m in this trench.

Subsoil 0002

This layer was very mixed and disturbed with rooting and animal disturbance. It was overlain by topsoil 0001 and overlay the natural geology. It had a depth of 0.48m in this trench. No finds were present in this layer.

Trench 4

Trench 4 was located at the south-west end of the site running north-west to south-east. It measured 22m in length, 1.9m in width and had a maximum depth of 0.76m and contained three layers and was void of cut archaeological features.

Overburden / made ground 0007

In this trench the layer was seen to have a depth of 0.17m overlaying buried topsoil 0001.

Topsoil 0001

This layer was overlain by overburden 0007 and overlays subsoil 0002. It measured 0.16m in depth in this trench.

Subsoil 0002

The subsoil layer measured 0.44m in depth in this trench. No finds were present in this layer.

Plate 3. Trench 4, looking north-west (1x1m scale)

Trench 5

Trench 5 was located at the south-east end of the site running north-west to south-east. It measured 20m in length, 1.9m in width and had a maximum depth of 0.87m. It contained three layers and one modern pit containing finds of plate glass and car parts which was not excavated.

Overburden / made ground 0008

This layer measured 0.17m in depth and was seen overlaying buried topsoil 0001.

Topsoil 0001

The topsoil was overlain by overburden 0008 and overlay subsoil 0002. It had a depth of 0.1m in this trench.

Subsoil 0002

This layer was overlain by topsoil 0001 and overlay the natural geology; it measured 0.5m in depth in this trench. No finds were present in this layer.

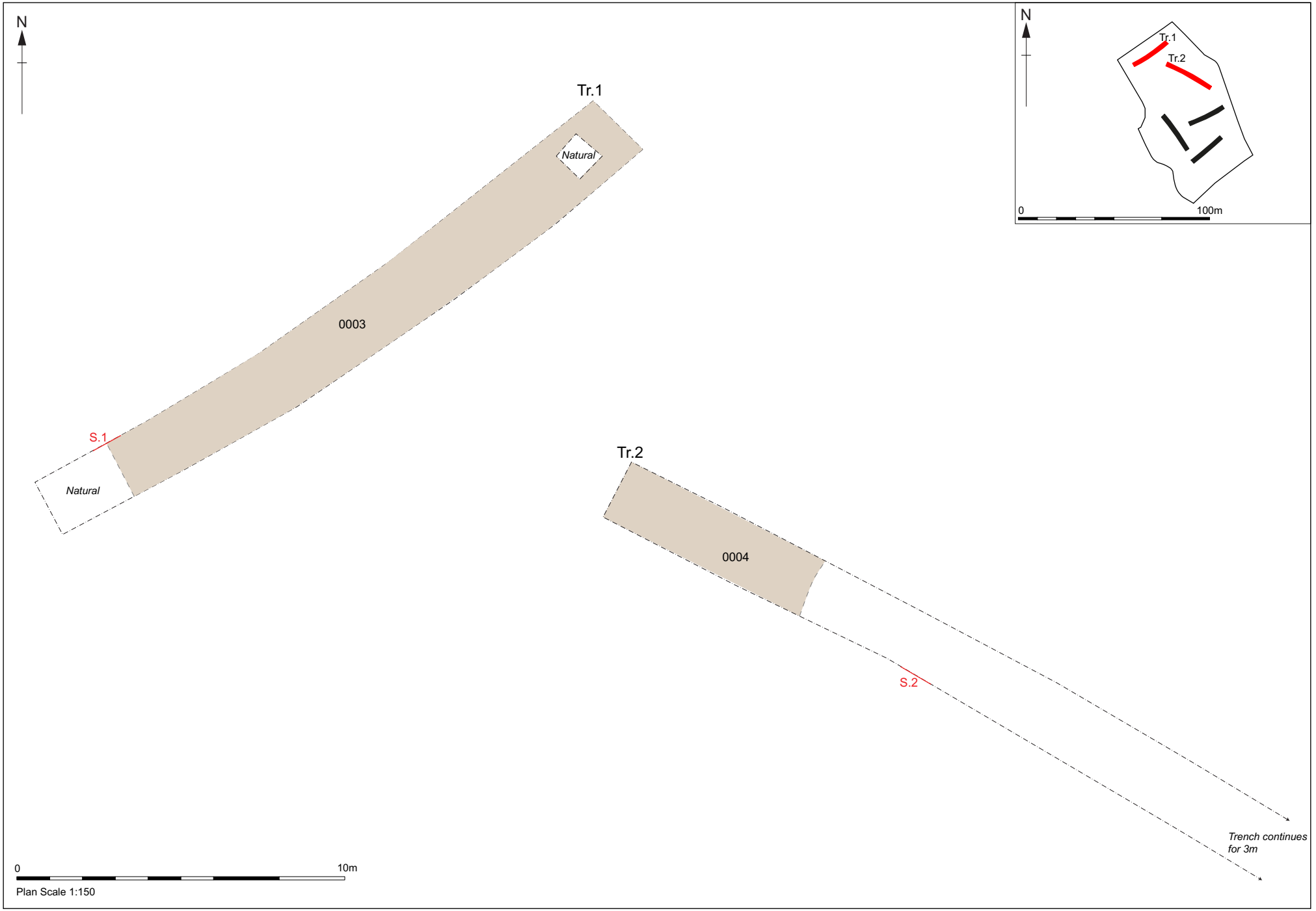


Figure 4. Trenches 1 and 2 showing colluvial spread

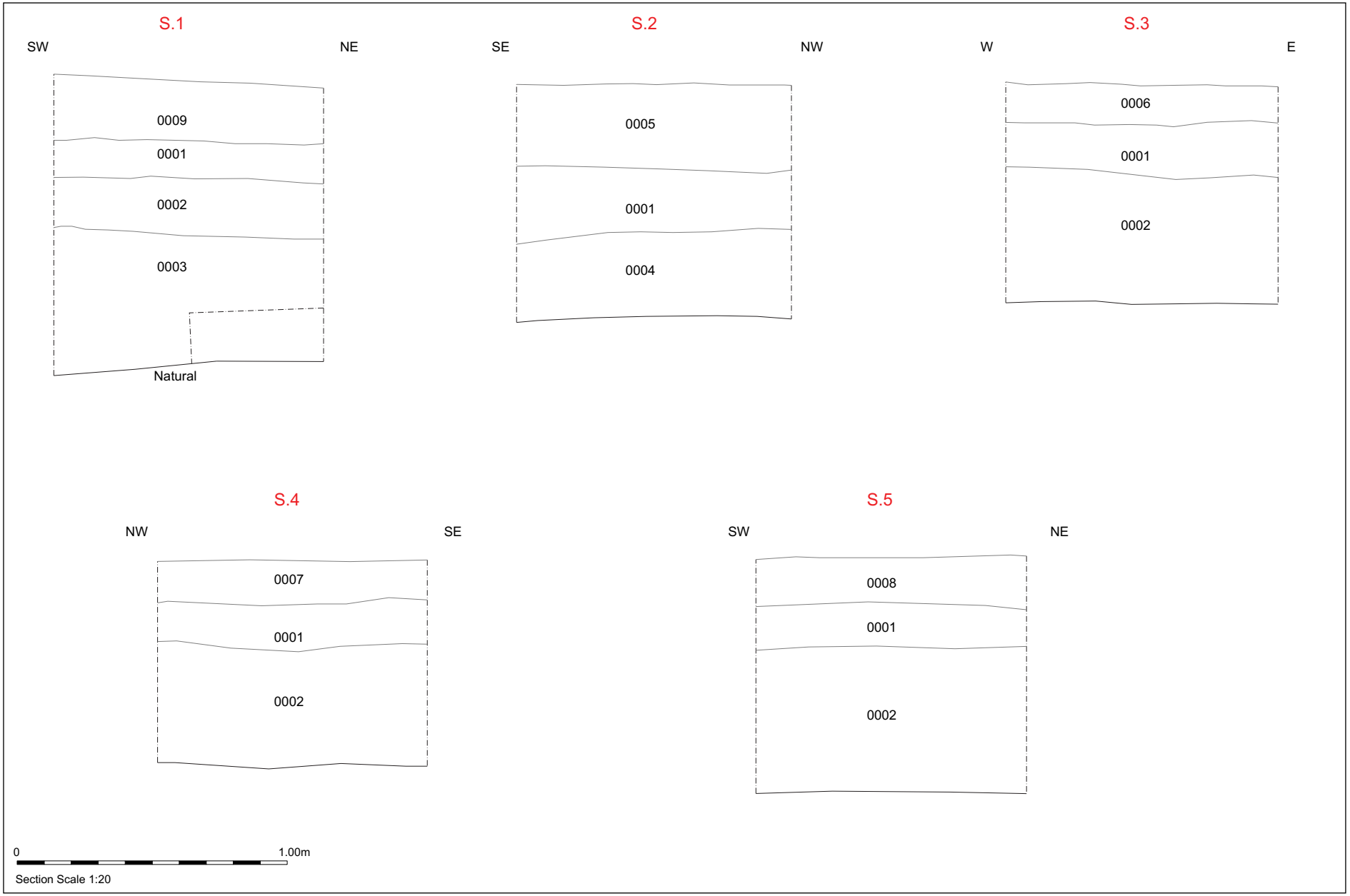


Figure 5. Sections

6. Finds and environmental evidence

Richenda Goffin

6.1 Introduction

Small quantities of finds were recovered from the evaluation, as listed below.

Context	Pottery		Lavastone		Struck flint		Miscellaneous	Spotdate
0003	**No.**	**Wt/g**	**No.**	**Wt/g**	**No.**	**Wt/g**		
0003	2	26	3	24			1 fragment coal (2g)	16th-18th C
0004	1	18	10	25	1	1		L13th-14th C
Total	**3**	**44**	**13**	**49**	**1**	**1**		

Table 1. Finds quantities

6.2 The Pottery

Three fragments of pottery were collected from two contexts in Trenches 1 and 2. Two sherds were present in the colluvial deposit 0003 in Trench 1. An unabraded wheelthrown dark brown-black body sherd with a well sorted fine sandy fabric (BSW) with moderate medium quartz (6g) is likely to be Roman. In addition a worn and abraded sherd of Glazed red earthenware dating to the 16th-18th century was identified weighing 20g.

The base of a wheelthrown greyware jug or cistern dating from the late 12th-14th century was recovered from colluvium deposit 0004 in Trench 2. It is made in an off-white light beige fabric which is very fine and micaceous. There are two thumbing impressions along the base and the remains of a slightly sagging base. The fabric is similar in appearance to Hollesley type ware, but it is more micaceous. The vessel is likely to have been made in the Wattisfield area, a parish in North Suffolk near the Waveney which has a long history of pottery manufacture dating back to the Roman period.

6.3 Lavastone

The fragmentary remains of small pieces of grey vesicular lavastone, probably from the Mayen area of the Rhineland, were present in both contexts. The largest piece, from

colluvial deposit 0003 showed some evidence of an original external surface but all the other pieces were too fragmentary for any further description.

6.4 Struck flint

Mike Green

A single small flint flake was recovered from context 0004. This small flake was most likely struck with a hard hammer due to a pronounced bulb and showed signs of edge damage. The flint was a dark black blue glassy flint with no cortex present and light pattination. It is most likely that this flint flake was residual due to the patination and edge damage seen and dates to the later prehistoric period.

6.5 Discussion of material evidence

Small groups of finds dating to the prehistoric, Roman, medieval and post-medieval periods were present in the colluvial deposits in Trenches 1 and 2; most finds are likely residual in nature.

7. Discussion

The evaluation produced sparce results with only a single layer of colluvium seen spanning Trench I and part of Trench 2. In addition to the colluvial layer modern material was seen in the form of a made ground layer over the entire development area and a pit in Trench 5.

The made ground layer buried the current topsoil and subsoil layers present on site; this meant that the excavated trenches needed to be 0.8-1.5m in depth to reach the natural sand geology.

Colluvial layer 0003 seen in Trenches 1 and 2 varied in depth from 0.3-0.5m and contained a mixture of finds ranging in date from the prehistoric to the post-medieval periods. The artefacts found within the colluvium were distributed throughout the layer with post-medieval CBM found at the top as well as the base of the layer.
This suggests that this material most likely formed in the post-medieval period when considerable disturbance has occurred up slope to the south and the medieval and prehistoric finds are most likely residual.

8. Conclusions and recommendations for further work

No evidence of archaeological features were recorded in any trenches. It is highly likely that further development of the area would not truncate or disturb any feature of archaeological interest, although the final decision on this rests with SCCAS Conservation Team.

9. Archive deposition

Paper and photographic archive: SCCAS Bury St Edmunds

Digital archive: R:\Current Recording Projects\Middleton\MDD 020 Evaluation

Digital photographic archive: R:\Current Recording Projects\Middleton\MDD 020 Evaluation\Photographs

Finds and environmental archive: SCCAS Bury St Edmunds or Unit 4 Ipswich.

10. Acknowledgements

The fieldwork was carried out by Preston Boyles and directed by Michael Green Project management was undertaken by Rhodri Gardener who also provided advice during the production of the report.

Post-excavation management was provided by Richenda Goffin. Finds processing and analysis was undertaken by Jonathan Van Jennins. The specialist finds report was produced by Richenda Goffin and additional specialist advice was provided by Michael Green (lithics).

The report illustrations were created by Ellie Cox and the report was edited by Richenda Goffin.

11. Bibliography

Abraham, R., 2015, *Brief for a Trenched Archaeological Evaluation At Land adjoing to Green Garth, Mill Street, Middleton , Suffolk,* grey literature issued by Suffolk County Council Archaeological Service Conservation Team, dated 23rd June, 2015

BGS, 6th August 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 Reserved

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Appendix 1. Specification and Brief

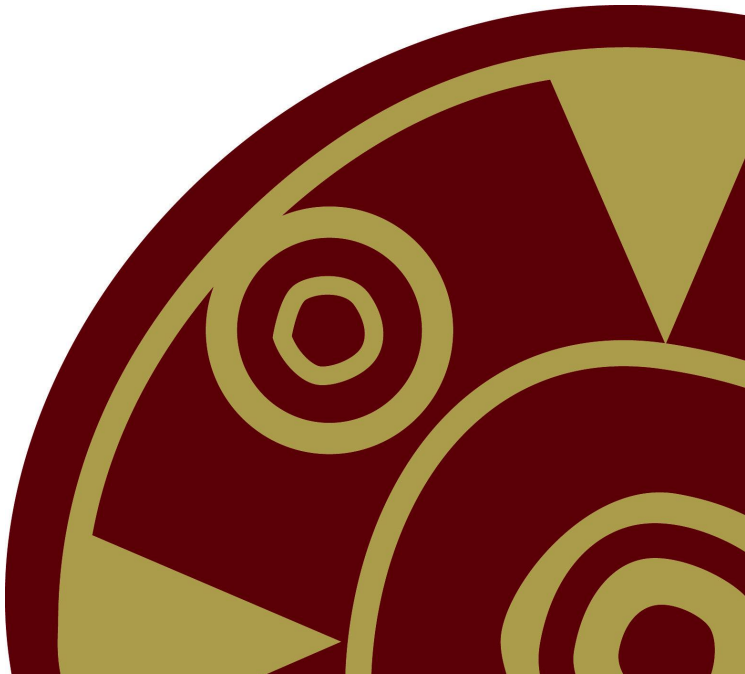
SUFFOLK ARCHAEOLOGY
• A HISTORY OF EXPERTISE •

Land adjoining Green Garth
Mill Street, Middleton, Suffolk

Client:
Hollins Architects & Surveyors

Date:
July 2015

MDD 020
Written Scheme of Investigation and Risk Assessment –
Archaeological Evaluation
Author: John Craven



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Project details

Planning Application No:	DC/15/0325/FUL
Curatorial Officer:	Rachael Abraham (Suffolk County Council Archaeological Service)
Grid Reference:	TM 4259 6755
Area:	0.38ha
HER Event No/Site Code:	ESF 23185/MDD 020
Oasis Reference:	218709
Project Start date	TBC
Project Duration:	c.1 day
Client/Funding Body:	Hollins Architects & Surveyors
SACIC Project Manager	Rhodri Gardner
SACIC Project Officer:	TBC
SACIC Job Code:	MDDGRN001

1. Introduction

- A program of archaeological evaluation is required to assess the site of residential development adjacent to Green Garth, Mill Street, Middleton (Fig. 1) for heritage assets by a condition on planning application DC/15/0325/FUL, in accordance with paragraph 141 of the National Planning Policy Framework.
- The work required is detailed in a Brief (dated 23/06/2015), produced by the archaeological adviser to the Local Planning Authority (LPA), Rachael Abraham of Suffolk County Council Archaeological Service (SCCAS).
- Suffolk Archaeology (SACIC) has been contracted to carry out the project. This document details how the requirements of the Brief and general SCCAS guidelines (SCCAS 2011) will be met, and has been submitted to SCCAS for approval on behalf of the LPA. It provides the basis for measurable standards and will be adhered to in full, unless otherwise agreed with SCCAS.

2. The Site

- The site consist of a predominantly open plot covered in grass scrub and occasional mature trees. The proposed development consists of seven residential properties and associated access, parking spaces and services.
- The site lies at a height of *c.*6m to 16m above Ordnance Datum on a north facing slope overlooking a tributary drain of the Minsmere River.
- The site geology consists of superficial diamicton deposits of the Lowestoft Formation on the high ground to the south, changing to sand and gravels to the north. These overlie sedimentary bedrock of Crag Group sand (British Geological Survey website).

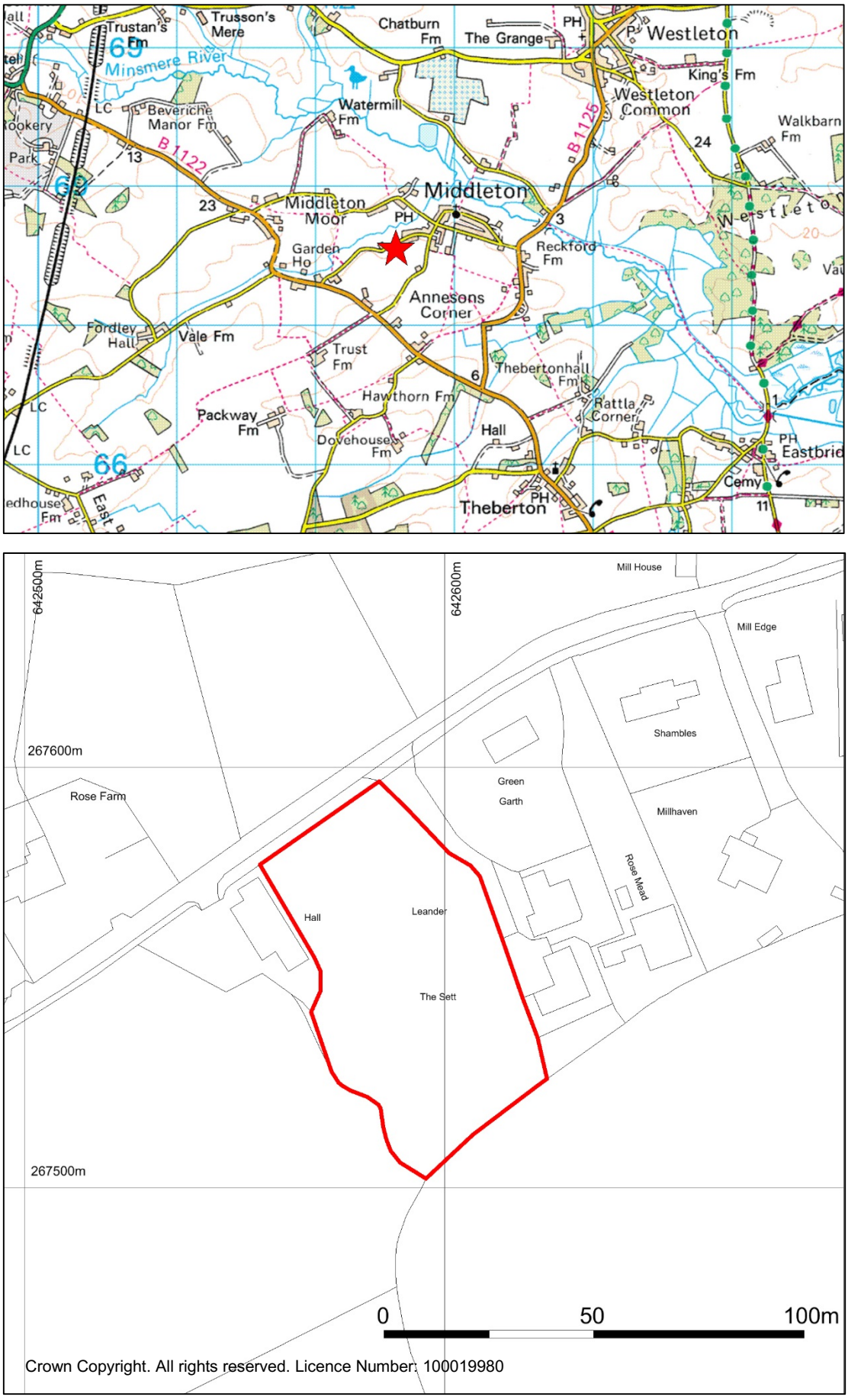

Figure 1. Location map

3. Archaeological and historical background

- The condition has been placed as the site lies in an area of archaeological interest, as recorded in the Suffolk Historic Environment Record, and the proposed development groundworks could have a detrimental impact upon any archaeological deposits that exist.
- Prehistoric activity in the area is indicated by a Mesolithic findspot *c.*80m to the west (MDD Misc), a Bronze Age find spot (DUN Misc) 240m to the north-east and a probable ring ditch visible in aerial photographs *c.*200m to the west (MDD 004).
- The site is located *c.*400m west of the medieval parish Church of the Holy Trinity (MDD 003) and the medieval/post-medieval settlement core. Evidence of medieval and post-medieval occupation has been previously observed in an evaluation to the north-west of the church (MDD 012) and further undated occupation features in monitoring at the primary school (MDD 008). Medieval finds have also been recovered at the DUN Misc findspot. The site lies on Mill Street, presumably named for the post-medieval post mill (MDD 002) which is shown on the 1st Edition Ordnance Survey *c.*70m to the east.

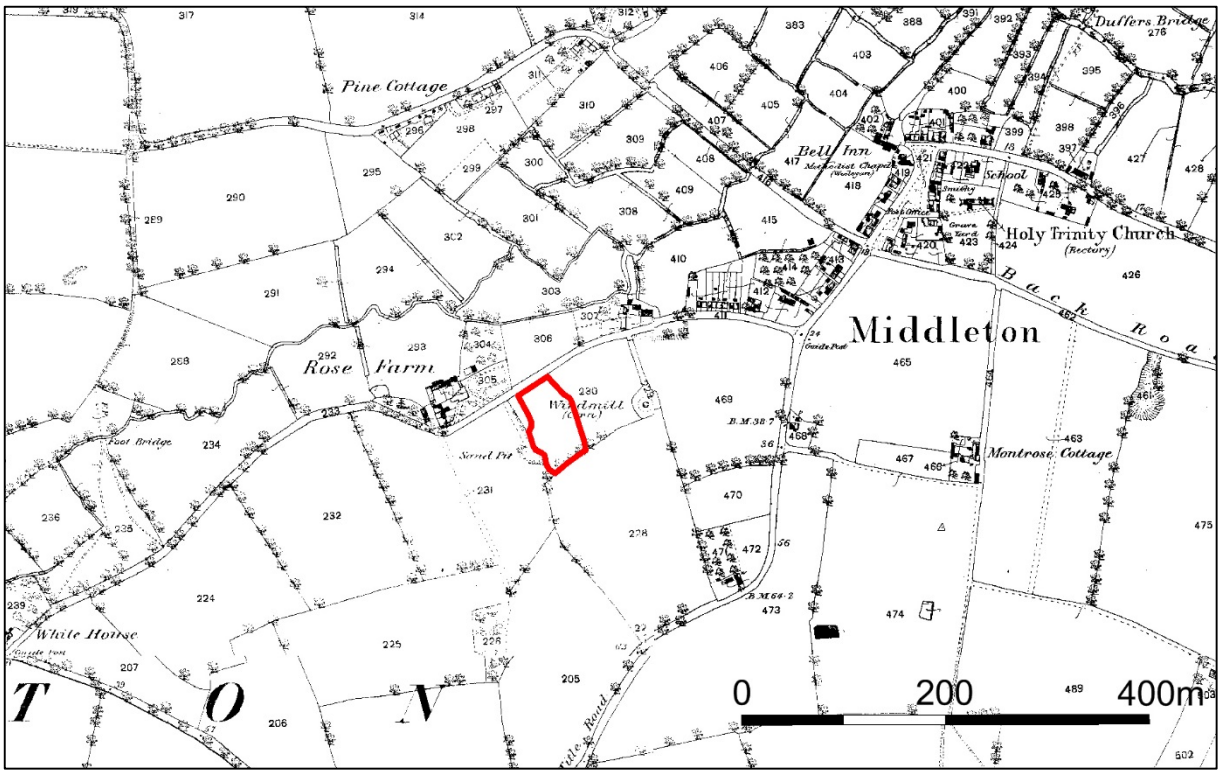

Figure 2. Site as depicted on 1st Edition Ordnance Survey, 1884

4. Project Objectives

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

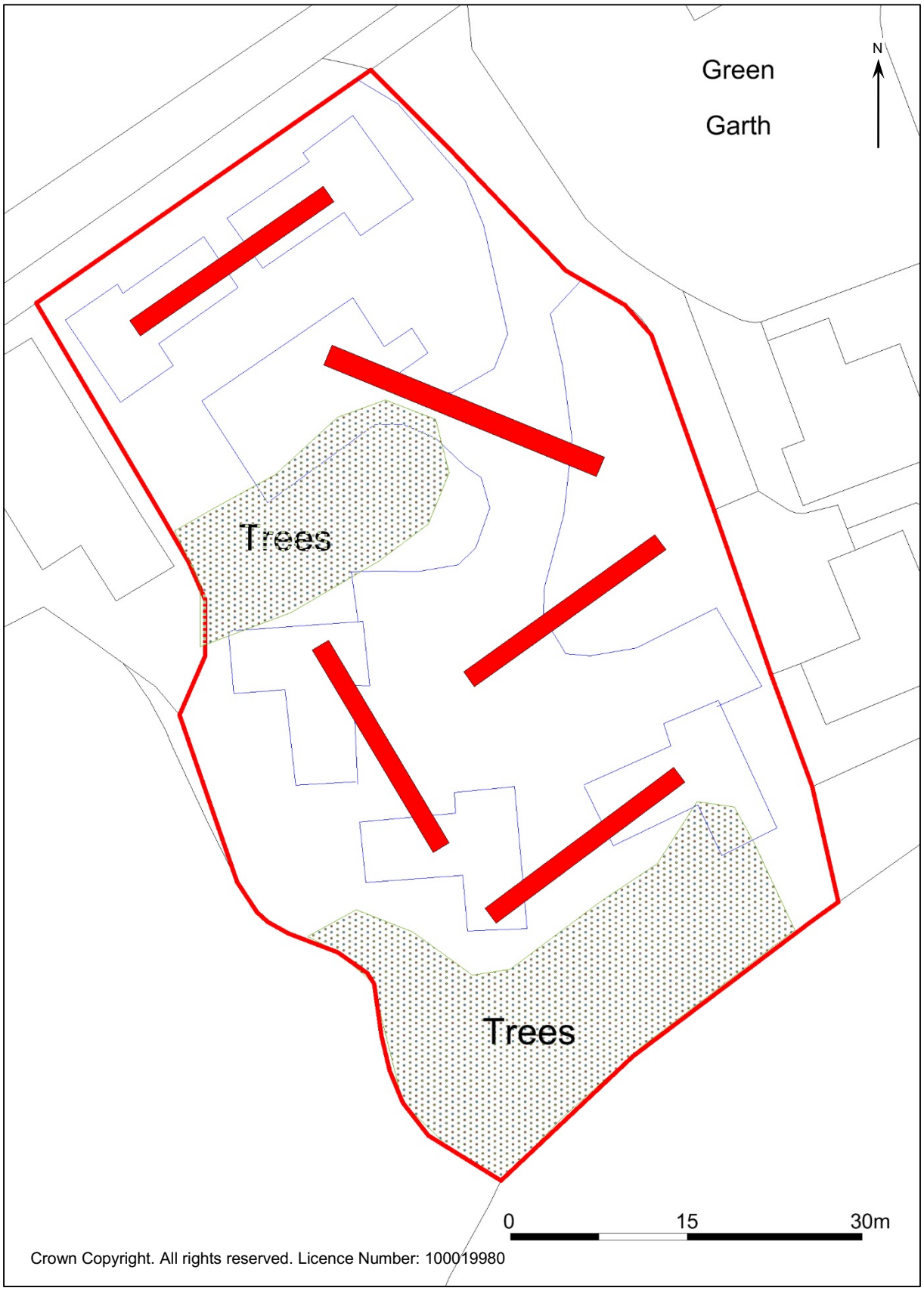

Figure 3. Proposed trench plan with approximate development outline (blue)

5. Archaeological method statement

5.1. Management

- The project will be managed by SACIC Manging Director Rhodri Gardner in accordance with the principles of *Management of Research in the Historic Environment* (MoRPHE, Historic England 2015).
- SCCAS will be given five days notice of the commencement of the fieldwork and arrangements made for SCCAS visits to enable the works to be monitored effectively.
- Full details of project staff, including sub-contractors and specialists are given in section 6 below.

5.2. Project preparation

- An event number (ESF 23185) and site code (MDD 020) has been obtained from the Suffolk HER Officer and will be included on all future project documentation.
- An OASIS online record has been initiated and key fields in details, location and creator forms have been completed.
- A pre-site inspection and Risk Assessment for the project has been completed.

5.3. Fieldwork

- Fieldwork standards will be guided by 'Standards for Field Archaeology in the East of England', EAA Occasional Papers 14, and the Chartered Institute For Archaeology's (CIFA) paper 'Standard and Guidance for archaeological field evaluation', 2014.
- The archaeological fieldwork will be carried out by members of SACIC led by a Project Officer. The fieldwork team will be drawn from a pool of suitable staff at SACIC and will include an experienced metal detectorist/excavator.
- The project Brief requires 5% of the 0.38ha application area to be evaluated, with trenches positioned to samples all areas of the site. This amounts to c.105m of

1.8m wide trenches, or 190sqm, and a proposed trench plan of 4x20 trenches and 1x25m is included above (Fig. 3). If necessary minor modifications to the trench plan may be made onsite to respect any previously unknown buried services, areas of disturbance, contamination or other obstacles.

- The trench locations will be marked out using an RTK GPS system.
- The trenches will be excavated using a machine equipped with a back-acting arm and toothless ditching bucket (measuring at least 1.6m wide), under the supervision of an archaeologist. This will involve the removal of an estimated 0.3m-0.5m of topsoil and subsoils until the first visible archaeological surface or geological natural surface is reached.
- Spoilheaps will be created adjacent to each trench and topsoil and subsoil will be kept separate if required. Spoilheaps will be examined and metal-detected for archaeological material.
- The trench sides, base and archaeological surfaces will be cleaned by hand as necessary to identify archaeological deposits and artefacts and allow decisions to be made on the method of further investigation by the Project Officer. Further use of the machine, i.e. to investigate thick sequences of deposits by excavation of test pits etc, may be undertaken as necessary after consultation with SCCAS.
- There will be a presumption that a minimum of disturbance will be caused whilst achieving adequate evaluation of the site, i.e. establishing the period, depth and nature of archaeological deposits. Typically 50% of discrete features such as pits and 1m slots across linear features will be sampled by hand excavation, although in some instances 100% may be removed, with the aim of establishing date and function. All identified features will be investigated by excavation unless otherwise agreed with SCCAS. Significant archaeological features such as solid or bonded structural remains, building slots or postholes will be preserved intact if possible.
- Sieving of deposits using a 10mm mesh will be undertaken if they clearly appear to be occupation deposits or structurally related. Other deposits may be sieved at the judgement of the excavation team or if directed by SCCAS.
- Any fabricated surface (floors, yards etc) will be fully exposed and cleaned.
- Metal detector searches will take place throughout the excavation by an experienced SACIC metal-detectorist.

- The depth and nature of colluvial or other masking deposits across the site will be recorded.
- An overall site plan showing trench locations, feature positions, sections and levels will be made using an RTK GPS or Total Station Theodolite. Individual detailed trench or feature plans etc will be recorded by hand at 1:10, 1:20 or 1:50 as appropriate to complexity. All excavated sections will be recorded at a scale of 1:10 or 1:20, also as appropriate to complexity. All such drawings will be in pencil on A3 pro forma gridded permatrace sheets. All levels will refer to Ordnance Datum. Section and plan drawing registers will be maintained.
- All trenches, archaeological features and deposits will be recorded using standard pro forma SACIC registers and recording sheets and numbering systems. Record keeping will be consistent with the requirements of the Suffolk HER and will be compatible with its archive.
- A photographic record, consisting of high resolution digital images, will be made throughout the evaluation. A number board displaying site code and, if appropriate, context number and a metric scale will be clearly visible in all photographs. A photographic register will be maintained.
- All pre-modern finds will be kept and no discard policy will be considered until all the finds have been processed and assessed. Finds on site will be treated following appropriate guidelines (Watkinson & Neal 2001) and a conservator will be available for on-site consultation as required.
- All finds will be brought back to the SACIC finds department at the end of each day for processing, quantifying, packing and, where necessary, preliminary conservation. Finds will be processed and receive an initial assessment during the fieldwork phase and this information will be fed back to site to inform the on-site evaluation methodology.
- Environmental sampling of archaeological contexts will, where possible, be carried out to assess the site for palaeoenvironmental remains and will follow appropriate guidance (Campbell *et al* 2011). In order to obtain palaeoenvironmental evidence, bulk soil samples (of at least 40 litres each, or 100% of the context) will be taken using a combination of judgement and systematic sampling from selected archaeological features or natural environmental deposits, particularly those which

are both datable and interpretable. All environmental samples will be retained until an appropriate specialist has assessed their potential for palaeoenvironmental remains. Decisions will be made on the need for further analysis following these assessments.

- If necessary, for example if waterlogged peat deposits are encountered, then advice will be sought from the Historic England Science Advisor for the East of England on the need for specialist environmental techniques such as coring or column sampling.
- If human remains are encountered guidelines from the Ministry of Justice will be followed. Human remains will be treated at all stages with care and respect, and will be dealt with in accordance with the law and the provisons of Section 25 of the Burial Act 1857. The evaluation will attempt to establish the extent, depth and date of burials whilst leaving remains *in situ.* If human remains are to be lifted, for instance if analysis is required to fully evaluate the site, then a Ministry of Justice license for their removal will be obtained in advance. In such cases appropriate guidance (McKinley & Roberts 1993, Brickley & McKinley 2004) will be followed and, on completion of full recording and analysis, the remains, where appropriate, will be reburied or kept as part of the project archive.
- In the event of unexpected or significant deposits being encountered on site, the client and SCCAS will be informed. Such circumstances may necessitate changes to the Brief and hence evaluation methodology, in which case a new archaeological quotation will have to be agreed with the client, to allow for the recording of said unexpected deposits. If an evaluation is aborted, i.e. because unexpected deposits have made development unviable, then all exposed archaeological features will be recorded as usual prior to backfilling and a report produced.
- Trenches will not be backfilled without the prior approval of SCCAS. Trenches will be backfilled, subsoil first then topsoil, and compacted to ground-level, unless otherwise specified by the client. Original ground surfaces will not be reinstated but will be left as neat as practicable.

5.4. Post-excavation

- The post-excavation finds work will be managed by the SACIC Finds Team Manager, Richenda Goffin, with the overall post-excavation managed by Rhodri Gardner. Specialist finds staff, whether internal SACIC personnel or external specialists, are experienced in local and regional types and periods for their field.
- All finds will be processed and marked (HER site code and context number) following ICON guidelines and the requirements of the Suffolk HER. For the duration of the project all finds will be stored according to their material requirements in the SACIC store at needham Market, Suffolk. Metal finds will be stored in accordance with ICON guidelines, *initially recorded and assessed for significance* before dispatch to a conservation laboratory within 4 weeks of the end of the evaluation. All pre-modern silver, copper alloy and ferrous metal artefacts and coins will be x-rayed if necessary for identification. Sensitive finds will be conserved if necessary and deposited in bags/boxes suitable for long term storage to ICON standards. All coins will be identified to a standard acceptable to normal numismatic research.
- All on-site derived site data will be entered onto a digital (Microsoft Access) SACIC database.
- Bulk finds will be fully quantified and the subsequent data will be added to the digital site database. Finds quantification will fully cover weights and numbers of finds by context and will include a clear statement for specialists on the degree of apparent residuality observed.
- Assessment reports for all categories of collected bulk finds will be prepared in-house or commissioned as necessary and will meet appropriate regional or national standards. Specialist reports will include sufficient detail and tabulation by context of data to allow assessment of potential for analysis and will include non-technical summaries.
- Representative portions of bulk soil samples from archaeological features will be processed by wet sieving and flotation in-house in order to recover any environmental material which will be assessed by external specialists. The assessment will include a clear statement of potential for further analysis either on the remaining sample material or in future fieldwork.

- All hand drawn site plans and sections will be scanned.
- All raw data from GPS or TST surveys will be uploaded to the project folder, suitably labelled and kept as part of the project archive.
- Selected plan drawings will then be digitised as appropriate for combination with the results of digital site survey to produce a full site plan, compatible with MapInfo GIS software.
- All hand-drawn sections will be digitised using autocad software.

5.5. Report

- A full written report on the fieldwork will be produced, consistent with the principles of MoRPHE (Historic England 2015), to a scale commensurate with the archaeological results. The report will contain a description of the project background, location plans, evaluation methodology, a period by period description of results, finds assessments and a full inventory of finds and contexts. The report will also include scale plans, sections drawings, illustrations and photographic plates as required.
- The objective account of the archaeological evidence will be clearly separated from an interpretation of the results, which will include a discussion of the results in relation to relevant known sites in the region that are recorded in the Suffolk HER and other readily available documentary or cartographic sources.
- The report will include a statement as to the value, significance and potential of the site and its significance in the context of the Regional Research Framework for the East of England (Brown and Glazebrook, 2000, Medlycott 2011). This will include an assessment of potential research aims that could be addressed by the site evidence.
- The report will contain sufficient information to stand as an archive report should further work not be required.
- The report may include SACIC's opinion as to the necessity for further archaeological work to mitigate the impact of the sites development. The final decision as to whether any recommendations for further work will be made however lies solely with SCCAS and the LPA.

- The report will include a summary in the established format for inclusion in the annual *'Archaeology in Suffolk'* section of the Proceedings of the Suffolk Institute of Archaeology and History.
- A copy of this Written Scheme of investigation will be included as an appendix in the report.
- The report will include a copy of the completed project OASIS form as an appendix.
- An unbound draft copy of the report will be submitted to SCCAS for approval within 4 weeks of completion of fieldwork.

5.6. Project archive

- On approval of the report a printed and bound copy will be lodged with the Suffolk HER. A digital .pdf file will also be supplied, together with a digital and fully georeferenced vector plan showing the application area and trench locations, compatible with MapInfo software.
- The online OASIS form for the project will be completed and a .pdf version of the report uploaded to the OASIS website for online publication by the Archaeological Data Service. A paper copy of the form will be included in the project archive.
- A second bound copy of the report will be included with the project archive.
- A digital .pdf copy of the approved report will be supplied to the client, together with our final invoice for outstanding fees. Printed and bound copies will be supplied to the client on request.
- The project archive, consisting of the complete artefactual assemblage, and all paper and digital records, will be deposited in the SCCAS Archaeological Store at Bury St Edmunds within 6 months of completion of fieldwork. The project archive will be consistent with MoRPHE (Historic England 2015) and ICON guidelines. The project archive will also meet the requirements of SCCAS (SCCAS 2010).
- The project costing includes a sum to meet SCCAS archive charges. A form transferring ownership of the archive to SCCAS will be completed and included in the project archive.

- If the client, on completion of the project, does not agree to deposit the archive with, and transfer to, SCCAS, they will be expected to either nominate another suitable depository approved by SCCAS or provide as necessary for additional recording of the finds archive (such as photography and illustration) and analysis. A duplicate copy of the written archive in such circumstances would be deposited with the Suffolk HER.
- Exceptions from the deposition of the archive described above include:
    - Objects that qualify as Treasure, as detailed by the Treasure Act 1996. The client will be informed as soon as possible of any such objects are discovered/identfied and the find will be reported to SCCAS and the Suffolk Finds Liaison Officer and hence the Coroner within 14 days of discovery or identification. Treasure objects will immediately be moved to secure storage at SCCAS and appropriate security measures will be taken on site if required. Any material which is eventually declared as Treasure by a Coroners Inquest will, if not acquired by a museum, be returned to the client and/or landowner. Employees of SCCAS, or volunteers etc present on site, will not eligible for any share of a treasure reward.
    - Other items of monetary value in which the landowner or client has expressed an interest. In these circumstances individual arrangements as to the curation and ownership of specific items will be negotiated.
    - Human skeletal remains. The client/landowner by law will have no claim to ownership of human remains and any such will be stored by SCCAS, in accordance with a Ministry of Justice licence, until a decision is reached upon their long term future, i.e. reburial or permanent storage.

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Brown, N and Glazebrook, J. (Eds), 2000, *Research and Archaeology: a Framework for the Eastern Counties, 2. Research Agenda and Strategy.* East Anglian Archaeology Occasional Paper No. 8.

Campbell. G, Moffett. L and Straker V., 2011, *Environmental Archaeology. A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (second edition).* Portsmouth: English Heritage.

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Gurney, D., 2003*, Standards for Field Archaeology in the East of England.* East Anglian Archaeology Occasional Paper No 14.

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McKinley, J., I and Roberts, C., 1993, *Excavation and post-excavation treatment of cremated and inhumed human remains.* IFA Technical Paper No 13.

Medlycott, M. (Ed), 2011, *Research and Archaeology Revisited: A revised framework for the East of England.* EAA Occasional Paper 24.

SCCAS, 2010, *Deposition of Archaeological Archives in Suffolk.*

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

Watkinson, D. and Neal, V., 2001, *First Aid for Finds.* Third Edition, revised. Rescue/UKIC Archaeology Section, London.

Websites

British Geological Survey

http://mapapps.bgs.ac.uk/geologyofbritain/home.html

6. Project Staffing

6.1. Management

SACIC Manager	Dr Rhodri Gardner
SACIC Finds Dept	Richenda Goffin

6.2. Fieldwork

The fieldwork team will be derived from the following pool of SACIC staff.

Name	Job Title	First Aid	Other skills/qualifications
Robert Brooks	Project Officer	Yes	Surveyor
Simon Cass	Project Officer	Yes	Surveyor
John Craven	Project Officer		
Linzi Everett	Project Officer	Yes	
Michael Green	Project Officer	Yes	Surveyor
Laszlo Lichenstein	Project Officer	Yes	
Jezz Meredith	Project Officer	Yes	
Mark Sommers	Project Officer	Yes	
Simon Picard	Supervisor		Surveyor
Preston Boyle	Project Assistant	Yes	
Tim Carter	Project Assistant	Yes	Metal detectorist
Hannah Cutler	Project Assistant		
Rebecca Smart	Project Assistant		
James Alexander	Project Assistant		
Stefania Usai	Project Assistant		
Krisztina Baranyai	Project Assistant		

6.3. Post-excavation and report production

The production of the site report and submission of the project archive will be carried out by the fieldwork Project Officer. The post-excavation finds analysis will be managed by Richenda Goffin. The following SACIC specialist staff will contribute to the report as required.

Graphics and illustration	Ellie Cox, Gemma Bowen, Beata Wieczorek-Oleksy
Post Roman pottery and CBM	Richenda Goffin
Roman Pottery	Stephen Benfield
Environmental sample processing/assessment	Anna West
Finds quantification/assessment	Dr Ruth Beveridge
Finds Processing	Jonathan Van Jennians

SACIC also uses a range of external consultants for post-excavation analysis who will be sub-contracted as required. The most commonly used of these are listed below.

Sue Anderson	Human skeletal remains	Freelance
Sarah Bates	Lithics	Freelance
Julie Curl	Animal bone	Freelance
Anna Doherty	Prehistoric pottery	Archaeology South-East
Val Fryer	Plant macrofossils	Freelance
SUERC	Radiocarbon dating	Scottish Universities Environmental Research Centre
Cathy Tester	Roman pottery and general finds	Freelance
Donna Wreathall	Illustration	SCCAS

Appendix 1. Health and Safety

1. Introduction

The project will be carried out following the SACIC Health and Safety Management System at all times. The SACIC Health and Safety Policy Statement reads as follows:

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.*

2. Specific project issues

Introduction

All SACIC staff will be aware that they have a responsibility to:

- Take care of their own health and safety and that of others who may be affected by what they do, or fail to do, at work.
- Follow safe systems of work and other precautions identified in the project risk assessments.
- Report any changes to personal circumstances that may affect their ability to work safely.
- Report potential hazards, incidents and near misses to the Project Officer/supervisor.

A pre-site inspection has been made of the site and applicable SACIC Risk Assessments for the project are included below.

All SACIC staff are experienced in working on a variety of archaeological sites and permanent staff all hold a CSCS (Construction Skills Certification Scheme) card. All staff have been shown the SACIC Health and Safety Manual, copies of which are held at the SACIC offices in Ipswich and Bury St Edmunds. All staff will read the site WSI and Risk Assessments and receive a site safety induction from the Project Officer prior to starting work. All staff will be issued with appropriate PPE.

From time to time it may be necessary for site visits by other SACIC staff, external specialists, SCCAS staff or other members of the public. All such staff and visitors will be issued with the appropriate PPE and will undergo the required inductions.
Site staff, official visitors and volunteers are all covered by SACIC insurance policies. SACIC also has professional negligence insurance. Copies of these policies are available on request.

Welfare facilities

Due to the limited nature of the project, it is proposed that SACIC staff will work from their vehicle and use client welfare facilities if available. If not staff will be able to travel to public facilities. Additional facilities, toilet, site accommodation etc, will be provided if the project is extended. Fresh, clean water for drinking and hand washing is carried in

SACIC vehicles. A vehicle will be on site at all times.

First Aid

A member of staff with the First Aiders at Work qualification will be on site at all times. A First Aid kit and a fully charged mobile will also be in vehicle/on site at all times.

Site access and security

Access to the site is via Mill Street and has been agreed with the client who will be supplying plant. The site is private land and fenced.

Deep excavation

Due to Health and Safety considerations, excavations will be limited to a maximum depth of 1.2m below existing ground level unless the trench is stepped or shored. In practice the trench is likely to be c.0.5m deep unless deep alluvial sequences are encountered. If the trenches are to be left unattended before being backfilled (i.e. overnight) they will be enclosed with high visibility temporary barrier fencing. On completion of the project trenches will be backfilled to ground-level although pre-existing ground surfaces will not be reinstated.

Contaminated ground

Details of any ground contamination have not been provided by the client. If any such is identified then groundworks will cease until adequate safety and environmental precautions are in place.

Advice will be sought from HSE and relevant authorities if required concerning any of these issues.

Hazardous Substances

No hazardous substances are specifically required in order to undertake the archaeological works.

Underground services

Details of known services have not been provided by the client. Trench positions will be laid out in advance with reference to any service plan supplied and a CAT scanner used

prior to excavation.

Overhead Powerlines

No overhead powerlines cross the site.

Personal Protective Equipment (PPE)

The following PPE is issued to all site staff as a matter of course. Additional PPE will be provided if deemed necessary.

- Hard Hat (to EN397).
- High Visibility Clothing (EN471 Class 2 or greater).
- Safety Footwear (EN345/EN ISO 20346 or greater – to include additional penetration-resistant midsole).
- Gloves (to EN388).
- Eye Protection (safety glasses to at least EN 166 1F).

SACIC Environment Policy

Suffolk Archaeology is committed to the sustainable management of the local and global environment to support local communities and growth in our local economy. We will strive to reduce our carbon emissions, to protect and enhance the natural and historic environment and to tackle the issues of a changing climate. In delivering our services, we are committed to meeting all relevant regulatory, legislative and other requirements, and to the continual improvement of our environmental performance.

We will endeavour to:

- Prevent environmental pollution and minimise waste.
- Reduce our carbon emissions.
- Continually improve our energy efficiency and reduce our use of resources.
- Reduce the impact of vehicle travel by our employees
- Implement sustainable procurement practices where possible.
- Enhance biodiversity, conserve distinctive landscapes and protect the historic environment.

All existing and new SACIC subcontractors are issued annually with an Environmental

Guidance Note for Contractors.

On site the SACIC Project Officer will monitor environmental issues and will alert staff to possible environmental concerns. In the event of spillage or contamination, e.g. from plant or fuel stores, EMS reporting and procedures will be carried out in consultation with the SACIC EMS Officer.

The plant machinery will be well serviced and be as quiet a model as is practicable. It will come equipped with appropriate spill kit and drip trays. It will only refuel in a single designated area. All refuelling will be carried out using electrically operated pumps and will only be done when drip trays are deployed.

The client and/or landowner has not informed SACIC of any environmental constraints upon the development area.

All rubbish will be bagged and removed either to areas designated by the client or returned to SACIC for disposal.

Water will not be pumped into any water course, storm drain etc without prior consent from the Environment Agency. Procedures for dealing with contamination from fuel spills or sediments will be closely followed.

Trenching will be placed to minimise damage to sensitive flora and fauna or their habitats. All trenching will avoid the 'precautionary area' of any trees, this being the distance from the tree equal to 4 times the circumference of the tree at a height of 1.5m above ground level (National Joint Utilities Group, 1995, Guidelines for the planning, installation and maintenance of utility services in proximity to trees).

3. Project Contacts

SACIC

SACIC Manager	Dr Rhodri Gardner	01449 900120
SACIC Finds Dept	Richenda Goffin	01449 900129
SACIC H&S	Stuart Boulter	01449 900122
SACIC EMS	Jezz Meredith	01449 900124
SACIC Outreach Officer	Duncan Allan	01449 900126

Emergency services

Local Police	34 Kings Road, Leiston, IP16 4DA	101
Local GP	Saxmundham Health, Lambsale Meadow, Saxmundham, Suffolk, IP17 1DY	01728 602022
Location of nearest A&E	Ipswich Hospital, Heath Road, Ipswich, Suffolk, IP4 5PD	01473 712233
Environment Agency	Customer Services Line (8am to 6pm)	03708 506 506
	24 hour Emergency Hotline	0800 807060
Essex and Suffolk Water	24 hour Emergency Hotline	**0845 782 0999**
National Gas Emergency Service	Gas emergency hotline	0800 111 999
UK Power Networks	East England electricity emergency hotline	0800 783 8838
Anglian Water	24 hour Emergency Hotline	08457 145 145

Client contacts

Client		
Client Agent	Rob Marsh-Feiley (Hollins)	01728 723959
Site landowner		

Archaeological contacts

Curator	Rachael Abraham (SCCAS)	01284 741232
Consultant		
EH Regional Science Advisor	Dr Zoe Outram	01223 582707

SUFFOLK ARCHAEOLOGY

• A HISTORY OF EXPERTISE •

Risk Assessments

A pre-site inspection and assessment has been made of the site and the following SACIC Risk Assessments apply to the project and are included below.

SACIC RA1	Working with plant machinery
SACIC RA2	Manual excavation and outdoor working
SACIC RA3	Deep excavations
SACIC RA4	Use of Hand tools
SACIC RA5	Damage to services

Risk Assessment 1 Working with plant machinery

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Direction and supervision of wheeled 180^0 or tracked 360^0 excavator.	Various.	Staff in close proximity to excavation (operation of bucket & manoeuvre of boom).	Accidental contact with boom or bucket or unexpected movement of machine.	Principally SPO/PO, but at times may involve others.	10	Only PO to supervise machinery. No personnel to be within radius of boom. All staff to wear high visibility clothing, hard hats and safety footwear at all times. Fully qualified plant operator with CPCS card.	5	J Craven	23/07/15	Call emergency services. First Aid if required.

	Likelihood				
Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Initial Risk
Residual Risk

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1-5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

Risk Assessment 2 Manual excavation and outdoor working

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Hand excavations of archaeological features.	Various.	Extremes of heat, cold and wet weather. Trip hazards.	Hypothermia, heat stroke, sunburn. Minor injuries.	All field staff.	9	All staff provided with appropriate clothing for weather conditions. No staff to work alone in extreme conditions. Regular sweep for trip hazards.	2	J Craven	23/07/15	First Aid if required. Call emergency services if necessary.

	Likelihood				
Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Initial Risk
Residual Risk

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1-5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

Risk Assessment 3 Deep excavations

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Excavation of trial trenches and archaeological features within.	Various.	Trench collapse, falls, and work in confined spaces.	Physical injury (minor to rare major examples), suffocation.	All field staff.	12	No excavation beyond safe depth in any circumstances (not necessary for evaluation stage of works). No excavation of trenches beyond depth of 1.2m (or shallower where there is risk of collapse in the judgement of the PO if deposits are unconsolidated).	2	J Craven	23/07/15	Call emergency services. First Aid if required.

	Likelihood				
Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Initial Risk
Residual Risk

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1-5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

Risk Assessment 4 Use of hand tools

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Excavation of archaeological features using shovels, mattocks, forks, wheelbarrows and small tools	Various.	Splinters from poorly maintained equipment, trip hazards from unused equipment, accidental striking of personnel in close proximity, some heavy lifting.	Minor injuries.	All field staff.	8	Ensure all tools in serviceable condition. Careful policing of temporarily unused equipment (e.g. no discarded hand tools near trench edges). Ensure all tools carried appropriately.	4	J Craven	23/07/15	First Aid if required.

	Likelihood				
Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Initial Risk
Residual Risk

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1-5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

Risk Assessment 5 Damage to services

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Machine cutting of trial trenches.	Various.	Accidental damage to cables or services (water, electrical etc.).	Electrocution, environmental damage/pollution, cost implications.	Machine operator and PO.	6	Obtain service plans prior to excavation. Carefully observed machine excavation under full supervision. Use of CAT scanner.	2	J Craven	23/07/15	Call emergency services. First Aid if required. Any pollution to be reported to Environmental Manager immediately.

	Likelihood				
Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Initial Risk
Residual Risk

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1-5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

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Suffolk County Council

The Archaeological Service
Conservation Team

Economy, Skills and Environment
9–10 The Churchyard, Shire Hall
Bury St Edmunds
Suffolk
IP33 1RX

Brief for a Trenched Archaeological Evaluation

AT

Land adjoining Green Garth, Mill Street, Middleton

PLANNING AUTHORITY:	Suffolk Coastal District Council
PLANNING APPLICATION NUMBER:	DC/15/0325/FUL
HER NO. FOR THIS PROJECT:	To be arranged with the Suffolk HER Officer (archaeology.her@suffolk.gov.uk)
GRID REFERENCE:	TM 425 675
DEVELOPMENT PROPOSAL:	Housing
AREA:	0.38ha
THIS BRIEF ISSUED BY:	Rachael Abraham Senior Archaeological Officer Conservation Team Tel. : 01284 741232 E-mail: Rachael.abraham@suffolk.gov.uk
Date:	23 June 2015

Summary

1.1 Planning permission has been granted with the following conditions relating to archaeological investigation:

3. No development shall take place within the area indicated [the whole site] until the implementation of a programme of archaeological work has been secured, in accordance with a Written Scheme of Investigation which has been submitted to and approved in writing by the Local Planning Authority.

The scheme of investigation shall include an assessment of significance and research questions; and:
a. The programme and methodology of site investigation and recording;
b. The programme for post investigation assessment;

c. Provision to be made for analysis of the site investigation and recording;
d. Provision to be made for publication and dissemination of the analysis and records of the site investigation;
e. Provision to be made for archive deposition of the analysis and records of the site investigation;
f. Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation;
g. The site investigation shall be completed prior to development, or in such other phased arrangement, as agreed and approved in writing by the Local Planning Authority.

4. No building shall be occupied until the site investigation and post investigation assessment has been completed in accordance with the programme set out in the Written Scheme of Investigation approved under this condition and the provision made for analysis, publication and dissemination of results and archive deposition has been secured.

1.2 This brief stipulates the minimum requirements for the archaeological investigation, and should be used in conjunction with the Suffolk County Council Archaeology Service Conservation Team's (SCCAS/CT) Requirements for Archaeological Evaluation 2012 Ver 1.3. These should be used to form the basis of the Written Scheme of Investigation (WSI).

1.3 The archaeological contractor, commissioned by the applicant, must submit a copy of their WSI to SCCAS/CT for scrutiny, before seeking approval from the LPA.

1.4 Following acceptance by SCCAS/CT, it is the commissioning body's responsibility to submit the WSI to the LPA for formal approval. No fieldwork should be undertaken on site without the written approval of the LPA. The WSI, however, is not a sufficient basis for the discharge of a planning condition relating to archaeological investigation. Only the full implementation of the scheme, both completion of fieldwork and reporting (including the need for any further work following this evaluation), will enable SCCAS/CT to advise the LPA that a condition has been adequately fulfilled and can be discharged.

1.5 The WSI should be approved before costs are agreed with the commissioning client, in line with Institute for Archaeologists' guidance. Failure to do so could result in additional and unanticipated costs.

1.6 The WSI will *provide the basis for measurable standards* and will be used to establish whether the requirements of the brief will be adequately met. If the approved WSI is not carried through in its entirety (unless a variation is agreed by SCCAS/CT), the evaluation report may be rejected.

1.7 Decisions on the need for any further archaeological investigation (e.g. excavation) will be made by SCCAS/CT, in a further brief, based on the results presented in the evaluation report. Any further investigation must be the subject of a further WSI, submitted to SCCAS/CT for scrutiny and formally approved by the LPA.

Archaeological Background

2.1 This application lies in an area of archaeological interest recorded in the County Historic Environment Record. A ring ditch was located to the west of the proposal (MDD 004) and a post-medieval post mill was situated to the east (MDD 002). As a result there is high potential for encountering early occupation deposits at this location. The proposed works would cause significant ground disturbance that has potential to damage any archaeological deposit that exists.

Fieldwork Requirements for Archaeological Investigation

3.1 A linear trenched evaluation is required of the development area to enable the archaeological resource, both in quality and extent, to be accurately quantified.

3.2 Trial Trenching is required to:

- Identify the date, approximate form and purpose of any archaeological deposit, together with its likely extent, localised depth and quality of preservation.
- Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.
- Establish the potential for the survival of environmental evidence.
- Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.

3.3 Trial trenches are to be excavated to cover 5% by area, which is 190m^2. Linear trenches are thought to be the most appropriate sampling method, using, where possible, a systematic grid array. Trenches are to be a minimum of 1.80m wide unless special circumstances can be demonstrated; this will result in *c*. 105m of trenching at 1.80m in width.

3.4 A scale plan showing the proposed location of the trial trenches should be included in the WSI and the detailed trench design must be approved by SCCAS/CT before fieldwork begins.

Arrangements for Archaeological Investigation

4.1 The composition of the archaeological contractor's staff must be detailed and agreed by SCCAS/CT, including any subcontractors/specialists. Ceramic specialists, in particular, must have relevant experience from this region, including knowledge of local ceramic sequences.

4.2 All arrangements for the evaluation of the site, the timing of the work and access to the site, are to be defined and negotiated by the archaeological contractor with the commissioning body.

4.3 The project manager must also carry out a risk assessment and ensure that all potential risks are minimised, before commencing the fieldwork. The responsibility for identifying any constraints on fieldwork (e.g. designated status, public utilities or other services, tree preservation orders, SSSIs, wildlife sites and other ecological considerations rests with the commissioning body and its archaeological contractor.

4.4 The archaeological contractor will give SCCAS/CT ten working days notice of the commencement of ground works on the site, in order that the work of the archaeological contractor may be monitored, signed off as satisfactory and in accordance with the WSI.

Reporting and Archival Requirements

5.1 The project manager must consult the Suffolk HER Officer to obtain an event number for the work. This number will be unique for each project or site and must be clearly marked on all documentation relating to the work.

5.2 An archive of all records and finds is to be prepared, consistent with the principles of *MoRPHE*. It must be adequate to perform the function of a final archive for deposition in the Archaeological Store of SCCAS/CT or in a suitable museum in Suffolk (see Archaeological Archives Forum: a guide to best practice 2007).

5.3 Finds must be appropriately conserved and stored in accordance with guidelines from *The Institute of Conservation* (ICON).

5.4 The project manager should consult the intended archive depository before the archive is prepared regarding the specific requirements for the archive deposition and curation, and regarding any specific cost implications of deposition. The intended depository must be prepared to accept the entire archive resulting from the project (both finds and written archive) in order to create a complete record of the project. A clear statement of the form, intended content, and standards of the archive is to be submitted for approval as an essential requirement of the WSI.

5.5 For deposition in the SCCAS/CT's Archaeological Store, the archive should comply with SCCAS Archive Guidelines 2010. If this is not the intended depository, the project manager should ensure that a duplicate copy of the written archive is deposited with the Suffolk HER.

5.6 A report on the fieldwork and archive must be provided. Its conclusions must include a clear statement of the archaeological value of the results, and their significance. The results should be related to the relevant known archaeological information held in the Suffolk HER, and an HER search should be commissioned.

5.7 An opinion as to the necessity for further evaluation and its scope may be given, although the final decision lies with SCCAS/CT. No further site work should be embarked upon until the evaluation results are assessed and the need for further work is established.

5.8 An unbound hardcopy or digital .pdf of the reports (geophysics and trenching) clearly marked DRAFT, must be presented to SCCAS/CT for comment and approval. Where a report fails to meet the required standards, a revised draft report should be submitted to SCCAS/CT. Following approval of the reports by SCCAS/CT, a single hard copy as well as a digital .pdf version of the report should be sent to the archaeological officer, who will deposit both with the HER. If the geophysics report is to be made into an appendix of the trenching report (to create a single document), this should be stated in the WSI.

5.9 SCCAS/CT supports the OASIS project, to provide an online index to archaeological reports. Before fieldwork commences, an OASIS online record http://ads.ahds.ac.uk/project/oasis/ must be initiated and key fields completed on Details, Location and Creators forms. When the project is completed, all parts of the OASIS online form must be completed and a copy must be also included in the final report and also with the site archive.

5.10 Where positive results are drawn from a project, a summary report must be sent to the archaeological officer, suitable for inclusion in the annual 'Archaeology in Suffolk' section of the *Proceedings of the Suffolk Institute of Archaeology and History*. This summary should be included in the project report, or submitted to SCCAS/CT by the end of the calendar year in which the work takes place, whichever is the sooner.

Standards and Guidance

Further detailed requirements are to be found in our Requirements for Trenched Archaeological Evaluation 2012 Ver 1.3. These can be downloaded from: http://www.suffolk.gov.uk/libraries-and-culture/culture-and-heritage/archaeology/planning-and-countryside-advice/

Standards, information and advice to supplement this brief are to be found in *Standards for Field Archaeology in the East of England*, East Anglian Archaeology Occasional Papers 14, 2003. This can be downloaded from: http://www.eaareports.org.uk/Regional%20Standards.pdf

The Institute for Archaeologists' *Standard and Guidance for archaeological field evaluation* (revised 2001) should be used for additional guidance in the execution of the project and in drawing up the report. This can be downloaded from: http://www.archaeologists.net/codes/ifa

Notes

There are a number of archaeological contractors that regularly undertake work in the County and SCCAS will provide advice on request. SCCAS/CT does not give advice on the costs of archaeological projects. The Institute for Archaeologists maintains a list of registered archaeological contractors (http://www.archaeologists.net or 0118 378 6446).

This brief remains valid for one year. If work is not carried out in full within that time this document will lapse; the brief may need to be revised and re-issued to take account of new discoveries, changes in policy and techniques.

Appendix 2. Context list

Context No	Feature No	Feature Type	Description/Interpretation	Finds	Overall Date	Env. Sample	Trench
0001		Layer	Mid brown, soft sandy silt. Occasional small flint and CBM fragments. Topsoil across site. Buried by modern made-ground 0005 etc in all trenches.	No		No	1
0002		Layer	Light yellow-brown, soft silty sand with occasional small flint inclusions. Subsoil layer between natural and buried topsoil (0001). Sometimes difficult to distinguish from colluvial layer (0003) etc.	No		No	
0003		deposit Layer	Thick layer of mid to light, mottled brown-grey to orange/yellow-brown, soft/loose silty sand, containing moderate amounts of small and medium sized rounded and sub-angular stones. Fragments of CBM and charcoal throughout. Diffuse horizon with (0002). Colluvial build up at base of hill. Finds range from post-Medieval to Medieval and possibly earlier.	No		No	1
0004		Deposit Layer	Thick layer of mid to light, mottled brown-grey to orange/yellow-brown, soft/loose silty sand, containing moderate amounts of small and medium sized rounded and sub-angular stones. Fragments of CBM and charcoal throughout. Diffuse horizon with (0002). Beginning of colluvial layer at base of hill. Starts to build up in northern half of trench. Difficult to discern between this and subsoil in Trench 2.	No		No	2
0005		Deposit Layer	Redeposited top-soil and modern waste, compacted in places. Sits over topsoil (0001) Deposit of top-soil and modern waste, spread over site during nearby development of houses. Seen in Trench 2.	No		No	2
0006		Layer	Redeposited top-soil and modern waste, compacted in places. Sits over topsoil (0001) Deposit of top-soil and modern waste, spread over site during nearby development of houses. Seen in Trench 3.	No		No	3

Context No	Feature No	Feature Type	Description/Interpretation	Finds	Overall Date	Env. Sample	Trench
0007		Layer	Redeposited top-soil and modern waste, compacted in places. Sits over topsoil (0001) Deposit of top-soil and modern waste, spread over site during nearby development of houses. Seen in Trench 4.	No		No	4
0008		Layer	Redeposited top-soil and modern waste, compacted in places. Sits over topsoil (0001) Deposit of top-soil and modern waste, spread over site during nearby development of houses. Seen in Trench 5.	No		No	5
0009		Layer	Redeposited top-soil and modern waste, compacted in places. Sits over topsoil (0001) Deposit of top-soil and modern waste, spread over site during nearby development of houses. Seen in Trench 1.	No		No	1

Appendix 3. Oasis Form

OASIS DATA COLLECTION FORM: England

List of Projects | Manage Projects | Search Projects | New project | Change your details | HER coverage | Change country | Log out

Printable version

OASIS ID: suffolka1-218709

Project details

Project name	Land adjoining Green Garth, Middleton
Short description of the project	An archaeological evaluation by trial trenching was carried out by Suffolk Archaeology CIC at land next to Green Garth, Mill Street, Middleton in Suffolk. The evaluation assessed 5% of a small vacant land plot covering 0.38ha for archaeological evidence. The works consisted of five trenches spread across the site to sample all areas of the development. The works found little evidence of archaeological features with one modern pit (1960s) found in Trench 5 and a 0.5m thick colluvial layer seen in trenches 1 and 2. The colluvium seen in trenches 1 and 2 contained sparse finds from multiple periods including three pieces of Medieval pottery, post-medieval CBM (Ceramic building material) and one piece of Prehistoric struck flint. Most finds from this layer are most likely residual with the majority of the material most likely being deposited from disturbance in the area in the post-medieval period.
Project dates	Start: 05-08-2015 End: 05-08-2015
Previous/future work	No / No
Type of project	Field evaluation
Site status	None
Current Land use	Vacant Land 2 - Vacant land not previously developed
Monument type	LAYER Post Medieval
Significant Finds	POTTERY Medieval
Significant Finds	CBM Post Medieval
Significant Finds	STRUCK FLINT Late Prehistoric
Methods & techniques	"Measured Survey","Metal Detectors","Sample Trenches"
Development type	Rural residential
Prompt	Direction from Local Planning Authority - PPG15
Position in the planning process	After full determination (eg. As a condition)

Project location

Country	England

Site location	SUFFOLK SUFFOLK COASTAL MIDDLETON Land adjoining Green Garth, Middleton
Postcode	IP17 3NG
Study area	0.38 Hectares
Site coordinates	TM 4259 6755 52.2519537894 1.55461017291 52 15 07 N 001 33 16 E Point
Height OD / Depth	Min: 6.00m Max: 16.00m

Project creators

Name of Organisation	Suffolk Archaeology CIC
Project brief originator	Local Authority Archaeologist and/or Planning Authority/advisory body
Project design originator	Rachael Abraham
Project director/manager	Rhodri Gardner
Project supervisor	Michael Green
Type of sponsor/funding body	Developer
Name of sponsor/funding body	Hollins Architects & Surveys

Project archives

Physical Archive recipient	Suffolk HER
Physical Contents	"Ceramics","Worked stone/lithics"
Digital Archive recipient	Suffolk HER
Digital Media available	"Database","Images raster / digital photography"
Paper Archive recipient	Suffolk HER
Paper Media available	"Context sheet","Drawing","Plan","Section"

Entered by	Michael Green (michael.green@suffolkarchaeology.co.uk)
Entered on	7 August 2015

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