



**Land North of 12  
Whitestreet Green**  
Polstead, Suffolk

**Client:**

Medusa Design (on behalf of their client)

**Date:**

March 2016

**PLS 055**

Archaeological Evaluation Report

SACIC Report No. 2016/022

Author: Simon Picard

© SACIC





# Land North of 12 Whitestreet Green, Polstead (PLS 055)

Archaeological Evaluation Report

SACIC Report No. 2016/022

Author: Simon Picard

Illustrator: Gemma Bowen

Editor: Stuart Boulter

Report Date: March/2016



## HER Information

---

**Site Code:** PLS 055

**Site Name:** Land North of 12 Whitestreet Green, Polstead

**Report Number** 2016/022

**Planning Application No:** B/12/01301/FUL

**Date of Fieldwork:** 4th March 2016

**Grid Reference:** TL 9756 3944

**Oasis Reference:** Suffolka1-235372

**Curatorial Officer:** Rachael Abraham

**Project Officer:** Simon Picard

**Client/Funding Body:** Medusa Design (on behalf of their client)

**HER Invoice Number:** 9183590

Digital report submitted to Archaeological Data Service:

<http://ads.ahds.ac.uk/catalogue/library/greylit>

### Disclaimer

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

Prepared By: Simon Picard  
Date: March 2016  
Approved By: Rhod Gardner  
Position: Managing Director  
Date: March 2016  
Signed:



# Contents

---

Summary

<b>1. Introduction</b>	<b>1</b>
<b>2. Geology and topography</b>	<b>1</b>
<b>3. Archaeology and historical background</b>	<b>1</b>
<b>4. Methodology</b>	<b>3</b>
<b>5. Results</b>	<b>6</b>
<b>6. Conclusions and recommendations for further work</b>	<b>8</b>
<b>7. Archive deposition</b>	<b>8</b>
<b>8. Acknowledgements</b>	<b>8</b>
<b>9. Bibliography</b>	<b>9</b>

## List of Figures

Figure 1. Location map with HER entries	4
Figure 2. Trench plan	5

## List of Plates

Plate 1. Trench 1, 1m scale, looking northeast	6
Plate 2. Trench 1, soil profile, 1m scale, looking northwest	7
Plate 3. Trench 1, tip lines in modern extraction pit, 1m scale, looking northwest	7

## List of Appendices

Appendix 1. Written Scheme of Investigation (abridged)	
Appendix 2. OASIS Form	





## **Summary**

A single trench was excavated to archaeologically evaluate land to the north of 12 Whitestreet Green, Polstead, prior to the construction of a new house with a garage. No deposits of any archaeological significance were uncovered although the trench did reveal significant post medieval disturbance through extraction pits. No finds were recovered and no environmental samples were collected.



## **1. Introduction**

---

An archaeological evaluation was carried out prior to the construction of a new house with garage on land to the north of 12 Whitestreet Green, Polstead, Suffolk (Fig. 1). The work was carried out to a Written Scheme of Investigation produced by Rhod Gardner of Suffolk Archaeology CIC (SACIC, Appendix 1) in accordance with a Brief issued by Rachael Abraham of Suffolk County Council's Archaeological Service, Conservation Team (SCCAS/CT) as a condition of planning application B/12/01301/FUL. The work was carried out on the 4th March, 2016 and was commissioned and funded by Medusa Design (on behalf of their client).

## **2. Geology and topography**

---

Whitestreet Green is one of a number of dispersed hamlets within the boundaries of the parish of Polstead and is situated approximately 1.6km to the northwest of the main settlement core of the village on a southwest facing slope overlooking the valley of the River Box. The hamlet is settled towards the top of the valley side between the 50m and 60m contours with the River Box 600m to the southwest as it flows from Boxford to the northwest and on through Polstead until it feeds into the Stour approximately 7km to the southeast of the site. The present settlement at Whitestreet Green has expanded from its original core in a linear fashion following the contours along the slope, and is surrounded on all sides by open farmland. The site itself is currently in use as pasture and is generally flat with ground levels around 56m above Ordnance Datum.

The geology of the site is recorded as being superficial deposits of Lowestoft Formation of chalky till with outwash sands and gravels, silts and clays overlying bedrock deposits of Thames Group silty clay/mudstone, sandy silts and sandy clayey silts of marine origin (BGS 2016). On site, the geology presented itself as mid orange sand and gravel with pockets of mid orange sand.

## **3. Archaeology and historical background**

---

Four entries are recorded on the Suffolk County Historic Environment Record (HER) within 500m of the development area. Close to the site, approximately 100m to the northwest, an Iron Age cremation cemetery was identified during the excavation of

building foundations and recorded under HER sitecode BXF 001. A total of eighteen pots were recovered along with four brooches, two bronze and two iron, a bronze toilet set and an iron buckle. These date to the first half of the first century AD and probably represent six separate grave groups. A further Iron Age cremation cemetery is recorded as having been found in a gravel pit 390m to the southeast of the site (PLS 004). As with the cemetery 500m to the northwest, this has been dated to the first half of the first century AD. No mention of the possible number of graves has been made but a number of butt beakers and pedestal urns were recovered along with two bronze La Tene III brooches. Possible evidence for the settlement associated with this cemetery has been recorded 50m to the south (PLS 003, 450m to the south southeast of the site) where many black patches, each yielding Late Iron Age pottery, were found during excavation of a gravel pit (although this is probably the same gravel pit as referenced in PLS 004). The final entry on the HER within 500m is an area of ancient woodland approximately 410m to the southeast (PLS 023).

The site is situated on the southern edge of the triangular green which is at the historic core of the hamlet and gives it its name. Four buildings in Whitestreet Green have Grade II Listed status, all of which are around the green. The timber framed former Bakers Arms Inn on the northern edge of the green dates from the 17th century as does The Cottage, set back from the green's eastern edge. Green Farmhouse, to the north, is also timber framed and, although it has eighteenth century external features, is believed to date from the sixteenth century. Next to Green Farmhouse is number 4 Spring Lane which is a nineteenth century brick built house. No historic buildings are recorded on the southern edge of the green in the vicinity of the site and none appear on the First Edition Ordnance Survey map of 1886.

The green itself is approximately 200m to the southeast of the boundary between the parishes of Polstead and Boxford and is roughly equidistant between the villages at the centre of each parish. Both villages are rich in timber framed historic buildings and have medieval churches at their core with Boxford in particular displaying the characteristics of a once wealthy wool town.

## 4. Methodology

---

A single trench, measuring 15m long by 1.8m wide, was excavated by a tracked 360 degree mechanical excavator using a toothless ditching bucket under the constant supervision and direction of an experienced archaeologist (Fig. 2). The topsoil and subsoil deposits were removed to expose the top of the natural strata below with the upcast soil being metal detected and examined for finds.

Following excavation the soil profile of the trench was cleaned by hand and recorded. Potential archaeological deposits were cleaned by hand, investigated and, if necessary, recorded. A record of the trench was made using SACIC *pro forma* sheets with sections drawn at a scale of 1:20 and a plan of the trench drawn at a scale of 1:50, both on plastic drawing film. A photographic record of the trench was made using a high resolution digital camera. The trench was located and heights above Ordnance Datum obtained using an RTK GNSS surveying system (Leica GS08+). No environmental samples were collected and no finds were retained.

Site data has been input onto an MS Access database and recorded using the County HER code PLS 055. An OASIS form has been completed for the project (reference no. suffolka1-235372, Appendix 2) and a digital copy of the report submitted for inclusion on the Archaeology Data Service database (<http://ads.ahds.ac.uk/catalogue/library/greylit>). The site archive will be kept at the SACIC office in Needham Market until it is deposited with the County HER, maintained by SCCAS/CT at Bury St Edmunds, under HER code PLS 055.



Figure 1. Location of site with HER entries

5

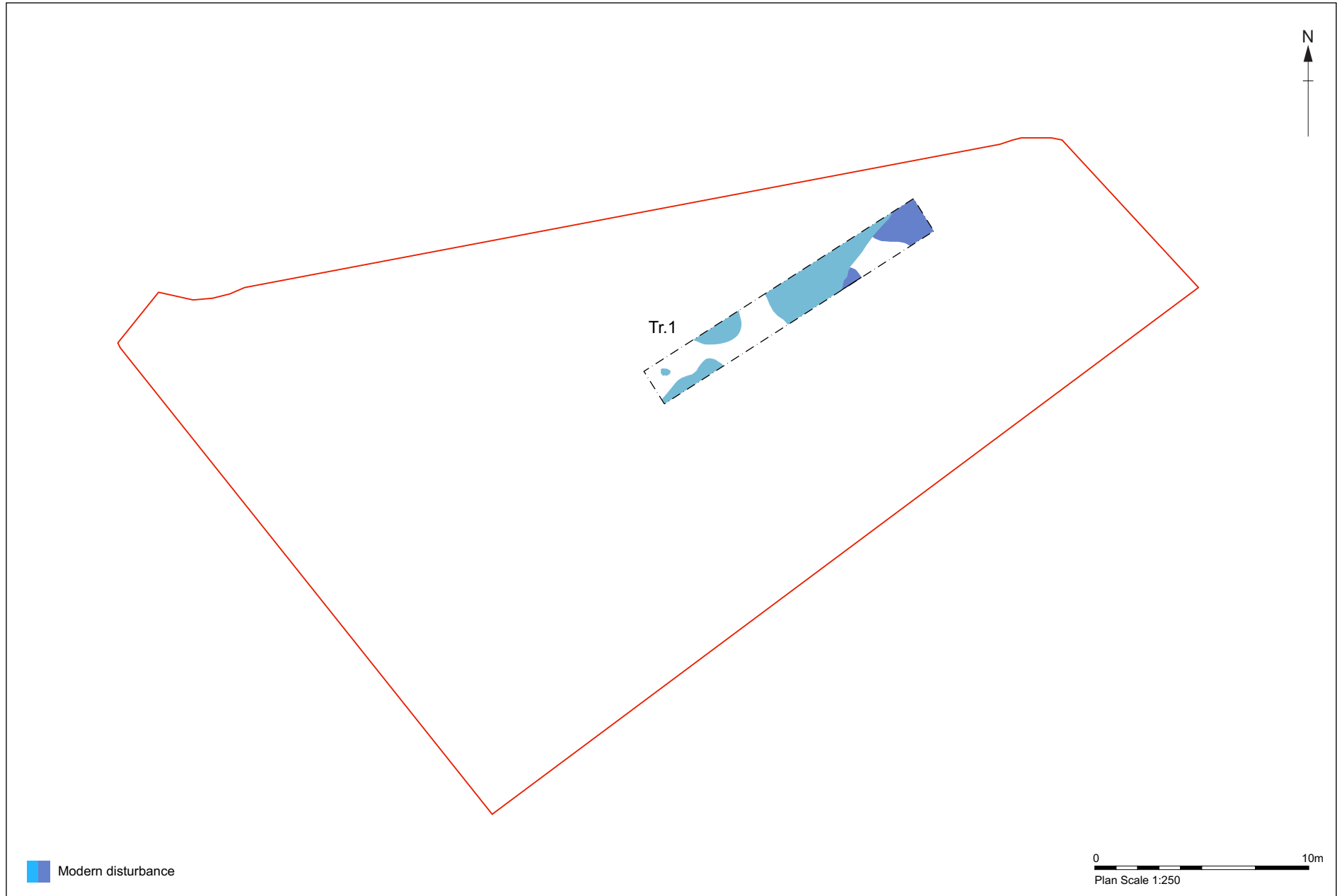


Figure 2. Trench plan

## 5. Results

---

Trench 1 was orientated northeast southwest and measured 15m long by 1.8m wide and was up to 0.7m deep (Pl. 1). Excavation of the trench revealed topsoil to be dark brownish grey sandy clayey silt and to contain occasional to moderate amounts of small stones and moderate amounts of small fragments of modern ceramic building material (CBM). It was generally 0.45m thick but did vary from 0.35m to 0.5m thick. Below the topsoil was a deposit of pale greyish orange silty sand with moderate amounts of small stones and gravel and occasional amounts of modern CBM up to 0.25m thick (Pl. 2). This subsoil varied in thickness along the trench and had a diffuse interface with the natural strata below; mid orange sandy gravel with some pockets of mid orange sand. A number of potential archaeological features were identified and investigated in the trench but all were found to be modern interventions, cutting from the base of the topsoil and containing fragments of modern CBM and china (Pl. 3). A surface plan was made of the trench but no features were recorded or finds retained.



Plate 1. Trench 1, 1m scale, looking northeast





Plate 2. Trench 1, soil profile, 1m scale, looking northwest



Plate 3. Trench 1, tip lines in modern extraction pit, 1m scale, looking northwest

## **6. Conclusions and recommendations for further work**

---

This evaluation has shown that modern interventions on the site have substantially reduced the likelihood of any archaeological deposits surviving within the development area. Investigation of potential archaeological features in the trench showed that modern intervention is not localised or limited to a single event, indeed a stratigraphic relationship between two extraction pits was observed. It is therefore reasonable to assume that this modern disturbance is more widespread across the development area. The latest stratigraphically and the largest disturbance within the trench coincided with a slight dip in ground level centrally within the trench, perhaps supporting anecdotal evidence that at least one of these interventions was backfilled within living memory. Further anecdotal evidence gathered on site suggests that the development area had been previously known locally as the sand pits and had also been in use as a builder's storage yard. This would perhaps explain the relatively large amount of CBM present within the topsoil. Given that no features or deposits of archaeological interest were uncovered during the evaluation it is considered unlikely that further archaeological work will be specified by the SCCAS Conservation Team.

## **7. Archive deposition**

---

The site archive will be kept at the SACIC office in Needham Market until it is deposited with the County HER, maintained by SCCAS/CT at Bury St. Edmunds.

## **8. Acknowledgements**

---

The fieldwork was carried out by Simon Picard.

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

The report illustrations were created by Gemma Bowen and the report was edited by Stuart Boulter.

## 9. Bibliography

---

BGS, 7th March 2016, Information obtained from [http://www.bgs.ac.uk/products/digital\\_maps/data\\_625k.html](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



## Appendix 1. Written Scheme of Investigation (abridged)



### **Land North of 12 Whitestreet Green, Polstead, Suffolk**

Written Scheme of Investigation  
for  
Trenched Evaluation

**Date:** December 2015

**Prepared by:** Rhodri Gardner

**Issued to:** Rachael Abraham (SCCAS Conservation Team)

© SACIC



## Summary Project Details

---

<b>Site Name</b>	Land North 12 Whitestreet Green
<b>Site Location/Parish</b>	Polstead
<b>Grid Reference</b>	TL 9756 3944 (approximate centre)
<b>Access</b>	Off Calais Street
<b>Planning Application No</b>	B/12/01301/FUL
<b>HER code</b>	PLS 055
<b>Event No.</b>	ESF 23360
<b>OASIS ref.</b>	Suffolka1-235372
<b>Type:</b>	Trial trench evaluation
<b>Area</b>	Single house and garage
<b>Project start date</b>	TBC
<b>Fieldwork duration</b>	Up to 2 days (estimated)
<b>Number of personnel on site</b>	Up to 2

## Personnel and contact numbers

---

<b>SACIC Project Manager</b>	Rhodri Gardner	01449 900120
<b>Project Officer (first point of on-site contact)</b>	TBC	TBC
<b>Curatorial Officer</b>	Rachael Abraham	01284 741 232
<b>Consultant</b>		

## Emergency contacts

---

<b>Local Police</b>	Suffolk Constabulary	01473 613500 (999 in an emergency)
<b>Location of nearest A&amp;E</b>	West Suffolk Hospital, Hardwick Lane, Bury St Edmunds, Suffolk IP33 2QZ	01284 713000

## Hire details

---

<b>Plant:</b>	Holmes Plant & Construction	01473 890766
<b>Toilet Hire</b>	n/a	
<b>Tool hire:</b>	n/a	

---

## **Contents**

1. Background
2. Fieldwork
3. Post-excavation
4. Additional Considerations
5. Staffing

## **Figures**

1. Site location
2. Trench layout

## **Appendices Removed**

1. Health and Safety Policy
2. Insurance Documentation

## 1. Background

- 1.1 Suffolk Archaeology have been asked by Medusa Design (on behalf of a client) 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 covers 0.08ha, and is located at NGR TL 9756 3944 (Figure 1).
- 1.3 The present stage of work is being requested pre-application. The LPA has been advised that a programme of archaeological work should take place prior to development, in accordance with the National Planning Policy Framework (Para 141). The purpose of such work 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.
- 1.4 The archaeological investigation will be conducted in order to comply with a Brief produced for this specific planning condition by Rachael Abraham of the Suffolk County Council Archaeological Service (SCCAS) (dated 19<sup>th</sup> October 2015).
- 1.5 The application site lies in the historic settlement core of the village on the edge of the former medieval green. It is therefore considered to have high potential for the preservation of medieval occupation remains. It also lies c. 120m to the south-east of Belgic House, where a group of late prehistoric cremations were discovered during construction work.
- 1.6 The development proposal is for the construction of a new house and garage with associated services. The groundworks involved in the development are liable to damage or destroy some of the heritage assets that may be present within the site. The purpose of the trial trenching is therefore to assess the archaeological potential of the development site prior to the commencement of construction.
- 1.7 Fifteen (15) metres of trial trenching to cover the footprints of the proposed new buildings has been specified. A single linear trench measuring 15m by 1.6m wide will be employed. These will be positioned within the footprints of the new house and garage. The detailed trenching rationale will be outlined in Section 2, below.
- 1.8 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 Evaluation' (ClfA, 2014) and 'Standards for Field Archaeology in the East of England (EAA Occasional Papers 14, 2003).
- 1.9 The research aims of this trial trench evaluation are as follows, as described in Section 4.1 of the SCCAS Conservation Team brief:



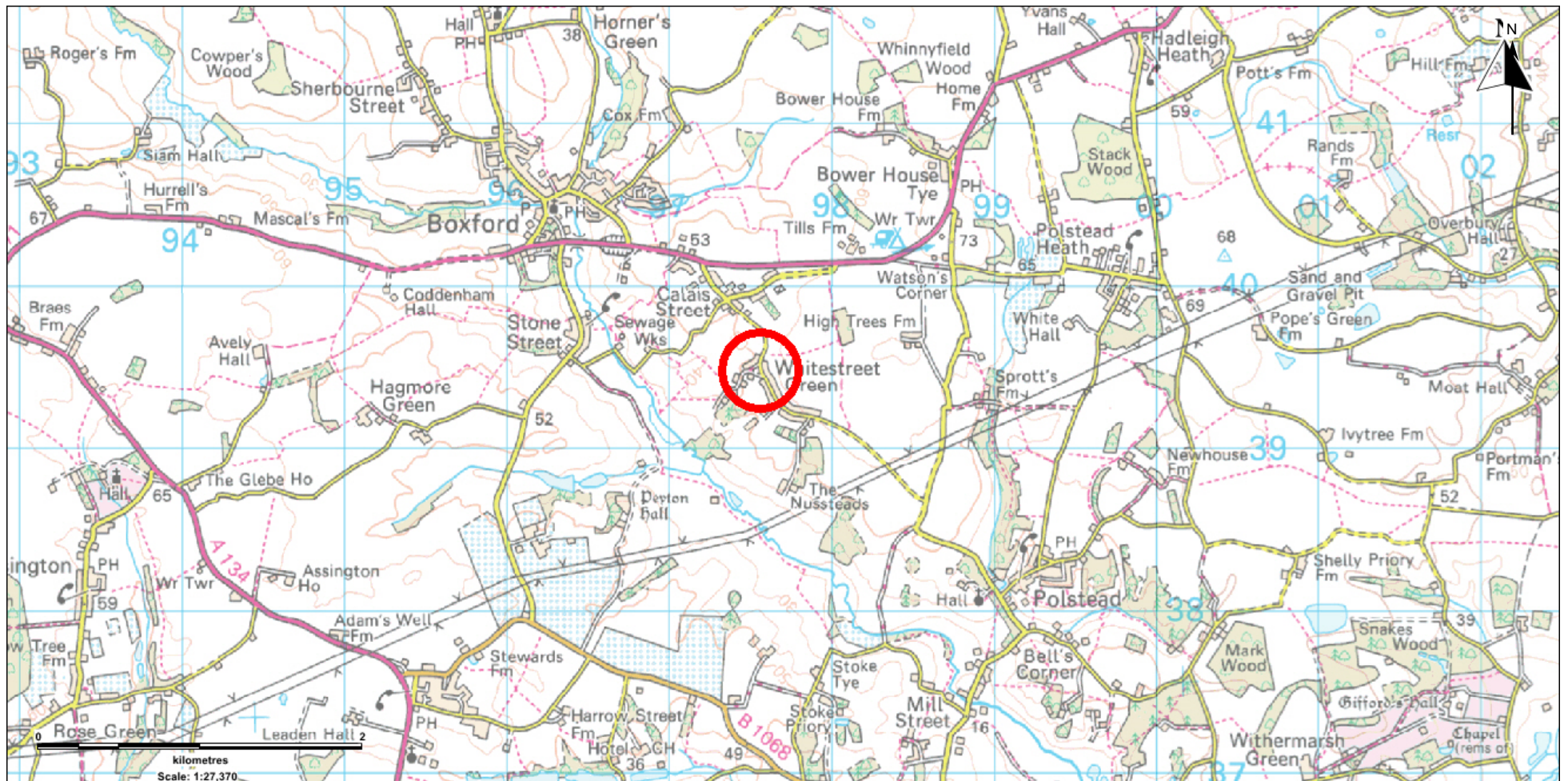
*RA1: Identify the date, approximate form and purpose of any archaeological deposit within the application area, together with its likely extent, localised depth and quality of preservation.*

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

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

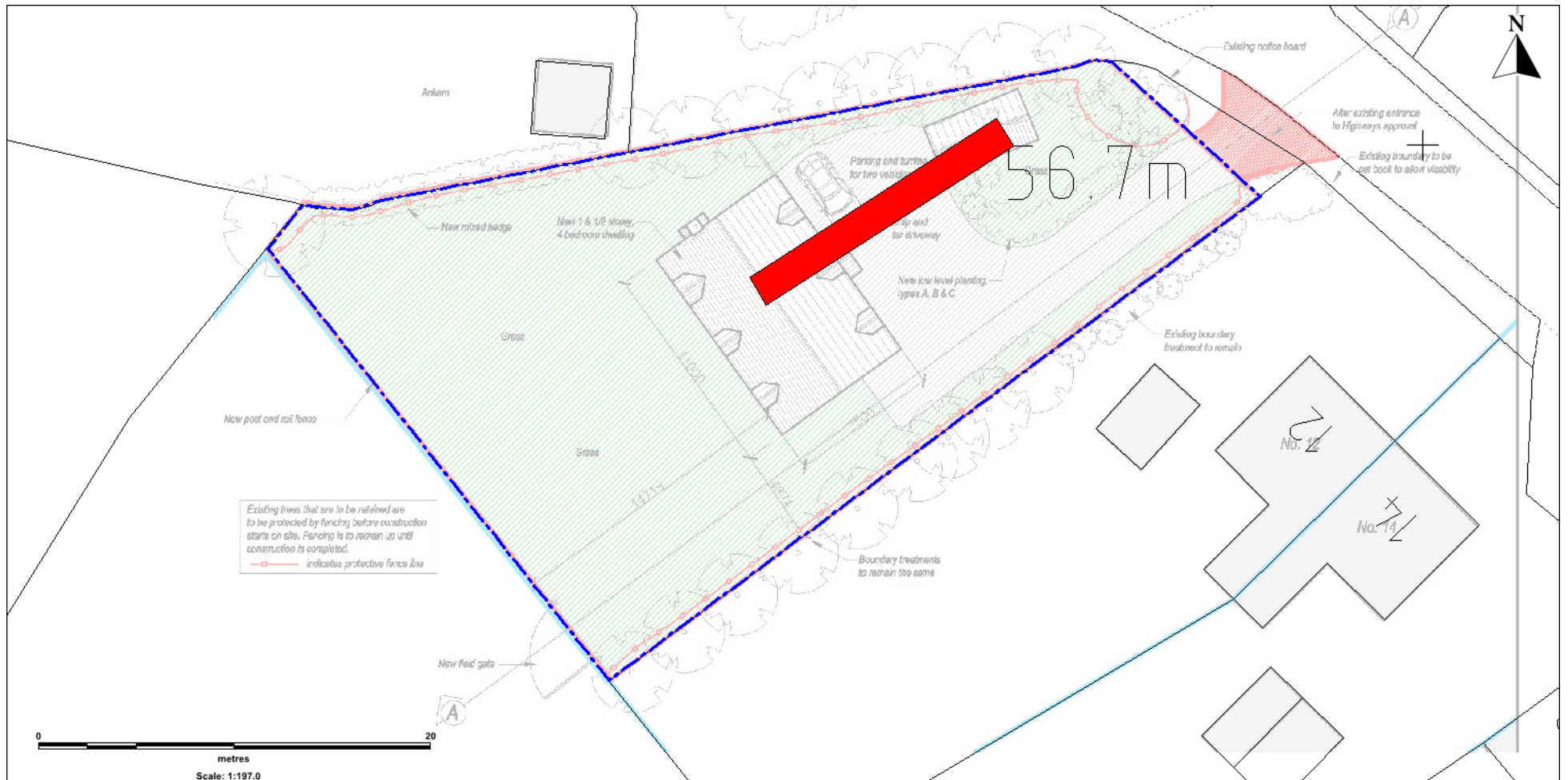
*RA4: Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.*

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



Contains Ordnance Survey data © Crown copyright and database right 2015

Figure 1. Site Location



Contains Ordnance Survey data © Crown copyright and database right 2015

Figure 2. Proposed trench layout (trenches in red)

## **2 Fieldwork: trial trench evaluation**

- 2.1 All archaeological fieldwork will be carried out by full-time professional employees of Suffolk Archaeology. The project team will be led in the field by an experienced member of staff of Project Officer grade/experience. The excavation team will comprise a Project Officer and up to 2 experienced excavators and surveyors (to include metal detectorist).
- 2.2 Evaluation of the development area in this instance will employ a single 15m long trench. Due to the small size of the machine required to access the site this will most likely be 1.6m width. They are being positioned to sample as much of the proposed new development as possible. The location of the trench is shown in Fig 2.
- 2.4 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.
- 2.5 Trenches will be excavated by a machine equipped with a toothless ditching bucket, under the constant observation 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 mechanically separated for sequential backfilling if this is required.
- 2.6 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.
- 2.7 If a 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.
- 2.8 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.
- 2.9 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.

- 2.10 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.
- 2.11 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. The HER number in this instance is PLS 055, and the event number ESF 23360.
- 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 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.
- 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 A search of the Suffolk HER will be commissioned and the results will be incorporated into the evaluation report. Some elements of the search may be simply tabulated and represented graphically, but results which have a direct bearing on the findings of the evaluation will be discussed in full.
- 3.14 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*.
- 3.15 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.
- 3.16 A draft of the report will be submitted to SCCAS for approval upon completion. The SCCAS terms of usage state that they undertake to comment on standard reports and determine whether further work might be required within 30 days of receipt of any report.
- 3.17 On acknowledgement of approval of the report from SCCAS hard and digital copies will be sent to the Suffolk HER.
- 3.18 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.
- 3.19 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.
- 3.20 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).
- 3.21 The law dictates that the client can have no claim to the ownership of human remains. Any such remains must be stored by SCCAS, in accordance with the relevant Ministry of Justice licence, acquired on a site specific basis.

- 3.22 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.
- 3.23 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.
- 3.24 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 The trench will be backfilled sequentially in reverse order of deposit removal if required. Where present topsoil will be returned as the uppermost layer. The separation will be done mechanically by the plant provider – it is inevitable that a small amount of mixing of the material will take place under these circumstances.
- 4.7.2 The backfilled material will then be compacted by the machine tracking along the line of trench.
- 4.7.3 No specialist reinstatement is offered, unless by specific prior written 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)
- 2 x Site Assistant (as required)
- 1 x Site Surveyor (as required)
- 1 x Finds/Post-excavation manager (part time, as required)
- 1 x Finds Specialist (part time, as required)
- 1 x Environmental Supervisor (as required)
- 1 x Finds Assistant or Supervisor (part time, as required)
- 1 x Senior Graphics Assistant (part time, as required)

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

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

Suffolk Archaeology CIC

Unit 5 | Plot 11 | Maitland Road | Lion Barn Industrial Estate Needham Market | Suffolk | IP6 8NZ

01449 900120



## Appendix 2. OASIS Form

---

# OASIS DATA COLLECTION FORM: England

**OASIS ID: suffolka1-235372**

### Project details

Project name	Land North 12 Whitestreet Green, Polstead
Short description of the project	Trial trench evaluation in advance of construction of new dwelling and garage.
Project dates	Start: 04-03-2016 End: 04-03-2016
Previous/future work	No / Not known
Any associated project reference codes	PLS 055 - Sitecode
Type of project	Field evaluation
Site status	None
Current Land use	Other 15 - Other
Monument type	NONE None
Significant Finds	NONE None
Methods & techniques	""Sample Trenches""
Development type	Rural residential
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 BABERGH POLSTEAD Land North 12 White Street Green
Postcode	CO6 5DW
Study area	0.08 Hectares
Site coordinates	TL 9756 3944 52.017648195324 0.879472460818 52 01 03 N 000 52 46 E Point
Height OD / Depth	Min: 56m Max: 56.2m

### 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	Simon Picard
Type of sponsor/funding body	Architect on behalf of client
Name of sponsor/funding body	Medusa Design

### Project archives

Physical Archive Exists?	No
Digital Archive recipient	Suffolk HER
Digital Archive ID	PLS 055
Digital Contents	"Survey"
Digital Media available	"Database","GIS","Images raster / digital photography","Survey","Text"

Paper Archive recipient	Suffolk HER
Paper Archive ID	PLS 055
Paper Contents	"Stratigraphic"
Paper Media available	"Correspondence","Drawing","Notebook - Excavation"," Research"," General Notes","Plan","Section","Survey ","Unpublished Text"

### Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	Land north of 12 Whitestreet Green, Polstead, Suffolk evaluation report
Author(s)/Editor(s)	Picard, S.
Other bibliographic details	2016/022
Date	2016
Issuer or publisher	Suffolk Archaeology CIC
Place of issue or publication	Needham Market
Description	A4, comb bound, in colour

Entered by	Simon Picard (simon.picard@suffolkarchaeology.co.uk)
Entered on	15 March 2016

## OASIS:

Please e-mail [Historic England](#) for OASIS help and advice  
© ADS 1996-2012 Created by [Jo Gilham and Jen Mitcham](#), email Last modified Wednesday 9 May 2012  
Cite only: <http://www.oasis.ac.uk/form/print.cfm> for this page





Suffolk Archaeology CIC  
Unit 5 | Plot 11 | Maitland Road | Lion Barn Industrial Estate  
Needham Market | Suffolk | IP6 8NZ  
Rhodri.Gardner@suffolkarchaeology.co.uk

01449 900120  
[www.suffolkarchaeology.co.uk](http://www.suffolkarchaeology.co.uk)

