

Former Tooks Bakery, Old Norwich Road Ipswich, Suffolk

Client:
Ipswich Borough Council

Date:
March 2017

IPS 812
Archaeological Evaluation Report
SACIC Report No. 2017/031
Author: M. Sommers
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Former Tooks Bakery, Old Norwich Road Ipswich, Suffolk

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Archaeological Evaluation Report

SACIC Report No. 2017/031

Author: Mark Sommers

Editor: Dr Rhodri Gardner

Report Date: March 2017

HER Information

Site Code: IPS 812

Event Number ESF25395

Site Name: Former Tooks Bakery, Old Norwich Road,
Ipswich, Suffolk

Report Number 2017/031

Planning Application No: n/a

Date of Fieldwork: 27th and 28th March 2017

Grid Reference: TM 1408 4729

Oasis Reference: suffolka1-240675

Curatorial Officer: Abby Antrobus

Project Officer: Mark Sommers

Client/Funding Body: Ipswich Borough Council

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: Mark Sommers

Date:

Approved By: Dr Rhodri Gardner

Position: Director

Date:

Signed:

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Summary

An archaeological evaluation was carried out on the former site of the Tooks Bakery, Old Norwich Road, Ipswich, in advance of its development. The former bakery consisted of a large-scale industrial building whose construction and recent demolition would have undoubtedly resulted in the complete destruction of any archaeological horizon that may have been present within its footprint. Consequently the evaluation, which consisted of five trenches totalling 110m in length, targeted areas around the perimeter of the site where less disturbance was expected. Significant disturbance was noted close to the southern boundary and the surface of the natural subsoil had clearly been truncated in an area in the southwest corner of the site. A natural subsoil sealed beneath a layer of buried topsoil was present close to the northwest corner although this was cut by substantial service runs. Trenches along the eastern boundary indicated that this part of the site had escape from disturbance having been buried beneath a thick deposit of redeposited topsoil. Other than an undated area of hardstanding formed of flint pebbles and cobbles, and a late post-medieval ditch, no archaeological features, deposits or artefacts were noted in the evaluation trenches. (Mark Sommers, Suffolk Archaeology Community Interest Company, for Ipswich Borough Council).

1. Introduction

Redevelopment of the former Tooks bakery site off Old Norwich Road, Ipswich, has been proposed. Planning permission is yet to be sought but the Local Planning Authority have been advised that a programme of archaeological work should take place prior to the site's development, in accordance with the National Planning Policy Framework (Para 141).

The first stage of the programme of work, as specified in a Brief produced by Abby Antrobus of the Suffolk County Council Conservation Team (dated 29th January 2016), was the undertaking of a trenched evaluation in order to ascertain what levels of archaeological evidence may be present within the development area and to inform any mitigation strategies that may then be deemed necessary. Based on this brief a Written Scheme of Investigation (WSI) was produced and subsequently approved by the Conservation Team (Appendix 1).

The National Grid Reference for the approximate centre of the site is TM 1408 4729. Figure 1 shows a location plan of the site.

The archaeological evaluation was carried out on the 27th and 28th March 2017 by the Suffolk Archaeology Community Interest Company (SACIC) who were commissioned by the site owners, Ipswich Borough Council.

2. Geology and topography

The local geology comprises superficial deposits of chalky clay with an area of sand and gravel along the eastern edge, both of which are components of the Lowestoft Formation. These overlie a bedrock geology of silty sedimentary clay of the Thames Group (information from the 1:50,000 scale geological map, accessed via British Geological Survey website, accessed 30th March 2017).

At the time of the evaluation the site consisted of an area of roughly level ground at a height of approximately 38m OD, situated at the corner of Old Norwich Road and Bury Road. A raised bank forming a slope up to Old Norwich Road, which lay at a height of c.40m OD, ran along its eastern side of the site. To the west the land comprised a

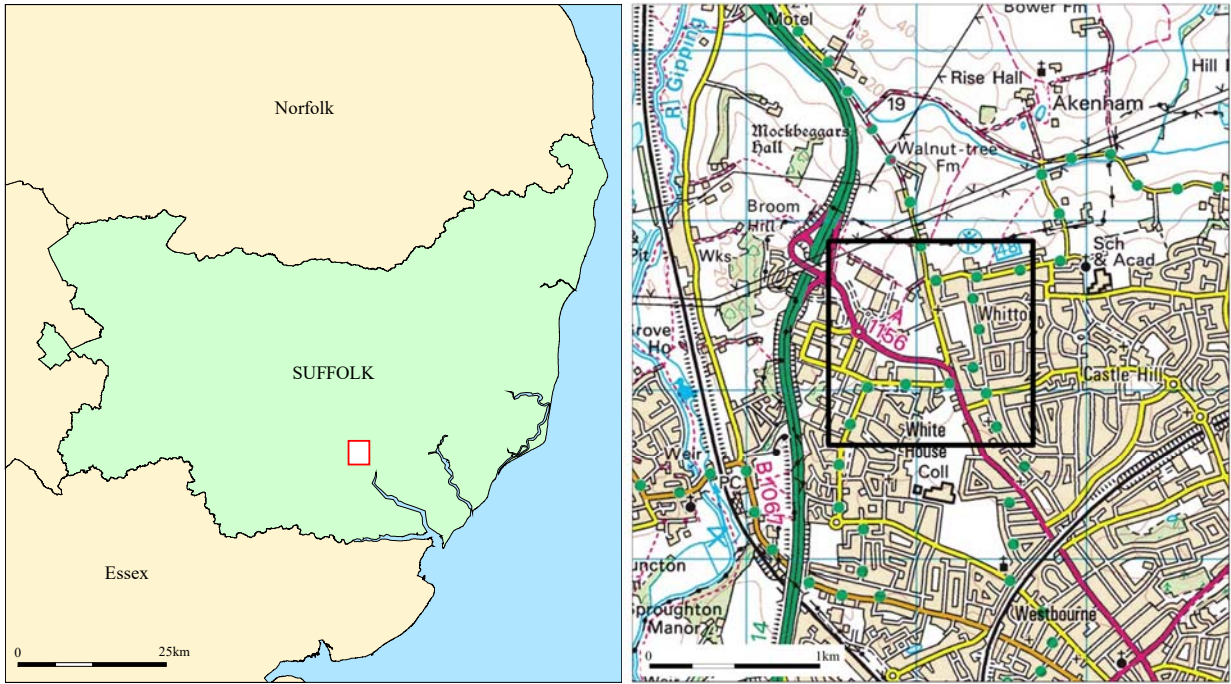


Figure 1. Location map with HER information

series of sports pitches that sloped very gently down to the west. The site lies within a shallow flat based tributary valley that runs into the Gipping Valley to the southwest. The main channel of the River Gipping lies c.1.5km to the southwest.

3. Archaeology and historical background

A number of archaeological sites or findspots are recorded in the vicinity of the development site. These comprise occasional single findspots of material dating from the Bronze Age period through to the Saxon and medieval periods and reflect the typical background of activity along the Gipping Valley, which provides a major east-west route across the region. Major excavations in the local area consist of the site of a substantial Roman villa c.850m to the southeast, and an area of Early Iron Age pits, a Roman enclosure and building, and a small Middle Saxon settlement with an inhumation cemetery, located some 750m to the west. Two Iron Age pits were also recorded on the site of the former Thomas Wolsey School, c.110m to the east.

The site lies within the urban area of Ipswich although this is primarily the result of mid to late 20th century development. The 1st Edition Ordnance Survey map (1:2500 scale sheet), published in 1882 (Fig. 2), shows that in the late 19th century the site comprised of open fields lying to the west of what was the main route to the north out of Ipswich, the outer edges of which lie approximately 2km to the south. To the north of the site lies the village of Whitton. Bury Road, which forms the southern boundary of the site, was not built until the late 1970/early 1980s.

The Tooks bakery was developed on the site in the late 1950s and closed in 2001. The site has since been cleared of all buildings and the majority of the concrete floor slab and exterior hardstanding has been lifted and crushed. This material is now stored in large heaps close to the southern boundary. The remainder of the site, other than a strip of vegetation along the eastern edge, is covered by a layer of yellow-brown sand and gravel left by the demolition contractors to form a firm base for future construction.

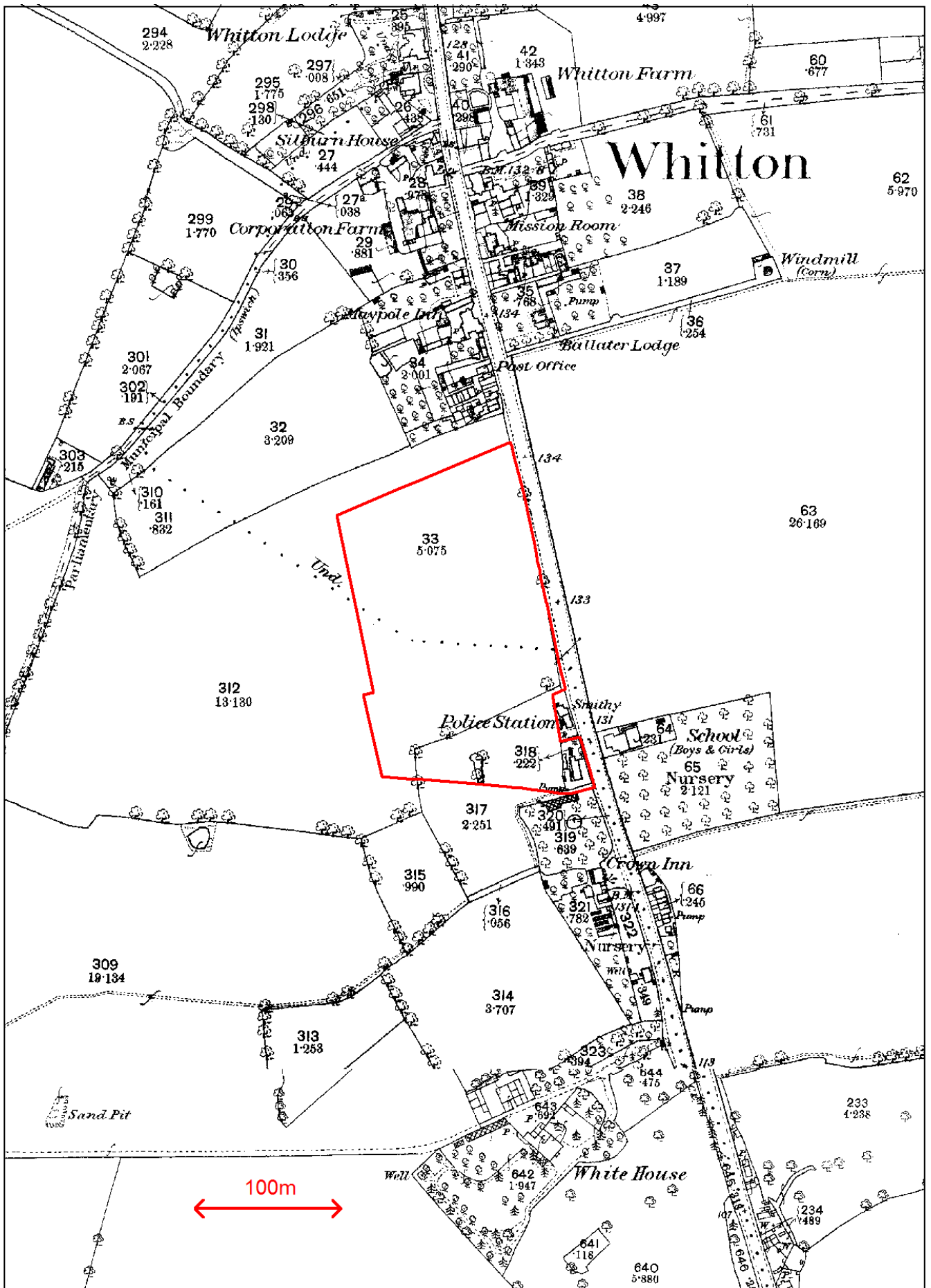


Figure 2. 1st Edition Ordnance Survey map, 1:2500 scale sheet, of 1882 (rescaled extract)

4. Methodology

The trial trenches were machine excavated down to the level of the natural subsoil using a toothless bucket fitted to a tracked excavator. The machining of the trenches was closely observed throughout in order to identify any archaeological features and deposits that may be exposed and to recover any artefacts that might be revealed. Excavation continued until undisturbed natural deposits were encountered, the exposed surface of which was then examined for cut features. Following excavation the nature of the overburden was recorded and the depths of the natural subsoil noted.

The former bakery consisted of a large-scale industrial building whose construction and demolition would have undoubtedly resulted in the complete destruction of any archaeological horizon that may have been present within its footprint. Consequently the trenches were positioned to target areas around the perimeter of the site where less disturbance was expected.

A photographic record of the work undertaken was also compiled using a 14 megapixel digital camera.

Upon completion of the archaeological recording all trenches were backfilled.

5. Results

Five trenches, totalling 112m in length, were excavated (Fig. 3). Of these, only Trench 1 was excavated in the location depicted in the WSI. Trenches 2 to 5 were located in locations that approximated with the WSI but were moved to avoid areas of thick concrete slab or mature trees. Trench 6 was to be excavated in the southeast corner of the site but this area was inaccessible due to the presence of dense woodland.

A description of each trench is as follows:

Trench 1 (plates 1 and 2)

Roughly north-south aligned trench measuring 30m in length. Excavation commenced at the northern end and continued for c.5m before the presence of substantial surface water drain pipe encased in concrete necessitated moving the trench approximately 1m to the west.

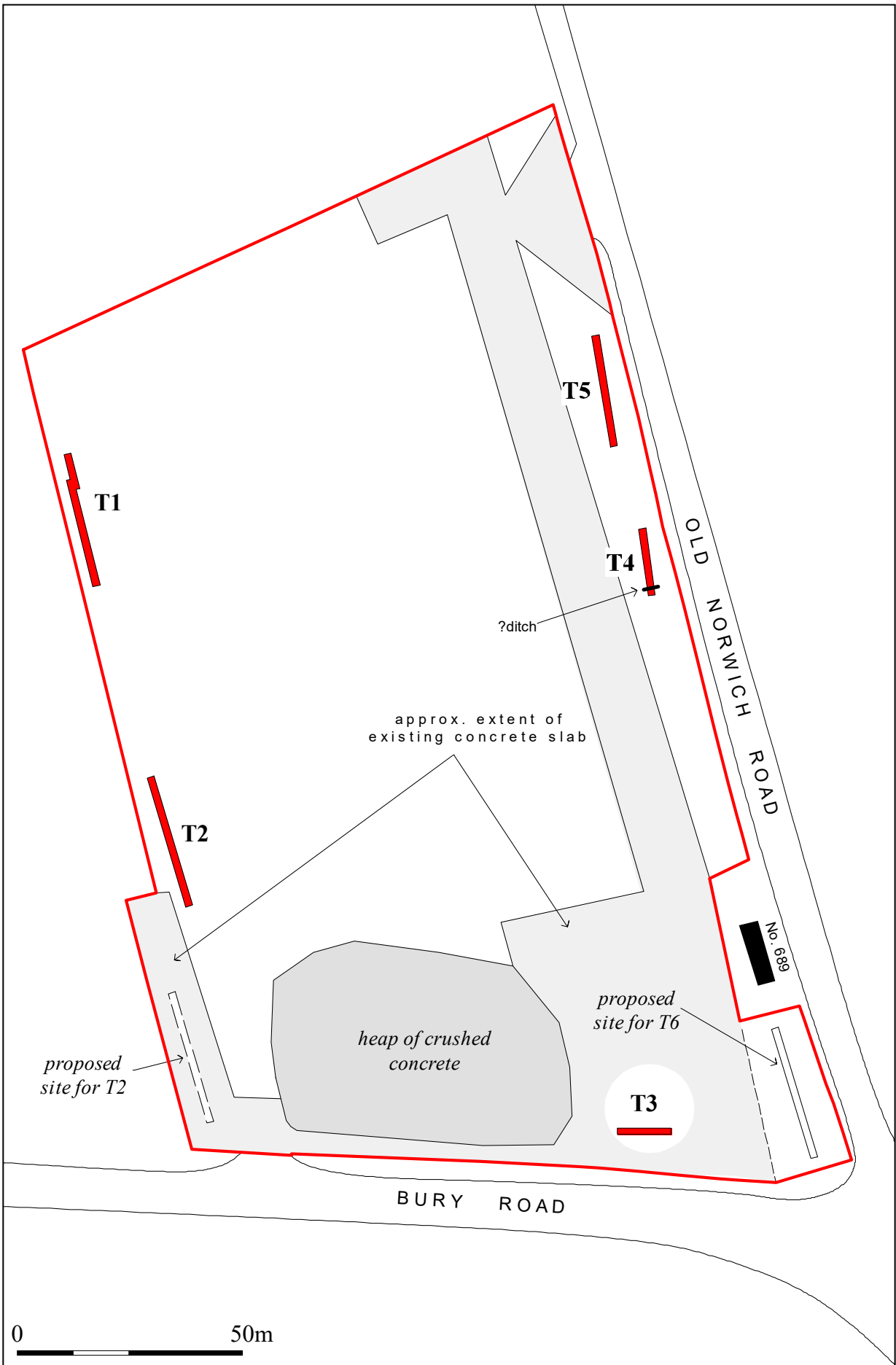


Figure 3. Trench plan

A natural subsoil of pale yellow-grey clay with occasional chalk fragments and flecks was encountered at a depth of just under 1m. It lay beneath a c.0.5m thick layer of dense grey-brown clayey silt with sand, interpreted as a buried topsoil, which was overlain by a layer of brick-rubble with clay that was sealed beneath the modern deposit of yellow brown sand and gravel. The natural subsoil had a blurred interface with the overlying deposit and did not appear to have been truncated. Occasional field drains formed of red fired clay pipes cut into the surface of the natural subsoil were noted.

A backfilled trench, undoubtedly containing a service associated with the former bakery, ran along the western edge of the evaluation trench. No other features were identified and no artefacts recovered.

Trench 2 (plates 3 and 4)

Roughly north-south aligned trench measuring 30m in length. This trench was originally planned to be located further to the southwest but this was not possible due to the presence of a thick concrete slab associated with a former structure. A natural subsoil of pale yellow-grey clay with occasional chalk fragments and flecks was encountered at a depth of c.0.5m directly below a deposit of dense brick rubble and clay, which overlain by the modern deposit of yellow brown sand and gravel. The interface between the brick rubble and clay layer, which was interpreted as the sub-base for hardstanding outside the former bakery, and the underlying natural subsoil was sharp indicating the subsoil had been truncated. Other than occasional modern disturbances no archaeological features were noted and no artefacts recovered.

Trench 3 (plate 5)

An east-west trench measuring 15m in length. A natural subsoil of pale grey silty clay was encountered immediately below the modern deposit of yellow brown sand and gravel was present in the eastern 4m length of the trench. Beyond this a large cut backfilled with loose clay was present. This cut was not bottomed but continued beyond a depth of c.1.2m. It was not possible to investigate any deeper due to the presence of groundwater leading to subsidence of the trench edges. Its appearance suggested it was recent in origin suggesting that it was possibly related to the removal of contaminated ground. No archaeological features or artefacts noted.

Trench 4 (plates 6, 7 and 8)

A roughly north-south aligned trench measuring 15m in length. The proposed location for this trench was further to the south but this area was not accessible due to trees and dense vegetation.

The natural subsoil consisted of a yellow sand with gravel and was encountered at a depth of c.1.2m. It lay below a 0.45m thick layer of brown silty sand topped with thin lens of pale yellow brown silty sand. These were overlain by a further layer of a very slightly paler brown silty sand which contained numerous fragments of mid to late 20th century brick.

A linear cut, aligned east-west, was noted close to the southern end of the trench. It was filled with similar material to the topsoil and contained fragments of soft red brick and tile, and occasional small pieces of coal. It was interpreted as a probable ditch of a late post-medieval date.

Trench 5 (plates 9, 10, 11 and 12)

A roughly north-south aligned trench measuring 25m in length. It was excavated in the approximate location originally proposed but was shortened slightly due to the presence of trees and vegetation.

The natural subsoil consisted of a yellow sand with gravel and was encountered at a depths of between c.1.8m at the northern end of the trench and c.1.3m at the southern end (Fig. 4). The surface of the natural subsoil was relatively level and the variation in depth was due to a reduction in thickness of the overburden.

The natural subsoil lay below a 0.45m thick layer of brown silty sand. This was overlain by a darker layer of similar material, which was approximately 0.15m thick at the northern end of the trench but reduced to just a thin lens at the southern end. This was overlain by a layer of a brown silty sand which contained numerous fragments of mid to late 20th century brick which also reduced in thickness towards the southern end of the trench. At the northern end of the trench a 0.10m thick layer of rounded flint pebbles and cobbles was present immediately below the upper deposit of brown silty sand for a distance of c.6m. This was only visible in the eastern side of the trench.

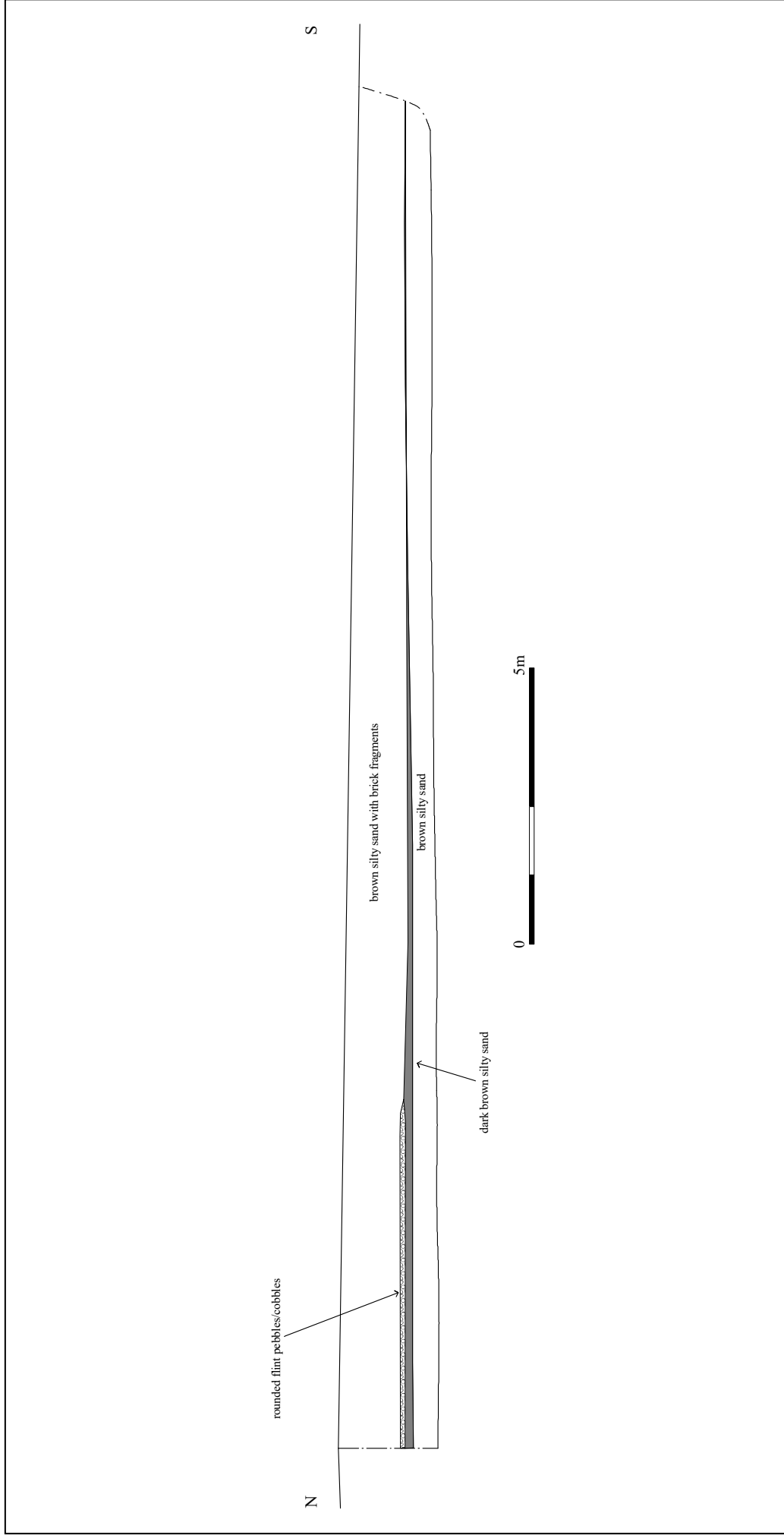


Figure 4. Trench 5 section

6. Finds and environmental evidence

No artefacts were recovered and no environmental samples were taken.

7. Discussion

The natural subsoil revealed in Trench 1 had not been truncated by the construction and demolition of the bakery and that evidence for the site's previous use as farmland was demonstrated by the presence of the land drains. Only a narrow strip was untouched as this area, being between the main building and the adjacent property, would have been the only place available for the insertion of services during the bakery's use.

The excavation of Trenches 2 and 3 indicated the surface of the natural subsoil had been truncated by an unknown degree during the construction and later extension of the bakery.

Trenches 4 and 5 suggest that the whole of the vegetated strip along the eastern edge of the site has escaped wholesale destruction by the bakery's construction. The upper layer of brown silty sand with brick rubble probably comprises topsoil removed from across the site, which, after becoming mixed with building material, has been spread over the original ground surface adjacent to Old Norwich Road resulting in the original topsoil in this area being buried.

The probable ditch noted in Trench 4 contained clearly late post-medieval material. It was perpendicular to Old Norwich Road and is liable to have been marking a field boundary. It is not coincidental with any boundary marked on the early Ordnance Survey maps suggesting it was filled before 1882. The spread of flints on the upper surface of the buried topsoil in Trench 5 is clearly an artificially formed area of hardstanding that possibly served as an access point into the field. It is undated but as it lies directly below the material that was probably dumped during the bakery's construction it must be assumed to be relatively late.

The evaluation demonstrated that limited areas within the site had escaped wholesale destruction by the construction, use, demolition and final clearance of the bakery. The

area of the Old Norwich Road frontage was of particular interest as there was the potential for roadside settlement to have occurred in this area, as testified by the existing house adjacent the site (No. 689, Old Norwich Road) but despite the survival of a relatively undisturbed buried topsoil, no such remains were present in the trenches and no artefacts of any historical period were discovered.

8. Conclusions and recommendations for further work

The evaluation suggests that no significant archaeological deposits or features are at threat from the proposed development, but that there is a potential for earlier remains to have survived the site's recent use.

Based on these findings there is no obvious need for any further works to be undertaken in relation to this development although as there is the potential for survival in a strip along the eastern boundary and it may be prudent to undertake monitoring if significant groundworks are proposed in this zone. The final decision will be at the discretion of the County Conservation Team.

9. Archive deposition

Paper, digital and photographic archive will be sent to the County HER, under the reference IPS 812. The project has also been entered onto OASIS, the online archaeological database, reference no. suffolka1-240675. For a copy of the entry see Appendix 2.

10. Acknowledgements

The fieldwork was carried out by Mark Sommers. Project management was undertaken by Dr Rhodri Gardner, who also provided advice during the production of the report and undertook the final editing.

Plates



Plate 1. Soil profile, Trench 1, with field drain at base of trench (camera facing east)



Plate 2. General view of Trench 1, showing service run along east edge (camera facing north)



Plate 3. Soil profile, Trench 2 (camera facing west)



Plate 4. General view of Trench 2 (camera facing northwest)



Plate 5. General view of Trench 3 (camera facing east)



Plate 6. Soil profile, Trench 4 (camera facing west)



Plate 7. General view of Trench 4, north end (camera facing south)



Plate 8. General view of Trench 4 showing probable ditch (camera facing north)



Plate 9. Soil profile, Trench 5, north end (camera facing east)



Plate 10. Soil profile, Trench 5 south end (camera facing southeast)



Plate 11. General view of Trench 5 showing stone surface (camera facing northeast)



Plate 12. General view of Trench 5 (camera facing northeast)

Appendix 1. Written Scheme of Investigation



Former Tooks Bakery, Old Norwich Road, Ipswich, Suffolk

Written Scheme of Investigation for Trenched Evaluation

Date: January 2017

Prepared by: Rhodri Gardner

Issued to: Abby Antrobus (SCCAS Conservation Team)

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Summary Project Details

Site Name	Former Tooks Bakery
Site Location/Parish	Ipswich
Grid Reference	TM 141 478
Access	Off Old Norwich Road
Planning Application No	TBC
HER code	IPS 812
Event No.	ESF 25395
OASIS ref.	Suffolka1-240675
Type:	Trial trench evaluation
Area	c. 2.8ha
Project start date	TBC
Fieldwork duration	Up to 3 days (estimated)
Number of personnel on site	Up to 4

Personnel and contact numbers

SACIC Project Manager	Rhodri Gardner	01449 900120
Project Officer (first point of on-site contact)	TBC	
Curatorial Officer	Abby Antrobus	01284 741231
Consultant		

Emergency contacts

Local Police	Suffolk Constabulary	01473 613500 (999 in an emergency)
Location of nearest A&E	Ipswich Hospital, Heath Road, Ipswich, Suffolk, IP4 5PD	01284 712233

Hire details

Plant:	Holmes Plant and Construction	01473 890766
Toilet Hire	Karzees	0800 4320048
Tool hire:	N/A	

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4. Additional Considerations
5. Staffing

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1. Site location
 2. Trench layout
-

1. Background

- 1.1 Suffolk Archaeology have been asked by Ipswich Borough Council 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 development site covers c. 2.8ha in total, and is located at NGR TM 141 478.
- 1.3 The present stage of work is being requested at the pre-application stage. 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 Abby Antrobus of the Suffolk County Council Archaeological Service (dated 29th January 2016).
- 1.5 The application site lies in an area that has not seen any previous archaeological investigation or recording, but has significant potential for the presence of earlier settlement evidence. This is confirmed by the quantity of surrounding entries in the County Historic Environment Record (HER), which include multi-period evidence but have a particular focus on late prehistoric findspots in the immediate vicinity.
- 1.6 The proposal is for substantial mixed development. The groundwork such construction would entail is liable to damage or destroy any 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.

- 1.7 The brief requires that trial trenching be used to assess whether archaeological deposits survive within the site. Trenches will be positioned so as to give as even coverage of the site as possible. However, it is noted that a large amount of truncation has occurred, both as a result of previous construction and also as a result of remediation works undertaken to remove contaminated soils. As a result, a relatively small number of trenches will be used.
- 1.8 This WSI complies with the SCCAS/CT standard Requirements for a Trenched Archaeological Evaluation (2012, Ver. 1.3), as well as the following national and regional guidance 'Standards and Guidance for Archaeological Excavation' (CIfA, 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 4.2 of the SCCAS Conservation Team brief:

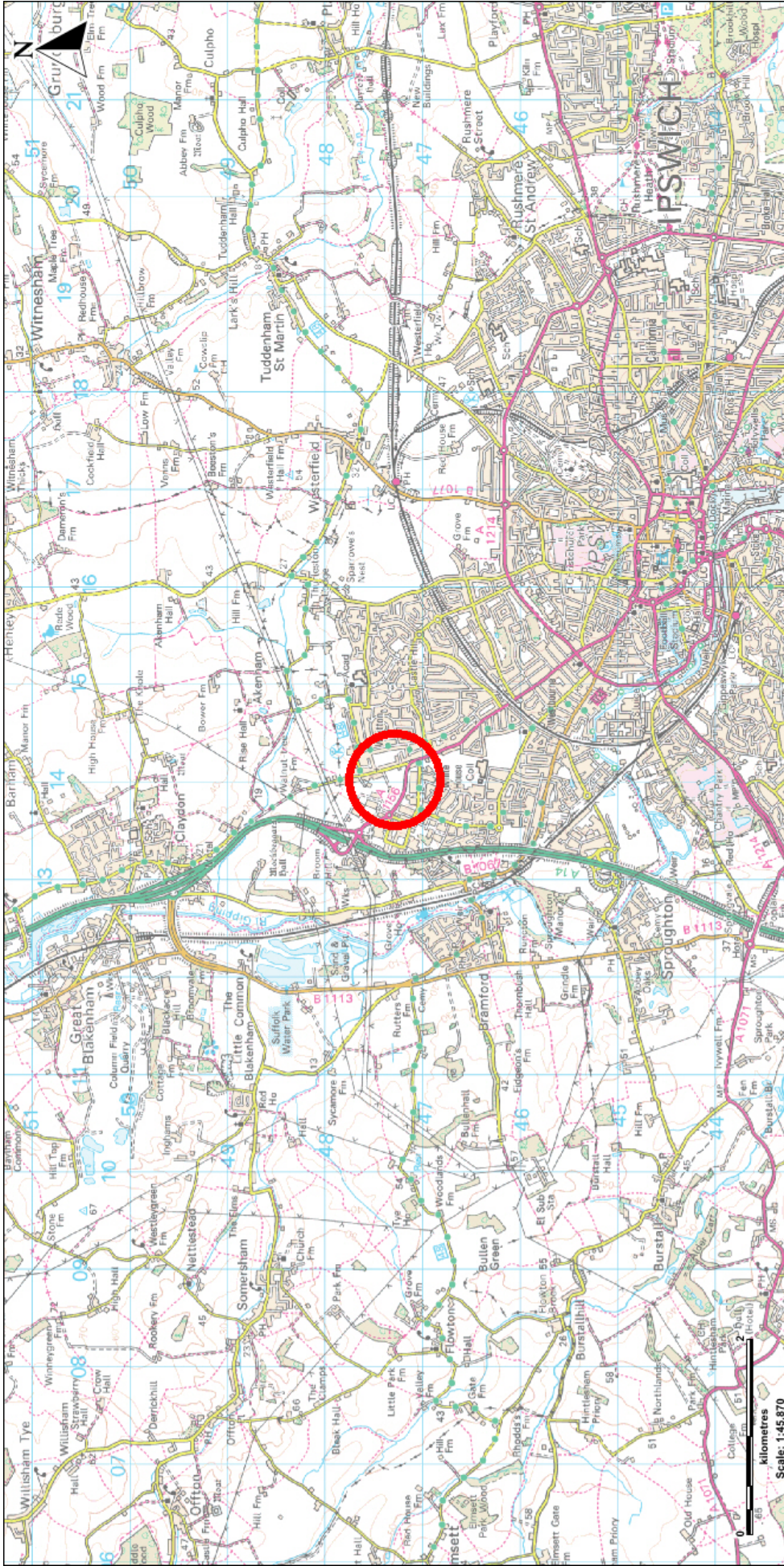
RA1: Identify the date, approximate form and purpose of any archaeological deposit within the application area, together with its likely extent, localised depth and quality of preservation.

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

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

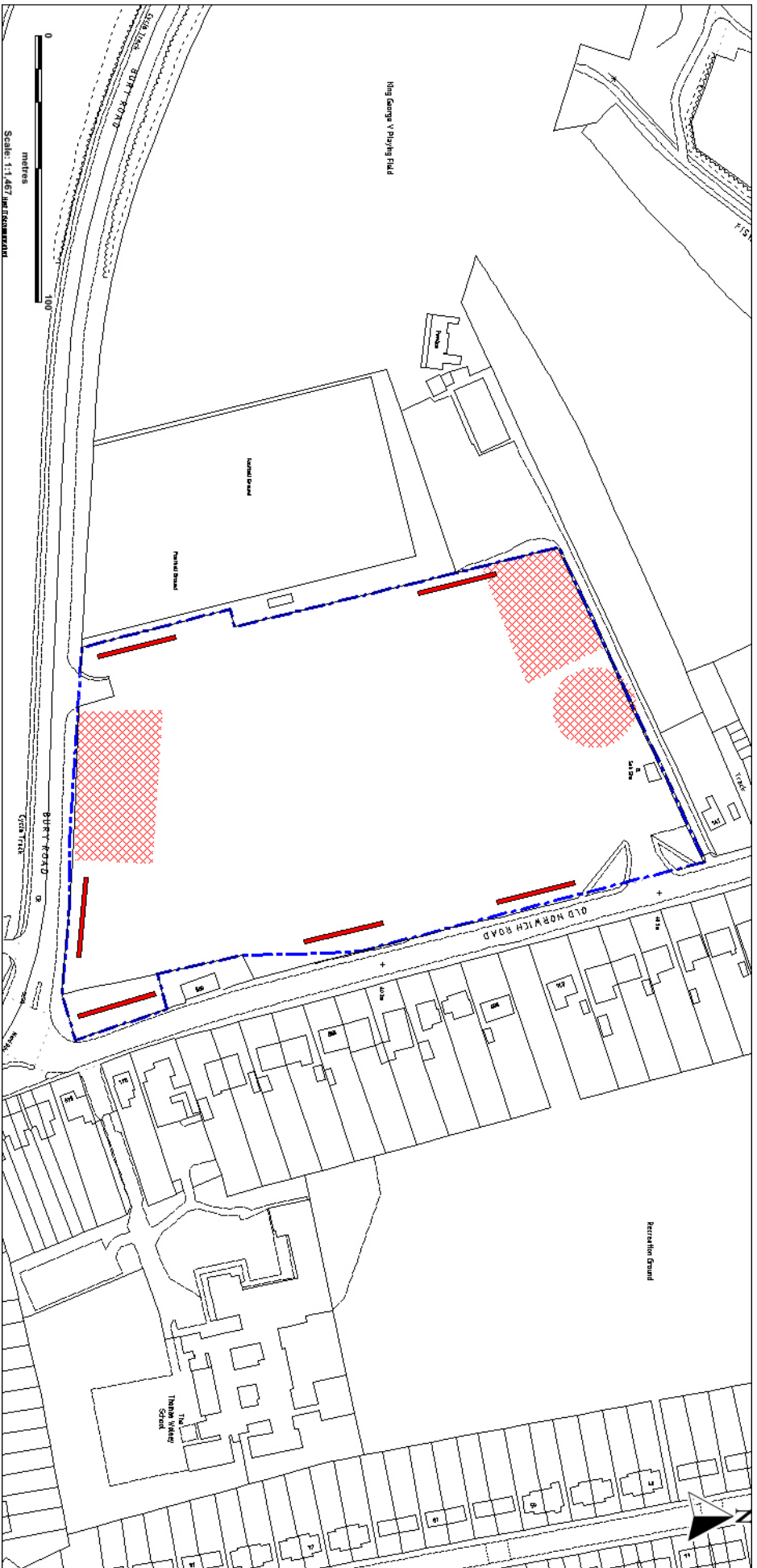
RA4: Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.

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



Contains Ordnance Survey data © Crown copyright and database right 2017

Figure 1. Site Location



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Figure 2. Proposed trench layout (trenches in red and contaminated areas shown in red hatching)

2 Fieldwork: trial trench evaluation

- 2.1 All archaeological fieldwork will be carried out by full-time professional employees of Suffolk Archaeology. The project team will be led in the field by an experienced member of staff of Project Officer grade/experience. The excavation team will comprise a Project Officer and up to 3 experienced excavators and surveyors (to include metal detectorist).
- 2.2 The requirement is for trenching – ostensibly at a density of 5% by area. However, the degree of truncation and damage is such that much less than this will be possible, as a significant quantity of ground has been disturbed and any archaeological deposits destroyed. Following discussion with the client and a site meeting with the archaeological advisor to the LPA (Abby Antrobus) only areas which have not been truncated will be examined by trenching. The proposed location of these trenches is shown in Figure 2.
- 2.3 Although some information has been provided about the presence of services by the developer it cannot be guaranteed that this information is definitive. Therefore, if previously unknown services or similar restrictions are encountered during work on site then trench layout may have to be amended accordingly.
- 2.4 The 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 required.
- 2.5 Archaeological deposits and features will be sampled by hand excavation and the trench bases and sections cleaned as necessary in order to satisfy the project aims and also comply with the SCCAS Requirements for Archaeological Evaluation, 2012.
- 2.6 If 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.
- 2.7 All features will be investigated and recorded to provide an accurate evaluation of archaeological potential whilst at the same time minimising disturbance to archaeological structures, features and deposits.

- 2.8 A site plan showing all trench locations, feature positions and levels AOD will be recorded using suitable surveying equipment, depending on the specific requirements of the project. A minimum of one to two sections per trench will be recorded at 1:20. Feature sections and plans will be recorded at 1:20 and trench and feature plans at 1:20 or 1:50 as appropriate. All recording conventions used will be compatible with the County HER.
- 2.9 The site will be recorded under a unique HER number (IPS 812) and Event number (ESF 25395) acquired from the Suffolk HER Office and archaeological contexts will be recorded using pro forma Context Recording sheets and entered into an associated database.
- 2.10 A digital photographic record will be made throughout the evaluation.
- 2.11 Metal detector searches will be made at suitable stages of the excavation works.
- 2.12 All pre-modern finds will be kept and no discard policy will be considered until all the finds have been processed and assessed.
- 2.13 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.
- 2.14 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.
- 2.15 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.
- 2.16 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 IPS 812.
- 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 and assessed for significance before dispatch to a conservation laboratory within 4 weeks of the end of the excavation. All pre-modern silver, copper alloy and ferrous metal artefacts will be x-rayed and coins will be x-rayed if necessary for identification. Sensitive finds will be conserved if necessary and deposited in bags/boxes suitable for long term storage to ICON standards. All coins will be identified to a standard acceptable to normal numismatic research.
- 3.8 Pottery will be recorded and archived to a standard consistent with the Draft Guidelines of the Medieval Pottery Research Group and Guidelines for the archiving of Roman Pottery, SGRP (ed. M.G. Darling, 1994) and to The Study of Later Prehistoric Pottery: General Policies and Guidelines for analysis and Publications, Occasional Papers No.1 and No. 2, 3rd Edition (Revised 2010, Prehistoric Ceramic Research Group).
- 3.9 Environmental samples will be processed and assessed to standards set by the English Heritage Regional Scientific Advisor with a clear statement of potential for further analysis and significance.
- 3.10 Animal and human bone will be quantified and assessed to a standard acceptable to national and regional English Heritage specialists.
- 3.11 An industrial waste assessment will cover all relevant material (i.e. fired clay finds as well as slag).

- 3.12 A report on the results of the evaluation will be completed within 6 weeks of the completion of the fieldwork. The report will be commensurate with the level of results but will contain sufficient information to stand as an archive report should no further work be required on the site.
- 3.13 The report will include a summary in the established format for inclusion in the annual "Archaeology of Suffolk" section of the *Proceedings of the Suffolk Institute of Archaeology and History*.
- 3.14 The Suffolk HER is registered with the Online Access to Index of Archaeological Investigations (OASIS) project. Suffolk Archaeology will complete a suitable project-specific OASIS form at <http://ads.ahds.ac.uk/project/oasis>. The completed form will be reproduced as an appendix to the final report.
- 3.15 A draft of the report will be submitted to SCCAS for approval.
- 3.16 On acknowledgement of approval of the report from SCCAS hard and digital copies will be sent to the Suffolk HER.
- 3.17 Upon completion of reporting works ownership of all archaeological finds will be given over to the relevant authority. There is a presumption that this will be SCCAS, who will hold the material in suitable storage to facilitate future study and ensure its proper preservation.
- 3.18 The project archive shall be compiled in accordance with the guidelines issued by the SCCAS (2015). The client is aware of the costs of archiving and provision will be made to cover these costs in our agreement with them. The archive will be deposited with the County Archaeology Store unless another suitable repository is agreed with SCCAS.
- 3.19 If the client does not agree to transfer ownership to SCCAS they will be required to nominate another suitable repository approved by SCCAS or provide funding for additional recording and analysis of the finds archive (such as, but not limited to, additional photography or illustration of objects).
- 3.20 The law dictates that client can have no claim to the ownership of human remains. Any such remains must be stored by SCCAS, in accordance with the relevant site's Ministry of Justice licence.

- 3.21 In the rare event that artefacts of significant monetary value are discovered separate ownership arrangements may be negotiated, provided they are not subject to Treasure Act legislation.
- 3.22 If an object qualifies as Treasure, under the Treasure Act 1996. The client will be informed as soon as possible if this is the case and the find(s) will be reported to the Suffolk Finds Liaison Officer (who then reports to the Coroner) within 14 days of the objects discovery and identification. Treasure objects will immediately be removed to secure storage, with appropriate on-site security measures taken if required.
- 3.23 Any material eventually declared as Treasure by a Coroner's Inquest will, if not acquired by a museum, be returned to the client and/or landowner. Employees of Suffolk Archaeology, their subcontractors or any volunteers under their control will not be eligible for any share of a treasure reward.

4 Additional considerations

4.1 Health and Safety

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

4.2 Environmental controls

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

4.3 Plant machinery

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

4.4 Site security

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

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.

Appendix 2. OASIS data collection form

OASIS ID: suffolka1-240675

Project details

Project name	Former Took's Bakery, Old Norwich Road, Ipswich
Short description of the project	Trial trenching in advance of mixed development revealed no significant archaeological features or deposits but did confirm that parts of the former bakery site were not completely destroyed by its construction, use and demolition.
Project dates	Start: 27-03-2017 End: 30-03-2017
Previous/future work	No / Not known
Any associated project reference codes	IPS 812 - Sitecode
Any associated project reference codes	ESF25395 - HER event no.
Type of project	Field evaluation
Current Land use	Vacant Land 1 - Vacant land previously developed
Monument type	DITCH Post Medieval
Significant Finds	NONE None
Methods & techniques	"Sample Trenches"
Development type	Urban residential (e.g. flats, houses, etc.)
Prompt	Voluntary/self-interest
Position in the planning process	Pre-application

Project location

Country	England
Site location	SUFFOLK IPSWICH IPSWICH Former Took's Bakery, Old Norwich Road
Study area	2.8 Hectares

Site coordinates TM 1408 4729 52.081968926647 1.124800395564 52 04 55 N 001 07 29 E Point

Project creators

Name of Organisation Suffolk Archaeology CIC

Project brief originator Local Authority Archaeologist and/or Planning Authority/advisory body

Project design Suffolk Archaeology CIC
originator

Project Rhodri Gardner
director/manager

Project supervisor Mark Sommers

Type of Landowner
sponsor/funding body

Project archives

Physical Archive No
Exists?

Digital Archive Suffolk HER
recipient

Digital Archive ID IPS 812

Digital Contents "other"

Digital Media "GIS","Images raster / digital photography","Text"
available

Paper Archive Suffolk HER
recipient

Paper Archive ID IPS 812

Paper Contents "other"

Paper Media "Correspondence","Report"
available

Project bibliography

Publication type Grey literature (unpublished document/manuscript)

Title Archaeological Evaluation Report: Former Tooks Bakery, Old Norwich Road, Ipswich,
Suffolk

Author(s)/Editor(s) Sommers, M.

Other bibliographic details	SACIC Report No. 2017/031
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Entered by MS (mark.sommers@suffolkarchaeology.co.uk)

Entered on 30 March 2017

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



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