

SUFFOLK ARCHAEOLOGY

• A HISTORY OF EXPERTISE •

West Lodge, The Street East Bergholt, Suffolk

Client:

Roger Balmer Design (on behalf of Mr and Mrs Lawson)

Date:

March 2016

EBG 050
Archaeological Evaluation Report
SACIC Report No. 2016/024
Author: M. Sommers
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West Lodge, The Street East Bergholt

EBG 050

Archaeological Evaluation Report

SACIC Report No. 2016/024

Author: M. Sommers

Editor: Dr R. Gardner

Report Date: March 2016

HER Information

Site Code: EBG 050

HER event no. ESF23477

Site Name: West Lodge, The Street, East Bergholt

Report Number 2016/012

Planning Application No: B/15/00905/FHA

Date of Fieldwork: 1st March 2016

Grid Reference: TM 0691 3454

Oasis Reference: suffolka1-241040

Curatorial Officer: Rachael Abraham

Project Officer: Mark Sommers

Client/Funding Body: Roger Balmer Design
(on behalf of Mr and Mrs Lawson)

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: 24th March 2016

Approved By: Dr Rhodri Gardner

Position: Company Director

Date:

Signed:

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Summary

An archaeological evaluation was carried out in an area of land immediately adjacent to West Lodge, The Street, East Bergholt, in advance of the construction of an extension to an existing house. A single trench was excavated which revealed a series of red-brick wall bases on a yellow cemented gravel foundation. These are the remnants of a range of buildings as marked on a late 19th century map. Between the walls a natural subsoil of grey silty sand and gravel was noted below an overburden of sand, gravel and brick rubble, which formed the sub-base for a hard surface, or a dark topsoil towards the northern end of the trench. No archaeological features were identified and no artefacts of any period were recovered. (Suffolk Archaeology Community Interest Company for Roger Balmer Design)

1. Introduction

Planning permission has been granted for the construction of an extension to West Lodge, The Street, East Bergholt, Suffolk (application number B/15/00905/FHA). One of the conditions attached to the planning consent called for an agreed programme of archaeological work to be put in place in advance of the development.

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

The National Grid Reference for the approximate centre of the site is TM 0691 3454. Figure 1 shows a location plan of the site.

The archaeological evaluation was carried out on the 1st March 2016 by Suffolk Archaeology Community Interest Company (SACIC) who were commissioned by the architect, Roger Balmer Design, on behalf of their client, Mr and Mrs Lawson.

2. Geology and topography

The local topography is generally undulating and comprises areas of high ground divided by valleys, usually with relatively gently sloping sides but these can sometimes be complex and steep. The valleys themselves are filled with gravel, sand and silt deposits of the Lowestoft Formation, which can also occur as an overlying superficial deposit on areas of higher ground. The underlying bedrock geology consists of a silty clay of the Thames Group (British Geological Survey website).

The evaluation area comprised a grassed lawn with a hard surfaced area in the vicinity of the proposed extension. It lay at a height of approximately 36m OD. The lawn and adjacent surfaced area were level with a retaining wall to the west suggesting some landscaping has occurred. Beyond the retaining wall the land sloped down towards the floodplain of the River Stour, the edge of which was located c.600m to the southwest.

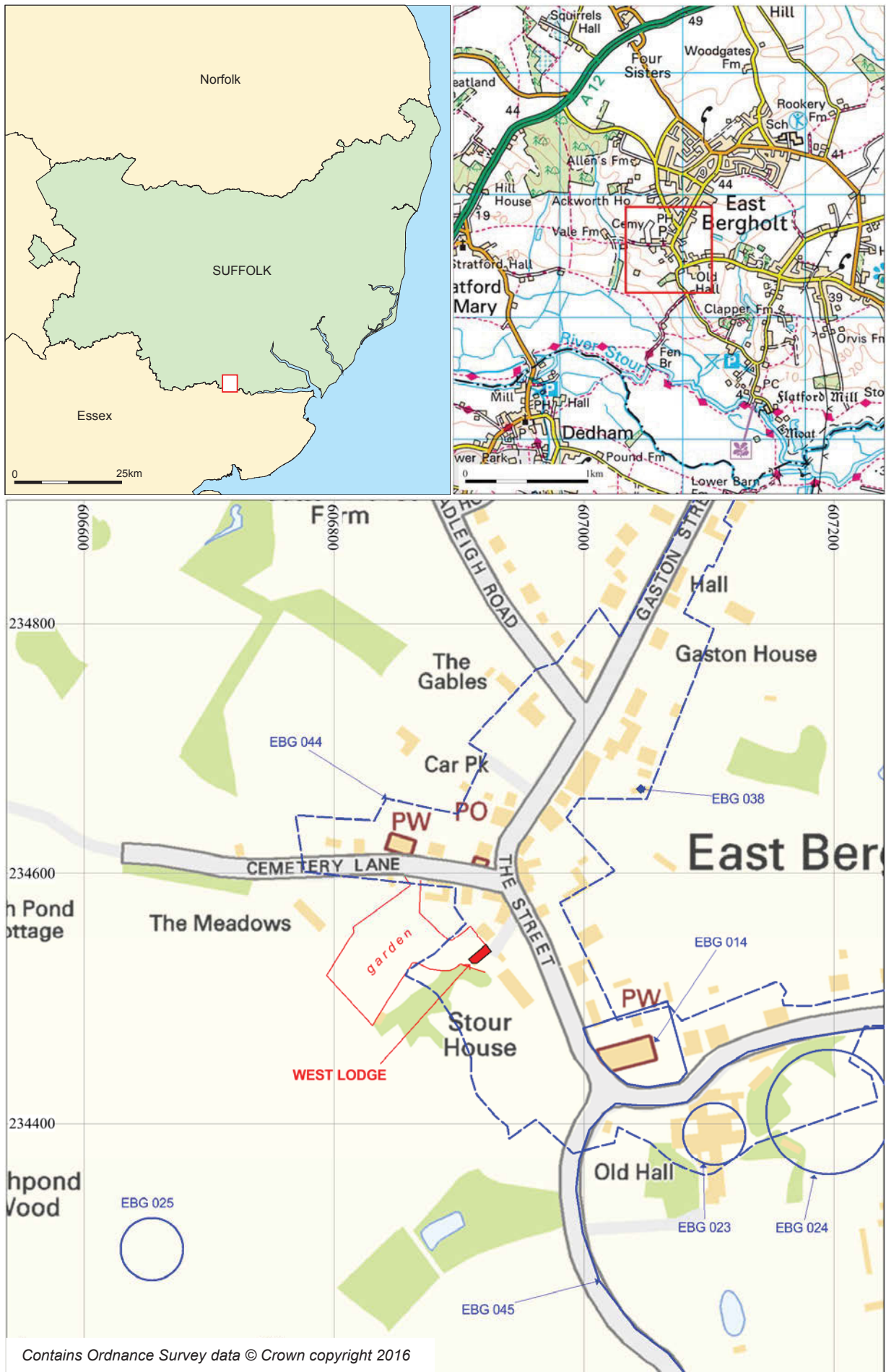


Figure 1. Location map

3. Archaeology and historical background

A small number of archaeological sites or findspots are recorded on the Historic Environment Record (HER) within the vicinity of the development site (HER search undertaken on the 22nd March 2016; SCC invoice no. 9184481). A summary of these entries is presented in the following table; the recorded locations are marked in Figure 1.

HER No.	Date	Nature of Evidence
EBG 014	Rom & Un	Church of St. Mary: Perpendicular. west tower (not completed) & brick gable to east crowned by C18 cupola. Also chancel, side chapels, nave, clerestory, aisles, south porch with upper storey. Church partly flint and partly brick. West tower was begun in 1525 with stone base with quatrefoil frieze and a passage through south aisle of coursed flint. A new aisle is mentioned in a document of 1442-3. Battlements decorated with many shields, two storeyed south porch. Polygonal turret in the west angle between porch and aisle. North aisle mainly brick with polygonal turret at east end. Ornate north doorway with canopied niches with shields for decoration. Interior with 5-bay arcades, two centred arches. Medieval wooden bell cage in churchyard. Single storeyed with steep pyramid roof and louvred top. Remains of tomb low down in north chancel aisle. Camels are chief feature. A church is listed in East Bergholt in the Domesday survey. Scarfe records this as a possible Domesday Minster.
EBG 023	Pmed	Old Hall, formerly St Mary's Abbey (founded 1598 in Brussels, moved to East Bergholt c.1857 until 1974), on site of earlier Hall. Area to southeast named 'Old Hall Park'
EBG 024	Un	Bank c.6-7 feet high to east of 'Old Hall', semi-circular, close to being circular. <i>Circa</i> 90m diameter. May continue on southeast side where shown as solid line on 1:2500 map of 1904. Immediately to east of Old Hall in garden area. Has relatively recent trees growing on top. Presently has a car park in the centre.
EBG 025	Rom	Scatter of Roman pottery allegedly found with a small lead figurine. Male, complete, fairly worn, very roughly executed. Flat back. Prominent genitalia, squashed otherwise minimal details. Height 52mm. Probably simplified representation of Priapus or a local equivalent.
EBG 038	Pmed	Wren Cottage lies within the village envelope of East Bergholt and is listed at grade II. It consist of an 18th century front range with a single-storied kitchen wing of the late-17th century to the rear. The property's deeds suggest it was formerly the parish workhouse. The kitchen wing and extensive rear garden are shown in a John Constable painting of 1815 along with two thatched buildings forming a stackyard. These structures were replaced by an outbuilding built c.1853, located 32m east-southeast of the house. It forms an unusual single storied timber-framed and weatherboarded structure with a slated roof. It has hipped gables and was also apparently painted grey to reflect the then newly fashionable roof covering. The interior was divided into a

		stable, tack room and two vehicle sheds. The front elevation has been much altered, though a number of horizontal sash windows survive along with shaped wainscot of its horse stalls: curved rails terminate in the finely turned posts with single acorn finials, typical of the 17th C style. These may have been reused from an earlier building. The survival of the stalls is rare.
EBG 044	Med	Indicative area of the historic settlement core of East Bergholt, defined from historic maps, the locations of listed buildings and recorded sites including Domesday church/minster.
EBG 045	Pmed	'Old Hall Park' shown and named on early Ordnance Survey maps as large area to southeast of Old Hall with numerous trees. Not clear on Hodkinson's map. John Kirby in the 1730s-1760s states ' <i>A little south of the church is a neat mansion builyt not many years since by Chaplin Esq; from whom it descended to Sir Henry Hankey, Knt, one of the present Aldermen of London. It is now a country seat for that family</i> '. Largely extant on 1940s RAF aerial photographs. Present condition: partly arable but still significant survival in places. There is a thin scatter of Medieval and Early Post Medieval detected metalwork from the west side of the north-south stream. There is a drawing by John Constable of 1816 of Elm Trees in Old Hall Park, East Bergholt in the Victoria and Albert Museum.
ESF22173 /22850	Pmed	Evaluation trenching revealed evidence for an in-filled pond with later Post medieval debris in its upper fill. Previous trenching at the site did not reveal any evidence for activity pre-dating the 19th century.

Table 1. Summary of HER entries

The HER entries indicate the site lies within the indicative area of the historic settlement core for East Bergholt and that it lies within 130m of the medieval church of St Mary. This would indicate that there is a high potential for archaeological deposits dating to the medieval and post-medieval periods to be present within the development area.

A scatter of Roman finds has been noted on a site approximately 350m to the southwest of West Lodge and consequently there is also a small potential for Roman evidence to be encountered.

West Lodge itself is believed to have once been part of a group of service buildings, probably stables and associated accommodation, attached to the adjacent large house. The house is now known as Stour House but it was originally simply named West Lodge, as marked in the 2nd Edition Ordnance Survey map, 1:2500 scale sheet, published in 1903 (see Fig. 4).

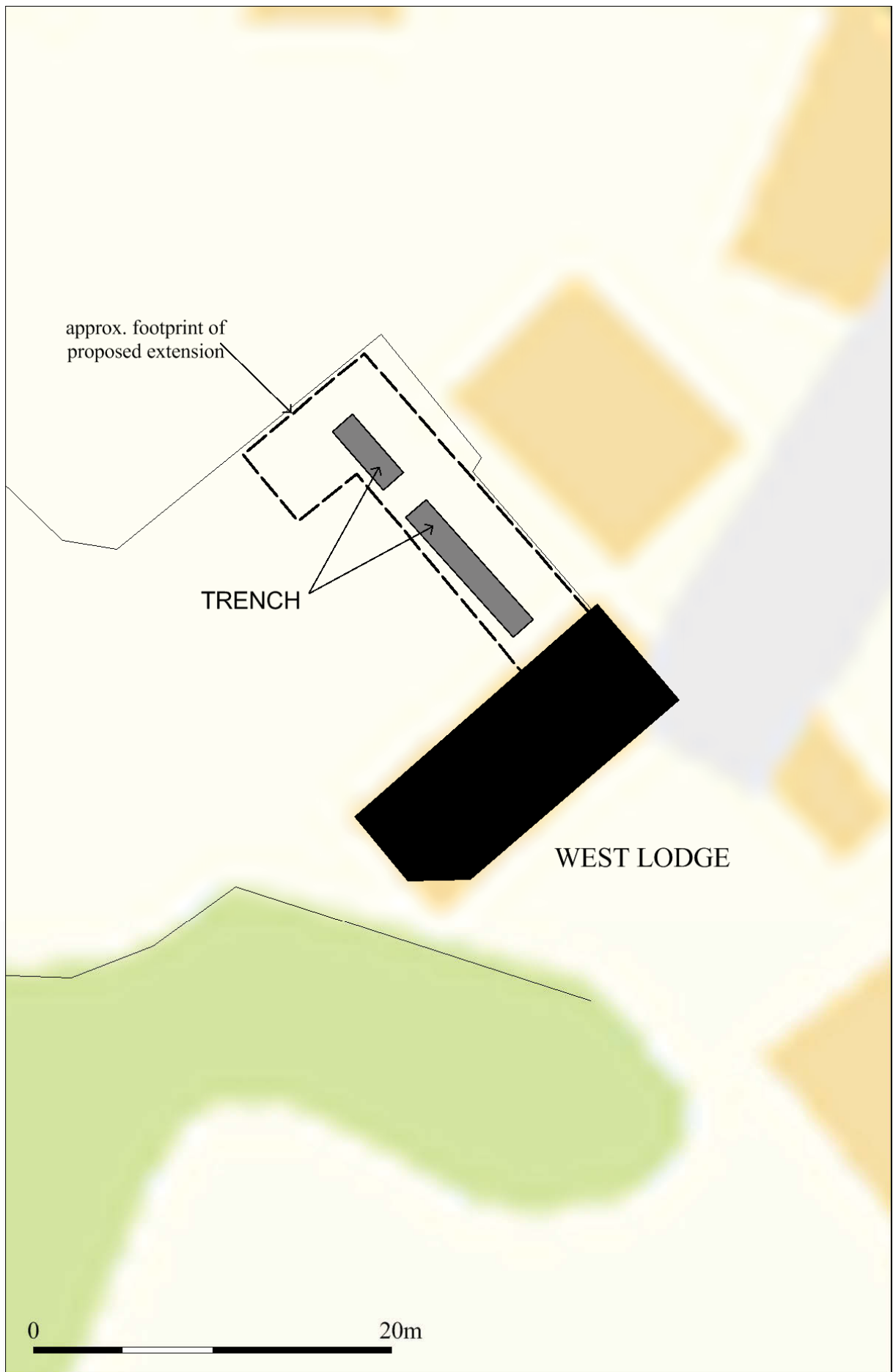


Figure 2. Trench location plan

4. Methodology

The trial trench was machine excavated down to the level of the natural subsoil using a toothless ditching bucket fitted to a mechanical excavator. The location of the trench was plotted through measurements taken off adjacent boundaries. It was placed to be within the footprint of the proposed extension.

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

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

Following excavation of each trench, a measured sketch plan of a series of exposed wall bases was constructed, the nature of the overburden was recorded and depths noted. Following recording the evaluation trench was backfilled by the on-site building contractors.

5. Results

A single trench, aligned roughly north-south, was excavated in accordance to the agreed trench plan (as per the WSI), although due to the presence of a foul water drain it was necessary to leave a short gap (Figure 2).

A natural subsoil, which comprised a silvery grey silty sand and gravel, lay at a depth of c.0.35m and exposed in the base of the trench. For the greater part of the trench it lay beneath an overburden of sand, gravel and brick rubble, which formed the sub-base for a hard tarmacked surface (plate 1). The northern end of the trench partly cut across part of grassed area and here the overburden comprised 0.30m of dark topsoil over 0.10m of yellow sand and gravel (plate 2).

Within the trench the surviving bases of a series of red-brick walls cemented with a lime mortar were present (Fig.3). One wall, which measured at least 0.44m in width, was on

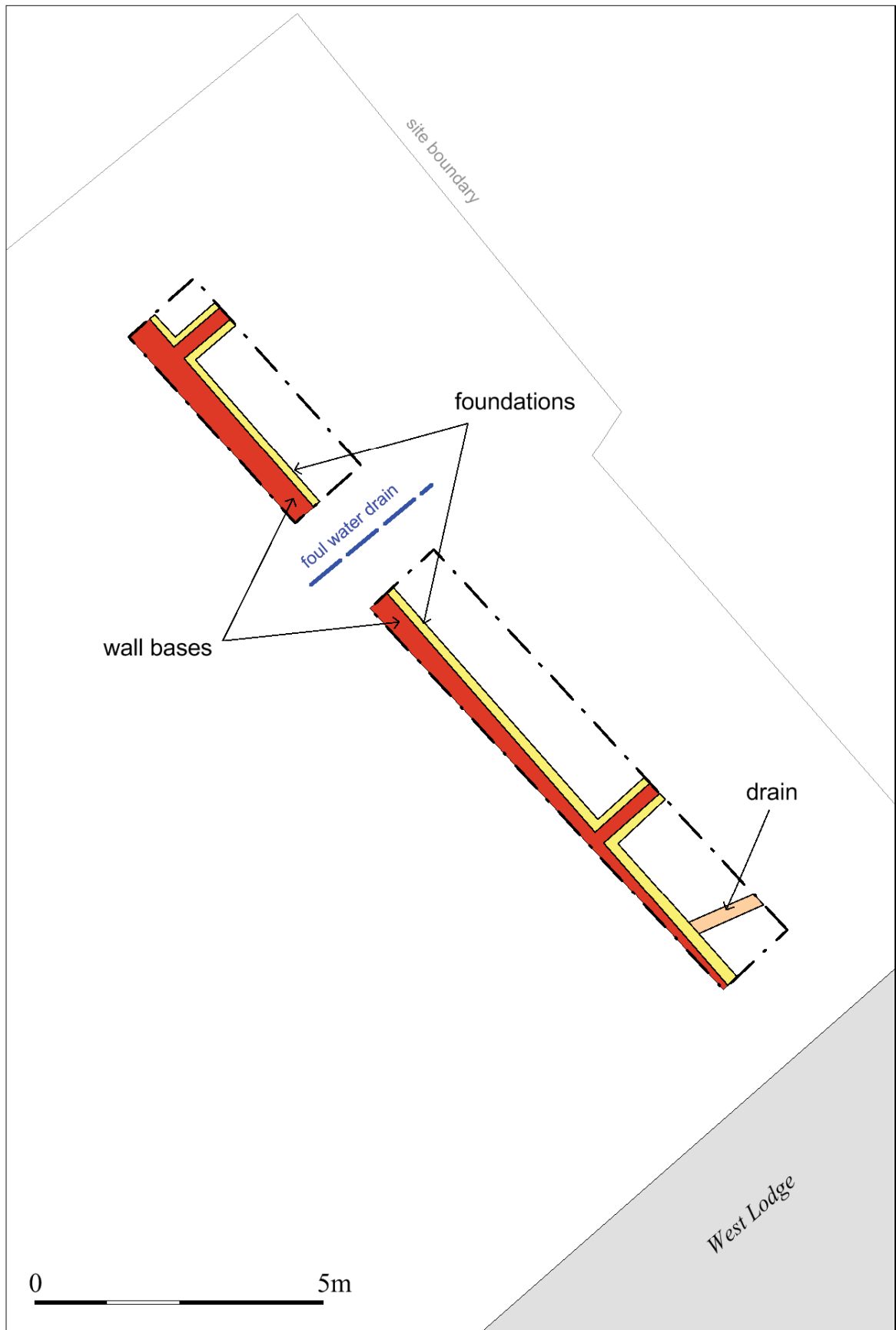


Figure 3. Trench plan

a near identical alignment to the trench and ran the full length of both sections (plate 3). It consisted of five courses of brickwork which rested on a foundation of cemented yellow sand and gravel which protruded approximately 0.2m out from the wall (plate 4). Two further walls, each 0.24m in width, ran across the trench and joined the north-south wall. These comprised between three and five courses of brickwork and rested upon similar foundations. Towards the southern end of the trench a drain formed of red bricks cemented with a lime mortar ran at an angle across the trench (plate 5) and passed through the north-south wall.

Other than post-medieval brick rubble no artefacts of any period were noted and no features that pre-dated the red-brick wall were identified.

6. Finds and environmental evidence

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

7. Discussion

No significant archaeological features were recorded in the evaluation trenches and no artefacts were recovered. The red-brick walls encountered in the trench are undoubtedly the surviving remnants of a range of buildings that were once attached to the northern side of the present West Lodge. These can be seen on the 2nd Edition Ordnance Survey map, 1:2500 scale sheet, published in 1903 (Fig. 4). This range also appears on map of 1959 but does not appear on the 1974 survey suggesting it had been demolished between these years. The building appears to have been cleared to just below ground level and the remains then buried under a layer of sand and gravel and, for a large part, sealed beneath a tarmacked surface.

8. Conclusions and recommendations for further work

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

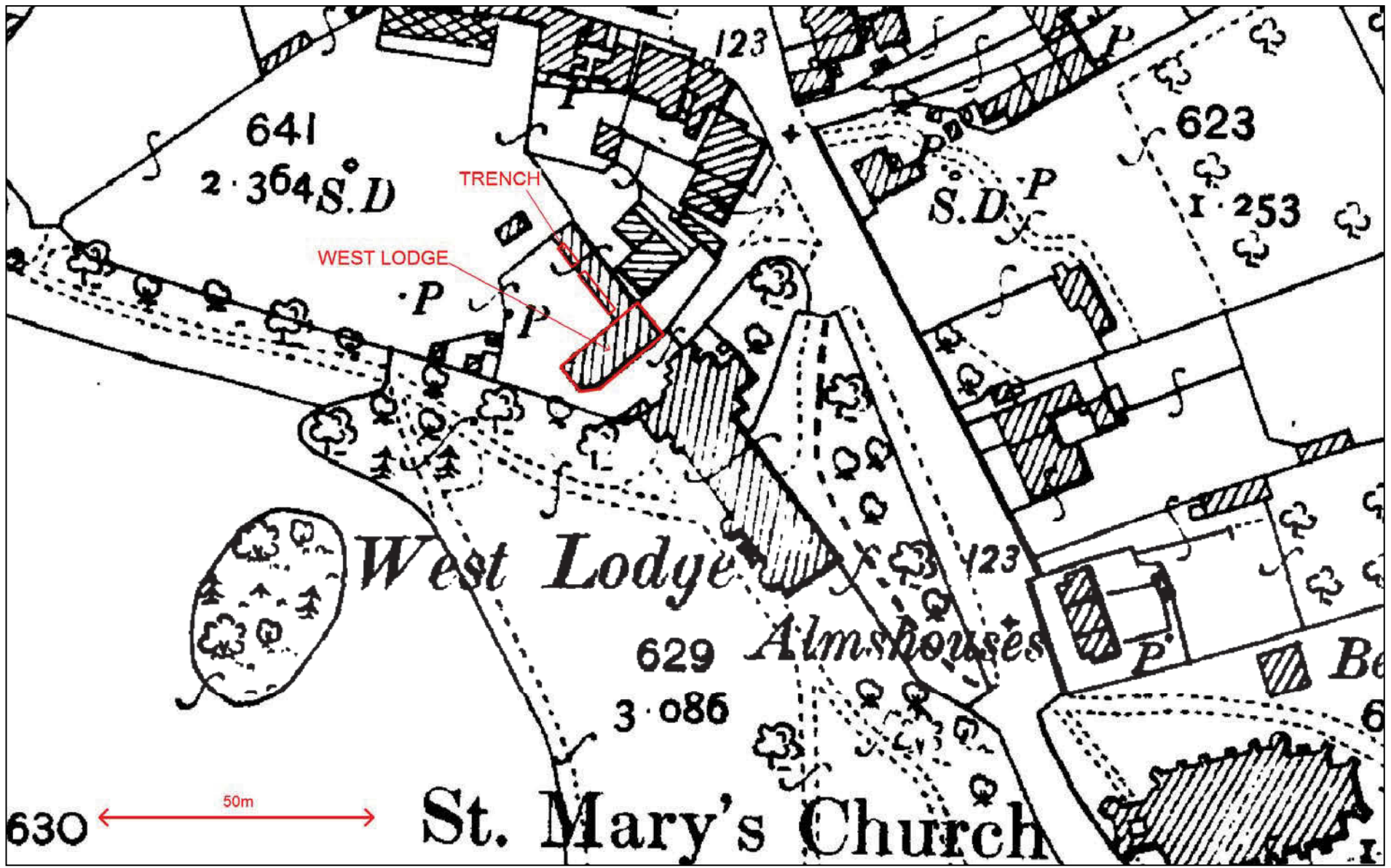


Figure 4. 2nd Edition Ordnance Survey, 1:2500 scale sheet, pub. 1903 (rescaled extract)

9. Archive deposition

Paper, digital and photographic archive will be sent to the County HER, ref. EBG 050. The project has also been entered on the online database, OASIS, ref. suffolka1-241040. See Appendix 2 for a copy of the OASIS form.

10. Acknowledgements

The fieldwork was carried out by Mark Sommers.

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

Plates



Plate 1. Sample section showing the overburden encountered at the south end of the trench



Plate 2. Sample section showing the overburden encountered at the north end of the trench



Plate 3. Brickwork visible in western edge of the southern end of the trench



Plate 4. Plan view of trench showing the cemented sand and gravel foundations



Plate 5. Plan view of the brick-built drain at the southern end of the trench

Appendix 1. Written Scheme of Investigation



West Lodge, The Street, East Bergholt, Suffolk

Written Scheme of Investigation

Trenched Evaluation

Date: January 2016

Prepared by: Michael Green

Issued to: Rachael Abraham (SCCAS/Conservation Team)

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Summary Project Details

Site Name	West Lodge, The Street, East Bergholt, Suffolk
Site Location/Parish	East Bergholt
Grid Reference	TM 069 345
Access	From The Street onto west lodge cottages
Planning Application No	B/15/00905/FHA
HER code	TBC
Event No.	TBC
OASIS ref.	suffolka1-241040
Type:	Trial trench evaluation
Area	c.0.64ha
Project start date	TBC
Fieldwork duration	1 day (estimated)
Number of personnel on site	Up to 2

Personnel and contact numbers

SACIC Project Manager	Rhodri Gardner	01449 900120
Project Officer (first point of on-site contact)	TBC	
Curatorial Officer	Rachael Abraham	01284 741232
Consultant	n/a	

Emergency contacts

Local Police	Ipswich Police Station, 10 Museum Street, Ipswich, Suffolk, IP1 1HT	01473 613500 (999 or 101 in an emergency)
Location of nearest A&E	Ipswich Hospital, Heath Road, Ipswich, Suffolk, IP4 5PD	01473 712233

Hire details

Plant:	n/a	
Toilet Hire	n/a	
Tool hire:	n/a	

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2. Fieldwork
3. Fieldwork (detailed)
4. Post-excavation
5. Additional Considerations
6. Staffing
7. Project contacts

Figures

1. Site location
2. Trench layout

1 Background

- 1.1 Suffolk Archaeology have been asked by Mr Matt Toone of Roger Balmer Design to prepare documentation for a programme of archaeological evaluation by trial trench at the below 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 c. 0.64ha and is located at NGR TM 069 345 (Figure 1).
- 1.3 The present stage of work is being requested as a condition of planning application B/15/00905/FHA. 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/Conservation Team (SCCAS/CT) (dated 15th September 2015).

2 Fieldwork: trial trench evaluation

- 2.1 The application site lies in an area of archaeological potential recorded within information held at the County Historic Environment Record (SHER). The site lies just within the area defined on the SHER as the historic core of East Bergholt (EBG 044) with Late Saxon and Medieval origins and 100m north-west of a medieval church (EBG 014). A scatter of roman pottery and a small lead figurine (EBG 025) is recorded 320m to the south-west. A Roman cremation cemetery (EBG 009) is recorded 540m to the north-west lying within the grounds of the Grade II Listed Ackworth House that was built around the 1840's. Cropmarks of potential medieval date (SSM 001) lie immediately to the north and west of the site. A medieval and post-medieval metal work scatter (EBG 029) discovered by metal detector survey is recorded 400m to the south-west. The post-medieval old hall (EBG 023) and grounds (EBG 045) lie 220m south-east, this building was formally known as St Marys Abby founded in 1857.
- 2.2 The development proposal is for the construction of a part two-storey and part single storey extension to the existing building on the grounds. The trench will be excavated within an existing lawn. Groundworks undertaken during the development are 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 of construction.
- 2.3 Fifteen metres of trial trenching to cover the footprints of the proposed extension has been specified. One linear trench measuring 15m by 1.8m wide will be employed. The detailed trenching rationale will be outlined in Section 3, below.

- 2.4 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' (CIfA, 2014) and 'Standards for Field Archaeology in the East of England (EAA Occasional Papers 14, 2003).
- 2.5 The research aims of this trial trench evaluation are as follows, as described in Section 4.2 of the SCCAS Conservation Team brief:

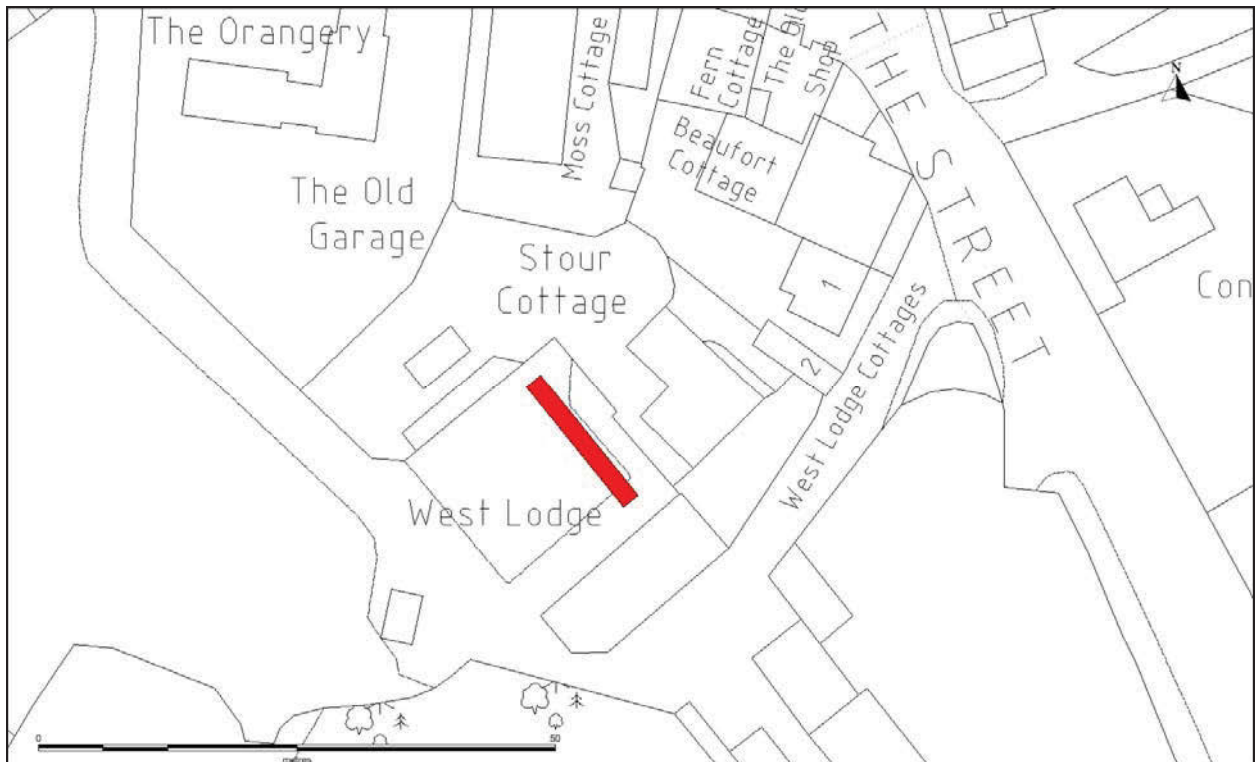
RA1: Identify the date, approximate form and purpose of any archaeological deposit within the application area, together with its likely extent, localised depth and quality of preservation.

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

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

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

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



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Figure 2. Proposed trench layout (trench in red)

3 Fieldwork: trial trench evaluation details

- 3.1 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 1 experienced excavators and surveyors (to include metal detectorist).
- 3.2 Evaluation of the development area in this instance will employ one (1) 15m long trench, excavated to a width of 1.8m. The proposed trench location plan is shown in Figure 2.
- 3.3 No information has currently been provided about the presence or otherwise of services by the developer. Therefore if previously unknown services or similar restrictions are encountered during work on site then trench layout may have to be amended accordingly.
- 3.4 The trench will be excavated by a machine equipped with a toothless ditching bucket, under the constant observation of a suitably qualified 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.
- 3.5 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/CT Requirements for Archaeological Evaluation, 2012.
- 3.6 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.
- 3.7 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.
- 3.8 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.

- 3.9 The site will be recorded under a unique HER number acquired from the Suffolk HER Office and archaeological contexts will be recorded using pro forma Context Recording sheets and entered into an associated database.
- 3.10 A digital photographic record will be made throughout the evaluation.
- 3.11 Metal detector searches will be made at all stages of the excavation works including topsoil and subsoil spoil heaps.
- 3.12 All pre-modern finds will be kept and no discard policy will be considered until all the finds have been processed and assessed.
- 3.13 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.
- 3.14 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.
- 3.15 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.
- 3.16 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.

4 Post-excavation

- 4.1 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 EBG 050, and the event number is ESF23477. A HER search will also be commissioned and the information will be included within the following report.
- 4.2 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.
- 4.3 All artefacts and ecofacts will be held by Suffolk Archaeology until analysis of the material is complete.

- 4.4 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.
- 4.5 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.
- 4.6 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.
- 4.7 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.
- 4.8 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).
- 4.9 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.
- 4.10 Animal and human bone will be quantified and assessed to a standard acceptable to national and regional English Heritage specialists.
- 4.11 An industrial waste assessment will cover all relevant material (i.e. fired clay finds as well as slag).
- 4.12 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.

- 4.13 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*.
- 4.14 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. The OASIS reference for this project is suffolka1-241040.
- 4.15 A draft of the report will be submitted to SCCAS/CT for approval.
- 4.16 On acknowledgement of approval of the report from SCCAS/CT hard and digital copies will be sent to the Suffolk HER.
- 4.17 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.
- 4.18 The project archive shall be compiled in accordance with the guidelines issued by the SCCAS (2010). The client is aware of the costs of archiving and provision will be made to cover these costs in our agreement with them. The archive will be deposited with the County Archaeology Store unless another suitable repository is agreed with SCCAS.
- 4.19 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).
- 4.20 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.
- 4.21 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.
- 4.22 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.

- 4.23 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.

5 Additional considerations

5.1 Health and Safety

- 5.1.1 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.
- 5.1.2 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.
- 5.1.3 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/CT on request.
- 5.1.4 All staff will be aware of the project's risk assessment and will receive a safety induction from the Project Officer.
- 5.1.5 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.
- 5.1.6 Site staff, official visitors and volunteers are all covered by Suffolk Archaeology's insurance policies. Policy details are shown in Appendix 2.

5.2 Environmental controls

- 5.2.1 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.

5.3 Plant machinery

- 5.3.1 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).

5.4 Site security

- 5.4.1 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.
- 5.4.2 In this instance all security requirements including fencing, padlocks for gates etc. are the responsibility of the client.

5.5 Access

- 5.5.1 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.
- 5.5.2 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.

5.6 Site preparation

- 5.6.1 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.

5.7 Backfilling

- 5.7.1 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.
- 5.7.2 The backfilled material will then be compacted by the machine tracking along the line of trench.
- 5.7.3 No specialist reinstatement is offered, unless by specific prior written agreement.

5.8 Monitoring

- 5.8.1 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.

6 Staffing

6.1 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)
- 1 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)

6.2 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.

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

7 Project Contacts

SACIC

SACIC Manager	Dr Rhodri Gardner	01449 900120
SACIC Project Manager	John Craven	01449 900121
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	Ipswich Police Station, 10 Museum Street, Ipswich, Suffolk, IP1 1HT	01473 613500 (999 or 101 in an emergency)
Location of nearest A&E	Ipswich Hospital, Heath Road, Ipswich, Suffolk, IP4 5PD	01473 712233
Environment Agency	Customer Services Line (8am to 6pm) 24 hour Emergency Hotline	03708 506 506 0800 807060
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		Roger Balmer Design
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Archaeological contacts

Curator	Rachael Abraham	01284 741232
Historic England Regional Science Advisor	Dr Zoe Outram	01223 582707

Appendix 2. OASIS data collection form

OASIS ID: suffolka1-241040

Project details

Project name	West Lodge, The Steet, East Bergholt
Short description of the project	Trenched evaluation revealed only 19th century red-brick wall bases
Project dates	Start: 01-03-2016 End: 24-03-2016
Previous/future work	No / No
Any associated project reference codes	EBG050 - HER event no.
Any associated project reference codes	B/15/00905/FHA - Planning Application No.
Type of project	Field evaluation
Current Land use	Other 5 - Garden
Monument type	WALL Post Medieval
Significant Finds	NONE None
Methods & techniques	"Sample Trenches"
Development type	Small-scale extensions (e.g. garages, porches, etc.)
Prompt	National Planning Policy Framework - NPPF
Position in the planning process	After full determination (eg. As a condition)

Project location

Country	England
Site location	SUFFOLK BABERGH EAST BERGHOLT West Lodge, The Street, East Bergholt
Study area	0.64 Hectares
Site coordinates	NGR: TM 0691 3454 Lat/Long: 51.970225839172 1.012594189524 51 58 12 N 001 00 45 E Point

Project creators

Name of Organisation	Suffolk Archaeology CIC
Project brief originator	Local Authority Archaeologist and/or Planning Authority/advisory body
Project design originator	Suffolk Archaeology CIC
Project director/manager	Rhodri Gardner
Project supervisor	Mark Sommers
Type of sponsor/funding body	Client

Project archives

Physical Archive Exists?	No
Digital Archive recipient	Suffolk HER
Digital Archive ID	EBG050
Digital Contents	"other"
Digital Media available	"Images raster / digital photography", "Text"
Paper Archive recipient	Suffolk HER
Paper Archive ID	EBG050
Paper Contents	"other"
Paper Media available	"Correspondence", "Plan", "Report"

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	Archaeological Evaluation Report: West Lodge, The Street, East Bergholt
Author(s)/Editor(s)	Sommers, M.
Other bibliographic details	SACIC Report No. 2016/024
Date	2016
Issuer or publisher	SACIC
Place of issue or publication	Needham Market
Description	printed sheets of A4 paper with card covers and a plastic comb binding

Entered by	MS (mark.sommers@suffolkarchaeology.co.uk)
Entered on	24 March 2016

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