



Timbers, Cat House Lane Woolverstone, Suffolk

Client:

KLH Architects (on behalf of their client)

Date:

May 2016

WLV 055

Archaeological Evaluation Report
SACIC Report No. 2016/033
Author: Simon Picard
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Timbers, Cat House Lane, Woolverstone (WLV 055)

Archaeological Evaluation Report

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Author: Simon Picard

Illustrator: Ellie Cox

Editor: Richenda Goffin

Report Date: May 2016

HER Information

Site Code: WLV 055
HER Event Number: ESF 23745
Site Name: Timbers, Cat House Lane, Woolverstone
Report Number 2016/033
Planning Application No: B/13/00119/FUL
Date of Fieldwork: 14th April 2016
Grid Reference: TM 1871 3857
Oasis Reference: Suffolka1-246566
Curatorial Officer: Rachael Abraham
Project Officer: Simon Picard
Client/Funding Body: KLH Architects (on behalf of their client)
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: Simon Picard

Date: April 2016

Approved By: Rhod Gardner

Position: Managing Director

Date: May 2016

Signed: 

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Summary

Two trenches were excavated to archaeologically evaluate land at Timbers, Cat House Lane, Woolverstone, prior to the demolition of an existing house with outbuildings and the subsequent construction of two new houses with garages. Although no deposits of any archaeological significance were uncovered, the trenches did show a build-up of material possibly associated with recent past land use of the site as estate workshops and also the demolition of a building shown on the First Edition Ordnance Survey map. No finds were recovered and no environmental samples were collected.

1. Introduction

An archaeological evaluation was carried out prior to the demolition of extant buildings and the construction of two new houses with garages on land at Timbers, Cat House Lane, Woolverstone, 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/13/00119/FUL. The work was carried out on the 14th April, 2016 and was commissioned by KLH Architects (on behalf of a client).

2. Geology and topography

Woolverstone is a village on the northern edge of the Shotley Peninsula, formed by the rivers Orwell to the north and Stour to the south and the North Sea to the east, and is approximately 750m to the south of the Orwell. The surrounding landscape rises up from the banks of the river and undulates gently between the 20m and 30m contours with the village itself being generally flat and around the 30m contour. The site is situated on the lane that leads to the Royal Harwich Yacht Club and is a house and outbuildings with established gardens, mature trees and well-kept lawn which, although broadly flat, does exhibit small local undulations, particularly to the front of the house.

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 firm mid brownish orange sand mottled with dark grey silty sand.

3. Archaeology and historical background

There are entries on the Suffolk Historic Environment Record (HER, search invoice no.9185533) which show activity within 500m of the site dating back to the late Neolithic to Early Bronze Age, as identified by a flint scraper found approximately 250m to the north of the site. An excavation carried out early in the twentieth century uncovered more evidence of Early Bronze Age activity c.300m to the northeast (HER code WLV

005) where a cooking pit was recorded and several sherds of Beaker pottery were recovered. Also recovered from this site was a small assemblage of Roman and medieval pottery. Fieldwork carried out as a result of a new sewage pipeline within the Woolverstone estate in 1991 (WLV 012) identified finds scatters of pottery dating from the Middle to Late Saxon periods and also medieval pottery from the thirteenth to fourteenth centuries. Also recorded under the same HER code are a series of cropmarks which were originally interpreted as possibly being a Roman building and enclosure but are now thought to represent a possible Iron Age to Roman field system with a trackway. Extensive interpretation of cropmarks revealed by aerial photography undertaken by the National Mapping Programme means that the site lies in an area rich in recorded cropmarks with rectilinear field systems recorded to the northwest (WLV 008 and WLV 044), possibly of Iron Age or Roman date, to the south (WLV 013) and southwest (WLV 040), which fit well into the existing field system and are probably post-medieval in date.

To the east of the site by c.270m is St Michael's Church which is mostly medieval but with alterations taking place through to the nineteenth century. The church, and also the site, lies within an area of post-medieval parkland, Woolverstone Park (WLV 024), which covers approximately 190ha and is bounded to the north by the Orwell and to the south by Main Road, part of the route from Ipswich to Shotley. Contained within the park are a number of historic buildings, including an ice house, and a series of post-medieval earthworks along with a Bronze Age ring ditch. The estate and Hall, bought by the Berners family in the late eighteenth century, have influenced the face of the modern village with many of the buildings having been constructed originally to service the estate. Immediately to the southeast, and visible from the south, is a post-medieval walled kitchen garden (WLV 051) associated with the Hall to the northeast. Within the walled garden two archaeological watching briefs identified part of a post-medieval building (WLV 048) and a brick-built nineteenth century garden structure along with post-medieval pottery and window glass (WLV 052). Also possibly related to the estate are two extant undated circular earthwork mounds which are located c.410 and 320m to the north of the site (WLV 020 and 021 respectively). These are planted with trees which appear to be around 150 years old and may be landscape features associated with the nearby carriage drive which connected Monkey Lodge in Freston and Woolverstone Hall, constructed in the mid nineteenth century. However, it is possible

that the drive was deliberately placed close to the mounds to provide interest and they are actually of greater age.

The remainder of the entries on the HER relate to findspots and artefact scatters. Medieval pottery scatters are recorded to the west, together with four worked flints to the east of the site while a late Neolithic or Early Bronze Age flint scraper is recorded to the northwest (all WLV Misc). The findspot of a Middle to Late Saxon copper alloy pin with a decorated head is recorded c.330m to the north (WLV 054).

The buildings currently on the site have been converted for habitation from use as workshop buildings associated with the Woolverstone Park estate with the house shown on the First Edition Ordnance Survey map (1882, Fig. 3) and the large outbuilding to the south of the house present on the Third Edition (1926, Fig. 4). Of the additional building shown connecting the two, only the western wall of this survives as a garden feature.

4. Methodology

Two trenches measuring 27m in total, were 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. Both trenches were relocated slightly from the original proposed layout shown in the WSI due to the location of trees, services and the presence of extant structures. Their new locations were recorded using an RTK GNSS surveying system (Leica GS08+) which was also used to obtain heights above Ordnance Datum.

Following excavation the soil profiles of the trenches were cleaned by hand and recorded. Potential archaeological deposits were cleaned by hand, investigated and, if necessary, recorded. A record of the trenches was made using SACIC *pro forma* sheets with sections drawn at a scale of 1:20 and plans drawn at a scale of 1:50, both on plastic drawing film. A photographic record of the trenches was made using a high resolution digital camera. No environmental samples were collected and no finds were retained.



Figure 1. Location of site, showing development area (red) and HER entries (green)

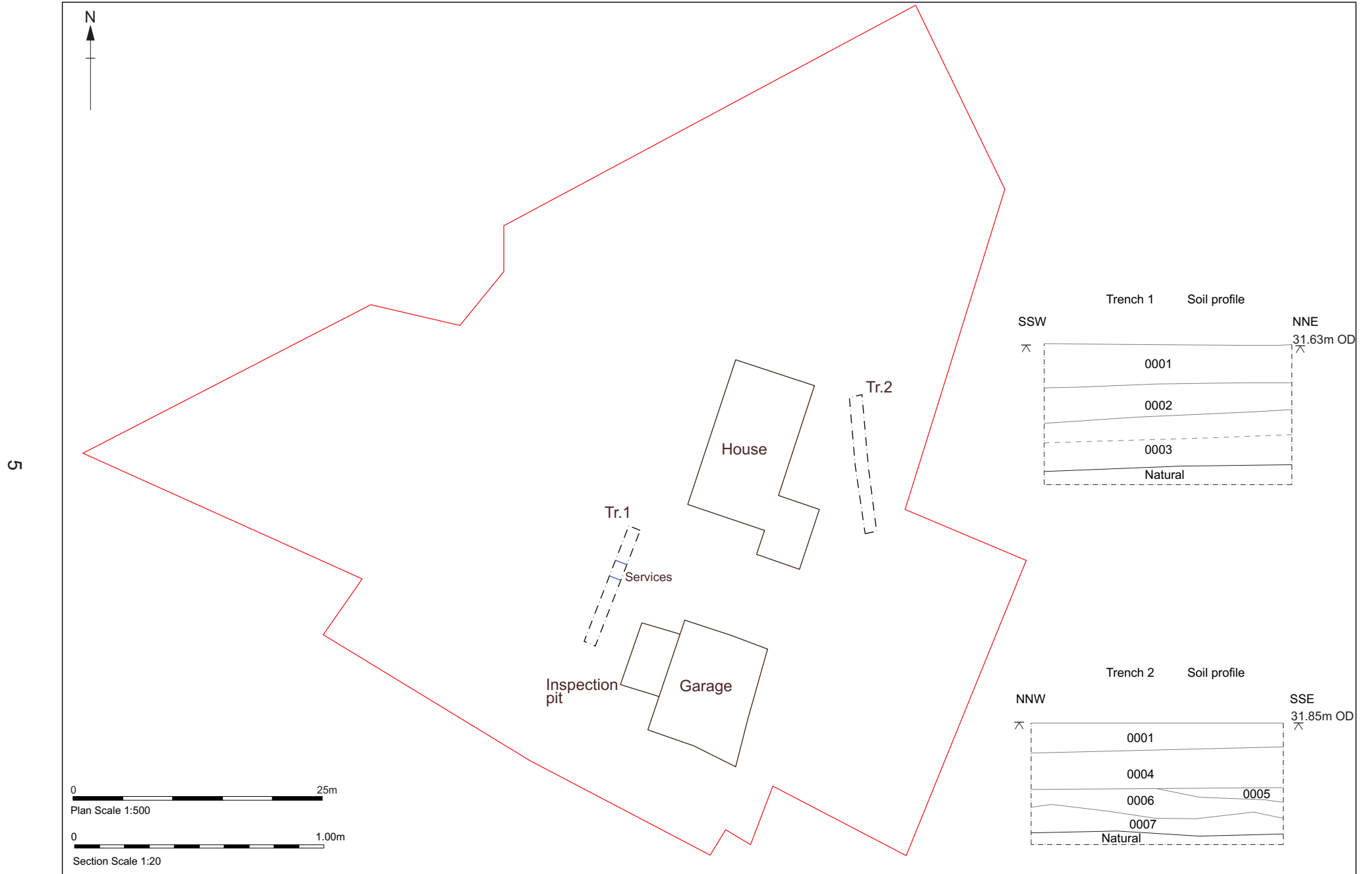


Figure 2. Plan of trenches and soil profiles

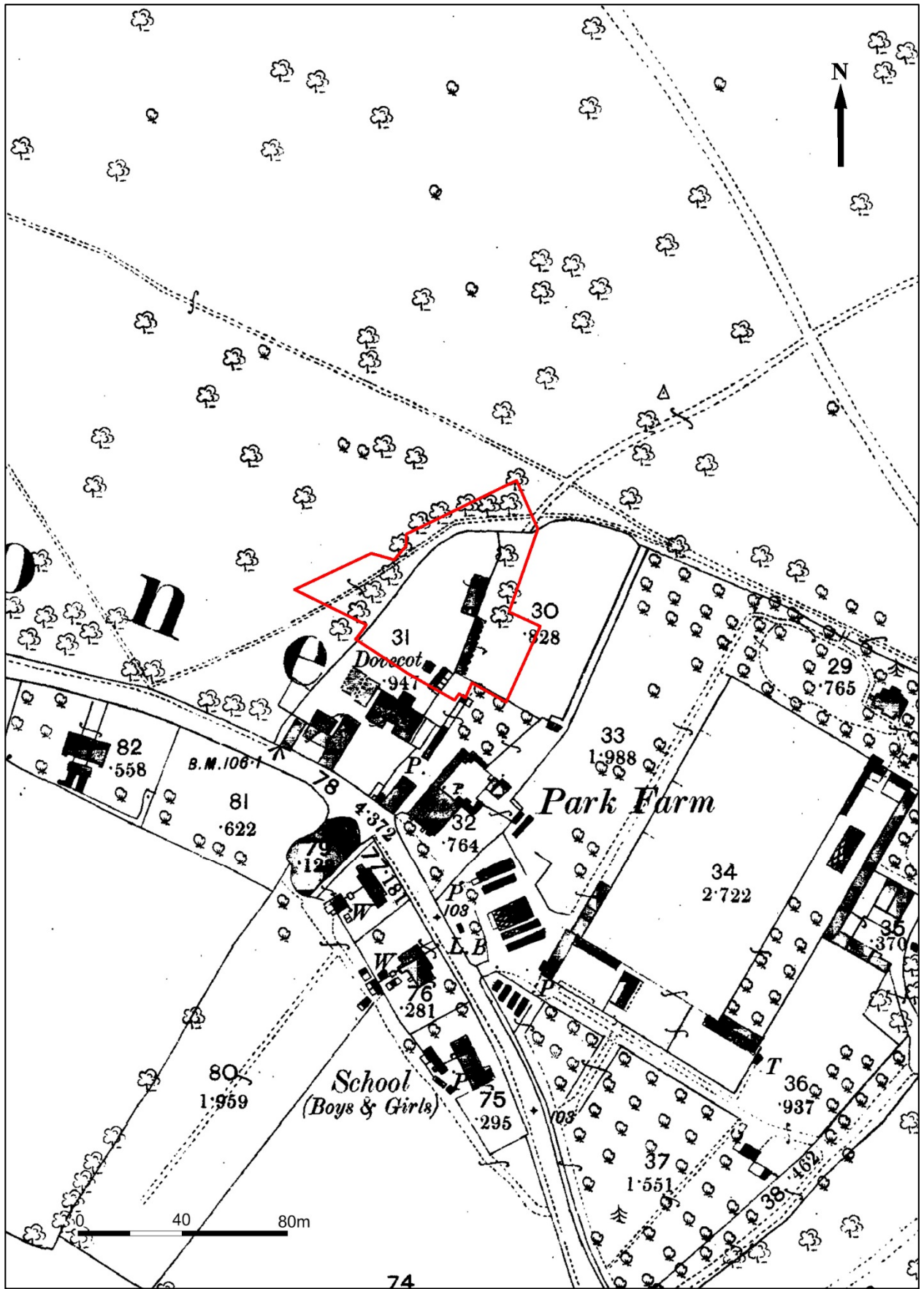


Figure 3. First Edition Ordnance Survey Map, 1882, site outline in red

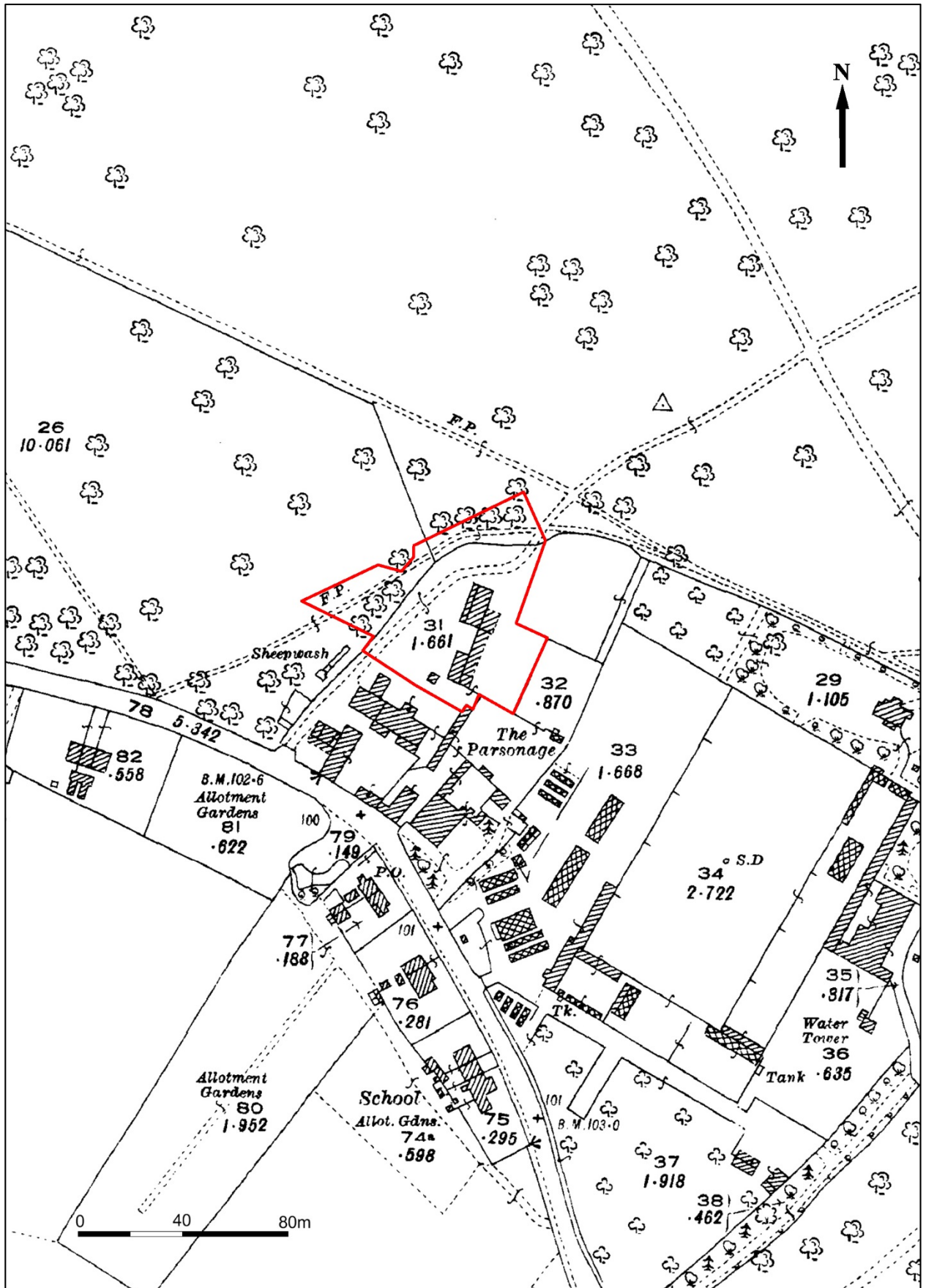


Figure 4. Third Edition Ordnance Survey Map, 1926, site outline in red

Site data has been input onto an MS Access database and recorded using the County HER code WLV 055. An OASIS form has been completed for the project (reference no. suffolka1-246566, Appendix 3) 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 WLV 055.

5. Results

Trench 1 was in the front garden of the house and had to be moved slightly to avoid an extant vehicle inspection pit which is adjoined to an outbuilding to the south of the house. The trench had to be fitted in between a mature tree to the south and a water main to the north; an electricity supply also interrupted the trench approximately 4m from the northern end. It was orientated north northeast south southwest and measured 13m long by 1.2m wide and was up to 0.56m deep (Pl. 1). Excavation of the trench revealed the topsoil (context no.0001, Fig. 4) to be very dark brownish grey sandy silt and to contain occasional amounts of small stones and small fragments of modern ceramic building material (CBM). It was generally 0.15m thick but did vary from 0.1m to 0.2m thick. Below the topsoil was a deposit of pale brownish orange friable sand with moderate amounts of mixed stones up to 0.14m thick (0002, Pl. 2). This layer was present throughout the trench and appeared to have been put down to seal the deposit below and to provide a base for garden topsoil above. It overlaid a deposit similar to the topsoil, very dark brownish grey friable sandy silt, but which contained moderate amounts of small to large CBM fragments, including broken red shallow frogged bricks, and occasional sherds of white china (0003). Centrally through this deposit was a thin seam between 5mm and 10mm thick of very small fragments of coal and coal dust and also small fragments of slag. This deposit had a sharp horizon with the natural strata below; this was firm mid brownish orange sand mottled with dark grey silty sand. No archaeological deposits were identified within this trench.

Trench 2 was located in the garden to the rear of the house and, again, the trench position was defined by a mature tree and the location of underground services. The northern end of the trench also had to be moved slightly away from the house. This trench was north northwest south southeast aligned and measured 14m long by 1.2m wide and was up to 0.48m deep (Pl. 4). The topsoil (0001, Pl. 3) in the rear garden was

thinner than to the front of the house, between 0.1m and 0.15m thick, and here it was over a deposit of mid to dark brownish grey firm sandy silt which contained moderate amounts of small CBM fragments along with occasional larger fragments and broken red bricks (0004). This overlaid a deposit of mid brown silty sand with moderate amounts of small stones which was only present intermittently through the trench and was up to 0.1m thick (0005). This was over a dark deposit of brownish grey sandy silt with frequent small stones and gravel and occasional small fragments of CBM, coal and slag (0006). Below this, and overlying the naturally derived sand, was a deposit of mid brown friable silty sand with occasional small stones and moderate amounts of small CBM fragments and red CBM flecks (0007). No archaeological deposits were encountered within this trench.



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



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



Plate 3. Trench 2, soil profile, 1m scale, looking east northeast



Plate 4. Trench 2, 1m scale, looking south southeast

6. Conclusions and recommendations for further work

The evaluation has shown evidence of the site's recent past land use as auxiliary buildings associated with the Woolverstone Park estate. Prior to their conversion into a domestic residence the buildings were in use as workshops and this, together with the presence of a vehicle inspection pit, would suggest that a certain amount of small scale industrial processes may have taken place on the site, accounting for the coal and slag-like inclusions in the deposits present. It would also suggest that the site has been subject to relatively heavy traffic, particularly to the front of the house where access would be gained from the tracks shown on the historic mapping, with the possibility that this would result in the horizontal truncation of the naturally derived sand. Although it is unclear whether this has been the case, the lack of any obvious plough soil and the sharp horizon between the deposits present and the naturally derived sand would suggest that it is likely. No evidence for any type of yard surface associated with the workshops was uncovered. It is also unclear how deep the foundations for the current buildings are and, therefore, how much of an impact they have had on the archaeological levels, although it can be assumed that it is quite significant. What is certain is that the construction of the vehicle inspection pit will have severely truncated or removed any possible surviving archaeological deposits present there. The demolition of the building shown on the First and Third edition Ordnance Survey maps which joins the current house to the north and the outbuilding to the south would account for the amount of CBM present within the soil deposits, particularly in the garden to the rear of the house. It is also likely that this building, and its subsequent demolition, will have had a significant impact on any possible surviving archaeological deposits. 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 Ellie Cox and the report was edited by Richenda Goffin.

9. Bibliography

BGS, 15th April 2016, Information obtained from http://www.bgs.ac.uk/products/digital_maps/data_625k.html and reproduced with the permission of the British Geological Survey ©NERC. All rights Reserved

Appendix 1. Written Scheme of Investigation (abridged)



Timbers, Cat House Lane, Woolverstone, Suffolk

Written Scheme of Investigation
for
Trenched Evaluation

Date: March 2016

Prepared by: Rhodri Gardner

Issued to: Rachael Abraham (SCCAS Conservation Team)

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Summary Project Details

Site Name	Timbers, Cat House Lane
Site Location/Parish	Woolverstone
Grid Reference	TM 187 385
Access	Off Cat House Lane
Planning Application No	B/13/00119/FUL
HER code	WLV 055
Event No.	ESF 23745
OASIS ref.	Suffolka1-246566
Type:	Trial trench evaluation
Area	Two new dwellings
Project start date	TBC
Fieldwork duration	Up to 1 day (estimated)
Number of personnel on site	Up to 3

Personnel and contact numbers

SACIC Project Manager	Rhodri Gardner	01449 900120
Project Officer (first point of on-site contact)	TBC	TBC
Curatorial Officer	Rachael Abraham	01284 741 232
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	01473 712233

Hire details

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

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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 asked by KLH Architects (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 c. 0.1ha, and is located at NGR TM 187 385 (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 2nd March 2016).
- 1.5 The application site lies just to the south of a complex of undated cropmarks, recorded in the HER as WLW 008. It is thought that this is likely to extend into the proposed development area. The site is therefore considered by the LPA to have sufficient potential to merit an archaeological condition.
- 1.6 The development proposal is for the construction of two new dwellings with associated services. The groundworks involved in the development are liable to damage or destroy 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 start of construction.
- 1.7 Thirty (30) metres of trial trenching to cover the footprints of the proposed new buildings has been specified. Two linear trenches measuring 15m by 1.6m wide will be employed. These will be positioned within the footprints of the new dwellings (shown in Figure 2). 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' (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.

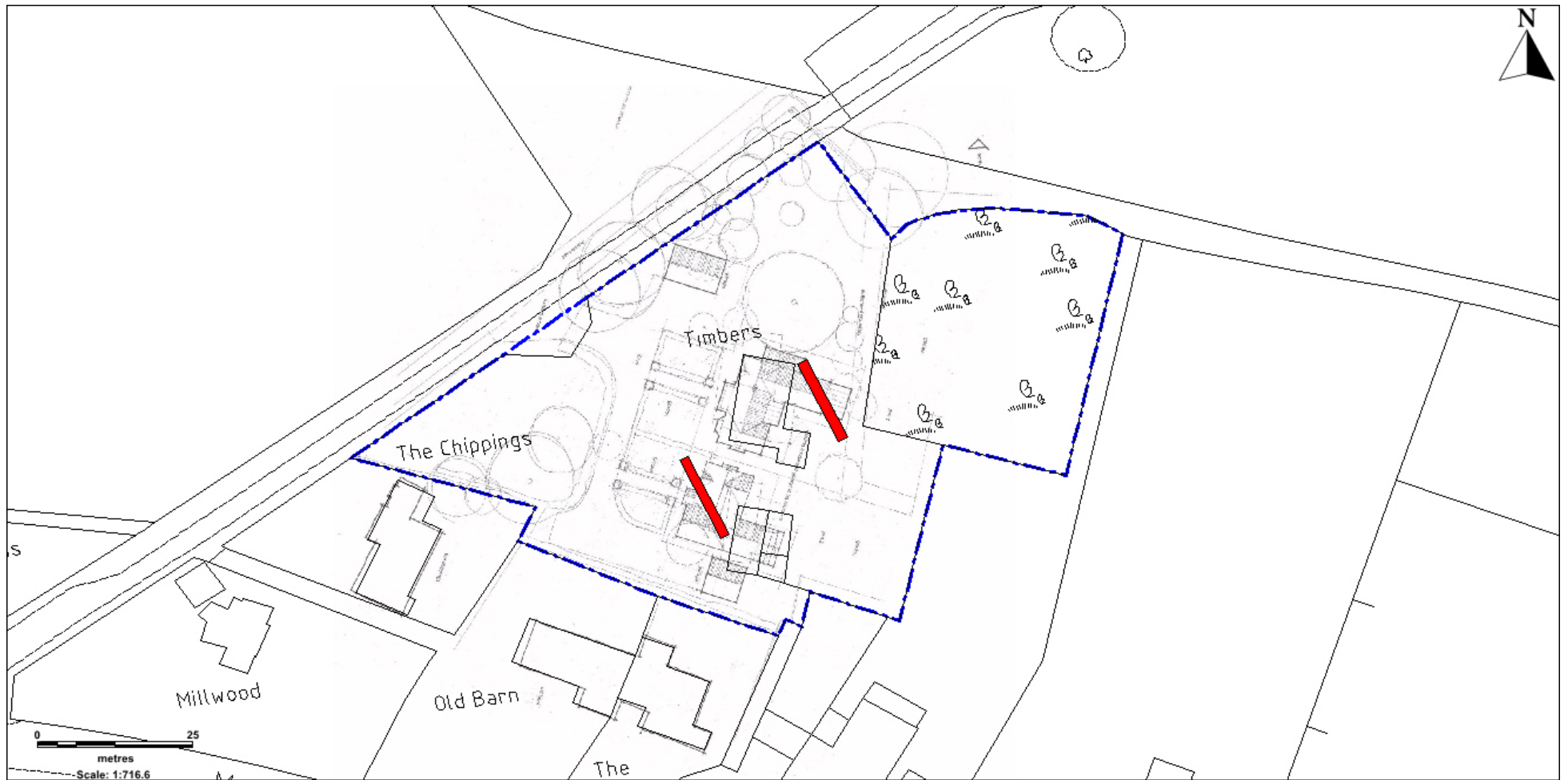
RA4: Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.

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).



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Figure 1. Site Location



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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 two 15m long trenches. 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 the footprints of both new dwellings. 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 WLV 055, and the event number ESF 23745.
- 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 (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.
- 3.20 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

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Appendix 2 Context List

Context No	Feature No	Feature Type	Description/Interpretation	Finds	Overall Date	Env. Sample	Trench
0001		Layer	Very dark brownish grey sandy silt with occasional small stones and occasional small CBM fragments. Topsoil present in both trenches	No		No	1
0002		Layer	Mid brownish orange friable sand with moderate small stones. Possible make up layer to provide base for lawn/garden topsoil.	No		No	1
0003		Layer	Very dark brownish grey sandy silt with occasional small stones and moderate CBM fragments and broken shallow frogged bricks and occasional white china sherds. Thin central seam of coal/coal dust with small slag fragments.	No		No	1
0004		Layer	Mid greyish brown silty sand with moderate small and occasional large cbm fragments and broken bricks.	No		No	2
0005		Layer	Mid brown silty sand with moderate small stones, intermittent through trench.	No		No	2
0006		Layer	Firm dark brownish grey sandy silt with frequent small stones and gravel and occasional cbm fragments and slag lumps.	No		No	2
0007		Layer	Friable mid brown silty sand with occasional small stones and moderate small cbm fragments and flecks.	No		No	2

Appendix 3. Oasis Form

OASIS ID: suffolka1-246566

Project details

Project name	Timbers, Cat House Lane
Short description of the project	Trial trench evaluation in advance of the construction of 2 new dwellings.
Project dates	Start: 14-04-2016 End: 14-04-2016
Previous/future work	No / Not known
Any associated project reference codes	WLV 055 - Sitecode
Type of project	Field evaluation
Site status	None
Current Land use	Residential 1 - General Residential
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 WOOLVERSTONE Timbers, Cat House Lane

Postcode	IP9 1DQ
Study area	0.1 Hectares
Site coordinates	TM 1871 3857 52.001864260597 1.18669181803 52 00 06 N 001 11 12 E Point
Height OD / Depth	Min: 31.6m Max: 31.85m

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	KLH Architects (on behalf of a client)

Project archives

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

Paper Media available "Context sheet","Report","Section","Unpublished Text"

Project bibliography 1

Publication type Grey literature (unpublished document/manuscript)
Title Timbers, Cat House Lane, Woolverstone
Author(s)/Editor(s) Picard, S.
Other bibliographic details 2016/033
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 18 April 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

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