

Hitcham Garage, The Causeway Hitcham, Suffolk

Client:
M & S Contractors (EA) Ltd.

Date:
October 2017

HTC 097
Archaeological Evaluation Report
SACIC Report No. 2017/088
Author: M. Sommers
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Archaeological Evaluation Report

SACIC Report No. 2017/088

Author: Mark Sommers

Editor: Dr Rhodri Gardner

Report Date: October 2017

HER Information

Site Code: HTC 097

Event Number ESF23747

Site Name: Hitcham Garage, The Causeway, Hitcham, Suffolk

Report Number 2017/088

Planning Application No: B/15/00768/FUL

Date of Fieldwork: 13th October 2017

Grid Reference: TL 9862 5166

Oasis Reference: suffolka1-246601

Curatorial Officer: Rachael Abraham

Project Officer: Mark Sommers

Client/Funding Body: M & S Contractors (EA) Ltd.

HER Search invoice no. n/a

Client Reference:

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:

Contents

Summary

1. Introduction	1
2. Geology and topography	1
3. Archaeology and historical background	3
4. Methodology	3
5. Results	5
6. Finds and environmental evidence	6
7. Discussion	6
8. Conclusions	7
9. Archive deposition	7
10. Acknowledgements	7

List of Figures

Figure 1. Location map	2
Figure 2. Trench location	4

List of Plates

Plate 1. General view of Trench 1 (camera facing northeast)	9
Plate 2. Soil profile, southwest end of Trench 1 (camera facing southeast)	9
Plate 3. Soil profile, northeast end of Trench 1 (camera facing southeast)	10
Plate 4. General view of Trench 2 (camera facing northwest)	10
Plate 5. Soil profile, southeast end of Trench 2 (camera facing northeast)	11
Plate 6. Soil profile, northwest end of Trench 2 (camera facing northeast)	11
Plate 7. Soil profile, TP1 (camera facing southeast)	12
Plate 8. Soil profile, TP2 (camera facing southeast)	12
Plate 9. Soil profile, TP3 (camera facing southwest)	12

List of Appendices

Appendix 1. Written Scheme of Investigation	
Appendix 2. OASIS data collection form	

Summary

An archaeological evaluation was carried out on the site of the former Hitcham Garage, The Causeway, Hitcham, Suffolk, in advance of a residential development. Two trenches, totalling 36m in length, were excavated. These revealed a natural subsoil of stiff boulder clay with chalk at a depth of between 0.25m to 0.50m below an overburden of either topsoil or a mix of topsoil, crushed concrete and brick rubble. Other than a single pit, in excess of 14m in length and over 1.4m deep, probably a late post-medieval clay extraction pit that was identified in one of the trenches, no significant archaeological features or artefacts were identified. (Mark Sommers, Suffolk Archaeology Community Interest Company, for M & S Contractors [EA] Ltd.).

1. Introduction

Planning permission has been granted for the residential development of a c.0.1ha area of land that was the site of the former Hitcham Garage, situated off The Causeway, Hitcham, Suffolk (application number B/15/00768/FUL). One of the conditions attached to the planning consent called for an agreed programme of archaeological work to be put in place prior to the development, in accordance with the National Planning Policy Framework (para 141).

The first stage of the programme of work, as specified in a Brief 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 TL 9862 5166. Figure 1 shows a location plan of the site.

The evaluation was carried out on the 13th October 2017 by Suffolk Archaeology Community Interest Company (SACIC) who were commissioned and funded by the developer, M & S Contractors (EA) Ltd.

2. Geology and topography

The site geology consists of superficial deposits of glacial till (boulder clay), part of the Lowestoft Formation, overlying a bedrock geology comprising sands of the Red Crag Formation (British Geological Survey website, 1:50,000 scale maps).

The site lies at a height of c.78m above Ordnance Datum, on the edge of a high plateau that overlooks a gentle valley to the southwest. The valley is drained by an unnamed stream, some 240m to the west, that eventually combines with other streams to form a tributary to the River Brett. The site fronts onto The Causeway to the east and is bounded by private properties on the remaining three sides.

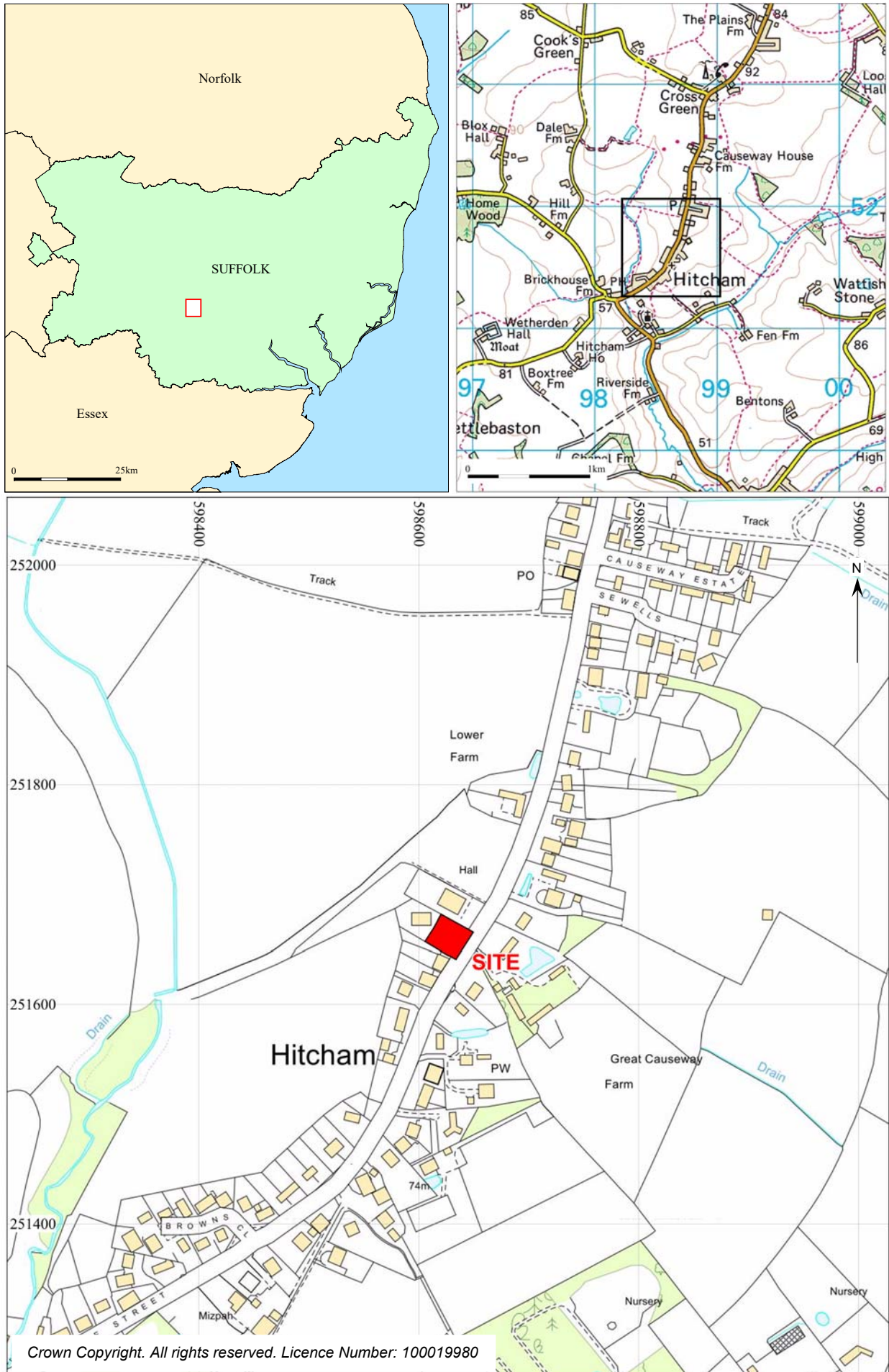


Figure 1. Location map

3. Archaeology and historical background

No archaeological sites or findspots are recorded on the County Historic Environment Record within the site boundary although the site is located within the historic settlement core of Hitcham, on a street fronted by listed medieval and post-medieval buildings.

The parish church of All Saints (HTC 016), lies approximately 600m to the southwest of the development site.

The 1st and 2nd editions of the Ordnance Survey, 1:2500 scale sheets (published in 1885 and 1904), show the development area to be part of a large field that extends along The Causeway as far as Causeway Farm (now named Lower Farm), some 140m to the north.

The development area was formerly the site of Hitcham Garage, a vehicle repair workshop and fuel retailer. It is marked on the 1958, 1:10,000 scale sheet indicating it was established before this date. Prior to the evaluation a series of below-ground fuel tanks had been removed from the eastern corner of the site (see Fig. 2).

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 trench locations were laid out using Global Positioning System (GPS) equipment. Trench 1 was positioned according to the proposed trenching plan (see Fig.2 of the WSI) although Trench 2 moved slightly to avoid a large heap of crushed concrete extant on the site. In order to achieve the required sample area of 54m² (1.8m by 30m), as specified in the Brief, the trenches were extended in length resulting in a sample area of over 57m² (1.6m by 36m).

Independent of the evaluation, three pits for soakaway tests were also excavated. As an aid to the ongoing evaluation of the site, the stratigraphy that these pits revealed was photographically recorded.

The machining of the trenches was closely observed throughout in order to identify any archaeological features and deposits and to recover any artefacts that might be

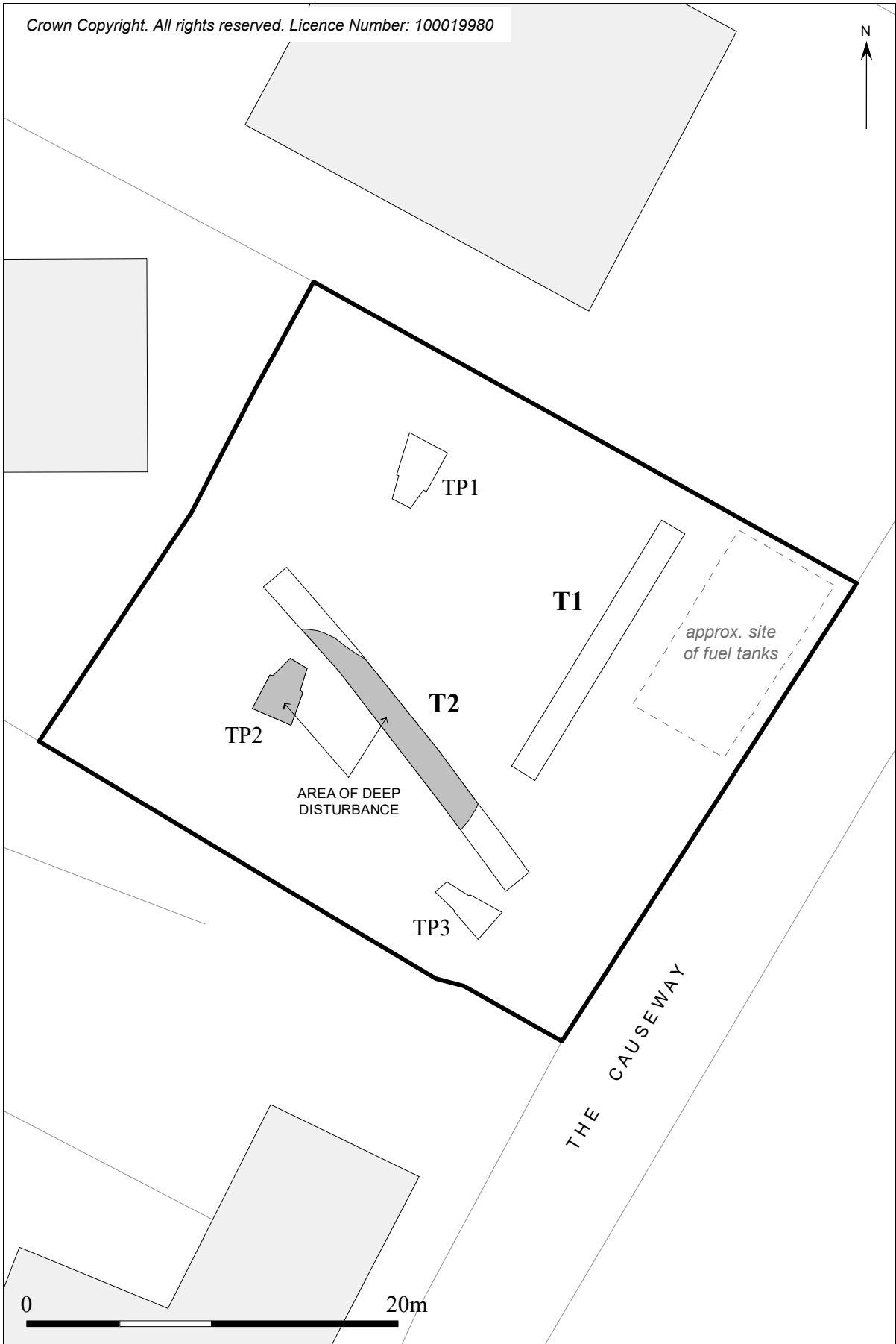


Figure 2. Trench location

revealed. Excavation continued until undisturbed natural deposits were encountered, the exposed surface of which was then examined for cut features. Following excavation of the trenches, the nature of the overburden was recorded and the depths of the natural subsoil noted. The trenches were also resurveyed with the GPS equipment to accurately record existing ground levels and the depths of the natural subsoil.

A photographic record of the work undertaken was also compiled using a 12 megapixel digital camera.

Upon completion of the archaeological recording the trenches were backfilled.

5. Results

Two trenches (T1 and T2), totalling 36m in length, were excavated. Three soakaway test pits were also excavated and recorded (TP1 to TP3). The trench and pit locations are depicted in Figure 2. A description of the trenches is as follows:

Trench 1

A northeast-southwest aligned trench measuring just over 15m in length (Plate 1). At the southwest end of the trench the natural subsoil consisted of a stiff grey clay with occasional small chalk nodules and was located at a depth of c.0.25m beneath an overburden of clayey topsoil and crushed concrete with brick rubble (Plate 2). At the northeast end of the trench the natural subsoil had dipped to a depth of c.0.5m. The overburden comprised of c.0.35m of brown clayey loam below c.0.15m of topsoil (Plate 3). Other than a single small pit, containing modern debris that was clearly related to the site's use as a garage, no features of any period were present.

Trench 2

A roughly northwest-southeast aligned trench measuring 21m in length (Plate 4). At the southeast end the natural subsoil comprised a stiff grey clay with occasional small chalk nodules and was located at a depth of c.0.25m beneath an overburden of clayey topsoil and crushed concrete with brick rubble, as seen in Trench 1 (Plate 5). At the northwest end of the trench the natural subsoil comprised a pale yellow clay with chalk that lay below c.0.35m of brown clayey topsoil (Plate 6).

Located within this trench was a large feature that extended across the width of the trench and measured 13.8m in length (marked as 'area of deep disturbance in Figure 2). The southern edge of this cut was roughly perpendicular to the trench whilst the northern edge was aligned approximately northwest-southeast. The fill comprised a grey sandy silt with frequent chalk and charcoal flecks and occasional fragments of soft red brick and pieces of red roof tile. This feature was also present within one of the soakaway test pits (TP2; Plate 8) which revealed it to be in excess of 1.5m in depth. The southwest edge of the feature was roughly coincidental with the back edge of the test pit indicating a width of at least 6.5m.

Other than the large feature present in Trench 2 and seen in TP 2, no other archaeological features were identified in the soakaway test pits. Each revealed a thin topsoil directly over a natural subsoil of grey clay with chalk (Plates 7, 8 and 9).

6. Finds and environmental evidence

No artefacts were recovered and no environmental samples were taken.

7. Discussion

No significant archaeological features or deposits were noted within the evaluation trenches or the three soakaway test pits. Towards the road frontage there was evidence that the natural subsoil had been previously truncated. It is known that the front half of the site, i.e. that which fronted the road, was sealed beneath a concrete slab that was associated with the garage and it was probably the initial installation of this slab that led to this disturbance. Even though some truncation is evident this is unlikely to have caused the complete destruction of all archaeological remains had they been present.

To the rear of the site there appeared to be little disturbance to the underlying subsoil but no significant features were identified.

The feature recorded in Trench 2 and the adjacent test pit appears to be a large pit. It clearly predated the garage and the material noted in its fill would suggest a late post-medieval date for its infilling. It may have originally been dug for clay extraction but it is likely to have filled with water to form a pond. No such feature is marked in this location

on the either the 1st or 2nd edition Ordnance Survey maps although many ponds are recorded in the local area, including one c.50m to the north.

8. Conclusions

The results of the evaluation suggest that no significant heritage assets are under threat from the proposed development.

9. Archive deposition

Paper, digital and photographic archive will be sent to the County HER, ref. HTC 097. The project has also been entered onto OASIS, the online archaeological database, ref. suffolka1-246601. For a copy of the entry see Appendix 2.

10. Acknowledgements

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

Plates

Scales are either 1m divided into 0.5m sections or 0.1m



Plate 1. General view of Trench 1 (camera facing northeast)



Plate 2. Soil profile, southwest end of Trench 1 (camera facing southeast)



Plate 3. Soil profile, northeast end of Trench 1 (camera facing southeast)



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



Plate 5. Soil profile, southeast end of Trench 2 (camera facing northeast)



Plate 6. Soil profile, northwest end of Trench 2 (camera facing northeast)



Plate 7. Soil profile, TP1 (camera facing southeast)



Plate 8. Soil profile, TP2 (camera facing southeast)



Plate 9. Soil profile, TP3 (camera facing southwest)

Appendix 1. Written Scheme of Investigation



Hitcham Garage, The Causeway, Hitcham 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	Hitcham Garage, The Causeway
Site Location/Parish	Hitcham
Grid Reference	TL 986 516
Access	Off The Causeway
Planning Application No	B/15/00768/FUL
HER code	HTC 097
Event No.	ESF 23747
OASIS ref.	Suffolka1-246601
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	West Suffolk Hospital, Hardwick Lane, Bury St Edmunds, IP33 2QZ	01284 713000

Hire details

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

Contents

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

Figures

1. Site location
2. Trench layout

1. Background

- 1.1 Suffolk Archaeology have been asked by asked by SJB Designs (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 TL 986 516 (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 29th October 2015).
- 1.5 The application site lies within the historic core of Hitcham, recorded as an area of archaeological interest in the County Historic Environment Record (HER). 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 long will be employed. These will be positioned within the footprints of the proposed 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.

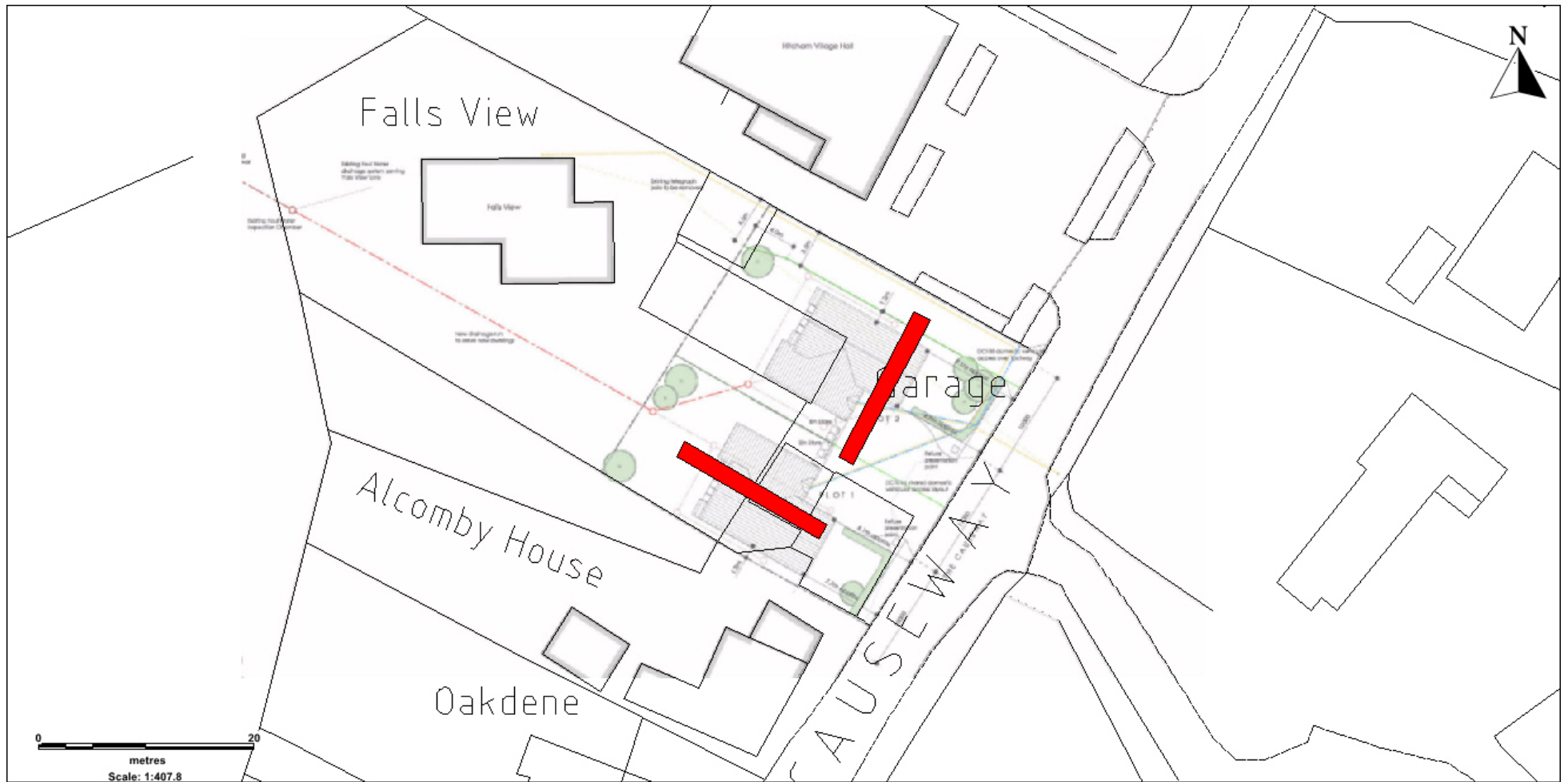
RA4: Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.

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), with overlay of proposed development

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. They are being positioned to sample the footprints of both new dwellings. The location of the trenches are 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 HTC 097, and the event number ESF 23747.
- 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.

Appendix 2. OASIS data collection form

OASIS ID: suffolka1-246601

Project details

Project name	Hitcham Garage, The Causeway, Hitcham
Short description of the project	Trial trench evaluation in advance of the construction of two new dwellings on the site of a former garage revealed a single large pit, probably for clay extraction, late post-medieval in date.
Project dates	Start: 13-10-2017 End: 19-10-2017
Previous/future work	No / Not known
Any associated project reference codes	HTC 097 - Sitecode ESF 23747 - HER event no. B/15/00768/FUL - Planning Application No.
Type of project	Field evaluation
Current Land use	Vacant Land 3 - Despoiled land (contaminated derelict and ?brownfield? sites)
Monument type	PIT Post Medieval
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 HITCHAM Hitcham Garage, The Causeway
Study area	0.1 Hectares
Site coordinates	TL 9862 5166 52.127004011334 0.902012844228 52 07 37 N 000 54 07 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	Developer

Project archives

Physical Archive Exists?	No
Digital Archive recipient	Suffolk HER
Digital Archive ID	HTC 097
Digital Contents	"other"
Digital Media available	"GIS","Images raster / digital photography","Text"
Paper Archive recipient	Suffolk HER
Paper Archive ID	HTC 097
Paper Contents	"other"
Paper Media available	"Correspondence","Report"

Project bibliography

Publication type	Grey literature (unpublished document/manuscript)
Title	Archaeological Evaluation Report: Hitcham Garage, The Causeway, Hitcham, Suffolk
Author(s)/Editor(s)	Sommers, M.
Other bibliographic details	SACIC 2017/088
Date	2017
Issuer or publisher	SACIC
Place of issue or publication	Needham Market
Description	printed sheets of A4 paper with card covers
Entered by	MS (mark.sommers@suffolkarchaeology.co.uk)
Entered on	19 October 2017

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