



Land at Hoggard's Green Stanningfield, Suffolk

Client:

Hollins Architects and Surveyors

Date:

June 2016

SNN 033
Archaeological Evaluation Report v0.2
SACIC Report No. 2016/050
Author: Rob Brooks
© SACIC



Land at Hoggard's Green, Stanningfield SNN 033

Archaeological Evaluation Report v0.2

SACIC Report No. 2016/050

Author: Rob Brooks

Illustrator: Rob Brooks

Editor: Richenda Goffin

Report Date: June/2016

HER Information

Site Code/Event Number: SNN 033/ESF 24164

Site Name: Land at Hoggard's Green

Report Number 2016/050

Planning Application No: DC/16/0157/FUL

Date of Fieldwork: 30th June, 2016

Grid Reference: TL 88330 56526

Oasis Reference: suffolka1-255241

Curatorial Officer: James Rolfe

Project Officer: Rob Brooks

Client/Funding Body: Hollins Architects and Surveyors

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. 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: Rob Brooks

Date: 30/06/2016

Approved by: Dr Rhodri Gardner

Position: Managing Director

Date: 30/06/2016

Signed:

Contents

Summary

Drawing Conventions

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

List of Figures

Figure 1. Location of the site	3
Figure 2. Trench plan	4

List of Plates

Plate 1. Trench 1 after excavation	6
Plate 2. Soil profile	7

List of Appendices











Appendix 1. Abridged written scheme of investigation	
Appendix 2. OASIS form	

Summary












One evaluation trench was excavated in an area adjacent Hoggard's Green, prior to its redevelopment into a house, in the parish of Stanningfield, in Suffolk. The site had most recently been used for allotments and sheds. No archaeological features or finds were recorded. The soil profile overlying the natural was shallow. A layer below the topsoil suggested that the site might have been partially disturbed at some point, perhaps relating to the houses that are known to have occupied the property in the 19th century (and possibly earlier).

Drawing Conventions

Plans

- Limit of Excavation 
- Features 
- Break of Slope 
- Features - Conjectured 
- Natural Features 
- Sondages/Machine Strip 
- Intrusion/Truncation 
- Illustrated Section  S.14
- Cut Number 
- Archaeological Features 

Sections

- Limit of Excavation 
- Cut 
- Modern Cut 
- Cut - Conjectured 
- Deposit Horizon 
- Deposit Horizon - Conjectured 
- Intrusion/Truncation 
- Top of Natural 
- Top Surface 
- Break in Section 
- Cut Number 
- Deposit Number 0007
- Ordnance Datum $\frac{18.45m OD}{\wedge}$

1. Introduction

An archaeological evaluation was carried out prior to the construction of a new house on land immediately west of Hoggard's Green, in the parish of Stanningfield, Suffolk (Fig. 1). The work was carried out to a Brief issued by James Rolfe (2016) of Suffolk County Council Archaeological Service Conservation Team (SCCAS/CT) and to a Written Scheme of Investigation (WSI) by John Craven (Suffolk Archaeology CIC – Appendix 1) as a condition of planning application DC/16/0157/FUL. The work was commissioned and funded by Hollins Architects and Surveyors, and was carried out on the 30th June, 2016. The trench was located within an area of unmanaged grassland, at grid reference TL 88330 56526.

2. Geology and topography

The geology of the area is recorded as deposits of Lowestoft Formation diamicton of silts, sands, gravel and clay, overlying bedrock formations of Lewes Nodular Chalk, Seaford Chalk, Newhaven Chalk and Culver Chalk. Immediately north-west of the site superficial deposits of Lowestoft Formation sand and gravel are present, again overlying the bedrock chalk formations (BGS, 2016). On site the geology presented itself as mid greyish-orange silty-clay, of relatively loose compaction.

The site is positioned on a relatively high point in the landscape, near the 90m contour (although the site itself is closer to 87m). The topography rises to over 110m over a gradual 1.8km slope to the south-west, whilst it gently falls away towards the 80m contour in all other directions.

3. Archaeology and historical background

The site lies within a historic part of the village, immediately west of the medieval Hoggard's Green (SNN 012 – Fig. 1), where Chapel Road, Church Road and Bury Road meet. This is likely to have been a focus of settlement, alongside the village centre of Stanningfield itself where the church is situated, approximately 600m west of the site, with a Methodist chapel 520m to the east. According to the Suffolk Historic Environment Record (SHER), little in the way of archaeological intervention has taken place in the area previously, with an evaluation located c.145m to the south-east recording one post-medieval ditch (SNN 020). A Roman finds scatter (SNN 015) is recorded 320m to the south-west, with medieval and Early Bronze Age finds spots recorded in the fields immediately west of the site (SNN 017 and Misc.). The village is listed in the Domesday Book as having a population of 24 households, which is described as 'quite large' (Powell-Smith, 2016)

Surrounding the green, a series of four listed buildings are recorded. An open hall style house (Grade II listed, 15th century, reference 1229765), along with two further timber framed houses (both Grade II listed, 18th century, references 1229516 and 1278926) are located just to the south-east of Hoggard's Green. A further timber framed cottage (Grade II listed, 18th century, reference 1230023) is recorded 105m to the north-east.

A full listing of the SHER records, building listings and landscape characterisation zones are included within the digital archive of the site.

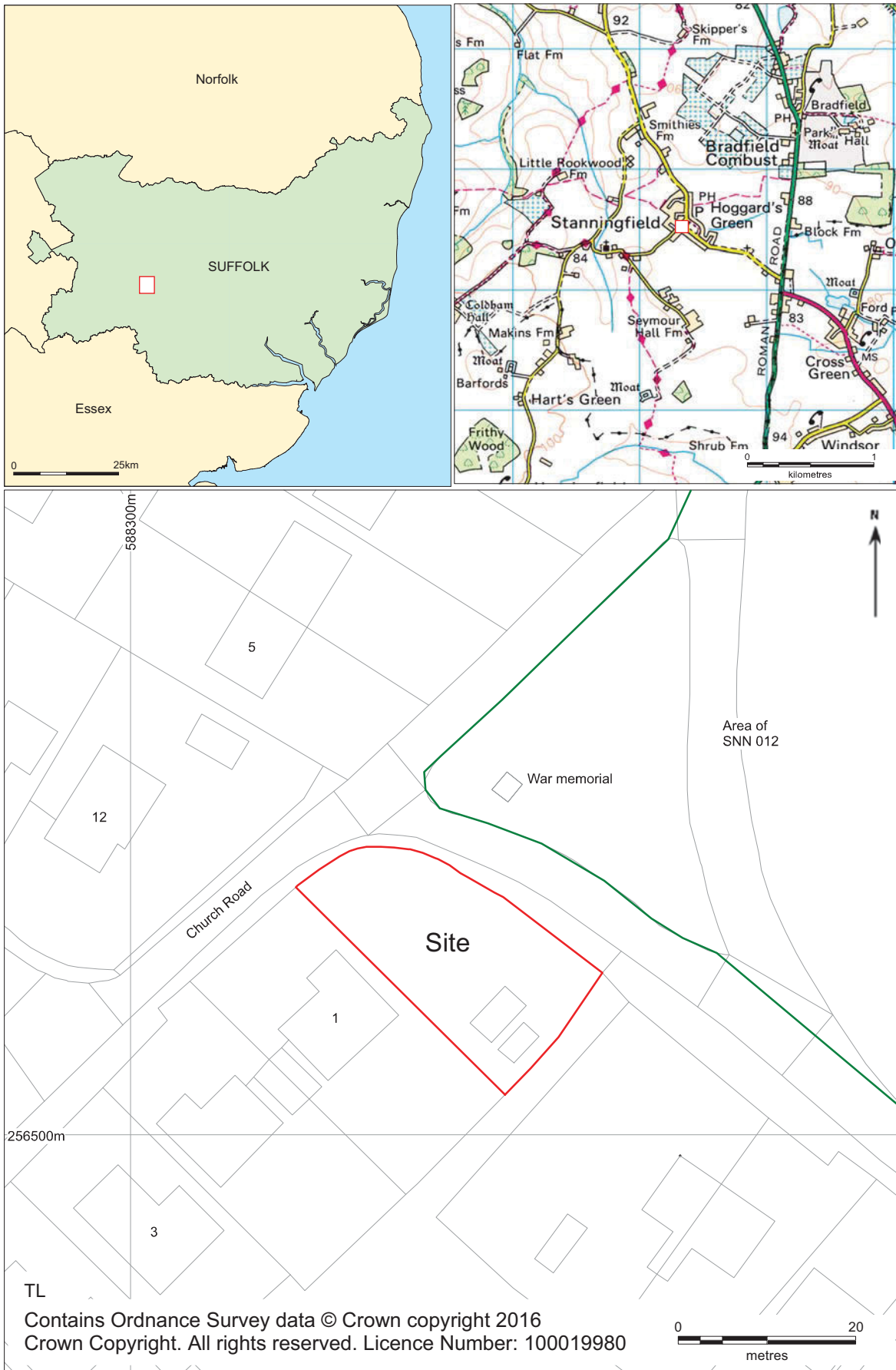
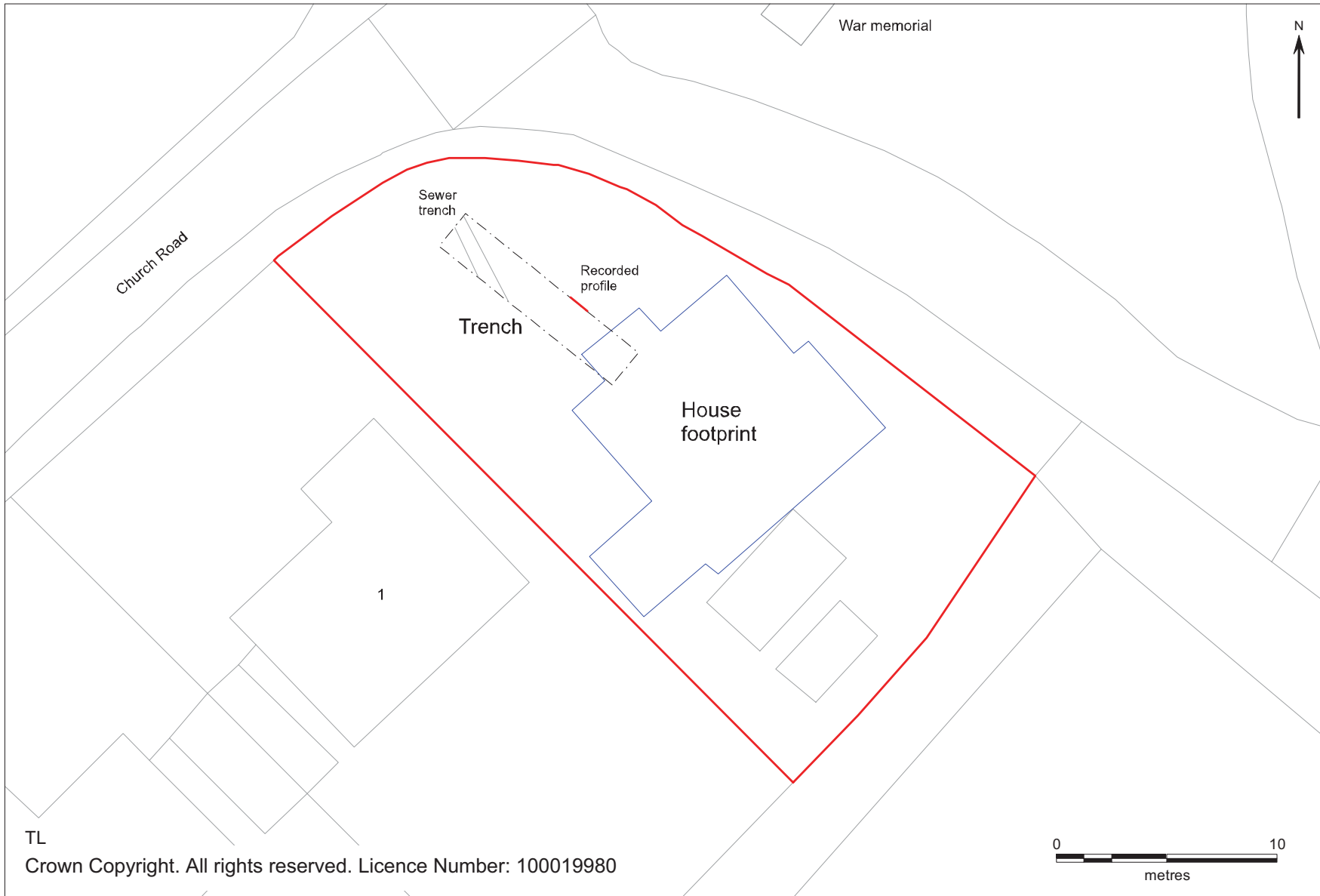


Figure 1. Location of the site



4

Figure 2. Site plan

4. Methodology

The trench was excavated using a machine equipped with a toothless bucket, with the turf being removed first. All of the mechanical excavation was constantly monitored and directed by an experienced archaeologist. Topsoil and a sporadic layer of later post-medieval soil were removed, exposing the superficial geological layers of the site. The trench was repositioned from the original location suggested in the WSI in agreement with James Rolfe (SCCAS/CT). The trench measured 1.9m x 10m x up to 0.5m deep.

When the trench excavation was finished the soil profile was cleaned and then recorded via photography and measured sketches. No features were uncovered, although in places, amorphous shallow instances of a layer were observed immediately below the topsoil. Colour digital photographs were taken of the trench, its soil profile and the site in general. The site was planned from known Ordnance Survey points. A record of the trench was made on an SACIC *pro forma* trench sheet. No environmental samples were taken and no finds were recovered.

Site data has been input onto an MS Access database and recorded using the County HER code SNN 033. An OASIS form has been completed for the project (reference no. suffolka1-255241 – Appendix 2) and a digital copy of the report submitted for inclusion on the Archaeology Data Service database (<http://ads.ahds.ac.uk/catalogue/library/greylit>). The archive is currently located at SACIC's office in Needham Market, but will be transferred to the main store of Suffolk County Council Archaeological Service at Bury St Edmunds, upon approval of the report.

5. Results

No archaeological cut features or finds were recorded during the evaluation works (Pls. 1 and 2). A dark brown topsoil layer (0.18m-0.24m thick) was recorded, containing occasional sherds of transfer printed blue and white pottery. This overlaid a very sporadic deposit of material that was up to 0.18m thick. This tended to be concentrated in lenses and thicker deposits towards the north-west edge of the trench, towards Church Road, and was made up of mid brownish-grey loose to cohesive silty-clay. It contained common inclusions of chalk, ceramic building material flecks and very pale cream/yellow mortar flecks, along with occasional charcoal and coke-like fragments, but

no finds. There were also loose lenses of grey mortar (possibly degraded concrete) within it. In some places, fragments of evenly-fired thick unfrosted brick fragments were recorded (none were collected) within the topsoil and its horizon with the lower grey deposit. These were interpreted as post-medieval (the thickness suggesting c.18th century) and most likely derived from the demolition of the houses known to have been on the site from at least the 19th century. A sewer main was located in the north-west end of the trench.



Plate 1. Trench after excavation (facing north-west, 2m scale)



Plate 2. Soil profile (facing north-east, 1m scale)

6. Discussion

Despite the position of the site close to the medieval green, a 15th century hall and 18th century houses, the evaluation did not record any archaeological feature cuts or finds, or even direct evidence for the post-medieval houses known to have occupied the site. The geological levels did not appear to have been disturbed and the absence of any domestic waste finds (e.g. animal bone, pottery sherds, etc.) would tend to indicate that the site is unlikely to have preserved archaeological deposits in the remainder of the development area. Of some interest was the grey layer, which appeared to contain some evidence of occupation (such as charcoal), but predominantly building demolition material. This is likely to relate to the houses that formerly stood on the site, fronting onto Church Road.

7. Conclusions and recommendations for further work

No archaeological cut features or finds have been recorded during the evaluation and it is likely that no further archaeological works are required on the site, although the final decision rests with SCCAS Conservation Team.

8. Archive deposition

The paper and digital archives are currently held at SACIC's Needham Market office, but will be deposited within the SCCAS main archive upon approval of the report.

9. Acknowledgements

The fieldwork was carried out and directed by Rob Brooks. Project management was undertaken by Rhodri Gardner who also provided advice during the production of the report. Post-excavation management was provided by Richenda Goffin. The report illustrations were created by Rob Brooks and the report was edited by Richenda Goffin.

10. Bibliography

Rolfe, J., 2016, *Brief for a Trenched Archaeological Evaluation At Hoggard's Green, Stanningfield, Suffolk*, grey literature issued by Suffolk County Council Archaeological Service Conservation Team, dated 10 May 2016

BGS, 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

Powell-Smith, A., 17th February 2015, *Open Domesday*, available at: <http://domesdaymap.co.uk/>

Appendix 1. Abridged written scheme of investigation



Land at Hoggards Green

Stanningfield, Suffolk

Client:

Hollins Architects & Surveyors

Date:

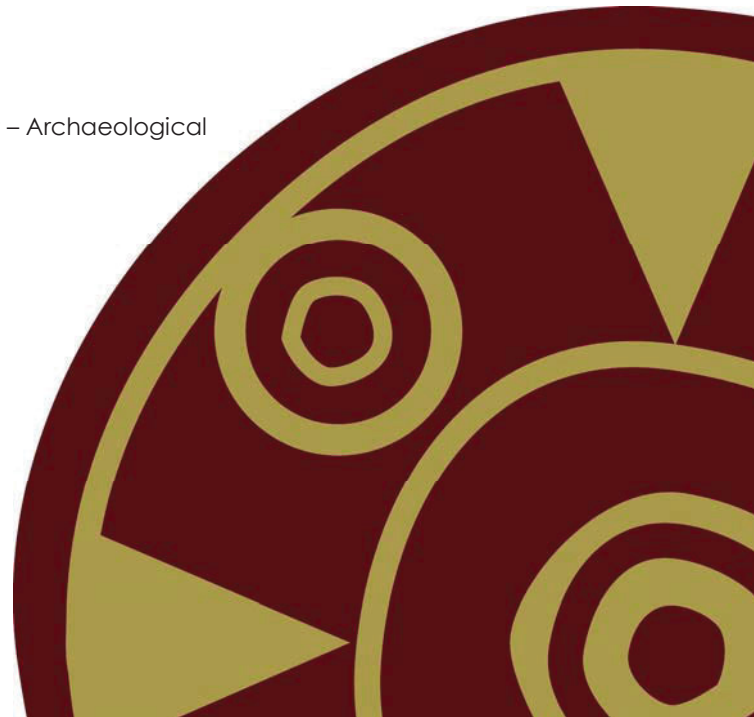
June 2016

SNN 033 / ESF 24164

Written Scheme of Investigation and Risk Assessment – Archaeological
Evaluation

Author: John Craven

© SACIC



Contents

1. Introduction	1
2. Archaeological and historical background	1
3. Project Objectives	2
4. Archaeological method statement	2
6. Project Staffing	6

List of Figures

Figure 1. Location map	1
Figure 2. Proposed trench plan	2

Project details

Planning Application No:	DC/16/0157/FUL
Curatorial Officer:	James Rolfe, SCC Archaeological Service
Grid Reference:	TL 8833 5652
Area:	c.460sqm
HER Event No/Site Code:	SNN 033 / ESF 24164
Oasis Reference:	255241
Project Start date	TBC – June 2016
Project Duration:	c.1 day
Client/Funding Body:	Hollins Architects
SACIC Project Manager	Rhodri Gardner
SACIC Project Officer:	TBC
SACIC Job Code:	SNNHOG001

1. Introduction

- A program of archaeological evaluation is required to assess the site of residential development at Hoggards Green, Stanningfield (Fig. 1) for heritage assets, by a condition on planning application DC/16/0157/FUL, in accordance with paragraph 141 of the National Planning Policy Framework.
- The work required is detailed in a Brief (dated 10/05/2016), produced by the archaeological adviser to the Local Planning Authority (LPA), James Rolfe of Suffolk County Council Archaeological Service (SCCAS).
- Suffolk Archaeology (SACIC) has been contracted to carry out the project. This document details how the requirements of the Brief and general SCCAS guidelines (SCCAS 2011) will be met, and has been submitted to SCCAS for approval on behalf of the LPA. It provides the basis for measurable standards and will be adhered to in full, unless otherwise agreed with SCCAS.
- The site consists of an open plot of c.460sqm on the south side of the junction of Church Road and Chapel Road, adjacent to a row of modern bungalows and overlooking Hoggard's Green.
- The proposed development of a single residential property will involve significant ground disturbance and this could have a detrimental impact upon any archaeological deposits that exist.

2. Archaeological and historical background

- The Brief states that the condition has been placed as 'the site lies in an area of archaeological importance recorded in the County Historic Environment Record, on the edge of a medieval green. There is high potential for encountering medieval occupation deposits at this location.'
- The 1st and 2nd Edition Ordnance Surveys show a block of two or three properties on the north-west end of the site, on the Church Road frontage.
-
-
- Figure 1. Location map (**REMOVED**)

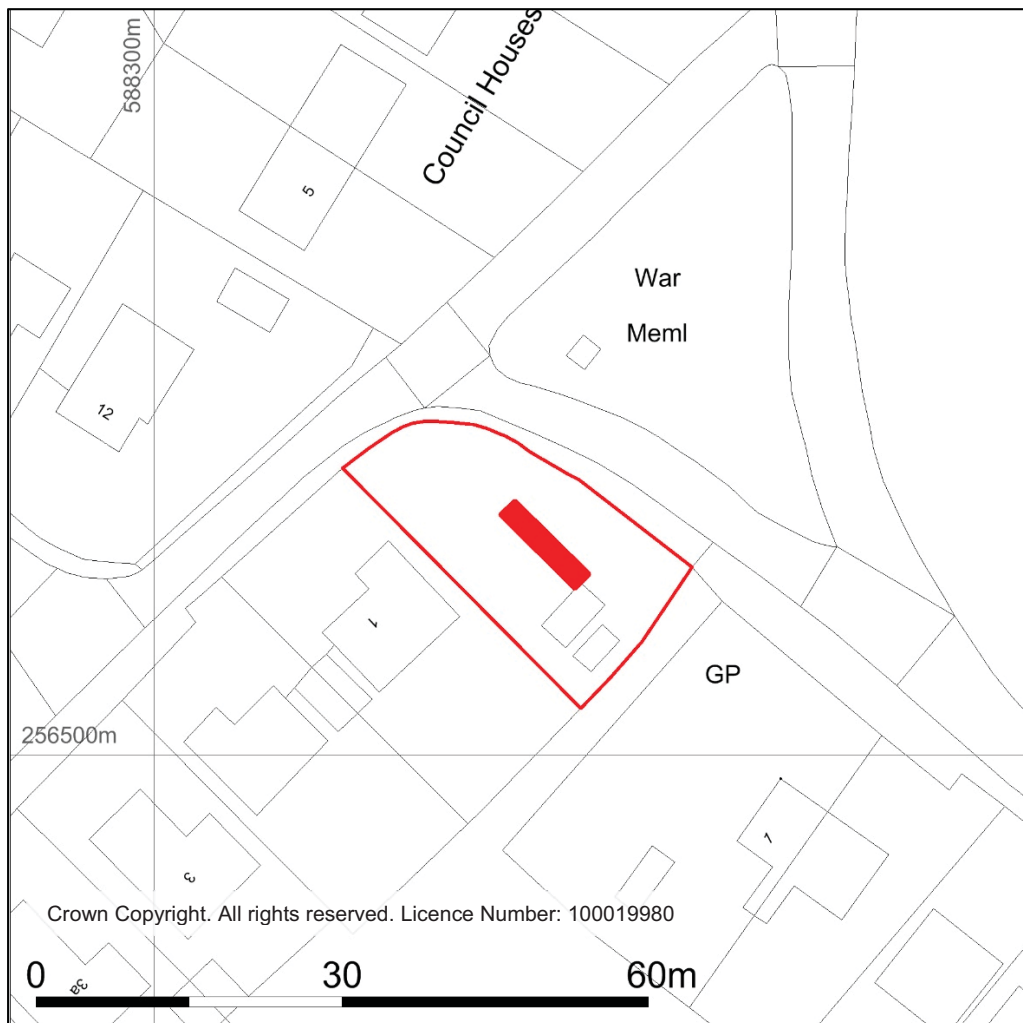


Figure 2. Proposed trench plan

3. Project Objectives

- The aim of the evaluation is to accurately quantify the quality and extent of the sites archaeological resource so that an assessment of the developments impact upon heritage assets can be made.
- The evaluation will:
 - Establish whether any archaeological deposits exist in the application area, with particular regard to any which are of sufficient importance to merit preservation *in situ*.
 - Identify the date, approximate form and function of any archaeological deposits within the application area.
 - Establish the extent, depth and quality of preservation of any archaeological deposits within the application area.
 - Evaluate the likely impact of past land uses and whether masking alluvial or colluvial deposits are present.
 - Establish the potential for the survival of environmental evidence.
 - Assess the potential of the site to address research aims defined in the Regional Research Framework for the Eastern Counties (Brown and Glazebrook 2000, Medlycott 2011).
 - Provide sufficient information for SCCAS to construct an archaeological conservation strategy dealing with preservation or the further recording of archaeological deposits.
 - Provide sufficient information for the client to establish time and cost implications for the development regarding the application areas heritage assets

4. Archaeological method statement

4.1. Management

- The project will be managed by SACIC Manager Rhodri Gardner in accordance with the following local, regional and national standards and guidance:
 - *Management of Research in the Historic Environment* (MoRPHE, Historic England 2015).
 - *Standards for Field Archaeology in the East of England* (EAA Occasional Papers 14).

- *Standard and Guidance for archaeological field evaluation* (Chartered Institute For Archaeologists, 2014).
 - *Requirements for Trenched Archaeological Evaluation* (SCCAS, 2011).
- SCCAS will be given five days notice of the commencement of the fieldwork and arrangements made for SCCAS visits to enable the works to be monitored effectively.
- Full details of project staff, including sub-contractors and specialists are given in section 6 below.

4.2. Project preparation

- An event number and site code has been obtained from the Suffolk HER Officer and will be included on all future project documentation.
- An OASIS online record has been initiated and key fields in details, location and creator forms have been completed.
- An HER search has been requested from the Suffolk HER Officer and will be used to inform fieldwork and the subsequent report. The reference number will be included in the report.
- A pre-site inspection and Risk Assessment for the project has been completed.

4.3. Fieldwork

- Fieldwork standards will be guided by 'Standards for Field Archaeology in the East of England', EAA Occasional Papers 14, and the Chartered Institute For Archaeology's (CIFA) paper 'Standard and Guidance for archaeological field evaluation', 2014.
- The archaeological fieldwork will be carried out by members of SACIC led by a Project Officer. The fieldwork team will be drawn from a pool of suitable staff at SACIC and will include an experienced metal detectorist/excavator.
- The project Brief requires the application area to be evaluated through the placement of a 10m trench across the proposed building footprint, and a proposed trench plan is included above (Fig. 2). If necessary minor modifications to the trench plan may be made onsite to respect any previously unknown buried services, areas of disturbance/contamination or other obstacles.
- The trench location will be marked out using an RTK GPS system.
- The trenches will be excavated using a machine equipped with a back-acting arm and toothless ditching bucket (measuring at least 1.6m wide), under the supervision of an archaeologist. This will involve the removal of an estimated 0.3m-0.5m of topsoil and subsoils until the first visible archaeological surface or subsoil surface is reached.
- Spoilheaps will be created adjacent to each trench and topsoil and subsoil will be kept separate if required. Spoilheaps will be examined and metal-detected for archaeological material.
- The trench sides, base and archaeological surfaces will be cleaned by hand as necessary to identify archaeological deposits and artefacts and allow decisions to be made on the method of further investigation by the Project Officer. Further use of the machine, i.e. to investigate thick sequences of deposits by excavation of test pits etc, may be undertaken as necessary after consultation with SCCAS.
- There will be a presumption that a minimum of disturbance will be caused whilst achieving adequate evaluation of the site, i.e. establishing the period, depth and nature of archaeological deposits. Typically 50% of discrete features such as pits and 1m slots across linear features will be sampled by hand excavation, although in some instances 100% may be removed, with the aim of establishing date and function. All identified features will be investigated by excavation unless otherwise agreed with SCCAS. Significant archaeological features such as solid or bonded structural remains, building slots or postholes will be preserved intact if possible.
- Sieving of deposits using a 10mm mesh will be undertaken if they clearly appear to be occupation deposits or structurally related. Other deposits may be sieved at the judgement of the excavation team or if directed by SCCAS.
- Any fabricated surface (floors, yards etc) will be fully exposed and cleaned.
- Metal detector searches will take place throughout the excavation by an experienced SACIC metal-detectorist.
- The depth and nature of colluvial or other masking deposits across the site will be recorded.
- An overall site plan showing trench locations, feature positions, sections and levels will be made using an RTK GPS or Total Station Theodolite. Individual detailed trench or feature plans etc will be recorded by hand at 1:10, 1:20 or 1:50 as appropriate to complexity. All excavated sections will be recorded at a scale of 1:10 or 1:20, also as appropriate to complexity. All such drawings will be in pencil on A3 pro forma gridded permatrace sheets. All levels will refer to Ordnance Datum. Section and plan drawing registers will be maintained.
- All trenches, archaeological features and deposits will be recorded using standard pro forma SACIC registers and recording sheets and numbering systems. Record keeping will be consistent with the requirements of the Suffolk HER and will be compatible with its archive.

- A photographic record, consisting of high resolution digital images, will be made throughout the evaluation. A number board displaying site code and, if appropriate, context number and a metric scale will be clearly visible in all photographs. A photographic register will be maintained.
- All pre-modern finds will be kept and no discard policy will be considered until all the finds have been processed and assessed. Finds on site will be treated following appropriate guidelines (Watkinson & Neal 2001) and a conservator will be available for on-site consultation as required.
- All finds will be brought back to the SACIC finds department at the end of each day for processing, quantifying, packing and, where necessary, preliminary conservation. Finds will be processed and receive an initial assessment during the fieldwork phase and this information will be fed back to site to inform the on-site evaluation methodology.
- Environmental sampling of archaeological contexts will, where possible, be carried out to assess the site for palaeoenvironmental remains and will follow appropriate guidance (Campbell *et al* 2011). In order to obtain palaeoenvironmental evidence, bulk soil samples (of at least 40 litres each, or 100% of the context) will be taken using a combination of judgement and systematic sampling from selected archaeological features or natural environmental deposits, particularly those which are both datable and interpretable. All environmental samples will be retained until an appropriate specialist has assessed their potential for palaeoenvironmental remains. Decisions will be made on the need for further analysis following these assessments.
- If necessary, for example if waterlogged peat deposits are encountered, then advice will be sought from the Historic England Science Advisor for the East of England on the need for specialist environmental techniques such as coring or column sampling.
- If human remains are encountered guidelines from the Ministry of Justice will be followed and the Coroner informed. Human remains will be treated at all stages with care and respect, and will be dealt with in accordance with the law and the provisions of Section 25 of the Burial Act 1857. The evaluation will attempt to establish the extent, depth and date of burials whilst leaving remains *in situ*. If human remains are to be lifted, for instance if analysis is required to fully evaluate the site, then a Ministry of Justice license for their removal will be obtained in advance. In such cases appropriate guidance (McKinley & Roberts 1993, Brickley & McKinley 2004) will be followed and, on completion of full recording and analysis, the remains, where appropriate, will be reburied or kept as part of the project archive.
- In the event of unexpected or significant deposits being encountered on site, the client and SCCAS will be informed. Such circumstances may necessitate changes to the Brief and hence evaluation methodology, in which case a new archaeological quotation will have to be agreed with the client, to allow for the recording of said unexpected deposits. If an evaluation is aborted, i.e. because unexpected deposits have made development unviable, then all exposed archaeological features will be recorded as usual prior to backfilling and a report produced.
- Trenches will not be backfilled without the prior approval of SCCAS. Trenches will be backfilled, subsoil first then topsoil, and compacted to ground-level, unless otherwise specified by the client. Original ground surfaces will not be reinstated but will be left as neat as practicable.

4.4. Post-excavation

- The post-excavation finds work will be managed by the SACIC Finds Team Manager, Richenda Goffin, with the overall post-excavation managed by Rhodri Gardner. Specialist finds staff, whether internal SACIC personnel or external specialists, are experienced in local and regional types and periods for their field.
- All finds will be processed and marked (HER site code and context number) following ICON guidelines and the requirements of the Suffolk HER. For the duration of the project all finds will be stored according to their material requirements in the SACIC store at Needham Market, Suffolk. Metal finds will be stored in accordance with ICON guidelines, *initially recorded and assessed for significance* before dispatch to a conservation laboratory within 4 weeks of the end of the evaluation. All pre-modern silver, copper alloy and ferrous metal artefacts 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.
- All on-site derived site data will be entered onto a digital (Microsoft Access) SACIC database.
- Bulk finds will be fully quantified and the subsequent data will be added to the digital site database. Finds quantification will fully cover weights and numbers of finds by context and will include a clear statement for specialists on the degree of apparent residuality observed.
- Assessment reports for all categories of collected bulk finds will be prepared in-house or commissioned as necessary and will meet appropriate regional or national standards. Specialist reports will include sufficient detail and tabulation by context of data to allow assessment of potential for analysis and will include non-technical summaries.

- Representative portions of bulk soil samples from archaeological features will be processed by wet sieving and flotation in-house in order to recover any environmental material which will be assessed by external specialists. The assessment will include a clear statement of potential for further analysis either on the remaining sample material or in future fieldwork.
- All hand drawn site plans and sections will be scanned.
- All raw data from GPS or TST surveys will be uploaded to the project folder, suitably labelled and kept as part of the project archive.
- Selected plan drawings will then be digitised as appropriate for combination with the results of digital site survey to produce a full site plan, compatible with MapInfo GIS software.
- All hand-drawn sections will be digitised using autocad software.

4.5. Report

- A full written report on the fieldwork will be produced, consistent with the principles of MoRPHE (Historic England 2015), to a scale commensurate with the archaeological results. The report will contain a description of the project background, location plans, evaluation methodology, a period by period description of results, finds assessments and a full inventory of finds and contexts. The report will also include scale plans, sections drawings, illustrations and photographic plates as required.
- The objective account of the archaeological evidence will be clearly separated from an interpretation of the results, which will include a discussion of the results in relation to relevant known sites in the region that are recorded in the Suffolk HER and other readily available documentary or cartographic sources.
- The report will include a statement as to the value, significance and potential of the site and its significance in the context of the Regional Research Framework for the East of England (Brown and Glazebrook, 2000, Medlycott 2011). This will include an assessment of potential research aims that could be addressed by the site evidence.
- The report will contain sufficient information to stand as an archive report should further work not be required.
- The report may include SACIC's opinion as to the necessity for further archaeological work to mitigate the impact of the sites development. The final decision as to whether any recommendations for further work will be made however lies solely with SCCAS and the LPA.
- The report will include a summary in the established format for inclusion in the annual '*Archaeology in Suffolk*' section of the Proceedings of the Suffolk Institute of Archaeology and History.
- A copy of this Written Scheme of investigation will be included as an appendix in the report.
- The report will include a copy of the completed project OASIS form as an appendix.
- An unbound draft copy of the report will be submitted to SCCAS for approval within 4 weeks of completion of fieldwork.

4.6. Project archive

- On approval of the report a printed and bound copy will be lodged with the Suffolk HER. A digital .pdf file will also be supplied, together with a digital and fully georeferenced vector plan showing the application area and trench locations, compatible with MapInfo software.
- The online OASIS form for the project will be completed and a .pdf version of the report uploaded to the OASIS website for online publication by the Archaeological Data Service. A paper copy of the form will be included in the project archive.
- A second bound copy of the report will be included with the project archive.
- A digital .pdf copy of the approved report will be supplied to the client, together with our final invoice for outstanding fees. Printed and bound copies will be supplied to the client on request.
- The project archive, consisting of the complete artefactual assemblage, and all paper and digital records, will be deposited in the SCCAS Archaeological Store at Bury St Edmunds within 6 months of completion of fieldwork. The project archive will be consistent with MoRPHE (Historic England 2015) and ICON guidelines. The project archive will also meet the requirements of SCCAS (SCCAS 2014).
- The project costing includes a sum to meet SCCAS archive charges. A form transferring ownership of the archive to SCCAS will be completed and included in the project archive.
- If the client, on completion of the project, does not agree to deposit the archive with, and transfer to, SCCAS, they will be expected to either nominate another suitable depository approved by SCCAS or provide as necessary for additional recording of the finds archive (such as photography and illustration) and analysis. A duplicate copy of the written archive in such circumstances would be deposited with the Suffolk HER.
- Exceptions from the deposition of the archive described above include:
 - Objects that qualify as Treasure, as detailed by the Treasure Act 1996. The client will be informed

as soon as possible of any such objects are discovered/identified and the find will be reported to SCCAS and the Suffolk Finds Liaison Officer and hence the Coroner within 14 days of discovery or identification. Treasure objects will immediately be moved to secure storage at SCCAS and appropriate security measures will be taken on site if required. Any material which is eventually declared as Treasure by a Coroners Inquest will, if not acquired by a museum, be returned to the client and/or landowner. Employees of SCCAS, or volunteers etc present on site, will not be eligible for any share of a treasure reward.

- Other items of monetary value in which the landowner or client has expressed an interest. In these circumstances individual arrangements as to the curation and ownership of specific items will be negotiated.
- Human skeletal remains. The client/landowner by law will have no claim to ownership of human remains and any such will be stored by SCCAS, in accordance with a Ministry of Justice licence, until a decision is reached upon their long term future, i.e. reburial or permanent storage.

4.7. Bibliography

- Brickley, M., and McKinley, J. I., 2004, *Guidelines to the Standards for Recording Human Remains*. IFA Professional Practice Paper No 7.
- Brown, N and Glazebrook, J. (Eds), 2000, *Research and Archaeology: a Framework for the Eastern Counties, 2. Research Agenda and Strategy*. East Anglian Archaeology Occasional Paper No. 8.
- Campbell, G, Moffett, L and Straker V., 2011, *Environmental Archaeology. A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (second edition)*. Portsmouth: English Heritage.
- Historic England, 2015, *Management of Research in the Historic Environment (MoRPHE)*.
- Gurney, D., 2003, *Standards for Field Archaeology in the East of England*. East Anglian Archaeology Occasional Paper No 14.
- Chartered Institute for Archaeologists, 2014, *Standard and Guidance for archaeological field evaluation*.
- McKinley, J., I and Roberts, C., 1993, *Excavation and post-excavation treatment of cremated and inhumed human remains*. IFA Technical Paper No 13.
- Medlycott, M. (Ed), 2011, *Research and Archaeology Revisited: A revised framework for the East of England*. EAA Occasional Paper 24.
- SCCAS, 2014, *Archaeological Archives in Suffolk*.
- SCCAS, 2011, *Requirements for Trenched Archaeological Evaluation 2011, ver 1.2*.
- Watkinson, D. and Neal, V., 2001, *First Aid for Finds*. Third Edition, revised. Rescue/UKIC Archaeology Section, London.

5. Project Staffing

5.1. Management

SACIC Manager	Dr Rhodri Gardner
SACIC Finds Dept	Richenda Goffin

5.2. Fieldwork

The fieldwork team will be derived from the following pool of SACIC staff.

Name	Job Title	First Aid	Other skills/qualifications
Robert Brooks	Project Officer	Yes	Surveyor
Simon Cass	Project Officer	Yes	Surveyor
Linzi Everett	Project Officer	Yes	
Jezz Meredith	Project Officer	Yes	
Simon Picard	Assistant PO	Yes	Surveyor
Tim Schofield	Project Officer	Yes	Surveyor/Geophysics
Preston Boyle	Supervisor	Yes	
Tim Carter	Project Assistant	Yes	Metal detectorist
Nathan Griggs	Project Assistant		
Steve Hunt	Project Assistant		
Owen Lazzari	Project Assistant		
Romy McIntosh	Project Assistant		
Rui Oliveira	Project Assistant		
Ed Palka	Project Assistant		
Rui Santo	Project Assistant		
Filipe Santos	Project Assistant		
Rebecca Smart	Project Assistant	Yes	

Eddie Taylor	Project Assistant
Stefania Usai	Project Assistant
Aimee McManus	Trainee Project Assistant

5.3. Post-excavation and report production

The production of the site report and submission of the project archive will be carried out by the fieldwork Project Officer. The post-excavation finds analysis will be managed by Richenda Goffin. The following SACIC specialist staff will contribute to the report as required.

Graphics and illustration	Ellie Cox, Gemma Bowen, Beata Wieczorek-Oleksy
Post Roman pottery and CBM	Richenda Goffin
Roman Pottery	Stephen Benfield
Environmental sample processing/assessment	Anna West
Finds quantification/assessment	Dr Ruth Beveridge
Finds Processing	Jonathan Van Jennians

SACIC also uses a range of external consultants for post-excavation analysis who will be sub-contracted as required. The most commonly used of these are listed below.

Sue Anderson	Human skeletal remains	Freelance
Sarah Bates	Lithics	Freelance
Julie Curl	Animal bone	Freelance
Anna Doherty	Prehistoric pottery	Archaeology South-East
Val Fryer	Plant macrofossils	Freelance
SUERC	Radiocarbon dating	Scottish Universities Environmental Research Centre
Cathy Tester	Roman pottery and general finds	Freelance
Donna Wreathall	Illustration	SCCAS

Appendix 1. Health and Safety

1. Introduction

The project will be carried out following the SACIC Health and Safety Management System at all times. The SACIC Health and Safety Policy Statement reads as follows:

Suffolk Archaeology Community Interest Company is committed to ensuring the health, safety and welfare of its employees, and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. Our Personnel are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the acts and emissions of our organisations undertakings.

Suffolk Archaeology Community Interest Company understands our duty to identify the significant hazards that may be created by our undertakings and to risk assess these accordingly to ensure that suitable and effective controls are implemented to minimise risk to a suitable level as far as is reasonably practicable.

We also acknowledge our duty, so far as is reasonably practicable:

- *To provide a safe working environment for our workforce, fulfil our statutory commitments and actively manage and supervise health and safety at work;*
- *To identify the risks associated with our business activities and ensure suitable and sufficient control measures are in place.*
- *Ensure regular consultation with our employees on matters which affect their health and Safety.*
- *To ensure that all plant and equipment used by our employees is fit for purpose and adequately maintained.*
- *To provide suitable storage and ensure safe handling of Hazardous substances.*
- *To ensure that all workers are competent to undertake their daily work activities by providing all relevant information and training, consideration will also be given to any employees who do not have English as a first language.*

- *To prevent accidents and cases of work related ill health by ensuring a robust reporting and investigation system is in place.*
- *To liaise and communicate effectively regarding health and safety matters when working on other persons premises.*
- *To ensure that there is an effective system of induction, training, communication and supervision to other persons visiting or working on our premises.*
- *To have access to competent advice, this will be provided by Agility UK (Training and Consultancy) Ltd. Who will assists us in the continuous improvement in our health and safety performance and management through regular review and revision of this policy; and to provide suitable resources required to make this policy and our Health and Safety arrangements effective.*

2. Specific project issues

Introduction

All SACIC staff will be aware that they have a responsibility to:

- Take care of their own health and safety and that of others who may be affected by what they do, or fail to do, at work.
- Follow safe systems of work and other precautions identified in the project risk assessments.
- Report any changes to personal circumstances that may affect their ability to work safely.
- Report potential hazards, incidents and near misses to the Project Officer/supervisor.

A pre-site inspection has been made of the site and applicable SACIC Risk Assessments for the project are included below.

All SACIC staff are experienced in working on a variety of archaeological sites and permanent staff all hold a CSCS (Construction Skills Certification Scheme) card. All staff have been shown the SACIC Health and Safety Manual, copies of which are held at the SACIC offices in Ipswich and Bury St Edmunds. All staff will read the site WSI and Risk Assessments and receive a site safety induction from the Project Officer prior to starting work. All staff will be issued with appropriate PPE.

From time to time it may be necessary for site visits by other SACIC staff, external specialists, SCCAS staff or other members of the public. All such staff and visitors will be issued with the appropriate PPE and will undergo the required inductions.

Site staff, official visitors and volunteers are all covered by SACIC insurance policies. SACIC also has professional negligence insurance. Copies of these policies are available on request.

Welfare facilities

Due to the limited nature of the project, it is proposed that SACIC staff will work from their vehicle and use client welfare facilities if available. If not staff will be able to travel to public facilities. Additional facilities, toilet, site accommodation etc, will be provided if the project is extended. Fresh, clean water for drinking and hand washing is carried in SACIC vehicles. A vehicle will be on site at all times.

First Aid

A member of staff with the First Aiders at Work qualification will be on site at all times. A First Aid kit and a fully charged mobile will also be in vehicle/on site at all times.

Site access and security

Access to the site is via Church Road and has been agreed with the client and/or landowner. The site is private land but not fenced. If the trenches are to be left unattended before being backfilled (i.e. overnight) they will be enclosed with high visibility temporary barrier fencing.

Deep excavation

Due to Health and Safety considerations, excavations will be limited to a maximum depth of 1.2m below existing ground level unless the trench is stepped or shored. In practice the trench is likely to be c.0.5m deep unless deep alluvial sequences are encountered. On completion of the project trenches will be backfilled to ground-level although pre-existing ground surfaces will not be reinstated.

Contaminated ground

Details of any ground contamination have not been provided by the client but the risk of such is thought to be unlikely. If any such is identified then groundworks will cease until adequate safety and environmental precautions are in place.

Advice will be sought from HSE and relevant authorities if required concerning any of these issues.

Hazardous Substances

No hazardous substances are specifically required in order to undertake the archaeological works.

Underground services

Details of known services have not been provided by the client. Trench positions will be laid out in advance with reference to any service plan supplied and a CAT scanner used prior to excavation.

Overhead Powerlines

No overhead powerlines cross the site.

Personal Protective Equipment (PPE)

The following PPE is issued to all site staff as a matter of course. Additional PPE will be provided if deemed necessary.

- Hard Hat (to EN397).
- High Visibility Clothing (EN471 Class 2 or greater).
- Safety Footwear (EN345/EN ISO 20346 or greater – to include additional penetration-resistant midsole).
- Gloves (to EN388).
- Eye Protection (safety glasses to at least EN 166 1F).

SACIC Environment Policy

Suffolk Archaeology is committed to the sustainable management of the local and global environment to support local communities and growth in our local economy. We will strive to reduce our carbon emissions, to protect and enhance the natural and historic environment and to tackle the issues of a changing climate. In delivering our services, we are committed to meeting all relevant regulatory, legislative and other requirements, and to the continual improvement of our environmental performance.

We will endeavour to:

- Prevent environmental pollution and minimise waste.
- Reduce our carbon emissions.
- Continually improve our energy efficiency and reduce our use of resources.
- Reduce the impact of vehicle travel by our employees
- Implement sustainable procurement practices where possible.
- Enhance biodiversity, conserve distinctive landscapes and protect the historic environment.

All existing and new SACIC subcontractors are issued annually with an Environmental Guidance Note for Contractors.

On site the SACIC Project Officer will monitor environmental issues and will alert staff to possible environmental concerns. In the event of spillage or contamination, e.g. from plant or fuel stores, EMS reporting and procedures will be carried out in consultation with the SACIC EMS Officer.

The plant machinery will be well serviced and be as quiet a model as is practicable. It will come equipped with appropriate spill kit and drip trays. It will only refuel in a single designated area. All refuelling will be carried out using electrically operated pumps and will only be done when drip trays are deployed.

The client and/or landowner has not informed SACIC of any environmental constraints upon the development area.

All rubbish will be bagged and removed either to areas designated by the client or returned to SACIC for disposal.

Water will not be pumped into any water course, storm drain etc without prior consent from the Environment Agency. Procedures for dealing with contamination from fuel spills or sediments will be closely followed.

Trenching will be placed to minimise damage to sensitive flora and fauna or their habitats. All trenching will avoid the 'precautionary area' of any trees, this being the distance from the tree equal to 4 times the circumference of the tree at a height of 1.5m above ground level (National Joint Utilities Group, 1995, Guidelines for the planning, installation and maintenance of utility services in proximity to trees).

3. Project Contacts

SACIC

SACIC Manager	Dr Rhodri Gardner	01449 900120
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	Raingate Street, Bury St Edmunds, IP33 2AP	101
Local GP	Glemsford Surgery, Melford Road, Hartest Suffolk, IP29 4DJ	01284 830202
Location of nearest A&E	West Suffolk Hospital, Hardwick Lane, Bury St. Edmunds, Suffolk, IP33 2QZ	01284 713000
Environment Agency	Customer Services Line (8am to 6pm) 24 hour Emergency Hotline	03708 506 506 0800 807060
Essex and Suffolk Water	24 hour Emergency Hotline	0845 782 0999
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	Rob Marsh-Feiley (Hollins)
Client Agent	
Site landowner	

Archaeological contacts

Curator	James Rolfe	01284 741225
Consultant		
EH Regional Science Advisor	Dr Zoe Outram	01223 582707

Sub-contractors

Plant hire
Misc. Equipment hire
Toilet/facilities hire

Risk Assessments (REMOVED)

Appendix 2. OASIS form

OASIS FORM - Print view

Printable version

OASIS ID: suffolka1-255241

Project details

Project name	SNN 033 Land at Hoggard's Green Evaluation
Short description of the project	<p>One evaluation trench was excavated in an area adjacent Hoggard's Green, prior to its redevelopment into a house, in the parish of Stanningfield, in Suffolk. The site had most recently been used for allotments and sheds. No archaeological features or finds were recorded. The soil profile overlying the natural was shallow. A layer below the topsoil suggested that the site might have been partially disturbed at some point, perhaps relating to the houses that are known to have occupied the property in the 19th century (and possibly earlier).</p>
Project dates	Start: 30-06-2016 End: 30-06-2016
Previous/future work	No / Not known
Any associated project reference codes	SNN 033 - Sitecode
Any associated project reference codes	ESF 24164 - HER event no.
Any associated project reference codes	DC/16/0157/FUL - Planning Application No.
Type of project	Field evaluation
Current Land use	Cultivated Land 1 - Minimal cultivation
Monument type	LAYER Uncertain
Significant Finds	NONE None

Methods & techniques	"Sample Trenches"
Development type	Small-scale (e.g. single house, 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 ST EDMUNDSBURY BRADFIELD COMBUST WITH STANNINGFIELD SNN 033 Land at Hoggard's Green Evaluation
Study area	460 Square metres
Site coordinates	TL 88330 56526 52.17432438373 0.754557500959 52 10 27 N 000 45 16 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	James Rolfe
Project director/manager	Rhodri Gardner
Project supervisor	Rob Brooks
Type of sponsor/funding body	Architect
Name of sponsor/funding body	Hollins Architects and Surveyors

Project archives

Physical Archive Exists?	No
Digital Archive recipient	Suffolk HER
Digital Archive ID	SNN 033/ESF 24164
Digital Contents	"other"
Digital Media available	"Images raster / digital photography","Survey","Text"
Paper Archive recipient	Suffolk HER
Paper Archive ID	SNN 033/ESF 24164
Paper Contents	"other"
Paper Media available	"Context sheet","Report","Section"
Project bibliography 1	
Publication type	Grey literature (unpublished document/manuscript)
Title	Land at Hoggard's Green, Stanningfield, Suffolk, Archaeological Evaluation Report
Author(s)/Editor(s)	Brooks, R.
Other bibliographic details	SACIC Report No. 2016/050
Date	2016
Issuer or publisher	SACIC
Place of issue or publication	Needham Market, Ipswich
Description	A4, comb bound, white card covers, in colour

Entered by | Rob Brooks (rob.brooks@suffolkarchaeology.co.uk)

Entered on | 30 June 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?id=256352> for this page

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

Rhodri.Gardner@suffolkarchaeology.co.uk
01449 900120



www.suffolkarchaeology.co.uk



www.facebook.com/SuffolkArchCIC



www.twitter.com/suffolkarchcic

