



**Land south of Southwold  
Road, Pig Unit**  
Stoven, Suffolk

**Client:**  
Richard Kidner

**Date:**  
October 2016

SVN 007  
Archaeological Evaluation Report  
SACIC Report No. 2016/081  
Author: Simon Picard  
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Land south of Southwold Road, Pig Unit  
Stoven  
SVN 007

Archaeological Evaluation Report

SACIC Report No. 2016/081

Author: Simon Picard

Illustrator: Gemma Bowen

Editor: Richenda Goffin

Report Date: October/2016



## HER Information

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**Site Code:** SVN 007  
**Site Name:** Land south of Southwold Road, Pig Unit  
**Report Number** 2016/081  
**Planning Application No:** DC/16/2366  
**Date of Fieldwork:** 19th October  
**Grid Reference:** TM 4459 8123  
**Oasis Reference:** Suffolka-1 263330  
**Curatorial Officer:** James Rolfe  
**Project Officer:** Simon Picard  
**Client/Funding Body:** Richard Kidner  
**Client Reference:** NA

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: 26th October 2016  
Approved By: Rhod Gardner  
Position: Managing Director  
Date:  
Signed:



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## **Summary**

An archaeological evaluation involving the excavation of two trenches took place on land south of Southwold Road, Stoven as a condition on planning consent for the construction of a new indoor pig unit on the site. No archaeological features were encountered, no finds were recovered and no environmental samples were collected.



## **1. Introduction**

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An archaeological evaluation was carried out at land south of Southwold Road, Stoven, Suffolk (Fig. 1) as a condition of planning application DC/16/2366, relating to the proposed construction of a new indoor pig unit. The site is centred on grid reference TM 4459 8123 and is c.10m above Ordnance Datum. The work was carried out to a Written Scheme of Investigation by Rhod Gardner of Suffolk Archaeology CIC (SACIC, Appendix 1) which adheres to a Brief issued by James Rolfe of Suffolk County Council Archaeological Service Conservation Team (SCCAS/CT) and was commissioned and funded by the landowner, Richard Kidner.

## **2. Geology and topography**

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Stoven is a small village situated in an area of open arable land on a gentle southeast facing slope, between the 20m and 10m contours and overlooking a tributary of the River Wang which is 2km to the south. Locally, the site is located in the southwest corner of a large arable field currently in cultivation. The field slopes gently down from a central ridge to both the southeast and the southwest with the proposed development area being on the southwest facing slope between 10.3m and 9.3m above Ordnance Datum. A south flowing tributary of the Wang, 1.5m to the south, is approximately 120m to the west.

The geology of the area is described as superficial deposits of Lowestoft Formation sands and gravels, and Head deposits of clay, silt, sand and gravel overlying bedrock deposits of Crag Group sand and gravel (BGS 2016). On site the geology presented itself predominantly as mid orange clay becoming pale greyish yellow sand to the north.

## **3. Archaeology and historical background**

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Stoven is described in Domesday as being held by two Lords, Hugh de Montford and Roger Bigot, and being quite small with just seven households returning a very small tax assessment. Approximately 350m to the north northeast of the site is the church of St Margaret (SVN 002, Grade II\* listed, Fig. 1) which has its origins in, and retains its southern doorway from, the twelfth century. This doorway provided the inspiration for its mid nineteenth century rebuild in a neo-Norman style.



Figure 1. Location of site showing HER data

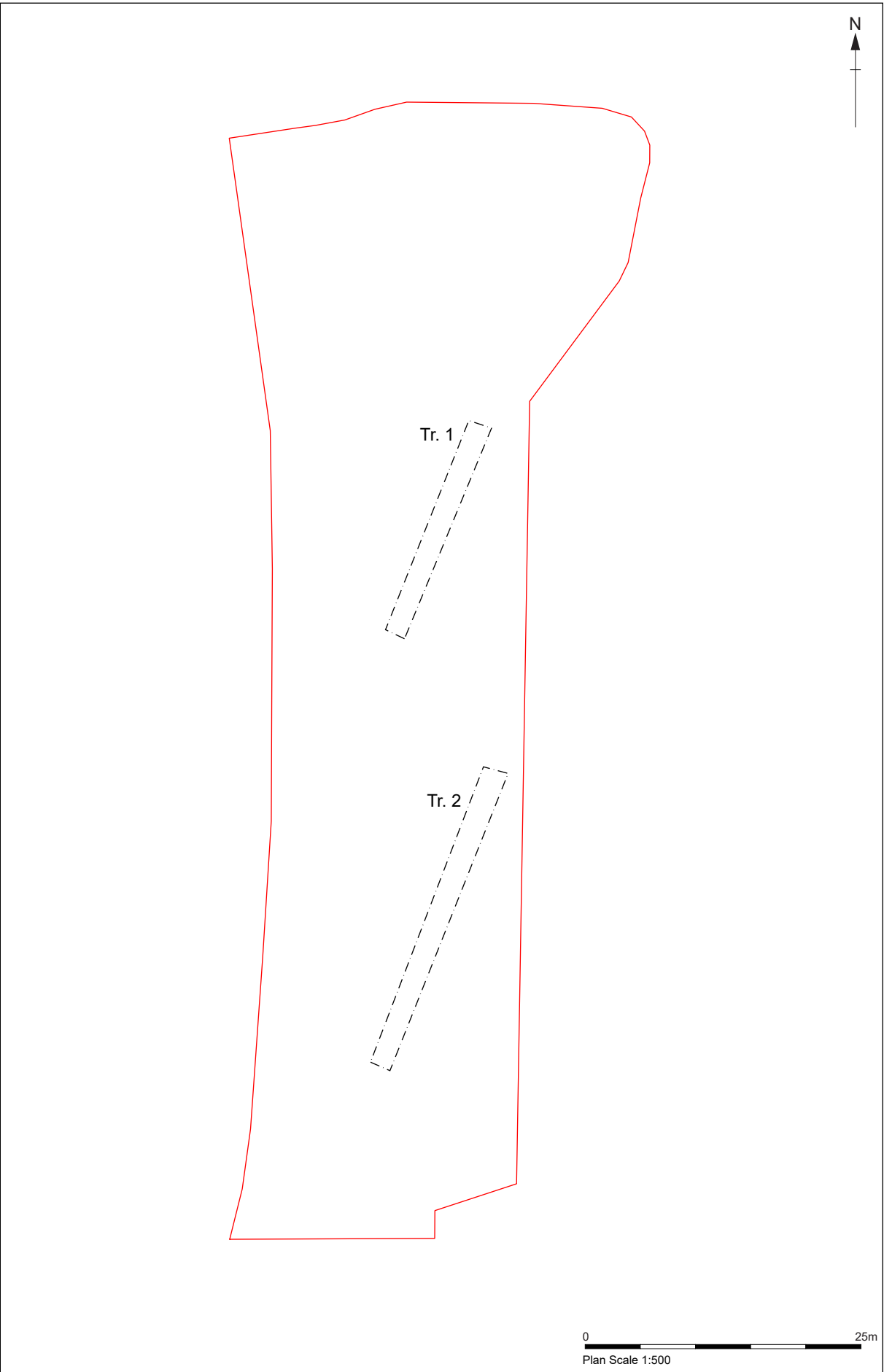


Figure 2. Trench plan

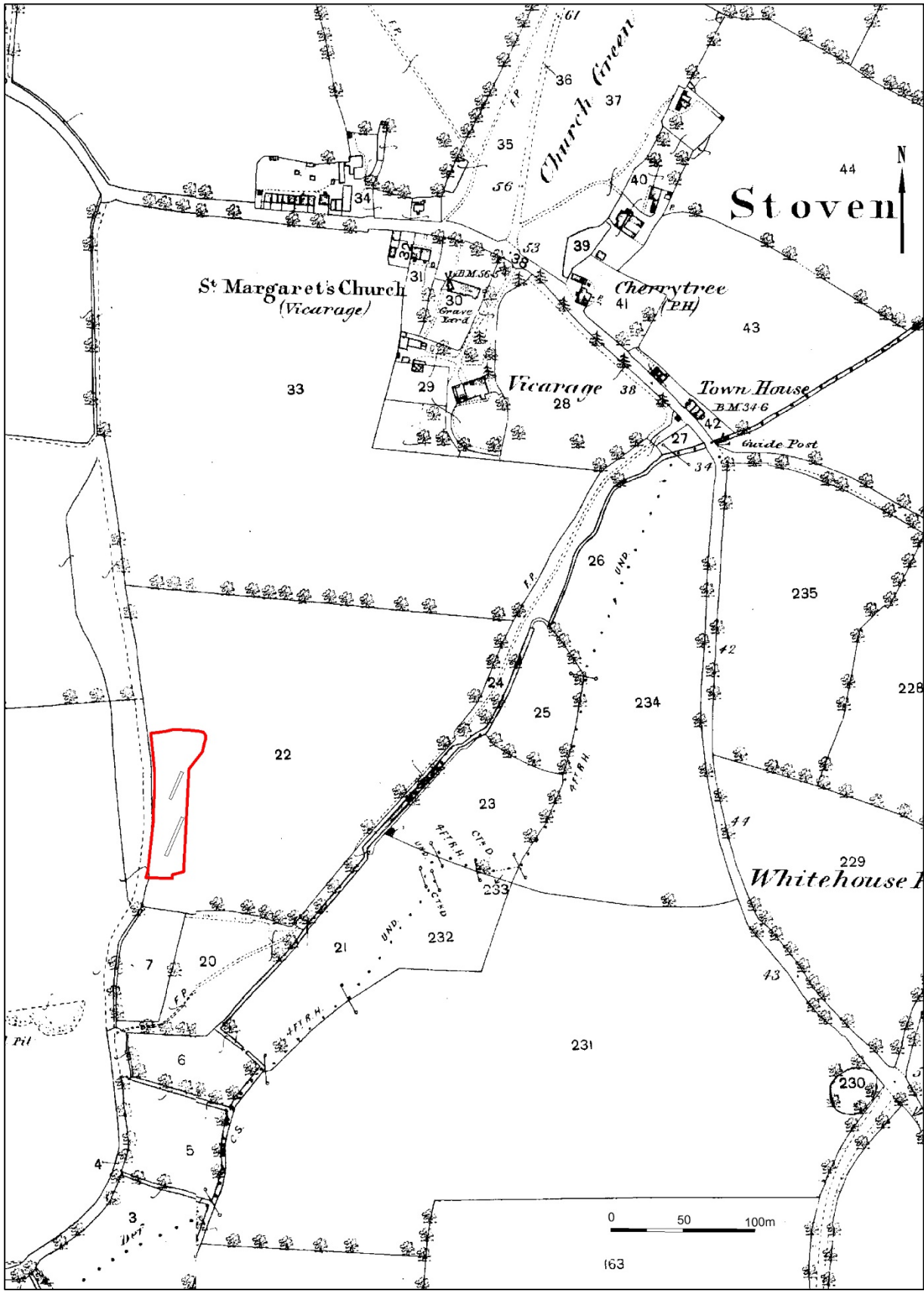


Figure 3. First Edition Ordnance Survey map, 1884

Immediately to the north of the church is the medieval Church Green (SVN 004), as it is marked on the First Edition Ordnance Survey map of 1884 (Fig. 3) while on Hodskinson's map of 1783 it is called Stoven Green. Near to the church are a further two listed buildings; 30m to the northwest of the church and c.400m to the north northeast of the site is Church House, a Grade II listed timber-framed former farmhouse probably dating from the sixteenth century, while 90m to the east of the church and c.460m to the northeast of the site is the Grade II listed timber-framed seventeenth century former Cherry Tree public house. An undated oval or ring ditch with a diameter of c.20m is recorded approximately 250m to the southeast of site (UGG 005). A scatter of medieval and post-medieval finds, including two 13th century coins, two 15th to 16th century coins, a sherd of post-medieval pottery and a silver spoon possibly dated to 1577, were found during metal detecting to the east of the site while to the northeast three Neolithic to Bronze Age flint scrapers are recorded.

#### **4. Methodology**

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Two trenches, totalling 50m in length by 2m wide, were excavated with a 180 degree wheeled mechanical excavator fitted with a toothless ditching bucket under the constant observation and direction of an experienced archaeologist (Fig. 2). The topsoil and any overburden was removed to expose the natural strata below with the upcast soil being examined and metal detected for finds.

Following excavation, the trenches were described and their soil profiles were cleaned by hand and recorded. Potential archaeological deposits were also cleaned by hand, investigated and, if necessary, recorded. All recording was carried out using SACIC *pro forma* sheets with all sections drawn at a scale of 1:20 on plastic drawing film. A photographic record was made using a high resolution digital camera and the trenches and any archaeological deposits were located and heights above Ordnance Datum obtained using an RTK GNSS surveying system (Leica GS08+). No finds were recovered and no environmental samples were collected.

A search of the County HER has been carried out (Invoice no. 9193097). Site data has been input onto an MS Access database and recorded using the County HER code SVN 007. An OASIS form has been completed for the project (reference no. suffolka1-263330, 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 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 SVN 007.

## **5. Results**

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### **Trench 1**

This trench was 30m long and 2m wide and was aligned north northeast to south southwest (Fig. 2 and Pl. 1). It was 1.1m deep at the southern end and 0.7m deep at the north. The topsoil over this trench, and the whole site, was very dark brownish grey clayey silty sand with occasional small stones and, in this trench, was generally 0.4m thick. Below the topsoil in Trench 1 was a layer 0.34m thick of mid brown silty clayey sand subsoil. The naturally derived mid orange clay in this trench formed thin layers over pale grey sand with the interface between the clay and sand appearing to have been wet (Pl. 2). No features or deposits of any archaeological interest were uncovered in this trench.

### **Trench 2**

Trench 2 was also aligned north northeast south southwest but was only 20m long and 2m wide (Fig. 2 and Pls. 3 and 4). Topsoil here was 0.4m thick at the southern end becoming 0.3m thick at the north. The subsoil was mid brown silty sand which ranged from 0.3m thick at the south of the trench to 0.5m thick to the north. Approximately 8m from the southern end of the trench the naturally derived mid orange sandy clay gave way to pale greyish yellow sand, and this continued for the remainder of the trench.

## **6. Conclusions**

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The evaluation has shown that the natural strata has not been truncated by either modern or historical land use. There is a small accumulation of material below the topsoil present in both trenches due to both the local topography and the trenches' location against the field edge. A shallow shelving change in the naturally derived strata is shown with clay deposits overlying free draining sand and, although anecdotal



evidence suggests that this corner of the field is not known to be wet, the proximity of the watercourse to the west and the gleyed nature of the deposits suggests that historically this was perhaps the case. Given that no archaeological features or deposits were uncovered during the evaluation it is recommended that no further archaeological work is necessary, although the final decision rests with SCCAS Conservation Team.



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



Plate 2. Trench 1. Soil profile southern end 1m scale, looking east southeast



Plate 3. Trench 2. Soil profile northern end 1m scale, looking west northwest



Plate 4. Trench 2. 1m scale, looking north northeast

## **7. Archive deposition**

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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**

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The fieldwork was carried out and directed 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 Gemma Bowen and the report was edited by Richenda Goffin.

## **9. Bibliography**

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BGS, 26th April 2016, Information obtained from [http://www.bgs.ac.uk/products/digital\\_maps/data\\_625k.html](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

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### Land S of Southwold Road, Stoven, Suffolk

#### Written Scheme of Investigation for Trenched Evaluation

**Date:** September 2016

**Prepared by:** Rhodri Gardner

**Issued to:** James Rolfe (SCCAS Conservation Team)

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## Summary Project Details

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<b>Site Name</b>	Land S of Southwold Road (pig unit)
<b>Site Location/Parish</b>	Stoven
<b>Grid Reference</b>	TL 445 812
<b>Access</b>	Off farm track
<b>Planning Application No</b>	DC/16/2366
<b>HER code</b>	SVN 007
<b>Event No.</b>	ESF 24729
<b>OASIS ref.</b>	Suffolka1-263330
<b>Type:</b>	Trial trench evaluation
<b>Area</b>	2,200m <sup>2</sup>
<b>Project start date</b>	TBC
<b>Fieldwork duration</b>	Up to 1 day (estimated)
<b>Number of personnel on site</b>	Up to 3

### Personnel and contact numbers

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<b>SACIC Project Manager</b>	Rhodri Gardner	01449 900120
<b>Project Officer (first point of on-site contact)</b>	TBC	
<b>Curatorial Officer</b>	James Rolfe	01284 741225
<b>Consultant</b>		

### Emergency contacts

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<b>Local Police</b>	Suffolk Constabulary	01473 613500 (999 in an emergency)
<b>Location of nearest A&amp;E</b>	Lowestoft Hospital, Tennyson Road, Lowestoft NR32 1PT	01502 587311

### Hire details

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<b>Plant:</b>	Holmes Plant and Construction	01473 890766
<b>Toilet Hire</b>	N/A	
<b>Tool hire:</b>	N/A	

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3. Post-excavation
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5. Staffing

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2. Insurance Documentation

## 1. Background

- 1.1 Suffolk Archaeology have been asked by Durrants Building Consultancy (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. The Suffolk County Council brief includes provision for further excavation if the trial trenching identifies archaeological deposits. Any further stages of archaeological work that might be required in relation to the proposed development would be subject to new documentation.
- 1.2 The development site covers c. 2,200m<sup>2</sup>, and is located at NGR TL 993 491 (Figure 1).
- 1.3 The present stage of work is being requested as a condition of planning application DC/16/2366. 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 James Rolfe of the Suffolk County Council Archaeological Service (SCCAS) (dated 6<sup>th</sup> September 2016).
- 1.5 The application site lies in an area of archaeological potential, as identified in Section 2.1 of the Suffolk County Council brief.
- 1.6 The development proposal is for a single new pig unit. The excavation of strip foundations and service runs therefore have the potential to damage or destroy any heritage assets that may be present within the site. The purpose of the trial trenching is therefore to assess the archaeological potential of the development site prior to commencement of construction.
- 1.7 Trial trenching totalling 60m in length has been specified. Two trenches will be used to fulfil this requirement and will be positioned in order to sample the footprint of the proposed new structure. 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 1.3), as well as the following national and regional guidance 'Standards and Guidance for Archaeological Excavation' (IFA, 1995, revised 2001) and 'Standards for Field Archaeology in the East of England (EAA Occasional Papers 14, 2003).
- 1.9 The research aims of this trial trench evaluation are as follows, as described in Section 4.2 of the SCCAS Conservation Team brief:



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

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

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

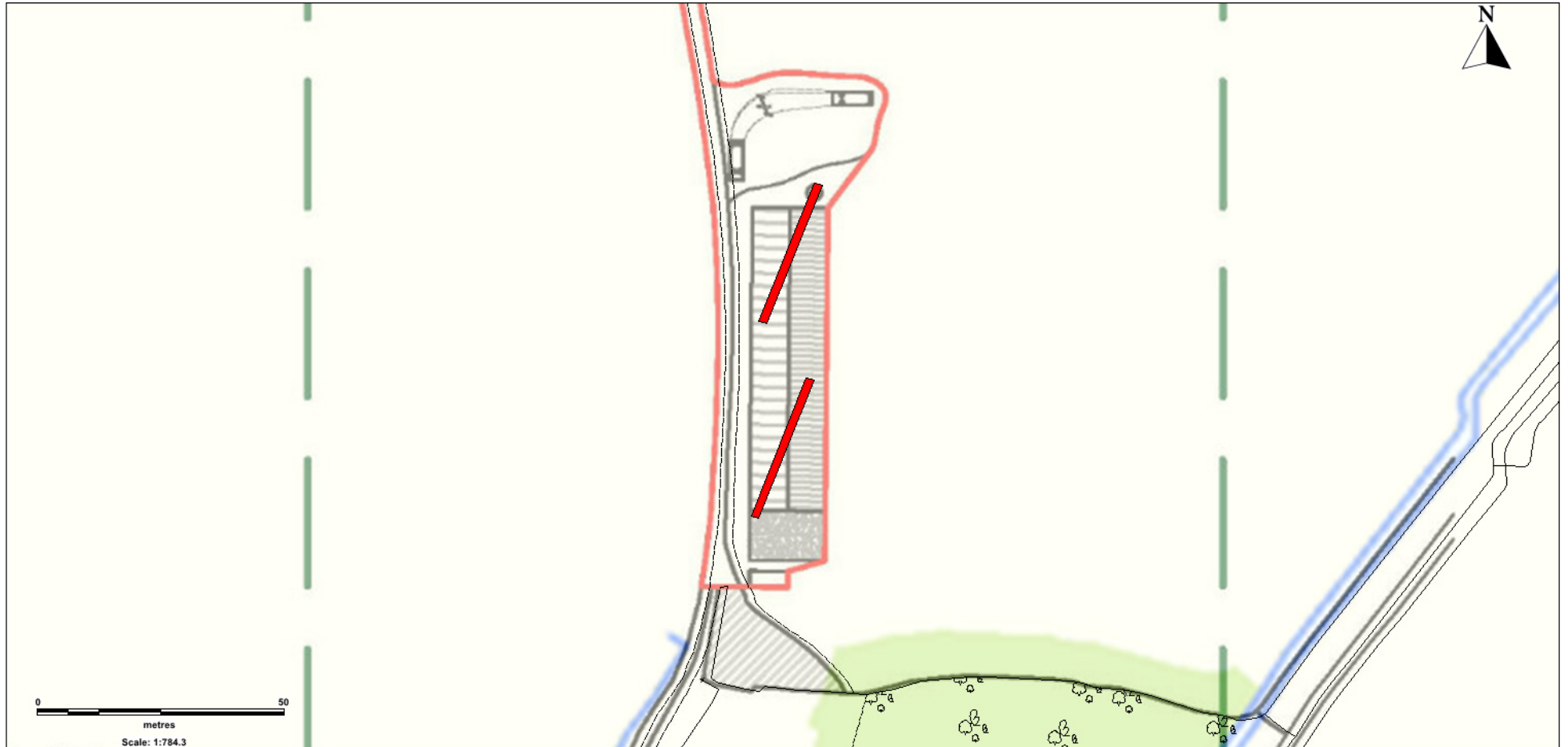
*RA4: Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.*

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



Contains Ordnance Survey data © Crown copyright and database right 2016

Figure 1. Site Location



Contains Ordnance Survey data © Crown copyright and database right 2016

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 trenches measuring 30m long by c. 1.6 – 1.8m in width. The proposed trench location plan is shown in Fig 2.
- 2.4 No information has currently been provided about the presence or otherwise of services by the developer. 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 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 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 Trenches and spoil heaps will be scanned for artefactual material and metal-detected throughout the project, including before the initial soil stripping and prior to hand-excavation. This will include trench bases if the natural geological surface is not exposed.
- 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 SVN 007, and the event number ESF 24729.
- 3.2 A Historic Environment Record (HER) search will be 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.
- 3.3 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.
- 3.4 All artefacts and ecofacts will be held by Suffolk Archaeology until analysis of the material is complete.
- 3.5 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.
- 3.6 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.
- 3.7 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.
- 3.8 Metal finds on site will be stored in accordance with ICON guidelines, then initially recorded and assessed for significance before dispatch to a conservation laboratory within 4 weeks of the end of the excavation. All pre-modern silver, copper alloy and ferrous metal artefacts will be x-rayed and coins will be x-rayed if necessary for identification. Sensitive finds will be conserved if necessary and deposited in bags/boxes suitable for long term storage to ICON standards. All coins will be identified to a standard acceptable to normal numismatic research.
- 3.9 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).
- 3.10 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.
- 3.11 Animal and human bone will be quantified and assessed to a standard acceptable to national and regional English Heritage specialists.

- 3.12 An industrial waste assessment will cover all relevant material (i.e. fired clay finds as well as slag).
- 3.13 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.
- 3.14 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 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 Local Planning Authority. Any further works will require new documentation and are not covered by this WSI.
- 3.16 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.
- 3.17 A draft of the report will be submitted to SCCAS for approval.
- 3.18 On acknowledgement of approval of the report from SCCAS hard and digital copies will be sent to the Suffolk HER.
- 3.19 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.
- 3.20 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.
- 3.21 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).

- 3.22 The law dictates that client can have no claim to the ownership of human remains. Any such remains must be stored by SCCAS, in accordance with the relevant site's Ministry of Justice licence.
- 3.23 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.
- 3.24 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.
- 3.25 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. Any sub-contracted plant machinery under the control of Suffolk Archaeology 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 Trenches 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 1. Suffolk Archaeology CIC Health and Safety Policy



## HEALTH AND SAFETY POLICY STATEMENT

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.

To ensure that the above are met we have developed a 'Health and Safety Management Structure' identifying key personnel responsible for managing health and safety within the organisation and 'Safety Arrangements' to assist the implementation.

Signature:		Date:	01/02/2016
Name:	Rhodri Gardner	Position:	Managing Director

The policy is reviewed on a periodic basis.

## Appendix 2. Suffolk Archaeology CIC Insurance Policy Details



### To Whom It May Concern

Our Ref: TM/

Dear Sir / Madam

01 February 2016

### Our Client: Suffolk Archaeology C I C

We act as Insurance Brokers for the above mentioned client and confirm the following cover is in force:

#### Public Liability

Limit of Indemnity - £5,000,000 any one event in respect of Public Liability

INSURER	Aviva Insurance Limited
POLICY TYPE	Public Liability
POLICY NUMBER	24765101CHC/UN/010136
EXPIRY DATE	01/02/2017

#### Employers Liability

Limit of Indemnity - £10,000,000 any one occurrence.

The cover has been issued on the insurers standard policy form and is subject to their usual terms and conditions. A copy of the policy wording is available on request.

INSURER	Aviva Insurance Limited
POLICY TYPE	Employers Liability
POLICY NUMBER	24765101CHC/UN/010136
EXPIRY DATE	01/02/2017

#### Professional Indemnity

Limit of Indemnity - £2,000,000 in respect of each and every claim

INSURER	Hiscox Insurance Limited
POLICY TYPE	Professional Indemnity
POLICY NUMBER	HU PI 9129989/1450
EXPIRY DATE	01/02/2017

The cover has been issued on the insurers standard policy form and is subject to their usual terms and conditions. A copy of the policy wording is available on request.

The Insurance evidenced by this Certificate is subject to the terms, and conditions and exclusions of the applicable policies which is paramount. This certificate is issued as a matter of information only and evidences coverage as at the date of the certificate. This certificate confers no rights to the holder and imposes no liability on the Insurer. The Insurer assumes no responsibility to the holder of the certificate to provide any notice of any material change in or cancellation of these policies.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Tariq Mian".

Tariq Mian Cert CII  
Senior Account Executive  
Towergate Insurance

#### **Towergate Insurance**

Jellicoe House, Grange Drive, Hedge End, Southampton SO30 2AF

Tel: 0344 892 1656 Fax: 0344 892 1657 Email: [southampton@towergate.co.uk](mailto:southampton@towergate.co.uk)

[www.towergateinsurance.co.uk](http://www.towergateinsurance.co.uk)



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

Rhodri.Gardner@suffolkarchaeology.co.uk  
01449 900120



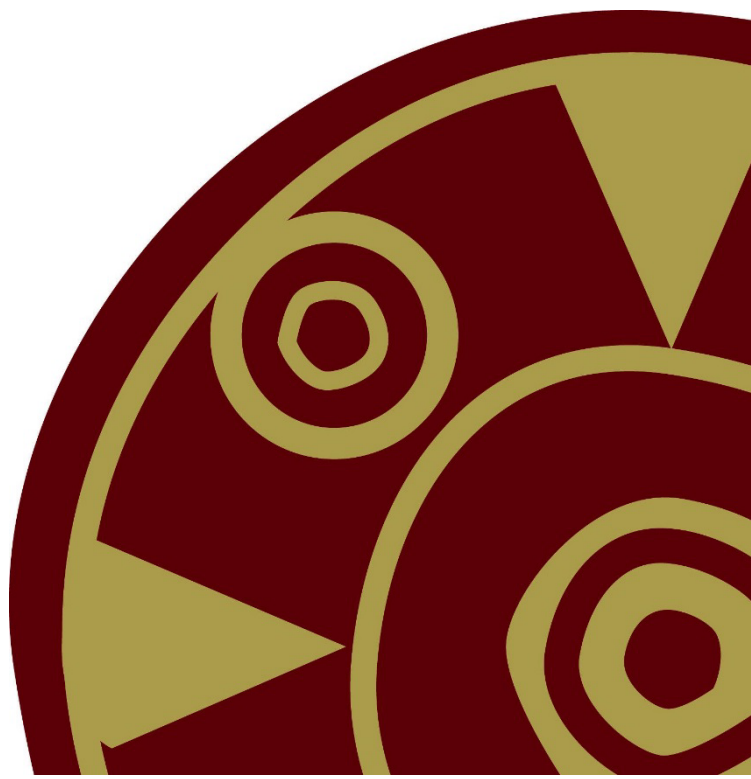
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## Appendix 2. Oasis Form

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**OASIS ID: suffolka1-263330**

### Project details

Project name	Land South of Southwold Road, Stoven
Short description of the project	Trial trench evaluation in advance of the construction of a new pig unit. No archaeological features were encountered, no finds were recovered and no environmental samples were collected.
Project dates	Start: 19-10-2016 End: 19-10-2016
Previous/future work	No / Not known
Any associated project reference codes	DC/16/2366 - Planning Application No.
Type of project	Field evaluation
Site status	None
Current Land use	Cultivated Land 2 - Operations to a depth less than 0.25m
Monument type	NONE None
Significant Finds	NONE None
Methods & techniques	"Sample Trenches"
Development type	Farm infrastructure (e.g. barns, grain stores, equipment stores, etc.)
Development type	Pig Unit
Prompt	Direction from Local Planning Authority - PPG16
Position in the planning process	After full determination (eg. As a condition)

### Project location

Country	England
Site location	SUFFOLK WAVENEY BRAMPTON WITH STOVEN Land South of Southwold Road
Postcode	NR34 8ER

Study area	2200 Square metres
Site coordinates	TM 445 812 52.373589749385 1.592453795005 52 22 24 N 001 35 32 E Point
Height OD / Depth	Min: 9.3m Max: 10.3m

### 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	Simon Picard
Type of sponsor/funding body	Landowner
Name of sponsor/funding body	Richard Kidner

### Project archives

Physical Archive Exists?	No
Digital Archive recipient	Suffolk HER
Digital Archive ID	SVN 007
Digital Contents	"Survey"
Digital Media available	"Images raster / digital photography","Text"
Paper Archive recipient	Suffolk HER
Paper Archive ID	SVN 007
Paper Contents	"Survey"
Paper Media available	" Research"," General Notes","Report","Section","Notebook - Excavation"

## Project bibliography

1

Publication type	Grey literature (unpublished document/manuscript)
Title	Land south of Southwold Road, Pig Unit, Stoven, Evaluation Report
Author(s)/Editor(s)	Picard, S.
Other bibliographic details	SACIC Report No. 2016/081
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	26 October 2016

## OASIS:

Please e-mail [Historic England](#) for OASIS help and advice

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Cite only: <http://www.oasis.ac.uk/form/print.cfm> 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



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