

SUFFOLK ARCHAEOLOGY

• A HISTORY OF EXPERTISE •

1a, Bradfield Avenue Hadleigh, Suffolk

Client:

SJB Designs Ltd.

Date:

November 2016

HAD 156
Archaeological Evaluation Report
SACIC Report No. 2016/100
Author: M. Sommers
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1a, Bradfield Avenue
Hadleigh

HAD 156

Archaeological Evaluation Report

SACIC Report No. 2016/100

Author: M. Sommers

Editor: Dr R. Gardner

Report Date: November 2016

HER Information

Site Code: HAD 156
Event Number ESF24887
Site Name: 1a, Bradfield Avenue, Hadleigh
Report Number 2016/100
Planning Application No: B/15/00691/FUL
Date of Fieldwork: 29th November 2016
Grid Reference: TM 0293 4289
Oasis Reference: suffolka1-265727
Curatorial Officer: James Rolfe
Project Officer: M. Sommers
Client/Funding Body: SJB Designs Ltd.
HER Search invoice no. 9194762
Client Reference: n/a

Digital report submitted to Archaeological Data Service:

<http://ads.ahds.ac.uk/catalogue/library/greylit>

Disclaimer

Any opinions expressed in this report about the need for further archaeological work are those of Suffolk Archaeology CIC. Ultimately the need for further work will be determined by the Local Planning Authority and its Archaeological Advisors when a planning application is registered. Suffolk Archaeology CIC cannot accept responsibility for inconvenience caused to the clients should the Planning Authority take a different view to that expressed in the report.

Prepared By: Mark Sommers

Date:

Approved By: Dr Rhodri Gardner

Position: Company Director

Date:

Signed:

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Summary

An archaeological evaluation was carried out in the garden area of No. 1a, Bradfield Avenue, Hadleigh, in advance of a residential development. Three trenches, totalling 44m in length, were excavated. These revealed a natural subsoil of pale yellow silty sand with stone at a depth of c.0.55m below a topsoil and an underlying subsoil layer. No significant archaeological features or artefacts were identified although a substantial ditch and a probable pond, as marked on an early 20th century Ordnance Survey map, was noted at the northern end of the site. (Mark Sommers, Suffolk Archaeology Community Interest Company, for SJB Design Ltd.)

1. Introduction

Planning permission has been granted for a residential development within the garden area of No. 1a, Bradfield Avenue, Hadleigh (application number B/15/00691/FUL). One of the conditions attached to the planning consent called for an agreed programme of archaeological work to be put in place in advance of the development.

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

The National Grid Reference for the approximate centre of the site is TM 0293 4289. Figure 1 shows a location plan of the site.

The archaeological evaluation was carried out on the 29th November 2016 by Suffolk Archaeology Community Interest Company (SACIC) who were commissioned by SJB Design Ltd., on behalf of their client.

2. Geology and topography

The site of the evaluation comprises a level plateau at a height c.26m above sea level. The local area generally comprises a gentle southwest facing slope that runs down to the River Brett, which lies approximately 0.5km to the southwest and west.

The site lies in an area of boundaries between geological formations resulting in an underlying geology consists of either chalk (Newhaven Chalk Formation) or clay, silt and sand (Thanet Sand Formation and Lambeth Group). This is overlain by a superficial geology of sands and gravels of the Lowestoft Formation (British Geological Survey).

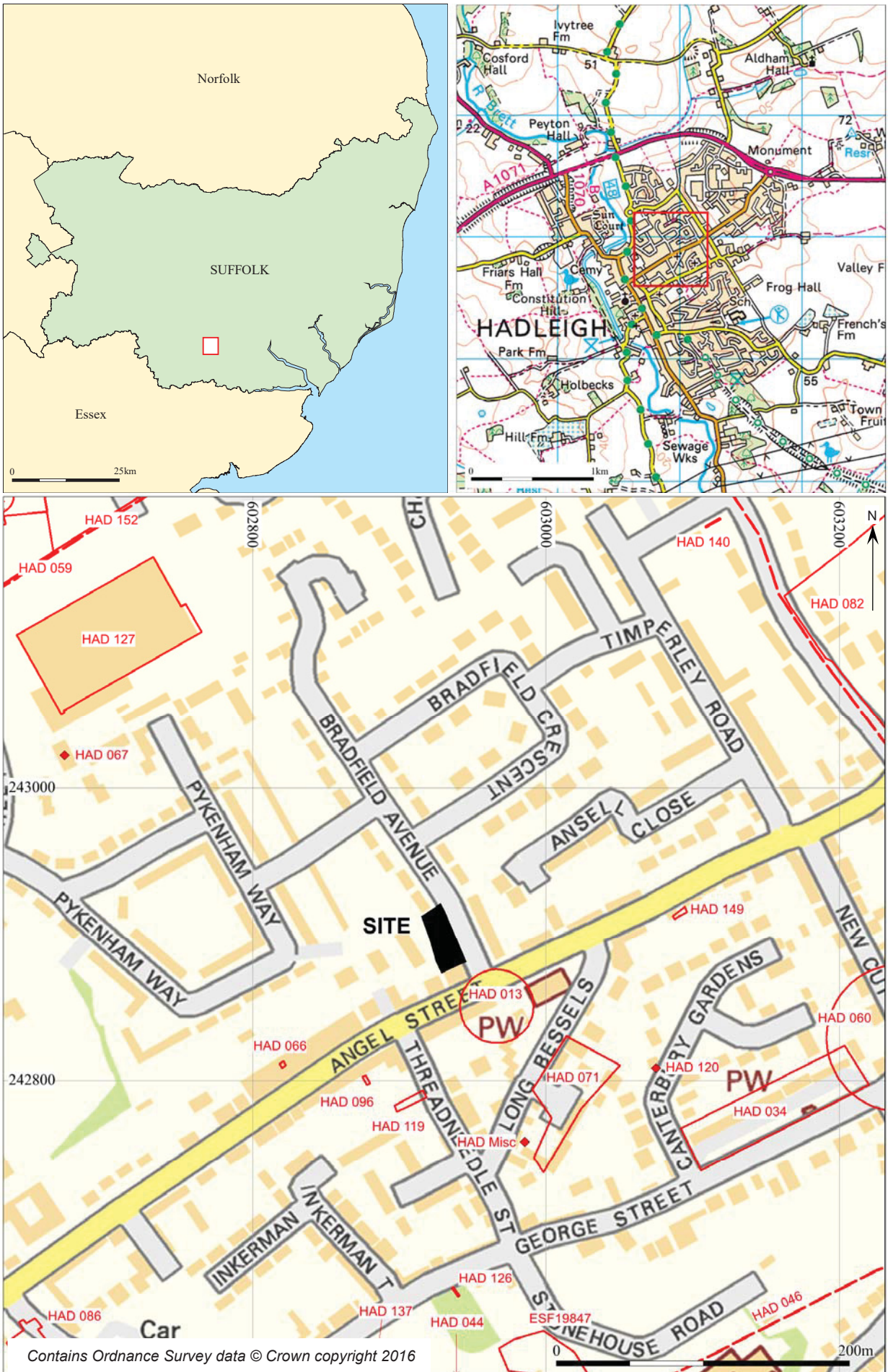


Figure 1. Location map

3. Archaeology and historical background

A number of archaeological sites or findspots are recorded on the 'monuments' database of the Historic Environment Record (HER) within the vicinity of the development site. A summary of these entries is presented in the following table; the recorded locations are marked in Figure 1. Further sites are recorded on the HER 'events' database but, other than a single entry (ESF19847), these are either records of investigations with negative results or are replicated by entries on the monuments database. Consequently they are not included below.

HER No.	Date	Nature of Evidence
ESF19847	Preh	Trial-trenching revealed no archaeological features although a single sherd of abraded prehistoric pottery was recovered from a layer of colluvium.
HAD 013	Sax	Saxon cremation urn, small, embossed decoration. Found by Dr Style in grounds of East House, circa 1930 (Note East House is further south at TM 0288 4260, probably this is a mis-reading of original grid reference - see HAD 044).
HAD 034	med	Chapel to almshouses. Late C15-C16 timber framed building. Secular almshouses founded in 1497, not suppressed in C16, now rebuilt.
HAD 044	Sax	Reference: 'Hadleigh, East House (TM 0295 4287). A portion of a small Anglo-Saxon cinerary urn found during the last 30 years (circa 1931-1961) by Dr Style was loaned to the Hadleigh Town Council'. The cited grid reference, TM 0295 4287 (see HAD 013) is wrong for East House and is probably a misreading of an original (handwritten?) reference of TM 0295 4257, which is indeed situated within the former garden of East House.
HAD 046	med	Area of the Medieval town of Hadleigh; defined as 'area of archaeological interest' in Babergh Local Plan in April 1990.
HAD 059	Preh, Rom & med	1999: Archaeological evaluation trenching revealed a number of prehistoric, Roman, medieval and post medieval features primarily within two main areas of interest. The first of these is a Roman enclosure that was to the north-west of the site. These are likely to be related to the major Roman complex which was excavated in 1982 prior to the construction of the Hadleigh by-pass. The second area of interest was located to the south western corner of the site where medieval ditches and an oven were identified. These features are indicative of roadside occupation, probably in the bend of Aldham Mill Hill (See also HAD 152). Aerial photography of the site revealed two ring ditches. Away from these ring ditches, evidence for prehistoric activity was sparse but one isolated pit with Late Neolithic Grooved Ware was identified. It was also discovered that significant depths of silty deposits had built up since the Roman period

HAD 060	med	August 2000: Watching Brief on foundations for extension showed layer (possibly disturbed) with Medieval pottery with shell inclusions. Pottery and shell recovered from foundation trenches found in thin layer below c.1m of disturbed ground. Layer includes an area of dark ashy material which could represent the truncated base of a pit or ditch.
HAD 066	med	One sherd of c12th-c14th, and two sherds of c16th-c17th pottery were recovered from the topsoil during archaeological monitoring of groundworks. A fragment of flat hand quern was also found but this type is used throughout the med and post med periods and is not closely dateable.
HAD 067	med	Archaeological monitoring revealed three sherds of gritty 12th to 13th century coarseware from the spoil heap.
HAD 071	med	Trenching revealed made up ground over the majority of the former bus depot site, to a depth of over two metres in places and suggestive of the presence of large, backfilled pits. Documentary evidence points towards gravel quarrying on the site and finds recovered indicate that backfilling took place after the late 15th century
HAD 082	med	Site of Medieval Manor of Hadleighs, known as Hadleigh Place in 1783 (S1) and Place Farm in 1880s (OS map). Now largely developed, although there may be some building survival (though nothing is Listed). 16th century perimeter wall ?Listed by English Heritage (a substantial length of brickwork with a diaper pattern survives along Lady Lane). Note: area to south shown as open ground named 'The Green' on 1880s map but shown with a range of buildings on Hodskinsons map (and now partly rebuilt over).
HAD 086	Pmed	Brewery recorded in Hadleigh in 1855. Located on 1880s OS Map to rear of Angel Street. May survive within Eastings buildings. Various malthouses mapped to N & S on 1880s map.
HAD 096	Pmed	A possible feature of later post medieval date identified during monitoring at 82 Angel Street. Made ground was encountered to a depth beyond 1m. it is unclear whether this whole area is within a larger feature of Post Medieval date of unknown depth.
HAD119	n/a	An archaeological evaluation was carried out in the rear garden of the Eight Bells Public House revealing an undisturbed natural subsoil at a depth of 0.6m.
HAD 120	Med & Pmed	Findspot of a single sherd of Medieval pottery. Several small fragments of late Medieval to Post Medieval brick was also identified.
HAD 126	Pmed	Monitoring of groundworks revealed red brick footings likely to be associated with a building which formerly fronted George Street.
HAD 127	Pmed	Mobilisation centre built in the mid 1930s for the storage of AA guns and equipment to be used by the Territorial Army in the event of a bombing offensive. Monitoring of groundworks in 2012 revealed no archaeological features or finds although a few of the walls in the southern part of the site were probably part of the former military depot.

HAD 137	Pmed	18th C Grade II* listed house with an impressive façade, which also appears to contain some 17th C features. It has seen substantial rebuilding and alterations, particularly during the 19th C when a number of extensions were constructed and also after the house was damaged by fire during the 1990's. It was used as offices for a time, but it is now proposed to convert it back into housing. Site was visited during demolition work to the rear of the building. Obvious signs of Late Medieval intrusions into the natural with brick and tile.
HAD 140	Un	A small, undated gully, consistent with agricultural field boundaries, was recorded running across the centre of the house footprint. Its alignment perpendicular to the existing road suggests they may have been associated. However, the gully is most likely the base of a larger ditch which has been ploughed out over time and therefore could be significantly older
HAD 149	Pmed	Several late post medieval pits identified during monitoring at 112 Angel Street. These pits were 1m to 1.2m across and up to 0.5m deep below the subsoil. The examination of the fill confirmed a later 19th century to early 20th century date as they contained pottery, glass bottle fragments and roofing slate of this date.
HAD 152	med	Archaeological evaluation trenching revealed a concentration of medieval field boundary ditches concentrated in the south western area of the site. Some of these ditches were observed on aerial photography. A hearth or oven feature was also identified with significant quantities of associated pottery. Later excavation revealed Medieval deposits consisting of ditches, pits, post-holes and an oven. The majority of the artefactual evidence suggests points to 11th to 13th century date for these features with very little activity during the 14th century and later. The building could be a dwelling, although it had no diagnostic features that would confirm this and it may instead have been an agricultural building. These features may form the basis of an agricultural complex. The presence of the oven and domestic pottery does point to some occupation being located in the vicinity.
HAD Misc.	med	Brass ring, probably C15-C16, found in garden of 19 Long Bessels.

Table 1. Summary of HER entries

The site lies within the historic core of Hadleigh, as defined by the County Historic Environment Record (HAD 046), an area of high archaeological potential.

The majority of the entries recorded on the HER do indeed relate to evidence for medieval activity and this reflects the designated area (HAD 046).

Of interest is the antiquarian record of an Anglo-Saxon cremation urn for which the recorded map reference is only 35m to the south (HAD 013), although given that it is described as having been found in the grounds of East House it is more likely that the urn's location was the map reference listed under HAD 044.

The closest evidence for prehistoric and Roman activity in the vicinity lies over 350m to the northwest (HAD 059).

4. Methodology

The trial trenches were machine excavated down to the level of the natural subsoil using a 1.2m wide toothless bucket fitted to a tracked excavator. To sample the total area specified in the brief (30m of 1.8m wide trench) a total of 44m of trench was excavated.

The machining of the trenches was closely observed throughout in order to identify any archaeological features and deposits and to recover any artefacts that might be revealed. Excavation continued until undisturbed natural deposits were encountered, the exposed surface of which was then examined for cut features, although in the event none were identified. Unique context numbers were allocated to all observable phenomenon, such as interventions, fills and layers.

An area of deep disturbance was noted towards the northern end of the site and within this two test sondages were excavated to a depth of 1.2m in an attempt to establish its depth.

Following excavation of the trenches, the nature of the overburden was recorded and the depths of the natural subsoil noted. The trenches precise locations were then measured from the existing site boundaries using 30m tapes.

A photographic record of the work undertaken was also compiled using a 24 megapixel digital camera.

Upon completion of the archaeological recording the trenches were backfilled.

5. Results

Three trenches, totalling 44m, were excavated (Fig. 2). It was not possible to excavate the trenches in the precise locations as agreed in the WSI due to the presence of a concrete driveway resulting in a realignment of those at the northern end of the site.

A sample section showing the overburdens encountered was recorded for each trench (see Figure 3). The description of each trench is as follows:

Trench 1 (plate 1)

Comprised a 'T' shaped trench with a total length of just over 23m. An undisturbed natural subsoil was encountered at a depth of 0.55m beneath an overburden of 0.35m of dark rich topsoil (0001) over an underlying subsoil of medium brown grey (0002). Other than a small, clearly modern pit, no archaeological features were identified and no pre-modern artefacts recovered.

Trench 2 (plates 2 and 3)

Roughly southwest-northeast aligned trench measuring 15.3m in length. At the southwest end the natural subsoil, as seen in Trench 1, was encountered at a depth of 0.6m beneath 0.4m of topsoil (0001) and 0.2m of subsoil (0002).

Running longitudinally along the northwest side of the trench a linear cut (0003) was present which widened to cover the entire base of the trench towards the northeast. It was filled with a mixed deposit of grey-brown sandy silt (0004) containing numerous fragments of late post-medieval brick and tile and frequent late 19th/early 20th century debris (glass bottles, china, tin cans, cooking pots etc., none of which were retained). It lay directly beneath the topsoil. A short length of the trench was continued to a depth of over 1.2m but the lower horizon of this material was not reached.

Trench 3 (plate 4)

A further southwest-northeast trench measuring 5.6m in length was excavated to the southeast of a concrete driveway. It revealed the cut (0003) and fill (0004) continued into this area although a small section of undisturbed natural subsoil beneath an overburden similar to that seen in Trench 1 survived at the southwest end of the trench. A test excavation revealed it to be deeper than 1.2m. No other interventions were encountered in Trenches 2 and 3 and no pre-modern artefacts were recovered.

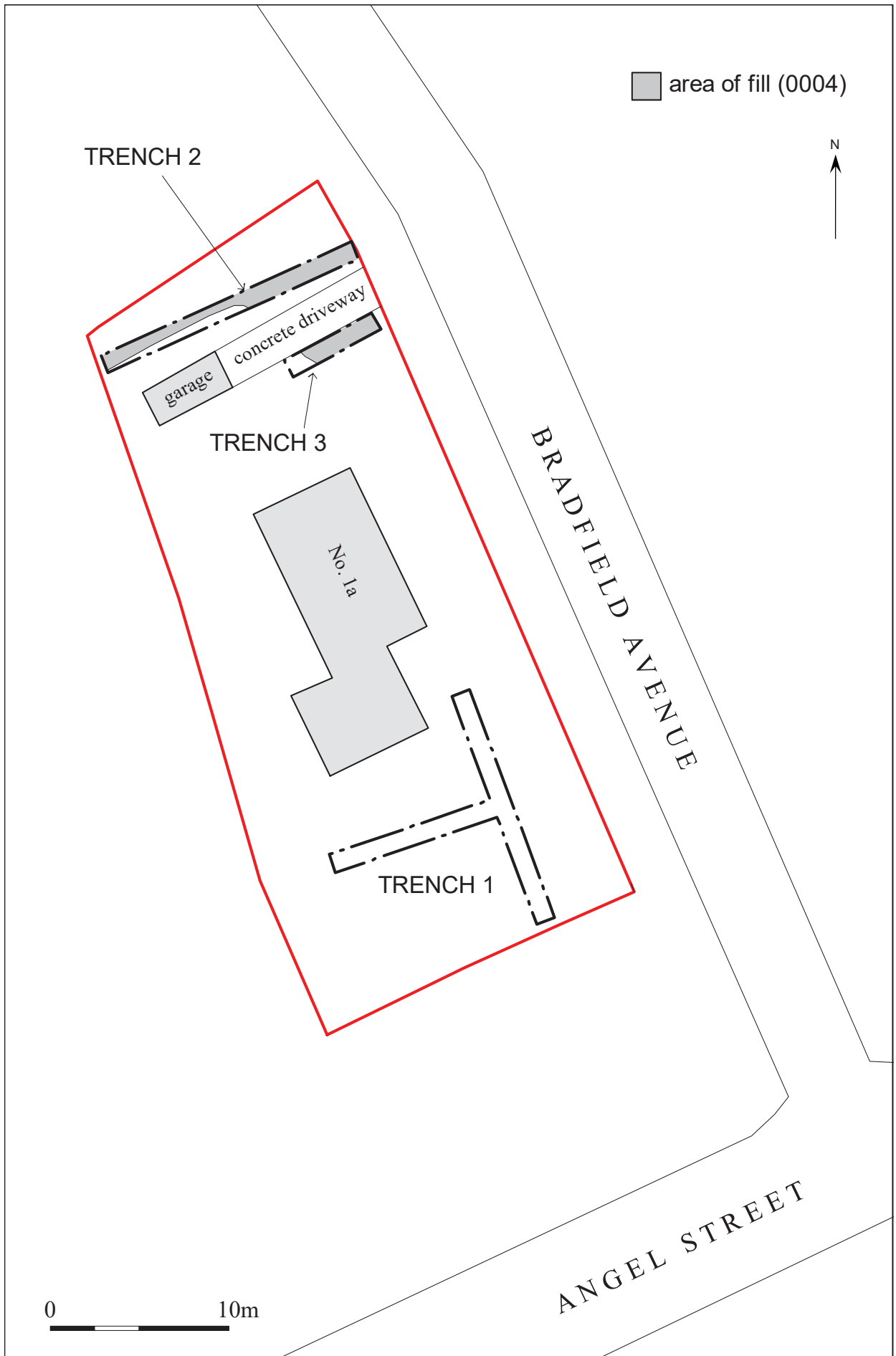


Figure 2. Trench location

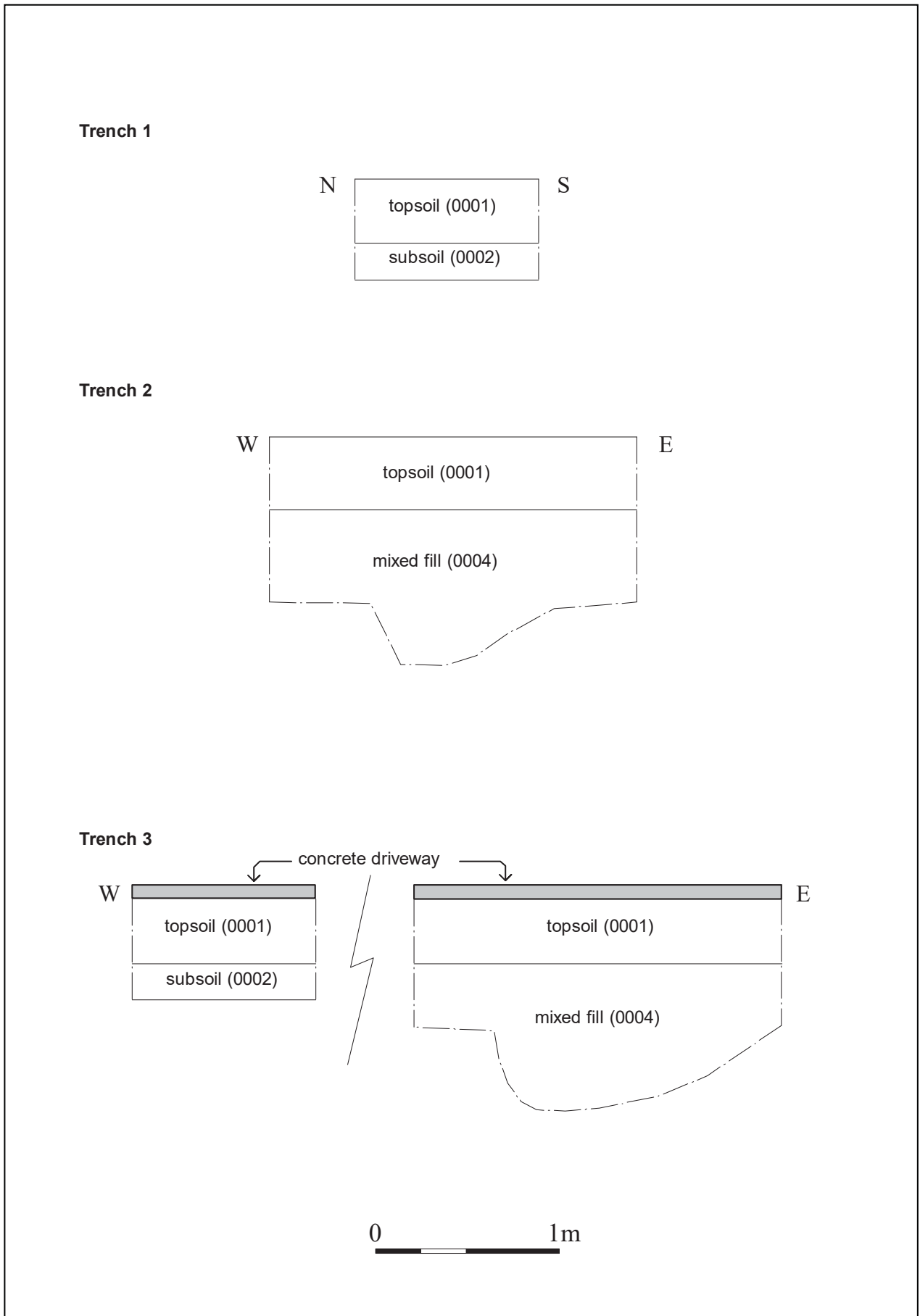


Figure 3. Trench sections

6. Finds and environmental evidence

No artefacts were recovered and no environmental samples were taken.

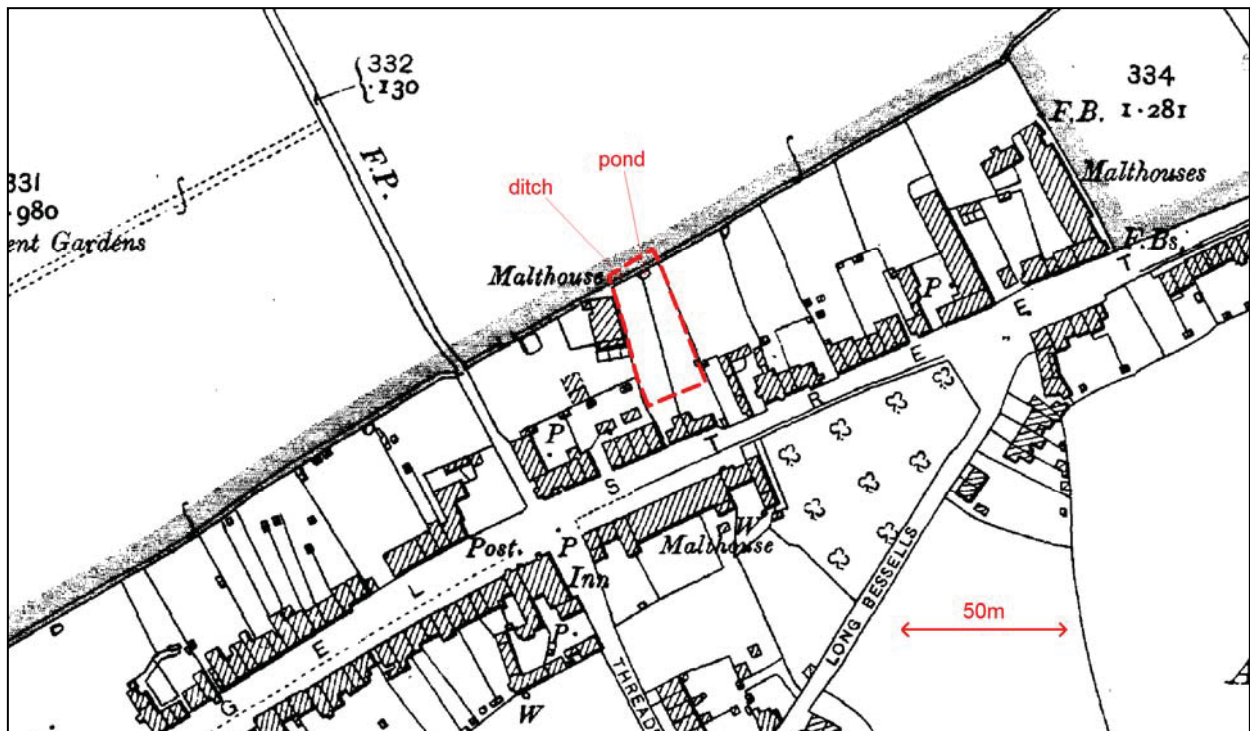


Figure 4. 2nd Edition Ordnance Survey, 1:2500 scale sheet (rescaled extract)

7. Discussion

No significant archaeological features or deposits of any great antiquity were noted within the evaluation trenches. On the whole the trenches indicated the proposed development area was relatively undisturbed with no obvious evidence for any activity prior to the late 19th/early 20th century.

The cut (0003), with its late 19th/early 20th century fill (0004), is coincidental with a ditch and pond as marked on the 2nd edition Ordnance Survey map (1:2500 scale sheet), published 1904 (Fig. 4). The area of disturbance is slightly larger than the area of the pond, as depicted on the map, which would indicate it was enlarged following the survey. The ditch appears on the previous and subsequent surveys (1885 and 1926 respectively) although the pond is absent indicating it was relatively short lived feature.

The early Ordnance Survey maps show that the garden of 1a, Bradfield Avenue occupies what was formerly the back yards of properties that fronted onto Angel Street.

8. Conclusions and recommendations for further work

The evaluation did not identify any significant archaeological deposits or features within the proposed development area. The interventions noted are of a relatively late date, are arguably of no great historic significance, and are already adequately recorded on early mapping and through the records made during the evaluation.

Based on these findings there is no obvious need for any further archaeological works to be undertaken in relation to this development although the final decision with regards to any further work that may be required will be at the discretion of the County Conservation Team.

9. Archive deposition

Paper, digital and photographic archive will be sent to the County HER, ref. HAD 156. The project has also been entered onto OASIS, the online archaeological database, ref. suffolka1-2265727. For a copy of the entry see Appendix 3.

10. Acknowledgements

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

Plates



Plate 1. Soil profile as revealed in Trench 1 (camera facing northeast)



Plate 2. General view of Trench 2 (camera facing west)



Plate 3. General view of fill 0004 in Trench 2 (camera facing west)



Plate 4. Soil profile as revealed in southwest end of Trench 3 (camera facing northwest)

Appendix 1. Written Scheme of Investigation



1a Bradfield Avenue, Hadleigh, Suffolk

Written Scheme of Investigation
for
Trenched Evaluation

Date: October 2016

Prepared by: Rhodri Gardner

Issued to: James Rolfe (SCCAS Conservation Team)

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1. Background

- 1.1 Suffolk Archaeology have been asked by SJB Designs Ltd (on behalf of a client) to prepare documentation for a programme of archaeological evaluation by trial trench at the above site (Fig 1). This Written Scheme of Investigation (WSI) covers this trenched evaluation only. Any further stages of archaeological work that might be required in relation to the proposed development would be subject to new documentation.
- 1.2 The proposed area of development covers a small area (three new dwellings) and is centred on approximately NGR TM 029 428.
- 1.3 The present stage of work is being requested as a condition of planning application B/15/00691/FUL. 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 Suffolk County Council Archaeological Service (SCCAS) (dated 03/10/16).
- 1.5 According to the Brief (Section 2.1): “The proposed house site is within an area of high archaeological potential, in the historic core of Hadleigh as defined in the County Historic Environment Record (HAD 046). Anglo-Saxon cremation urns were excavated less than 50m to the east (HAD 013). There is scope for archaeological remains to be present in the site and the proposed works will cause significant ground disturbance that has potential to damage or destroy any archaeological deposit that exists.”
- 1.6 The development proposal is for the construction of three new dwellings and associated cart lodges. The associated groundworks are liable to damage or destroy any archaeological deposits that may survive within the site. The purpose of the trial trenching is therefore to assess the archaeological potential of the development site prior to the commencement of construction.
- 1.7 The brief requires that a total of 30m of trial trenching be used to sample the footprints of the new dwellings (Fig. 2). The proposed trenching rationale will be outlined in Section 2, below.
- 1.8 This WSI complies with the SCCAS 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 Evaluation' (ClfA, 2014) and 'Standards for Field Archaeology in the East of England (EAA Occasional Papers 14, 2003).

1.9 The research aims of this trial trench evaluation are as follows, as described in Section 4.2 of the SCCAS Conservation Team brief:

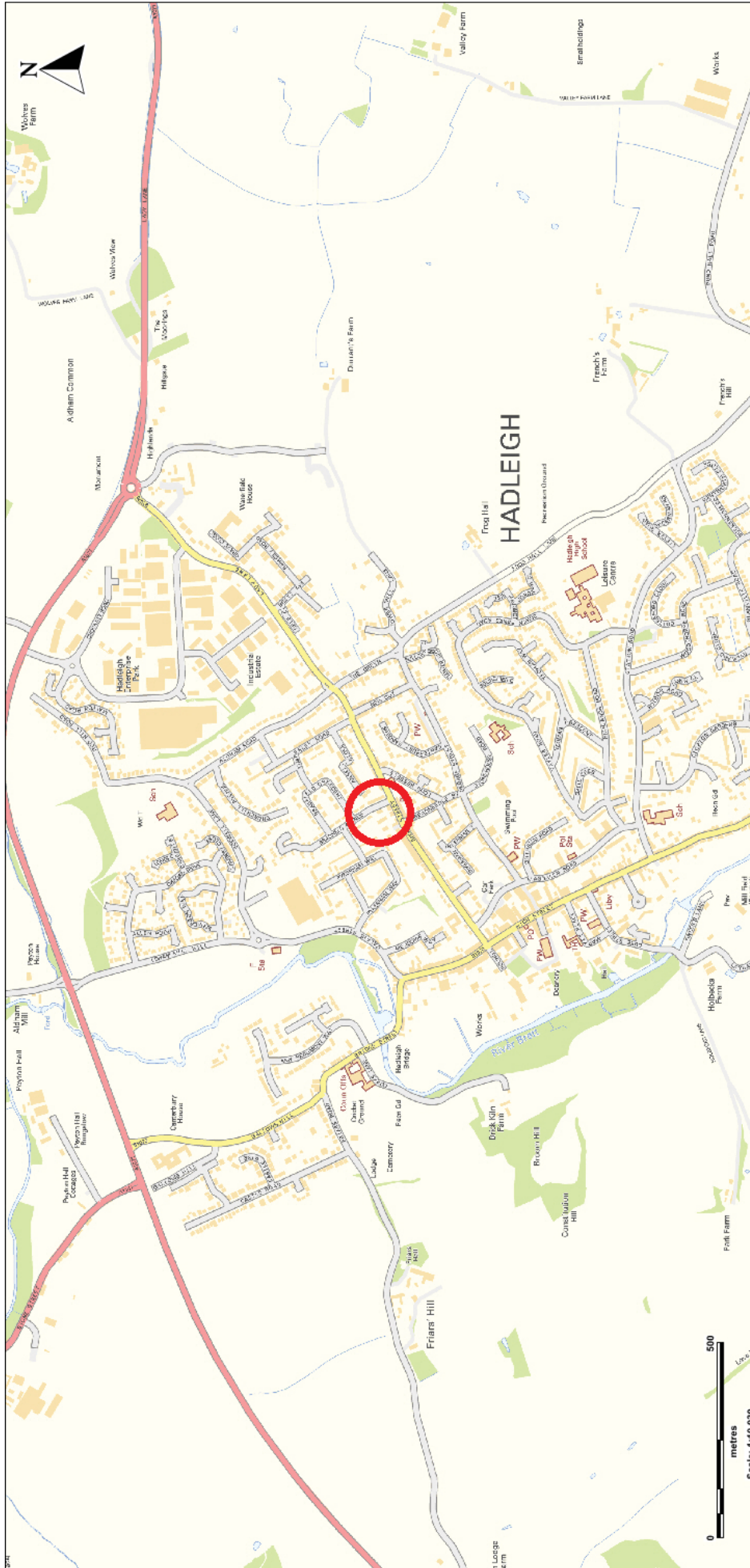
RA1: Identify the date, approximate form and purpose of any archaeological deposit within the application area, together with its likely extent, localised depth and quality of preservation.

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

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

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

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



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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 (2) trenches, each measuring 15m long by 1.8m wide. The proposed trench location plan is shown in Fig 2.
- 2.3 No information has currently been provided about the presence or otherwise of services by the developer (the client's attention is therefore drawn to Section 8.2(c) of SACIC's Standard Terms and Conditions). Therefore, if previously unknown services or similar restrictions are encountered during work on site then trench layout may have to be amended accordingly.
- 2.4 The 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 any other concrete/overburden will be mechanically separated for sequential backfilling if requested.
- 2.5 Archaeological deposits and features will be sampled by hand excavation and the trench bases and sections cleaned as necessary in order to satisfy the project aims and also comply with the SCCAS Requirements for Archaeological Evaluation, 2012.
- 2.6 If a trench requires access by staff for hand excavation and recording, it will not exceed a depth of 1.2m. If this depth is not sufficient to meet the archaeological requirements of the Brief and Specification, it will be brought to the attention of the client or their agent and the Archaeological Advisor to the LPA so that further requirements can be established. Deeper excavation can be undertaken provided suitable trench support is used or, where practicable, the trench sides are stepped or battered. However, such a variation will incur further costs to the client and time must be allowed for this to be established and agreed.
- 2.7 All features will be investigated and recorded to provide an accurate evaluation of archaeological potential whilst at the same time minimising disturbance to archaeological structures, features and deposits.
- 2.8 A site plan showing all trench locations, feature positions and levels AOD will be recorded using suitable surveying equipment, depending on the specific requirements of the project. A minimum of one to two sections per trench will be recorded. 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.

- 2.9 The site will be recorded under a unique HER number (HAD 156) and Event number (ESF 24887) acquired from the Suffolk HER Office and archaeological contexts will be recorded using pro forma Context Recording sheets and entered into an associated database.
- 2.10 A digital photographic record will be made throughout the evaluation.
- 2.11 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.
- 2.12 All pre-modern finds will be kept and no discard policy will be considered until all the finds have been processed and assessed.
- 2.13 All finds will be brought back to Suffolk Archaeology's 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.
- 2.14 Bulk environmental soil samples (40 litres each) will be taken from suitable features and retained until an appropriate specialist has assessed their potential for palaeo-environmental remains. Decisions can then be made on the need for further analysis following this assessment. If necessary advice will be sought from English Heritage's Regional Advisor in Archaeological Science on the need for specialist environmental sampling.
- 2.15 In the event of human remains being encountered on the site, guidelines from the Ministry of Justice will be followed. The evaluation will attempt to establish the extent, depth and date of burials whilst leaving remains in situ. During the evaluation any exposed human remains will be securely covered and hidden from the public view at all times when they are not attended by staff. At the conclusion of the work backfilling will be carried out in a manner sensitive to the preservation of such remains.
- 2.16 If circumstances dictate that the lifting of human remains is unavoidable then a Ministry of Justice Licence for their removal will be obtained prior to their removal from site.

3 Post-excavation

- 3.1 The unique HER number will be clearly marked on all documentation and material relating to the project.
- 3.2 The post-excavation work will be managed by Suffolk Archaeology's Post-excavation and Finds Manager, Richenda Goffin. Specialist finds staff whether in-house personnel or external specialists are experienced in local and regional types of material in their field.
- 3.3 All artefacts and ecofacts will be held by Suffolk Archaeology until analysis of the material is complete.
- 3.4 All site data will be entered on a computerised database compatible with the County HER. All site plans and sections will be copied to form a permanent archive on archivally stable material. Ordnance Datum levels will be on the section sheets. The photographic archive will be fully catalogued.
- 3.5 All finds will be processed, marked and bagged/boxed to County HER requirements. Where appropriate finds will be marked with a site code and a context number.
- 3.6 Bulk finds will be fully quantified on a computerised database compatible with the County HER. Quantification will fully cover weights and numbers of finds by context with a clear statement on the degree of apparent residuality observed.
- 3.7 Metal finds on site will be stored in accordance with ICON guidelines, initially recorded assessed for significance before dispatch to a conservation laboratory within 4 weeks of the end of the excavation. All pre-modern silver, copper alloy and ferrous metal artefacts will be x-rayed and coins will be x-rayed if necessary for identification. Sensitive finds will be conserved if necessary and deposited in bags/boxes suitable for long term storage to ICON standards. All coins will be identified to a standard acceptable to normal numismatic research.
- 3.8 Pottery will be recorded and archived to a standard consistent with the Draft Guidelines of the Medieval Pottery Research Group and Guidelines for the archiving of Roman Pottery, SGRP (ed. M.G. Darling, 1994) and to The Study of Later Prehistoric Pottery: General Policies and Guidelines for analysis and Publications, Occasional Papers No.1 and No. 2, 3rd Edition (Revised 2010, Prehistoric Ceramic Research Group).
- 3.9 Environmental samples will be processed and assessed to standards set by the English Heritage Regional Scientific Advisor with a clear statement of potential for further analysis and significance.
- 3.10 Animal and human bone will be quantified and assessed to a standard acceptable to national and regional English Heritage specialists.
- 3.11 An industrial waste assessment will cover all relevant material (i.e. fired clay finds as well as slag).

- 3.12 A report on the results of the evaluation will be completed within 6 weeks of the completion of the fieldwork. The report will be commensurate with the level of results but will contain sufficient information to stand as an archive report should no further work be required on the site. This will include reference to archaeologically relevant information held in the County HER.
- 3.13 The report will include a summary in the established format for inclusion in the annual "Archaeology of Suffolk" section of the *Proceedings of the Suffolk Institute of Archaeology and History*.
- 3.14 The Suffolk HER is registered with the Online Access to Index of Archaeological Investigations (OASIS) project. Suffolk Archaeology will complete a suitable project-specific OASIS form at <http://ads.ahds.ac.uk/project/oasis>. The completed form will be reproduced as an appendix to the final report.
- 3.15 A draft of the report will be submitted to SCCAS for approval.
- 3.16 On acknowledgement of approval of the report from SCCAS hard and digital copies will be sent to the Suffolk HER.
- 3.17 Upon completion of reporting works ownership of all archaeological finds will be given over to the relevant authority. There is a presumption that this will be SCCAS, who will hold the material in suitable storage to facilitate future study and ensure its proper preservation.
- 3.18 The project archive shall be compiled in accordance with the guidelines issued by the SCCAS (2010). The client is aware of the costs of archiving and provision will be made to cover these costs in our agreement with them. The archive will be deposited with the County Archaeology Store unless another suitable repository is agreed with SCCAS.
- 3.19 If the client does not agree to transfer ownership to SCCAS they will be required to nominate another suitable repository approved by SCCAS or provide funding for additional recording and analysis of the finds archive (such as, but not limited to, additional photography or illustration of objects).
- 3.20 The law dictates that client can have no claim to the ownership of human remains. Any such remains must be stored by SCCAS, in accordance with the relevant site's Ministry of Justice licence.
- 3.21 In the rare event that artefacts of significant monetary value are discovered separate ownership arrangements may be negotiated, provided they are not subject to Treasure Act legislation.
- 3.22 If an object qualifies as Treasure, under the Treasure Act 1996. The client will be informed as soon as possible if this is the case and the find(s) will be reported to the

Suffolk Finds Liaison Officer (who then reports to the Coroner) within 14 days of the objects discovery and identification. Treasure objects will immediately be removed to secure storage, with appropriate on-site security measures taken if required.

- 3.23 Any material eventually declared as Treasure by a Coroner's Inquest will, if not acquired by a museum, be returned to the client and/or landowner. Employees of Suffolk Archaeology, their subcontractors or any volunteers under their control will not be eligible for any share of a treasure reward.

4 Additional considerations

4.1 Health and Safety

- 4.1.1 The project will be carried out in accordance with Suffolk Archaeology's Health and Safety Policy at all times. A copy of this policy is provided in Appendix 1.
- 4.1.2 All Suffolk Archaeology staff are experienced in working under similar conditions and on similar sites to the present site and are aware of Suffolk Archaeology H&S policies. All permanent Suffolk Archaeology excavation staff are holders of CSCS cards.
- 4.1.3 A separate Risk Assessment and Method Statement (RAMS) document will be prepared for the site and provided to the client. Copies will be available to SCCAS on request.
- 4.1.4 All staff will be aware of the project's risk assessment and will receive a safety induction from the Project Officer.
- 4.1.5 It may be necessary for site visits to be made by external specialists or Suffolk County Council monitors. All such staff and visitors must abide by Suffolk Archaeology's H&S requirements for each particular site, and will be inducted as required and made aware of any high risk activities relevant to the site concerned.
- 4.1.6 Site staff, official visitors and volunteers are all covered by Suffolk Archaeology's insurance policies. Policy details are shown in Appendix 2.

4.2 Environmental controls

- 4.2.1 Suffolk Archaeology is committed to following an EMS policy. All our preferred providers and subcontractors have been issued with environmental guidelines. On site the Project Officer will police environmental concerns. In the event of spillage or contamination reporting procedures will be carried out in accordance with Suffolk Archaeology's EMS policies.

4.3 Plant machinery

- 4.3.1 A 360° tracked mechanical excavator equipped with a full range of buckets will be required for the trial trenching. The sub-contracted plant machinery will be accompanied by a fully qualified operator who will hold an up-to-date Construction Plant Competence Scheme (CPCS) card (approved by the CITB).

4.4 Site security

- 4.4.1 Unless previously agreed with the client this WSI (and the associated quotation) assumes that the site will be sufficiently secure for archaeological work to be undertaken.
- 4.4.2 In this instance all security requirements including fencing, padlocks for gates etc. are the responsibility of the client.

4.5 Access

- 4.5.3 The client will secure access to the site for Suffolk Archaeology personnel and subcontracted plant, and obtain all necessary permissions from landowners and tenants. This includes the siting of any accommodation units/facilities required for the work.
- 4.5.2 Any costs incurred to secure access, or incurred as a result of access being withheld (for example by a tenant or landowner) will not be the responsibility of Suffolk Archaeology. Such costs or delays incurred will be charged to the client in addition to the archaeological project fees.

4.6 Site preparation

- 4.6.1 The client is responsible for clearing the site in a manner that enables the archaeological works to go ahead as described. Unless previously agreed the costs of any subsequent preparatory works (such as tree felling, scrub/undergrowth clearance, removal of concrete or hardstanding not previously quoted for, demolition of buildings or sheds, removal of excessive overburden, refuse or dumped material) will be charged to the client in addition to the archaeological project fees.

4.7 Backfilling

- 4.7.1 The trench will be backfilled sequentially in reverse order of deposit removal if required and requested prior to backfilling. 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 and a list of such specialists currently used by Suffolk Archaeology is available on request.

Appendix 2. Context List

Site code: HAD 156

Context No.	Description
0001	Topsoil, seen in all three trenches. A dark, rich garden soil. Clear horizon to underlying subsoil.
0002	Subsoil. Medium brown-grey silty sand with frequent small stones and very infrequent small fragments of red brick/tile. Slightly blurred interface with underlying natural geology.
0003	Cut of large intrusion noted in Trenches 2 and 3. Steep sided, depth and full dimensions unknown. Interpreted as a ditch and pond as recorded on 2nd edition OS map.
0004	Fill within cut 0003. Consists of grey-brown sandy silt containing numerous fragments of late post-medieval brick and tile and frequent late 19th/early 20th century debris (glass bottles, china, tin cans, cooking pots etc., none of which were retained). Where seen, clear horizon with natural subsoil.

Appendix 3. OASIS data collection form

OASIS ID: suffolka1-265727

Project details

Project name	1a Bradfield Avenue, Hadleigh
Short description of the project	A trial trench evaluation in advance of the construction of three new dwellings revealed a late post-medieval ditch and pond (as marked on 2nd ed. OS of 1904) but no other features or deposits were identified and no no pre-modern artefacts were recovered.
Project dates	Start: 29-11-2016 End: 02-12-2016
Previous/future work	No / No
Any associated project reference codes	B/15/00691/FUL - Planning Application No.
Any associated project reference codes	HAD 156 - Sitecode ESF24887 - HER event no.
Type of project	Field evaluation
Current Land use	Other 5 - Garden
Monument type	DITCH Post Medieval
Monument type	POND Post Medieval
Significant Finds	NONE None
Methods & techniques	"Sample Trenches"
Development type	Urban residential (e.g. flats, houses, etc.)
Prompt	Direction from Local Planning Authority - Direction 4
Position in the planning process	After full determination (eg. As a condition)

Project location

Country	England
Site location	SUFFOLK BABERGH HADLEIGH 1a Bradfield Avenue
Study area	740 Square metres
Site coordinates	TM 0293 4289 52.046680660287 0.959676538157 52 02 48 N 000 57 34 E Point

Project creators

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

Project archives

Physical Archive Exists?	No
Digital Archive recipient	Suffolk HER
Digital Archive ID	HAD 156
Digital Contents	"other"
Digital Media available	"GIS", "Images raster / digital photography", "Text"
Paper Archive recipient	Suffolk HER
Paper Archive ID	HAD 156
Paper Contents	"other"
Paper Media available	"Correspondence", "Notebook - Excavation", ' Research', ' General Notes', "Report"

Project bibliography

Publication type	Grey literature (unpublished document/manuscript)
Title	Archaeological Evaluation Report: 1a, Bradfield Avenue, Hadleigh
Author(s)/Editor(s)	Sommers, M.
Other bibliographic details	SACIC 2016/100
Date	2016
Issuer or publisher	SACIC
Place of issue or publication	Needham Market
Description	printed sheets of A4 paper with card covers and a plastic ring binder

Entered by	MS (mark.sommers@suffolkarchaeology.co.uk)
Entered on	2 December 2016

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