

# SUFFOLK ARCHAEOLOGY

• A HISTORY OF EXPERTISE •

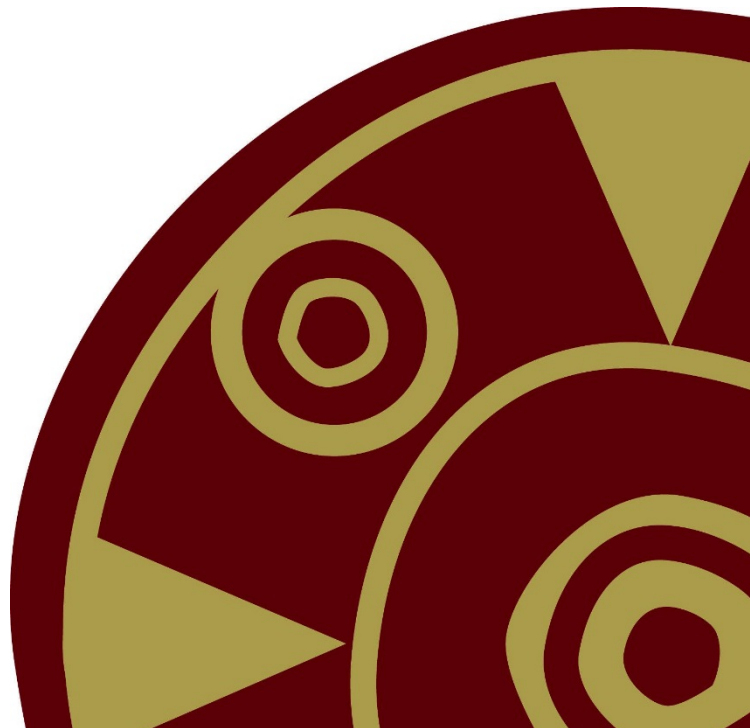
## The Old Slaughterhouse, Cuckoo Hill, Bures St Mary, Suffolk

**Client:** Marnie Tappenden

**Date:**  
November 2016

### BSM 082

Archaeological Evaluation Report  
SACIC Report No. 2016/92  
Author: Linzi Everett  
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## HER Information

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**Site Code/HER reference:** BSM 082/ESF 24964

**Site Name:** The Old Slaughterhouse, Bures St Mary

**Report Number** 2016/92

**Planning Application No:** B/14/01103/FUL

**Date of Fieldwork:** 7th November 2016

**Grid Reference:** TL 9092 3428

**Oasis Reference:** suffolka1-267072

**Curatorial Officer:** James Rolfe

**Project Officer:** Linzi Everett


**Client/Funding Body:** Marnie Tappenden

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 alone. 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: Linzi Everett  
Date: November 2016

Approved By: Rhodri Gardner  
Position: Director  
Date: November 2016  
Signed: 



# Contents

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Summary

<b>1. Introduction</b>	<b>1</b>
<b>2. Geology and topography</b>	<b>1</b>
<b>3. Archaeology and historical background</b>	<b>1</b>
<b>4. Methodology</b>	<b>3</b>
<b>5. Results</b>	<b>4</b>
<b>6. Finds evidence</b>	<b>8</b>
<b>7. Discussion</b>	<b>9</b>
<b>8. Archive deposition</b>	<b>10</b>

## List of Figures

Figure 1. Site location	2
Figure 2. Location of trenches within the development area	3
Figure 3. Trench plans and sections	7
Figure 4. Extract from the 2nd edition Ordnance Survey map	10

## List of Plates

Plate 1. Trench 1, looking NE	4
Plate 2. Trench 1, soil profile	4
Plate 3. Trench 2, looking SSE	5
Plate 4. Trench 2, looking NNW	5
Plate 5. Trench 3, looking east	6
Plate 6. Trench 3, looking west	6

## List of Appendices

Appendix 1.	Context list
Appendix 2.	Bulk finds catalogue
Appendix 3.	OASIS form
Appendix 4.	WSI



## **Summary**

Three evaluation trenches were excavated at The Old Slaughterhouse, Cuckoo Hill, Bures St Mary (BSM 082; TL 9092 3428). Two of the three trenches were heavily disturbed by modern interventions but the most northerly trench had not been truncated and contained two small pits, one of which contained post medieval material. Trench 3 in the southern part of the site, was entirely made up with a thick layer of wet, humic fill, the origins of which are unclear but finds it contained dated to the 19th and 20th century.





## **1. Introduction**

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An archaeological evaluation was carried out prior to the construction of houses on land at The Old Slaughterhouse, Bures St Mary (BSM 082; TL 9092 3428; Figure 1). The work was carried out to a Brief issued by James Rolfe of Suffolk County Council Archaeological Service Conservation Team (SCCAS/CT) and to a Written Scheme of Investigation by Rhodri Gardner (Suffolk Archaeology CIC, Appendix 4) as a condition of planning application B/14/01103/FUL. The work was funded by Marnie Tappenden and carried out on the 7th November 2016.

## **2. Geology and topography**

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The site is situated on the edge of the village, approximately 160m to the north-east of the parish church. The village itself straddles the River Stour which also forms the County border between Suffolk and Essex.

The total development area measures approximately 0.24 hectares and is bounded by domestic properties on three sides and a road to the north. It is accessed from Cuckoo Hill.

The site lies towards the base of a south-west facing slope of the Stour Valley, with the River Stour itself approximately 300m west of the development area. The development area occupies a steep north to south slope, with the south end of the site at a height of c.32m OD rising to 38m adjacent the northern boundary. Chalk underlies the whole area although the valleys are filled with gravel, sand and silt deposits left by glacial outwash. Occasional clay deposits, laid down in meltwater lakes, are also present.

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

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Archaeological interest is due to the sites location on the edge of the historic settlement core of Bures St. Mary (HER ref. BSM 054). The topographical location is also deemed to be to be favourable for early occupation, being the edge of the higher ground adjacent to the river floodplain.

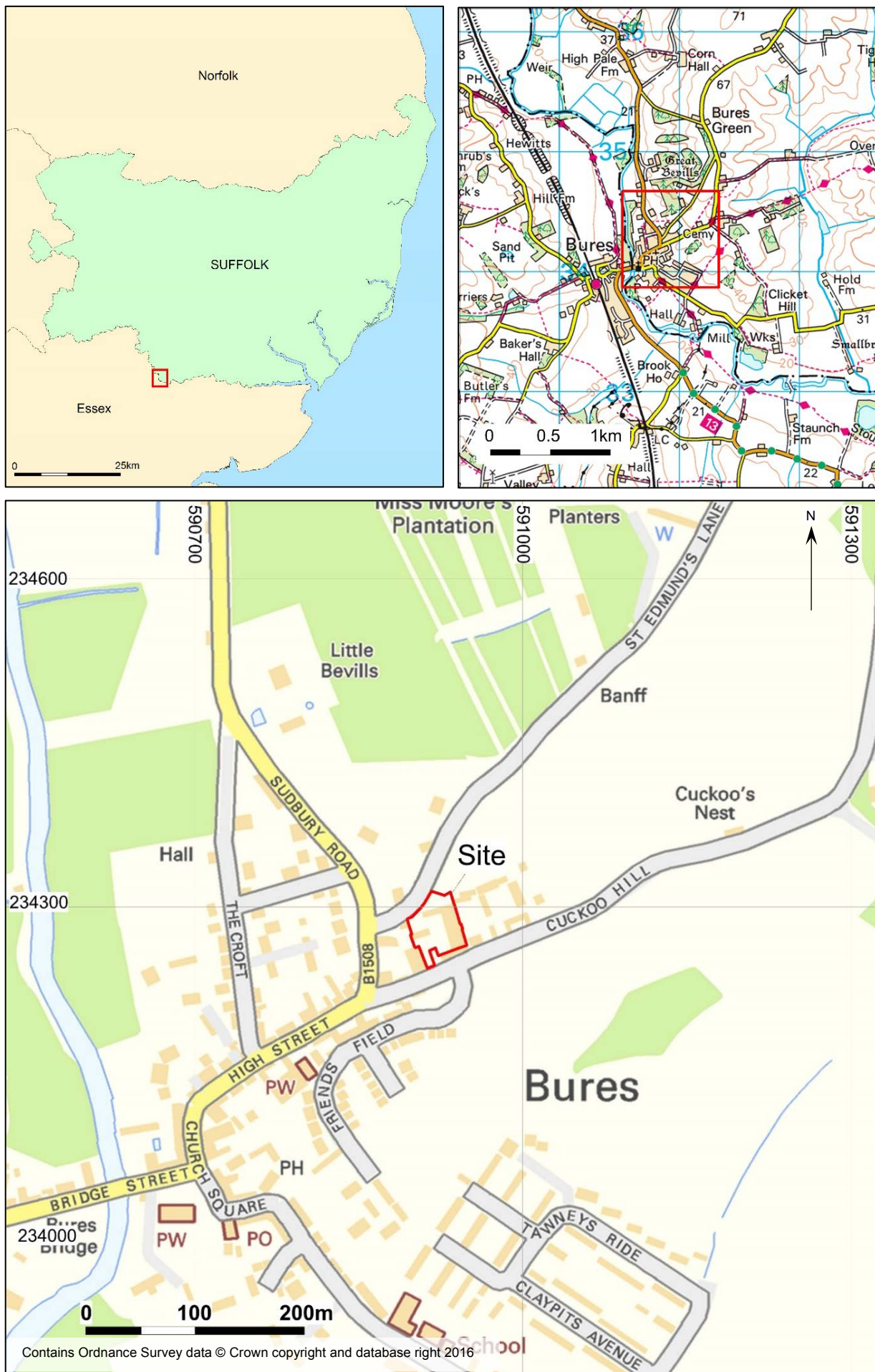


Figure 1. Site Location

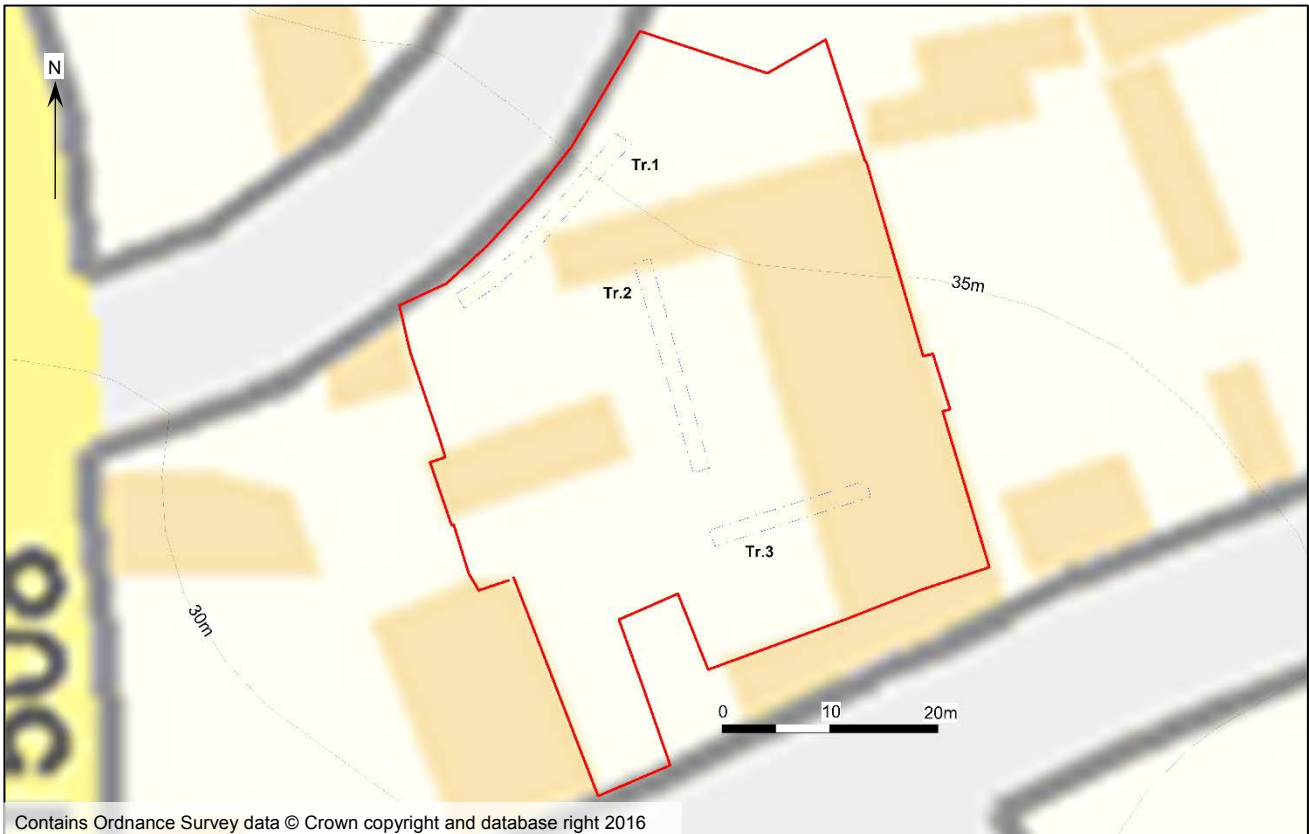


Figure 2. Location of trenches within development area, showing contour lines

## 4. Methodology

Three trenches were excavated using a machine equipped with a toothless bucket (Figure 2). Where the trenches cut through concrete slab, this was broken out and removed in advance of the archaeological work with the remaining topsoil and subsequent subsoil layers were removed under the direction of an experienced archaeologist to the depth of archaeological deposits or the natural subsoil.

The base of each trench was examined for features or finds of archaeological interest. The upcast soil was examined visually for any archaeological finds and subject to metal detector survey. Records were made of the position and length of trenches and the depths of deposits encountered.

The site has been given the Suffolk HER code BSM 082. All elements of the site archive are identified with this code. An OASIS record (for the Archaeological Data Service) has been initiated and the reference code suffolka1-267072 has been used for this project.

Colour digital photographs were taken of the trenches and soil profiles and the position of each trench was plotted by hand from known OS points.

## 5. Results

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### Trench 1 (Plates 1&2)

This trench was excavated within the highest part of the site and was excavated with a bend in it to avoid thick vegetation. A 250mm thick layer of topsoil was uniformly present throughout the trench, below which was a layer of mid grey brown friable silty sand subsoil which varied between c.0.5m thick at the each end to just 0.2m in the centre. No finds were recovered from this layer. Two small features were present below the subsoil in the shallowest part of the trench. 0001 was a small, shallow pit, assumed oval in plan though it continued beyond the northern edge of excavation. A small quantity of post-medieval finds were recovered from the mid-dark brown firm sandy fill, 0002.

Immediately adjacent to 0001 was a small, shallow circular post hole, 0003. It was filled by 0004, a mid brown friable sandy silt which included a fragment of heat altered flint.

It was noted that all layers and fills in this trench were particularly dry.



Plate 1. Trench 1, looking north NE



Plate 2. Trench profile

### Trench 2 (Plates 3&4)

Concrete slab measuring c.20cm thick had previously been removed from the length of the trench, along with c.10cm of associated rubble sub-base. Below this was a mid brown silty sand subsoil, much like the subsoil present in Trench 1 but different in colour as it was wet.

Throughout the length of the trench, the subsoil was cut by various services and other modern disturbance which made it impossible to excavate to the depth of the natural subsoil. No pre-modern features were identified.



Plate 3. Trench 2, looking SSE



Plate 4. Trench 2, looking NNW

### Trench 3 (Plates 5&6)

This trench was moved west from its intended position in order to avoid a buried tank. Concrete slab c.15cm thick had previously been removed from the length of the trench, below which, a brick and concrete footing ran through the centre of the trench, cutting through disturbed ground and rubble. Below the rubble layer was a very dark grey brown silt deposit which was humic, waterlogged and contained frequent 19<sup>th</sup>-20<sup>th</sup> century finds such as glass and glazed china. This deposit was present through the whole trench to a depth of between 1.4m and 1.6m from the top of the concrete slab, sealing an orangey yellow sandy clay natural subsoil. The trench sides were loose and unstable and the base of the trench quickly filled with water.



Plate 5. Trench 3, looking east. Brick footings visible in the section below the machine bucket



Plate 6. Trench 3, looking west with natural subsoil exposed at the base

Trench	Length	Features	Height (top of trench, m OD)
1	21.4m	0001; 0003	E end 36.42; W end 34.59
2	20m	-	NW end 34.10; SE end 32.63
3	15m	-	W end 32.70; E end 33.61

Table 1. Trench details

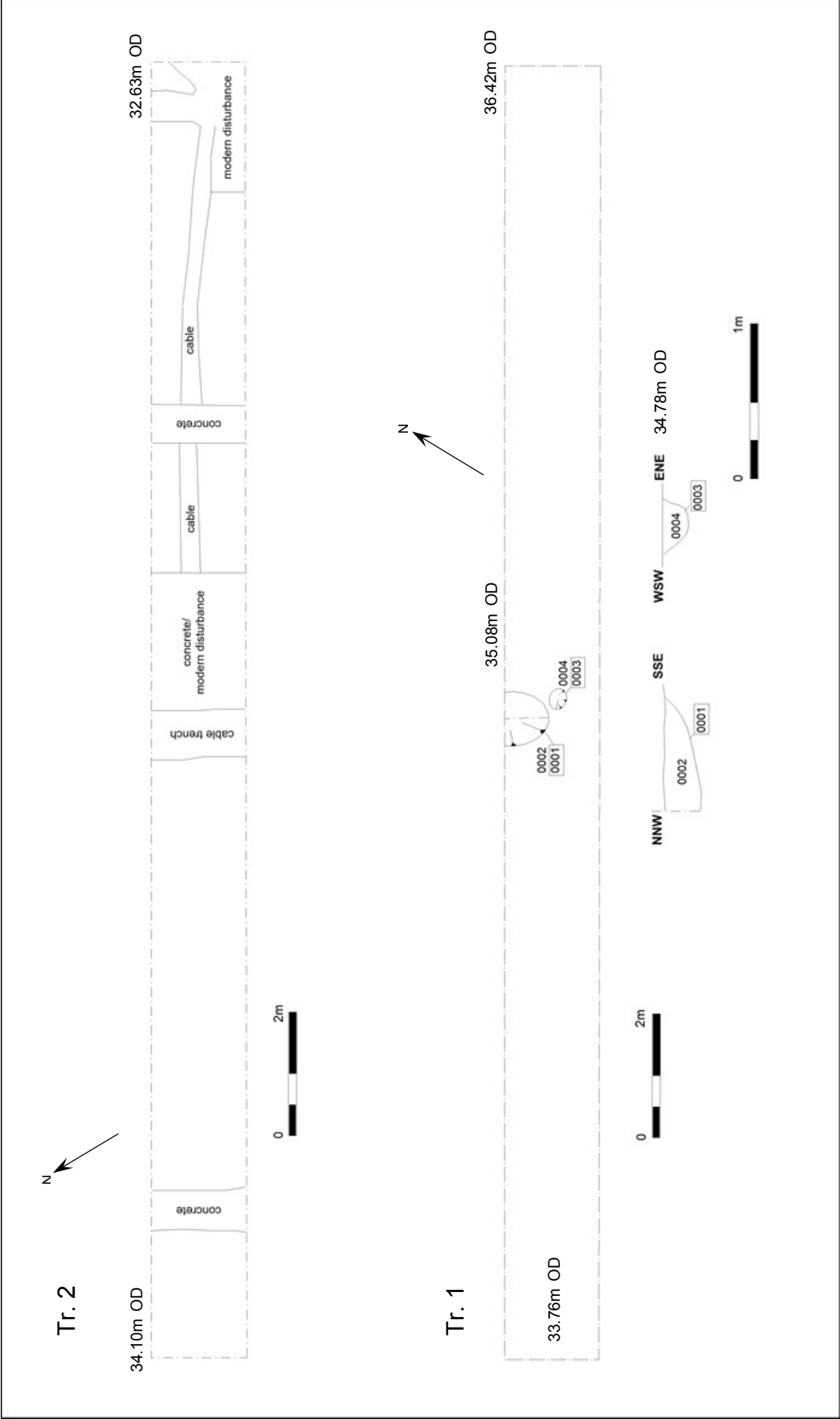


Figure 3. Trench plans and sections

## 6. Finds evidence

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Richenda Goffin

### Introduction

A small quantity of finds was recovered from two contexts from Trench 1, as listed below.

Context	CBM		Clay Pipe		PMed Glass Bottle		Worked Flint		Heat Altered Flint		Miscellaneous	Spotdate
	No	Wt/g	No	Wt/g	No	Wt/g	No	Wt/g	No	Wt/g		
0002	11	69	2	1	1	1	2	11			Clinker: 1 - 1g	17th-19th C
0004									1	3		Undated
<b>Totals</b>	<b>11</b>	<b>69</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>11</b>	<b>1</b>	<b>3</b>		

Table 2. Finds quantities

### Ceramic building material

Ten small fragments of fully oxidised roofing tile were recovered from fill 0002 of pit 0001 (56g). The pieces are made in a fine sandy fabric with red clay pellets dating to the late medieval to post-medieval period. An additional fragment made in a similar fabric is probably a piece of brick with the same date range. The CBM will not be retained for the archive.

### Struck flint

Mike Green

A total of two struck flints were recovered during the evaluation from one context, as shown in the table below.

Context Number	Type	Patination	Cortex %	Number	Weight (g)
0002	Flake	None	30-50	2	11
	<b>Total</b>			<b>2</b>	<b>11</b>

Table 3. Flint summarised by type



The flint is mainly struck from a dark blue brown glassy flint. Extensive signs of recent edge damage are present with no retouch noted.

Two small flakes were found within fill 0002 of pit 0001. Both pieces show signs of extensive edge damage and have a red hue which is most likely to be associated with low temperate heating. The bulbar scars are crude with lateral striations on the ventral surfaces indicating a large amount of force was used to produce the flakes. No diagnostic indicators are present but due to the post-medieval material found in association with these flints and they are most likely produced from modern machinery strikes.

As only two small pieces of struck flint were recorded from one fill and due to the edge damage present, the flints from the site are most likely to be residual found within later features or may have been produced by accident in the post-medieval period. None of the flakes are diagnostic so the material is not datable; it is most likely the result of modern machine strikes.

### **Other finds**

A small fragment of post-medieval vessel glass was present in pit fill 0002, with two small pieces of clay tobacco pipe stem dating to the 17th-19th C. Other finds from this feature include two flints and a small piece of clinker or heat-affected soil.

A small fragment of heat-affected flint was present in fill 0004 of posthole 0003 which cannot be dated.

## **7. Discussion**

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Only a small quantity of artefactual material was recovered from the evaluation, from Trench 1. Pit 0001 contained a small quantity of post-medieval finds, together with two pieces of flint that have been heat-affected and are likely to be the products of agricultural activity. The fragment of heat-affected unworked flint in posthole 0003 is indeterminate in date.

Layer sealed by concrete slab and footings for recently demolished buildings. Finds from this context were of 19th/20th century date and not retained. The available historic maps of the site do not show any obvious clues as to the origins of this wet, organic material.

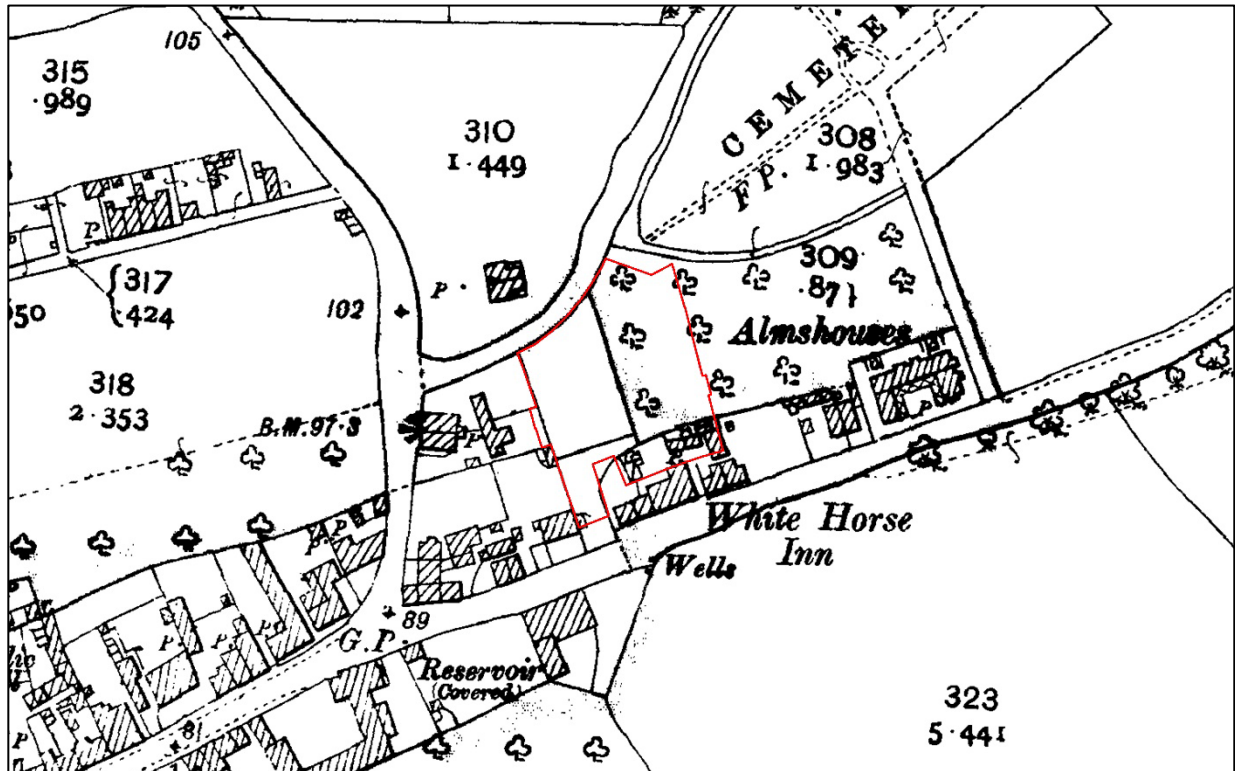


Figure 4. Extract from the 2nd edition Ordnance Survey map, 1902. Development area shown in red

## 8. Archive deposition

The archive is currently with Suffolk Archaeology CIC (Needham Market), but will be archived at the store of Suffolk County Council Archaeological Service at Bury St Edmunds under HER code BSM 082 when all related archaeological works are completed.

## Appendix 1: Context list

Context No.	Trench	Description
0001	1	Small shallow pit, likely sub-circular but continues beyond N edge of site. Gradual break of slope to a flattish base.
0002	1	Fill of 0001. Mid-dark brown firm sandy silt with regular small rounded and angular flints. Finds recovered.
0003	1	Small, shallow, circular post hole with steep sides gradually breaking to a concave base.
0004	1	Fill of 0003. Mid brown friable sandy silt with regular small rounded and angular flints.
0005	1	Topsoil
0006	1	Subsoil
0007	3	Very dark grey brown humic and wet silt with modern and late post-med finds (not retained).

## Appendix 2: Bulk finds catalogue

Context	CBM		Clay Pipe		PMed Glass Bottle		Worked Flint		Heat Altered Flint		Miscellaneous	Spotdate
	No	Wt/g	No	Wt/g	No	Wt/g	No	Wt/g	No	Wt/g		
0002	11	69	2	1	1	1	2	11			Clinker: 1 - 1g	P MED
0004									1	3		



## Appendix 3: OASIS form

OASIS ID: suffolka1-267072

### Project details

Project name	BSM 082 Old Slaughterhouse, Bures St Mary
Short description of the project	Three evaluation trenches were excavated in advance of plans to develop the site
Project dates	Start: 07-11-2016 End: 22-11-2016
Previous/future work	No / Not known
Any associated project reference codes	BSM 082 - Sitecode
Any associated project reference codes	B/14/01103/FUL - Planning Application No.
Type of project	Field evaluation
Site status	None
Monument type	PIT Post Medieval
Significant Finds	CERAMIC Post Medieval
Significant Finds	GLASS Post Medieval
Methods & techniques	"Sample Trenches"
Development type	Rural residential
Prompt	Direction from Local Planning Authority - PPS
Position in the planning process	After full determination (eg. As a condition)

### Project location

Country	England
Site location	SUFFOLK BABERGH BURES ST MARY BSM 082 The Old Slaughter House
Study area	2200 Square metres
Site coordinates	TL 9092 3428 51.973640897454 0.77994464118 51 58 25 N 000 46 47 E Point
Height OD / Depth	Min: 32m Max: 38m

### Project creators

Name of Organisation	Suffolk Archaeology CIC
Project brief originator	Local Planning Authority (with/without advice from County/District Archaeologist)
Project design originator	James Rolfe
Project director/manager	Rhodri Gardner
Project supervisor	Linzi Everett
Type of sponsor/funding body	Developer

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### Project archives

Physical Archive recipient	Suffolk HER
Physical Archive ID	BSM 082
Physical Contents	"Ceramics","Glass","other"
Digital Archive recipient	Suffolk HER
Digital Archive ID	BSM 082
Digital Contents	"other"
Digital Media available	"Images raster / digital photography","Text"
Paper Archive recipient	Suffolk HER
Paper Archive ID	BSM 082
Paper Contents	"other"
Paper Media available	"Correspondence","Photograph","Unpublished Text"

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### Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	2016/92 BSM 083 The Old Slaughterhouse, Bures St Mary
Author(s)/Editor(s)	Everett, L.
Other bibliographic details	2016/92
Date	2016
Issuer or publisher	SACIC
Place of issue or publication	Needham Market



## Old Slaughterhouse, Bures St Mary, 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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## Summary Project Details

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<b>Site Name</b>	The Old Slaughterhouse
<b>Site Location/Parish</b>	Bures St Mary
<b>Grid Reference</b>	TL 909 342
<b>Access</b>	Off Cuckoo Hill
<b>Planning Application No</b>	B/14/01103/FUL
<b>HER code</b>	BSM 082
<b>Event No.</b>	ESF 24964
<b>OASIS ref.</b>	Suffolka1-267072
<b>Type:</b>	Trial trench evaluation
<b>Area</b>	Small (c. 0.24ha)
<b>Project start date</b>	TBC
<b>Fieldwork duration</b>	Up to 2 days (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	TBC
<b>Curatorial Officer</b>	James Rolfe	01284 741237
<b>Consultant</b>		

### Emergency contacts

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<b>Local Police</b>	Suffolk Constabulary	101 (999 in an emergency)
<b>Location of nearest A&amp;E</b>	Colchester General Hospital, Turner Road, Colchester, CO4 5JL	01206 747474

### Hire details

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<b>Plant:</b>	TBC	TBC
<b>Toilet Hire</b>	TBC	TBC
<b>Tool hire:</b>	TBC	TBC

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## **Contents**

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

## **Figures**

1. Site location
2. Proposed trench layout

## **Appendices**

1. Health and Safety Policy
2. Insurance Documentation

## 1. Background

- 1.1 Suffolk Archaeology have been asked 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 an area of c. 0.24ha (to accommodate 6 new dwellings) and is centred on approximately NGR TL 909 342.
- 1.3 The present stage of work is being requested as a condition of planning application B/14/01103/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 17/10/16).
- 1.5 According to the Brief (Section 2.1): "This proposal for a housing development lies in an area of archaeological importance, on the edge of the historic settlement core. There is high potential for archaeological deposits to be encountered at this location given the proximity to known remains and also given the landscape setting, within the Stour Valley, which is topographically favourable for early occupation."
- 1.6 The development proposal is for the construction of six new dwellings and associated services and driveway. The groundworks that will be involved are liable to damage or destroy any archaeological deposits that may be 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 5% of the site's area be subject to trial trenching. This amounts to 120m<sup>2</sup>. This will be divided up into smaller individual trenches which will then be used to give as even coverage of the site as possible. (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:

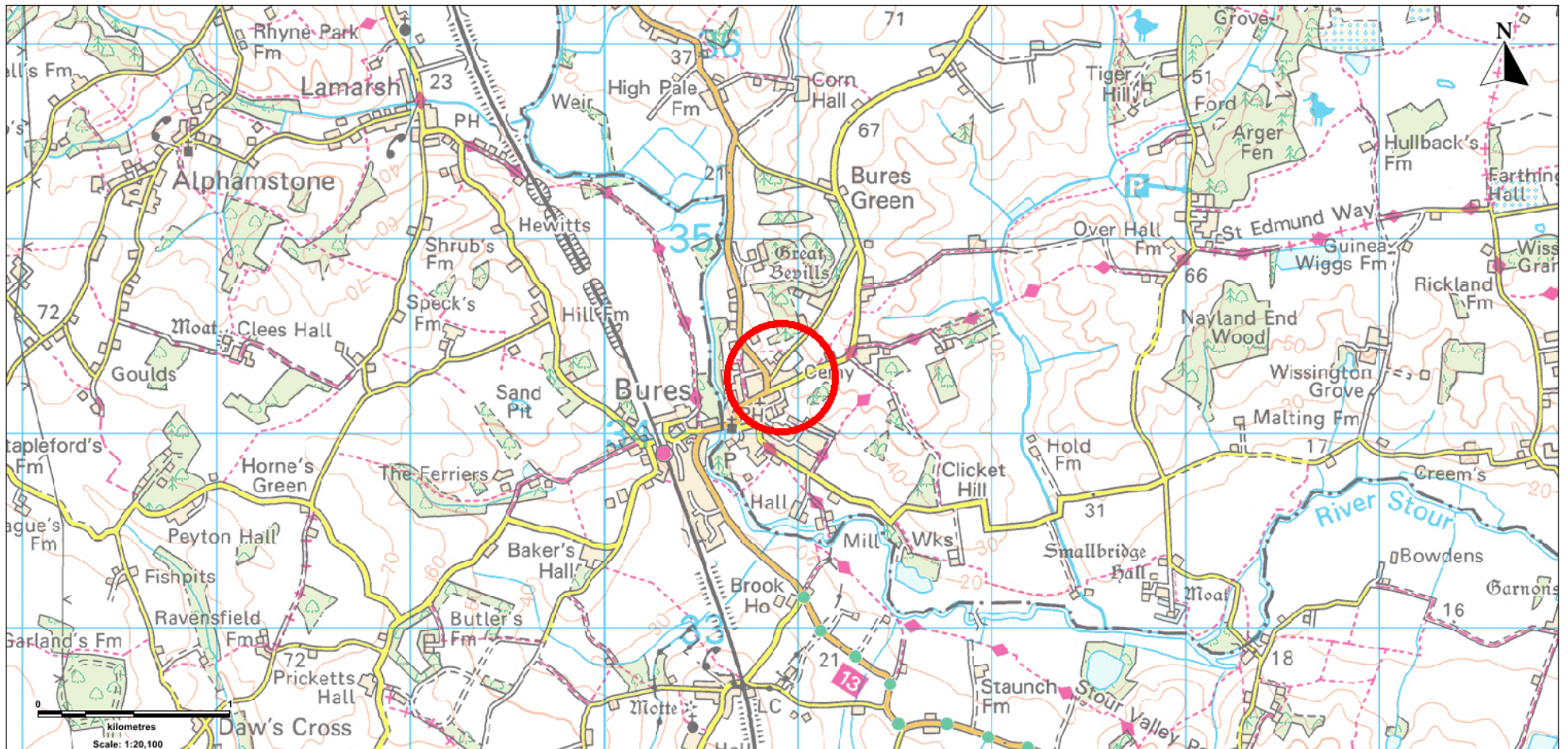
*RA1: Identify the date, approximate form and purpose of any archaeological deposit within the application area, together with its likely extent, localised depth and quality of preservation.*

*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.*

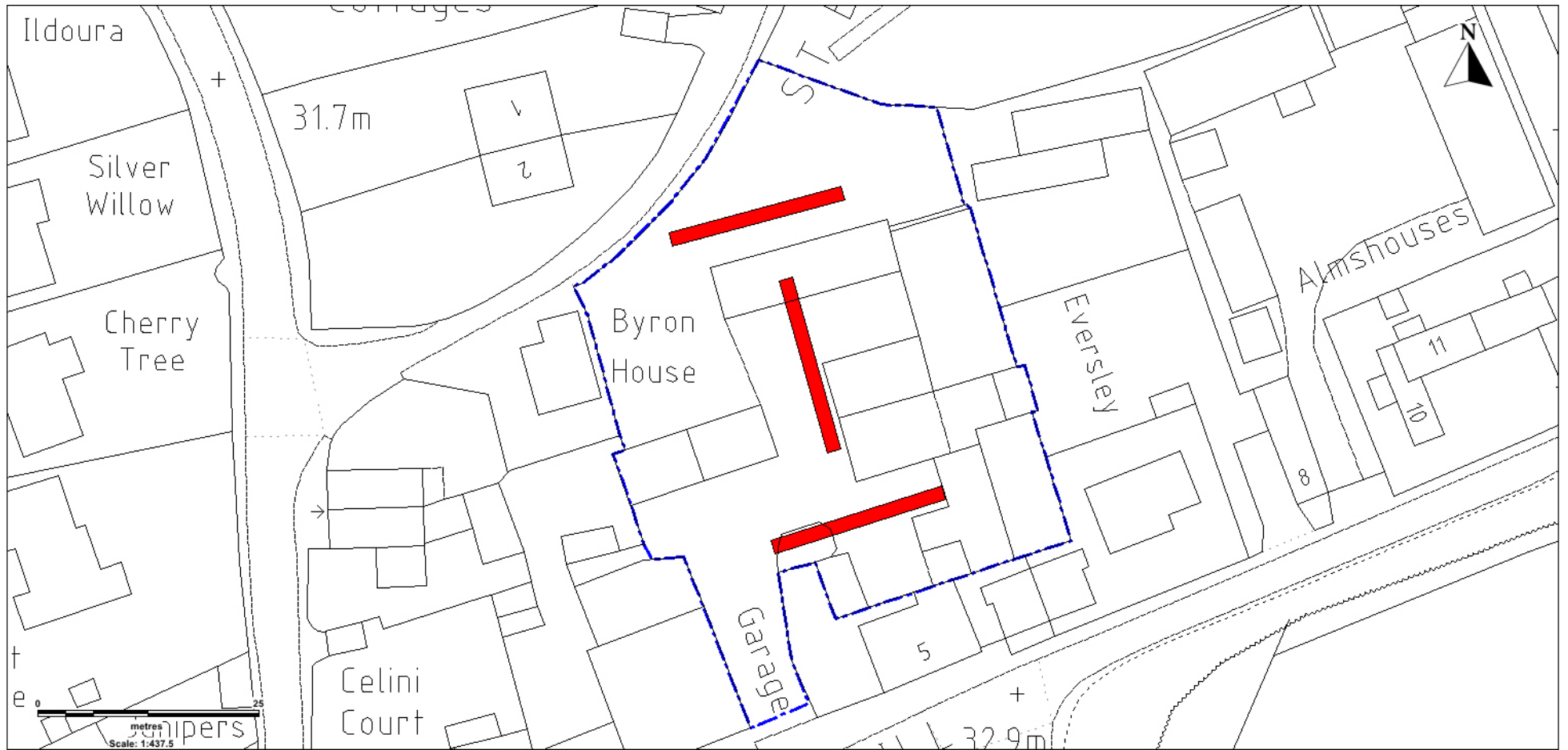
*RA4: Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.*

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



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Figure 2. Proposed trench layout (trenches in red)

## **2 Fieldwork: trial trench evaluation**

- 2.1 All archaeological fieldwork will be carried out by full-time professional employees of Suffolk Archaeology. The project team will be led in the field by an experienced member of staff of Project Officer grade/experience. The excavation team will comprise a Project Officer and up to 2 experienced excavators and surveyors (to include metal detectorist).
- 2.2 Evaluation of the development area in this instance will employ three (3) trenches, each measuring 20m 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 (BSM 082) and Event number (ESF 24964) 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 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.

<b>Signature:</b>		<b>Date:</b>	<b>01/02/2015</b>
<b>Name:</b>	<b>Rhodri Gardner</b>	<b>Position:</b>	<b>Managing Director</b>

The policy is reviewed on a periodic basis.

## Appendix 2. Suffolk Archaeology CIC Insurance Policy Details



### To Whom It May Concern

Our Ref: TMS/

28 January 2015

Dear Sir / Madam

### 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	01/02/2016

#### 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	01/02/2016

#### Professional Indemnity

Limit of Indemnity - £1,000,000 in respect of each and every claim

INSURER	Hiscox Insurance Limited
POLICY TYPE	Professional Indemnity
POLICY NUMBER	HU PI 9129989/1450
EXPIRY DATE	01/02/2016

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,

Tariq Mian Cert CII  
Senior Account Executive  
Towergate Insurance



### Towergate Insurance

Funtley Court, Funtley Hill, Fareham, Hampshire PO16 7UY

Tel: 0844 892 1656 Fax: 0844 892 1657

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







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](http://www.suffolkarchaeology.co.uk)



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