

**The Hold, Fore Street,
Ipswich,
Suffolk**

Client: Suffolk County Council

Date:
August 2017

IPS 985

Archaeological Evaluation Report
SACIC Report No. 2017/67
Author: Linzi Everett
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HER Information

Site Code/HER reference: IPS 985 / ESF 25060

Site Name: The Hold, Fore Street

Report Number 2017/67

Planning Application No: Pre-application

Date of Fieldwork: 7th August 2017

Grid Reference: TM 1700 4415

Oasis Reference: suffolka1-269365

Curatorial Officer: Abby Antrobus

Project Officer: Linzi Everett

Client/Funding Body: Suffolk County Council

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: August 2017

Approved By: Stuart Boulter

Position: Senior Project Officer

Date: August 2017

Signed:

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Summary

A single trench measuring 20m x 1.8m was excavated on land belonging to the University of Suffolk (UCS) at Fore Street, Ipswich (IPS 985; TM 1700 4415) in advance of a proposed new heritage facility building. The majority of the area had been subject to significant modern disturbance but archaeological deposits survived in a small area in the northern end of the trench where a subsoil layer at the base of the trench produced a small sherd of 11th-12th century pottery and was cut by two undated post holes, one of which may be a post medieval or modern feature.

1. Introduction

An archaeological evaluation was carried out in advance of a proposed new heritage facility building known as The Hold, on Fore Street, Ipswich (Figure 1). The work was carried out to a Brief issued by Abby Antrobus of Suffolk County Council's Archaeological Service Conservation Team (SCCAS/CT) and to a Written Scheme of Investigation by Stuart Boulter (Suffolk Archaeology CIC, Appendix 1). The work was funded by Suffolk County Council and carried out on the 7th-9th August 2017.

2. Geology and topography

The site proposed for The Hold is located on the eastern edge of Ipswich town centre, c.100m north of the wet dock of the River Orwell and just above the 5m contour.

The underlying geology of the development area comprises free-draining sands, including crag, and gravels.

3. Archaeology and historical background

The site lies in an area of high archaeological potential within the Anglo-Saxon and medieval core of Ipswich defined in the County Historic Environment Record (HER) and recorded under the HER code IPS 413. A desk-based assessment was prepared for the site which identified significant potential for the preservation of archaeological deposits from the medieval and post-medieval periods, including early to mid 19th century housing, and lower potential for Anglo-Saxon and earlier remains. (Gardner, 2015).



Figure 1. Site location

4. Methodology

Following initial cutting and removal of the existing tarmac surface, the trench was excavated using a machine equipped with a toothless bucket under the direction of an experienced archaeologist to the depth of archaeological deposits or the natural subsoil.

The base of the trench was examined for features or finds of archaeological interest and the upcast soil was examined visually for any archaeological finds. Both the spoil and the trench base was subject to metal detector survey. Records were made of the position and length of the trench and the depths of deposits encountered. A plan of the trench was hand drawn on site at a scale of 1:50 with excavated sections drawn at 1:20.

The site has been given the Suffolk HER code IPS 985. 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 suffolka1-269365 has been used for this project. Colour digital photographs were taken of the trench and soil profiles.

5. Results

Tarmac and associated hardcore sub-base was uniformly present throughout the trench to a total depth of 0.3m. In the northern end of the trench, this sealed a disused brick manhole chamber which had been cut into a mid-dark brown loamy silty sand, 0003, c.0.4m thick. This sealed a mottled layer of mid yellowish brown silty sand, 0004, with noticeably few stones, cleaning of which produced a small, slightly abraded sherd of 11th-12th century pottery. Two features were observed cutting 0004 at this point (Plate 1). Post hole 0005 was a small, shallow, sub-circular feature, with a generally rounded profile, filled by 0006, a mid grey brown friable silty sand with regular charcoal flecks and occasional chalk flecks, from which an undated iron nail was recovered. 0007 was very similar in dimensions and plan, but contained two fills. Its primary fill, 0009, was a compact mid grey brown silty sand, sealed by 0008, a loose, dark brown loamy sand with regular fragments of clinker or coke fragments and occasional fragments of CBM. This fill was very similar to the dark brown tips seen in adjacent modern pit 0010. South of these two post holes, the rest of the trench was heavily disturbed by two modern pits (0010 and 0012) which for the most part extended to the depth of the natural subsoil

and continued beyond the limits of the trench. 0010 measured c.1.2m deep with steeply sloping sides and a flattish base within which it was possible to see the lines where a toothed machine bucket had dragged through the natural subsoil (Plate 3). It was filled by numerous layers of pale yellowish brown sand derived from the natural subsoil and dark brown loamy sand. Finds were infrequent, but of modern origin, and included scraps of plastic sheeting. 0012 was similar in character to 0010 but measured 1.7m deep. Its fill, 0013, was mostly pale yellowish brown sand derived from the natural subsoil, with lenses of dark brown loamy sand. Plastic sheet, modern bricks, concrete blocks and breeze block fragments were all observed within this fill and a solid lump of in situ concrete was present towards the base of the cut. On the southern edge of pit 0012, a Victorian or early 20th century brick feature was observed at a depth of 0.7m (Plate 2). This consisted of a solid brick wall (0016) which cut the natural subsoil and was built from soft red frogged bricks and white frogged bricks in flemish bond. It was filled by 0017, densely packed fragments of coal or a clinker type material. Remains of a modern concrete floor and east – west aligned single brick width modern wall (0014 and 0015) sealed this feature.

At the base of the trench between pits 0010 and 0012, a small area of layer 0004 was visible, cut by both modern pits.



Figure 2. Trench location

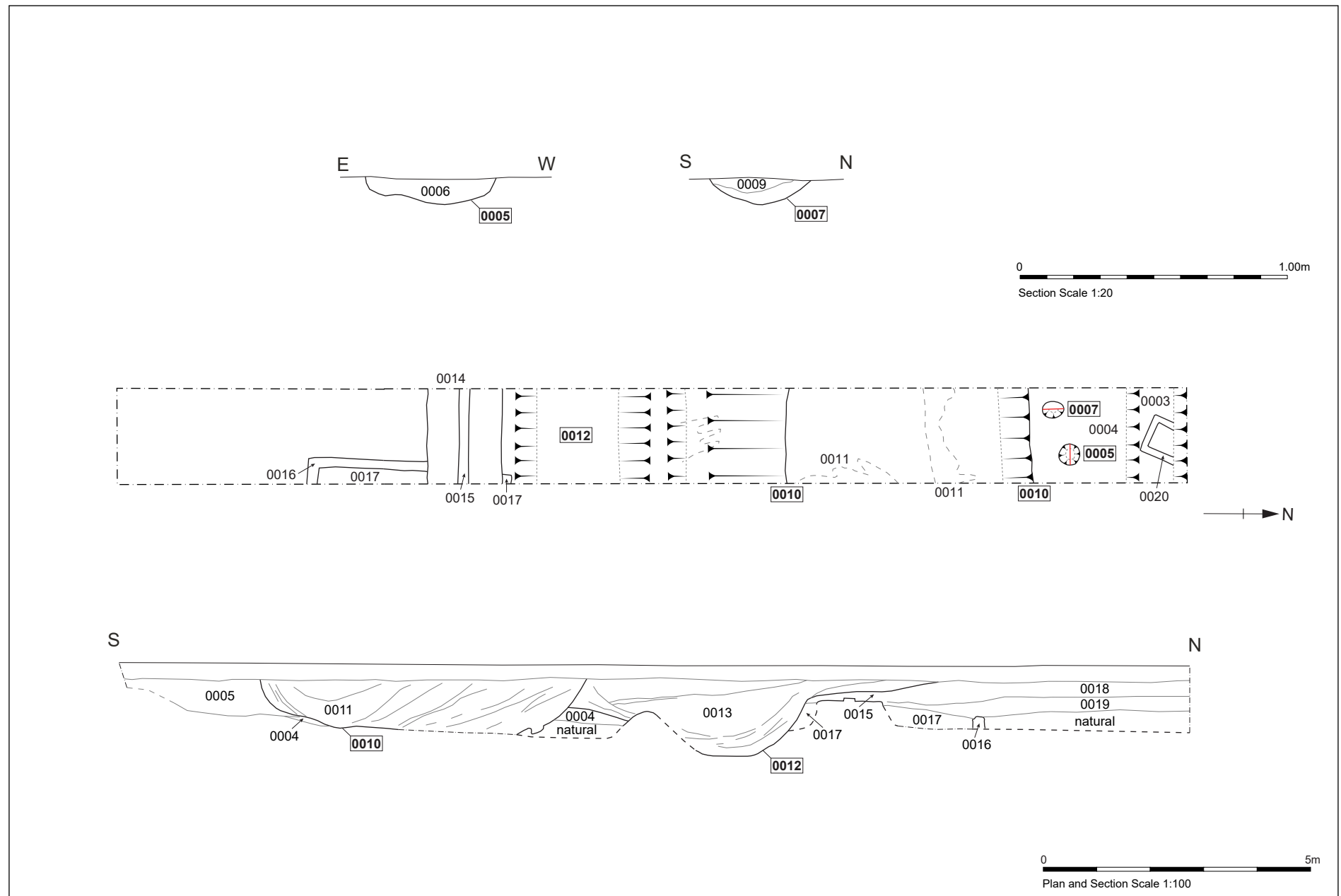


Figure 3. Trench and section plan

6. Finds and environmental evidence

Richenda Goffin

6.1 Introduction

Small quantities of medieval and post-medieval finds were recovered from the evaluation, as listed below:

Context	Pottery		Pmed bottle glass		Iron Nails		Spotdate
	No.	Wt/g	No.	Wt/g			
0003	1	8	1	26			L18th/E19th C
0004	1	2					11th-12th C
0006					1	4	Undated
Total	2	10	1	26	1	4	

Table 1. Finds quantities

6.2 The Pottery

A single slightly abraded body sherd of early medieval ware dating to the 11th-12th century was present in the fill of deposit 0004. It is made in a fine sandy fabric and has an oxidised inner margin.

The rim of a Glazed red earthenware jar was identified in the fill of layer 0003 dating to the 16th-18th century. The glaze is flaking intermittently on the surface and there are the remnants of a residue, perhaps mortar, on the interior and broken edge.

6.3 Post-medieval bottle glass

Part of the neck and rim of a green glass wine bottle was present in layer 0003. The lip and string rim at the top of the bottle are tooled into a single entity, which indicates a date of manufacture of after the last quarter of the eighteenth century (Noel Hume, 71). The shape of these features however, suggests a date of around the turn of the nineteenth century (c.1800-1820) for this particular bottle.

6.4 Iron nails

A single iron nail with a length of 36mm, and a corroded head was found in the fill 0006 of posthole 0005. It has not been dated.

6.5 Plant macrofossils and other remains

Anna West

Introduction and methods

A single 10 litre sample was taken from fill 0006 of post hole 0005 during the evaluation. The sample was processed in order to assess the quality of preservation of plant remains and their potential to provide useful data as part of further archaeological investigations.

The sample was processed using manual water flotation/washover and the flot was collected in a 300 micron mesh sieve. The dried flot was scanned using a binocular microscope at x10.

The non-floating residue was collected in a 1mm mesh and sorted when dry. All artefacts/ecofacts were retained for inclusion in the finds total.

Results

The sample produced only 10ml of flot. The preservation was through charring and was generally poor. The majority of the flot material was made up of wood charcoal, which was highly comminuted and unsuitable for species identification or radiocarbon dating.

Plant macrofossils were extremely sparse; a small number of Barley (*Hordeum* sp.) grains were observed, however these were extremely puffed and distorted, with a honey comb structure, most likely through being exposed to high temperatures. The grains were also fragmented and abraded, suggesting that they may have been subject to movement through the action of wind, water or trample before becoming incorporated within the archaeological deposit sampled.

Conclusions and recommendations for further work

In general, the sample was poor in terms of identifiable material. The material recovered was too sparse to say anything conclusive beyond the fact that agricultural or domestic activities were taking place in the vicinity.

It is not recommended that any further work is carried out on this material at this stage, but if further interventions are carried out on this site it is recommended that bulk samples should be taken from any well sealed and well dated context, in order to further investigate the nature of the cereal waste.

7. Discussion

As the site was known to have been occupied by Victorian and later buildings, disturbance had been expected within the site, but how much it had impacted on potential archaeological levels was not known. The evaluation showed significant modern disturbance extending well into the natural undisturbed subsoil through much of the trench in the form of large, modern pits. The purpose of these was unclear, but their size and apparent use of a toothed digger bucket suggests something large scale, perhaps associated with clearance of former buildings from the site. Some Victorian/early 20th century evidence was present at the southern end of the trench, but even this was deep enough to have impacted on archaeological levels. However, small pockets of subsoil with archaeological potential were observed between modern interventions, suggesting that even if later disturbance is as widespread over the site as the trench indicates, some areas of archaeology may still survive.

Very small quantities of finds were recovered from the evaluation, and most of these belong to the post-medieval period, confirming the impact of modern disturbance. The small sherd of Early medieval ware is the only find which provides evidence of earlier activity and whilst it could be residual, it was recovered from a well sealed context which did not obviously contain later material. Some indication that agricultural activities were taking place in the vicinity is shown by the results of the sample analysis, but the dating of this is uncertain.



Plate 1. Post holes 0005 (left) and 0007 (right) cutting layer 0004. Looking south



Plate 2. Brick structure 0016 filled by 0017. Looking east



Plate 3. Machine bucket scars in the base of pit 0010. Looking south



Plate 4. Trench section through pit 0012. Looking east



Plate 5. Excavated trench. Looking north



Plate 6. Excavated trench. Looking south



Figure 4. Trench location shown on 1st edition Ordnance Survey map, 1884 (top) and 3rd edition Ordnance Survey, 1927

8. Bibliography

Gardner, R., 2015, *Proposed Heritage Facility, UCS Land, Fore Street, Ipswich, Desk-based Assessment*, SACIC Report no. 2015/75

Jacomet, S., et al, 2006, *Identification of cereal remains from archaeological sites*, 2nd ed, Archaeobotany Lab IPAS, Basel University

Noël-Hume, I., 1980, *A guide to artifacts of colonial America*, Alfred A Knopf, New York



The Hold, UCS Land, Fore Street, Ipswich, Suffolk

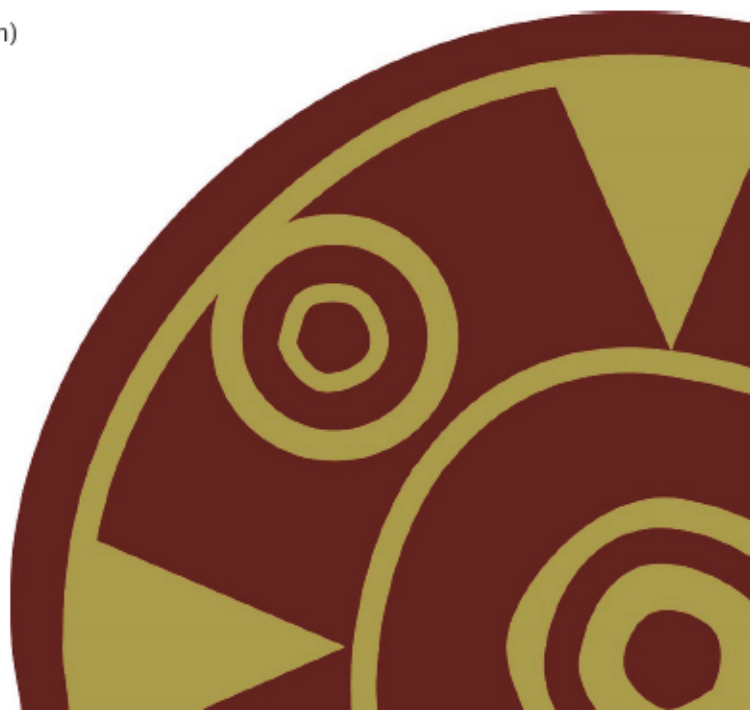
Written Scheme of Investigation for Trenched Evaluation

Date June 2017

Prepared by: Rhodri Gardner and Stuart Boulter

Issued to: Abby Antrobus (SCCAS Conservation Team)

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Summary Project Details

Site Name	The Hold
Site Location/Parish	Ipswich
Grid Reference	TM 170 441
Access	Off Fore Street
Planning Application No	Pre-application
HER code	IPS 985
Event No.	ESF 25060
OASIS ref.	Suffolka1-269365
Type:	Trial trench evaluation
Area	0.4ha
Project start date	7 th August 2017
Fieldwork duration	Up to 3 days (estimated)
Number of personnel on site	Up to 3

Personnel and contact numbers

SACIC Project Manager	Stuart Boulter	01449 900122
Project Officer (first point of on-site contact)	TBC	TBC
Curatorial Officer	Abby Antrobus	01284 741231
Consultant	NA	

Emergency contacts

Local Police	Suffolk Constabulary	101 (999 in an emergency)
Location of nearest A&E	Ipswich Hospital, Heath Road, Ipswich, IP4 5PD	01473 712233

Hire details

Plant:	Holmes Plant Hire	01473 890766
Toilet Hire	Public facilities	N/A
Tool hire:	Holmes Plant Hire	01473 890766

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1. Background

- 1.1 Suffolk Archaeology have been asked by Suffolk County Council 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 c. 0.4ha and is centred on approximately NGR TM 296 788.
- 1.3 The present stage of work is being requested at the pre-planning stage in accordance with advice in paragraphs 128 and 129 of the NPPF. The purpose of such work is to enable the impacts of development to be assessed and any investigation strategies therefore planned in advance of any damage that may be caused by later construction.
- 1.4 The archaeological investigation will be conducted in order to comply with a Brief produced for this specific planning condition by Abby Antrobus of Suffolk County Council's Archaeological Service Conservation Team (hereafter SCCAS/CT) (dated 23/08/16).
- 1.5 The site lies in an area of archaeological potential within the Anglo-Saxon and medieval core of Ipswich (an area recorded in the County Historic Environment Record as IPS 413). There is therefore scope for unknown archaeological remains to be present within the site along with more recent deposits associated with the later town.
- 1.6 The development proposal is for the construction of a new heritage facility building and associated services. 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 40m of trial trenching be used to sample all accessible parts of the site which may be impacted upon by the development (Fig. 2). However, given that there is a standing building on the north side of the site that does not allow access at that juncture and the complications associated with live services to the south, it has been agreed with SCCAS/CT that only one 20m long trench will be excavated at this juncture.

1.8 This WSI complies with the SCCAS/CT standard Requirements for a Trenched Archaeological Evaluation (updated March 2017), as well as the following national and regional guidance 'Standards and Guidance for Archaeological Evaluation' (CIfA, 2014) and 'Standards for Field Archaeology in the East of England (EAA Occasional Papers 14, 2003).

1.9 The research aims of this trial trench evaluation are as follows, as described in Section 3.4 of the SCCAS Conservation Team brief:

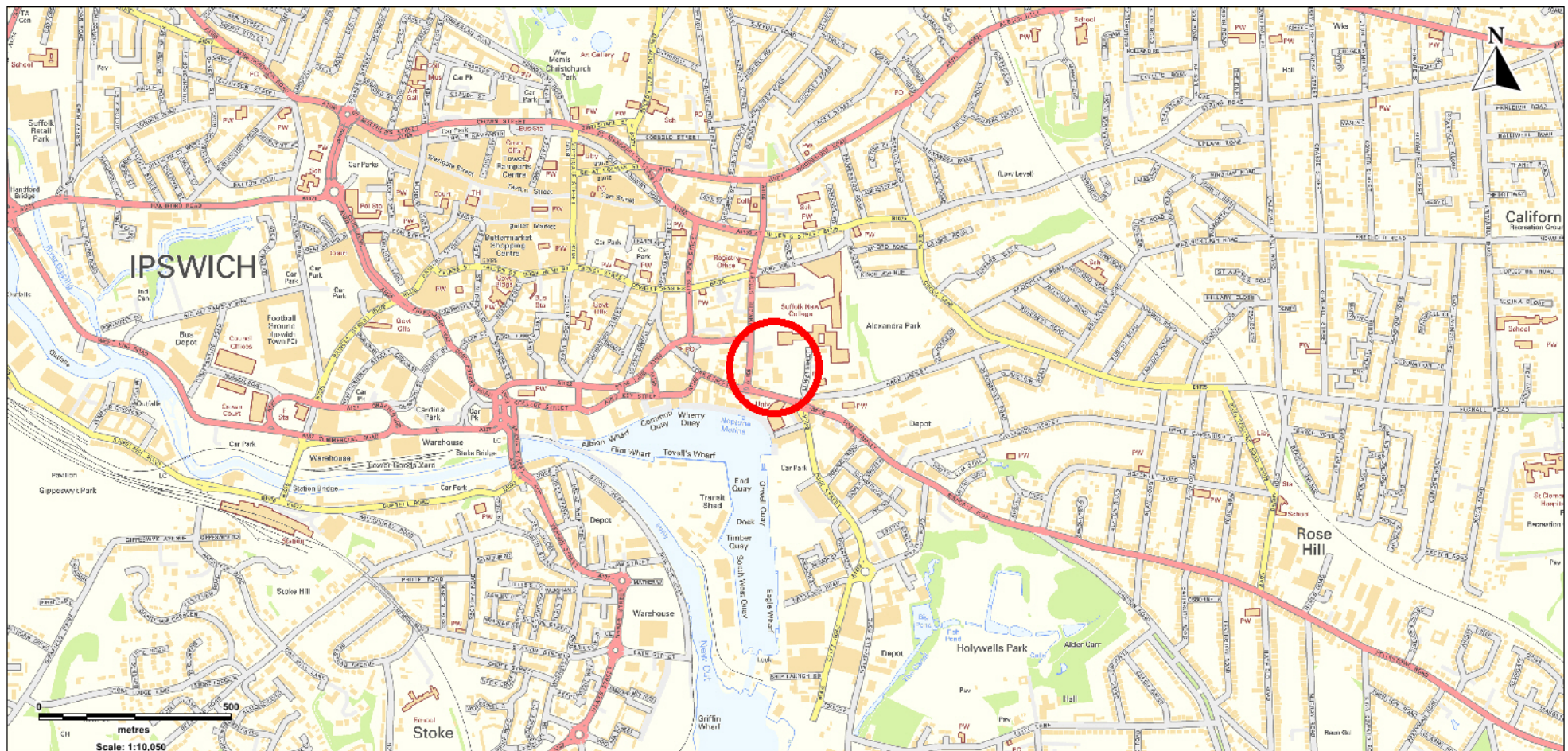
RA1: Identify the date, approximate form and purpose of any archaeological deposit within the application area, together with its likely extent, localised depth and quality of preservation.

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.

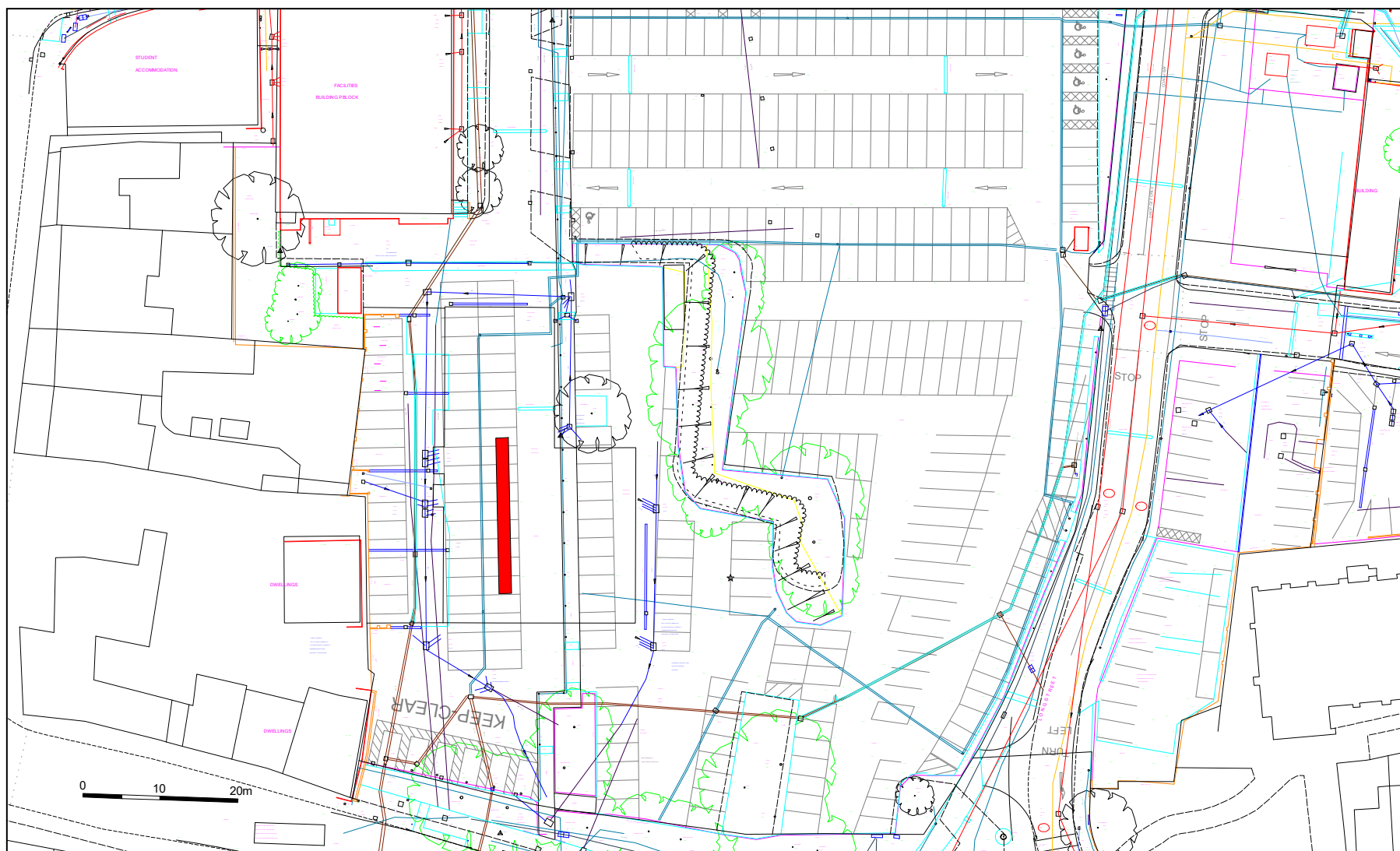
RA4: Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.

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 (circled red)



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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 involve the mechanical excavation of a single trench measuring 20m long by 1.8m wide. The proposed trench location plan is shown in Fig 2.
- 2.3 A detailed service and topographic survey has been provided by the client and the trench location plan has taken account of all known restrictions contained within that survey. A CAT scan survey will be undertaken in advance of trenching. However, if previously unknown services or similar restrictions are encountered during work on site then trench layout may have to be amended accordingly. Any damage incurred to said unknown services will be the responsibility of the client and not SACIC.
- 2.4 Prior to the excavation of the trench, its edges will be cut using a mechanical cutter. The trenches will be excavated by a rubber tracked 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 the trench on wood boarding in order to limit damage to the carpark surface. 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/CT Requirements for Archaeological Evaluation, 2017.
- 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, it will be brought to the attention of the client or their agent and SCCAS/CT 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 the trench location, 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 (IPS 985) and Event number (ESF 25060) 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/CT for approval.
- 3.16 On acknowledgement of approval of the report from SCCAS/CT 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/CT, 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 (2017). 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/CT.
- 3.19 If the client does not agree to transfer ownership to SCCAS/CT they will be required to nominate another suitable repository approved by SCCAS/CT 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/CT, 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 The edges of the trench will be cut mechanically. The cutter operator will hold an abrasive wheels safety ticket.
- 4.3.2 A 360° rubber tracked mechanical excavator equipped with a full range of buckets will be used for the trial trenching as well as a breaker attachment if condition require. 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, temporary mesh fencing may be employed around the individually excavated trench. This will only be removed after the trenches are backfilled. However, it is suggested that a larger area of the existing carpark is temporarily taken out of use while the evaluation is in progress. This fencing will be undertaken by the client and is not covered by the evaluation costing.

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 in addition to the standard backfilling outlined above. Formal reinstatement of hard standing (e.g. concrete or tarmac/road surface or sports pitches) will be the responsibility of the client.

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.

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 Stuart Boulter 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.

Signature:		Date:	25/01/2017
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/

11 January 2017

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 Ltd
POLICY TYPE	Public Liability
POLICY NUMBER	24765101CHC/UN/010136
EXPIRY DATE	01/02/2018

Employers Liability

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

INSURER	Aviva Insurance Ltd
POLICY TYPE	Employers Liability
POLICY NUMBER	24765101CHC/UN/010136
EXPIRY DATE	01/02/2018

Professional Indemnity

Limit of Indemnity - £5,000,000 in respect of each and every claim

INSURER	Hiscox Insurance Company Ltd
POLICY TYPE	Professional Indemnity
POLICY NUMBER	HU PI 9129989/1450
EXPIRY DATE	01/02/2018

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 blue ink, appearing to read 'Tariq Mian', written over a blue circular stamp.

Tariq Mian Cert CII
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

www.towergateinsurance.co.uk



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Registered address: Towergate House, Eclipse Park, Sittingbourne Road, Maidstone, Kent, ME14 3EN. Authorised and regulated by the Financial Conduct Authority.

Appendix 2: Context list

Context Number	Trench	Feature Type	Category	Feature Number	Description
0001	1		Unstratified	0001	Unstratified
0002	1		Layer	0002	Tarmac layer up to 0.1m thick and associated hardcore sub-base. 0.3m thick in total
0003	1		Layer	0003	Mid-dark brown loamy silty sand
0004	1		Deposit	0004	Mottled layer of mid yellowish brown silty sand, noticeably few stones
0005	1	Posthole	Cut	0005	Small sub-circular post hole, shallow, and with a generally rounded profile
0006	1	Posthole	Fill	0005	Mid grey brown friable silty sand with regular charcoal flecks and occasional chalk
0007	1	Posthole	Cut	0007	Small, shallow sub-circular post hole with a rounded profile
0008	1	Posthole	Fill	0007	Upper fill. Loose, dark brown loamy sand with regular clinker/coke fragments and occ CBM.
0009	1	Posthole	Fill	0007	Lower fill. Compact mid grey brown silty sand
0010	1	Pit	Cut	0010	Large pit, full extent beyond the limits of the trench. Evidence of a toothed bucket dragging through the natural at the base of the cut
0011	1	Pit	Fill	0010	Modern pit fill- numerous layers of dark brown loamy sand and pale yellowish brown sand derived from the natural subsoil. Infrequent finds, but modern where present, and include plastic sheet fragments
0012	1	Pit	Cut	0012	Large deep pit, full extent beyond the limits of the trench. Evidence of a toothed bucket dragging through the natural at the base of the cut. Concrete feature present on its northern side left in situ
0013	1	Pit	Fill	0012	Modern pit fill- numerous mostly pale yellowish brown sand derived from the natural subsoil, with lenses of dark brown loamy sand. Inclusions of plastic sheet fragments, modern brick, concrete blocks and breeze block fragments
0014	1	Structure		0014	Modern concrete structure
0015	1	Wall		0015	Single row of modern bricks laid long side to long side on concrete 0014. Remnants of solid floor and polystyrene ?insulation adhering to it
0016	1	Wall		0016	Soft red and white brick built structure, solid wall construction (flemish bond). At least 3.7m long, but cut by pit 0012, and continues beyond east edge of the trench
0017	1		Fill	0016	Dense coal/clinker fragments contained within structure 0016
0018	1		Layer	0018	Clean orange gravelly craggy sand with occ brick, concrete and plastic sheet inclusions
0019	1		Layer	0019	Mixed layer of pale yellowish brown silty sand (derived from the natural subsoil) with dark brown loamy sand. Regular brick rubble, mortar and concrete fragments.
0020	1	Structure		0020	Disused brick built manhole chamber in northern end of the trench

Appendix 3: OASIS form

OASIS ID: suffolka1-269365

Project details

Project name	IPS 985 The Hold, UCS Land, Ipswich
Short description of the project	A single evaluation trench excavated in advance of a proposed new heritage facility building. The majority of the area had been subject to significant modern disturbance.
Project dates	Start: 07-08-2017 End: 04-09-2017
Previous/future work	Yes / Not known
Any associated project reference codes	IPS 985 - Sitecode
Type of project	Field evaluation
Site status	Local Authority Designated Archaeological Area
Current Land use	Other 15 - Other
Monument type	POST HOLE Uncertain
Monument type	PIT Modern
Significant Finds	CERAMIC Medieval
Significant Finds	CERAMIC Post Medieval
Significant Finds	NAIL Uncertain
Significant Finds	BOTTLE GLASS Post Medieval
Methods & techniques	"Sample Trenches"
Development type	Urban commercial (e.g. offices, shops, banks, etc.)
Prompt	Direction from Local Planning Authority - PPS
Position in the planning process	Pre-application

Project location

Country	England
Site location	SUFFOLK IPSWICH IPSWICH IPS 985 The Hold, UCS Land, Ipswich
Study area	0.4 Hectares
Site coordinates	TM 1700 4415 52.05263553286 1.165356191513 52 03 09 N 001 09 55 E Point
Height OD / Depth	Min: 5m Max: 6m

Project creators

Name of Organisation	Suffolk Archaeology CIC
Project brief originator	Local Authority Archaeologist and/or Planning Authority/advisory body
Project design originator	Dr Abby Antrobus

Project director/manager	Stuart Boulter
Project supervisor	Linzi Everett
Type of sponsor/funding body	Local Authority
Name of sponsor/funding body	Suffolk County Council

Project archives

Physical Archive recipient	Suffolk HER
Physical Archive ID	IPS 985
Physical Contents	"Ceramics", "Glass", "Metal"
Digital Archive recipient	ADHS
Digital Archive ID	IPS 985
Digital Contents	"Ceramics", "Glass", "Metal"
Digital Media available	"Images raster / digital photography", "Text"
Paper Archive recipient	Suffolk HER
Paper Archive ID	IPS 985
Paper Contents	"Ceramics", "Glass", "Metal"
Paper Media available	"Correspondence", "Photograph", "Unpublished Text"

Project bibliography

Publication type	Grey literature (unpublished document/manuscript)
Title	2017/67 IPS 985 The Hold, Fore Street, Ipswich
Author(s)/Editor(s)	Everett, L.
Other bibliographic details	2017/67
Date	2017
Issuer or publisher	SACIC
Place of issue or publication	Needham Market

SUFFOLK ARCHAEOLOGY

• A HISTORY OF EXPERTISE •

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