



The Greenhouse, Bury Road Kentford, Suffolk

Client:
Meliora Evolve Ltd.

Date:
August 2017

KTD 022
Archaeological Evaluation Report
SACIC Report No. 2017/071
Author: Mark Sommers
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Archaeological Evaluation Report

SACIC Report No. 2017/071

Author: Mark Sommers

Editor: Jo Caruth

Report Date: August 2017

HER Information

Site Code: KTD 022

Event Number ESF 25661

Site Name: The Greenhouse, Bury Road, Kentford, Suffolk

Report Number 2017/062

Planning Application No: DC/16/1922/FUL

Date of Fieldwork: 15th August 2017

Grid Reference: TL 71050 66819

Oasis Reference: suffolka1-290843

Curatorial Officer: James Rolfe

Project Officer: Mark Sommers

Client/Funding Body: Meliora Evolve Ltd.

HER Search invoice no. n/a

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: Jo Caruth

Position: Senior Project Officer

Date:

Signed:

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Summary

An archaeological evaluation was carried out on a site known as 'The Greenhouse', Bury Road, Suffolk, in advance of a housing development. Five trenches, totalling 50m, were mechanically excavated but no significant archaeological deposits or features were identified. Two of the trenches, including one near the road frontage, encountered deep disturbances relating to 20th century activity. A further trench adjacent the road frontage revealed natural subsoil at a relatively shallow depth but this had clearly been truncated by a modern surface. Undisturbed natural subsoil deposits were only encountered in the two trenches to the rear of the plot. (Mark Sommers, Suffolk Archaeology Community Interest Company, for Meliora Evolve Ltd.).

1. Introduction

Planning permission has been granted for a housing development on a site known as 'The Greenhouse', Bury Road, Kentford, Suffolk (application number DC/16/1922/FUL). One of the conditions attached to the planning consent called for an agreed programme of archaeological work to be put in place.

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; this WSI was subsequently approved by James Rolfe, the curatorial officer for this project (Appendix 1).

The National Grid Reference for the approximate centre of the site is TL 71050 66819. Figure 1 shows a location plan of the site.

The archaeological evaluation was carried out on the 15th August 2017 by the Suffolk Archaeology Community Interest Company (SACIC) who were commissioned by Meliora Evolve Ltd., on behalf of their client.

2. Geology and topography

The local geology consists of superficial deposits of River Terrace Deposits of sands and gravels. These overlie a bedrock geology of chalks of the Holywell Nodular Chalk Formation and New Pit Chalk Formation (information from the 1:50,000 scale geological map, accessed via British Geological Survey website on the 16th August 2017).

The site of the evaluation lies on a level plateau at a height c.35m OD. To the west the land begins to slope down very gently to the River Kennett which flows roughly south to north in a channel some 500m to the west.

The site lies to the east of the centre of the village of Kentford, on the north side of, and fronting onto, the main highway through the village.



Figure 1. Location map with pertinent HER data

3. Archaeology and historical background

At the time of the evaluation the site comprised an open area of ground that fronted onto Bury Road to the south and was bounded by fencing to the north, east and west. A mid to late 20th century industrial building that formally stood on this site had been recently demolished.

The site lies immediately to the west of the historic core of Kentford, as recorded on the County Historic Environment Record (HER), ref. KTD 017. Other areas of interest recorded on the HER include the sites four probable Bronze Age round barrows (refs. KTD 001 to KTD 004) and an area of Anglo-Saxon settlement on a site c.350m to the west (ref. KTD 019, see Figure 1 for the locations of these recorded sites).

4. Methodology

The trial trenches were machine excavated down to the level of the natural subsoil using a toothless bucket fitted to a tracked excavator. The trench locations were laid out using tapes and measured off the existing site boundaries.

The machining of the trenches was closely observed throughout in order to identify any archaeological features and deposits that may be exposed 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. Any features identified were to be sampled by hand with the resultant section and a scale plan being recorded in pencil on plastic film. Following excavation of the trenches, the nature of the overburden was recorded and the depths of the natural subsoil noted.

A photographic record of the work undertaken was also compiled using a 12 megapixel digital camera.

Upon completion of the archaeological recording the trenches were backfilled.

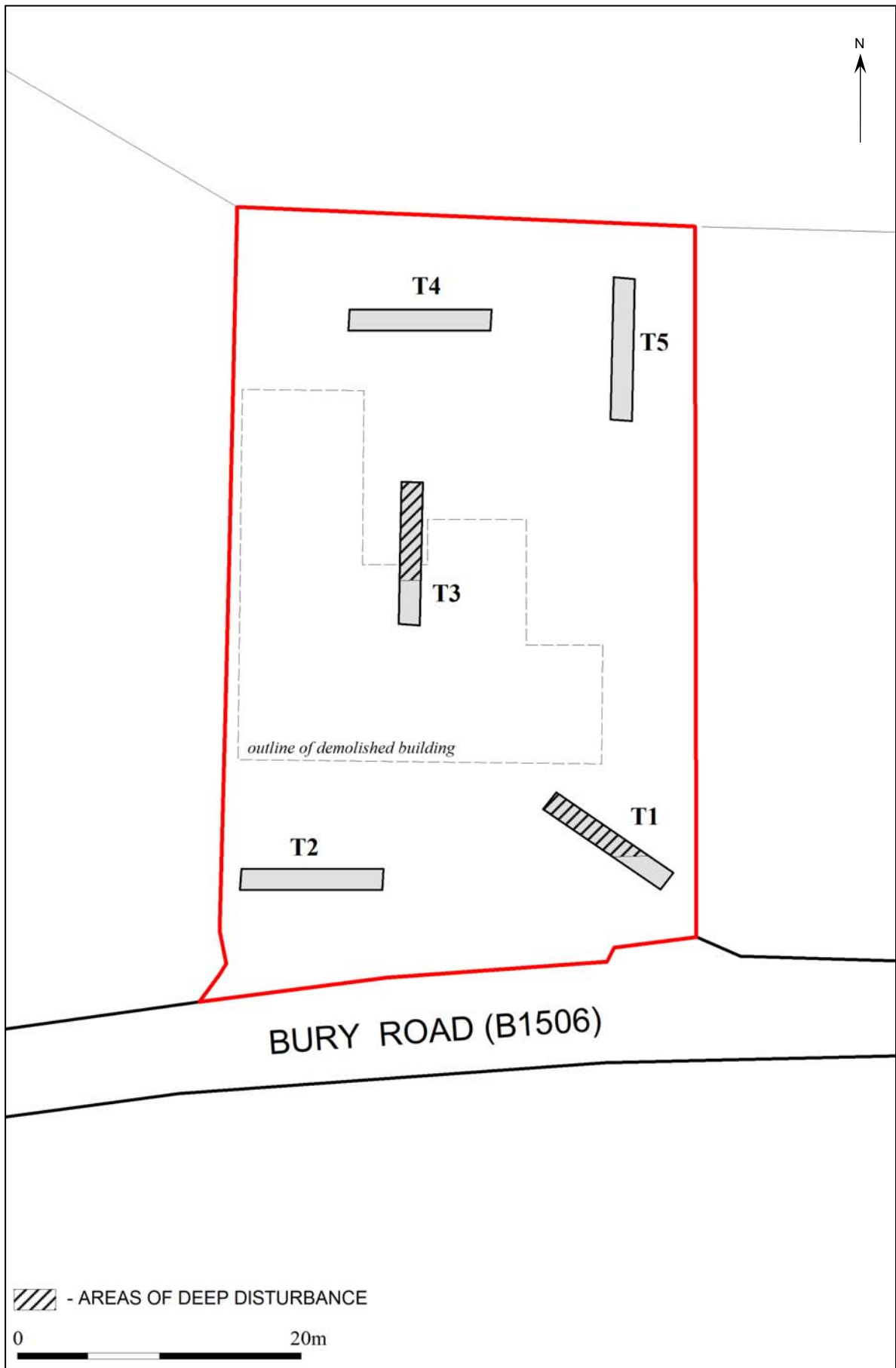


Figure 2. Trench locations and areas of deep disturbance

5. Results

Five trenches, totalling 50m in length, were excavated (Fig. 2) in the locations depicted in the WSI, except for Trench 2, which was moved c.3m to the south to avoid existing surface obstacles and the area of an underground tank. No archaeological features or deposits were noted in any trench and no artefacts were recovered.

A description of each excavated trench is as follows:

Trench 1

A roughly northwest-southeast aligned trench (Plates 1 and 2). Natural subsoil of pale brown silty sand was revealed at a depth of c.0.30m below the present ground surface for a distance of approximately 2.5m within the southeast end of the trench. In this area the overburden comprised a dense silty topsoil with occasional charcoal flecks, but was otherwise relatively clean, which was in turn overlain by a modern deposit of gravel and hardcore. Within the remainder of the trench the natural subsoil was cut away by a deep disturbance. Information from the on-site contractors indicated that this was the site of a large concrete tank which had been removed during demolition of the building.

Trench 2

An east-west aligned trench (Plates 3 and 4). Natural subsoil of pale brown silty sand revealed at a depth of c.0.4m below ground level throughout the length of the trench. The overburden comprised 0.35m thick layer of rammed crushed chalk which contained an intermittent lens of yellow/orange sand and gravel that formed a hard surface. The interface between this deposit and the underlying subsoil was abrupt suggesting possible truncation of the natural surface.

Trench 3

A north-south aligned trench (Plate 5). A natural subsoil of pale brown silty sand soft mottled yellow and orange sand revealed at a depth of c.0.3m below ground level for a distance of approximately 2.5m at the southern end of the trench. Within the remainder of the trench a series of large pits with depths of at least 1m were represent. These contained large amounts of relatively modern debris such as vehicle parts and occasional oil drums.

Trench 4

An east-west aligned trench (Plates 6 and 7). A natural subsoil of pale brown silty sand soft mottled yellow and orange sand revealed at a depth of c.0.3m below ground level throughout the length of the trench. The overburden comprised a relatively clean mid brown sandy topsoil. The interface between the subsoil and the overburden was blurred with no suggestion of any previous truncation.

Trench 5

A north-south aligned trench (Plate 8). Similar to Trench 4.

6. Finds and environmental evidence

No finds or environmental evidence was recovered.

7. Discussion

The evaluation did not reveal any evidence for pre-modern activity on this site. This may be the result of later activity having destroyed all earlier evidence as, particularly for much of the area of the road frontage, modern disturbance and probable truncation of the natural subsoil was evident. Evidence for early structures, such as timber-framed buildings of the medieval and early post-medieval period, can be slight and easily destroyed. To the rear of the plot undisturbed natural deposits were encountered but these were devoid of any significant archaeological deposits or features and no artefacts of any period were recovered. A small area of undisturbed natural subsoil was revealed in Trench 1. This was sealed beneath a deposit of dense dark topsoil containing charcoal flecks, which could be suggestive of a domestic activity, but no features or artefacts were noted and it is possible that such activity, if that is indeed what this deposit represents, could be related to the adjacent plot.

Although some areas of modern disturbance were noted it seems highly unlikely that all evidence for previous activity would be entirely destroyed and therefore its absence here would suggest that this plot was not previously occupied.

8. Conclusions and recommendations for further work

The evaluation results suggest that it is unlikely that this plot has been the site of any significant earlier activity and that consequently no archaeological evidence is under threat from its development.

Based on these findings, there is no obvious need for any further works to be undertaken in relation to this development. However, 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, under the reference KTD 022. The project has also been entered onto OASIS, the online archaeological database, reference no. suffolka1-290843. For a copy of the entry see Appendix 2.

10. Acknowledgements

The fieldwork was carried out by Mark Sommers. Project management was undertaken by Jo Caruth, who provided advice during the production of the report.

Plates



Plate 1. General view of Trench 1 (camera facing northwest; 1m scale)

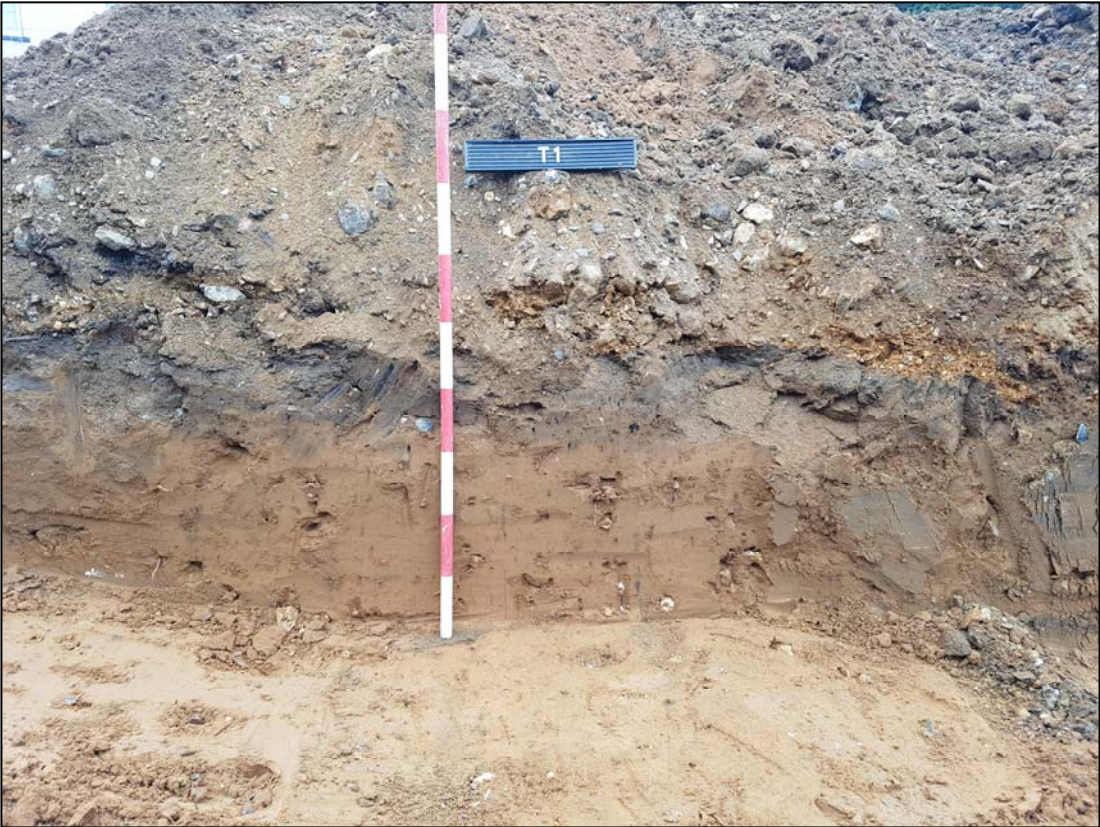


Plate 2. Soil profile, southeast end of Trench 1 (camera facing southwest; 1m scale)



Plate 3. General view of Trench 2 (camera facing west; 1m scale)



Plate 4. Soil profile, Trench 2 (camera facing south; 1m scale)



Plate 5. General view of Trench 3 (camera facing southwest; 1m scales)



Plate 6. General view of Trench 4 (camera facing east; 1m scale)



Plate 7. Soil profile, Trench 4 (camera facing north; scale divided into 100mm sections)



Plate 8. General view of Trench 8 (camera facing north; 1m scale)

Appendix 1. Written Scheme of Investigation



The Greenhouse, Bury Road, Kentford, Suffolk

Written Scheme of Investigation for a Programme of Archaeological Evaluation

Date: July 2017

Prepared by: Mark Sommers

Issued to: James Rolfe (SCCAS Conservation Team)

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Summary Project Details

Site Name	The Greenhouse, Bury Road
Site Location/Parish	Kentford
Grid Reference	TL 71050 66819
Access	From Bury Road
Planning Application No	DC/16/1922/FUL
HER code	KTD 022
Event No.	ESF25661
OASIS ref.	Suffolka1-290843
Type:	Trenched Evaluation
Area	c.1800m ²
Project start date	August 2017
Fieldwork duration	Up to 3 days
Number of personnel on site	Projected as 2 SACIC staff

Personnel and contact numbers

SACIC Project Manager	Rhodri Gardner	Office: 01449 900120 Mobile: 07810 647259
Project Officer (first point of on-site contact)	TBC	Office: 01449 Mobile:
SCC Curatorial Officer	James Rolfe	01284 741225
Client Contact	Darren Moffat Meliora Evolve Ltd	Tel:

Emergency contacts

Local Police	Newmarket Police Station, 2 Lisburn Rd, Newmarket CB8 8HS	101 or emergency 999
Location of nearest A&E	West Suffolk Hospital Hardwick Ln, Bury Saint Edmunds IP33 2QZ	Tel: 01284 713000

Hire details

Plant:	TBC	
Welfare	TBA	
Tool hire:	N/A	

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2. Insurance Documentation

1. Background

- 1.1 Suffolk Archaeology have been asked to prepare a Written Scheme of Investigation (hereafter WSI) to cover a programme of archaeological trenched evaluation at a site known as The Greenhouse, Bury Road, Kentford, Suffolk (Figure 1).
- 1.2 The overall evaluation area covers c.1800m² (Figures 1 and 2).
- 1.3 The present stage of work is being requested by the Conservation Team of Suffolk County Council's Archaeological Service (hereafter SCCAS/CT). The Local Planning Authority (hereafter LPA) were advised that as a condition of the planning consent, a programme of archaeological work should be agreed 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 destroyed in the course of the development.
- 1.4 The archaeological investigation will be conducted in order to comply with a Brief covering these specific planning conditions that was produced by James Rolfe of SCCAS/CT (dated 17th January 2017).
- 1.5 The proposed development affects an area of archaeological potential, as defined by information held by the County Historic Environment Record (HER). The site is located on the edge of the historic core of Kentford (KTD 017) and in close proximity to three ring ditches, the probable remains of Bronze Age burial mounds (KTD 001, KTD 002 AND KTD 003). As a result, there is high potential for the discovery of below-ground heritage assets of archaeological importance within this area, and groundworks associated with the development have the potential to damage or destroy any archaeological remains which exist.

1.6 While the Evaluation Brief requires that trial-trenches are opened which cover 5% of the area that will be effected by the development. This will be achieved through the excavation of trenches, each 10m in length and 1.8m wide (totalling 90m², equivalent to 5% of 1800m²).

1.7 The contents of the WSI and this Method Statement comply with the SCCAS/CT standard Requirements for a Trenched Archaeological Evaluation (2017) and Requirements for Archaeological Excavation (2017), as well as the following national and regional guidance:

- *National Planning Policy Framework (NPPF)* Department of Communities and Local Government (DCLG) (March 2012);
- *Code of Conduct* (Chartered Institute for Archaeologists 2014a);
- *Standard and Guidance Archaeological for Archaeological Field Excavation* (Chartered Institute for Archaeologists, 2014b);
- *Management of Research Projects in the Historic Environment: The Morphe Project Managers' Guide* (Historic England, 2015);
- *Gurney, D 2003 Standards for Field Archaeology in the East of England* East Anglian Archaeology Occasional Paper No.14, 2003 Association of Local Government Archaeological Officers East of England Region
- *Archaeological Archives in Suffolk Guidelines for Preparation and Deposition* Suffolk County Council Archaeology Service Conservation Team (2017)

1.8 The research aims of the evaluation are as follows:

- *Identify the date, approximate form and purpose of any archaeological deposit, together with its likely extent, localised depth and quality of preservation;*
- *Evaluate the likely impact of past land uses, and the possible presence masking colluvial/alluvial deposits;*
- *Establish the potential for the survival of environmental evidence;*
- *Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.*

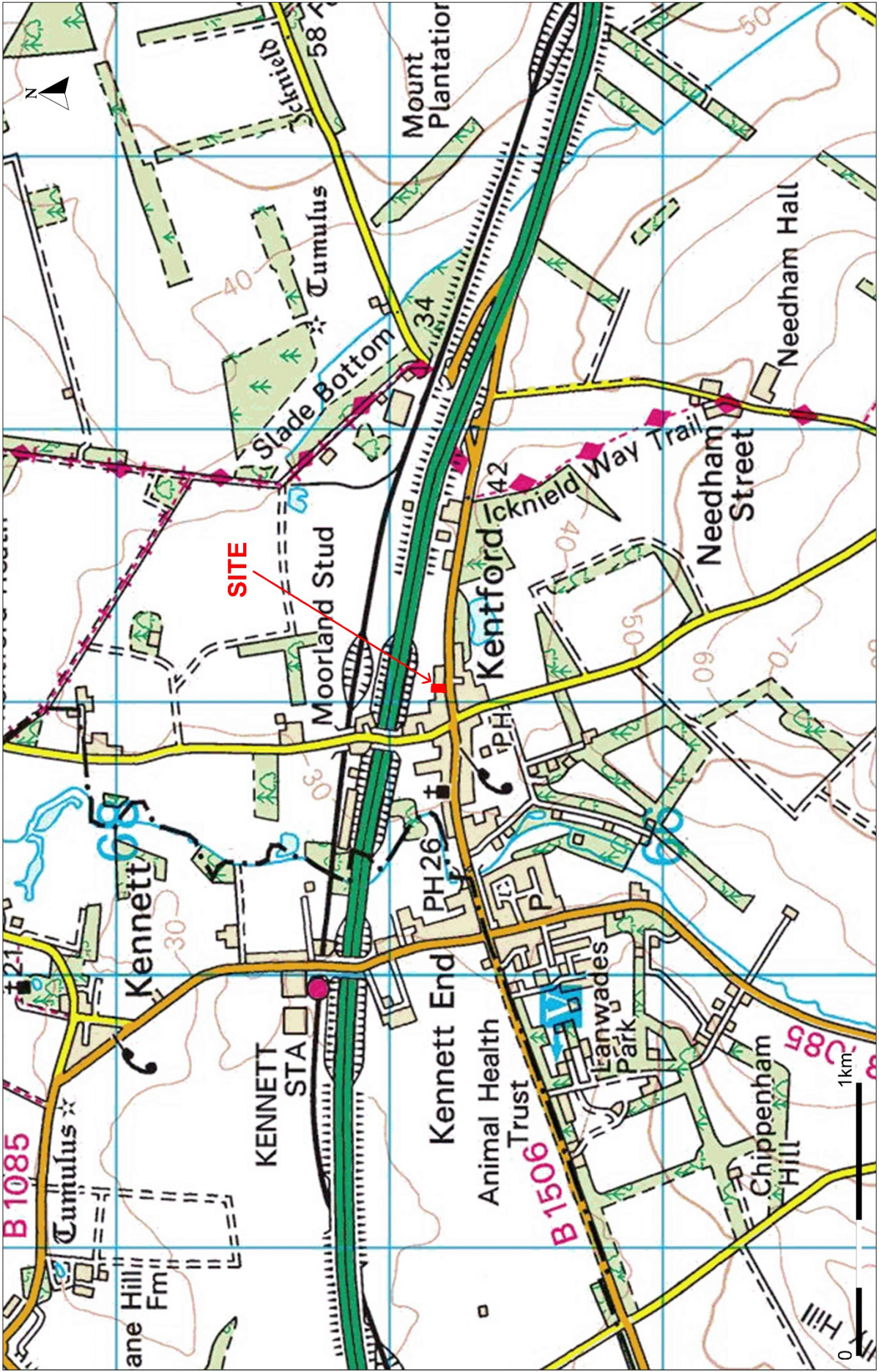


Figure 1. Location plan

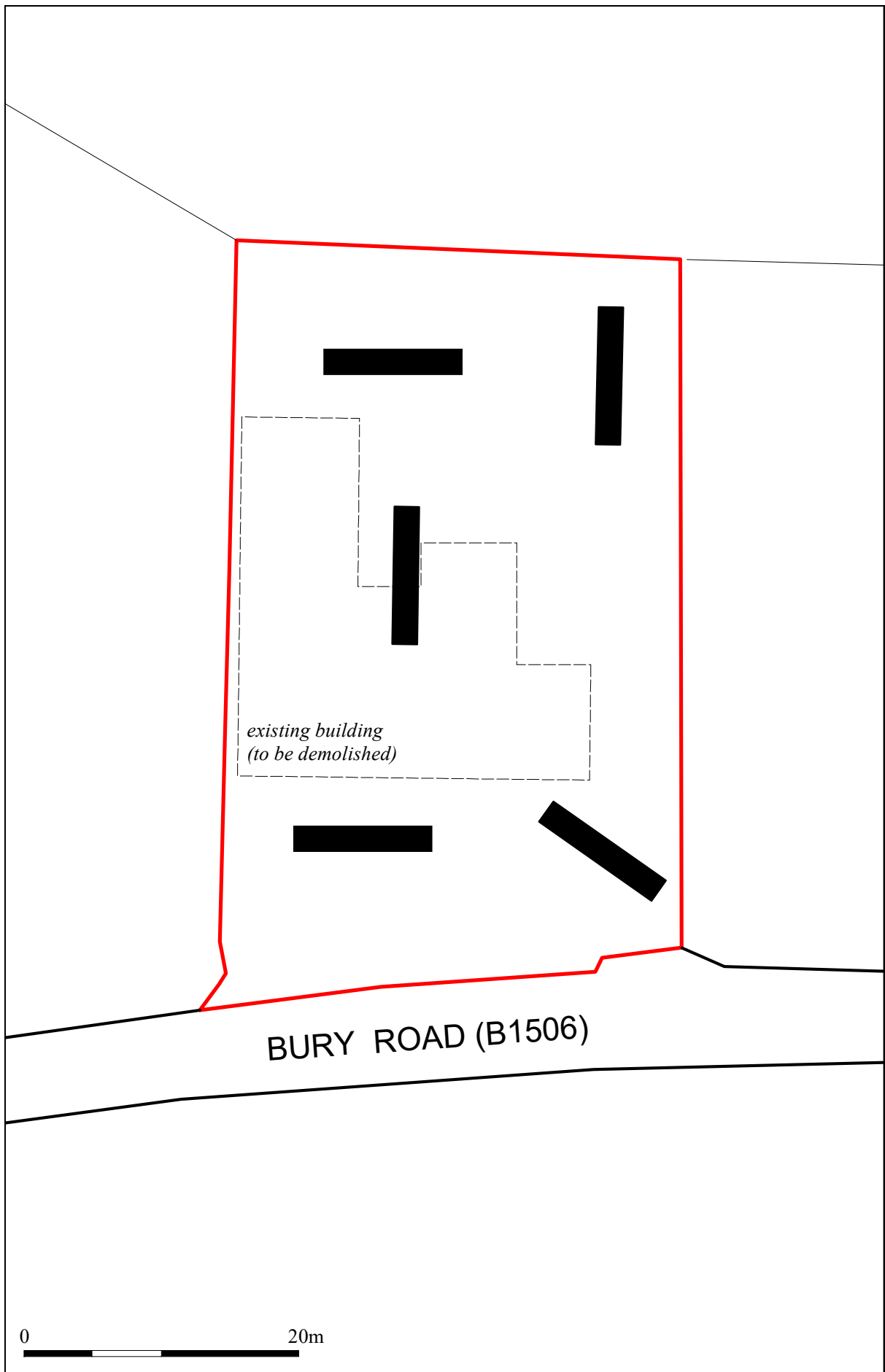


Figure 2. Proposed trench plan

2 Fieldwork

- 2.1 All archaeological fieldwork will be carried out by full-time professional employees of Suffolk Archaeology Community Interest Company (Hereafter SACIC). The project team will be led in the field by an experienced member of staff of Project Officer grade/experience (TBC). The excavation team will comprise a Project Officer and an experienced excavator. A surveyor and experienced metal detectorist will be used as and when required.
- 2.2 The proposed evaluation trenches, covering c.90m², is shown in Figure 2.
- 2.3 At this juncture no information has been received from the client regarding existing services. A CAT survey will be undertaken on the line of the proposed trenches prior to excavation, but damage to hitherto unknown services that are not identified during this survey will not be the responsibility of SACIC.
- 2.4 The following general principles will be applied for the excavation of the trial-trenches:
- a) All mechanical excavation will be undertaken using a toothless ditching bucket for a good clean cut.
 - b) The overburden will be excavated down to the top of the first undisturbed archaeological horizon, or the upper surface of the naturally occurring subsoil.
 - c) Spoil will be removed and stockpiled adjacent to the evaluation trenches or in an area designated by the client.
 - d) Topsoil will be stored separately to any underlying colluvial material unless this is deemed unnecessary by the client.
 - e) All excavation will be under the direct supervision of an archaeologist.
- 2.5 Archaeological deposits and features will be sampled by hand excavation in order to satisfy the project aims (see 1.8) and also comply with the SCCAS/CT Requirements for Archaeological Evaluation (2017) and Excavation (2017). Where types of deposit are encountered that are suitable for mechanical excavation, this will only be undertaken following agreement with SCCAS/CT.
- 2.6 No feature will be excavated to a depth in excess of 1.2m (including the machined depth of the trench). in the unlikely event that this depth is not sufficient to meet the archaeological requirements of the Brief it will be brought to the attention of the client or their agent and the Archaeological Advisor to the LPA (SCCAS/CT). Deeper excavation can be undertaken provided suitable support is used. However, such a variation will incur further costs to the client and time must be allowed for this to be established and agreed.
- 2.8 While it is considered unlikely that there will be deep holes left open on site, where necessary high visibility safety fencing will be employed.

- 2.9 An overall features plan and levels AOD will be recorded using suitable surveying equipment, depending on the specific requirements of the project. Feature sections and plans will be recorded at a scale of 1:10, 1:20 or 1:50 as appropriate. All recording conventions used will be compatible with the County HER.
- 2.10 The site will be recorded under a unique HER number acquired from the Suffolk HER Office and archaeological contexts will be recorded a '*unique continuous numbering sequence*' on pro forma Context Recording sheets and entered into an associated database.
- 2.11 The HER code and event number will be obtained when a firm time frame regarding the execution of the project has been agreed.
- 2.12 A digital photographic record will be made throughout the evaluation.
- 2.13 Metal detector searches will be made at all stages of the excavation works covering the following;
- i) Field surface prior to stripping
 - ii) The stripped surface
 - iii) The upcast spoil
- 2.14 All pre-modern finds (with the exception of unstratified animal bone) will be kept. No discard policy will be considered until all the finds have been processed and assessed.
- 2.15 All finds will be brought back to the SACIC 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 external specialists.
- 2.16 Bulk environmental soil samples (40 litres each) will be taken from suitable features and retained until an appropriate specialist has assessed their potential for palaeoenvironmental remains. Decisions can then be made on the need for further analysis following this assessment. A suitable feature will be deemed one that is sealed and stratigraphically secure, datable and exhibits potential for the survival of palaeoenvironmental material; usually at least two of these criteria will need to be met in order for it to be worth taking a sample. If necessary advice will be sought from Historic England's (formerly English Heritage's) Regional Advisor in Archaeological Science on the need for specialist environmental sampling.
- 2.17 In the event of human remains being encountered on the site, guidelines from the Ministry of Justice will be followed and, if deemed necessary, a suitable licence obtained before their removal from the site. Human remains will be treated at all stages with care and respect, and will be dealt with in accordance with the law. They will be recorded *in-situ* and subsequently lifted, packed and marked to standards compatible with those described in the IFA's Technical Paper 13 Excavation and post-excavation treatment of Cremated and Inhumed Human Remains, by McKinley & Roberts. Following full recording and analysis, where appropriate, the remains will be reburied.

3 Post-excavation

- 3.1 The unique project HER number (KTD 022) will be clearly marked on all documentation and material relating to the project.
- 3.2 The post-excavation work will be managed by SACIC'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 Artefacts and ecofacts will be held by SACIC until analysis of the material is complete.
- 3.4 Site data will be entered on a computerised database compatible with the County HER. Site plans and sections will be digitised and will form part of the site archive. Ordnance Datum levels will be written on the section sheets. The photographic archive will be fully catalogued.
- 3.5 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 four 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 Historic England (formerly 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 Historic England specialists.
- 3.11 An industrial waste assessment will cover all relevant material (i.e. fired clay finds as well as slag).

- 3.12 Once the fieldwork phase of the project is completed, a full site archive and report, the latter presenting the results of the evaluation will be prepared. The report will contain a stand-alone summary and a description of the evaluation methodology. It will also contain a clear separation of the objective account of the archaeological evidence from its archaeological interpretation and recommendations to assist the SCCAS/CT regarding the need for and scope of any further mitigation. It will contain sufficient information to stand as an archive report should further work not be required along with the results of an up to date HER search evidenced by its invoice number.
- 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 County HER is registered with the Online Access to Index of Archaeological Investigations (OASIS) project. SACIC 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 interim 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. 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).
- 3.18 The project archive shall be compiled in accordance with the guidelines issued by the SCCAS/CT (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/CT.
- 3.19 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.
- 3.20 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.

- 3.21 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 fourteen 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.
- 3.22 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 SACIC, 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 SACIC's Health and Safety Policy at all times. A copy of this policy is provided in Appendix 1.
- 4.1.2 All SACIC staff are experienced in working on similar sites with similar conditions to those that will be encountered on the present site and are aware of SACIC H&S policies. All permanent SACIC 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/CT 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 SCCAS/CT. All such staff and visitors must abide by SACIC'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 SACIC's insurance policies. Policy details are shown in Appendix 2.

4.2 Environmental controls

- 4.2.1 SACIC 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 SACIC's EMS policies.

4.3 Plant machinery

- 4.3.1 A 360° tracked mechanical excavators of minimum 7 tonnes and equipped with a full range of buckets will be required to undertake the evaluation trenching and open area soil-stripping. In this instance the plant is being supplied by the client.

4.4 Site security

- 4.4.1 Unless previously agreed with the client this Method Statement (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 SACIC personnel and any subcontracted plant, and obtain all necessary permissions from any landowners and tenants. This includes the siting of any vehicles and other 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 SACIC. 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 No specialist reinstatement is offered by SACIC, unless by specific prior agreement. Unless otherwise agreed with the client, the excavated spoil will be pushed back into the trenches and compacted by tracking the excavator along its length.

4.8 Monitoring

- 4.8.1 Arrangements for monitoring visits by the LPA and its representatives (SCCAS/CT) 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)
- 1 x Site Assistant (as required)
- 1 x metal detectorist (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 in charge on site will be arranged when a firm date for the project has been agreed. Site Assistants and other staff will be drawn from SACIC's qualified and experienced staff. SACIC 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. A full list of specialists will be provided by SACIC 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 light 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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Towergate Insurance is a trading name of Towergate Underwriting Group Limited. Registered in England No. 4043759.
Registered address: Towergate House, Eclipse Park, Sittingbourne Road, Maidstone, Kent, ME14 3EN. Authorised and regulated by the Financial Conduct Authority.

Appendix 2. OASIS data collection form

OASIS ID: suffolka1-290843	
Project details	
Project name	The Greenhouse, Bury Road, Kentford
Short description of the project	Trenched evaluation in advance of a housing development did not identify any significant deposits, features or artefacts.
Project dates	Start: 15-08-2017 End: 16-08-2017
Previous/future work	No / No
Any associated project reference codes	KTD 022 - Sitecode ESF25661 - HER event no. DC/16/1922 - Planning Application No.
Type of project	Field evaluation
Site status	None
Current Land use	Vacant Land 1 - Vacant land previously developed
Monument type	NONE None
Significant Finds	NONE None
Methods & techniques	"Sample Trenches"
Development type	Rural residential
Prompt	National Planning Policy Framework - NPPF
Position in the planning process	After full determination (eg. As a condition)
Project location	
Country	England
Site location	SUFFOLK FOREST HEATH KENTFORD The Greenhouse, Bury Road
Study area	1760 Square metres
Site coordinates	TL 7105 6681 52.272353284385 0.507291587552 52 16 20 N 000 30 26 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	Jo Caruth
Project supervisor	Mark Sommers
Type of sponsor/funding body	Developer

Project archives	
Physical Archive Exists?	No
Digital Archive recipient	Suffolk HER
Digital Archive ID	KTD 022
Digital Contents	"other"
Digital Media available	"Images raster / digital photography","Text"
Paper Archive recipient	Suffolk HER
Paper Archive ID	KTD 022
Paper Contents	"other"
Paper Media available	"Correspondence","Report"
Project bibliography	
Publication type	Grey literature (unpublished document/manuscript)
Title	Archaeological Evaluation Report: The Greenhouse, Bury Road, Kentford
Author(s)/Editor(s)	Sommers, M.
Other bibliographic details	SACIC Report No. 2017/071
Date	2017
Issuer or publisher	SACIC
Place of issue or publication	Needham Market
Description	printed sheets of A4 paper with card covers and a plastic comb binder
Entered by	ms (mark.sommers@suffolkarchaeology.co.uk)
Entered on	16 August 2017

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

Rhodri.Gardner@suffolkarchaeology.co.uk
01449 900120



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