



Saxmundham to Peasenhall
Water Mains Installation
Peasenhall, Kelsale and
Saxmundham, Suffolk

Client:
Essex & Suffolk Water

Date:
November 2018

PSH 019, KCC 052 & SXM 052
Archaeological Evaluation and Watching Brief Report
SACIC Report No. 2018/097
Author: Preston Boyles
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Peasehall to Saxmundham Water Mains Installation PSH 019, KCC 052 & SXM 052

Archaeological Evaluation and Monitoring Report

SACIC Report No. 2018/097

Author: Preston Boyles

Illustrator: Gemma Bowen

Editor: Stuart Boulter

Report Date: November 2018

HER Information

Site Codes: PSH 019, KCC 052 & SXM 052

Site Name: Saxmundham to Peasenhall Water Mains Installation

Report Number 2018/097

Planning Application No: DC/18/2794/SCO

Date of Fieldwork: 17th September – 29th October (intermittent)

Grid Reference: TM 3551 to TM 3738 6348

Oasis Reference: suffolka1-328229

Curatorial Officer: Rachael Abraham

Project Officer: Preston Boyles

Client/Funding Body: Essex and Suffolk Water

Client Reference: NA

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<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: Preston Boyles
Date: November 2018
Approved By: Rhodri Gardner
Position: Senior Project Manager
Date: November 2018
Signed: 

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Summary

Three locations along the route of a proposed new water main between Peasenhall and Saxmundham were subject to archaeological trial trench evaluations; Peasenhall (PSH 019), Kelsale (KCC 052) and Saxmundham (SXM 052). A segment of the Peasenhall site was also monitored during an archaeological watching brief. No archaeological remains were uncovered at any stage of the works. The trenching revealed that the modern plough soil lies directly onto the clay surface geology, which was heavily plough scarred in places.

1. Introduction

Suffolk Archaeology Community Interest Company (SACIC) conducted an archaeological trial trench evaluation and concurrent watching brief at three separate sites along the route of a future water main installation, to be constructed by Essex & Suffolk Water (planning application DC/18/02010). The easement/corridor of the proposed water main is c.7.7km long and c.8m wide, running from TM 354 669, near the centre of the village of Peasenhall, south-south-east through the parish of Kelsale, and up to a point on the north-western edge of Saxmundham, close to TM 377 632 (Fig. 1).

This present stage of work was requested by Rachael Abraham of Suffolk County Council Archaeological Service (SCCAS), who advised the Local Planning Authority that archaeological work should be conducted as a condition of the planning application, in accordance with paragraph 141 of the National Planning Policy Framework, because the proposed water main is likely to have a severe but localised impact on any underlying archaeological remains. A Brief, dated 7th August 2018, was produced by Rachael Abraham, which specified three areas to be subjected to initial archaeological investigation (Fig. 1). These were to consist of archaeological trial trench evaluations, totalling 250m in length (roughly 5% of the water main route), at Peasenhall (centred on TM 3553 6909), Kelsale (TM 3665 6567) and Saxmundham (TM 3733 6352), with a watching brief to be conducted on the northern part of the Peasenhall site not subject to trial trenching. These three sites have been given the individual Historic Environment Record (HER) parish codes PSH 019, KCC 052 and SXM 052, respectively, in the HER register for Suffolk. For clarity, these three sites will be referred to by their parish names in this report.

The Brief states that the purpose of these investigations is to:

- *‘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 of 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'*

Based upon this Brief, a Written Scheme of Investigation (WSI) was produced by Rhodri Gardner of SACIC, which was accepted by Rachael Abraham (included as Appendix 1).

The WSI specified that at the Peasenhall site, located in an arable field lying parallel to Church Street (which runs 75m to the east of it), two 35m long trenches were to be excavated, with a watching brief to be conducted along a c.30m segment at the north end of the site, where the water pipe is planned to pass through a private garden (Fig. 2). The Kelsale site, located along the northern edge of an access track running south-south-west to Lonely Farm (Fig. 3), required 90m of trenching, divided into four 20m long and one 10m long trenches. These were positioned on what is thought likely to be the most archaeologically sensitive part of the water pipe route in that area. The third site, in an arable field around the periphery of Burnt House Farm, on the north-western edge of Saxmundham (Fig. 4), was also to consist of 90m of trial trenching, again divided into four 20m and one 10m long trenches.

The Peasenhall and Kelsale evaluations and watching brief were conducted by SACIC between the 17th and 19th September 2018. The Saxmundham evaluation was conducted on the 29th October 2018.

All material and databases pertaining to these archaeological works will be identified with the relevant County Historic Environment Register (HER) parish codes for each of the three sites, with this report amalgamating the total results. The national OASIS record for this archaeological investigation is suffolka1-328229 (a summary of which is included as Appendix 2).

2. Geology and topography

The Peasenhall site is located at around 30m Above Ordnance Datum (AOD), in an arable field to the south of Bruisyard Road (Fig. 1). To the west, is Church Street/Rendham Hill and a Georgian building called The Hall, and just to the south-west is the Church of St Michael. The topography rises to c.40mAOD at the Kelsale site, located in an arable field alongside a north-east to south-west aligned track leading to Lonely Farm. From Kelsale, the topography drops down towards the Saxmundham site, which is an average of 25mAOD. The Saxmundham site was located in an arable just to the west of Burnt House Farm, off Rendham Road.

The surface geology of the three sites consists of firm yellow and reddish-brown, chalk-flecked clays, which the British Geological Survey (BGS) identifies as diamicton deposits of the Lowestoft Formation, formed up to two million years ago in the Quaternary Period (BGS 2018). These overlay a sedimentary bedrock of undifferentiated gravels, sands, silts and clays, formed up to twenty-three million years ago in the Quaternary and Neogene Periods (*ibid*).

3. Archaeology and historical background

Because no archaeological remains were uncovered during the trial trenching, a new search of the HER database for previously identified archaeological monuments in the vicinity of the sites was not undertaken as part of the current investigation.

According to the WSI (Appendix 1), *'[t]he Peasenhall end of the route runs close to the medieval church (PSH 008) and a previous open area excavation at the former Smythe works (PSH 012) which identified some medieval activity. This lies some 80m east of the route where the former Smythe works fronted Church Street.'* In addition, the historic core of Peasenhall (PSH 017) is crossed by a Roman road (BDH 014), which runs on a roughly east – west alignment to the north of the site. The WSI states that *'[t]he Kelsale portion of the route passes immediately to the north of an area identified in the HER as a medieval green (KCC 043)',* and that *'The southernmost section of the route at the Saxmundham end directly crosses a field identified in the HER as SXM 029, which is a reference to the finding of several Roman artefacts during a metal detecting rally. It is also runs c.75m to the north-east of SXM 012 which is a series of cropmarks identified in aerial photographs.'*



Figure 1. Site locations (red)



Figure 2. Trench locations, Peasenhall (PSH 019) site

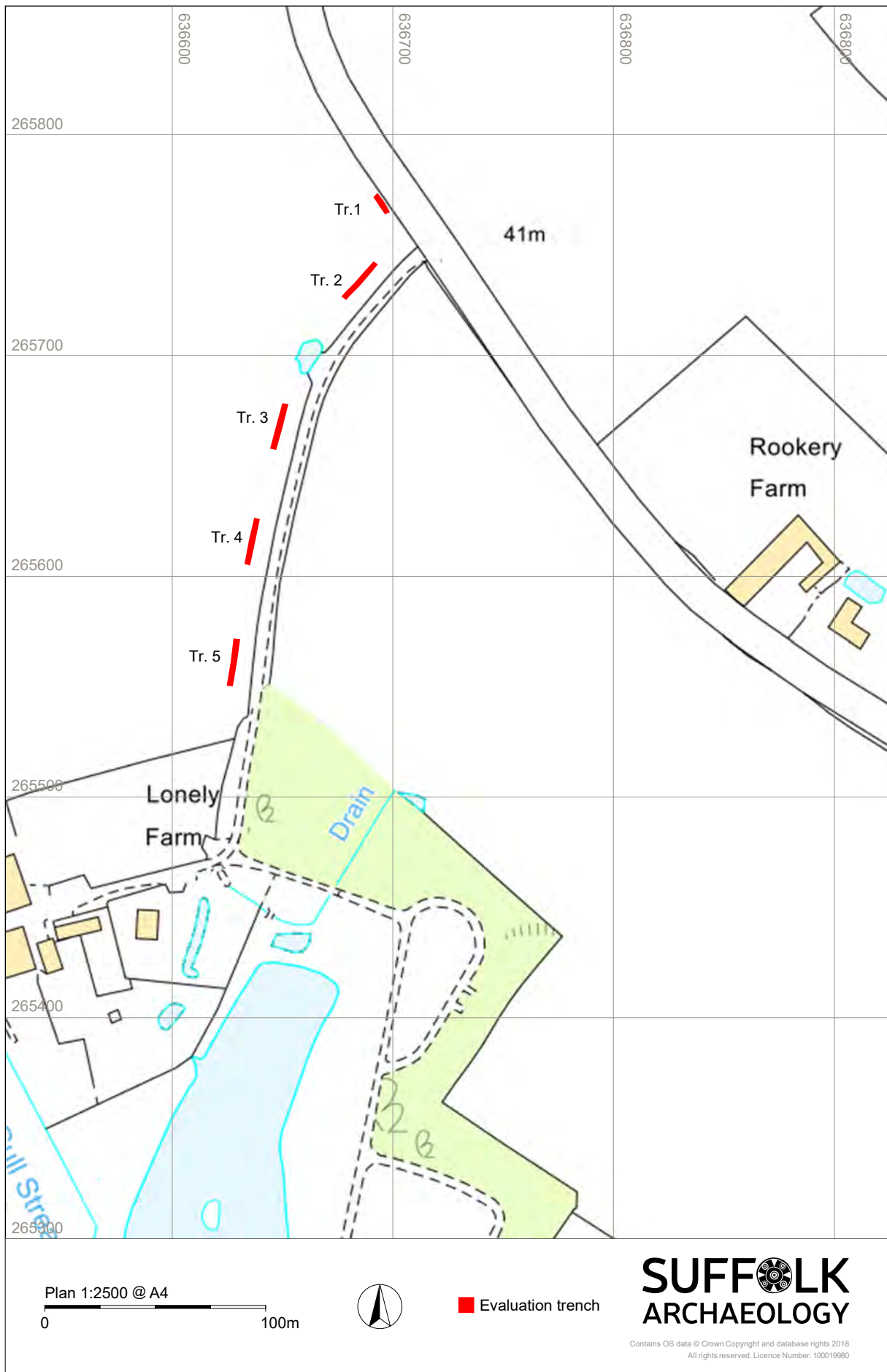


Figure 3. Trench locations, Kelsale (KCC 052) site

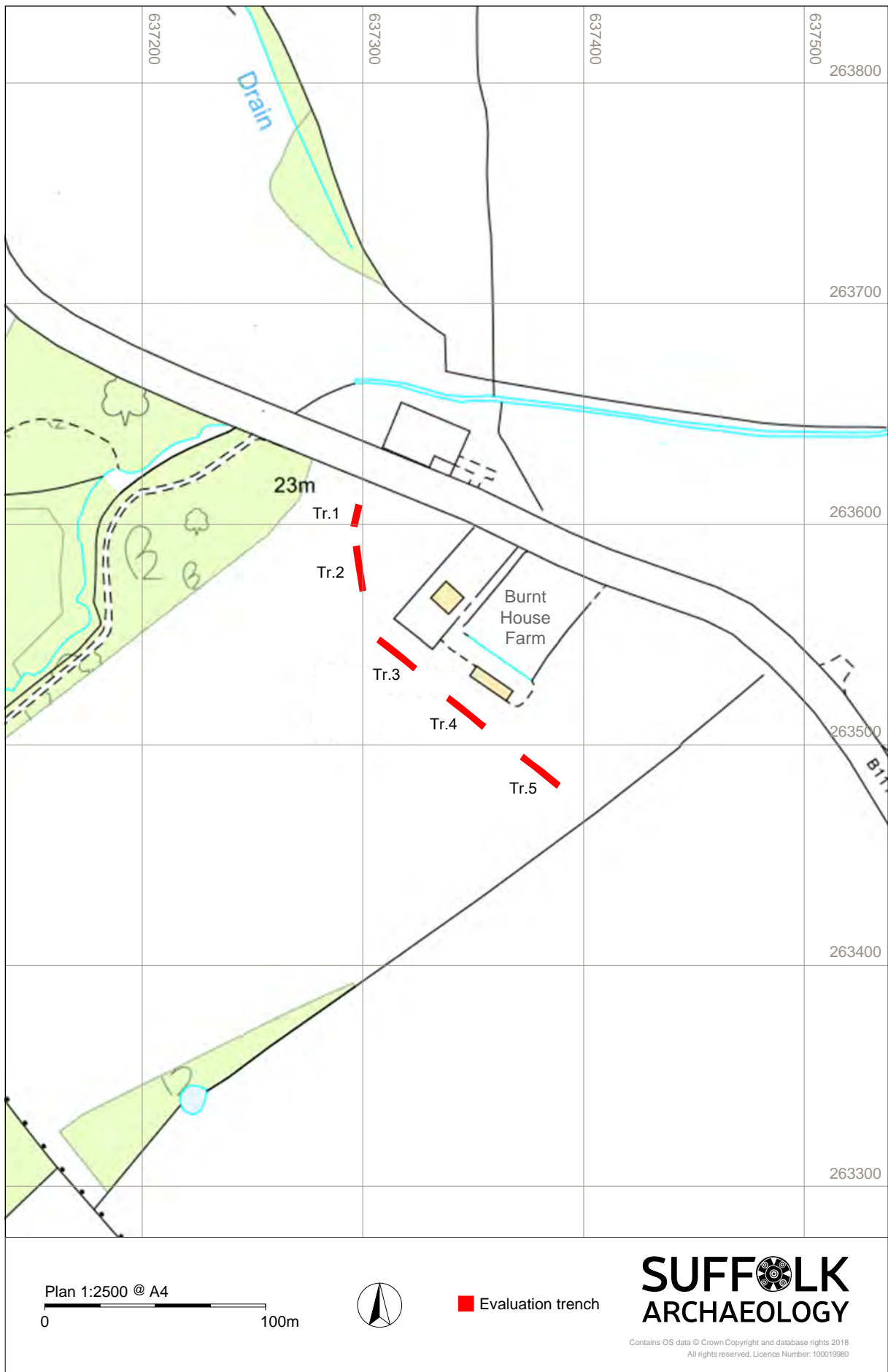


Figure 4. Trench locations, Saxmundham (SXM 052) site

4. Methodology

All twelve evaluation trenches were laid out using an RTK GPS in the locations specified in the WSI (Fig. 2, Fig. 3, Fig. 4), with one minor alteration to Trench 1 at Saxmundham (see below). Prior to excavation, a metal detecting survey was carried out along the lengths of the trenches. Excavation of the trenches was conducted using a tracked digger with a 1.80m wide toothless bucket at Saxmundham and Kelsale, and a JCB with a 1.60m wide toothless bucket at Peasenhall. All machine excavation was conducted under direct archaeological observation, with the overburden removed to the level at which the surface geology was exposed. The bases of each trench were examined for features and deposits of archaeological interest. The up-cast spoil from the machining was checked visually for any archaeological finds and was also searched with a metal detector. A metal detecting survey was also conducted across the base of each trench. All trenches were photographed with a digital camera, and a SACIC pro forma trench recording sheet was produced for each trench. A section of the overburden deposits was recorded using digital photographs, a section drawing and written descriptions on each trench recording sheet. Trench outlines were recorded using an RTK GPS.

The watching brief at Peasenhall involved the machine stripping of a 30m segment of the proposed water main route to the top of the surface geology, monitored under archaeological observation (Fig. 2). The stripped surface and spoil heaps were examined for archaeological remains. The monitored area was then recorded in the same manner as the evaluation trenches.

5. Results

5.1 Introduction

No archaeological features or deposits were encountered within any of the investigation areas. At all locations the current plough soil, a dark greyish brown clayey silt, was generally around 0.30m deep and found to sit directly on top of the underlying surface geology, with no subsoil deposits present. Plough scars were observed within all trenches.

5.2 Trial Trench results

Peasenhall

Two trenches, designated Trench 1 and Trench 2, were excavated at the Peasenhall site (Fig. 2). A summary of trench information can be found in Table 1. The plough soil (context 0001; Pl. 1) sat directly on top of the surface geology (Pl. 2). A modern feature, apparently a former water pipe, was observed in the north-east corner of Trench 2, running for 0.80m.

Trench No.	Orientation	Heights at top of trench (mAOD)		Depth	Length
1	NW - SE	27.31 (NW end)	30.15 (SE end)	0.40m	35m
2	NW - SE	36.44 (NE end)	38.72 (SE end)	0.40m	33m

Table 1. Peasenhall trench summaries

Kelsale

The five trenches at Kelsale, designated Trenches 1 through 5 (Fig. 3), showed a consistent depth of overburden, with 0.30m of plough soil (context 0001; Pl. 3) lying directly over the surface geology (Table 2; Pl. 4). Plough scars were present across the face of the surface geology.

Trench No.	Orientation	Heights at top of trench (mAOD)		Depth	Length
1	NW – SE	40.37 (NW end)	40.24 (SE end)	0.30m	10m
2	NE – SW	40.03 (NE end)	40.24 (SW end)	0.30m	10m
3	NNE – SSW	39.70 (NNE end)	39.53 (SSW end)	0.30m	20m
4	NNE – SSW	39.16 (NNE end)	38.82 (SSW end)	0.30m	20m
5	NNE – SSW	38.50 (NNE end)	38.21 (SSW end)	0.30m	20m

Table 2. Kelsale trench summaries



Plate 1. Plough soil in Trench 1, Peasenhall, looking south-west. Typical for all sites



Plate 2. Trench 1, Peasenhall, looking south-east



Plate 3. Plough soil, Trench 4, Kelsale



Plate 4. Trench 3, Kelsale, showing typical site geology



Plate 5. Plough soil in Trench 1, Saxmundham, looking east



Plate 6. Trench 3, Saxmundham, looking north-west

Saxmundham

The plough soil (context 0001; Pl. 5) in the five trenches at Saxmundham, designated Trenches 1 through 5 (Fig. 4), did not exceed 0.30m in depth (Table 3) and lay directly over the surface geology (Pl. 6). Trench 1 was repositioned slightly further to the south-east, in order to move it further away from a buried gas main, which ran along the north-western edge of the site.

Trench No.	Orientation	Heights at top of trench (mAOD)		Depth	Length
1	NNE – SSW	23.46 (NNE end)	24.13 (SSW end)	0.25m	10m
2	NNW – SSE	24.63 (NNW end)	25.94 (SSE end)	0.25m	20m
3	NW – SE	27.10 (NW end)	27.43 (SE end)	0.24m	20.75m
4	NW – SE	27.55 (NW end)	27.37 (SE end)	0.24m	20.50m
5	NW – SE	27.28 (NW end)	27.15 (SE end)	0.28m	20.70m

Table 3. Saxmundham trench summaries

5.3 Watching brief results

The stripping of a 30m length of the proposed water main route was monitored at Peasenhall (Fig. 2). The northern part of the stripped area ran on a north-west to south-east orientation for 17m, before turning south-west for a further 13m. No archaeological features or deposits were observed, and the soil profile, 0.40 – 0.50m of plough soil lying over the natural geology, although slightly deeper, matched that seen in the evaluation trenches (Pl. 7). The top of the north-west end of the strip was 23.98mAOD, and the top of the south west end was 25.77mAOD.



Plate 7. Excavated area recorded during watching brief, Peasenhall, looking north-north-west

6. Discussion and conclusions

The results of the archaeological investigations are uniform. The only overburden deposit encountered was a layer of modern plough soil, 0001. The shallow depth of the plough soil, around 0.30m thick, and the presence of plough scars across the surface of the underlying clay geology, suggests a level of modern disturbance and truncation from recent arable farming. The lack of pre-modern finds within the plough soil may further suggest that there is a low level of archaeological activity in the immediate vicinity of the trenches, and that past land use was largely restricted to arable farming. At Peasenhall, the site is located just beyond the south-western limits of what has been designated in the HER as the historic medieval core of Peasenhall village (PSH 017) and to the west of the church of St Michael (PSH 008), whilst the Kelsale site is located outside and to the north-west of what had been a medieval green (KCC 043). Despite the proximity of these areas to the sites, the evidence from the trial trenching and watching brief suggests that this activity did not extend into the investigation areas.

At Saxmundham, a previous metal detecting rally (SXM 029) found Roman coins and a finger ring fragment. The trial trenching results did not uncover evidence for archaeological remains which might accompany these finds, although a series of undated linear cropmarks further to the south of the site (SXM 012) might be the remains of a contemporary field system.

Together, the results may indicate a low probability that archaeological remains survive within the three investigation areas. Any recommendations for future archaeological work will rest solely with SCCAS.

7. Archive deposition

The entire site archive will be deposited with the Suffolk HER, with all elements of the archive identified with the relevant HER codes – KCC 052, PSH 019 and SXM 052.

8. Acknowledgements

The fieldwork was carried out by Preston Boyles, Jez Meredith and Tara Shug, while project management was undertaken by Rhodri Gardner, who also provided advice during the production of the report. The report illustrations were created by Gemma Bowen. The report was edited by Stuart Boulter.

9. Bibliography

Websites

British Geological Survey (information retrieved 31/10/2018)

<http://mapapps.bgs.ac.uk/geologyofbritain/home.html>



PSH 019, KCC 052 & SXM 052, Saxmundham to
Peasenhall Water Mains Installation, Suffolk

Written Scheme of Investigation for a
Trenched Archaeological Evaluation

Date: September 2018
Prepared by: Dr Rhodri Gardner MCifA
Issued to: Essex & Suffolk Water & Rachael Abraham(SCC Archaeological Service)
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Project details

Planning Authority	Suffolk Coastal District Council
Planning Application No:	DC/18/2794/SCO
Curatorial Officer:	Rachael Abraham (SCCAS)
Grid Reference:	TM 354 669 to TM 377 632
Area:	Var.
HER Parish Code:	PSH 019, KCC 052 and SXM 052
Oasis Reference:	328229
SACIC Job Code:	PSHESW001
Project Start date:	17 th September (Peasenhall and Kelsale) and October (Saxmundham – once extant crop removed)
Project Duration:	c. 6 days
Client/Funding Body:	Essex & Suffolk Water
SACIC Project Manager:	Dr Rhodri Gardner
SACIC Project Officer:	Jezz Meredith

1. Introduction and Project Background

- 1.1 Suffolk Archaeology CIC (hereafter SACIC) have been asked by Essex and Suffolk Water to prepare documentation for a programme of archaeological evaluation by trial trench on land at points along a linear pipeline route (Fig. 1). This Written Scheme of Investigation (WSI) covers the 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. The final decision on further work is made by the curatorial office in conjunction with the LPA.
- 1.2 The sites lie along a linear route running from TM 354 669 near the centre of Peasenhall south-south-east through Kelsale to a point on the north-western edge of Saxmundham at TM 377 632. The total size of the easement/corridor is some 7.7km by approximately 8m wide.
- 1.3 The works are being conducted by a condition of the planning application in accordance with paragraph 141 of the National Planning Policy Framework.
- 1.4 The proposed development (installation of a water main) is likely to have a severe but localised impact on underlying deposits. Trial trenching is therefore required to assess the archaeological potential of the development site prior to the commencement of construction.
- 1.5 This WSI complies with the Suffolk County Council Archaeological Service (hereafter SCCAS) Standard Requirements for a Trenched Evaluation (2017), Excavation (2017) and Archiving (2017) 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).
- 1.6 The main aims of the evaluation are described in Section 3 of a SCCAS brief prepared by Rachael Abraham, dated 7th August 2018:

- 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 of 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.

2. The Site

- 2.1 Topographically, the site slopes gently upward from c. 25m Above Ordnance Datum at the Peasenhall end of the route, rises to 40m AOD at the Kelsale trench location and then drops gradually again to c. 30m AOD at the Saxmundham trench location at the southern end of the route.

- 2.2 The location of the Peasenhall trial trenching (at approximately TM 355 691) is within an arable field set back from Church Street by some 75m, with route running parallel to Church Street. The Kelsale site (at approximately TM 366 656) is also presently arable land, with the route following an access track which runs south-south-west to Lonely Farm. The most southerly trial trench location is also on arable land to the rear of Burnt House Farm (at TM 373 635) where the route runs approximately parallel to the B1119 as it enters Saxmundham from the north.

- 2.3 The bedrock geology over the great majority of the route consists of Crag Group sands, formed in the Quaternary and Neogene Periods in shallow seas (BGS, 2018). Superficial deposits are described as Lowestoft Formation Diamicton, formed up to 2 million years ago in the Quaternary Period, in ice age conditions (BGS, 2018). The very southern end of the route lies in the area of sands and gravels associated with former river terraces.

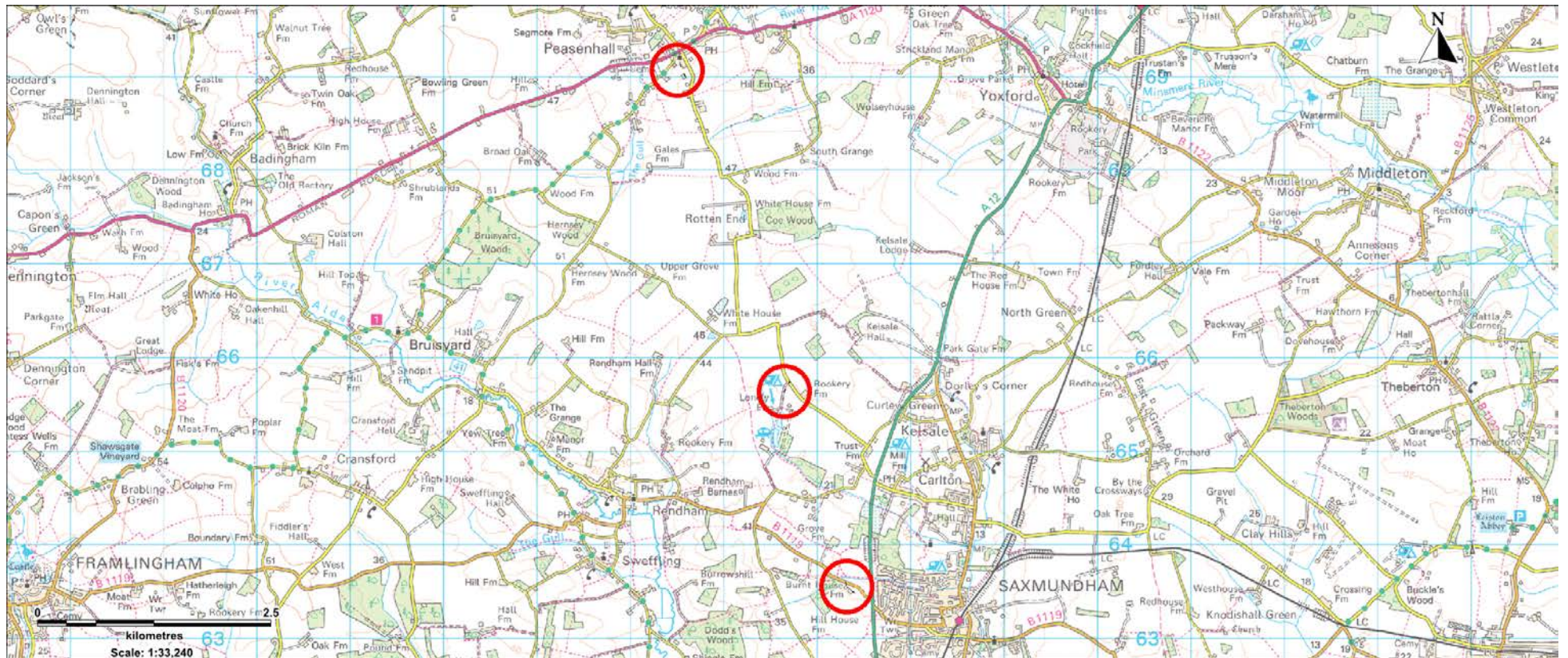


Figure 1. Site location showing sites (red) over whole length of route. Peasehall (top), Kelsale (centre) and Saxmundham (bottom)

3. Archaeological and Historical Background

- 3.1 The following information has been summarised from the Suffolk County Council brief, supplemented by examination of the Suffolk Heritage Explorer to provide some summary information where helpful. An up-to-date search of the Historic Environment Record (hereafter HER) data will be commissioned as part of the evaluation work, as specified in the SCCAS Brief, to further inform any archaeological information recovered during the current project. There are no Scheduled Monuments or other designated heritage assets on the site.

- 3.2 The Peasenhall end of the route runs close to the medieval church (PSH 008) and a previous open area excavation at the former Smythe works (PSH 012) which identified some medieval activity. This lies some 80m east of the route where the former Smythe works fronted Church Street.

- 3.3 The Kelsale portion of the route passes immediately to the north of an area identified in the HER as a medieval green (KCC 043).

- 3.4 The southernmost section of the route at the Saxmundham end directly crosses a field identified in the HER as SXM 029, which is a reference to the finding of several Roman artefacts during a metal detecting rally. It is also runs c. 75m to the north-east of SXM 012 which is a series of cropmarks identified in aerial photographs.

- 3.5 All three locations have the potential to contain preserved archaeological remains which would be threatened by the proposed open cut trench development. The three locations and the amount of trial trenching employed at each has been determined by the Suffolk County Council Archaeological Team – these trench locations are shown in Figs. 2 – 4 below.

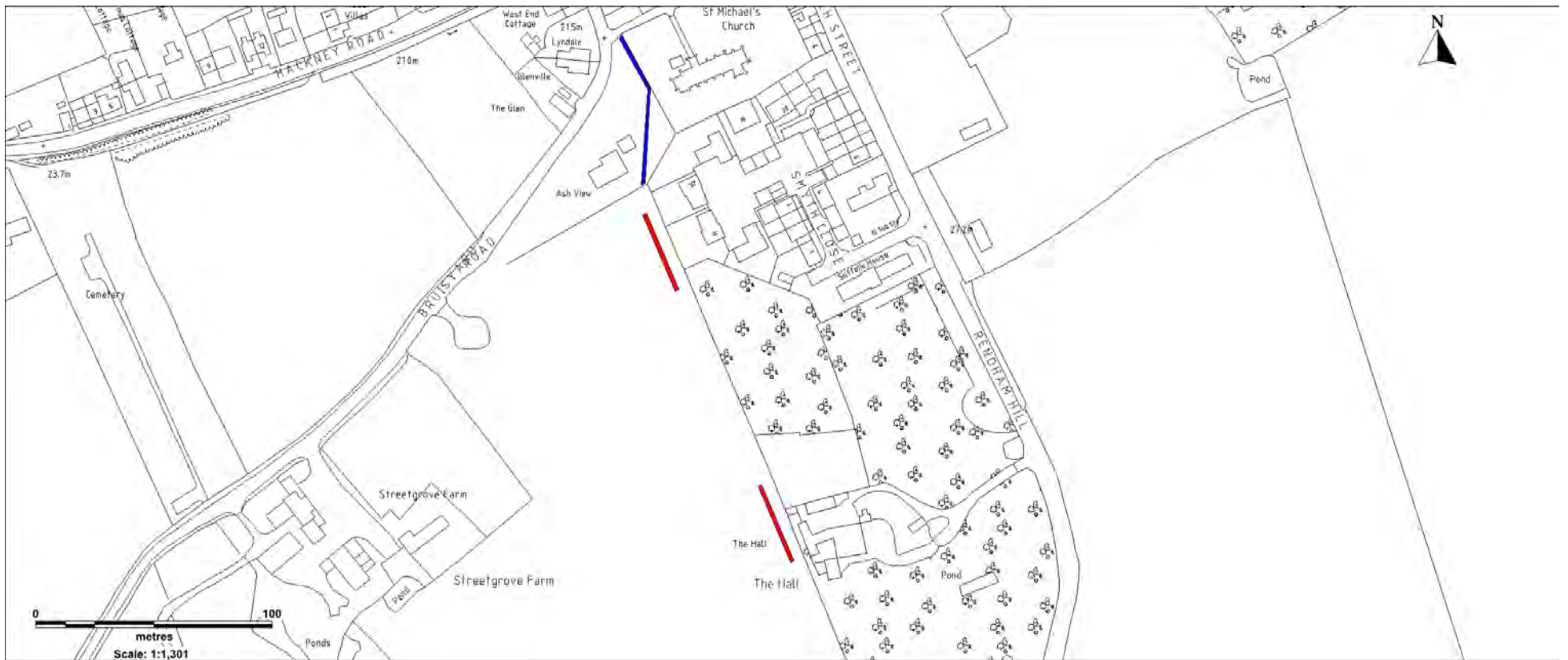


Figure 2. Northern Peasenhall target area, with trial trench locations (red) and watching brief location (blue)

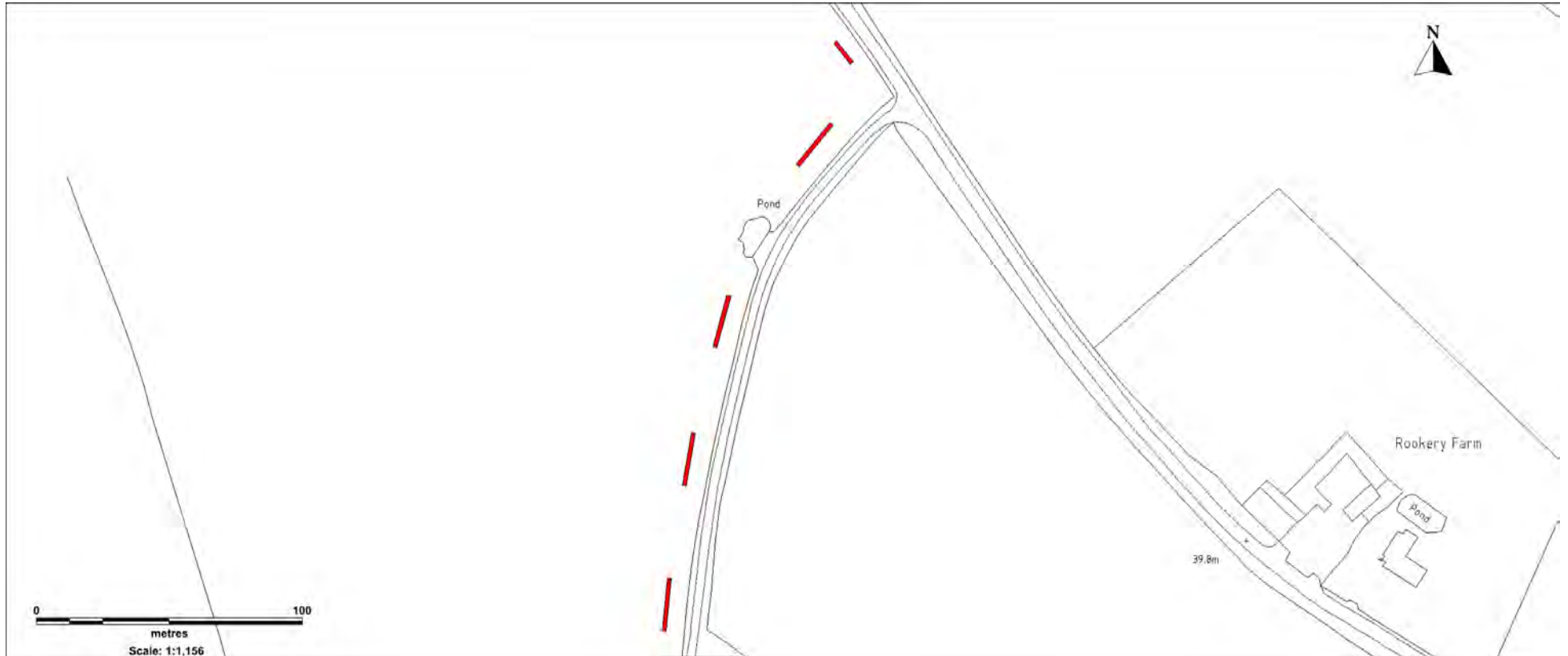


Figure 3. Central Kelsale target area, with trial trench locations (red)

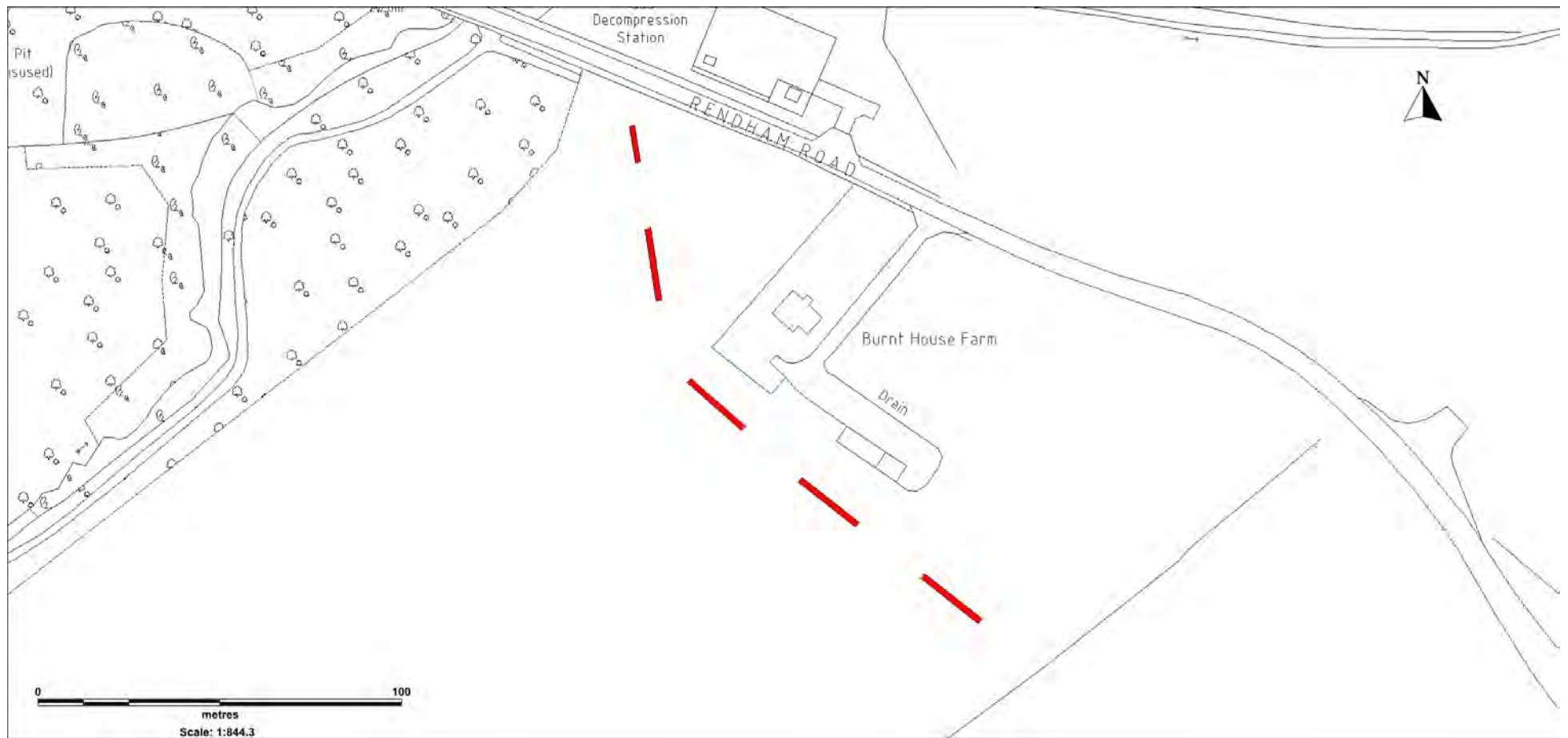


Figure 4. Southern Saxmundham target area, with trial trench locations (red)

4. Fieldwork: Trial Trench Evaluation

- 4.1 All archaeological fieldwork will be carried out by full-time professional employees of SACIC. The project team will be led in the field by an experienced member of staff of Project Officer grade/experience (TBA), and will further comprise up to three experienced excavators, surveyors and a metal detectorist.
- 4.2 Evaluation of the development area in this instance will involve the mechanical excavation of a total of 250m of trial trench, divided across the three different target areas. The number of trenches in each location has been determined by the SCCAS and outlined in Section 3.3 of the brief. The number of trenches has been calculated based on a 5% sample of the site.
- 4.3 At the Peasenhall end of the route a total of 70m of 1.6 – 1.8m wide trench is to be excavated. This is divided up into two (2) 35m long trenches. At the most northerly end of the pipeline where the route passes through a private garden and adjacent to the churchyard it has been agreed that the soil strip in this area will be undertaken under watching brief conditions to archaeological levels (shown in blue in Figure 2). As this element of the work is effectively final mitigation any human remains encountered will require full excavation and lifting (see Section 4.18)
- 4.4 The Kelsale section requires 90m of trench in total, in this case divided up into four (4) 20m long individual trenches and a single 10m trench spaced out along this section of the route to give as even coverage as possible.
- 4.5 The Saxmundham section also requires 90m of trench, which will also be divided up into four (4) 20m long trenches and a single 10m trench spaced out along the most sensitive section of the route.
- 4.6 The location of each trench will be subjected to a CAT scan prior to excavation, if unknown services or similar restrictions are encountered and damaged during work then this will not be the responsibility of SACIC. The identification of previously

unknown services may result in the proposed trench layout being amended accordingly. If a service is present within one of these trenches any further trenches sampling the same linear feature will be moved.

- 4.7 Trenches will be excavated by a machine equipped with a toothless ditching bucket, under the constant supervision of an experienced archaeologist of Project Officer grade. Overburden (topsoil and subsoil) will be removed stratigraphically down to the first archaeological horizon or natural deposit encountered. Upcast spoil will be stored adjacent to each trench and topsoil and subsoil will be mechanically separated to facilitate sequential backfilling.
- 4.8 Archaeological deposits and features will be sampled by hand excavation with trench bases and sections cleaned, as necessary, in order to satisfy the project aims and also to comply with the SCCAS Requirements for Archaeological Evaluation, 2017.
- 4.9 Where a trench requires access by staff for hand excavation and recording, the combined depth of the trench and feature will not exceed 1.2m. If this depth is not sufficient to meet the archaeological requirements of the Brief, it will be brought to the attention of the client or their agent and the Archaeological Advisor to the LPA (SCCAS). If additional works are specified by SCCAS, such as shoring or excavating and battering a larger area, then additional costs will be incurred by the client.
- 4.10 A site plan showing all trench locations, feature positions and levels AOD will be recorded using RTK GPS survey equipment (or radio base station if required). A minimum of one to two sections per trench will be recorded at 1:20. Feature sections and plans will be recorded at 1:20 and trench and feature plans at 1:20 or 1:50 as appropriate. All recording conventions will be compatible with the County HER.
- 4.11 Each of the three site locations will be recorded under a unique HER number acquired from the Suffolk HER (in this instance PSH 019, KCC 052 and SXM 052) and archaeological contexts will be recorded using pro forma Context Recording sheets and entered into an associated database.

- 4.12 A digital photographic record will be made throughout the evaluation.
- 4.13 Metal detector searches will be made at all stages of the excavation works, including the line of the trenches prior to cutting as well as trench bases, exposed features and upcast spoil.
- 4.14 All pre-modern finds will be kept and no discard policy will be considered until they have been processed and assessed.
- 4.15 Finds will be brought back to the SACIC warehouse 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.
- 4.16 Bulk soil samples (40 litres each) will be taken from suitable features. A suitable feature will be deemed one that is sealed and stratigraphically secure, datable and exhibits potential for the survival of paleo-environmental material; usually at least two of these criteria will need to be met in order to merit taking a sample. Samples will be retained until an appropriate specialist has assessed their potential for paleo-environmental remains. If particularly noteworthy paleo-environmental deposits are encountered sample selection may also include monoliths. At the evaluation stage these would be retained only. Decisions can then be made on the need for further analysis following this assessment. If necessary, advice will be sought from Historic England's Regional Advisor in Archaeological Science on the need for specialist environmental sampling.
- 4.17 In the event of human remains being encountered, guidelines from the Ministry of Justice will be followed. The evaluation will attempt to establish the extent, depth and date of burials (including cremation burials). If found, the need for excavation/removal of burials will be discussed with SCCAS. During the evaluation any exposed human remains will be securely covered and hidden from the public view at all times. At the

conclusion of the work, backfilling will be carried out in a manner sensitive to the preservation of such remains.

- 4.18 If circumstances dictate that the lifting of human remains is unavoidable, a Ministry of Justice Licence will be obtained, covering their excavation and removal to the SACIC warehouse for temporary storage. Approval for additional costs may need to be sought from the client.

5. Post-excavation

- 5.1 Unique HER numbers (PSH 019, KCC 052, SXM 052) have been acquired from the Suffolk HER. These will be clearly marked on all documentation and material relating to the project.
- 5.2 The post-excavation work will be managed by the SACIC 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.
- 5.3 Artefacts and ecofacts will be held by SACIC until analysis of the material is complete.
- 5.4 Site data will be entered on a computerised database compatible with the County HER. Plans and sections will be copied to form a permanent archive on archivally stable material. Ordnance Datum levels will be recorded on the section sheets. The photographic archive will be fully catalogued.
- 5.5 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.
- 5.6 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.
- 5.7 Metal finds on site will be stored in accordance with ICON guidelines, initially recorded and assessed for significance before dispatch to a conservation laboratory within four weeks of the end of the fieldwork. Iron objects will be x-rayed; all other small finds, including coins, will be cleaned and digitally photographed. 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.

- 5.8 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).
- 5.9 Environmental samples will be processed and assessed to standards set by the Historic England Regional Scientific Advisor with a clear statement of potential for further analysis and significance.
- 5.10 Animal and human bone will be quantified and assessed to a standard acceptable to national and regional English Heritage specialists.
- 5.11 An industrial waste assessment will cover all relevant material (i.e. fired clay finds as well as slag).
- 5.12 A report on the results of the evaluation will be completed within six weeks of the conclusion 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.
- 5.13 A search of the Suffolk HER will be commissioned and the results will be incorporated into the evaluation report. Some elements of the search may simply be tabulated and represented graphically, but results which have a direct bearing on the findings of the evaluation will be discussed in full.
- 5.14 The report will include a summary in the established format for inclusion in the annual "Archaeology of Suffolk" section of the *Proceedings of the Suffolk Institute of Archaeology and History*.
- 5.15 The Suffolk 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.

- 5.16 A draft of the report will be submitted to SCCAS for approval upon completion. The SCCAS terms of usage state that they undertake to comment on standard reports and determine whether further work might be required within thirty days of receipt of any report.
- 5.17 On acknowledgement of approval of the report from SCCAS hard and digital copies will be sent to the Suffolk HER.
- 5.18 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 continued preservation.
- 5.19 The project archive shall be compiled in accordance with the latest guidelines issued by the SCCAS (2017). The client is aware of the costs of archiving and provision will be made to cover these costs. The archive will be deposited within the SCCAS storage facility unless another suitable repository is agreed with SCCAS.
- 5.20 If the client does not agree to transfer ownership to SCCAS, they will either 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).
- 5.21 The law dictates that the client can have no claim to the ownership of human remains. Any such remains will be stored by SCCAS, in accordance with the relevant Ministry of Justice licence, acquired on a site-specific basis.

5.22 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.

5.23 Exceptions from the deposition of the archive described above include objects that qualify as Treasure, as detailed by the Treasure Act 1996.

- The client (and landowner if different) will be informed as soon as any such objects are discovered/identified and the find will be reported to the Coroner within 14 days of discovery or identification. SCCAS, the British Museum and the local Portable Antiquities Scheme (PAS) Finds Liaison Officer will subsequently be informed of the find.
- Treasure objects will immediately be moved to secure storage at SACIC and appropriate security measures will be taken on site if required.
- Upon discovery of potential treasure, the landowner will be asked if they wish to waive or claim their right to a treasure reward, which is 50% of the market value. Employees of SACIC, or volunteers etc. present on site, will not be eligible for any share of a treasure reward.
- If the landowner waives their share, the British Museum and Coroner will be informed, and the object returned to the project archive for deposition in an appropriate repository. If the landowner wishes to claim an inquest will be held and, once officially declared as Treasure and valued, the item will if not acquired by a museum, be returned to SACIC and the project archive.

6. Additional Considerations

6.1 Health and Safety

- 6.1.1 The project will be carried out in accordance with the SACIC Health and Safety Policy at all times. A copy of this policy is provided in Appendix 1.
- 6.1.2 All SACIC staff are experienced in working under similar conditions and on similar sites to the present one and are aware of the SACIC H&S policies. All permanent SACIC excavation staff are holders of CSCS cards.
- 6.1.3 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.
- 6.1.4 All staff will be aware of the project's risk assessment and will receive a safety induction from the Project Officer.
- 6.1.5 It may be necessary for site visits to be made by external specialists or SCCAS curators. All such staff and visitors must abide by the SACIC 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.
- 6.1.6 Site staff, official visitors and volunteers are all covered by the SACIC insurance policies. Policy details are shown in Appendix 2.

6.2 Environmental controls

- 6.2.1 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 EMS policies.

6.3 Plant machinery

6.3.1 A 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).

6.4 Site security

6.4.1 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.

6.5 Access

6.5.1 The client will secure access to the site for SACIC 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.

6.5.2 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.

6.6 Site preparation

6.6.1 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.

6.7 Backfilling

- 6.7.1 Each trench will be backfilled sequentially in reverse order of deposit removal if required. Where present topsoil will be returned as the uppermost layer. The separation will be done mechanically by the plant provider – it is inevitable that a small amount of mixing of the material will take place under these circumstances.
- 6.7.2 The backfilled material will then be compacted by the machine tracking along the line of trench.
- 6.7.3 Backfilling will only occur after confirmation with the representatives of the LPA (SCCAS).
- 6.7.4 No specialist reinstatement is offered, unless by specific prior written agreement. If required, it could lead to a variation in costs.

6.8 Monitoring

- 6.8.1 The work will be monitored by SCCAS staff who will be acting on behalf of the LPA.

7. Staffing

7.1 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)
- Up to 3 x Site Assistants; includes surveyor and metal detectorist (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)

7.2 Project Management will be undertaken by Rhodri Gardner. All Site Assistants and other staff will be drawn from SACIC 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 7.1.

7.3 Post-excavation tasks, where possible, will be undertaken by SACIC staff (see below).

Name	Specialism
Ryan Wilson, Ellie Cox, Gemma Bowen, Rui Santos	Graphics and illustration
Richenda Goffin	Post Roman pottery and CBM
Stephen Benfield	Prehistoric pottery, Roman Pottery and general finds
Dr Ruth Beveridge	Small Finds
Anna West	Environmental sample processing/assessment
Dr Ruth Beveridge, Clare Wootton	Finds quantification/assessment
Jonathan Van Jennians	Finds Processing
Dr Ruth Beveridge	Archiving

7.4 In some instances, it may be necessary to employ outside specialists (see below).

Name	Specialism	Organisation
Anderson, Sue	Human skeletal remains; Post Roman pottery	Freelance
Bates, Sarah	Flint	Freelance
Batt, Cathy	Archaeomagnetic dating	University of Bradford
Blades, Nigel	Metallurgy	Freelance
Bond, Julie	Cremated animal bone	University of Bradford
Boreham, Steve	Pollen	University of Cambridge
Breen, Anthony	Documentary Research	Freelance
Briscoe, Diana	Anglo-Saxon pottery stamps	Freelance
Brugmann, Birte	Beads	Freelance
Cameron, Esther	Mineral Preserved Organics	Freelance
Challinor, Dana	Wood and charcoal identification	Freelance
Cook, Gordon	Radiocarbon dating	SUERC
Curl, Julie	Faunal remains	Freelance
Damian Goodburn	Wood and woodworking	MOLA
Hamilton, Derek	Bayesian modelling	SUERC
Harrington, Sue	Textiles	Freelance
Hines, John	Saxon artefacts	University of Cardiff
Holden, Sue	Illustrator	Freelance
Keyes, Lynn	Metal working	Freelance
Macphail, Richard	Soil micromorphology	University College London
Metcalf, Michael	Saxon coins	Ashmolean Museum

External specialists cont.

Name	Specialism	Organisation
Mould, Quita	Leather	Freelance
Park-Newman, Julia	Conservation	Freelance
Plouviez, Jude	Roman coins and brooches	Freelance
Riddler, Ian	Worked bone	Freelance
Scull, Christopher	Early Anglo-Saxon settlement & cemeteries	University of Cardiff

Appendix 1. Suffolk Archaeology CIC Health and Safety Policy



HEALTH AND SAFETY POLICY STATEMENT

Suffolk Archaeology Community Interest Company (SACIC) 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.

SACIC 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 is provided by DAB Training Ltd who assist us in the continuous improvement in our health and safety performance and management through regular review and revision of this policy (first created by Agility UK (Training and Consultancy) Ltd); 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.

This policy is reviewed annually or following any significant change in our activities or practices.

Signature:		Date:	01/02/2018
Name:	Rhodri Gardner	Position:	Managing Director

A signed and dated copy is displayed and also available in our main Health and Safety Management System Manual.

Appendix 2. Suffolk Archaeology CIC Insurance Policy Details



To Whom It May Concern

Our Ref: TM/

23 January 2018

Dear Sir / Madam

Our Client: Suffolk Archaeology CIC

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 occurrence

INSURER	Aviva Insurance Limited
POLICY NUMBER	24765101CHC/UN/010136
EXPIRY DATE	01/02/2019

Employers Liability

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

INSURER	Aviva Insurance Limited
POLICY NUMBER	24765101CHC/UN/010136
EXPIRY DATE	01/02/2019

Professional Indemnity

Limit of Indemnity - £5,000,000 in respect of any one claim

INSURER	Hiscox Insurance Limited
POLICY NUMBER	9446228
EXPIRY DATE	01/02/2019

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

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

Yours faithfully,

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

Tariq Mian Cert CII
Senior Account Executive
Towergate Insurance

Towergate Insurance

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

Tel: **0344 892 1656** Fax: **0344 892 1657** Email: southampton@towergate.co.uk

www.towergateinsurance.co.uk

Towergate Insurance (UK trading name of Towergate Underwriting Group Limited, Registered in England No. 4043759)
Registered address: Towergate Hotel, Eclipse Park, Gillingham Road, Maidstone, Kent ME14 3BE. Authorised and regulated by the Financial Conduct Authority.



Appendix 2. OASIS summary

OASIS ID: suffolka1-328229

Project details

Project name	Peasenhall to Saxmundham Water Main
Short description of the project	Trial trench evaluation along route of proposed water main, at Peasenhall (PSH 019), Kelsale (KCC 052) and Saxmundham (SXM 052), with watching brief at Peasenhall site.
Project dates	Start: 17-09-2018 End: 01-11-2018
Previous/future work	Not known / Not known
Any associated project reference codes	PSH 019 - Sitecode
Any associated project reference codes	KCC 052 - Sitecode
Any associated project reference codes	SXM 052 - Sitecode
Any associated project reference codes	DC/18/2794/SCO - Planning Application No.
Any associated project reference codes	suffolka1-328299 - OASIS form ID
Type of project	Field evaluation
Site status	None
Current Land use	Cultivated Land 3 - Operations to a depth more than 0.25m
Monument type	NONE None
Significant Finds	NONE None
Methods & techniques	"Metal Detectors","Sample Trenches","Visual Inspection"
Development type	Pipelines/cables (e.g. gas, electric, telephone, TV cable, water, sewage, drainage etc.)
Prompt	Planning condition

Position in the planning process Not known / Not recorded

Project location

Country	England
Site location	SUFFOLK SUFFOLK COASTAL PEASENHALL Peasenhall To Saxmundham Water Main
Study area	7.7 Kilometres
Site coordinates	TM 3665 6567 52.237686010098 1.466430846796 52 14 15 N 001 27 59 E Point
Site coordinates	TM 3733 6352 52.218095779076 1.474863022191 52 13 05 N 001 28 29 E Point
Site coordinates	TM 3553 6909 52.268863566914 1.452442569663 52 16 07 N 001 27 08 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	Rachael Abraham
Project director/manager	Rhodri Gardner
Project supervisor	Preston Boyles
Project supervisor	Jezz Meredith
Type of sponsor/funding body	developer
Name of sponsor/funding body	Essex & Suffolk Water

Project archives

Physical Archive Exists?	No
Digital Archive recipient	Suffolk HER

Digital Contents	"Survey", "other"
Digital Media available	"Database", "Images raster / digital photography", "Survey", "Text"
Paper Archive recipient	Suffolk HER
Paper Contents	"Survey", "other"
Paper Media available	"Context sheet", "Photograph", "Report", "Survey "

Project bibliography

1

Publication type	Grey literature (unpublished document/manuscript)
Title	Saxmundham to Peasenhall Water Mains Installation, Suffolk
Author(s)/Editor(s)	Boyles, P.
Other bibliographic details	SACIC report number 2018/097
Date	2018
Issuer or publisher	Suffolk Archaeology CIC
Place of issue or publication	Needham Market, Suffolk
Description	A4 paper report

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