

Former WDC Offices,
Clapham Road,
Lowestoft,
Suffolk.
LWT 219

Archaeological Evaluation Report

SCCAS Report No. 2014/19

Client: NPS Property Consultants Ltd.

Author: Linzi Everett

April 2014

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HER Information

Report Number: 2014/19

Site Name: Former WDC Offices, Clapham Road, Lowestoft

Planning Application No: Pre-application

Date of Fieldwork: 10th - 11th February 2014

Grid Reference: TM 5480 9325

Commissioned by: NPS Property Consultants Ltd.

Curatorial Officer: Jess Tipper

Project Officer: Linzi Everett

Oasis Reference: suffolkc1- 165679

Site Code: LWT 219

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 the Field Projects Team alone. Ultimately the need for further work will be determined by the Local Planning Authority and its Archaeological Advisors when a planning application is registered. Suffolk County Council's archaeological contracting services cannot accept responsibility for inconvenience caused to the clients should the Planning Authority take a different view to that expressed in the report.

Prepared By: Linzi Everett

Date: February 2014

Approved By: Dr Rhodri Gardner

Position: Contracts Manager

Date:

Signed:

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Summary

An area of 0.25 hectares was evaluated by trial trenching prior to submission of a planning application to develop the site. Three trenches were excavated, each with varying degrees of modern disturbance in the form of demolition debris, footings and services. A uniform layer of loess deposit was present throughout the site, with two parallel ditches visible cutting the natural subsoil below these deposits in Trench 3. No finds were recovered from these ditches, nor from the loess subsoil deposits.

1. Introduction

A trial trench evaluation was carried out on land at the former Waveney District Council offices, Clapham Road, Lowestoft (LWT 219; TM 5480 9325). The proposed development area (hereafter referred to as 'the site') consisted of an area of c.0.25 hectares.

The evaluation was carried out prior to submission of a planning application for development, according to a Brief issued by Jess Tipper, which outlined the manner of the fieldwork, and a Written Scheme of Investigation (WSI) detailing the archaeological methodology (Appendix I).

The trial trenching was conducted by the Field Team of the Suffolk County Council Archaeological Service (SCCAS) on the 10th and 11th February 2014.

The site has been recorded with the County Historic Environment Record (HER) code LWT 219.

2. Geology and topography

The site is located on chalky clay tills and sandy drift deposits at a height of 6m OD. The site, most recently occupied by office buildings, is bounded by roads on three sides, with residential properties on its east side.

3. Archaeology and historical background

The site's potential was based on its location on the edge of the historic settlement core of Lowestoft, as recorded in the Suffolk Historic Environment Record (HER) under the code LWT 040.

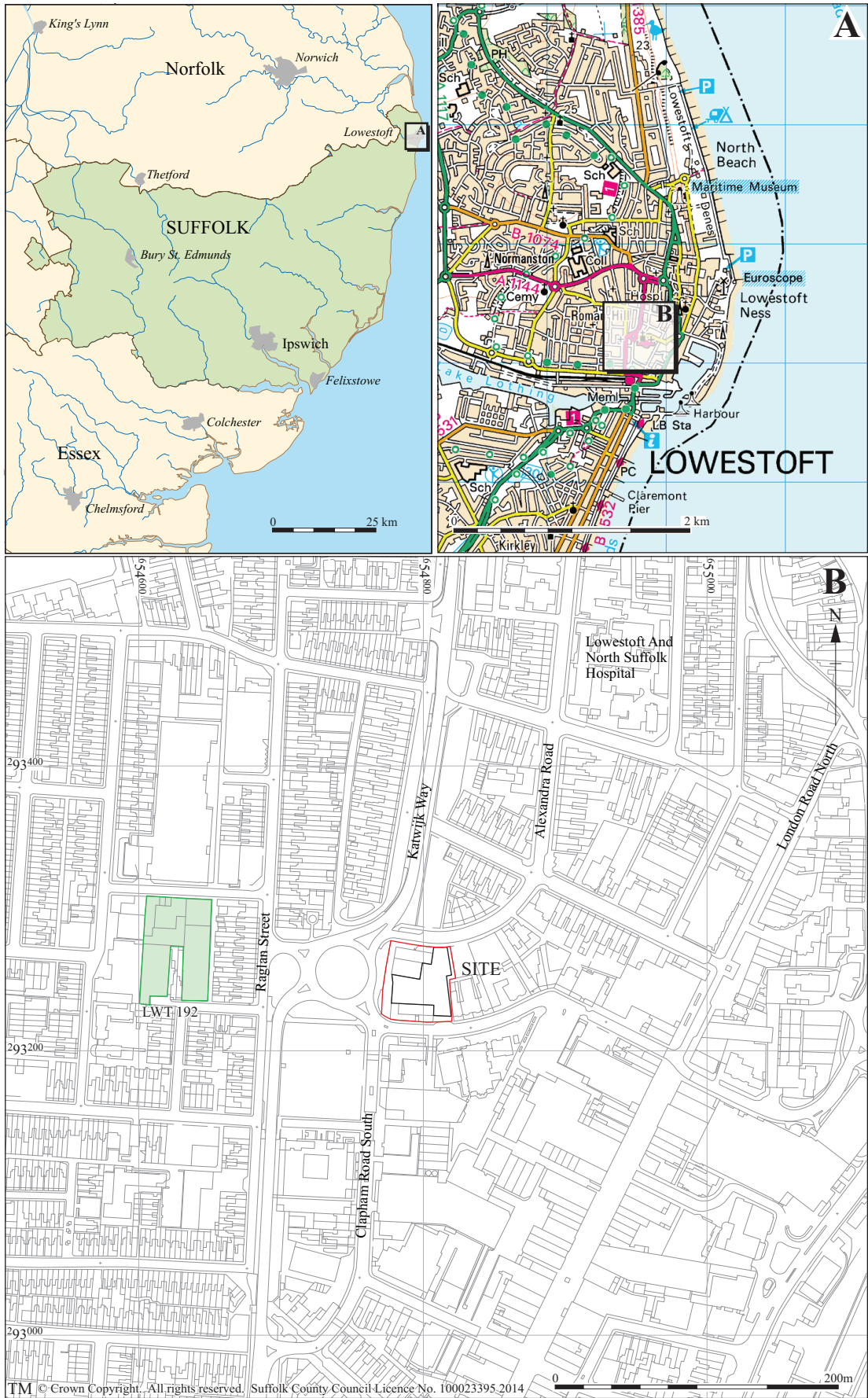


Figure 1. Location plan, showing development area (red), area of interest (black) and HER sites mentioned in the text (green)

4. Methodology

Trenching was conducted using a JCB wheeled digger equipped with a 1.6m wide toothless ditching bucket. All machining was observed by an archaeologist standing adjacent to the trench. Tarmac and overburden was removed by machine to reveal undisturbed natural subsoil and/or archaeological deposits.

The base of each trench was examined for features or finds of archaeological interest. The upcast soil was examined for any archaeological finds. Records were made of the position and length of trenches and the depths of deposit encountered.

The site has been given the Suffolk HER code LWT 219. All elements of the site archive are identified with this code. An OASIS record (for the Archaeological Data Service) has been initiated and the reference code suffolkc1-165679 has been used for this project.

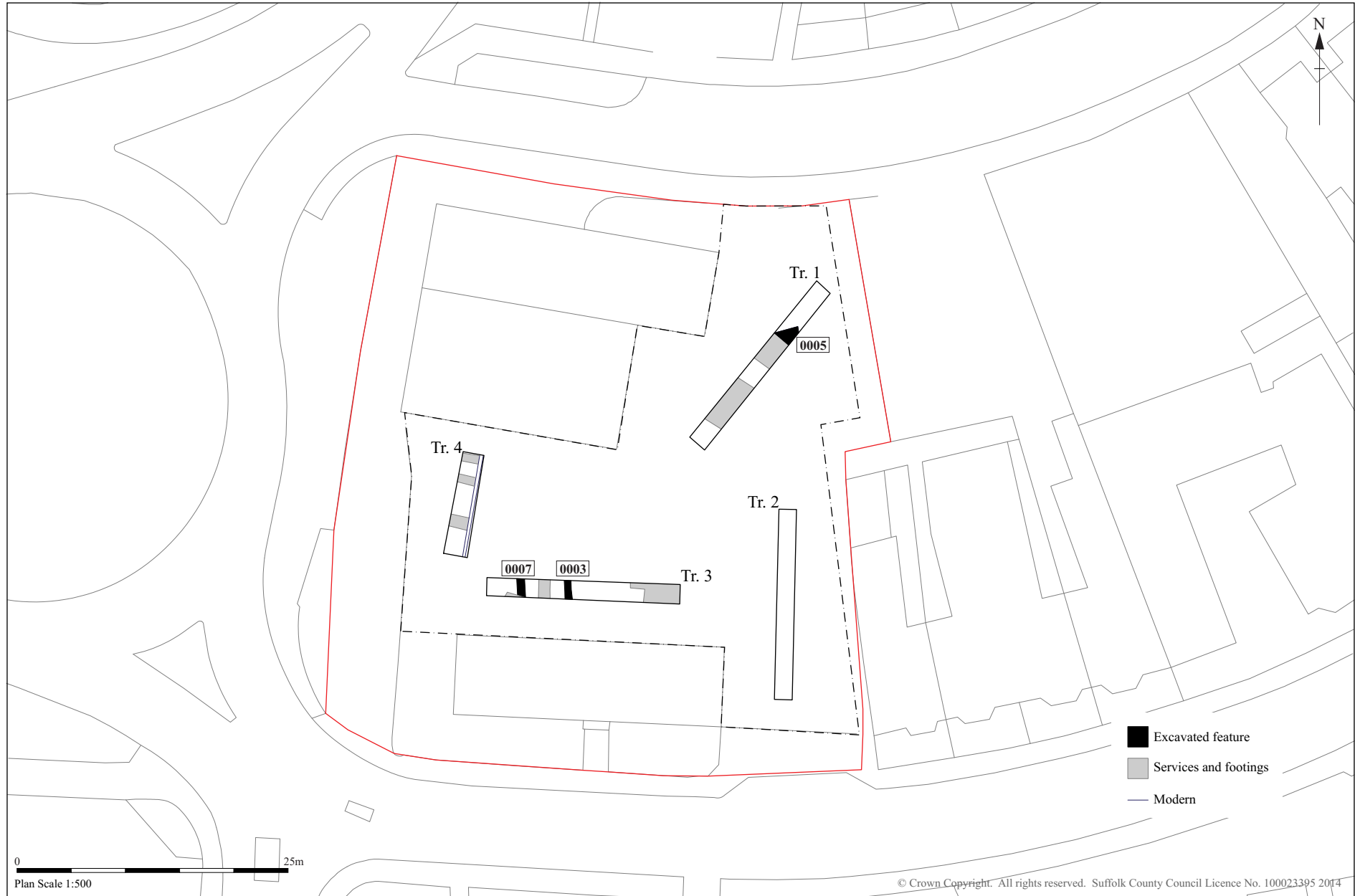


Figure 2. Trench location plan

5. Results

Four trenches were excavated across the site (Fig. 2) In each case, c.0.1m of tarmac sealed a thick layer of associated sub-base and general rubble, measuring between 0.4m and 0.75m. Possible colluvial subsoil layers (0001 and 0002) were recorded in each of the trenches, which measured up to 0.76m thick in total in Trenches 2, 3 and 4, and up to 1m thick in Trench 1. 0001 was a mid greyish brown homogenous sandy silt which was quite sterile apart from very occasional stones and worm action visible throughout. 0002 was almost identical, but slightly darker brown. The natural subsoil comprised a pale to mid yellowish brown mottled sand

A total area of 100.8 square metres was excavated. Slight variations in the locations and size of the trenches were necessary in order to avoid various services and obstructions within the development area, and footings and services exposed in the trenches were avoided where they were either too solid to break through or in the case of services, where they could have been live. Trench dimensions are recorded in the table below:

Trench	Length	Area	Height (m OD)	Depth to natural	Depth to top of archaeology	Features
1	18.5m	29.6m ²	6.42m SW 6.38m NE	1.45m	-	0005
2	17.5m	28m ²	6.31m N 6.16m S	1.6m	-	-
3	17.6m	28.2m ²	6.36m	1.5m	1.3m	0003; 0007
4	9.4m	15m ²	6.53m	1.35m	-	

Table 1. Trench dimensions

Three features were recorded in two of the excavated trenches:

Trench 1

0005 was a large pit central to the trench with very sharp vertical sides (Plate 1). Its fill was clearly modern and so it was machine excavated to a depth of 2m at which point the loose trench sides collapsed and further excavation was abandoned. The southern edge of the pit was not identified due to the presence of services which prevented full exposure of the feature. Further services were revealed, and avoided, towards the south western end of the trench.



Plate 1. View of pit 0005, Trench 1



Plate 2. Trench 1, looking NE

Trench 3

0003 and 0007 were two parallel ditches, approximately N-S aligned and sealed by subsoil layer 0002. 0003 (Plate 4) was approximately 1.3m wide and 0.55m deep with an open 'v' shaped profile. 0007 (Plate 5) was 0.86m wide and 0.24m deep with a rounded profile. Both ditches were filled by a mid-dark greyish brown homogenous sandy silt which graded out to a pale brown sandy silt towards each base. No finds were recovered from either fill but environmental samples from each included small quantities of charcoal, coal and vitrified organic material, some of which may be intrusive.

Brick footings cut ditch 0003 and were present in other parts of the trench, preventing full excavation in those locations. Extracts from the 1st and 3rd Ordnance Survey maps (Figures 4 & 5) show a number of buildings formerly occupying the site.



Plate 3. Trench 3, looking W

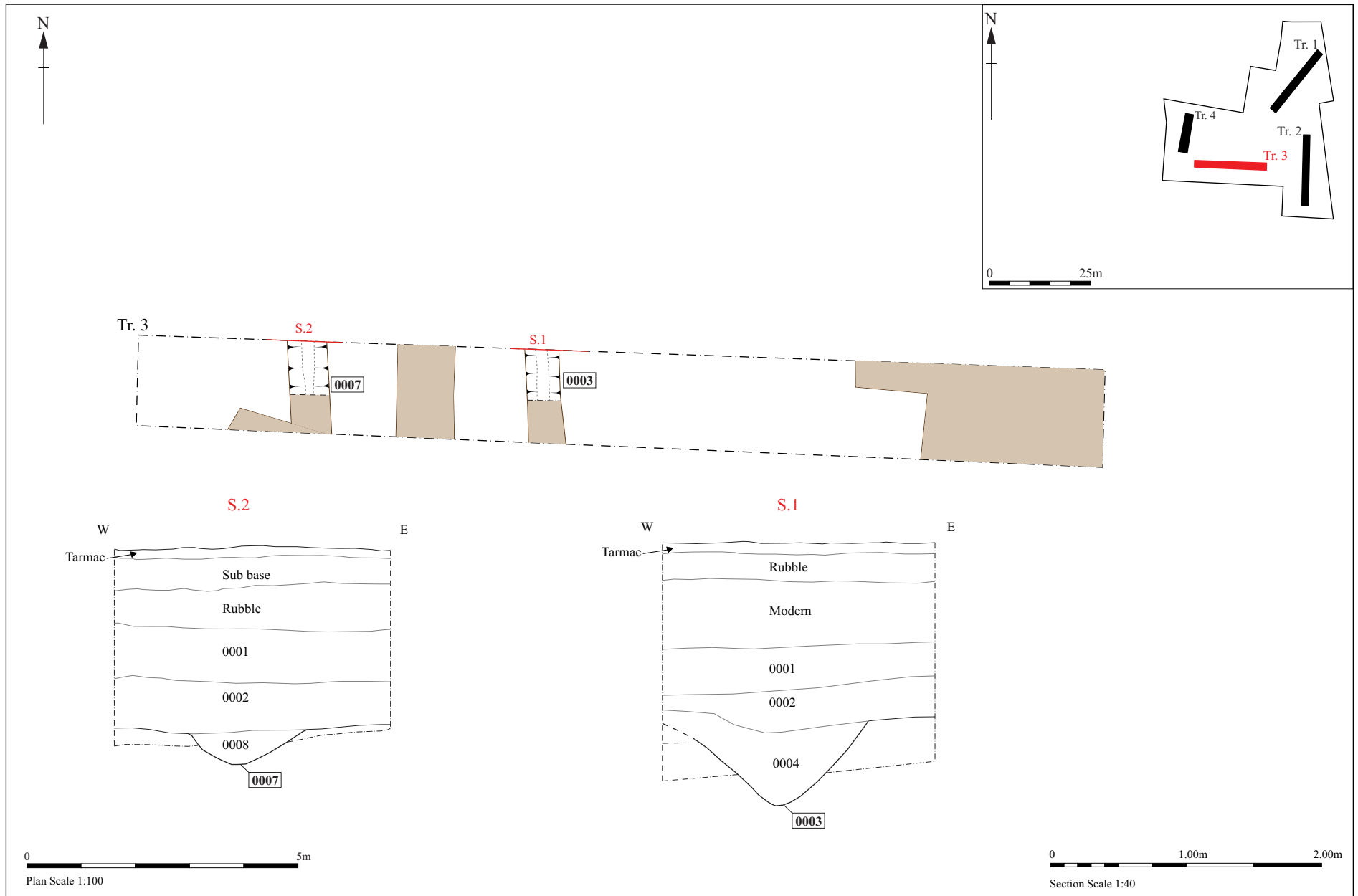


Figure 3. Trench 3, plan and sections



Plate 4. Ditch 0003, looking N



Plate 5. Ditch 0007, looking N

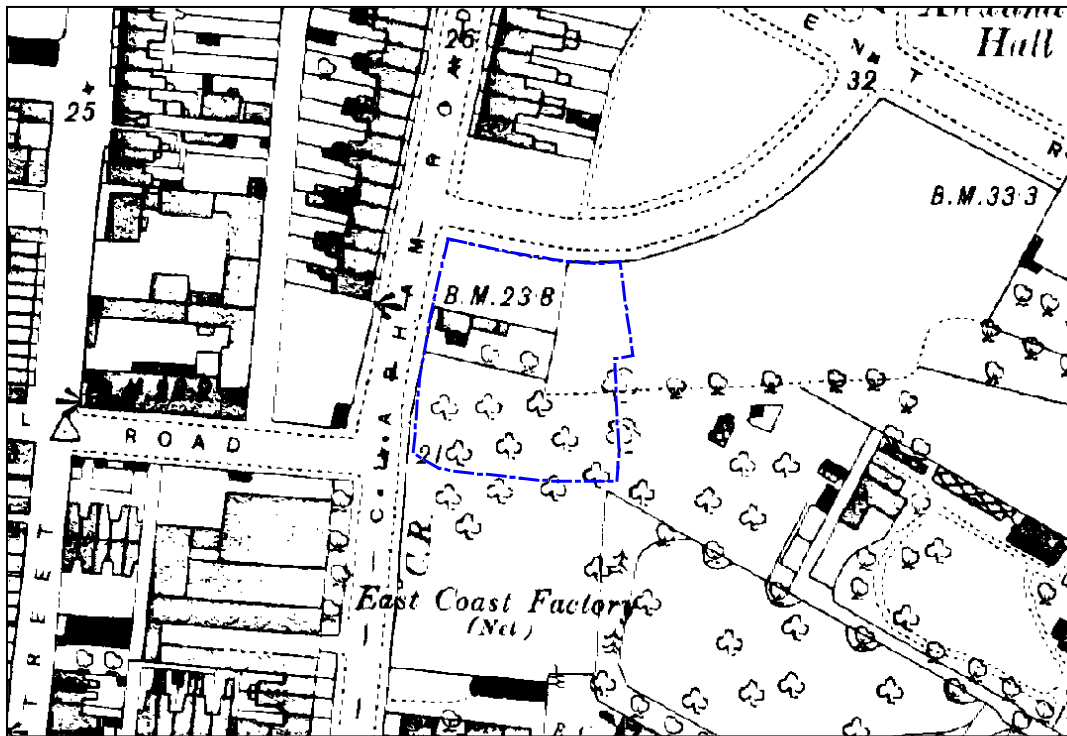


Figure 4. 1st edition Ordnance Survey map, 1880



Figure 5. 3rd edition Ordnance Survey map, 1927

6. Environmental evidence

By Anna West

Introduction and Methods.

Three samples were taken from during the evaluation in order to assess the quality and preservation of plant remains and their potential to provide useful data as part of further archaeological investigations.

The samples were processed using manual water flotation/washover and the flots were collected in a 300 micron mesh sieve. The dried flots were scanned using a binocular microscope at x16 magnification and the presence of any plant remains or artefacts are noted on Table 2. Identification of plant remains is with reference to New Flora of the British Isles, (Stace).

The non-floating residues were collected in a 1mm mesh and sorted when dry. All artefacts/ecofacts were retained for inclusion in the finds total. All the residues were scanned with a magnet to check for ferrous material such as hammer scale and ferrous spheroids.

Quantification

For the purpose of this initial assessment, items such as seeds, cereal grains and small animal bones have been scanned and recorded qualitatively according to the following categories

= 1-10, ## = 11-50, ### = 51+ specimens

Items that cannot be easily quantified such as charcoal, magnetic residues and fragmented bone have been scored for abundance

+ = *rare*, ++ = *moderate*, +++ = *abundant*

Results

SS No	Context No	Feature/cut no	Feature type	Approx date of deposit	Flot Contents
1	0002	-	Deposit		Charcoal ++, coal +, vitrified material #, charred seeds #
2	0004	0003	Ditch		Charcoal ++, coal +, vitrified organic material +
3	0008	0007	Ditch		Charcoal ++, coal +, vitrified organic material +

Table 2. Flot results

All the flots were fairly small, between 10ml and 15ml in volume. No charred plant macro fossils were observed within the flots, other than three charred seed fragments within Sample 1, from the possible windblown/colluvial deposit (0002). These were too fragmented and abraded to identify at this stage.

All the samples contained wood charcoal which was highly comminuted and are probably too small to be of use for species identification. Sample 1, deposit (0002) contained a single globule of unidentified vitrified material, this was non-ferrous and appeared to be of a slag nature. Three ferrous globules were recovered from the non-floating residue from Sample 2, fill (0004) from ditch [0003], these could indicate metal working activity taking place in the vicinity. Samples 2 and 3 both contained small quantities of highly vitrified organic material, indicative of material that had been subjected to combustion at high temperatures, none of this material was identifiable at this point.

All three samples contained small fragments of coal which are probably intrusive modern contaminants within the archaeological deposits and the colluvial layer.

Conclusions and recommendations for further work

In general the samples were very poor, with little identifiable material. No cereal grains or chaff elements were observed within the scanned flot material. The charred seeds present were highly fragmented and abraded, as was the wood charcoal, possibly suggesting windblown or washed material. The charcoal fragments within these samples are too small to be positively identified to species and are of little use for radiocarbon dating.

The ferrous and non-ferrous globules are possibly of interest although like the organic remains this material may be redeposited. If further intervention is planned on this site, it is recommended that sampling should be carried out, of sealed dateable contexts, with a view to further investigate the nature of this possible industrial waste.

7. Discussion

The two parallel ditches identified in Trench 3 are almost certainly contemporary features, probably associated with a field or property boundary. They are both sealed by a significant build up of colluvial material very much like the fine-grained loess type deposits seen in a similar coastal landscape context around Felixstowe where they have been observed at a thickness in excess of 0.5m. These wind-blown sediments of uncertain provenance, can mask archaeological features in some circumstances and certainly here, ditches 0003 and 0007 were not visible in plan until layer 0002 had been removed and the base of the cuts were visible in the natural subsoil below. Similar colluvial deposits seen nearby at Till Road (LWT 192), some 130m west of the Clapham Road site, where a single ditch was identified under a homogenous mid brown silty sand subsoil layer (0002), which measured up to 0.75m thick (Everett, 2013).

No pre-modern finds were recovered from any of the four evaluation trenches. The environmental samples taken from three contexts produced a sparse and poorly-preserved assemblage of charred botanical remains which nevertheless demonstrate their presence within the archaeological horizons.

8. Archive deposition

The archive is lodged with the SCCAS at its Ipswich office under the HER reference LWT 219. A summary of this project has also been entered onto OASIS, the online archaeological database, under the reference suffolkc1- 165679.

Digital archive: R:\Environmental Protection\Conservation\Archaeology\Archive\
Lowestoft\LWT 219 Former WDC Offices, Clapham Road

Bibliography

New Flora of the British Isles, 3rd Ed (*Stace C*).

Digital Seed Atlas of the Netherlands 2nd Ed. (*Cappers RTJ, Bekker RM, Jans JEA.*)

Everett, L., 2013, Land off Till Road, Lowestoft, SCCAS Evaluation Report no. 2013/46

**LWT 219, WDC Offices, Clapham Road,
Lowestoft, Suffolk**

Archaeological Evaluation by Trial Trench

**Written Scheme of Investigation
&
Safety Statement and Risk Assessment**

**Prepared by Suffolk County Council Archaeological Service
December 2013**

Document Control

Title: WDC Offices, Clapham Road, Lowestoft
Date: 02/12/2013
Issued by: Suffolk County Council Archaeological Service Field Team
Author: Linzi Everett
Issued to: Jess Tipper (SCCAS Conservation Team)

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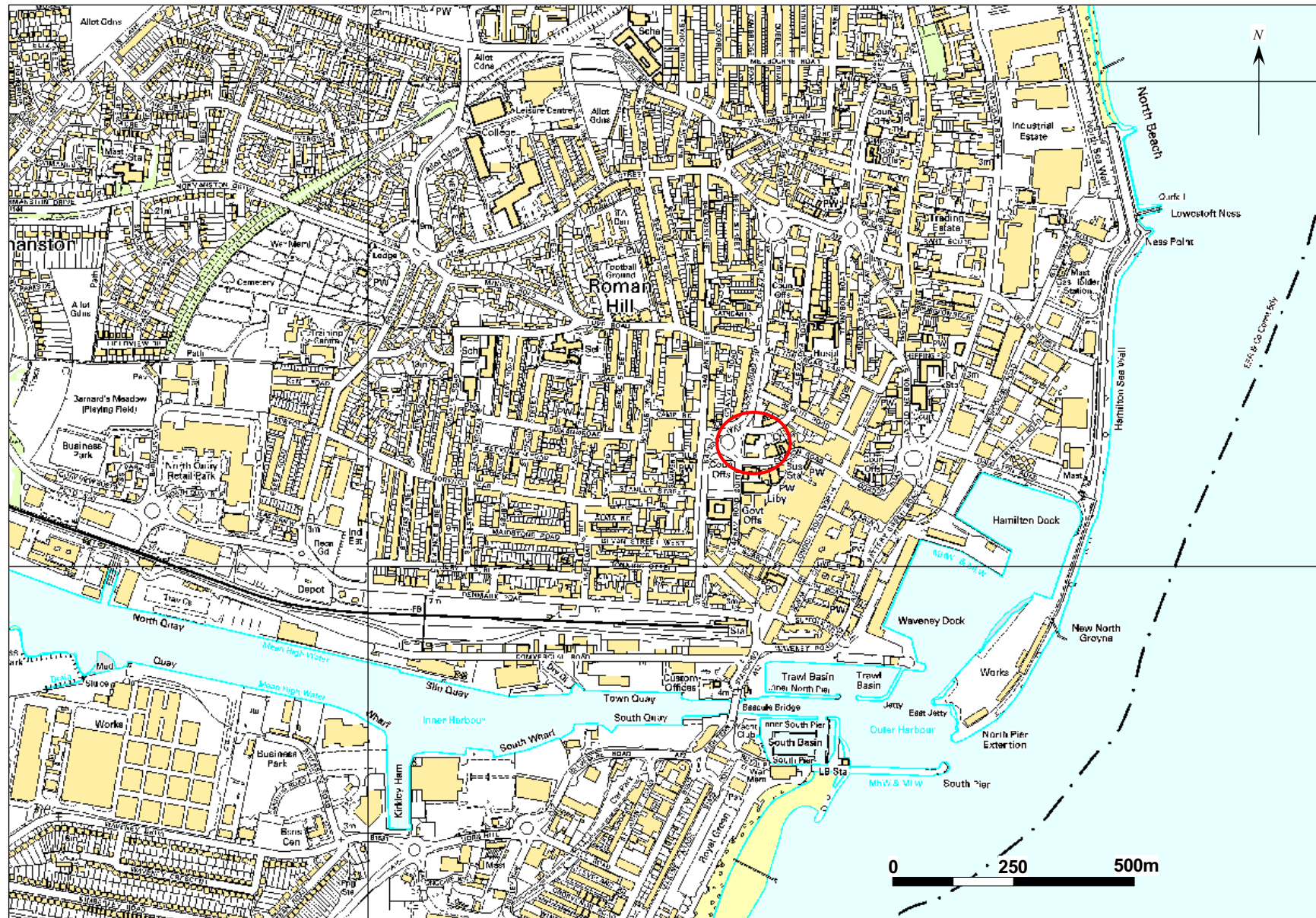
1. Background

- 1.1 The Field Team of the Suffolk County Council Archaeological Service (SCCAS) have been asked by NPS Property Consultants Ltd. to prepare documentation for a programme of archaeological evaluation by trial trench at the above site (Fig 1). This Written Scheme of Investigation (WSI) covers that work only. Any subsequent stages of archaeological work that might be required in relation to the proposed development would be subject to new documentation.
- 1.2 The site is an irregularly shaped area covering c.0.25ha, located at NGR TM 5480 9325.
- 1.3 The work is to be undertaken as a condition during the application for planning permission. This is at the request of the local planning authority, following guidance set out in the National Planning Policy Framework.
- 1.4 The archaeological investigation will be conducted in accordance with a Brief produced by Jess Tipper of the SCCAS Conservation Team.
- 1.5 The site lies in an area of high archaeological potential, on the edge of the historic settlement core of Lowestoft, as recorded in the Suffolk Historic Environment Record (HER) under the code LWT 040.
- 1.6 The proposed development includes the construction of new council offices.
- 1.7 The total area to be developed and evaluated is shown on Fig 2. Deposits in this area will be directly affected by the foundations and other groundworks associated with the construction of the building.
- 1.8 This WSI complies with the requirements of SCC's standard Requirements for a Trenched Archaeological Evaluation (2012 Ver 1.1), as well as the following national and regional guidance 'Standards and Guidance for Archaeological Excavation' (IFA, 1995, revised 2001) and 'Standards for Field Archaeology in the East of England (EAA Occasional Papers 14, 2003).

1.1 Research aims

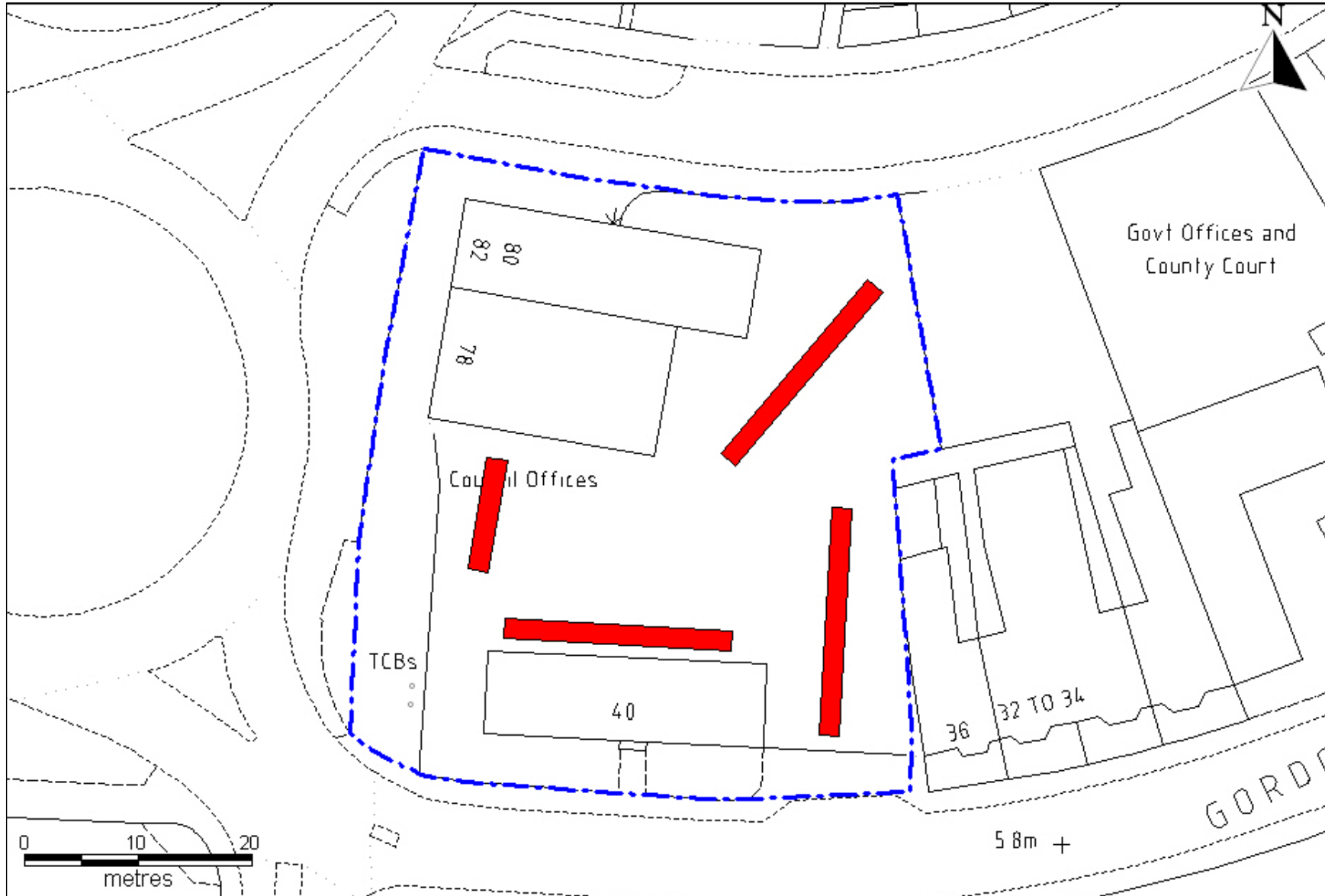
The research aims of this trial trench evaluations are as follows, as typically described by an LPA brief:

- RA1: Identify the date, approximate form and purpose of any archaeological deposit within the application area, together with its likely extent, localised depth and quality of preservation.*
- RA2: Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.*
- RA3: Establish the potential for the survival of environmental evidence.*
- RA4: Establish whether any archaeological deposit exists within the application area, with particular regard to any which are of sufficient importance to merit preservation in situ.*
- RA5: Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.*



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Figure 1. Site Location



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Figure 2. Plan of trenches within development area

2 Project details

Site Name	WDC Offices
Site Location/Parish	Lowestoft
Grid Reference	TM 5480 9325
Access	Off Gordon Road
Planning No	Pre-application
HER code	LWT 219
OASIS Ref	suffolkc1-165679
SCCAS Job Code	TBA
Type:	Trial trench evaluation
Area	0.25 ha
Project start date	10 th February
Fieldwork duration	Up to 3 days
Number of personnel on site	Up to 3

Personnel and contact numbers

Contracts Manager	Rhodri Gardner	01473 581743
Project Officer (first point of on-site contact)	TBA	-
Finds Dept	Richenda Goffin	01284 352447
Sub-contractors	N/A	
Curatorial Officer	Jess Tipper	01284 741225
Consultant	NPS Property Consultants Ltd.	
Agent	N/A	

Emergency contacts

Local Police	Old Nelson St, Town Centre, Lowestoft NR32 1PE	101
Location of nearest A&E	James Paget Hospital, Lowestoft Rd, Gorleston-on-Sea, Norfolk NR31 6LA	01493 452452
Qualified First Aiders	SCC Project Officer attending	

Hire details

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

Other Contacts

Suffolk Fleet Maintenance		01359 270777
Suffolk Press Office		01473 264395
SCC EMS (Jezz Meredith)		01473 583288
SCC H&S (Stuart Boulter)		01473 583290

3 Archaeological method statement

3.1 Evaluation by trial trench

- 3.1.1 The archaeological fieldwork will be carried out by members of the SCCAS field team led in the field by an experienced member of staff of Project Officer Grade. The excavation team will comprise up to 3 experienced excavators and surveyors from a pool of suitable staff at SCCAS.
- 3.1.2 Evaluation of the development area will employ four trial trenches to sample the overall footprint of the first stage of construction within the proposed development area (PDA).
- 3.1.3 The PDA area for the works is approximately 0.25ha.
- 3.1.4 A total of 70m of 1.8m wide trench will be excavated.
- 3.1.5 If previously unknown services or similar restrictions are encountered during work on site then trench layout will be amended accordingly.
- 3.1.6 *General trial trench methodology*
- 3.1.7 All trenches will be cut using a tracked mechanical excavator equipped with a toothless ditching bucket, under the constant supervision of an archaeologist. All overburden (topsoil and subsoil) will be removed stratigraphically until either the first archaeological horizon or natural deposits are encountered. Spoil will be stored adjacent to each trench and topsoil, subsoil and concrete/overburden will be kept separate for sequential backfilling if requested by the client prior to excavation.
- 3.1.8 Archaeological deposits and features will be sampled by hand excavation and the trench bases and sections cleaned as necessary in order to satisfy the project aims and in compliance with the SCCAS Requirements for Archaeological Evaluation, 2012.
- 3.1.9 Trenches requiring access by staff for hand excavation and recording will not exceed a depth of 1.2m. Any trench in which this depth is not sufficient to meet the archaeological requirements of the Brief and Specification will be brought to the attention of the client or their agent and the Archaeological Advisor to the LPA so that further requirements can be discussed (and costed).
- 3.1.10 Deeper excavation can be undertaken provided suitable trench support is used or, where practicable, the trench sides are stepped or battered.
- 3.1.11 A site plan, which will show all trench locations, feature positions and levels AOD will be recorded using an RTK GPS or TST, depending on the specific requirements of the project. A minimum of 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. Normal Field Team conventions, compatible with the County HER, will be used during the site recording.

- 3.1.12 The site will be recorded under HER site code LWT 219, acquired from the Suffolk HER Office and archaeological contexts will be recorded using standard SCCAS Context Recording sheets and associated database.
- 3.1.13 A digital photographic record will be made throughout the evaluation.
- 3.1.14 All pre-modern finds will be kept and no discard policy will be considered until all the finds have been processed and assessed.
- 3.1.15 All finds will be brought back to the SCCAS Bury St Edmunds office for processing, preliminary conservation and packing. Much of the archive and assessment preparation work will be done in house, but in some circumstances it may be necessary to send some categories of finds to specialists working in other parts of the country.
- 3.1.16 Bulk environmental soil samples (40 litres each) will be taken from suitable archaeological features and retained until an appropriate specialist has assessed their potential for palaeo-environmental remains. Decisions will be made on the need for further analysis following this assessment. If necessary advice will be sought from English Heritage's Regional Advisor in Archaeological Science on the need for specialist environmental sampling.
- 3.1.17 In the event of human remains being encountered on the site, guidelines from the Ministry of Justice will be followed. The evaluation will attempt to establish the extent, depth and date of burials whilst leaving remains *in situ*. During the evaluation any exposed human remains will be securely covered and hidden from the public view at all times when they are not attended by staff. At the conclusion of the work backfilling will be carried out in a manner sensitive to the preservation of such remains.
- 3.1.18 If circumstances dictate that the lifting of human remains is unavoidable then a Ministry of Justice Licence for their removal will be obtained prior to their removal from site.

3.3 Reporting, archive and OASIS record

- 3.3.1 A unique HER number has been acquired from the Suffolk HER – LWT 219. This will be clearly marked on all documentation relating to the project.
- 3.3.2 All artefactual material recovered will be held by the SCC Contracting Team until their analysis of the material is complete. Ownership of all such archaeological finds will then be given over to the relevant authority. There is a presumption that this will be SCCAS/CT, who will hold the material in suitable storage to facilitate future study and ensure its proper preservation.
- 3.3.3 In the event that artefacts of significant monetary value are discovered separate ownership arrangements may be negotiated, provided they are not subject to Treasure Act legislation.
- 3.3.4 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 has been 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.
- 3.3.5 Specialist finds staff will be used, who are experienced in local and regional types and periods for their field.
- 3.3.6 All site data will be entered on a computerised database compatible with the County HER. All site plans and sections will be copied to form a permanent archive on archivally stable material. Ordnance Datum levels will be on the section sheets. The photographic archive will be fully catalogued within the County HER photographic index.
- 3.3.7 All finds will be processed, marked and bagged/boxed to County HER requirements. Where appropriate finds will be marked with a site code and a context number.
- 3.3.8 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 OP and context with a clear statement for specialists on the degree of apparent residuality observed.
- 3.3.9 Metal finds on site will be stored in accordance with ICON guidelines, initially recorded assessed for significance before dispatch to a conservation laboratory within 4 weeks of the end of the excavation. All pre-modern silver, copper alloy and ferrous metal artefacts will be x-rayed and coins will be x-rayed if necessary for identification. Sensitive finds will be conserved if necessary and deposited in bags/boxes suitable for long term storage to ICON standards. All coins will be identified to a standard acceptable to normal numismatic research.
- 3.3.10 The site archive will meet the standards set by 'The Guideline for the preparation of site archives and assessments of all finds other than fired clay vessels' of the Roman Finds Group and Finds Research Group AD700 - 1700 (1993).

- 3.3.11 The 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).
- 3.3.12 Environmental samples will be processed and assessed to standards set by the Regional Environmental Archaeologist with a clear statement of potential for further analysis.
- 3.3.13 Animal and human bone will be quantified and assessed to a standard acceptable to national and regional English Heritage specialists.
- 3.3.14 An industrial waste assessment will cover all relevant material (i.e. fired clay finds as well as slag).
- 3.3.15 A report on the results of the evaluation will be completed c. 6 weeks after the completion of the fieldwork. A draft of the report will be submitted to SCCAS/CT for approval.
- 3.3.16 On receipt of approval of the report from SCCAS/CT hard and digital copies will be sent to the Suffolk HER.
- 3.3.17 The Suffolk HER is registered with the Online Access to Index of Archaeological Investigations (OASIS) project. The SCCAS Contracting Team will provide appropriate details relating to this project by completing the OASIS form at <http://ads.ahds.ac.uk/project/oasis>. The completed form (reference suffolkc1-165679) will be included as an appendix to the final report.

4 Risk assessment

4.1 General

4.1.1 The project will be carried out in accordance with the Suffolk County Council statement on Health and Safety at all times. Particular hazards to SCCAS staff and subcontractors identified with this project are as follows:

Outdoor working – hazards to staff from weather conditions and uneven ground.

Manual excavation – the main hazards are to staff from the use of tools, shallow holes and the resultant trip hazards, live services and ground contamination.

Mechanised excavation, site stripping etc. – the most significant hazard from this activity is working in close proximity with plant machinery.

4.1.2 Specific risk assessments for each are provided in Appendix 2.

4.1.3 All SCCAS staff are experienced in working under similar conditions and on similar sites to the present site and are aware of all SCCAS H&S policies. All staff will be issued with a copy of the project's risk assessment and will receive a safety induction from the Project Officer. All permanent SCCAS excavation staff are holders of CSCS cards.

4.1.4 It may be necessary for site visits by external specialists, SCCAS Conservation Team members and other SCC staff. All such staff and visitors will be issued with the appropriate PPE and will undergo the required inductions. PPE is not restricted to the list below – additional items will be provided if circumstances require it.

4.1.5 PPE required in this case includes:

- Hard Hat (to EN397)
- High Visibility Clothing (EN471 Class 2 or greater)
- Safety Footwear (EN345/EN ISO 20346 or greater – to include additional penetration-resistant midsole)

4.1.6 Other PPE that may be deployed as necessary includes:

- Gloves (to EN388)
- Eye Protection (safety glasses to at least EN 166 1F)

4.1.7 Site staff, official visitors and volunteers are all covered by Suffolk County Council insurance policies (available upon request).

4.1.8 A van will be available with fresh water and a first aid kit.

4.2 Environmental controls

- 4.2.1 Suffolk County Council is firmly dedicated to following an EMS policy. All our preferred providers and subcontractors have been issued with environmental guidelines.
- 4.2.2 On site the SCCAS Project Officer will police environmental concerns. In the event of spillage or contamination EMS reporting and procedures will be carried out in consultation with Jez Meredith (SCCAS EMS Officer). All rubbish will be bagged and removed either to areas designated by the client or returned to SCC property for disposal.

4.3 Plant and equipment details

- 4.3.1 A 360° tracked mechanical excavator equipped with a full suite 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 Construction Industry Training Board).
- 4.3.2 The plant machinery will be well serviced and be as quiet a model as is practicable. It will come equipped with appropriate spill kit and drip trays. It will only refuel in a single designated area, as defined by the SCCAS. If required all refuelling, will be carried out using electrically operated pumps and will only be done when drip trays are deployed.
- 4.3.3 Other plant details and appropriate certification can be supplied by the machine provider.

4.4 Hazardous substances

- 4.4.1 No hazardous substances are specifically required in order to undertake the archaeological works.

4.5 Services

- 4.5.1 A full services survey had not been provided at the time of writing this document. Appropriate measures will be taken to avoid previously unidentified services.

4.6 Lighting

- 4.6.1 No trenches are to be excavated indoors and no special requirements are necessary.

4.7 Access/Egress

- 4.7.1 All movements to and from site will respect any existing perimeter fencing/hoarding with all points of entry returned to their locked condition (if applicable), with the site kept secure via any existing means at all times.

Site induction sign off sheet

Name	Signature	Date

Appendix 1. Suffolk County Council Health and Safety Policy

Health & Safety Policy – HS01



Health and Safety Policy Section 1 - General Statement of Policy

Suffolk County Council is fully committed to comply with the Health and Safety at Work Act etc 1974 and associated legislation.

We recognise that good health, safety and wellbeing is integral to our organisational and business performance by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities. Our service delivery decisions will always consider the impact on health, safety and wellbeing.

We aim to be exemplary in all matters relating to the health, safety and welfare of our staff and all those who may be affected by our activities. To this end we will:

- benchmark our health & safety performance against other similar organisations;
- provide adequate control of the health and safety risks arising from our work activities;
- consult with our employees on matters affecting their health and safety;
- provide and maintain safe plant and equipment;
- ensure safe handling and use of substances;
- provide information, instruction and supervision with adequate professional advice;
- ensure all employees are competent to do their tasks, and give them adequate training;
- prevent incidents, injuries and cases of work-related ill health;
- maintain safe and healthy working conditions;
- commit to progressive improvement in health & safety performance using current recognised good practice such as 'HSG65' and similar models of continuous improvement;
- review and revise this policy as necessary at regular intervals.

Signed:  Chief Executive.

Date: 

Signed:  Leader.

Date: 

Review date: Date: January 2014

If you need help to understand this information in another language or would like this information in another format, including audio tape or large print, please call **08456 066 067**.

Appendix 2. Risk Assessments



Specific Risk Assessments for Archaeological Evaluation: LWT 219, WDC Offices, Clapham Road, Lowestoft

- 1 Working with plant machinery
- 2 Physical work in an outdoor setting
- 3 Deep excavations
- 4 Use of hand tools
- 5 Damage to services

1-5 = Low risk

6-12 = Medium risk

20-25 = High risk

Risk Assessment 1 Working with plant machinery

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Direction and supervision of tracked 360 ^o excavator.	Various.	Staff in close proximity to excavation (operation of bucket & manoeuvre of boom).	Accidental contact with boom or bucket or unexpected movement of machine.	Principally SPO/PO, but at times may involve others.	10	Only PO to supervise machinery. No personnel to be within radius of boom. All staff to wear high visibility clothing, hard hats and safety footwear at all times.	5	L. Everett	29/11/13	Call emergency services. First Aid if required.

Severity	Likelihood				
	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Initial Risk
Residual Risk

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1-5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

Risk Assessment 2 Physical work in an outdoor setting

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Hand excavations of archaeological features.	Various.	Extremes of heat, cold and wet weather. Trip hazards.	Hypothermia, heat stroke, sunburn. Minor injuries.	All field staff.	9	All staff provided with appropriate clothing for weather conditions. No staff to work alone in extreme conditions. Regular sweep for trip hazards.	2	L. Everett	29/11/13	First Aid if required. Call emergency services if necessary.

	Likelihood				
Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Initial Risk
Residual Risk

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1-5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

Risk Assessment 3 Deep excavations

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Excavation of trial trenches and archaeological features within.	Various.	Trench collapse, falls, and work in confined spaces.	Physical injury (minor to rare major examples), suffocation.	All field staff.	12	No excavation beyond safe depth in any circumstances (not necessary for evaluation stage of works). No excavation of trenches beyond depth of 1.2m (or shallower where there is risk of collapse in the judgement of the PO if deposits are unconsolidated).	2	L. Everett	29/11/13	Call emergency services. First Aid if required.

Severity	Likelihood				
	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Initial Risk
Residual Risk

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1-5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

Risk Assessment 4 Use of hand tools

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Excavation of archaeological features using shovels, mattocks, forks, wheelbarrows and small tools	Various.	Splinters from poorly maintained equipment, trip hazards from unused equipment, accidental striking of personnel in close proximity, some heavy lifting.	Minor injuries.	All field staff.	8	Ensure all tools in serviceable condition. Careful policing of temporarily unused equipment (e.g. no discarded hand tools near trench edges). Ensure all tools carried appropriately.	4	L. Everett	29/11/13	First Aid if required.

	Likelihood				
Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Initial Risk
Residual Risk

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1-5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

Risk Assessment 5 Damage to services

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Machine cutting of trial trenches.	Various.	Accidental damage to cables or services (water, electrical etc.).	Electrocution, environmental damage/pollution, cost implications.	Machine operator and PO.	6	Client to provide survey of any known services. Carefully observed machine excavation under full supervision. Use of CAT scanner.	2	L. Everett	29/11/13	Call emergency services. First Aid if required. Any pollution to be reported to Environmental Manager immediately.

	Likelihood				
Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Initial Risk
Residual Risk

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1-5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

Appendix 3. Suffolk County Council Insurance Certification



To Whom It May Concern

Our ref: SR/B'HAM

9 July, 2013

Zurich Municipal Customer: Suffolk County Council

This is to confirm that Suffolk County Council have in force with this Company until the policy expiry on 31 July 2014 Insurance incorporating the following essential features:

Policy Number: QLA-19A004-0013

Limit of Indemnity:		
Public Liability:	£ 50,000,000	any one event
Products Liability:	£ 50,000,000	for all claims in the
Pollution:) aggregate during any one period of insurance	
Employers' Liability:	£ 50,000,000	any one event inclusive of costs

Zurich Municipal
Zurich House
2 Gladiator Way
Farnborough
Hampshire
GU14 6GB

Telephone 0870 2418050
Direct Phone 0121 697 4594
Direct Fax 0121 697 8585
E-mail Sally.rose@uk.zurich.com

Communications will be monitored regularly to improve our service and for security and regulatory purposes

Zurich Municipal is a trading name of Zurich Insurance plc.

A public limited company incorporated in Ireland, Registration No. 13460.
Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland.
UK Branch registered in England and Wales, Registration No. 087595.
UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance plc is authorised by the Central Bank of Ireland and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our regulation by the Financial Conduct Authority are available from us on request.

These details can be checked on the FCA's Financial Services register via their website www.fca.org.uk or by contacting them on 0800 111 6768.
Our FCA Firm Reference Number is 203093.

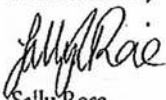
Excess :

Public Liability/Products Liability/Pollution:	£ 313,500	any one event
Employers' Liability:	£ 313,500	any one claim

Indemnity to Principals :
Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

Full Policy :
The policy documents should be referred to for details of full cover.

Yours faithfully


Sally Rose
Underwriting Services
Zurich Municipal

To Whom It May Concern

Our ref: SR/BHAM

15 August, 2013

Zurich Municipal Customer: Suffolk County Council

This is to confirm that Suffolk County Council have in force with this Company until the policy expiry on 31/07/2014 Professional Negligence Insurance incorporating the following essential features:

Policy Number: QLA-19A004-0013

Services covered: Archaeology

Limit of Indemnity: £ 1,000,000 any one claim and *in the aggregate for all claims* first made against the Insured and notified to Zurich Municipal during the period of insurance

Excess : £ 313,500 any one claim

Retroactive Date: 01/08/2006

Exclusions

Standard insurance market exclusions apply, notably exclusion of Pollution other than sudden and accidental; punitive or exemplary damages; express warranties or guarantees; claims the cause of which occurred prior to the Retroactive Date.

This is a brief summary and the full policy should always be referred to for exact details of cover.

Yours faithfully

Sally Rose
Underwriting Services
Zurich Municipal

Zurich Municipal
Zurich House
2 Gladiator Way
Farnborough
Hampshire
GU14 6GB

Telephone 0870 2418050
Direct Phone 0121 697 4594
Direct Fax 0121 694 8585
E-mail sally.rose@uk.zurich.com

Communications will be monitored regularly to improve our service and for security and regulatory purposes

Zurich Municipal is a trading name of Zurich Insurance plc.

A public limited company incorporated in Ireland, Registration No. 13460.
Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland.
JK Branch registered in England and Wales, Registration No. BR7985.

UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance plc is authorised by the Central Bank of Ireland and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our regulation by the Financial Conduct Authority are available from us on request.

FCA registration number 203093. These details can be checked on the FCA's register by visiting their website www.fca.org.uk or by contacting them on 0845 606 1234.

OASIS ID: suffolkc1-165679

Project details

Project name	LWT 219 WDC Offices, Clapham Road, Lowestoft
Short description of the project	Three trenches were excavated, each with varying degrees of modern disturbance in the form of demolition debris, footings and services. A uniform layer of loess deposit was present throughout the site, with two parallel ditches visible cutting the natural subsoil below these deposits in Trench 3. No finds were recovered from these ditches, nor from the loess subsoil deposits.
Project dates	Start: 10-02-2014 End: 28-04-2014
Previous/future work	No / Not known
Any associated project reference codes	LWT 219 - HER event no.
Type of project	Field evaluation
Site status	Local Authority Designated Archaeological Area
Current Land use	Industry and Commerce 2 - Offices
Monument type	DITCH Uncertain
Significant Finds	None
Methods & techniques	Sample Trenches
Development type	Public building (e.g. school, church, hospital, medical centre, law courts etc.)
Prompt	Direction from Local Planning Authority - PPS
Position in the planning process	Pre-application

Project location

Country	England
Site location	SUFFOLK WAVENEY LOWESTOFT LWT 219 WDC Offices, Clapham Road
Study area	0.25 Hectares
Site coordinates	TM 5480 9325 52.4769691313 1.75263051282 52 28 37 N 001 45 09 E Point
Lat/Long Datum	Unknown
Height OD / Depth	Min: 5.00m Max: 6.00m

Project creators

Name of Organisation	Suffolk County Council Archaeological Service
Project brief originator	Local Authority Archaeologist and/or Planning Authority/advisory body

Project design originator	Jess Tipper
Project director/manager	Rhodri Gardner
Project supervisor	Linzi Everett
Type of sponsor/funding body	Consultant
Name of sponsor/funding body	NPS Property Consultants Ltd.

Project archives

Physical Archive recipient	Suffolk County Council Archaeological Service
Physical Archive ID	LWT 219
Physical Contents	"other"
Digital Archive recipient	AHDS
Digital Archive ID	LWT 219
Digital Contents	"none"
Digital Media available	"Images raster / digital photography","Text"
Paper Archive recipient	Suffolk County Council Archaeological Service
Paper Archive ID	LWT 219
Paper Contents	"none"
Paper Media available	"Correspondence","Photograph","Unpublished Text"

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	LWT 219 Former WDC Offices, Clapham Road, Lowestoft
Author(s)/Editor(s)	Everett, L.
Other bibliographic details	2014/19
Date	2014
Issuer or publisher	SCCAS
Place of issue or publication	SCCAS