

Land off Holdans Lane, Sweffling  
Suffolk.  
SFF 020

**Archaeological Evaluation Report**

SCCAS Report No. 2014/20

**Client: Orwell Housing Association Ltd.**

Author: Linzi Everett

February 2014

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## HER Information

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**Report Number:** 2014/20  
**Site Name:** Land off Holdans Lane, Sweffling  
**Planning Application No:** DC/13/2710/FUL  
**Date of Fieldwork:** 13th February 2014  
**Grid Reference:** TM 3454 6377  
**Commissioned by:** Orwell Housing Association Ltd.  
**Curatorial Officer:** Rachael Monk  
**Project Officer:** Linzi Everett  
**Oasis Reference:** suffolkc1- 170825  
**Site Code:** SFF 020

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 0.2 hectares was evaluated by trial trenching as a condition of planning permission to develop the site. Three trenches were excavated, revealing some areas of modern disturbance within the topsoil layer but no archaeological features or finds.



## **1. Introduction**

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A trial trench evaluation was carried out on land off Holdans Lane (SFF 020; TM 3454 6377). The proposed development area (hereafter referred to as 'the site') consisted of an area of c.0.2 hectares.

The evaluation was carried out prior to submission of a planning application for development, according to a Brief issued by Rachael Monk, which outlined the manner of the fieldwork, and a Written Scheme of Investigation (WSI) detailing the archaeological methodology (Craven, 2014).

The trial trenching was conducted by the Field Team of the Suffolk County Council Archaeological Service (SCCAS) on 13th February 2014.

The site has been recorded with the County Historic Environment Record (HER) code SFF 020.

## **2. Geology and topography**

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The site is located on the western valley side of The Gull, a tributary of the River Alde, at a height of approximately 22m OD. It is bounded by agricultural land to the south and housing to the north and east. The underlying glaciofluvial drift geology of the site comprises deep loam and sandy soils, locally flinty and in places over gravel.

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

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The site's potential was based on its location on the western edge of the assumed historic settlement core of Sweffling (SFF 019) and close to recorded findspots of Roman date (SFF 004).

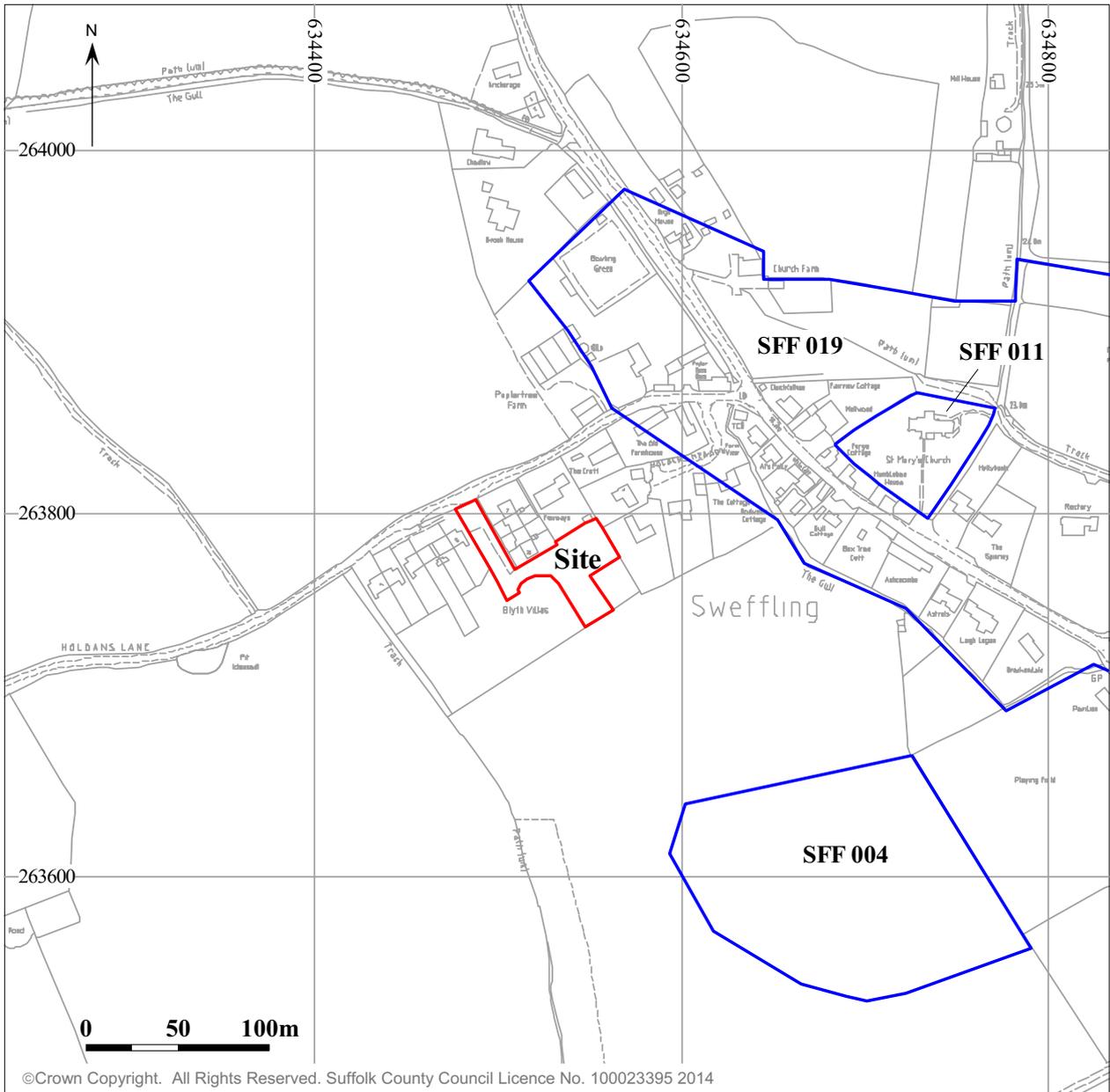
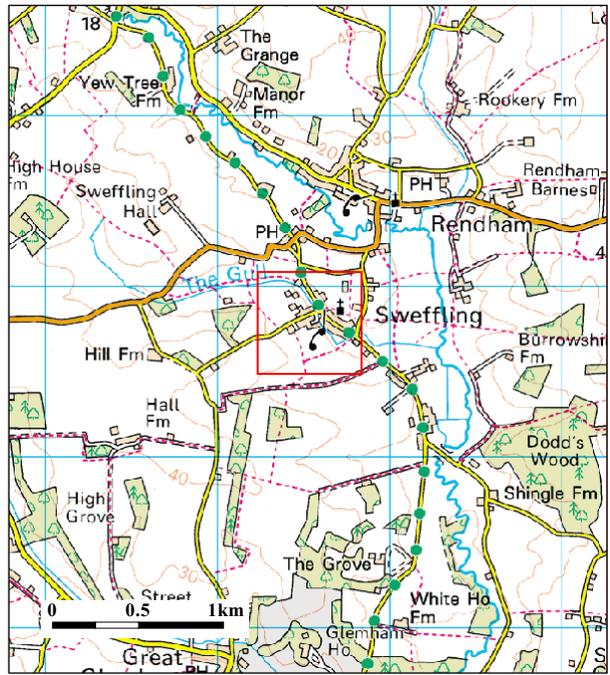
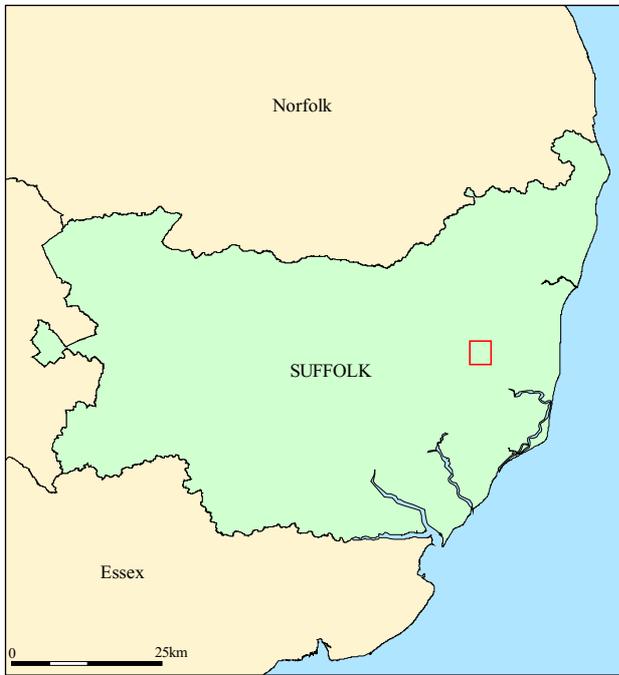


Figure 1. Site location and HER entries

## **4. Methodology**

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Trenching was conducted using a tracked digger equipped with a 1.5m wide toothless ditching bucket. All machining was observed by an archaeologist standing adjacent to or within the trench. Topsoil 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. Both the trench bases and the upcast spoil were examined visually for any archaeological finds and subject to a metal detector search. 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 SFF 020. 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 suffolkc1-170825 has been used for this project.

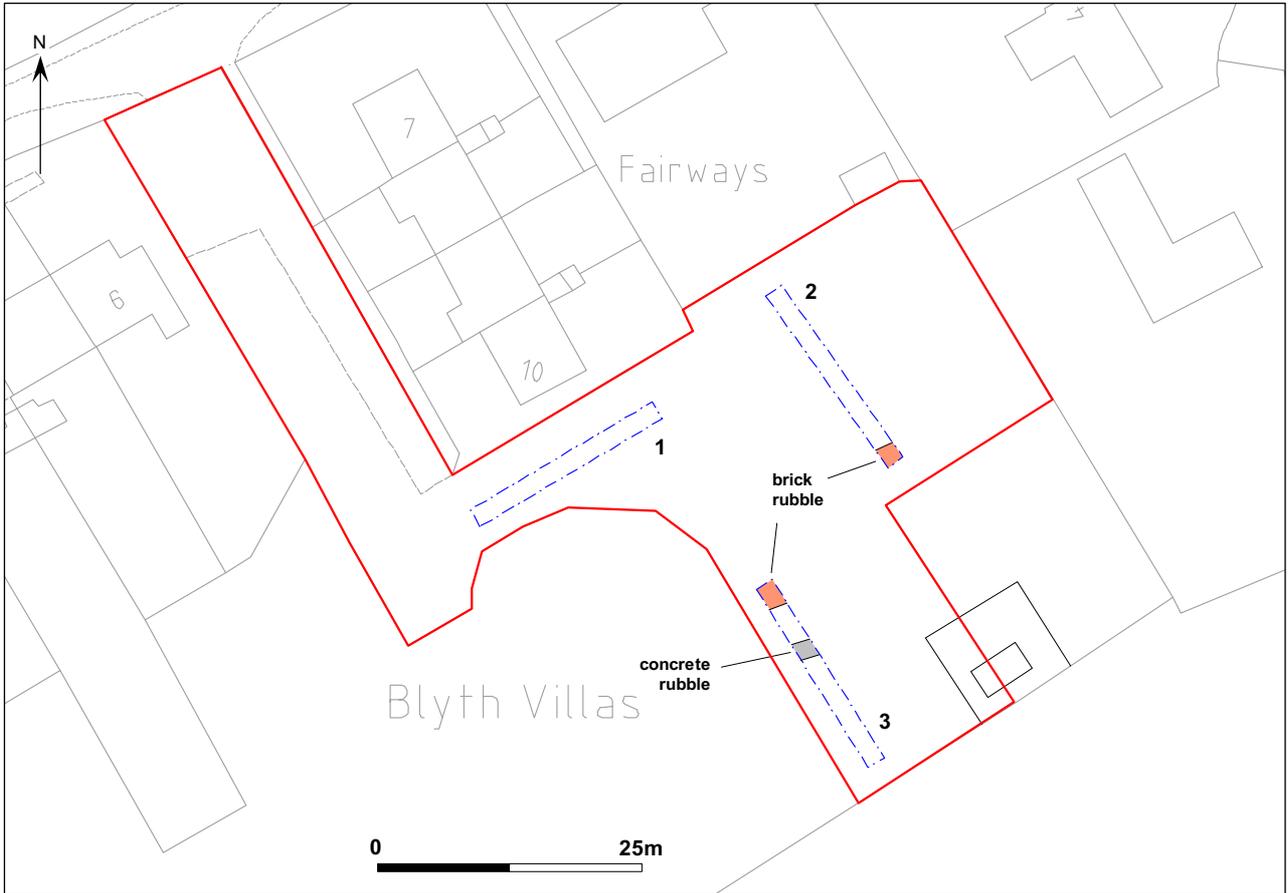
## **5. Results**

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Three trenches were excavated across the site, opening a total area of 90 square metres (Fig. 2) Broadly the same soil profile was seen in each trench with 0.3m of dark brown sandy loam sand topsoil, sealing a mid yellowish brown silty sand subsoil layer of 0.15m - 0.2m thick. The natural subsoil comprised a mid-pale yellowish brown coarse sand and gravel.

A layer of modern brick rubble was present immediately below the vegetation in the south end of Trench 2 and in the north end of Trench 3. Also in Trench 3 was a layer of concrete rubble directly below the vegetation. This was on the line of a slight linear depression visible in the grass which appeared to form a track across the field from the road up to the field to the pumping station in the south east corner of the site, suggesting rubble had been used to consolidate an access route.

No features were observed in the trenches, nor were any finds recovered from the upcast spoil.



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Figure 2. Trench locations

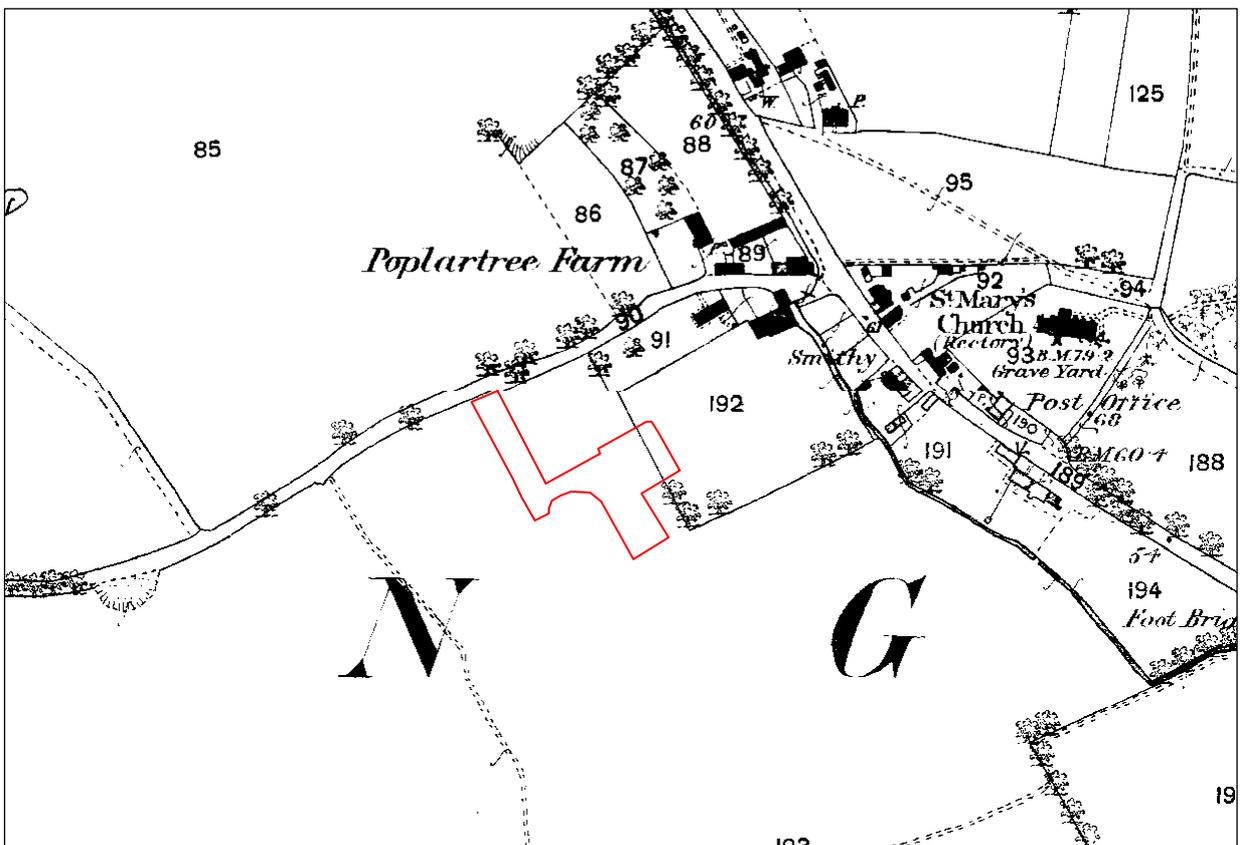


Figure 3. 1st edition Ordnance Survey map, 1883

## 6. Discussion

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No features were observed in the three shallow evaluation trenches, nor were any pre-modern artifacts recovered from the spoil, despite a thorough search, both visually and by metal detector. There was no evidence to suggest that the site had either been subject to deep agricultural works or landscaping, both of which could have impacted on archaeological deposits, rather it appears as though the site had never been the focus of significant activity or occupation.

## 7. Archive deposition

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The archive is lodged with the SCCAS at its Ipswich office under the HER reference SFF 020. A summary of this project has also been entered onto OASIS, the online archaeological database, under the reference suffolkc1- 170825.

Digital archive: R:\Environmental Protection\Conservation\Archaeology\Archive\Sweffling\SFF 020 Land off Holdans Lane



Plate 1. Modern disturbance in Trench 3, looking NW



## OASIS ID: suffolkc1-170825

### Project details

Project name	SFF 020 Land off Holdans Lane, Sweffling
Short description of the project	Evaluation of 0.2 hectares of land off Holdans Lane
Project dates	Start: 13-02-2014 End: 14-02-2014
Previous/future work	No / Not known
Any associated project reference codes	SFF 020 - HER event no.
Any associated project reference codes	DC/13/2710/FUL - Planning Application No.
Type of project	Field evaluation
Site status	None
Current Land use	Other 14 - Recreational usage
Monument type	N/A None
Significant Finds	N/A None
Methods & techniques	"Sample Trenches"
Development type	Rural residential
Prompt	Direction from Local Planning Authority - PPS
Position in the planning process	After full determination (eg. As a condition)

### Project location

Country	England
Site location	SUFFOLK SUFFOLK COASTAL SWEFLING SFF 020 Land off Holdans Lane
Study area	0.20 Hectares
Site coordinates	TM 3454 6377 52.2215423984 1.4342664619 52 13 17 N 001 26 03 E Point
Height OD / Depth	Min: 21.00m Max: 22.00m

### 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	Rachael Monk
Project director/manager	Rhodri Gardner
Project supervisor	Linzi Everett
Type of sponsor/funding body	Developer
Name of sponsor/funding body	Orwell Housing Association Ltd.

### Project archives

Physical Archive recipient	Suffolk County Council Archaeological Service
Physical Archive ID	SFF 020
Digital Archive recipient	AHDS
Digital Archive ID	SFF 020
Digital Media available	"Images raster / digital photography", "Text"
Paper Archive recipient	Suffolk County Council Archaeological Service
Paper Archive ID	SFF 020
Paper Media available	"Correspondence", "Photograph", "Unpublished Text"

### Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	SFF 020 Land off Holdans Lane, Sweffling
Author(s)/Editor(s)	Everett, L.
Other bibliographic details	2014/20
Date	2014
Issuer or publisher	SCCAS
Place of issue or publication	SCCAS

Land off of Holdans Lane, Sweffling  
SFF 020

**Written Scheme of Investigation and Risk Assessment  
Archaeological Evaluation**

**Client: Orwell Housing Association Limited**

Suffolk County Council Archaeological Service Field Team

Author: John Craven

February 2014



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## Project details

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**Planning Application No:** DC/13/2710/FUL

**Curatorial Officer:** Rachael Monk

**Grid Reference:** TM 34546377

**Area:** 0.2ha

**HER Event No/Site Code:** SFF 020

**Oasis Reference:** 170825

**Project Start date:** TBC

**Project Duration:** 1 day

**Client/Funding Body:** Orwell Housing Association Limited

**Client Agent:** Oxbury

**SCCAS/FT Project Manager:** John Craven

**SCCAS/FT Project Officer:** TBC

**SCCAS/FT Job Code:** SWEFHOL001

### Glossary of abbreviations

EAA	East Anglian Archaeology
HER	Historic Environment Record
IFA	Institute for Archaeologists
NPPF	National Planning Policy Framework
SCCAS/FT	Suffolk Archaeological Service Field Team
SCCAS/CT	Suffolk Archaeological Service Curatorial Team
LPA	Local Planning Authority
ICON	The Institute of Conservation
OD	Ordnance Datum

## Project Contacts

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### SCCAS/FT

SCCAS/FT Manager Western Office	Dr Rhodri Gardner	01473 581473
SCCAS/FT Project Manager	John Craven	01284 741549
SCCAS/FT Finds Dept	Richenda Goffin	01284 741233
SCCAS/FT Graphics Dept	Crane Begg	01284 741251
SCCAS/FT H&S	Stuart Boulter	01473 583290
SCCAS/FT EMS	Jezz Meredith	01473 583288
SCCAS/FT Outreach Officer	Duncan Allan	01473 583288

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### Emergency services

Local Police	Station Approach, Saxmundham, IP17 1BW	101
Local GP	Saxmundham Health, Lamsale Meadow, Saxmundham, Suffolk, IP17 1DY	01728 602022
Location of nearest A&E	Heath Road, Ipswich, Suffolk, IP4 5PD	01473 712 233
Environment Agency	Customer Services Line (8am to 6pm) 24 hour Emergency Hotline	03708 506 506 0800 807060
Essex and Suffolk Water	24 hour Emergency Hotline	0845 782 0999
National Gas Emergency Service	Gas emergency hotline	0800 111 999
UK Power Networks	East England electricity emergency hotline	0800 783 8838
Anglian Water	24 hour Emergency Hotline	08457 145 145

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### Client contacts

Client	Orwell Housing Association Limited (Maddy Barrett)	01473 228636
Client Agent	Oxbury (Matthew Davidson)	01603 707900
Site landowner	Suffolk Coastal District Council (Gary Lowe)	1394 444717

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### Archaeological contacts

Curator	Rachael Monk	01284741230
Consultant		
EH Regional Science Advisor	Zoe Outram	01223 582707

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### Sub-contractors

Plant hire	TBC
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### Other

SCC Press Office	Andrew St Ledger (Chief Press Officer)	01473 264398
SCC Fleet Maintenance		01359 270777
SCC Environment Strategy Manager	Emma Flint	01473 264810
SCC Health and Safety Advisor (ESE)	Mark Ranson	01473 261494
SCC Corporate H&S Manager	Dave Atkinson	01473 260513

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# 1. Introduction

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- A program of archaeological evaluation is required to assess a planning application for residential development (DC/13/2710/FUL) at land off of Holdans Lane, Sweffling (Fig. 1) for heritage assets, in accordance with the NPPF.
- The work required is detailed in a Brief and Specification (dated 31/01/2014), produced by the archaeological adviser to the local planning authority, Rachael Monk of SCCAS/CT, and is included in Appendix 1.
- SCCAS/FT has been contracted to carry out the project. This document details how the requirements of the Brief and general SCCAS/CT guidelines (SCCAS/CT 2011) will be met, and has been submitted to SCCAS/CT for approval on behalf of the LPA. It provides the basis for measurable standards and will be adhered to in full, unless otherwise agreed with SCCAS/CT.
- It should be noted by the client that the evaluation is only a first stage in a potential program of works and that further fieldwork, reporting and publication may be required if archaeological deposits are identified. Such works could have considerable time and cost implications for the development and the client is advised to consult with SCCAS/CT as to their obligations following receipt of the evaluation report. SCCAS/FT will provide quotes for any further works required on request.

## **2. The site**

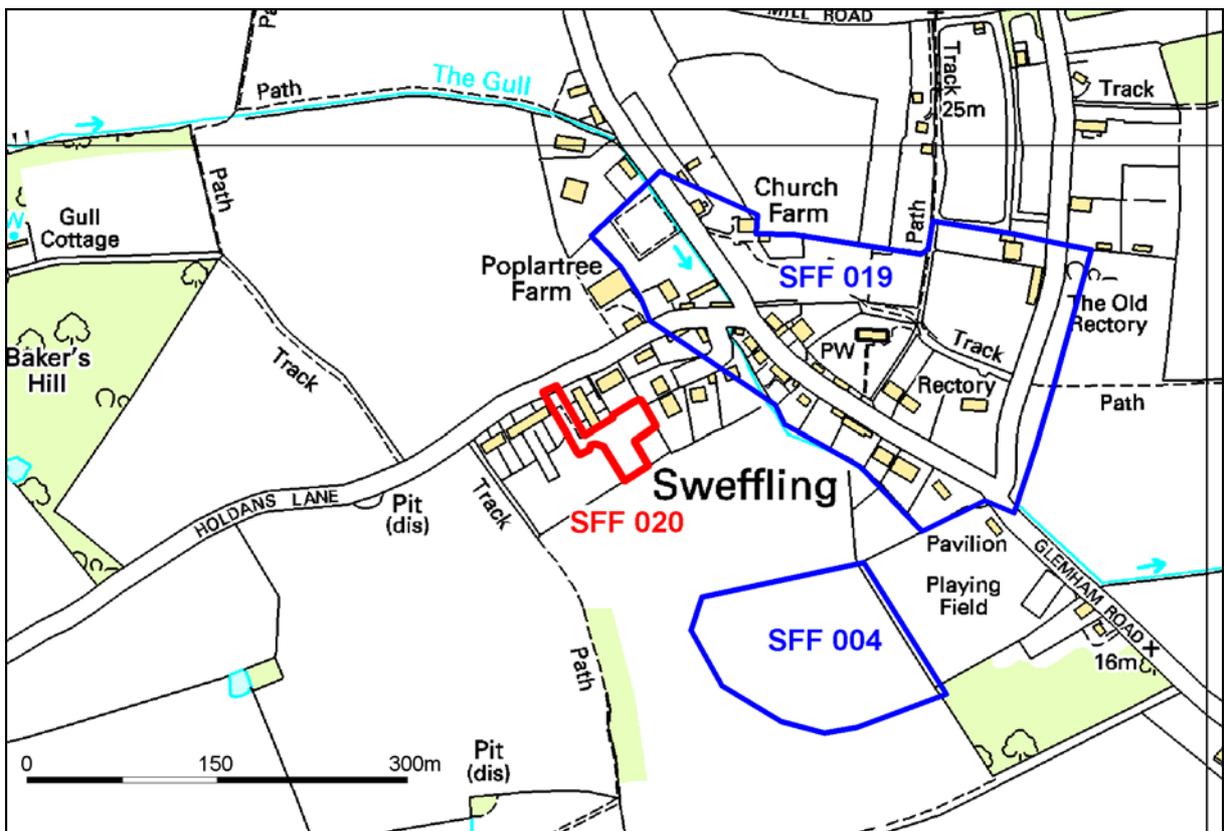
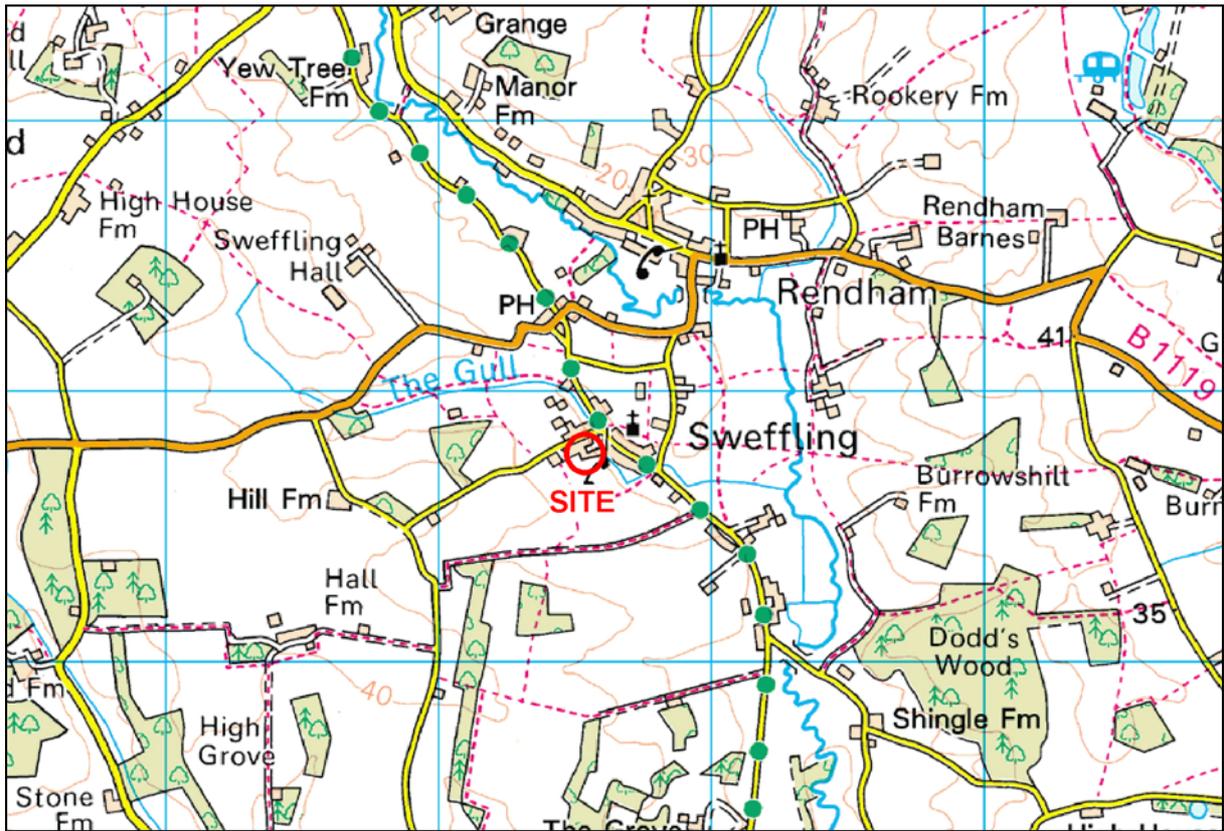
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- The site, an area of 0.2ha, lies with an open pasture field lying to the rear of a series of properties fronting onto Holdans Lane on the western edge of Sweffling.
- The site is broadly flat, at a height of c.21m above OD and overlooks The Gull, a tributary of the River Alde, which lies 100m to the east.
- The site geology consists of calcareous clayey soils (Ordnance Survey, 1983) overlying superficial deposits of Lowestoft Formation sand and gravels which in turn overlie sedimentary bedrock of Crag Group sands (<http://www.bgs.ac.uk/data/mapViewers/home.html>).
- The proposed development consists of four residential plots and associated access.

## **3. Archaeological and historical background**

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- The condition has been placed as the site is located in an area of archaeological importance, as recorded in the County Historic Environment Record (HER), being located on the edge of the historic settlement core of Sweffling (HER No. SFF 019). A late Roman artefact scatter (SFF 004) is also recorded 150m to the south-east and there numerous other Roman findspots in the broader region along the River Alde valley. The site is therefore thought to have high potential for archaeological deposits relating to early occupation that could be affected by the proposed development.



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Figure 1. Location map



## 4. Project Objectives

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- The aim of the evaluation is to accurately quantify the quality and extent of the sites archaeological resource so that an assessment of the developments impact upon heritage assets can be made.
- The evaluation will:
  - Establish whether any archaeological deposits exist in the application area, with particular regard to any which are of sufficient importance to merit preservation *in situ*.
  - Identify the date, approximate form and function of any archaeological deposits within the application area.
  - Establish the extent, depth and quality of preservation of any archaeological deposits within the application area.
  - Evaluate the likely impact of past land uses and whether masking alluvial or colluvial deposits are present.
  - Establish the potential for the survival of environmental evidence.
  - Assess the potential of the site to address research aims defined in the Regional Research Framework for the Eastern Counties (Brown and Glazebrook 2000, Medlycott 2011).
  - Provide sufficient information for SCCAS/CT to construct an archaeological conservation strategy dealing with preservation or the further recording of archaeological deposits.
  - Provide sufficient information for the client to establish time and cost implications for the development regarding the application areas heritage assets.

## **5. Archaeological method statement**

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### **5.1 Management**

- The project will be managed by SCCAS/FT Project Officer John Craven in accordance with the principles of *Management of Research in the Historic Environment* (MoRPHE, English Heritage 2006).
- SCCAS/CT will be given five days notice of the commencement of the fieldwork and arrangements made for SCCAS/CT visits to enable the works to be monitored effectively.
- Full details of project staff, including sub-contractors and specialists are given in section 6 below.

### **5.2 Project preparation**

- A desk-based assessment consisting of consultation of the Suffolk HER and study of readily available historic maps and aerial photographs held by SCCAS will be carried out prior to the start of fieldwork.
- An event number has been obtained from the Suffolk HER Officer (SFF 020) and will be included on all future project documentation.
- An OASIS online record has been initiated and key fields in details, location and creator forms have been completed.
- A pre-site inspection and Risk Assessment for the project has been completed (see Appendix 2).

### **5.3 Fieldwork**

- Fieldwork standards will be guided by 'Standards for Field Archaeology in the East of England', EAA Occasional Papers 14, and the IFA paper 'Standard and Guidance for archaeological field evaluation', revised 2008.

- The archaeological fieldwork will be carried out by members of SCCAS/FT led by a Project Officer. The fieldwork team will be drawn from a pool of suitable staff at SCCAS/FT and will include an experienced metal detectorist/excavator.
- The project Brief requires 5% of the 0.2ha application area to be evaluated, with trenches positioned to samples all areas of the site. This amounts to 60m of 1.8m wide trenches, and a proposed trench plan is included below (Fig. 2). If necessary minor modifications to the trench plan may be made onsite to respect any previously unknown buried services, areas of disturbance/contamination or other obstacles.
- The trench locations will be marked out by hand/using a RTK GPS system or a Total Station Theodolite.
- The trenches will be excavated using a machine equipped with a back-acting arm and toothless ditching bucket (measuring at least 1.6m wide), under the supervision of an archaeologist. This will involve the removal of an estimated 0.3m-0.5m of ploughsoil until the first visible archaeological surface or subsoil surface is reached.
- Spoilheaps will be created adjacent to each trench and topsoil and subsoil will be kept separate if required. Spoilheaps will be examined and metal-detected for archaeological material.
- The trench sides, base and archaeological surfaces will be cleaned by hand as necessary to identify archaeological deposits and artefacts and allow decisions to be made on the method of further investigation by the Project Officer. Further use of the machine, i.e. to investigate thick sequences of deposits by excavation of test pits etc, may be undertaken as necessary after consultation with SCCAS/CT.
- There will be a presumption that a minimum of disturbance will be caused whilst achieving adequate evaluation of the site, i.e. establishing the period, depth and nature of archaeological deposits. Typically 50% of discrete features such as pits and 1m slots across linear features will be sampled by hand excavation, although in some instances 100% may be removed, with the aim of establishing date and function. All identified features will be investigated by excavation unless otherwise agreed with SCCAS/CT. Significant archaeological features such as solid or

bonded structural remains, building slots or postholes will be preserved intact if possible.

- Sieving of deposits using a 10mm mesh will be undertaken if they clearly appear to be occupation deposits or structurally related. Other deposits may be sieved at the judgement of the excavation team or if directed by SCCAS/CT.
- Any fabricated surface (floors, yards etc) will be fully exposed and cleaned.
- The depth and nature of colluvial or other masking deposits across the site will be recorded.
- Metal detector searches of trenches and archaeological deposits will take place throughout the evaluation by an experienced SCCAS/FT metal-detectorist.
- An overall site plan showing trench locations, feature positions, sections and levels will be made using an RTK GPS or Total Station Theodolite. Individual detailed trench or feature plans etc will be recorded by hand at 1:10, 1:20 or 1:50 as appropriate to complexity. All excavated sections will be recorded at a scale of 1:10 or 1:20, also as appropriate to complexity. All such drawings will be in pencil on A3 pro forma gridded permatrace sheets. All levels will refer to Ordnance Datum. Section and plan drawing registers will be maintained.
- All trenches, archaeological features and deposits will be recorded using standard pro forma SCCAS/FT registers and recording sheets and numbering systems. Record keeping will be consistent with the requirements of the Suffolk HER and will be compatible with its archive.
- A photographic record, consisting of high resolution digital images, will be made throughout the evaluation. A number board displaying site code and, if appropriate, context number and a metric scale will be clearly visible in all photographs. A photographic register will be maintained.
- All pre-modern finds will be kept and no discard policy will be considered until all the finds have been processed and assessed. Finds on site will be treated following appropriate guidelines (Watkinson & Neal 2001) and a conservator will be available for on-site consultation as required.

- All finds will be brought back to the SCCAS/FT finds department at the end of each day for processing, quantifying, packing and, where necessary, preliminary conservation. Finds will be processed and receive an initial assessment during the fieldwork phase and this information will be fed back to site to inform the on-site evaluation methodology.
- Environmental sampling of archaeological contexts will, where possible, be carried out to assess the site for palaeoenvironmental remains and will follow appropriate guidance (English Heritage 2011). In order to obtain palaeoenvironmental evidence, bulk soil samples (of at least 40 litres each, or 100% of the context) will be taken using a combination of judgement and systematic sampling from selected archaeological features or natural environmental deposits, particularly those which are both datable and interpretable. All samples will be retained until an appropriate specialist has assessed their potential for palaeoenvironmental remains. Decisions will be made on the need for further analysis following these assessments.
- If necessary, for example if waterlogged peat deposits are encountered, then advice will be sought from the English Heritage Regional Advisor for Archaeological Science (East of England) on the need for specialist environmental techniques such as coring or column sampling.
- If human remains are encountered guidelines from the Ministry of Justice will be followed. Human remains will be treated at all stages with care and respect, and will be dealt with in accordance with the law and the provisions of Section 25 of the Burial Act 1857. The evaluation will attempt to establish the extent, depth and date of burials whilst leaving remains *in situ*. If human remains are to be lifted, for instance if analysis is required to fully evaluate the site, then a Ministry of Justice license for their removal will be obtained in advance. In such cases appropriate guidance (McKinley & Roberts 1993, Brickley & McKinley 2004) will be followed and, on completion of full recording and analysis, the remains, where appropriate, will be reburied or kept as part of the project archive.
- In the event of unexpected or significant deposits being encountered on site, the client and SCCAS/CT will be informed. Such circumstances may necessitate changes to the Brief and hence evaluation methodology, in which case a new archaeological quotation will have to be agreed with the client, to allow for the

recording of said unexpected deposits. If an evaluation is aborted, i.e. because unexpected deposits have made development unviable, then all exposed archaeological features will be recorded as usual prior to backfilling and a report produced.

- Trenches will not be backfilled without the prior approval of SCCAS/CT. Trenches will be backfilled, subsoil first then topsoil, and compacted to ground-level, unless otherwise specified by the client. Original ground surfaces will not be reinstated but will be left as neat as practicable.

## **5.4 Post-excavation**

- The post-excavation finds work will be managed by the SCCAS/FT Finds Team Manager, Richenda Goffin, with the overall post-excavation managed by the fieldwork Project Officer. Specialist finds staff, whether internal SCCAS/FT personnel or external specialists, are experienced in local and regional types and periods for their field.
- All finds will be processed and marked (HER site code and context number) following ICON guidelines and the requirements of the Suffolk HER. For the duration of the project all finds will be stored according to their material requirements in the SCCAS Archaeological Stores at Bury St. Edmunds or Ipswich. Metal finds will be stored in accordance with ICON) guidelines, *initially recorded and 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 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.
- All on-site derived site data will be entered onto a digital (Microsoft Access) SCCAS/FT database compatible with the Suffolk HER.
- Bulk finds will be fully quantified and the subsequent data will be added to the digital site database. Finds quantification will fully cover weights and numbers of

finds by context and will include a clear statement for specialists on the degree of apparent residuality observed.

- Assessment reports for all categories of collected bulk finds will be prepared in-house or commissioned as necessary and will meet appropriate regional or national standards. Specialist reports will include sufficient detail and tabulation by context of data to allow assessment of potential for analysis and will include non-technical summaries.
- Representative portions of bulk soil samples will be processed by wet sieving and flotation in-house in order to recover any environmental material which will be assessed by external specialists. The assessment will include a clear statement of potential for further analysis either on the remaining sample material or in future fieldwork.
- All hand drawn site plans and sections will be scanned.
- All raw data from GPS or TST surveys will be uploaded to the project folder, suitably labelled and kept as part of the project archive.
- Selected plan drawings will then be digitised as appropriate for combination with the results of digital site survey to produce a full site plan, compatible with MapInfo GIS software.
- All hand-drawn sections will be digitised using autocad software.
- Digital photographs will be allocated and renumbered with a code from the Suffolk HER photographic index.

## **5.5 Report**

- A full written report on the fieldwork will be produced, consistent with the principles of MoRPHE (English Heritage 2006), to a scale commensurate with the archaeological results. The report will contain a description of the project background, location plans, evaluation methodology, a period by period description of results, finds assessments and a full inventory of finds and contexts.

The report will also include scale plans, sections drawings, illustrations and photographic plates as required.

- The objective account of the archaeological evidence will be clearly separated from an interpretation of the results, which will include a discussion of the results in relation to relevant known sites in the region that are recorded in the Suffolk HER and other readily available documentary or cartographic sources.
- The report will include a statement as to the value, significance and potential of the site and its significance in the context of the Regional Research Framework for the East of England (Brown and Glazebrook, 2000, Medlycott 2011). This will include an assessment of potential research aims that could be addressed by the site evidence.
- The report will contain sufficient information to stand as an archive report should further work not be required.
- The report may include SCCAS/FT's opinion as to the necessity for further archaeological work to mitigate the impact of the sites development. The final decision as to whether any recommendations for further work will be made however lies solely with SCCAS/CT and the LPA.
- The report will include a summary in the established format for inclusion in the annual '*Archaeology in Suffolk*' section of the Proceedings of the Suffolk Institute of Archaeology and History.
- A copy of this Written Scheme of investigation will be included as an appendix in the report.
- The report will include a copy of the completed project OASIS form as an appendix.
- An unbound draft copy of the report will be submitted to SCCAS/CT for approval within 4 weeks of completion of fieldwork.

## 5.6 Project archive

- On approval of the report a printed and bound copy will be lodged with the Suffolk HER. A digital .pdf file will also be supplied, together with a digital and fully georeferenced vector plan showing the application area and trench locations, compatible with MapInfo software.
- The online OASIS form for the project will be completed and a .pdf version of the report uploaded to the OASIS website for online publication by the Archaeological Data Service. A paper copy of the form will be included in the project archive.
- A second bound copy of the report will be included with the project archive (see below).
- Two printed and bound copies of the approved report will be supplied to the client, together with our final invoice for outstanding fees. A digital .pdf copy will be supplied on request.
- The project archive, consisting of the complete artefactual assemblage, and all paper and digital records, will be deposited in the SCCAS Archaeological Store at Bury St Edmunds within 6 months of completion of fieldwork. The project archive will be consistent with MoRPHE (English Heritage 2006) and ICON guidelines. The project archive will also meet the requirements of SCCAS (SCCAS/CT 2010).
- All physical site records and paperwork will be labelled and filed appropriately. Digital files will be stored in the relevant SCCAS archive parish folder on the SCC network site.
- The project costing includes a sum to meet SCCAS archive charges. A form transferring ownership of the archive to SCCAS will be completed and included in the project archive.
- If the client, on completion of the project, does not agree to deposit the archive with, and transfer to, SCCAS, they will be expected to either nominate another suitable depository approved by SCCAS/CT or provide as necessary for additional recording of the finds archive (such as photography and illustration) and analysis. A duplicate copy of the written archive in such circumstances would be deposited with the Suffolk HER.

- Exceptions from the deposition of the archive described above include:
  - Objects that qualify as Treasure, as detailed by the Treasure Act 1996. The client will be informed as soon as possible of any such objects are discovered/identified and the find will be reported to SCCAS/CT and the Suffolk Finds Liaison Officer and hence the Coroner within 14 days of discovery or identification. Treasure objects will immediately be moved to secure storage at SCCAS and appropriate security measures will be taken on site if required. Any material which is eventually declared as Treasure by a Coroners Inquest will, if not acquired by a museum, be returned to the client and/or landowner. Employees of SCCAS, or volunteers etc present on site, will not eligible for any share of a treasure reward.
  - Other items of monetary value in which the landowner or client has expressed an interest. In these circumstances individual arrangements as to the curation and ownership of specific items will be negotiated.
  - Human skeletal remains. The client/landowner by law will have no claim to ownership of human remains and any such will be stored by SCCAS, in accordance with a Ministry of Justice licence, until a decision is reached upon their long term future, i.e. reburial or permanent storage.

## 6. Project Staffing

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### 6.1 Management

SCCAS/FT Manager Western Office	Dr Rhodri Gardner
SCCAS/FT Project Manager	John Craven
SCCAS/FT Finds Dept	Richenda Goffin
SCCAS/FT Graphics Dept	Crane Begg

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### 6.2 Fieldwork

The fieldwork team will be derived from the following pool of SCCAS/FT staff.

Name	Job Title	First Aid	Other skills/qualifications
Linzi Everett	Project Officer	Yes	
Jezz Meredith	Project Officer	Yes	
Mark Sommers	Project Officer	Yes	
Simon Picard	Supervisor		Surveyor
Phil Camps	Senior Project Assistant	Yes	Shoring. 360 machine and dumper driver. Mobile tower.
Tony Fisher	Senior Project Assistant		Mobile tower.
Steve Manthorpe	Senior Project Assistant		
Preston Boyle	Senior Project Assistant		

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### 6.3 Post-excavation and report production

The production of the site report and submission of the project archive will be carried out by the fieldwork Project Officer. The post-excavation finds analysis will be managed by Richenda Goffin. The following SCCAS/FT specialist staff will contribute to the report as required.

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Graphics	Crane Begg
Graphics	Eleanor Hillen
Illustration	Donna Wreathall
Post Roman pottery and CBM	Richenda Goffin
Roman Pottery	Cathy Tester, Stephen Benfield, Andy Fawcett
Environmental sample processing	Anna West
Finds Processing	Jonathan Van Jennians

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SCCAS also uses a range of external consultants for post-excavation analysis who will be sub-contracted as required. The most commonly used of these are listed below.

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Sue Anderson	Human skeletal remains	Freelance
Sarah Bates	Lithics	Freelance
Julie Curl	Animal bone	Freelance
Anna Doherty	Prehistoric pottery	Archaeology South-East
Val Fryer	Plant macrofossils	Freelance
SUERC	Radiocarbon dating	Scottish Universities Environmental Research Centre

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## 7. Health and safety

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### 7.1 Introduction

- The project will be carried out following Suffolk County Council Health and Safety Policies at all times.
- All staff will be aware that they have a responsibility to:
  - Take care of their own health and safety and that of others who maybe affected by what they do, or fail to do, at work.
  - Follow safe systems of work and other precautions identified in the risk assessment.
  - Report any changes to personal circumstances that may affect their ability to work safely.
  - Report potential hazards, incidents and near misses to the Project Officer/supervisor.
- A pre-site inspection has been made of the site and applicable SCCAS/FT Risk Assessments for the project are included in Appendix 2.
- All SCCAS/FT staff are experienced in working on a variety of archaeological sites and permanent staff all hold a CSCS (Construction Skills Certification Scheme) card. All staff have been shown the SCCAS Health and Safety Manual, copies of which are held at the SCCAS/FT offices in Ipswich and Bury St Edmunds. All staff will read the site WSI and Risk Assessments (see below), will receive a site safety induction from the Project Officer prior to starting work. All staff will be issued with appropriate PPE.
- From time to time it may be necessary for site visits by other SCCAS/FT staff, external specialists, SCCAS/CT staff or other members of the public. All such staff and visitors will be issued with the appropriate PPE and will undergo the required inductions.

- Site staff, official visitors and volunteers are all covered by Suffolk County Council insurance policies. SCC also has professional negligence insurance. Copies of these policies are available on request.

## **7.2 Specific site issues**

### Welfare facilities

- Due to the limited nature of the project, it is proposed that SCCAS/FT staff will work from their vehicle and use client welfare facilities if available. If not staff will be able to travel to public facilities. Additional facilities, toilet, site accommodation etc, will be provided if the project is extended. Fresh, clean water for drinking and hand washing is carried in SCCAS vehicles. A vehicle will be on site at all times.

### First Aid

- A member of staff with the First Aiders at Work qualification will be on site at all times. A First Aid kit and a fully charged mobile will also be in vehicle/on site at all times.

### Site access and security

- Access to the site is via an unmade track from Holdans Lane and has been agreed with the client and landowner. Although no Right of Way crosses the site it is unfenced and open to public access and so, if required, temporary barrier fencing will be erected around the working area and/or trenching. Machining will be halted if approached by members of the public.

### Deep excavation

- Due to Health and Safety considerations, excavations will be limited to a maximum depth of 1.2m below existing ground level unless the trench is stepped or shored. In practice the trench is likely to be c.0.5m deep unless deep alluvial sequences are encountered.

- If the trenches are to be left unattended before being backfilled (i.e. overnight) they will be enclosed with high visibility temporary barrier fencing. On completion of the project trenches will be backfilled to ground-level although pre-existing ground surfaces will not be reinstated.

### Contaminated ground

- A geotechnical report on the site (Harrison Geotechnical Engineering, 2013) has not identified any issues concerning ground contamination. If any such are identified then groundworks will cease until adequate safety and environmental precautions are in place.
- Advice will be sought from HSE and relevant authorities if required concerning any of these issues.

### Hazardous Substances

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

### Underground services

- Details of known services have been provided by the client and consist of a foul sewer, with a visible manhole cover along its course, connecting to a pumping station at the south-east corner of the site. The suggested position of Trench 3 will be altered as required onsite to avoid the sewer. A CAT scanner will be used prior to excavation.

### Overhead Powerlines

- A single overhead lines crosses the site to the pumping station. The trenches will be positioned to avoid this line and machinery will maintain a safe working distance and not operate beneath it. 'Goalposts' and hazard tape will be used to

demarcate machine access routes and working areas.

## Personal Protective Equipment (PPE)

- The following PPE is issued to all site staff as a matter of course. Additional PPE will be provided if deemed necessary.
  - P 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).
  - Gloves (to EN388).
  - Eye Protection (safety glasses to at least EN 166 1F).

## Environmental impact/constraints

- Suffolk County Council maintains an internal Environmental Management System run in accordance with the ISO14001 standard by a dedicated EMS officer. The council has a publicly available [Environment Policy](#), which commits us to meeting all relevant regulatory, legislative and other requirements, preventing pollution, and to continually improving our environmental performance.
- All existing and new SCCAS subcontractors are issued annually with the SCC Environmental Guidance Note For Contractors.
- On site the SCCAS Project Officer will monitor environmental issues and will alert staff to possible environmental concerns. In the event of spillage or contamination, e.g. from plant or fuel stores, EMS reporting and procedures will be carried out in consultation with Jez Meredith (SCCAS/FT EMS Officer).
- 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. All refuelling will

be carried out using electrically operated pumps and will only be done when drip trays are deployed.

- The client and/or landowner has not informed SCCAS/FT of any environmental constraints upon the development area.
- All rubbish will be bagged and removed either to areas designated by the client or returned to SCCAS for disposal.
- Water will not be pumped into any water course, storm drain etc without prior consent from the Environment Agency. Procedures for dealing with contamination from fuel spills or sediments will be closely followed.
- Trenching will be placed to minimise damage to sensitive flora and fauna or their habitats.
- All trenching will avoid the 'precautionary area' of any trees, this being the distance from the tree equal to 4 times the circumference of the tree at a height of 1.5m above ground level (National Joint Utilities Group 1995).

## 8. Bibliography

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- Watkinson, D. and Neal, V., 2001, *First Aid for Finds*. Third Edition, revised. Rescue/UKIC Archaeology Section, London.

**Appendix 1. Brief and specification**

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Economy, Skills and Environment  
9–10 The Churchyard, Shire Hall  
Bury St Edmunds  
Suffolk  
IP33 1RX

## Brief for a Trenched Archaeological Evaluation

AT

Part of Land rear of Blyth Villas and Fairways, Holden's Lane,  
Sweffling

**PLANNING AUTHORITY:** Suffolk Coastal District Council

**PLANNING APPLICATION NUMBER:** DC/13/2710/FUL

**HER NO. FOR THIS PROJECT:** TBC

**GRID REFERENCE:** TM 345 637

**DEVELOPMENT PROPOSAL:** Housing

**AREA:** c.0.2 ha

**THIS BRIEF ISSUED BY:** Rachael Monk  
Archaeological Officer  
Conservation Team  
Tel. : 01284 741230  
E-mail: rachael.monk@suffolk.gov.uk

**Date:** 31<sup>st</sup> January 2014

### Summary

- 1.1 The Local Planning Authority (LPA) has been advised that any planning consent should be conditional upon an agreed programme of archaeological investigation work taking place before development takes place in accordance with a Written Scheme of Investigation which has been submitted to and approved in writing by the LPA.
- 1.2 The archaeological contractor must send a copy of their Written Scheme of Investigation (WSI) or Method Statement, based upon this brief of minimum requirements (and in conjunction with our standard Requirements for a Trenched Evaluation 2011 Ver. 1.3), to the Conservation Team of Suffolk County Council's Archaeological Service (SCCAS/CT) for scrutiny; SCCAS/CT is the advisory body to the LPA on archaeological issues.
- 1.3 The WSI should be approved before costs are agreed with the commissioning client, in line with Institute for Archaeologists' guidance. Failure to do so could result in additional and unanticipated costs.

- 1.4 Following acceptance, the applicant should submit the WSI to the LPA for formal approval; failure to do so could result in enforcement action by the LPA.
- 1.5 The WSI will *provide the basis for measurable standards* and will be used to establish whether the requirements of the planning condition will be adequately met. If the approved WSI is not carried through in its entirety (particularly in the instance of trenching being incomplete) the evaluation report may be rejected.

### **Archaeological Background**

- 2.1 This application is located in an area of archaeological importance, recorded in the County Historic Environment Record. The proposal is located within on the edge of the historic settlement core of Sweffling (SFF 019) and is also situated close to two late Roman artefact scatters (SFF 004 and 015). As a result there is high potential for encountering early occupation evidence at this location.

### **Planning Background**

- 3.1 There is potential for archaeological deposits to be disturbed by this development. The proposed works would cause significant ground disturbance that has potential to damage any archaeological deposit that exists.
- 3.2 The Planning Authority has been advised that any consent should be conditional upon an agreed programme of work taking place before development begins in accordance with the *National Planning Policy Framework* (Paragraph 141), to record and advance understanding of the significance of any heritage assets (that might be present at this location) before they are damaged or destroyed.

### **Fieldwork Requirements for Archaeological Investigation**

- 4.1 A linear trenched evaluation is required of the development area to enable the archaeological resource, both in quality and extent, to be accurately quantified.
- 4.2 Trial Trenching is required 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.
- 4.3 Further evaluation could be required if unusual deposits or other archaeological finds of significance are recovered; if so, this would be the subject of an additional brief.
- 4.4 Trial trenches are to be excavated to cover 5% by area of the development site (c.0.2 ha. in area of development as shown by the site layout plan), which is c.100.00m<sup>2</sup>. These shall be positioned to sample all parts of the site. Linear trenches are thought to be the most appropriate sampling method, in a systematic grid array. Trenches are to be a minimum of 1.80m wide unless

special circumstances can be demonstrated; this will result in c.60m of trenching at 1.80m in width.

- 4.5 A scale plan showing the proposed location of the trial trenches should be included in the WSI and the detailed trench design must be approved by SCCAS/CT before fieldwork begins.

### **Arrangements for Archaeological Investigation**

- 5.1 The composition of the archaeological contractor's staff must be detailed and agreed by SCCAS/CT, including any subcontractors/specialists. Ceramic specialists, in particular, must have relevant experience from this region, including knowledge of local ceramic sequences.
- 5.2 All arrangements for the evaluation of the site, the timing of the work and access to the site, are to be defined and negotiated by the archaeological contractor with the commissioning body.
- 5.3 The project manager must also carry out a risk assessment and ensure that all potential risks are minimised, before commencing the fieldwork. The responsibility for identifying any constraints on fieldwork (e.g. designated status, public utilities or other services, tree preservation orders, SSSIs, wildlife sites and other ecological considerations rests with the commissioning body and its archaeological contractor.

### **Reporting and Archival Requirements**

- 6.1 The project manager must consult the Suffolk HER Officer to obtain an event number for the work. This number will be unique for each project or site and must be clearly marked on all documentation relating to the work.
- 6.2 An archive of all records and finds is to be prepared and must be adequate to perform the function of a final archive for deposition in the Archaeological Service's Store or in a suitable museum in Suffolk.
- 6.3 It is expected that the landowner will deposit the full site archive, and transfer title to, the Archaeological Service or the designated Suffolk museum, and this should be agreed before the fieldwork commences. The intended depository should be stated in the WSI, for approval.
- 6.4 The project manager should consult the intended archive depository before the archive is prepared regarding the specific requirements for the archive deposition and curation (including the digital archive), and regarding any specific cost implications of deposition.
- 6.5 A report on the fieldwork and archive must be provided. Its conclusions must include a clear statement of the archaeological value of the results, and their significance. The results should be related to the relevant known archaeological information held in the Suffolk HER.
- 6.6 An opinion as to the necessity for further evaluation and its scope may be given, although the final decision lies with SCCAS/CT. No further site work should be embarked upon until the evaluation results are assessed and the need for further work is established.

- 6.7 Following approval of the report by SCCAS/CT, a single copy of the report should be presented to the Suffolk HER as well as a digital copy of the approved report.
- 6.8 All parts of the OASIS online form <http://ads.ahds.ac.uk/project/oasis/> must be completed and a copy must be included in the final report and also with the site archive. A digital copy of the report should be uploaded to the OASIS website.
- 6.9 Where positive results are drawn from a project, a summary report must be prepared for the *Proceedings of the Suffolk Institute of Archaeology and History*.
- 6.10 This brief remains valid for 12 months. If work is not carried out in full within that time this document will lapse; the brief may need to be revised and re-issued to take account of new discoveries, changes in policy and techniques.

### **Standards and Guidance**

Further detailed requirements are to be found in our Requirements for Trenched Archaeological Evaluation 2011 Ver 1.2.

Standards, information and advice to supplement this brief are to be found in *Standards for Field Archaeology in the East of England*, East Anglian Archaeology Occasional Papers 14, 2003.

The Institute for Archaeologists' *Standard and Guidance for archaeological field evaluation* (revised 2001) should be used for additional guidance in the execution of the project and in drawing up the report.

### **Notes**

The Institute for Archaeologists maintains a list of registered archaeological contractors ([www.archaeologists.net](http://www.archaeologists.net) or 0118 378 6446). There are a number of archaeological contractors that regularly undertake work in the County and SCCAS will provide advice on request. SCCAS/CT does not give advice on the costs of archaeological projects.

## Appendix 2. Risk Assessments

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A pre-site inspection and assessment has been made of the site and the following SCCAS/FT Risk Assessments apply to the project and are included below.

- SCCAS/FT RA1 Working with plant machinery
- SCCAS/FT RA2 Manual excavation and outdoor working
- SCCAS/FT RA3 Deep excavations
- SCCAS/FT RA4 Use of Hand tools
- SCCAS/FT RA5 Damage to services

## 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 wheeled 180° or tracked 360° 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	<p>Only PO to supervise machinery.</p> <p>No personnel to be within radius of boom.</p> <p>All staff to wear high visibility clothing, hard hats and safety footwear at all times.</p> <p>Fully qualified plant operator with CPCS card.</p>	5	J Craven	26/01/14	<p>Call emergency services.</p> <p>First Aid if required.</p>

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 Manual excavation and outdoor working

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	J Craven	26/01/14	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	J Craven	26/01/14	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	J Craven	26/01/14	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	Obtain service plans prior to excavation.  Carefully observed machine excavation under full supervision.  Use of CAT scanner.	2	J Craven	26/01/14	Call emergency services.  First Aid if required.  Any pollution to be reported to Environmental Manager immediately.

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