

Land west of The Old Post Office,
Hadleigh Road,
Holton St Mary,
Suffolk.
HSM 006

Archaeological Evaluation Report

SCCAS Report No. 2014/46

Client: Mansfield Developments Ltd.

Author: Linzi Everett

May 2014

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HER Information

Report Number: 2014/46
Site Name: Land west of The Old Post Office, Holton St Mary
Planning Application No: B/13/01312/FUL
Date of Fieldwork: 10th April 2014
Grid Reference: TM 0585 3690
Commissioned by: Mansfield Developments Ltd.
Curatorial Officer: Rachael Monk
Project Officer: Linzi Everett
Oasis Reference: suffolkc1- 176842
Site Code: HSM 006

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: May 2014

Approved By: Dr Rhodri Gardner

Position: Contracts Manager

Date:

Signed:

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Summary

An area of 0.1 hectares was subject to trenched evaluation as a condition of planning consent to develop the site. Two trenches were excavated, within which a single medieval ditch was identified, containing medieval finds likely to have been derived from occupation in the vicinity. Illustration of the area on Hodkinson's 1783 map of Suffolk suggests that this feature could be a greenside ditch.

1. Introduction

A trial trench evaluation was carried out on land west of The Old Post Office, Holton St Mary (HSM 006; TM 0585 3690). The proposed development area (hereafter referred to as 'the site') consisted of an area of c.0.1 hectares.

The evaluation was carried out as a condition of planning consent to develop the site, 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 (Appendix I).

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

The site has been recorded with the County Historic Environment Record (HER) code HSM 006.

2. Geology and topography

The site is located on chalky clay tills at a height of 50m OD. The site is bounded by Hadleigh Road to the north east, a residential property to the south east and agricultural land on its other sides.

3. Archaeology and historical background

The sites potential was based on its location close to the medieval St. Mary's church (HSM 004), within the assumed historic settlement core of the village (see Paragraph 2.1, SCCAS Brief).

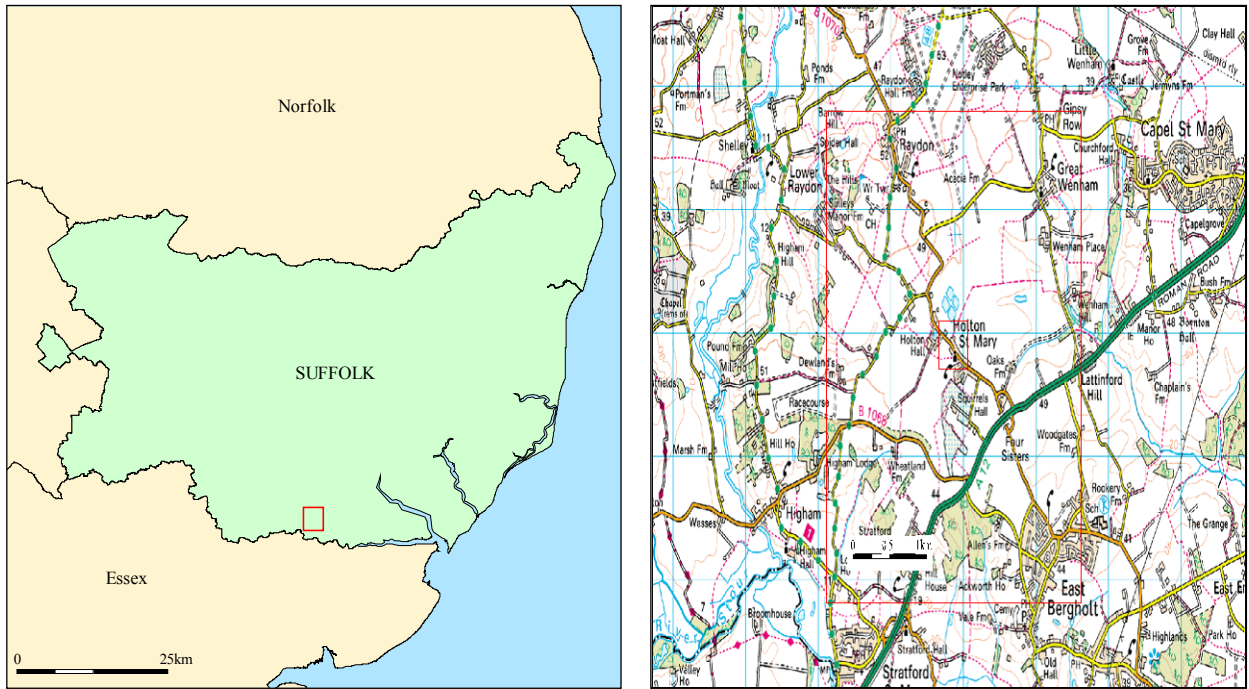


Figure 1. Site location and Historic Environment Record entries

4. Methodology

Trenching was conducted using a tracked machine equipped with a 1.5m wide toothless ditching bucket. All machining was observed by an archaeologist standing adjacent to the trench. Topsoil and subsoil were removed by machine to reveal the 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 HSM 006. 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 suffolkc1-176842 has been used for this project.

5. Results

Two trenches were excavated across the site. Slight variations were made to the locations of the trenches from those laid out in the WSI in order to avoid a pond and various mature trees within the development area (Fig. 2).

In each trench, c.0.3m of dark brown clay loam topsoil sealed a layer of mid greyish brown silty clay subsoil (0003), measuring between 0.16m and 0.35m thick. The natural subsoil comprised a clean orangey brown silty clay with regular flints.

Three cut features were recorded in the excavated trenches but only one of these, a ditch in Trench 2, was archaeologically significant. In Trench 1, a modern animal burial was noted and in the eastern end of Trench 2, a circular pit filled with modern rubble and rubbish was observed.

0005 was a NNW-SSE aligned ditch present in the western end of Trench 2 (Fig. 3). It was only visible in plan where it cut the natural subsoil, suggesting a width of 0.52m but cleaning the section of the western trench end, it could be seen at a higher level and measured c.1m wide and up to 0.4m deep. It had fairly steeply sloping sides and a rounded base. The ditch was filled by 0006, a mid grey brown silty clay with occasional chalk and heat altered clay flecks and regular charcoal flecks. Frequent sherds of pot were recovered as well as fragments of daub and a copper alloy buckle. There was no clear horizon between 0006 and subsoil layer 0003. Ditch 0005 cut a pale yellow brown silty clay with regular charcoal and heat altered clay flecks (0004). As this deposit was only present in a small area west of ditch 0005 in the corner of the trench and in section, it was not clear whether this was a subsoil or redeposited natural layer or an archaeological feature. It was not present on the eastern side of ditch 0005 which might suggest a difference in ground level either side of the ditch.

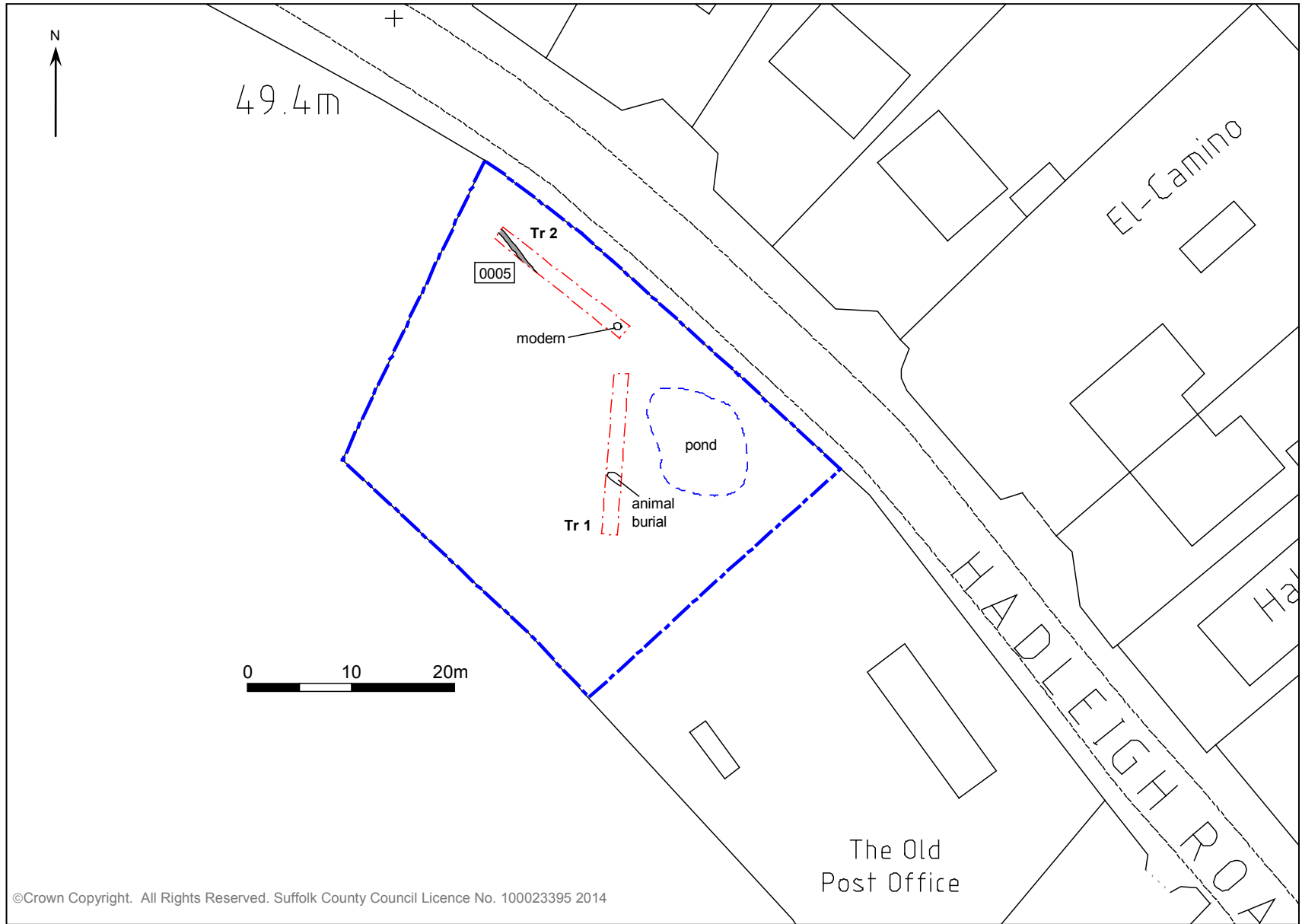


Figure 2. Location of trenches within development area

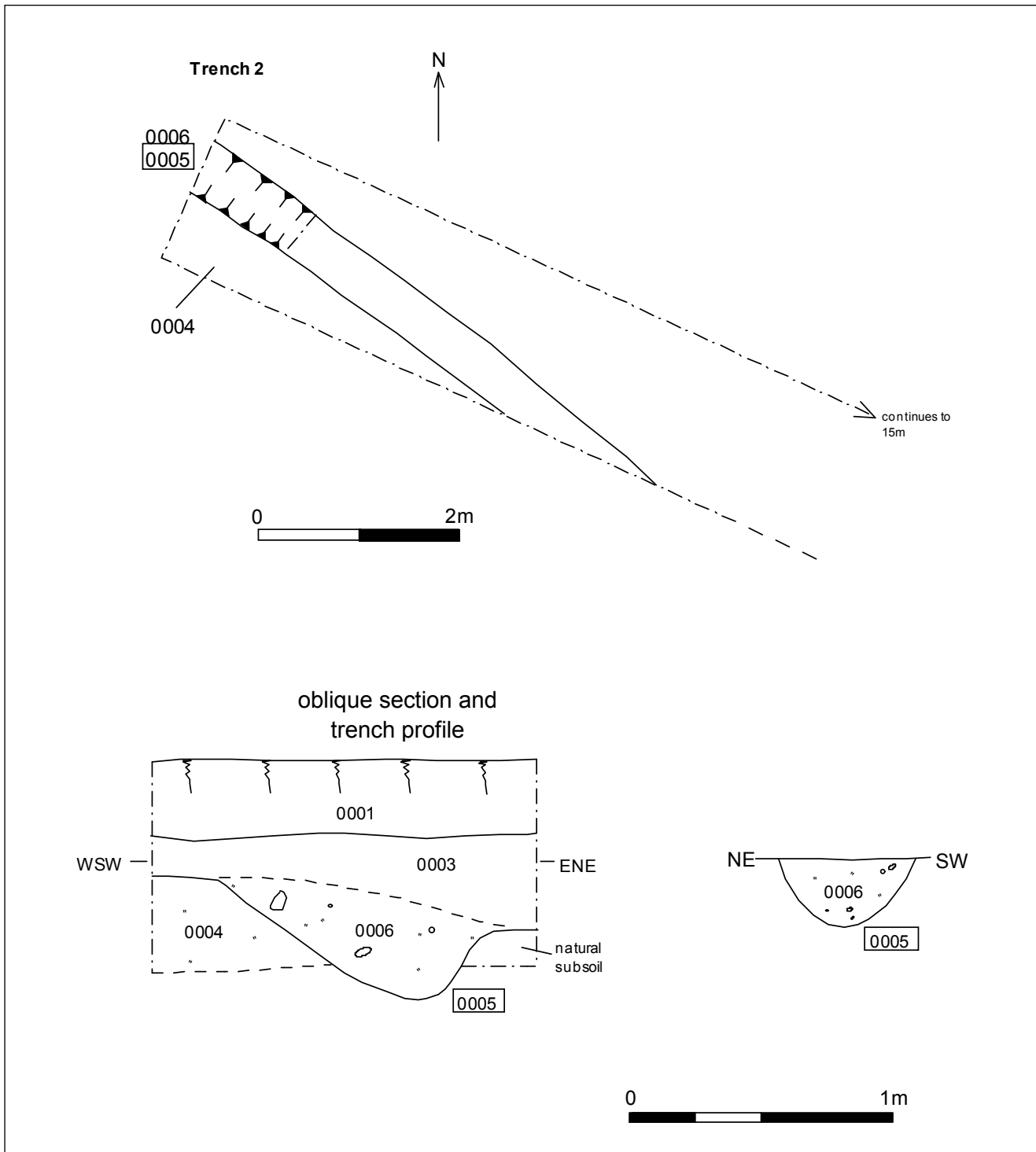


Figure 3. Plan of 0005 in Trench 2 and sections



Plate 1. Trench 2, looking SE



Plate 2. WSW-ENE oblique section through ditch 0005

6. Finds and environmental evidence

The Finds

Cathy Tester

Introduction

Finds were recovered from three contexts during the evaluation - 0002 unstratified, 0003 subsoil layer and 0006 ditch fill. The quantities by context are shown in Table 1 below. Finds recovered from processing environmental Sample 1 from ditch 0005 (0006) are included in the overall totals.

Context	Pottery		Fired clay		ABone		Bt flint		Misc.	Date Range
	No.	Wt/g	No.	Wt/g	No.	Wt/g	No.	Wt/g		
0002	17	185	3	59						Med
0003	3	15								Med
0006	65	285	58	35	13	4	5	9	SF 1001, 1002	Med
Total	85	485	61	94	13	4	5	9		

Table 1. Finds quantities

Pottery

Sue Anderson

Eighty-five sherds of pottery weighing 485g were collected from three contexts. Table 2 shows the quantification by fabric; a summary catalogue by context is in Table 3.

Description	Fabric	Essex fabric	No	Wt/g	Eve	MNV
Early medieval ware	EMW	–	1	4		1
Essex-type EMW	EMWE	13	5	27		5
Medieval coarseware	MCW	20	76	398	0.57	61
Colchester-type Ware	COLC	21A	1	50	0.17	1
Mill Green Ware	MGW	35	2	6		2
Totals			85	485	0.74	70

Table 2. Pottery quantification by fabric

Quantification was carried out using sherd count, weight and estimated vessel equivalent (Eve). A full quantification by fabric, context and feature is available in the archive. All fabric codes were assigned from the author's post-Roman fabric series, which includes East Anglian and Midlands fabrics, as well as imported wares. Form terminology follows MPRG (1998) and rim forms follow the Essex type series (e.g. Drury 1993). Recording uses a system of letters for fabric codes together with number codes

for ease of sorting in database format. The results were input directly onto an Access database.

All sherds were of early or high medieval date. A variety of sandy wares are present, most of which are not identifiable to source with any certainty. However most of the medieval coarsewares are in a medium sandy fabric with common medium-coarse rounded quartz sand and had been hard-fired, occasionally with oxidised margins. They are similar in appearance to Colchester-type wares but less coarse, and they are most likely to be from the production sites at Mile End and Great Horkesley to the north-west of Colchester, and approximately eight miles to the south-west of Holton. Underfired versions of this ware (Fabric A) were described as having 'untempered clay particles c.3mm in diameter' (Drury and Petchey 1975, 37), a characteristic which can be seen in the softer-fired early medieval Essex-type wares in the Holton group. One other sherd of early medieval ware is typical of the finer, thin-walled, black fabrics which largely replaced Thetford-type ware in parts of Norfolk and Suffolk.

Three rimsherds are present in the coarseware assemblage, a jar with a thickened everted rim (Essex B2, L.12th–13th c.) and a bowl with a flat-topped everted rim (13th c.) in ditch fill 0006, and a small round-bodied jar with a tapering flat-topped everted rim in u/s 0002 (Essex B4, L.12th–13th c.). The latter is similar to examples from Colchester Castle and Rivenhall (Cunningham 1982, fig. 27, no.31; Drury 1993 fig. 39, no. 55). The bowl had shallow combed wavy lines on the internal side of the rim. No other decoration was noted on the coarsewares.

Two sherds of Mill Green Ware are present in ditch fill 0006. One is a tiny body fragment with a narrow white slip line under clear/green glaze and the other appears to have an all-over white slip externally. A large fragment of a jug rim/handle in Colchester-type ware from 0006 has a horizontal slip line on the outer surface close to the upright plain rim. These wares are unlikely to pre-date the 13th century.

Discussion

The pottery assemblage includes a few abraded sherds of early medieval ware in fabrics typical of Essex and Suffolk. Much of the high medieval coarseware appears to

be of Essex types and includes a number of sherds which were probably made to the north-west of Colchester, as well as some glazed wares from Colchester itself and from the kiln site at Mill Green, Ingatestone. The dominance of Essex wares is a common finding in assemblages from the southern border of Suffolk, although given its proximity to Ipswich it is perhaps surprising that no glazed Ipswich wares or Hollesley wares were found in Holton.

Context	Fabric	Form	Rim	Parallel	No	Wt/g	Spotdate
0002	MCW	jar	flat-topped everted	Colc Castle 31, Essex B4	14	158	L.12th-13th c.
	MCW				2	12	L.12th-14th c.
	EMWE				1	15	12th-13th c.?
0003	EMW				1	4	11th-12th c.
	MCW				1	5	L.12th-14th c.
	MCW				1	6	L.12th-14th c.
0006	EMWE				4	12	11th-13th c.
	MCW				22	90	L.12th-14th c.
	MCW				1	13	L.12th-14th c.
	MCW				1	6	L.12th-14th c.
	MCW				3	13	L.12th-14th c.
	MCW	jar	thickened (hooked)	Essex B2	1	10	L.12th-13th c.
	MCW	bowl	flat-topped everted		1	18	L.13th c.
	MGW				1	1	L.13th-E.14th c.
	MCW				24	53	L.12th-14th c.
	MCW				1	7	L.12th-14th c.
	MCW				4	7	L.12th-14th c.
	MGW				1	5	L.13th-E.14th c.
COLC	jug	upright plain			1	50	L.13th-M.16th c.

Table 3. Pottery by context

Fired clay

Sue Anderson

Sixty-one fragments (94g) of fired clay were recovered from contexts 0002 and 0006, of which 54 were small pieces from environmental Sample 1 (0006). The quantities by context and fabric are shown in Table 4 below.

Context	Fabric	Colour	No	Wt/g	Surface	Abrasion	Notes
0002	fsc	buff-orange	2	48	flattish		joining frags, 20-25mm thick. Straw impressions
0002	fsc	buff-orange	1	11	flattish	+	
0006	fsc	buff/orange-grey	4	11	1 flattish, 1 smoothed	+	
0006	fsc	buff/orange-grey	54	24	3 flattish	+	small frags from Sample <1>

Table 4. Fired clay quantification by context and fabric

All fragments are in the same fine sandy chalk-tempered fabric, varying in colour from buff/orange on the surface, through orange, to grey internally. A few fragments show signs of smoothing and some have flattish surfaces. The thickest piece, from 0002, is

20-25mm thick with a roughly flat surface and straw impressions; there are no wattle impressions. Chalk-tempered fired clay was commonly used to create oven and hearth domes in the medieval period, but these fragments are generally too small and abraded to determine their precise function.

Burnt flint & stone

Five small fragments (9g) of heat-altered flint were recovered from the environmental Sample from ditch 0005 (0006).

Small finds

Three metal small finds of medieval or probable medieval date were recovered from ditch 0005 (0006) and are described below. The small finds will be x-rayed if appropriate as part of this phase of recording.

SF 1001: Copper alloy oval buckle frame with offset narrowed bar, tapering towards the missing bar. 28mm x 18mm. Moulded decoration on top face is quite unclear but possibly consists of multiple oblique lines and has traces of gilding. Medieval, probably 13th or 14th century.

SF 1002: Fragments of possibly two iron pins, wire-like (c. 1mm diameter). One is 19mm long, the other is 27mm long. Corroded and encrusted with no distinguishable features, probably incomplete. (from environmental sample)

SF 1003: Pin or nail fragment, tip only, length 25mm. Very corroded and encrusted (from environmental sample)

Animal bone

Thirteen animal bone fragments (4g) were collected from ditch 0005 (0006). All were recovered from amongst the non-floating residues of the environmental sample and are too fragmentary for identification..

Environmental evidence

Anna West

Introduction and Methods

A single bulk sample was taken from medieval ditch and processed in order to assess the quality of preservation of plant remains and their potential to provide useful insight into to utilisation of local plant resources, agricultural activity and economic evidence for this site.

The sample was processed using manual water flotation/washover and the flots were collected in a 300 micron mesh sieve. Once dried the flots were scanned using a binocular microscope at x16 magnification and the presence of any plant macro remains or artefacts were recorded in Table 5. 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.

Quantification

For this initial assessment, macro remains such as seeds, cereal grains and small animal bones were scanned and recorded qualitatively according to the following categories

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

Remains 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	0006	0005	Ditch	Medieval	Charred cereal grains ###, Cereal unidentified ##, Legumes ##, Hazel nutshell #, Charred weed seeds #, Charcoal ++, Rootlets +

Table 5. Flot results

The preservation of the macro fossils was through charring and is generally fair. Wood charcoal fragments were present in relatively small quantities. Fibrous rootlets were also present within the flint material and are probably modern contaminants.

Charred Wheat (*Triticum* sp.) caryopses were common within the flint material. Many of the cereal grains were however puffed and fragmented making them difficult to identify in any detail. No chaff elements, which would have suggested grain processing on site, were observed within the material recovered.

Charred peas (*Pisum sativum* L.) were observed, along with a number of legume fragments which were not positively identified at this point. Legumes were commonly used during the Medieval period as both an important source of carbohydrates and protein for humans as well as a fodder for livestock. As pulses do not need to be processed using heat in the same way as cereals, they are less likely to be exposed to chance preservation through charring and so are often under represented within archaeological deposits.

A single fragment of Hazel (*Corylus* sp.) was recovered from the sample and could represent either gathered food or hazel wood used as a fuel resource.

A small number of charred weed seeds were present in the form of Cleavers (*Galium aparine* L.), along with an un-charred Cleavers seed and Elderberry (*Sambucus nigra* L.) pip. Cleavers is a common arable and wayside weed and may well have been accidentally harvested along with a crop.

Conclusions and recommendations for further work

In general the sample was good in terms of identifiable material. The wheat grains observed are representative of a cereal commonly grown during the Medieval period. With peas and beans providing a rich source of protein and carbohydrate, the small number of pulses recovered from this sample may not be representative of their importance within the Medieval diet. However the presence of legumes could indicate that either small scale garden-type production of food crops or larger crop rotation was taking place nearby.

It is likely that the material present represents chance loss in a domestic hearth, fire or oven during food preparation, which was later discarded as waste into the ditch.

It is not recommended that any further work is carried out on the flot material from this sample at this stage, as it would offer little extra information of value to the results of this evaluation, but if further interventions are planned on this site it is suggested that further bulk sampling of well-sealed and dated deposits should be carried out, in order to further investigate the nature of the cereal waste.

7. Discussion

One ditch was observed during the evaluation, running almost parallel with Hadleigh Road and between 6 and 7m west of it. Hodkinson's map of Suffolk, dated 1783 (Fig. 4), shows the road immediately south and north of St Mary's church to be wider than the present Hadleigh Road, suggestive of a strip green. This raises the possibility that 0005 represents a former greenside ditch. The 1st edition Ordnance Survey map dated 1886 (Fig. 5) shows no features within the study area with which the ditch might be associated. No medieval finds or features are recorded nearby but the proximity to the church suggests the development area lies within or close to the early settlement/historic core. This is supported by the assemblage of finds of mainly medieval date, from three contexts, which suggest significant activity in this vicinity during that period. The pottery assemblage consists of early and high medieval-dated wares with a dominance of Essex wares which is often found in assemblages from along the southern Suffolk border. Medieval metal work includes a copper alloy buckle and iron pins.

The environmental sample taken from ditch 0005 produced an assemblage which demonstrates the presence of charred botanical remains within the archaeological horizon which are of generally fair preservation and good in terms of identifiable material.

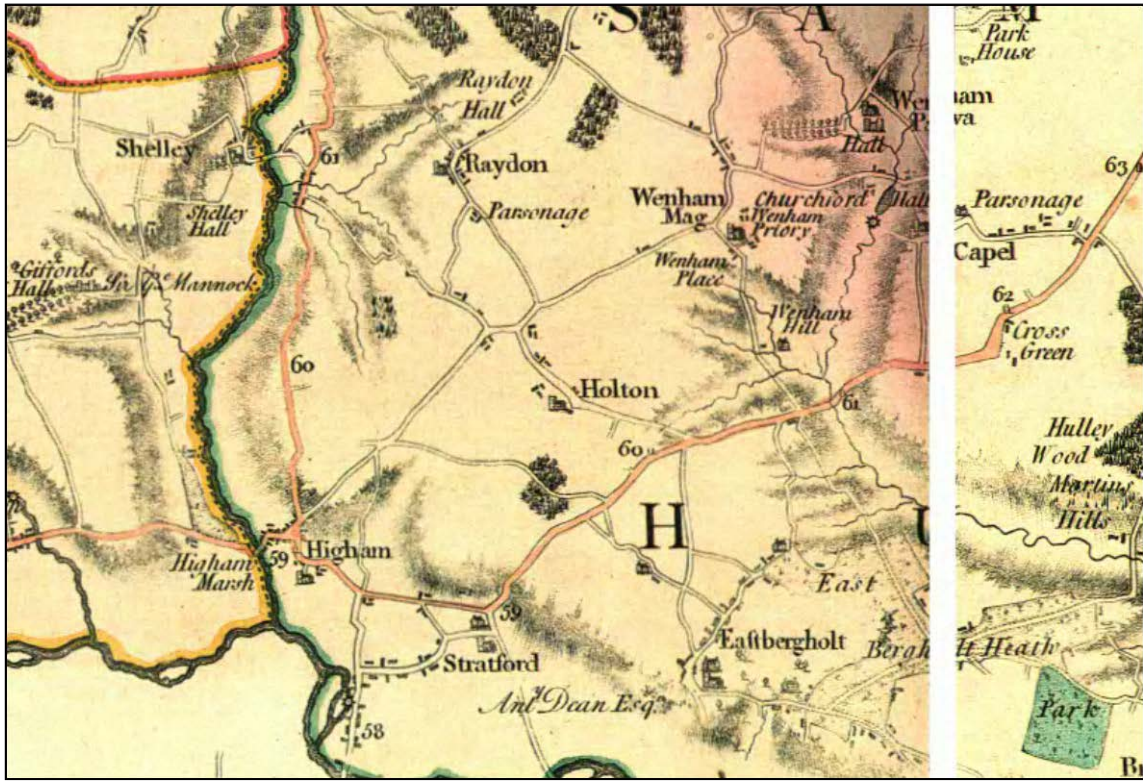


Figure 4. Extract from Hodkinson's map of Suffolk, 1783

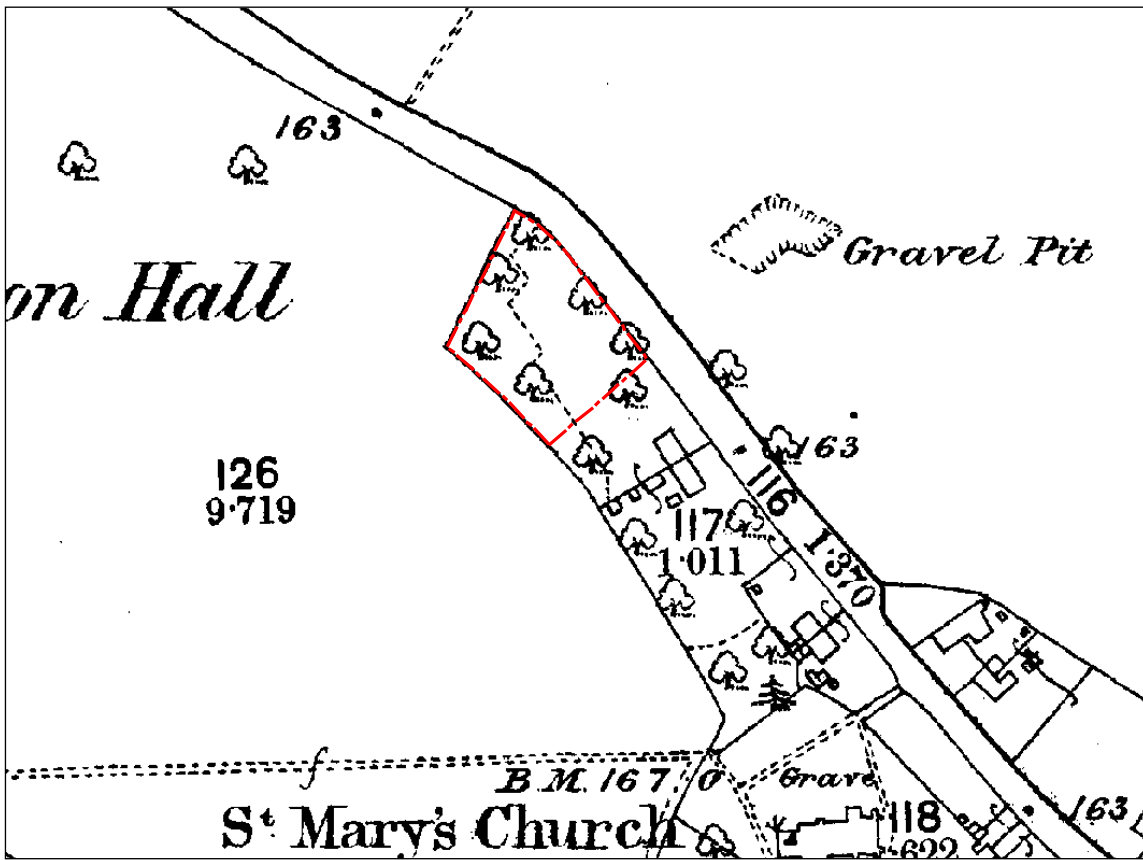


Figure 5. Extract from 1st edition Ordnance Survey map, 1886

8. Archive deposition

The archive is lodged with the SCCAS at its Ipswich office under the HER reference HSM 006. A summary of this project has also been entered onto OASIS, the online archaeological database, under the reference suffolkc1- 176842.

Digital archive: R:\Environmental Protection\Conservation\Archaeology\Archive\ Holton St Mary\HSM 006 Land W of The Old Post Office

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Land west of Old Post Office, Hadleigh Road, Holton St Mary, Suffolk

Archaeological Evaluation by Trial Trench

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

**Prepared by Suffolk County Council Archaeological Service
April 2014**

Document Control

Title: Land west Old Post Office, Hadleigh Road, Holton St Mary

Date: 04/04/2014

Issued by: Suffolk County Council Archaeological Service Field Team

Author: Rhodri Gardner

Issued to: Rachael Monk (SCCAS Conservation Team)

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3. Archaeological Method Statement
4. Risk Assessment

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1. Background

- 1.1 The Field Team of the Suffolk County Council Archaeological Service (SCCAS) have been asked 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 the evaluation only. Any further stages of archaeological work that might be required in relation to the proposed development would be subject to new documentation.
- 1.2 The site is a roughly rectangular plot covering c.0.1ha, located at NGR TM 0585 3690.
- 1.3 The work is to be undertaken as a condition during the application for planning permission on application B/13/01312/FUL. 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 Rachael Monk of the SCCAS Conservation Team.
- 1.5 This application lies on a street which is fronted by listed medieval buildings and is close to the medieval church which is c.120m to the south-east. It also lies in a position that is considered by the LPA to be topographically favourable for earlier settlement.
- 1.6 The proposed development comprises the construction of two new dwellings and driveways.
- 1.7 The site outline and trench pattern are shown on Figure 2. Deposits in this area will be directly affected by the foundations and other groundworks associated with the construction of the housing.
- 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 described in the LPA brief (Section 4.2):

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

RA2: Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.

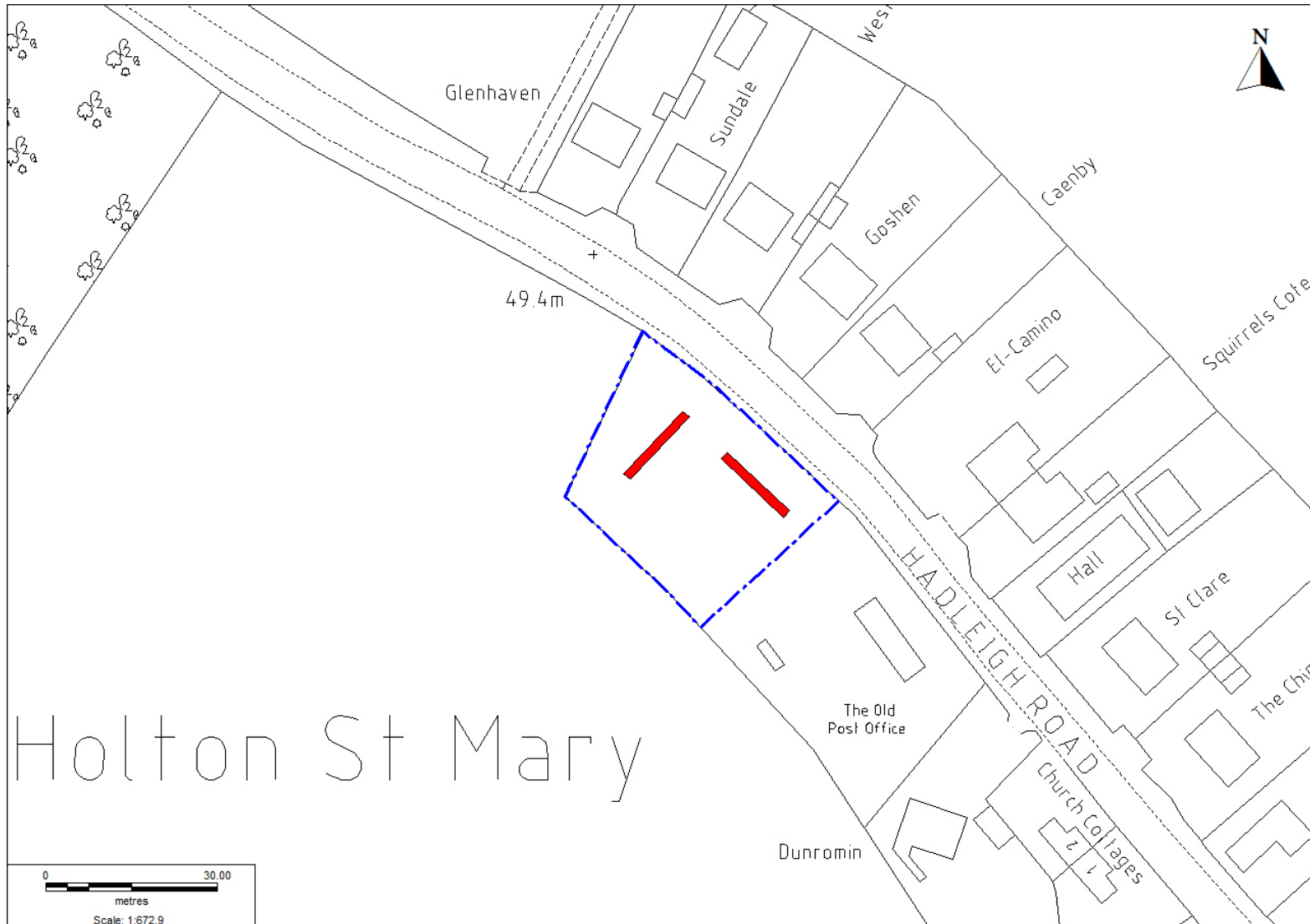
RA3: Establish the potential for the survival of environmental evidence.

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



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Figure 1. Site Location



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Figure 2. Trench layout

2 Project details

Site Name	Land west Old Post Office, Hadleigh Road
Site Location/Parish	Holton St Mary
Grid Reference	TM 0585 3690
Access	Hadleigh Road
Planning No	B/13/01312
HER code	TBA
OASIS Ref	TBA
SCCAS Job Code	TBA
Type:	Trial trench evaluation
Area	0.1ha
Project start date	8 th or 9 th April 2014
Fieldwork duration	1 day (estimated)
Number of personnel on site	1-2

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	
Consultant	N/A	
Developer	Barnes Construction	
Site landowner	Barnes Construction	

Emergency contacts

Local Police	Ipswich Police Station, Civic Drive, Ipswich, IP1 2AW	101
Location of nearest A&E	Heath Road, Ipswich, Suffolk, IP4 5PD	01473 712233
Qualified First Aiders	SCC Project Officer attending	

Hire details

Plant:	Holmes Plant (STC)	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 (Linzi Everett). The excavation team will comprise up to 2 experienced excavators and surveyors from a pool of suitable staff at SCCAS.
- 3.1.2 Evaluation of the development area will employ two trial trenches to sample the footprints of the proposed houses.
- 3.1.3 The PDA covers an area of approximately 0.1ha.
- 3.1.4 The trenches will be 15m long x 1.8m wide (Fig. 2).
- 3.1.5 No information has been provided about the presence or otherwise of services by the developer. If previously unknown services or similar restrictions are encountered during work on site then trench layout will be amended accordingly. CAT scans of the trenches will be carried out prior to excavation.
- 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 one to two sections per trench will be recorded at 1:20. Feature sections and plans will be recorded at 1:20 and trench and feature plans at 1:20 or 1:50 as appropriate. 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 a unique Suffolk HER site code (TBA), acquired from the Suffolk HER Office. All 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 The unique HER number 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 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 of SCCAS/CT.
- 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 suffolkc1-167299) 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.

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: *27th January 2012*

Signed:  Leader.

Date: *31st January 2012*

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: Land West Old Post Office, Holton St Mary, Suffolk

- 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	<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>	5	R Gardner	04/04/14	<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 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	R Gardner	04/04/14	First Aid if required. Call emergency services if necessary.

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 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	R Gardner	04/04/14	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	R Gardner	04/04/14	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 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	R Gardner	04/04/14	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
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5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

Appendix 3. Insurance Documentation



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

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

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. 887585.
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.

OASIS ID: suffolkc1-176842

Project details

Project name	HSM 006 Land west of The Old Post Office, Holton St Mary
Short description of the project	An area of 0.1 hectares was subject to trenched evaluation as a condition of planning consent to develop the site. Two trenches were excavated, within which a single medieval ditch was identified.
Project dates	Start: 09-04-2014 End: 16-05-2014
Previous/future work	No / Not known
Any associated project reference codes	B/13/01312/FUL - Planning Application No.
Any associated project reference codes	HSM 006 - HER event no.
Type of project	Field evaluation
Site status	None
Current Land use	Other 5 - Garden
Monument type	DITCH Medieval
Significant Finds	CERAMIC Medieval
Significant Finds	BUCKLE Medieval
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 BABERGH HOLTON ST MARY HSM 006 Land west of The Old Post Office
Study area	0.10 Hectares
Site coordinates	TM 0585 3690 51.991812707 0.998599471747 51 59 30 N 000 59 54 E Point
Height OD / Depth	Min: 47.00m Max: 48.00m

Project creators

Name of Organisation	Suffolk County Council Archaeological Service
Project brief originator	Local Planning Authority (with/without advice from County/District Archaeologist)

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	Mansfield Developments Ltd.

Project archives

Physical Archive recipient	Suffolk County Council Archaeological Service
Physical Archive ID	HSM 006
Physical Contents	"Ceramics","Metal"
Digital Archive recipient	AHDS
Digital Archive ID	HSM 006
Digital Contents	"other"
Digital Media available	"Images raster / digital photography","Text"
Paper Archive recipient	Suffolk County Council Archaeological Service
Paper Archive ID	HSM 006
Paper Contents	"other"
Paper Media available	"Correspondence","Photograph","Unpublished Text"

Project bibliography

1

Publication type	Grey literature (unpublished document/manuscript)
Title	HSM 006 Land west of The Old Post Office
Author(s)/Editor(s)	Everett, L.
Other bibliographic details	2014/46
Date	2014
Issuer or publisher	SCCAS
Place of issue or publication	SCCAS