

Land west of Bramleys,  
High Street,  
Ufford,  
Suffolk.  
UFF 039

**Archaeological Evaluation Report**

SCCAS Report No. 2014/55

**Client: Nigel Bultitude Building Design Services**

Author: Linzi Everett

July 2014

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## HER Information

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**Report Number:** 2014/55  
**Site Name:** Land west of Bramleys, High Street, Ufford  
**Planning Application No:** DC/13/3311/FUL  
**Date of Fieldwork:** 12th May 2014  
**Grid Reference:** TM 2937 5305  
**Commissioned by:** Nigel Bultitude Building Design Services  
**Curatorial Officer:** Rachael Monk  
**Project Officer:** Linzi Everett  
**Oasis Reference:** suffolkc1- 178002  
**Site Code:** UFF 039

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: July 2014

Approved By: Dr Rhodri Gardner  
Position: Contracts Manager  
Date:  
Signed:



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## **Summary**

An area of 0.43 hectares was subject to trenched evaluation as a condition of planning consent to develop the site. Three trenches were excavated, within which a single medieval ditch was identified in the south east corner of the site, close to and approximately parallel with the road. North of this, a large pit was observed which contained medieval pottery and is likely to be associated with extraction, possibly of chalk.





## **1. Introduction**

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A trial trench evaluation was carried out on land west of Bramleys, High Street, Ufford (UFF 039; TM 2937 5305). The proposed development area (hereafter referred to as 'the site') consisted of an area of c.0.43 hectares.

Planning consent was granted but, due to the sites location within an area of archaeological potential (see Paragraph 2.1, SCCAS Brief), a condition was attached calling for an agreed programme of archaeological work to be put in place, the first stage of which was a trenched evaluation to establish the significance of any archaeological remains that may be present. The evaluation was carried out 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 12th May 2014.

The site has been recorded with the County Historic Environment Record (HER) code UFF 039.

## **2. Geology and topography**

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The site is located on the geological boundary between chalky clay tills and deep, free-draining sand, at a height of 15m OD. It is bounded by properties to the west and south, by a path to the north and High Street to the east. The site follows the general topography of the area, sloping gently down eastwards towards Byng Brook, a small tributary of the River Deben.

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

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The sites potential was based on its location in an area of likely medieval occupation and close to a recorded findspot of medieval pottery (UFF 016).



## 4. Methodology

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Trenching was conducted using a tracked machine equipped with a 1.8m 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 and the upcast soil was examined for any archaeological finds. The exposed trench sides, bases and spoil were also subject to a metal detector survey. 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 UFF 039. 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 suffolkc1-178002 has been used for this project.

## 5. Results

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Three trenches were excavated across the site (Fig. 2). Slight variations were made to the locations of trenches 2 and 3 from those laid out in the WSI in order to avoid an overhead wire and various mature trees within the development area.

A uniform layer of dark brown sandy loam topsoil, measuring between 0.25m and 0.34m thick, was present over the site. In Trench 1, this sealed a mid grey brown sandy clay subsoil up to 0.3m thick which graded into the natural subsoil, a pale, yellowish brown gravelly clay. No features were observed in this trench.

### Trench 2 (Fig 3)

0004 was a NNE-SSW aligned ditch present in the northern end of Trench 2. It was visible at a depth of 1.15m and had steeply sloping sides, breaking sharply to a flattish base. It was sealed by subsoil layers 0002 and 0003, both friable, silty sands, differentiated only by 0003 being a slightly paler brown and containing flecks

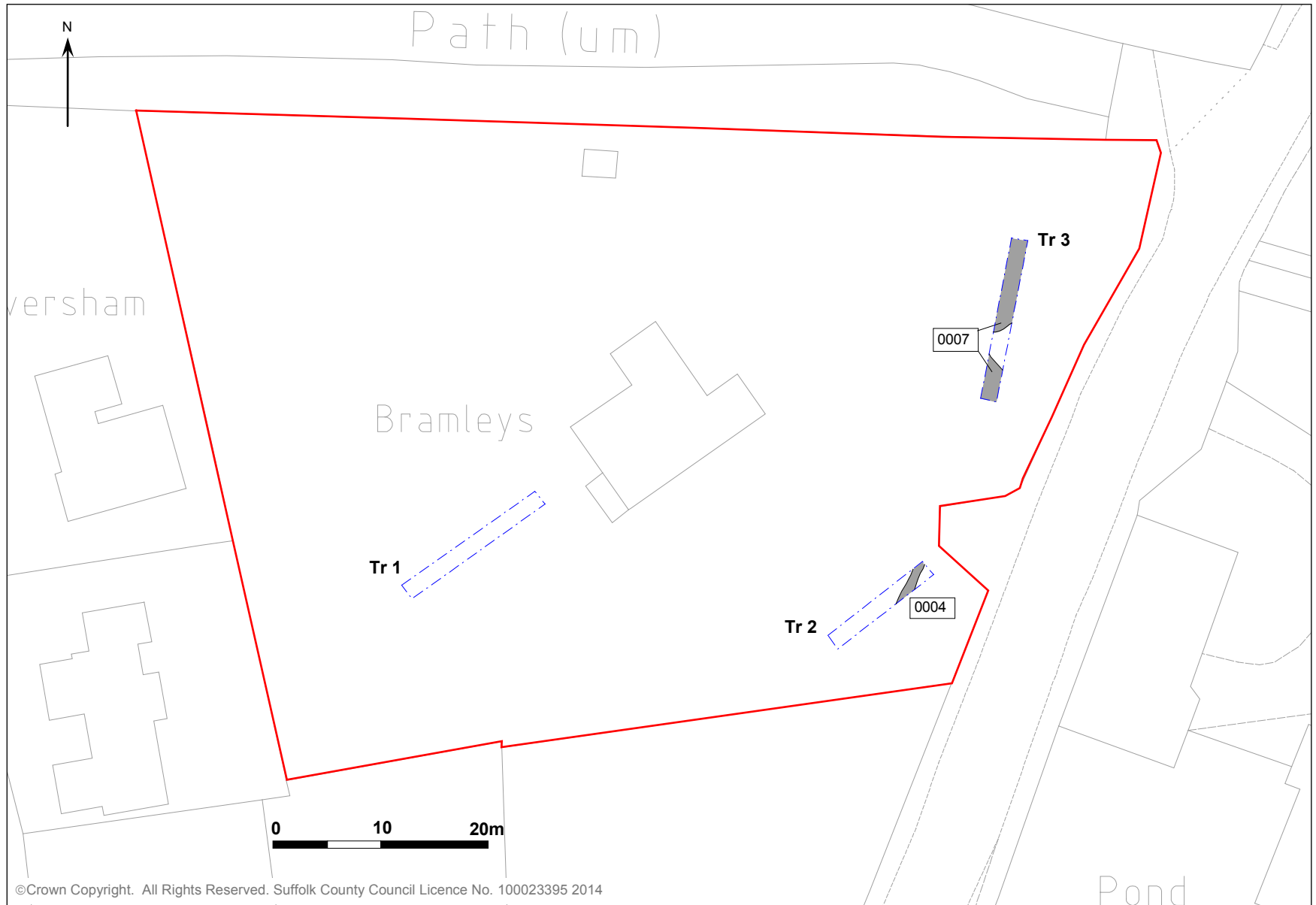


Figure 2. Location of trenches within development area

of charcoal and oyster shells. They are likely to represent hillwash deposits accumulating at the base of the west to east slope. There was no clear definition between subsoil and 0005, the mid brown silty sand ditch fill from which medieval pottery was recovered, as well animal bone, metal working slag and a fragment of Roman tile which is likely to be residual. Snail shells were also noted within the fill. The ditch cut 0011, a pale yellowish brown loose sand resembling a dirty, redeposited natural sand layer. This may also be a hillwash layer and was present throughout the base of the trench up to a depth of 1.5m, at which point machining was discontinued to prevent the soft sides collapsing. The trench was cut short in order to keep a safe working distance from an overhead telephone wire.

### Trench 3 (Fig. 4)

Below 0.3m of topsoil was a thick layer of subsoil, 0006. This was a dark brown loamy clay silty sand with occasional chalk flecks and noticeably paler lenses in places, indicating probable layers or tips which could not be differentiated in plan during stripping, or subsequently in the trench section. Below 0006, some 0.9m below the existing ground surface, deposits were revealed which appeared to represent fills of a large pit, 0007. This pit was present in the whole of Trench 3, continuing beyond its limits so that no dimensions or shape in plan could be established. Its upper fills, 0009 and 0008, were visible in plan and in the trench sections, where they could be seen over what is believed to be a natural clay chalk crest near the centre of the trench. A hand excavated slot up against the chalk in the base of the trench showed 0009, a thin, mid orangey brown loose silty sand layer, over 0008, a mid-dark grey brown friable silty sandy clay with occasional chalk and charcoal flecks and medieval pot sherds. The excavated section showed the edge of the pit diving very steeply for a further 0.5m below the trench base before digging was abandoned. 0007 is likely to be an extraction pit, probably for chalk given its presence in the trench base.

Several finds were collected from the spoil of Trench 3 and allocated the context number 0010. They are believed to be from 0008 but could be potentially be mixed with finds from 0009 or the lower part of layer 0006 which could itself be a fill of the pit.

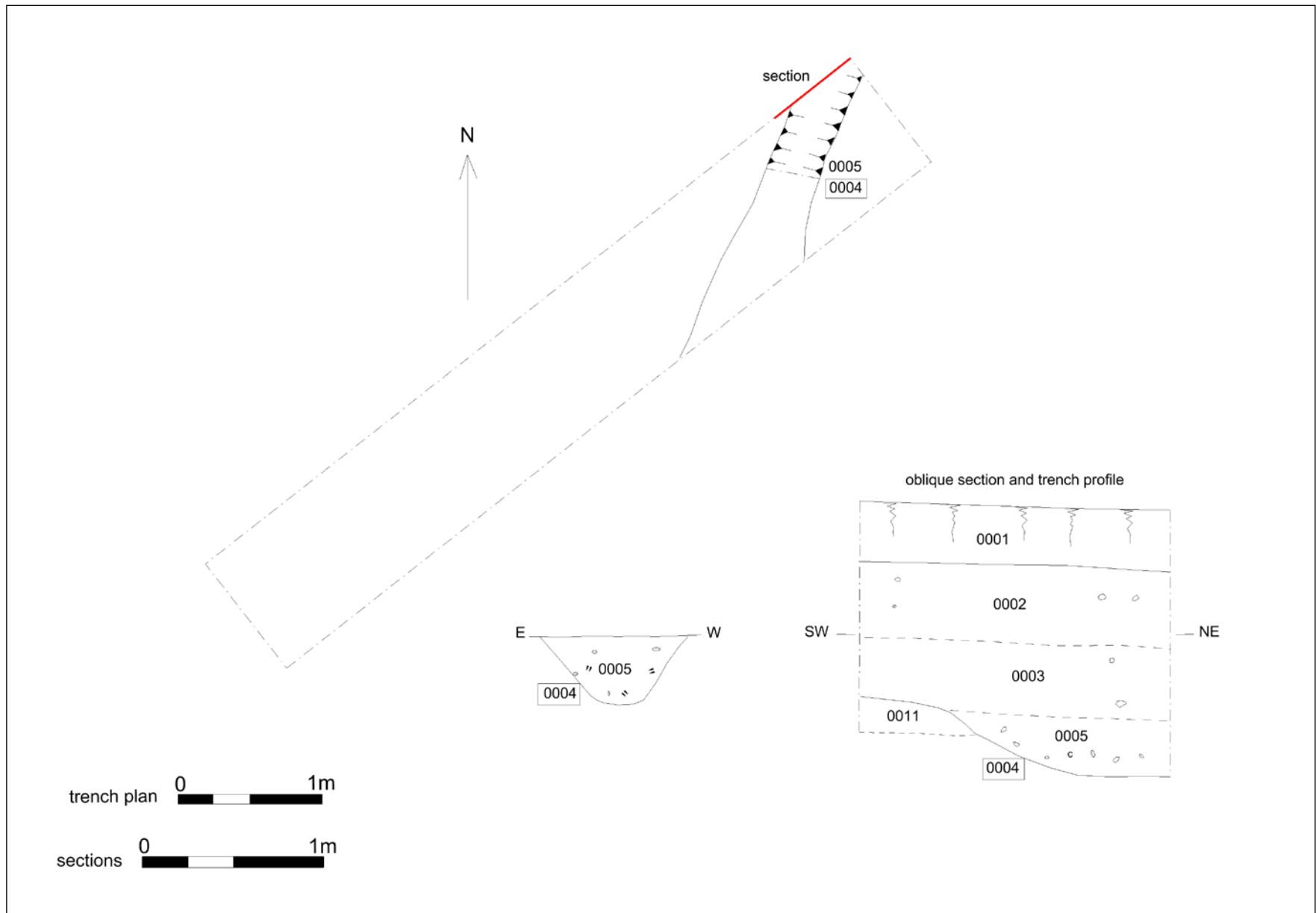


Figure 3. Plan of 0005 in Trench 2 and sections

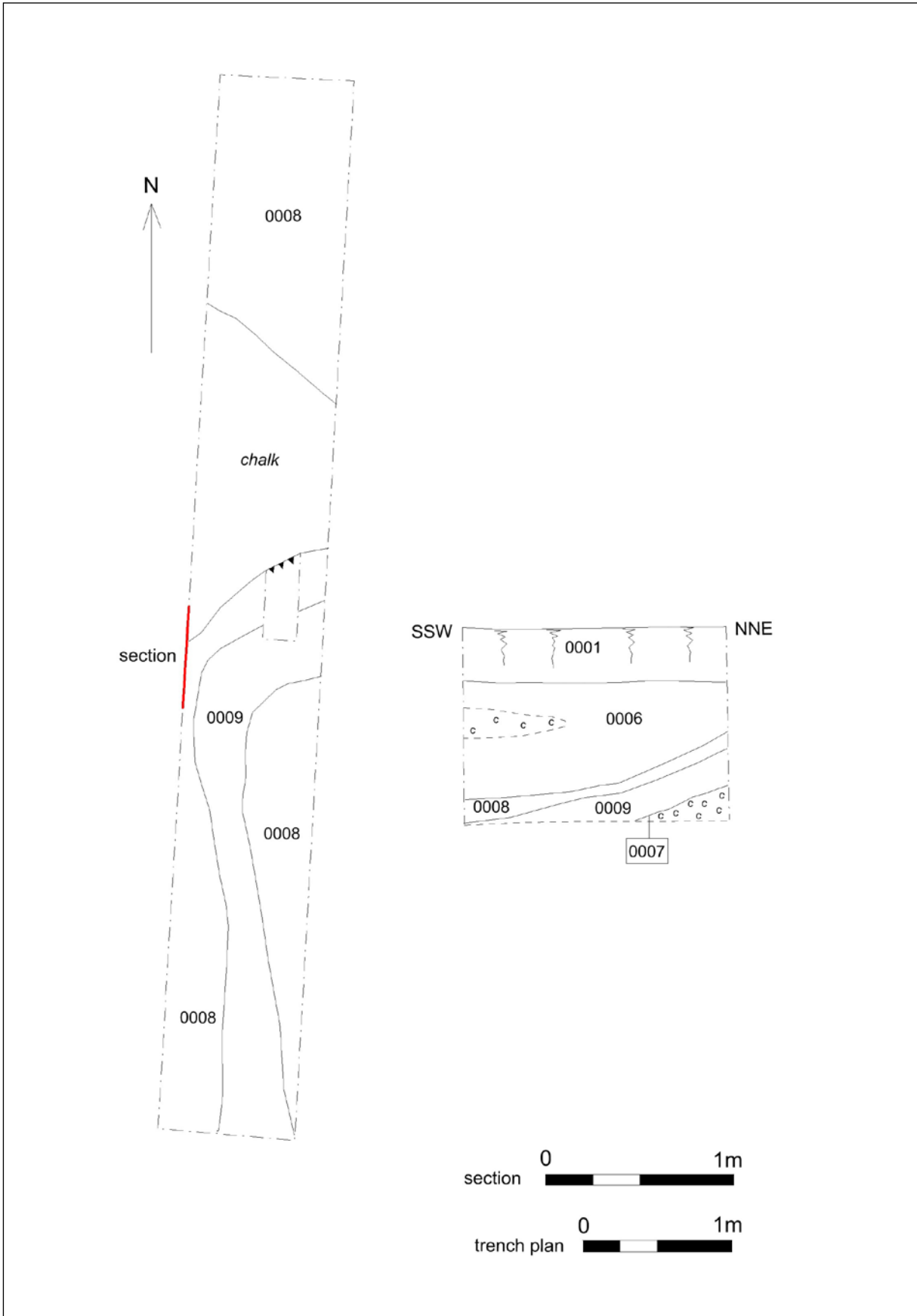


Figure 4. Plan of Trench 3 and soil profile



Plate 2. WSW-ENE oblique section through ditch 0005



Plate 1. Trench 2, looking SE



## 6. Finds and environmental evidence

Richenda Goffin

### 6.1 Introduction

Small quantities of finds were collected from features in Trench 2 and 3. These are summarised by material below:

Context	Pottery		CBM		Slag		Worked flint		Miscellaneous	Spotdate
	No.	Wt/g	No.	Wt/g	No.	Wt/g	No.	Wt/g		
0002	1	6								Roman or medieval
0005	2	52	1	62	1	40			A. bone 2 @ 11g	L13th-14th C
0008	3	17								12th-14th C
0010	17	150	1	47			1	13	Burnt flint 1 @4g, oyster 1 @ 11g, land snails 2 @ 3g	L13th-14th C
<b>Total</b>	<b>23</b>	<b>225</b>	<b>2</b>	<b>109</b>	<b>1</b>	<b>40</b>	<b>1</b>	<b>13</b>		

Table 1. Finds quantities

### 6.2 The Pottery

#### Introduction

Twenty-three sherds of pottery were recovered from the evaluation weighing 225g. The assemblage is entirely medieval in date, apart from a single wheelthrown greyware from the subsoil in Trench 2, which could be Roman rather than medieval.

#### Methodology

The pottery was quantified using the recording methods recommended in the MPRG Occasional Paper No 2, Minimum standards for the processing, recording, analysis and publication of Post-Roman ceramics (Slowikowski et al 2001). The number of sherds present in each context by fabric, the estimated number of vessels represented and the weight of each fabric was noted. Other characteristics such as form, decoration and condition were recorded, and an overall date range for the pottery in each context was established, along with date ranges for individual fabrics. The pottery was catalogued using letter codes based on fabric and form and the information was inputted into a database for the project.

The codes used are based mainly on broad fabric and form types identified in *Eighteen centuries of pottery from Norwich* (Jennings 1981), and additional fabric types established by the Suffolk Unit (S Anderson, unpublished fabric list).

## Pottery by trench

Three fragments of pottery were collected from Trench 2. A fragment of a wheelthrown greyware from the subsoil deposit 0002 may be Roman rather than medieval. A sherd of a Hollesley-type ware jug dating to the late 13th-14th century was found in the fill 0005 of ditch 0004. It is a fine silty greyware with the remains of a rod handle and pronounced impressed thumbing. It was accompanied by a slightly abraded body sherd of another coarseware which has a fine silty fabric with occasional quartz.

Three sherds of pottery were found in the fill 0008 of the large pit 0007. Two joining fragments from the base of a medieval cooking vessel made in a sandy fabric date to c. 12th century or slightly later, whilst a third sherd which is badly burnt is also likely to be of a similar date.

The largest quantity of pottery came from the spoil 0010 collected from Trench 3. The group may represent pottery from the pitfill 0008 but could also include sherds from layer 0006.

The pottery from 0010 is made up of some wares of 11th-12th century date, together with other medieval wares which date to the late 13th-14th century. The earlier medieval wares consist of a number of hand-made vessels including jars and a bowl with the remains of a tubular handle. Fabrics are sandy with the addition of other inclusions such as chalk and shell. In addition there are a number of fine greywares of Hollesley-type which date to the late 13th-14th centuries, and a probable sherd of Waveney Valley coarseware of late 12th-14th century. A very abraded rim sherd of a medieval jar with an internal bead is dated from the mid 12th-14th century.

## Discussion

The small quantity of pottery from Trench 2 dates to the high medieval period of the late 13th-14th centuries. The ceramics from pit 0007 in Trench 3 are slightly earlier, whilst

the pottery from spoil 0010 reflects a wider span of ceramics both of 11th-12th century and of the 13th-14th centuries.

The pottery range shows a variety of pale grey to dark grey fine silty grey fabrics with moderate small to medium quartz inclusions which fit into the overall tradition of the medieval coarseware production in East Suffolk. This had been catalogued as Hollesley-type ware to reflect the known kilnsite which has been excavated at Hollesley, but there were no doubt many other production sites who manufactured similar wares. It is worth noting that there was no evidence of any Melton shelly fabrics, which might have been expected given that Melton is the neighbouring parish.

### **6.3 Ceramic building material**

Two fragments of ceramic building material were collected from Trenches 2 and 3. A piece of abraded combed tile, probably from a box flue tile was identified from the fill 0005 of the Trench 2 ditch. It is made in a fine pale orange fabric which contains buff and red coloured clay strands and pellets and is Roman.

A second fragment of ceramic building material is made in a coarser, sandier dark orange fabric which also contains mixed clays of red and pale orange. It is fragmentary and could be Roman, but as it was not well stratified and was found amongst the finds from context 0010 which include sherds of medieval pottery.

### **6.4 Struck flint**

Cathy Tester

A single struck flint, an irregular flake with steep retouch at the distal end indicating use as a scraper, was collected from context 0010. It has very slight patination on the dorsal face but the retouch is unpatinated. The piece can be broadly dated as later prehistoric, probably later Neolithic or Bronze Age.

### **6.5 Burnt flint**

A single fragment of burnt flint was present amongst the finds collected from 0010 in Trench 3.

## **6.6 Slag**

A single fragment of semi-vitrified slag was recovered from the fill 0005 of the ditch in Trench 2. Small quantities of ferrous spheroids and other remnants of possible metalworking were also detected in the sample taken from this feature, which suggests that smithing may have taken place in the vicinity during the medieval period.

## **6.7 Animal bone**

The fragmentary remains of two mammalian ribs were collected from the fill 0005 of the ditch.

## **6.8 Shell**

Two terrestrial snails were present amongst the finds collected from 0010 in Trench 3, along with an oyster shell which was discarded after quantification.

## **6.9 Plant macrofossils and other remains**

Anna West

### **Introduction and method**

Two bulk samples were taken from the evaluation. The samples were all 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 samples were 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 macrofossil remains or artefacts were recorded in Table \*2. Identification of plant remains is with reference to New Flora of the British Isles (Stace 2010).

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, remains such as seeds, cereal grains and small animal bones were scanned and recorded quantitatively 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 thus:

*x = rare, xx = moderate, xxx = abundant*

## Results

Table 2 summarises the plant macrofossils and other remains identified in the flot contents.

SS No	Context No	Feature/cut no	Feature type	Approx date of deposit	Flot Contents
1	0005	0004	Ditch	Medieval	Charred cereal grains #, Cereal unidentified #, Charred Legumes #, Ferrous spheroids #, Cokey material ++, Charcoal +, Rootlets +, Snails +
2	0008	0007	Pit	Medieval	Charred cereal grains ##, Charred Legumes #, Charcoal ++, Coal +, Roots ++, Weed seeds +, Snails +

Table 2. Quantitative list of plant macrofossils and other remains

The preservation of the macrofossils within these samples was through charring and is generally poor. Both samples contain wood charcoal fragments in small quantities. Fibrous roots were also common within both samples and are modern contaminants.

Both samples contained a small number of charred cereal caryopses. Within Sample 1, (0005) from ditch 0004, three Wheat (*Triticum* sp.) grains were recovered, along with a couple of cereal grains that were too fragmented and abraded to identify. Both Wheat and Barley (*Hordeum* sp.) were present in very small numbers in Sample 2, fill 0008 from pit 0007, with wheat being dominant. No chaff elements, which would have suggested grain processing on site, were observed within either of the samples.

Four possible legume fragments were observed within Sample 1 but were too small to identify to species. A single charred legume was observed within Sample 2 which is likely to be a pea (*Pisum sativum* L.). 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 small number of charred weed seeds were also present within Sample 2 but they were very abraded and fragmented making it difficult to positively identify them to species at this stage. Terrestrial snail shells were present within both samples. Sample 1 from ditch 0004 contained a high concentration of coke-like vitrified material; four ferrous spheroids were also present within the flot material. A small number of spheroids were also recovered from the non-floating residue from this sample but no hammer scale flakes were observed. Ferrous spheroids/globules are formed during primary smithing as hot droplets of slag are expelled and this small number of specimens suggests that some sort of metalworking or small scale industrial activity could have been taking place in the vicinity.

### Conclusions and recommendations for further work

In general the samples were poor in terms of identifiable material. The grains recovered were however representative of the cereals grown during the medieval period, with bread wheat and barley being the dominant crops. A rich source of protein and carbohydrate within the diet is provided by peas and beans, the small number of pulses recovered from these samples may not be representative of their importance within the diet. The presence of legumes could indicate that either small scale garden-type production of food crops or larger crop rotation was taking place nearby.

No further work on these samples is recommended at this stage, but if further archaeological interventions are planned on this site it is recommended that further environmental sampling should be carried out in order to examine the nature of the cereal and metal working waste.

## 7. Discussion

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One ditch was observed during the evaluation, aligned almost parallel with High Street and between 6 and 7m west of it which could suggest that 0004 represents a former roadside ditch. Medieval pottery was recovered from its fill and a significant depth of hillwashed deposits, up to 1.1m, had sealed the ditch since it was filled. A large pit, likely to be associated with chalk extraction, was also identified along the road frontage in the north of the site. Pottery from this feature was also medieval in date. No features

are shown on the available historic maps of the area which might be considered relevant to the evaluation results (Figs 5&6).

The pottery and other types of material such as the metalworking debris reflect the likely proximity of the site to an area of medieval settlement. The pottery dates from the 12th through to the 14th century, with no finds of a later date. There are also a small quantity of background finds of Roman date, which is not unexpected in this part of eastern Suffolk.

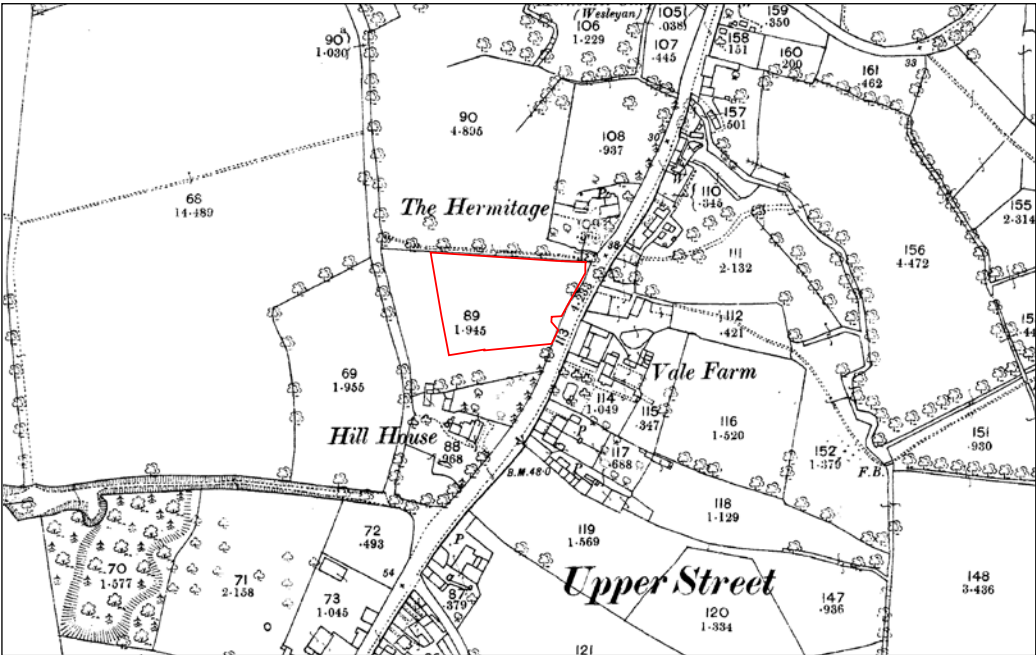


Figure 5. Extract from 1st edition Ordnance Survey map, 1882

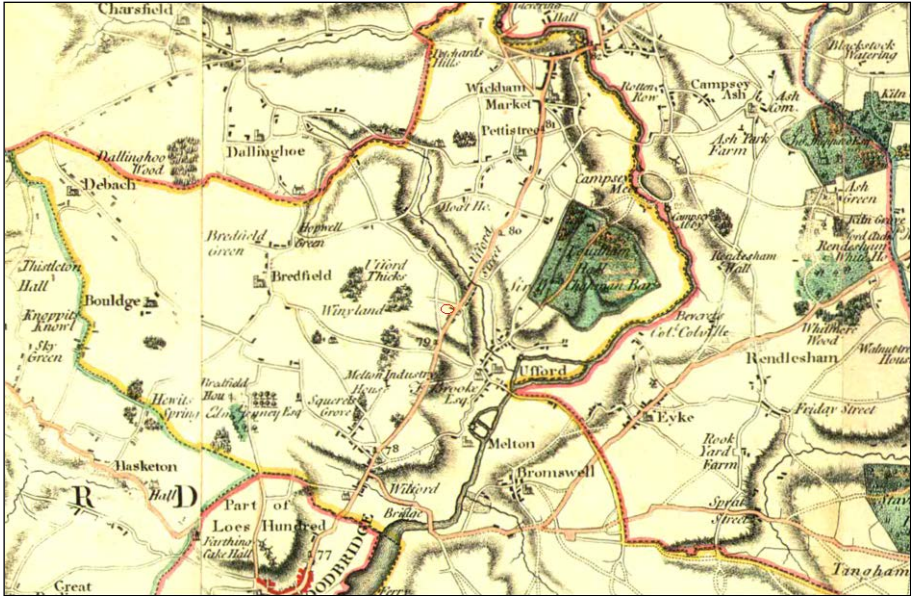


Figure 6. Extract from Hodkinson's map of Suffolk, 1783 (approximate site location in red)

## 8. Archive deposition

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The archive is lodged with SCCAS at its Ipswich office under the HER reference UFF 039. A summary of this project has also been entered onto OASIS, the online archaeological database, under the reference suffolkc1- 178002.

Digital archive:

R:\EnvironmentalProtection\Conservation\Archaeology\Archive\Ufford\UFF 039 Land west of Bramleys, High Street

## Bibliography

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Jennings, S., 1981, *Eighteen Centuries of pottery from Norwich*. EAA 13, Norwich Survey/NMS.

Slowikowski, A., Nenk, B., and Pearce, J., 2001, *Minimum standards for the processing, recording, analysis and publication of post-Roman ceramics*, MPRG Occasional Paper No 2.

Stace, C., 2010, *New Flora of the British Isles*, 3rd ed.



## **Land west of Bramleys, High Street, Ufford, 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**

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Title: Land west of Bramleys, High Street, Ufford

Date: 30/04/2014

Issued by: Suffolk County Council Archaeological Service Field Team

Author: Mark Sommers

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2. Project Details
3. Archaeological Method Statement
4. Risk Assessment

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1. Site location
2. Trench layout

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1. SCC Health and Safety Policy
2. Risk Assessments

# 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. 4300m<sup>2</sup>, located at NGR TM 2937 5305.
- 1.3 The work is to be undertaken as a condition during the application for planning permission on application DC/13/3311/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 in an area of archaeological interest, as recorded in the County HER, being the area of the medieval settlement of Ufford. It is also located on a street with listed medieval and post-medieval buildings and is in a location topographically favourable for early settlement. As a result, there is potential for archaeological remains relating to early occupation to exist on the site.
- 1.6 The proposed development comprises the construction of a two new dwellings with garages and a shared driveway.
- 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 new housing and driveway.
- 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

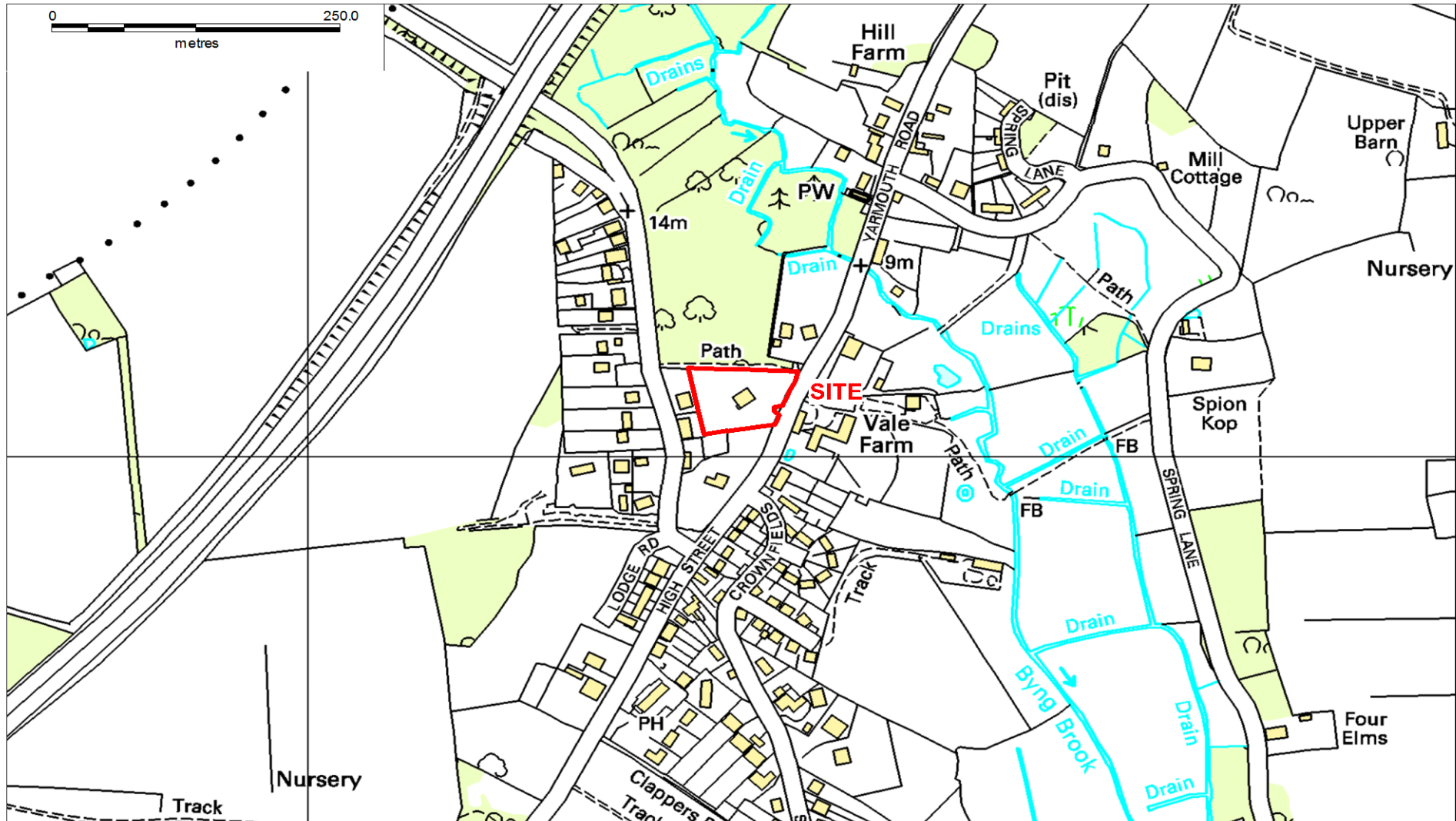
The research aims of this trial trench evaluations are as follows, as described in the LPA brief (Section 4.2):

*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.*

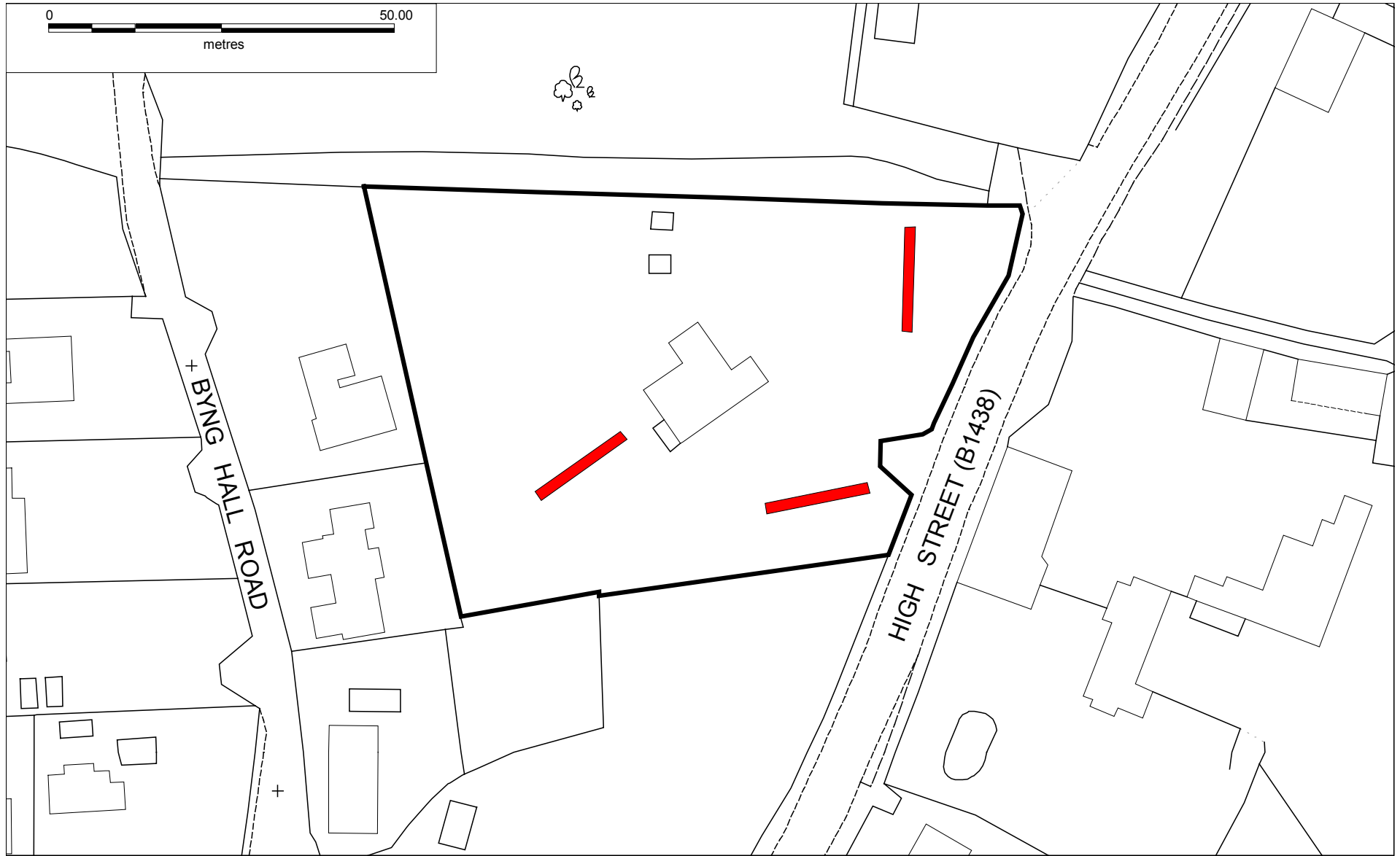
*RA3: Establish the potential for the survival of environmental evidence.*

*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

<b>Site Name</b>	Land west of Bramleys, High Street, Ufford
<b>Site Location/Parish</b>	Ufford
<b>Grid Reference</b>	TM 2937 5305
<b>Access</b>	High Street
<b>Planning No</b>	DC/13/3311/FUL
<b>HER code</b>	UFF 039
<b>OASIS Ref</b>	Suffolkc1-178002
<b>Type:</b>	Trial trench evaluation
<b>Area</b>	4300m <sup>2</sup>
<b>Project start date</b>	TBA
<b>Fieldwork duration</b>	1 day
<b>Number of personnel on site</b>	1-2

### Personnel and contact numbers

<b>Contracts Manager</b>	Rhodri Gardner	01473 581743
<b>Project Officer (on-site contact)</b>	TBA	-
<b>Finds Dept</b>	Richenda Goffin	01284 352447
<b>Consultant</b>		
<b>Developer</b>		
<b>Site landowner</b>		

### Emergency contacts

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

### Hire details

<b>Plant:</b>	Holmes Plant (STC)	01473 890766
<b>Toilet Hire</b>	TBC	
<b>Tool hire:</b>	N/A	

### Other Contacts

<b>Suffolk Fleet Maintenance</b>		01359 270777
<b>Suffolk Press Office</b>		01473 264395
<b>SCC EMS (Jezz Meredith )</b>		01473 583288
<b>SCC H&amp;S (Stuart Boulter)</b>		01473 583290



### **3 Archaeological method statement**

#### **3.1 Evaluation by trial trench**

- 3.1.1 The archaeological fieldwork will be carried out by members of the SCCAS field team led in the field by an experienced member of staff of Project Officer Grade. The excavation team will comprise up to 2 experienced excavators and surveyors from a pool of suitable staff at SCCAS.
- 3.1.2 Evaluation of the development area will employ a single trial trench to sample the footprints of the proposed houses.
- 3.1.3 The PDA covers an area of approximately 4300m<sup>2</sup>.
- 3.1.4 A total of three trenches will be excavated. 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 at the present time. If previously unknown services or similar restrictions are encountered during work on site then trench layout will be amended accordingly.
- 3.1.6 *General trial trench methodology*
- 3.1.7 All trenches will be cut using a tracked mechanical excavator equipped with a toothless ditching bucket, under the constant supervision of an archaeologist. All overburden (topsoil and subsoil) will be removed stratigraphically until either the first archaeological horizon or natural deposits are encountered. Spoil will be stored adjacent to each trench and topsoil, subsoil and concrete/overburden will be kept separate for sequential backfilling if requested by the client prior to excavation.
- 3.1.8 Archaeological deposits and features will be sampled by hand excavation and the trench bases and sections cleaned as necessary in order to satisfy the project aims and in compliance with the SCCAS Requirements for Archaeological Evaluation, 2012.
- 3.1.9 Trenches requiring access by staff for hand excavation and recording will not exceed a depth of 1.2m. Any trench in which this depth is not sufficient to meet the archaeological requirements of the Brief and Specification will be brought to the attention of the client or their agent and the Archaeological Advisor to the LPA so that further requirements can be discussed (and costed).
- 3.1.10 Deeper excavation can be undertaken provided suitable trench support is used or, where practicable, the trench sides are stepped or battered.
- 3.1.11 A site plan, which will show all trench locations, feature positions and levels AOD will be recorded using an RTK GPS or TST, depending on the specific requirements of the project. A minimum of 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 of Bramleys, High Street, Ufford, 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 <sup>o</sup> excavator.	Various.	Staff in close proximity to excavation (operation of bucket & manoeuvre of boom).	Accidental contact with boom or bucket or unexpected movement of machine.	Principally SPO/PO, but at times may involve others.	10	Only PO to supervise machinery.  No personnel to be within radius of boom.  All staff to wear high visibility clothing, hard hats and safety footwear at all times.	5	R Gardner	25/04/14	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 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	25/04/14	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	25/04/14	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	25/04/14	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	25/04/14	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
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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

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. 887935.  
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.

60719AUC (100825A02) 1002 MGCH

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

**Excess :**

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

**Indemnity to Principals :**

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

**Full Policy :**

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

Yours faithfully

A handwritten signature in black ink, appearing to read 'Sally Rose'.

Sally Rose  
Underwriting Services  
Zurich Municipal





## OASIS ID: suffolkc1-178002

### Project details

Project name	UFF 039 Land west of Bramleys, High Street, Ufford
Short description of the project	trenched evaluation
Project dates	Start: 12-05-2014 End: 05-06-2014
Previous/future work	No / Not known
Any associated project reference codes	UFF 039 - HER event no.
Any associated project reference codes	DC/13/3311/FUL - Planning Application No.
Type of project	Field evaluation
Site status	None
Current Land use	Other 5 - Garden
Monument type	PIT Medieval
Monument type	DITCH Medieval
Significant Finds	CERAMIC Medieval
Significant Finds	CBM Roman
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 UFFORD UFF 039 Land west of Bramleys, High Street
Study area	0.43 Hectares
Site coordinates	TM 2937 5305 52.1275119628 1.35145906128 52 07 39 N 001 21 05 E Point
Height OD / Depth	Min: 15.00m Max: 17.00m

### 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	Nigel Bultitude Building Design Services

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### Project archives

Physical Archive recipient	Suffolk County Council Archaeological Service
Physical Archive ID	UFF 039
Physical Contents	"Ceramics"
Digital Archive recipient	AHDS
Digital Archive ID	UFF 039
Digital Contents	"other"
Paper Archive recipient	Suffolk County Council Archaeological Service
Paper Archive ID	UFF 039
Paper Contents	"other"
Paper Media available	"Correspondence", "Photograph", "Unpublished Text"

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### Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	UFF 039 Land west of Bramleys, High Street, Ufford
Author(s)/Editor(s)	Everett, L.
Other bibliographic details	2014/55
Date	2014
Issuer or publisher	SCCAS
Place of issue or publication	SCCAS