

# The Old Toll House, West Row, Mildenhall MNL 711

## **Archaeological Evaluation Report v0.3**

**SCCAS Report No. 2014/081**

**Client: Kevin and Maggie Murray**

Author: Rob Brooks

July/2014

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# The Old Toll House, West Row, Mildenhall MNL 711

Archaeological Evaluation Report

SCCAS Report No. 2014/081

Author: Rob Brooks

Illustrator: Rob Brooks

Editor: Richenda Goffin

Report Date: July/2014



## HER Information

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**Site Code:** MNL 711

**Site Name:** The Old Toll House, Hayland Drove, West Row

**Report Number** 2014/081

**Planning Application No:** F/2013/0010/FUL

**Date of Fieldwork:** 4th July, 2014

**Grid Reference:** TL 6460 7629

**Oasis Reference:** suffolkc1-181078

**Curatorial Officer:** Dr Jess Tipper

**Project Officer:** Rob Brooks

**Client/Funding Body:** Kevin and Maggie Murray

**Client Reference:** N/A

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: Rob Brooks

Date: 30/07/2014

Approved By: Andrew Tester

Position: Senior Project Officer

Date: 30/07/2014

Signed:



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



## **Summary**




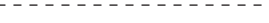







An archaeological evaluation was carried out at the site of the old Toll House, Hayland Drove, West Row, Mildenhall, in Suffolk. No archaeological features or finds were recorded. One trench was excavated and this revealed a foundation and make-up layer of compacted chalk rubble that formed the foundation for the former Toll House. A deposit of buried topsoil was also recorded.

# Drawing Conventions

## Plans

- Limit of Excavation 
- Features 
- Break of Slope 
- Features - Conjectured 
- Natural Features 
- Sondages/Machine Strip 
- Intrusion/Truncation 
- Illustrated Section 
- Cut Number 
- Archaeological Features 

## Sections

- Limit of Excavation 
- Cut 
- Modern Cut 
- Cut - Conjectured 
- Deposit Horizon 
- Deposit Horizon - Conjectured 
- Intrusion/Truncation 
- Top of Natural 
- Top Surface 
- Break in Section 
- Cut Number 
- Deposit Number 0007
- Ordnance Datum  $\frac{18.45\text{m OD}}{\times}$

## **1. Introduction**

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An archaeological evaluation was carried out prior to the construction of a house on a site that was formerly the location of a Toll House for the River Lark. The development area was located at the south-west end of Hayland Drove and immediately north-east of the River Lark, in West Row, Mildenhall, Suffolk (Fig. 1). The work was carried out to a Written Scheme of Investigation (WSI) by Andrew Tester (Suffolk County Council Archaeological Service Field Team – Appendix 1) to fulfil a Brief by Dr Jess Tipper (SCCAS Conservation Team) as a condition of planning application F/2013/0010/FUL. According to the WSI and Brief the site of the garage was also to be evaluated prior to development. However the foundations for the garage had already been laid prior to the visit by the archaeological contractor and as such it was agreed with Dr Tipper that a single trench in the position of the house would be sufficient to fulfil the fieldwork element of the archaeological planning condition. Kevin and Maggie Murray funded the work that was carried out on the 4th July, 2014. The trench was located within an area of scrubland, at grid reference TL 6460 7629.

## **2. Geology and topography**

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The superficial geology of the area consists of river terrace deposits of sand and gravel, with West Melbury Marly Chalk Formation bedrock (BGS, 2014). On site the geology presented itself as superficial deposits of pale greyish-yellow and mid orange sand.

The area of the trenching sloped slightly from the south-west down to the north-east, with ground levels of 1.76m and 1.7m above the OD recorded on the south-west side of the trench and 1.58m and 1.61m above the OD on the north-east side. The localised topography had obviously been quite heavily altered in the past with the site itself being approximately 0.5m-1m above the adjoining field to the north-east, while to the south-west a c.3m bank was present containing the River Lark navigation. To the south-west of the river the ground levels were also significantly higher than on the development area, suggesting significant historical engineering and disturbance on the site (Pls. 1 and 2).



Plate 1. River Lark, overlooking site (facing WNW)



Plate 2. River Lark, overlooking site (facing NW)

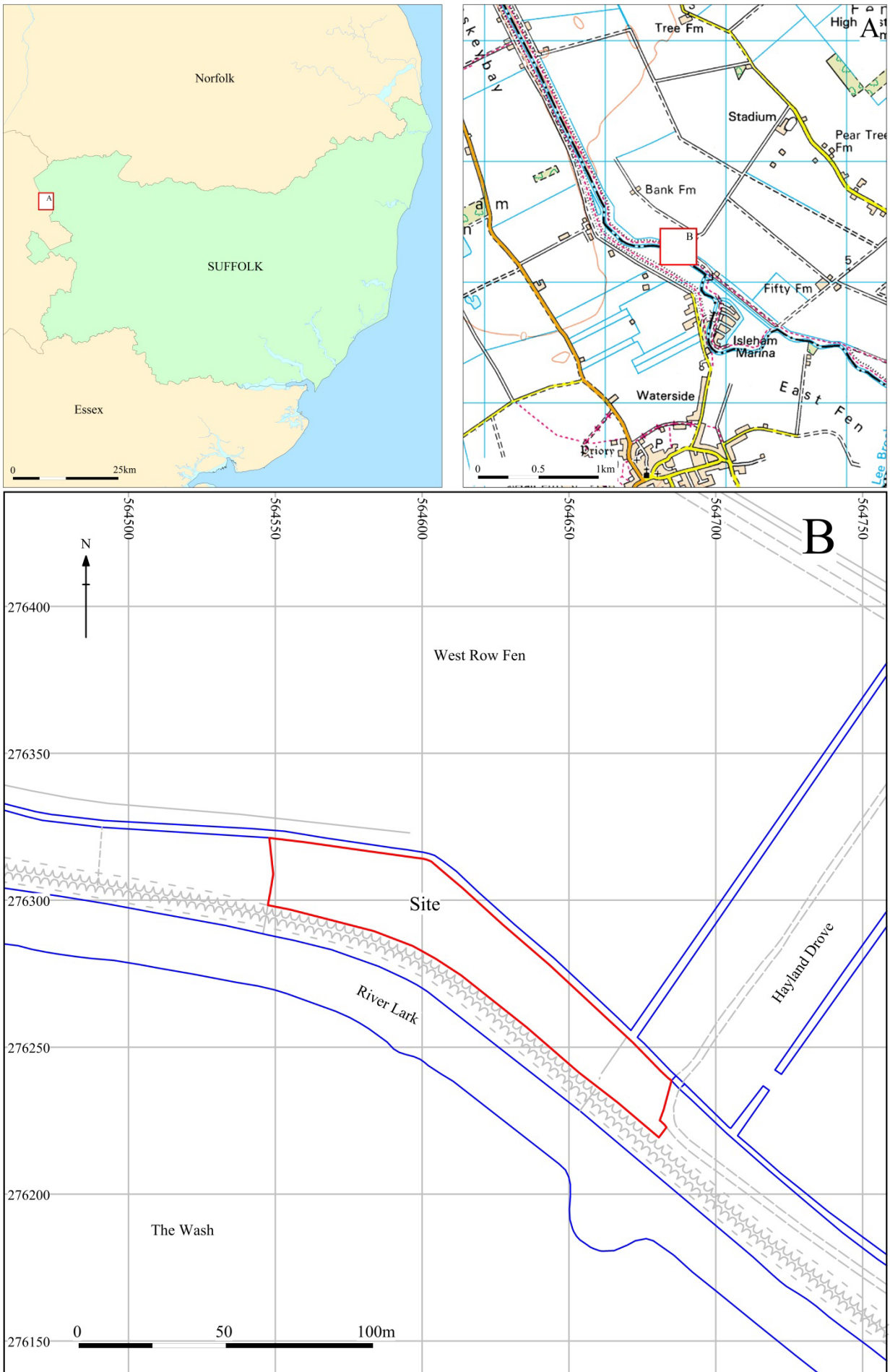


Figure 1. Location map showing site (red) and the River Lark and ditches (blue)

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

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According to the Brief the site is located 'within a known archaeological site ... and adjacent to many other recorded sites (HER [numbers] MNL 326, MNL 430 and MNL 432)' and that therefore there was 'high potential for the discovery of below-ground heritage assets of archaeological interest' (Tipper, 2014). In total, ten known archaeological records are listed within 500m of the site, most of which are prehistoric finds scatters and burnt deposits (Heritage Gateway, 2014).

The proposed development area is also known to have been the site of the old Toll House, which is shown on the 1882 and 1903 Ordnance Survey maps (Fig. 2). The layout of the buildings changes slightly on the two versions of the map, but there are three buildings shown in the approximate development area on each. The Toll House was burnt down and completely demolished in the late 20th century.

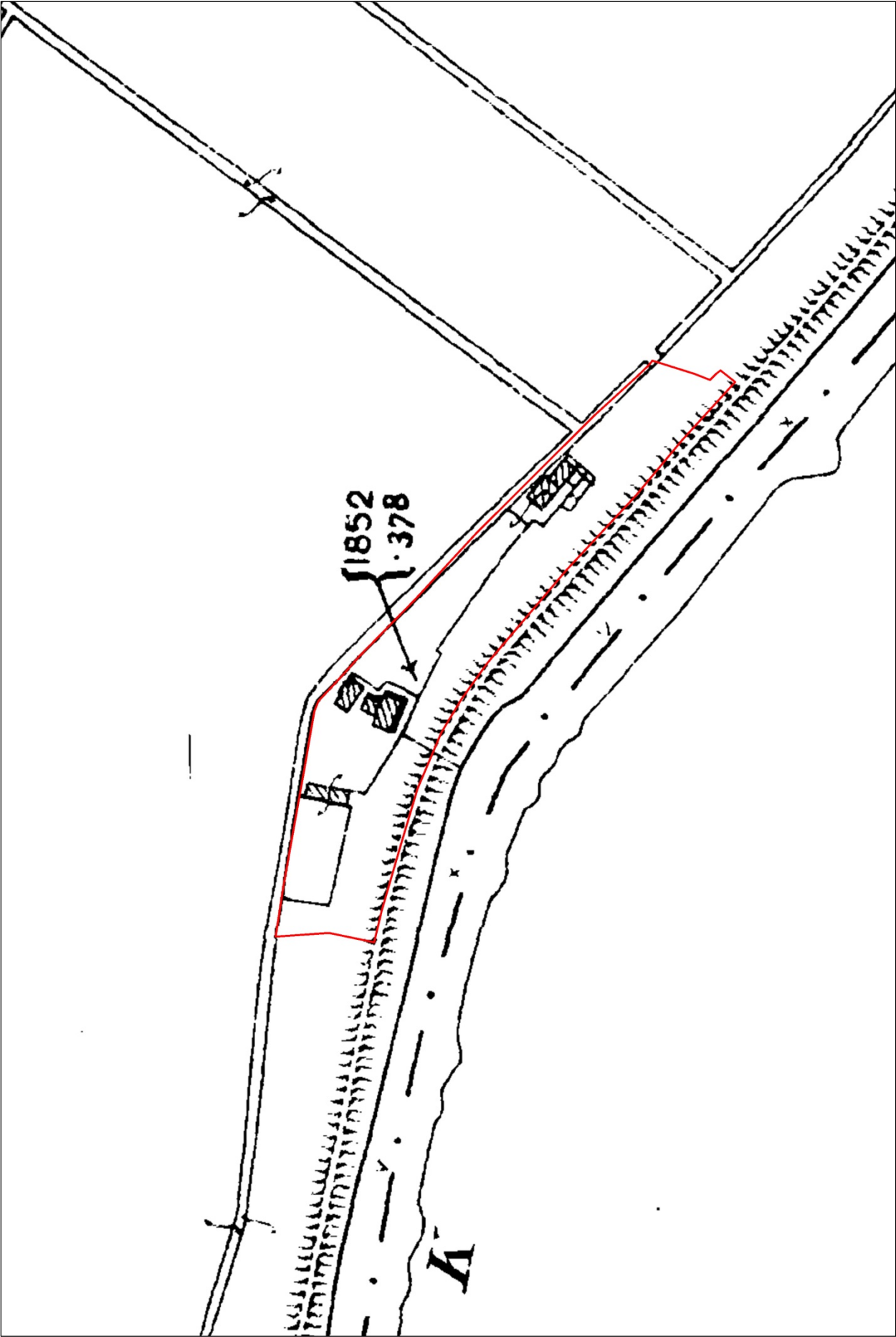


Figure 2. 1903 Ordnance Survey map of the site, showing the Toll House buildings (site outline in red)

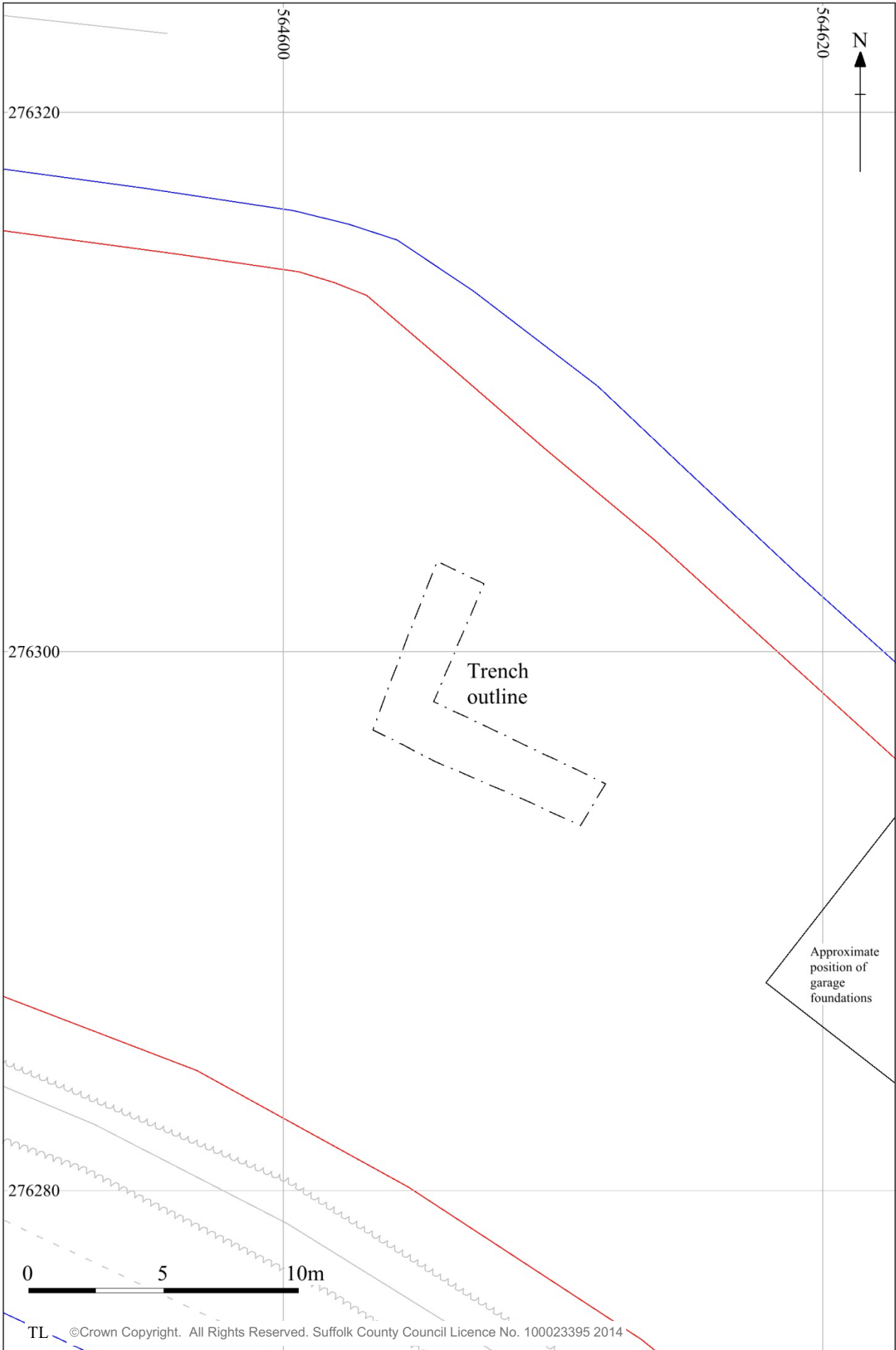


Figure 3. Site plan with trench outline and garage position



## 4. Methodology

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The trench was excavated using a machine equipped with a toothless bucket, with the work being constantly monitored and directed by an experienced archaeologist. Chalk make-up layer 0001 was removed, followed by layer 0002 to expose the natural geology. All of the upcast spoil was monitored for finds. The trench was positioned to sample the footprint of the proposed house, avoiding a buried electric cable to the north-east and a water main to the north-west (Fig. 2). The trench was L-shaped and at least 1.8m wide x 13.5m long x 1.2m-1.5m deep.

When the trench excavation was finished soil profiles were recorded, although entry of the trench was generally unsafe due to its depth. Colour digital photographs at 300 x 300 dots per inch resolution (dimensions of 4288 x 2848 pixels) were taken of the trench. The trench was planned and geo-referenced using an RTK GPS working within error tolerances generally below 0.02m and always below 0.05m. Measured sketches were drawn of the soil profiles and a single continuous numbering system was used to record the layers (0001-0002), whilst trench data was entered onto a separate SCCAS *pro forma* sheet.

Site data has been input onto an MS Access database and recorded using the County HER code MNL 711. An OASIS form has been completed for the project (reference no. suffolkc1-181078 – Appendix 2) and a digital copy of the report submitted for inclusion on the Archaeology Data Service database (<http://ads.ahds.ac.uk/catalogue/library/greylit>). The paper archive is kept in the main store of Suffolk County Council Archaeological Service at Bury St Edmunds under HER code MNL 711. No finds were recovered from the site.

## 5. Results

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No archaeological features or finds were recorded across the site. Throughout the trench a layer of compacted chalk rubble (context 0001) was present as the uppermost layer, measuring 0.4m-1.35m deep. This layer also contained patches of dark brown sandy-topsoil similar to layer 0002. On site layer 0001 was interpreted as both a layer to consolidate the area for the construction of the Toll House as well as to raise the ground levels above the fields to the north-east and closer to the height of the River Lark. Underlying and somewhat mixed with layer 0001 was layer 0002. This was a deposit of dark greyish-brown sandy buried topsoil (0.1m-1m deep). It was similar to the drained fenland topsoil seen on many of the adjoining fields. Although it was comparable to peat in colouration, it did not contain any of the surviving plant remains found in peat and it was also not suitably waterlogged to have formed or survived as such. It is also thought that this material may to a degree have been disturbed as part of the processes involved in building the Toll House and the creation of layer 0001. Within layer 0001 and also occasionally within layer 0002 were inclusions of brick rubble and other later post-medieval construction material thought to relate to the Toll House's demolition.



Plate 3. Layer 0001, with traces of layer 0002 (1m scale, facing NW)

## **6. Discussion**

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No features or finds were recorded on the site and the presence of layer 0001 and the disturbance of layer 0002 would suggest that any potential archaeological deposits would have been largely destroyed by the construction of the Toll House in the 19th century and its subsequent demolition in the late 20th century. The site and nearby areas have obviously been subjected to significant levels of engineering in order to stop flooding, to maintain the River Lark navigation and to drain what would otherwise be marshy areas unsuitable for cultivation.

## **7. Conclusions and recommendations for further work**

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The absence of archaeological remains in the trench and the apparent disturbance of the soil profiles would tend to indicate that no heritage assets survive on the site. Whilst the requirement for any further works is to be determined by the Local Planning Authority, it is likely that given the lack of preserved archaeology across the site no further archaeological fieldwork will be required in order to discharge the planning condition.

## **8. Archive deposition**

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Paper archive: SCCAS Bury St Edmunds

Digital archive: SCCAS R:\Environmental Protection\Conservation\Archaeology\Archive\Mildenhall\MNL 711 The Old Toll House WR

Digital photographic archive: SCCAS R:\Environmental Protection\Conservation\Archaeology\Catalogues\Photos\HXA-HXZ\HXD 50-54

## **9. Acknowledgements**

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The fieldwork was carried out and directed by Rob Brooks.

Project management was undertaken by Andrew Tester who also provided advice during the production of the report.

The report illustrations were created by Rob Brooks and the report was edited by Richenda Goffin.

## **10. Bibliography**

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BGS, 2014, Information obtained from [http://www.bgs.ac.uk/products/digital maps/data\\_625k.html](http://www.bgs.ac.uk/products/digital_maps/data_625k.html) and reproduced with the permission of the British Geological Survey ©NERC. All rights Reserved

Heritage Gateway, 2014, Information obtained from [http://www.heritagegateway.org.uk / Gateway/](http://www.heritagegateway.org.uk/Gateway/)

Tipper, J., 2014, *Brief for a Trenched Archaeological Evaluation at The Old Toll House, Hayland Drove, West Row, Mildenhall*, Unpublished grey literature, Bury St Edmunds: SCCAS Conservation Team

## Appendix 1. Abridged written scheme of investigation

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# The Old Toll House, West Row, Mildenhall MNL 711

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

**Client: Kevin and Maggie Murray**

Suffolk County Council Archaeological Service Field Team

Author: Andrew Tester

June 2014

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## Project details

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Planning Application No:	F/2013/0010/FUL
Curatorial Officer:	Dr Jess Tipper
Grid Reference:	TL 645 762
HER Event No/Site Code:	MNL 711
Oasis Reference:	1-181078
Project Start date	09/06/2014
Project Duration:	1-2 days
Client/Funding Body:	Kevin and Maggie Murray
SCCAS/FT Project Manager	Andrew Tester
SCCAS/FT Project Officer:	TBA
SCCAS/FT Job Code:	MILDOTH001

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# 1. Introduction

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- A program of archaeological evaluation is required, by a condition on planning application F/2013/0010/FUL for residential development AT THE Old Toll House, West Row, Mildenhall. (Fig. 1), to assess the site for heritage assets in accordance with paragraph 141 of the National Planning Policy Framework.
- The work required is detailed in a Brief and Specification (dated 2/06/2014), produced by the archaeological adviser to the Local Planning Authority (LPA), Dr Jess Tipper of Suffolk County Council Archaeological Service Conservation Team (SCCAS/CT).
- Suffolk County Council Archaeological Service Field Team (SCCAS/FT) has been contracted to carry out the project. This document details how the requirements of the Brief and general SCCAS/CT guidelines (SCCAS/CT 2011) will be met, and has been submitted to SCCAS/CT for approval on behalf of the LPA. It provides the basis for measurable standards and will be adhered to in full, unless otherwise agreed with SCCAS/CT.

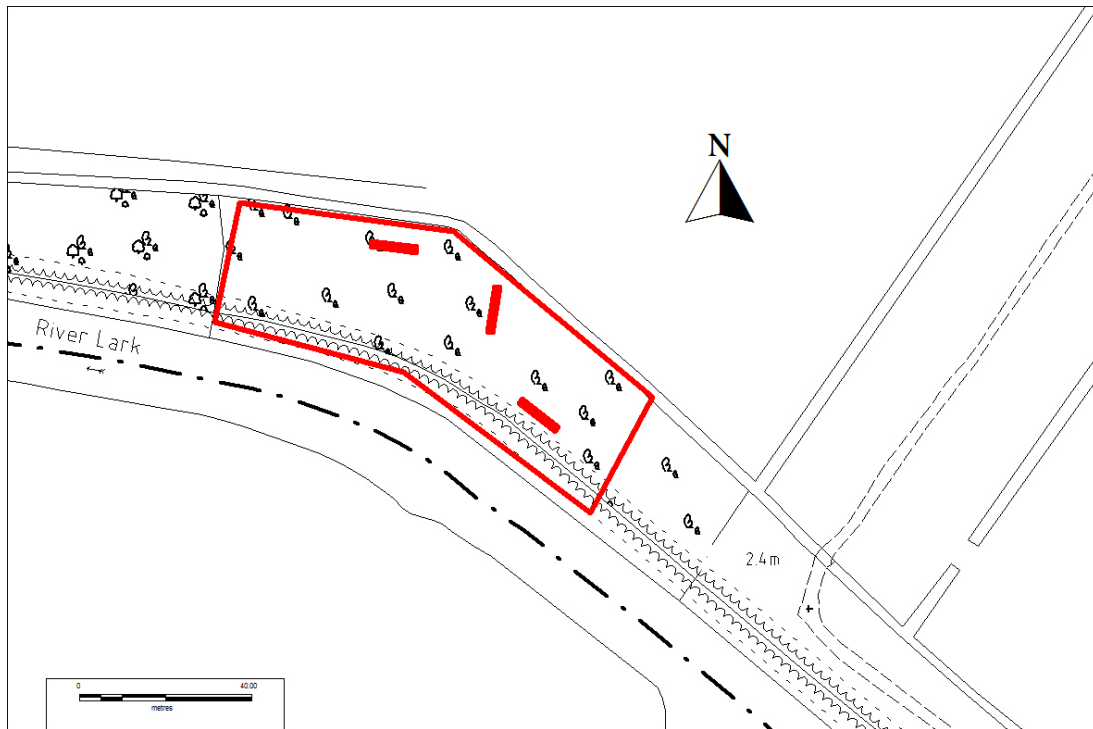
## The Site

- The site, lies alongside the levee for the river Lark (TL 645 742); currently the land is given over to vegetation and separated by an open ditch from arable fields.
- The site is situated at a height of 2 – 3mOD above Ordnance Datum. The site is fairly level including the approach road from Hayland Drove to the east.
- The site geology is recorded as well drained calcareous, coarse and fine loamy soils (Ordnance Survey 1983), over superficial Head deposits of clay, silt, sand and gravel which in turn overlie chalk bedrock of the Lewes Nodular Chalk Formation, Seaford Chalk Formation, Newhaven Chalk Formation And Culver Chalk Formation (Undifferentiated) (British Geological Survey website).
- The proposed development consists of a single residential property, with a detached double garage and associated access.

## Archaeological and historical background

- The condition has been placed as the site lies in an area of archaeological interest, with significant evidence of prehistoric occupation close by: MNL 426, MNL 430, MNL431, MNL432.

Figure 1. Location maps - **REMOVED**



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Figure 2. Proposed trench locations

## 2. Project Objectives

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



### 3. Archaeological method statement

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#### Management

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

#### Project preparation

- An event number has been obtained from the Suffolk HER Officer (MNL711) and will be included on all future project documentation.
- An OASIS online record has been initiated and key fields in details, location and creator forms have been completed .
- A pre-site inspection and Risk Assessment for the project has been completed.

#### Fieldwork

- Fieldwork standards will be guided by 'Standards for Field Archaeology in the East of England', EAA Occasional Papers 14, and the Institute For Archaeology's (IFA) paper 'Standard and Guidance for archaeological field evaluation', revised 2008.
- The archaeological fieldwork will be carried out by members of SCCAS/FT led by An experienced Project Officer TBA. The fieldwork team will be drawn from a pool of suitable staff at SCCAS/FT and will include aN experienced metal detectorist/excavator.
- The project Brief requires the application area to be evaluated by the excavation of 3 10m trenches across the areas of proposed development. A proposed trench plan is included below (Fig. 2). If necessary minor modifications to the trench plan may be made onsite to respect any previously unknown buried services, areas of disturbance/contamination or other obstacles.
- The trench locations will be recorded using GPS.
- The trenches will be excavated using a machine equipped with a back-acting arm and toothless ditching bucket (measuring at least 1.6m wide), under the supervision of an archaeologist. This will involve the removal of an estimated 0.5m-0.8m of topsoil and modern deposits until the first visible archaeological surface or subsoil surface is reached.
- Spoilheaps will be created adjacent to each trench and topsoil and subsoil will be kept separate if required. Spoilheaps will be examined and metal-detected for archaeological material.
- The trench sides, base and archaeological surfaces will be cleaned by hand as necessary to identify archaeological deposits and artefacts and allow decisions to be made on the method of further investigation by the Project Officer. Further use of the machine, i.e. to investigate thick sequences of deposits by excavation of test pits etc, may be undertaken as necessary after consultation with SCCAS/CT.
- There will be a presumption that a minimum of disturbance will be caused whilst achieving adequate evaluation of the site, i.e. establishing the period, depth and nature of archaeological deposits. Typically 50% of discrete features such as pits and 1m slots across linear features will be sampled by hand excavation, although in some instances 100% may be removed, with the aim of establishing date and function. All identified features will be investigated by excavation unless otherwise agreed with SCCAS/CT. Significant archaeological features such as solid or bonded structural remains, building slots or postholes will be preserved intact if possible.
- Any fabricated surface (floors, yards etc) will be fully exposed and cleaned.
- The depth and nature of colluvial or other masking deposits across the site will be recorded.
- Metal detector searches of trenches and archaeological deposits will take place throughout the evaluation by an experienced SCCAS/FT metal-detectorist.
- An overall site plan showing trench locations, feature positions, sections and levels will be made using an RTK GPS or Total Station Theodolite. Individual detailed trench or feature plans etc will be recorded by hand at 1:10, 1:20 or 1:50 as appropriate to complexity. All excavated sections will be recorded at a scale of 1:10 or 1:20, also as appropriate to complexity. All such drawings will be

in pencil on A3 pro forma gridded permatrace sheets. All levels will refer to Ordnance Datum. Section and plan drawing registers will be maintained.

- All trenches, archaeological features and deposits will be recorded using standard pro forma SCCAS/FT registers and recording sheets and numbering systems. Record keeping will be consistent with the requirements of the Suffolk HER and will be compatible with its archive.
- A photographic record, consisting of high resolution digital images, will be made throughout the evaluation.
- All pre-modern finds will be kept and no discard policy will be considered until all the finds have been processed and assessed. Finds on site will be treated following appropriate guidelines (Watkinson & Neal 2001) and a conservator will be available for on-site consultation as required.
- All finds will be brought back to the SCCAS/FT finds department at the end of each day for processing, quantifying, packing and, where necessary, preliminary conservation. Finds will be processed and receive an initial assessment during the fieldwork phase and this information will be fed back to site to inform the on-site evaluation methodology.
- Environmental sampling of archaeological contexts will, where possible, be carried out to assess the site for palaeoenvironmental remains and will follow appropriate guidance (English Heritage 2011). In order to obtain palaeoenvironmental evidence, bulk soil samples (of at least 40 litres each, or 100% of the context) will be taken using a combination of judgement and systematic sampling from selected archaeological features or natural environmental deposits, particularly those which are both datable and interpretable. All samples will be retained until an appropriate specialist has assessed their potential for palaeoenvironmental remains. Decisions will be made on the need for further analysis following these assessments.
- If human remains are encountered guidelines from the Ministry of Justice will be followed. Human remains will be treated at all stages with care and respect, and will be dealt with in accordance with the law and the provisions of Section 25 of the Burial Act 1857. The evaluation will attempt to establish the extent, depth and date of burials whilst leaving remains *in situ*. If human remains are to be lifted, for instance if analysis is required to fully evaluate the site, then a Ministry of Justice license for their removal will be obtained in advance. In such cases appropriate guidance (McKinley & Roberts 1993, Brickley & McKinley 2004) will be followed and, on completion of full recording and analysis, the remains, where appropriate, will be reburied or kept as part of the project archive.
- In the event of unexpected or significant deposits being encountered on site, the client and SCCAS/CT will be informed. Such circumstances may necessitate changes to the Brief and hence evaluation methodology, in which case a new archaeological quotation will have to be agreed with the client, to allow for the recording of said unexpected deposits. If an evaluation is aborted, i.e. because unexpected deposits have made development unviable, then all exposed archaeological features will be recorded as usual prior to backfilling and a report produced.
- Trenches will not be backfilled without the prior approval of SCCAS/CT. Trenches will be backfilled, subsoil first then topsoil, and compacted to ground-level, unless otherwise specified by the client. Original ground surfaces will not be reinstated but will left as neat as practicable.

## Post-excavation

- The post-excavation finds work will be managed by the SCCAS/FT Finds Team Manager, Richenda Goffin, with the overall post-excavation managed by Andrew Tester. Specialist finds staff, whether internal SCCAS/FT personnel or external specialists, are experienced in local and regional types and periods for their field.
- Finds will be processed and marked (HER site code and context number) following Institute for Conservation (ICON) guidelines and the requirements of the Suffolk HER. For the duration of the project all finds will be stored according to their material requirements in the SCCAS Archaeological Stores at Bury St. Edmunds or Ipswich. Metal finds will be stored in accordance with ICON) guidelines, *initially recorded and assessed for significance* before dispatch to a conservation laboratory within 4 weeks of the end of the excavation. All pre-modern silver, copper alloy and ferrous metal artefacts and coins will be x-rayed if necessary for identification. Sensitive finds will be conserved if necessary and deposited in bags/boxes suitable for long term storage to ICON standards. All coins will be identified to a standard acceptable to normal numismatic research.
- All on-site derived site data will be entered onto a digital (Microsoft Access) SCCAS/FT database compatible with the Suffolk HER.
- Bulk finds will be fully quantified and the subsequent data will be added to the digital site database. Finds quantification will fully cover weights and numbers of finds by context and will include a clear statement for specialists on the degree of apparent residuality observed.

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

## Report

- A full written report on the fieldwork will be produced, consistent with the principles of MoRPHE (English Heritage 2006), to a scale commensurate with the archaeological results. The report will contain a description of the project background, location plans, evaluation methodology, a period by period description of results, finds assessments and a full inventory of finds and contexts. The report will also include scale plans, sections drawings, illustrations and photographic plates as required.
- The objective account of the archaeological evidence will be clearly separated from an interpretation of the results, which will include a discussion of the results in relation to relevant known sites in the region that are recorded in the Suffolk HER and other readily available documentary or cartographic sources.
- The report will include a statement as to the value, significance and potential of the site and its significance in the context of the Regional Research Framework for the East of England (Brown and Glazebrook, 2000, Medlycott 2011). This will include an assessment of potential research aims that could be addressed by the site evidence.
- The report will contain sufficient information to stand as an archive report should further work not be required.
- The report may include SCCAS/FT's opinion as to the necessity for further archaeological work to mitigate the impact of the sites development. The final decision as to whether any recommendations for further work will be made however lies solely with SCCAS/CT and the LPA.
- The report will include a summary in the established format for inclusion in the annual '*Archaeology in Suffolk*' section of the Proceedings of the Suffolk Institute of Archaeology and History.
- A copy of this Written Scheme of investigation will be included as an appendix in the report.
- The report will include a copy of the completed project OASIS form as an appendix.
- An unbound draft copy of the report will be submitted to SCCAS/CT for approval within 4 weeks of completion of fieldwork.

## Project archive

- On approval of the report a printed and bound copy will be lodged with the Suffolk HER. A digital .pdf file will also be supplied, together with a digital and fully georeferenced vector plan showing the application area and trench locations, compatible with MapInfo software.
- The online OASIS form for the project will be completed and a .pdf version of the report uploaded to the OASIS website for online publication by the Archaeological Data Service. A paper copy of the form will be included in the project archive.
- A second bound copy of the report will be included with the project archive (see below).
- Two printed and bound copies of the approved report will be supplied to the client, together with our final invoice for outstanding fees. A digital .pdf copy will be supplied on request.
- The project archive, consisting of the complete artefactual assemblage, and all paper and digital records, will be deposited in the SCCAS Archaeological Store at Bury St Edmunds within 6 months of completion of fieldwork. The project archive will be consistent with MoRPHE (English Heritage 2006) and ICON guidelines. The project archive will also meet the requirements of SCCAS (SCCAS/CT 2010).
- All physical site records and paperwork will be labelled and filed appropriately. Digital files will be stored in the relevant SCCAS archive parish folder on the SCC network site.

- The project costing includes a sum to meet SCCAS archive charges. A form transferring ownership of the archive to SCCAS will be completed and included in the project archive.
- If the client, on completion of the project, does not agree to deposit the archive with, and transfer to, SCCAS, they will be expected to either nominate another suitable depository approved by SCCAS/CT or provide as necessary for additional recording of the finds archive (such as photography and illustration) and analysis. A duplicate copy of the written archive in such circumstances would be deposited with the Suffolk HER.
- Exceptions from the deposition of the archive described above include:
  - Objects that qualify as Treasure, as detailed by the Treasure Act 1996. The client will be informed as soon as possible of any such objects are discovered/identified and the find will be reported to SCCAS/CT and the Suffolk Finds Liaison Officer and hence the Coroner within 14 days of discovery or identification. Treasure objects will immediately be moved to secure storage at SCCAS and appropriate security measures will be taken on site if required. Any material which is eventually declared as Treasure by a Coroners Inquest will, if not acquired by a museum, be returned to the client and/or landowner. Employees of SCCAS, or volunteers etc present on site, will not be eligible for any share of a treasure reward.
  - Other items of monetary value in which the landowner or client has expressed an interest. In these circumstances individual arrangements as to the curation and ownership of specific items will be negotiated.
  - Human skeletal remains. The client/landowner by law will have no claim to ownership of human remains and any such will be stored by SCCAS, in accordance with a Ministry of Justice licence, until a decision is reached upon their long term future, i.e. reburial or permanent storage.

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

## 4. Project Staffing

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### Management

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SCCAS/FT Manager	Dr Rhodri Gardner
SCCAS/FT Project Manager	Andrew Tester
SCCAS/FT Finds Dept	Richenda Goffin

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### Fieldwork

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

Name	Job Title	First Aid	Other skills/qualifications
Andrew Beverton	Project Officer	Yes	Surveyor
John Sims	Supervisor	Yes	
Tim Carter	Project Assistant		Metal detectorist

### Post-excavation and report production

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

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Graphics	Beata Wieczorek-Olesky
Illustration	Donna Wreathall
Post Roman pottery and CBM	Richenda Goffin
Roman Pottery	Cathy Tester, Stephen Benfield
Environmental sample processing	Anna West
Finds Processing	Jonathan Van Jennians

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

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

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# WSI Appendix 1. Health and Safety

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## 1. Introduction

The project will be carried out following Suffolk County Council Health and Safety Policies at all times.

All staff will be aware that they have a responsibility to:

- Take care of their own health and safety and that of others who maybe affected by what they do, or fail to do, at work.
- Follow safe systems of work and other precautions identified in the risk assessment.
- Report any changes to personal circumstances that may affect their ability to work safely.
- Report potential hazards, incidents and near misses to the Project Officer/supervisor.

A pre-site inspection has been made of the site and applicable SCCAS/FT Risk Assessments for the project are included below.

All SCCAS/FT staff are experienced in working on a variety of archaeological sites and permanent staff all hold a CSCS (Construction Skills Certification Scheme) card. All staff have been shown the SCCAS Health and Safety Manual, copies of which are held at the SCCAS/FT offices in Ipswich and Bury St Edmunds. All staff will read the site WSI and Risk Assessments and receive a site safety induction from the Project Officer prior to starting work. All staff will be issued with appropriate PPE.

From time to time it may be necessary for site visits by other SCCAS/FT staff, external specialists, SCCAS/CT staff or other members of the public. All such staff and visitors will be issued with the appropriate PPE and will undergo the required inductions. Site staff, official visitors and volunteers are all covered by Suffolk County Council insurance policies. SCC also has professional negligence insurance. Copies of these policies are available on request.

## 2. Specific site issues

### Welfare facilities

Due to the limited nature of the project, it is proposed that SCCAS/FT staff will work from their vehicle and use client welfare facilities if available. Additional facilities, toilet, site accommodation etc, will be provided if the project is extended. Fresh, clean water for drinking and hand washing is carried in SCCAS vehicles. A vehicle will be on site at all times.

### First Aid

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

### Site access and security

Access to the site is via Hayland Drove.

### Deep excavation

Due to Health and Safety considerations, excavations will be limited to a maximum depth of 1.2m below existing ground level unless the trench is stepped or shored. In practice the trench is likely to be c.0.5m-0.8m deep unless thick modern build up deposits are encountered.

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

### Contaminated ground

Details of any ground contamination have not been provided by the client. If any such is identified then groundworks will cease until adequate safety and environmental precautions are in place.

Advice will be sought from HSE and relevant authorities if required concerning any of these issues.

### **Hazardous Substances**

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

### **Underground services**

The client has indicated that there are no known services crossing the site. Trench positions will be laid out in advance with reference to any service plan supplied and a CAT scanner used prior to excavation.

### **Overhead Powerlines**

No overhead powerlines cross the site.

### **Personal Protective Equipment (PPE)**

The following PPE is issued to all site staff as a matter of course. Additional PPE will be provided if deemed necessary.

- Hard Hat (to EN397).
- High Visibility Clothing (EN471 Class 2 or greater).
- Safety Footwear (EN345/EN ISO 20346 or greater – to include additional penetration-resistant midsole).
- Gloves (to EN388).
- Eye Protection (safety glasses to at least EN 166 1F).

### **Environmental impact/constraints**

Suffolk County Council maintains an internal Environmental Management System run in accordance with the ISO14001 standard by a dedicated EMS officer. The council has a publicly available [Environment Policy](#), which commits us to meeting all relevant regulatory, legislative and other requirements, preventing pollution, and to continually improving our environmental performance.

All existing and new SCCAS subcontractors are issued annually with the SCC Environmental Guidance Note For Contractors.

On site the SCCAS Project Officer will monitor environmental issues and will alert staff to possible environmental concerns. In the event of spillage or contamination, e.g. from plant or fuel stores, EMS reporting and procedures will be carried out in consultation with Jez Meredith (SCCAS/FT EMS Officer).

The plant machinery will be well serviced and be as quiet a model as is practicable. It will come equipped with appropriate spill kit and drip trays. It will only refuel in a single designated area, as defined by the SCCAS. All refuelling will be carried out using electrically operated pumps and will only be done when drip trays are deployed.

The client has not informed SCCASFT of any environmental constraints upon the development area.

All rubbish will be bagged and removed either to areas designated by the client or returned to SCCAS for disposal.

Water will not be pumped into any water course, storm drain etc without prior consent from the Environment Agency. Procedures for dealing with contamination from fuel spills or sediments will be closely followed.

Trenching will be placed to minimise damage to sensitive flora and fauna or their habitats. All trenching will avoid the 'precautionary area' of any trees, this being the distance from the tree equal to 4 times the circumference of the tree at a height of 1.5m above ground level ( National Joint Utilities Group, 1995, Guidelines for the planning, installation and maintenance of utility services in proximity to trees).

### 3. Project Contacts

#### SCCAS/FT

SCCAS/FT Manager	Dr Rhodri Gardner	01473 581473
SCCAS/FT Project Manager	Andrew Tester	01284 741248
SCCAS/FT Finds Dept	Richenda Goffin	01284 741233
SCCAS/FT H&S	Stuart Boulter	01473 583290
SCCAS/FT EMS	Jezz Meredith	01473 583288
SCCAS/FT Outreach Officer	Duncan Allan	01473 583288

#### Emergency services

Local Police	Raingate Street, Bury St Edmunds, IP33 2AP	101
Local GP	Angel Hill Surgery, 1 Angel Hill, Bury St Edmunds, Suffolk, IP33 1LU	01284 753008
Location of nearest A&E	West Suffolk Hospital, Hardwick Lane, Bury St. Edmunds, Suffolk, IP33 2QZ	01284 713000
Environment Agency	Customer Services Line (8am to 6pm) 24 hour Emergency Hotline	03708 506 506 0800 807060
Essex and Suffolk Water	24 hour Emergency Hotline	<b>0845 782 0999</b>
National Gas Emergency Service	Gas emergency hotline	0800 111 999
UK Power Networks	East England electricity emergency hotline	0800 783 8838
Anglian Water	24 hour Emergency Hotline	08457 145 145

#### Client contacts

Client	Kevin and Maggie Murray	
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#### Archaeological contacts

Curator	Dr Jess Tipper	01284 741231
Consultant		
EH Regional Science Advisor	Zoe Outram	01223 582707

#### Sub-contractors

Plant hire	TBA	
Misc. Equipment hire		
Toilet/facilities hire		

#### Other

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



#### 4. Risk Assessments - **REMOVED**

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

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



### The Archaeological Service, Conservation Team

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

## Brief for a Trenched Archaeological Evaluation

AT

The Old Toll House, Hayland Drove, West Row, Mildenhall

**PLANNING AUTHORITY:** Forest Heath District Council

**PLANNING APPLICATION NUMBER:** F/2013/0010/FUL

**SHER NO. FOR THIS PROJECT:** To be arranged

**GRID REFERENCE:** TL 645 763

**DEVELOPMENT PROPOSAL:** New dwelling, garage and access

**THIS BRIEF ISSUED BY:** Jess Tipper  
Tel. : 01284 741225  
E-mail: jess.tipper@suffolk.gov.uk

**Date:** 2 May 2014

### Summary

- 1.1 The Local Planning Authority (LPA) has been advised that any planning consent should be conditional upon an agreed programme of archaeological investigation in accordance with a Written Scheme of Investigation which has been submitted to and approved in writing by the LPA.
- 1.2 This brief stipulates the minimum requirements for the archaeological investigation, and should be used in conjunction with SCCAS/CT's Requirements for Archaeological Evaluation 2012 Ver 1.1. These should be used to form the basis of the WSI.
- 1.3 The archaeological contractor, commissioned by the applicant, must submit a copy of their WSI to SCCAS/CT for scrutiny, before seeking approval from the LPA.
- 1.4 Following acceptance by SCCAS/CT, it is the commissioning body's responsibility to submit the WSI to the LPA for formal approval. No fieldwork should be undertaken on site without the written approval of the LPA.
- 1.5 The WSI should be approved before costs are agreed with the commissioning client, in line with Institute for Archaeologists' guidance. Failure to do so could result in additional and unanticipated costs.

- 1.6 The WSI will *provide the basis for measurable standards* and will be used to establish whether the requirements of the brief will be adequately met. If the approved WSI is not carried through in its entirety (unless a variation is agreed by SCCAS/CT), the evaluation report may be rejected.
- 1.7 Decisions on the need for any further archaeological investigation (e.g. excavation) will be made by SCCAS/CT, in a further brief, based on the results presented in the evaluation report. Any further investigation must be the subject of a further WSI, submitted to SCCAS/CT for scrutiny and formally approved by the LPA.

### **Archaeological Background**

- 2.1 This proposal is located within a known archaeological site, recorded in the Suffolk Historic Environment Record, and adjacent to many other recorded sites (HER nos. MNL 326, MNL 430 and MNL 432). There is high potential for the discovery of below-ground heritage assets of archaeological interest.

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

- 3.1 A linear trenched evaluation is required of the development area to enable the archaeological resource, both in quality and extent, to be accurately quantified.
- 3.2 Trial Trenching is required to:
  - Identify the date, approximate form and purpose of any archaeological deposit, together with its likely extent, localised depth and quality of preservation.
  - Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.
  - Establish the potential for the survival of environmental evidence.
  - Establish the suitability of the area for development.
  - Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.
- 3.3 Three linear trial trenches, each 10.00m long x 1.80m wide, are to be excavated to cover the site of the proposed development.
- 3.4 A scale plan showing the proposed location of the trial trenches should be included in the WSI and the detailed trench design must be approved by SCCAS/CT before fieldwork begins.

### **Arrangements for Archaeological Investigation**

- 4.1 The composition of the archaeological contractor's staff must be detailed and agreed by SCCAS/CT, including any subcontractors/specialists. Ceramic specialists, in particular, must have relevant experience from this region, including knowledge of local ceramic sequences.
- 4.2 All arrangements for the evaluation of the site, the timing of the work and access to the site, are to be defined and negotiated by the archaeological contractor with the commissioning body.

- 4.3 The project manager must also carry out a risk assessment and ensure that all potential risks are minimised, before commencing the fieldwork. The responsibility for identifying any constraints on fieldwork (e.g. designated status, public utilities or other services, tree preservation orders, SSSIs, wildlife sites and other ecological considerations rests with the commissioning body and its archaeological contractor.

### **Reporting and Archival Requirements**

- 5.1 The project manager must consult the Suffolk HER Officer to obtain an event number for the work before fieldwork commences. This number will be unique for each project or site and must be clearly marked on all documentation relating to the work.
- 5.2 An archive of all records and finds is to be prepared and must be adequate to perform the function of a final archive for deposition in the Archaeological Service's Store or in a suitable museum in Suffolk.
- 5.3 It is expected that the landowner will deposit the full site archive, and transfer title to, the Archaeological Service or the designated Suffolk museum, and this should be agreed before the fieldwork commences. The intended depository should be stated in the WSI, for approval.
- 5.4 The project manager should consult the intended archive depository before the archive is prepared regarding the specific requirements for the archive deposition and curation, and regarding any specific cost implications of deposition. The intended depository must be prepared to accept the entire archive resulting from the project (both finds and written archive) in order to create a complete record of the project. A clear statement of the form, intended content, and standards of the archive is to be submitted for approval as an essential requirement of the WSI.
- 5.5 A report on the fieldwork and archive must be provided. Its conclusions must include a clear statement of the archaeological value of the results, and their significance. The results should be related to the relevant known archaeological information held in the Suffolk HER.
- 5.6 An opinion as to the necessity for further evaluation and its scope may be given, although the final decision lies with SCCAS/CT. No further site work should be embarked upon until the evaluation results are assessed and the need for further work is established.
- 5.7 Following approval of the report by SCCAS/CT, a single hard copy of the report as well as a digital copy of the approved report should be marked for the attention of the archaeological officer, who will deposit it with the HER.
- 5.8 Where appropriate, a copy of the approved report should be sent to the local archaeological museum, whether or not it is the intended archive depository. A list of local museums can be obtained from SCCAS/CT or online (<http://www.suffolkmuseums.org/suffolk1/cgi-bin/index.cgi>).
- 5.9 All parts of the OASIS online form <http://ads.ahds.ac.uk/project/oasis/> must be completed and a copy must be included in the final report and also with the site archive. A digital copy of the report should be uploaded to the OASIS website.

- 5.10 Where positive results are drawn from a project, a summary report must be sent to the archaeological officer, suitable for inclusion in the annual 'Archaeology in Suffolk' section of the *Proceedings of the Suffolk Institute of Archaeology and History*. This summary should be included in the project report, or submitted to SCCAS/CT by the end of the calendar year in which the work takes place, whichever is the sooner.

## Standards and Guidance

Detailed requirements are to be found in our Requirements for Archaeological Evaluation 2012 Ver 1.1 and in SCCAS Archive Guidelines 2010. These can be downloaded from: <http://www.suffolk.gov.uk/libraries-and-culture/culture-and-heritage/archaeology/>

Standards, information and advice to supplement this brief are to be found in *Standards for Field Archaeology in the East of England*, East Anglian Archaeology Occasional Papers 14, 2003. This can be downloaded from: <http://www.eaareports.org.uk/Regional%20Standards.pdf>

The Institute for Archaeologists' *Standard and Guidance for archaeological excavation* (revised 2008) should be used for additional guidance in the execution of the project and in drawing up the report. This can be downloaded from: <http://www.archaeologists.net/codes/ifa>

## Notes

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

**This brief remains valid for one year. If work is not carried out in full within that time this document will lapse; the brief may need to be revised and re-issued to take account of new discoveries, changes in policy and techniques.**



# OASIS DATA COLLECTION FORM: England

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**OASIS ID: suffolkc1-181078**

### Project details

Project name	MNL 711 The Old Toll House Evaluation, West Row, Mildenhall
Short description of the project	An archaeological evaluation was carried out at the site of the old Toll House, Hayland Drove, West Row, Mildenhall, in Suffolk. No archaeological features or finds were recorded. One trench was excavated and this revealed a foundation and make-up layer of compacted chalk rubble that was the foundations of the former Toll House. A deposit of buried topsoil was also recorded.
Project dates	Start: 04-07-2014 End: 04-07-2014
Previous/future work	No / No
Any associated project reference codes	suffolkc1-181078 - OASIS form ID
Any associated project reference codes	MNL 711 - HER event no.
Any associated project reference codes	MNL 711 - Sitecode
Any associated project reference codes	F/2013/0010/FUL - Planning Application No.
Type of project	Field evaluation
Site status	None
Current Land use	Vacant Land 1 - Vacant land previously developed
Monument type	NONE None
Significant Finds	NONE None
Methods & techniques	""Sample Trenches""
Development type	Small-scale (e.g. single house, etc.)
Prompt	National Planning Policy Framework - NPPF
Position in the	After full determination (eg. As a condition)

planning process

### **Project location**

Country England  
Site location SUFFOLK FOREST HEATH MILDENHALL MNL 711 The Old Toll House Evaluation, Hayland Drove, West Row  
Postcode IP28 8QU  
Study area 120.00 Square metres  
Site coordinates TL 6460 7629 52.3594899205 0.4174771098 52 21 34 N 000 25 02 E Point  
Height OD / Depth Min: 0.13m Max: 0.31m

### **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 Dr Jess Tipper  
Project director/manager Andrew Tester  
Project supervisor Rob Brooks  
Type of sponsor/funding body Private Owner  
Name of sponsor/funding body Kevin and Maggie Murray

### **Project archives**

Physical Archive Exists? No  
Digital Archive recipient Suffolk County Council Archaeological Service  
Digital Archive ID MNL 711  
Digital Contents "other", "none"  
Digital Media available "Database", "Images raster / digital photography", "Survey", "Text"  
Paper Archive recipient Suffolk County Council Archaeological Service  
Paper Archive ID MNL 711  
Paper Contents "none", "other"  
Paper Media available "Context sheet", "Report"

### **Project bibliography 1**



Publication type Grey literature (unpublished document/manuscript)

Title The Old Toll House, West Row, Mildenhall, MNL 711, Archaeological Evaluation Report

Author(s)/Editor(s) Brooks, R.

Other bibliographic details 2014/081

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## OASIS:

Please e-mail English Heritage for OASIS help and advice

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# Archaeological services Field Projects Team

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**Contact:**

**Rhodri Gardner**

**Tel: 01473 265879**

**[rhodri.gardner@suffolk.gov.uk](mailto:rhodri.gardner@suffolk.gov.uk)**

**[www.suffolk.gov.uk/Environment/Archaeology/](http://www.suffolk.gov.uk/Environment/Archaeology/)**