



Ropers Farm, Church Road Mendlesham, Suffolk

Client:
SJB Designs

Date:
October 2015

MDS 181
Archaeological Evaluation Report
SACIC Report No. 2015/071
Author: Michael Green
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**Ropers Farm, Church Road,
Mendlesham
MDS 181**

Archaeological Evaluation Report

SACIC Report No. 2015/071

Author: Michael Green

Illustrators: Michael Green and Beata Wieczorek-Oleksy

Editor: Richenda Goffin

Report Date: 10/2015

HER Information

Site Code: MDS 181
Site Name: Ropers Farm, Church Road, Mendlesham
Report Number 2015/071
Planning Application No: 2816/14
Date of Fieldwork: 1st October 2015
Grid Reference: TM 1058 6563
Oasis Reference: Suffolka1-217977
Curatorial Officer: Rachael Abraham
Project Officer: Michael Green
Client/Funding Body: SJB Designs

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 Suffolk Archaeology CIC. 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 Archaeology CIC 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: Michael Green

Date: October 2015

Approved By:

Position:

Date:

Signed:

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Summary

An archaeological evaluation by trial trenching was carried out by Suffolk Archaeology at Ropers Farm, Church Road, Mendlesham. The evaluation assessed 5% of a small parcel of land covering 0.14ha for archaeological evidence.

The works consisted of two trenches, one aligned north to south and one aligned east to west measuring 40m in total length. The evaluation showed that the recent farmyard (which was the evaluated area) and associated barn buildings had seen a lot of recent activity (late 20th to 21st century). The evaluation trenches revealed three large pits occupying at least 80% of the trenched area. The pits contained farmyard waste including plastic bags, concrete and iron. These pits were in excess of 1m in depth and any archaeological evidence that may have been present has been removed.

Drawing Conventions

Plans

- Limit of Excavation - - - - -
- Features _____
- Break of Slope
.....
- Features - Conjectured - - - - -
- Natural Features
.....
- Sondages/Machine Strip - - - - -
- Intrusion/Truncation - - - - -
- Illustrated Section S.14
- Cut Number 0008
- 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  0008
- Deposit Number 0007
- Ordnance Datum 18.45m OD

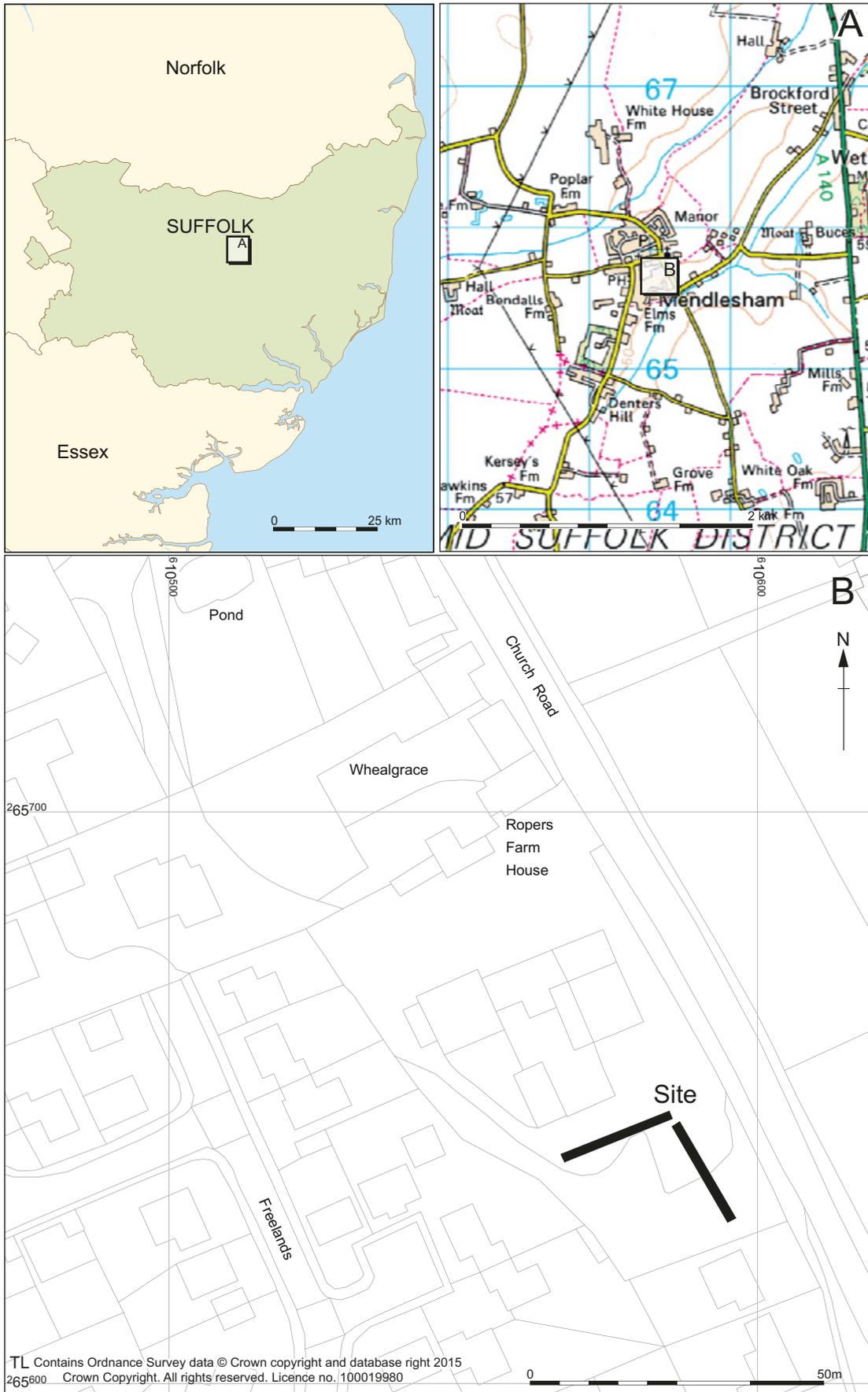

1. Introduction

An archaeological evaluation to assess the impact of proposed development on potential heritage assets on land at Ropers Farm, Church Road, Mendlesham (Fig. 1) was carried out on 1st of October 2015 to meet a condition on planning application 2816/14, in accordance with paragraph 141 of the National Planning Policy Framework. The work required was detailed in a Brief (dated 14/07/2015), produced by the archaeological adviser to the Local Planning Authority (LPA), Rachael Abraham of Suffolk County Council Historic Environment Team (SCC/HET). The project was commissioned by SJB Designs.

The proposed residential development of two properties lies within the old farmyard of Ropers Farm next to the current barn structures. The site was mixed grass and concrete and tarmac hard standing. Previous work on the site had already disturbed areas around the proposed layout area of Trench 2 creating a large spoil heap. Trench 2 was then moved approximately 5m to the south to avoid this disturbance.

2. Geology and topography

The site lies within the area of Ropers Farm which is situated on the southern edge of Mendlesham village at a height of 50m OD. The geology of the site comprises chalky till overlain by slowly permeable seasonally waterlogged fine loam and clayey soils.



3. Archaeology and historical background

The site is located on the eastern side of the current village, within the historic settlement core (HER no. MDS 156) and close to the medieval church (MDS 146). There was therefore believed to be high potential for medieval and possibly earlier occupation deposits within the site. Below is a table showing the discussed HER entries shown on figure 2.

HER No.	Date	Nature of Evidence
MDS 156	Medieval	The medieval historic core of Mendlesham. The site is located within the known boundaries of this area.
MDS 142	Medieval	The listed church of St Mary is located 50m north of the site. It is believed to have medieval origins.
MDS 076	Medieval	A medieval scatter of artefacts was found under flooring. Located 150m to the north-west of the site.
MDS 079 MDS 135	Neolithic	Imported gravel for a driveway contained two Neolithic hand axe fragments. Located 130m to the north-west of the site.
MDS Misc	Roman	A surface find of a Roman pudding stone quern. Located 170m to the north-west of the site
MDS 161	Medieval	The listed medieval street frontage of Mendlesham. Located 170m to the north-west of the site.
MDS 144	Post-medieval	An evaluation found two post-medieval pits. Located 200m north-west of the site
MDS 158	Medieval	A monitoring located a single possible medieval ditch. Located 200m to the north-west of the site.
MDS 180	Medieval	Recent works at Ropers Farm on footing monitoring located two potential medieval ditches. Located 10m north outside of the site boundary.

Table 1. Summary of HER entries



Figure 2. Discussed HER entries

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4. Methodology

4.1. Management

- The project was managed by SACIC Project Officer Rhodri Gardener in accordance with the principles of *Management of Research in the Historic Environment* (MoRPHE, English Heritage 2006).

4.2. Project preparation

- An event number was obtained from the SHER (ESF23175) and site code (MDS 181) and is be included on all project documentation.
- An OASIS online record was initiated and key fields in details, location and creator forms completed.
- A pre-site inspection and Risk Assessment was completed.

4.3. Fieldwork

Introduction

- Fieldwork standards were guided by 'Standards for Field Archaeology in the East of England', EAA Occasional Papers 14, and the Chartered Institute For Archaeologists (CIFA) paper 'Standard and Guidance for archaeological field evaluation', 2014.
- The archaeological fieldwork was carried out by Simon Cass and Michael Green of SACIC and led by Project Officer Michael Green. The fieldwork began and concluded on the 1st of October 2015.

Finds recovery and metal detecting

- The topsoil and subsoil from each trench was visually scanned during excavation of the trenches and any finds were recovered. Visual inspection was also carried out of the spoil once it had been excavated from the trenches.

- Metal detecting was carried out on all spoil removed from the trenches and features by an experienced metal detectorist.

Trial trenching

- c.5% of the 0.14ha application was evaluated by 1.5m wide trial trenches; this amounted to 40m (70m²) of trenching. Trenches were positioned to sample all areas of the site.
- A minor modification to the trench plan was required for Trench 2 due to a large spoil heap and proximity to existing structures. The trench was moved 5m to the south.
- Trench locations were marked out using an RTK GPS system.
- The trenches were excavated using a machine equipped with a back-acting arm and toothless ditching bucket (measuring 1.5m wide), under the supervision of an archaeologist.
- Spoilheaps were created adjacent to each trench.
- An overall site plan showing trench locations, feature positions, sections and levels was made using an RTK GPS. An individual detailed trench plan for Trench 2 was recorded by hand at 1:50. All excavated sections were recorded at a scale of 1:20.
- All trenches, archaeological features and deposits were recorded using standard pro forma SACIC registers and recording sheets and numbering systems.
- A photographic record, consisting of high resolution digital images was made throughout the evaluation.
- Trenches were backfilled after approval of SCC/HET. Trenches were backfilled, subsoil first then topsoil, and compacted to ground-level.

4.4. Post-excavation

- No finds were found of reasonable date so no finds processing was required.
- All raw data from GPS or TST surveys was uploaded to the project folder, suitably labelled and kept as part of the project archive.
- All plan drawings were digitised for combination with the results of digital site

survey to produce a full site plan, compatible with MapInfo GIS software or export to .dxf format.

4.5. Project archive

- On approval of this report a printed and bound hard copy will be lodged with SCC/HET. A hard copy and digital .pdf file will also be supplied to the Suffolk HER, 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 has been completed and a .pdf version of the report uploaded to the OASIS website for online publication by the Archaeological Data Service. A copy of the form is included as Appendix 1.
- The project archive, consisting of the complete artefactual assemblage, and all paper and digital records, will be deposited with the Suffolk County Archaeological Store and ownership transferred within 6 months of completion of fieldwork. If SACIC is engaged to carry out any subsequent stages of fieldwork then deposition of the evaluation archive may be delayed until the full archive is completed. The project archive will be consistent with MoRPHE (English Heritage 2006), and ICON guidelines.



Figure 3. Trench plan

5. Results

Michael Green

5.1 Introduction

A total of two trenches were excavated (Fig. 3) to the natural geology of an orange silty clay. Only large modern features were present removing any archaeological deposits that may have been present. A full context list is included in Appendix 3.

5.2 Trench results

Trench 1

Trench 1 was located at the south end of the site running north-west to south-east. It was excavated through 0.1m of topsoil, 0.1-0.25m of tarmac and hard core and a maximum of 0.15m of subsoil (orange brown clay). It measured 20m in length, 1.5m in width and had a maximum depth at the south end of 0.5m. The trench contained a large modern pit.

Pit 0001

This pit was the only feature seen in Trench 1. It occupied at least 50% of the trench and measured 13.5m in length. It could also be seen in the east end of Trench 2. It contained one fill seen of the surface (0002) which was a mixed dark grey blue and mid brown soft clayey silt with frequent CBM (Ceramic building material) lumps and coal flecks. The fill contained modern materials including plastic, glass and iron.



Plate 1. Trench 1, looking north (1x2m and 1x1m scale)

Trench 2

Trench 2 was located just to the north of Trench 1 running east to west. It was excavated through 0.3-0.4m of modern hard core and tarmac and a maximum of 0.3m of subsoil (only seen at the far west of the trench). It measured 20m in length, 1.5m in width and had a maximum depth at the north end of 0.6m. The trench contained two large modern pits, one of which (0001) was also seen in Trench 1.

Pit 0001

A small portion of this pit was visible at the east end of the trench measuring 3m in width.

Pit 0003

This large modern pit was seen through most of the excavated trench. It measured 11m in length and contained one fill on the surface. Fill 0004 was a dark grey blue plastic silty clay. It contained wood, plastic bags, iron concrete and tarmac. It was not excavated.



Plate 2. Trench 2, looking east (1x1m and 1x2m scale)

6. Finds and environmental evidence

Modern

Both features seen in the evaluation contained modern material. Pit 0001 contained glass, iron, tarmac and plastic bailing twine, whilst pit 0003 contained plastic fertilizer bags, concrete, wood and iron drain covers.

No earlier residual finds were seen within the pits and all material was discarded on site.

7. Conclusions

The trial trenches revealed that extensive modern pitting was present in the evaluated area.

The two large pits seen were most likely waste pits located in the farmyard and have been in use up to very recently. This was proved by the modern plastic fertilizer bags seen within the fill of pit 0003.

These large features were seen cutting deep into the natural geology and have removed any evidence of any possible earlier features. No earlier residual finds were seen within the pit fills.

On this basis no further work is suggested by the author but the final decisions lies with the Suffolk County Council curatorial team.

9. Archive deposition

Paper and photographic archive: SACIC Needham Market

Digital archive: R:\Current Recording Projects\Mendlesham\MDS 181 Ropers Farm Evaluation\Report\Report Text

Digital photographic archive: R:\Current Recording Projects\Mendlesham\MDS 181 Ropers Farm Evaluation\Photographs

10. Acknowledgements

The fieldwork was carried out by Simon Cass and Michael Green and directed by Michael Green.

Project management was undertaken by Rhodri Gardener who also provided advice during the production of the report.

The report illustrations were created by Michael Green and Beata Wieczorek-Oleksy and the report was edited by Richenda Goffin.

11. Bibliography

Abraham, R., 2015, *Brief for a Trenched Archaeological Evaluation At Ropers Farm, Church Road, Mendlesham, Suffolk*, grey literature issued by Suffolk County Council Archaeological Service Conservation Team, dated 14th July, 2015

BGS, 2nd of October 2015, Information obtained from 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

Historic England, 2015, *Management of Research in the Historic Environment (MoRPHE)*.

Chartered Institute for Archaeologists, 2014, *Standard and Guidance for archaeological field evaluation*.

Medlycott, M. (Ed), 2011, *Research and Archaeology Revisited: A revised framework for the East of England*. EAA Occasional Paper 24.

SCCAS, 2010, *Deposition of Archaeological Archives in Suffolk*.

SCCAS, 2011, *Requirements for Trenched Archaeological Evaluation 2011, ver 1.2*.

Appendix 1. OASIS Record

OASIS DATA COLLECTION FORM: England

[List of Projects](#) | [Manage Projects](#) | [Search Projects](#) | [New project](#) | [Change your details](#) | [HER coverage](#) | [Change country](#) | [Log out](#)

[Printable version](#)

OASIS ID: suffolka1-217167

Project details

Project name	MDS 181, Ropers Farm, Mendlesham
Short description of the project	An archaeological evaluation by trial trenching was carried out by Suffolk Archaeology at Ropers Farm, Church Road, Mendlesham. The evaluation assessed 5% of a small parcel of land covering 0.14ha for archaeological evidence. The works consisted of two trenches, one aligned north to south and one aligned east to west measuring 40m in total length. The evaluation showed that the recent farm yard (which was the evaluated area) and associated barn buildings has seen a lot of recent activity (late 20th to 21st century). The evaluation trenches revealed three large pits occupying at least 80% of the trenched area. The pits contained farmyard waste including plastic bags, concrete and iron. These pits were in excess of 1m in depth and any archaeological evidence that may have been present has been removed.
Project dates	Start: 01-10-2015 End: 01-10-2015
Previous/future work	Yes / Not known
Any associated project reference codes	MDS 180 - Sitecode
Type of project	Field evaluation
Site status	None
Current Land use	Residential 1 - General Residential
Monument type	PIT Modern
Significant Finds	PLASTIC Modern
Methods & techniques	"Metal Detectors", "Sample Trenches"
Development type	Small-scale (e.g. single house, etc.)
Prompt	National Planning Policy Framework - NPPF
Position in the planning process	Not known / Not recorded

Project location

Country	England
Site location	

SUFFOLK MID SUFFOLK MENDLESHAM Ropers Farm, Church Road,
Mendlesham

Study area 0.14 Hectares

Site coordinates TM 1058 6563 52.247982188496 1.085171023726 52 14 52 N 001 05 06 E
Point

Height OD /
Depth Min: 50m Max: 51m

Project creators

Name of
Organisation Suffolk Archaeology CIC

Project brief
originator Local Authority Archaeologist and/or Planning Authority/advisory body

Project design
originator Rachael Abraham

Project
director/manager Rhodri Gardner

Project supervisor Michael Green

Type of
sponsor/funding
body Client

Name of
sponsor/funding
body SJB Designs

Project archives

Physical Archive
Exists? No

Digital Archive
recipient Suffolk HER

Digital Contents "none"

Digital Media
available "Database","Spreadsheets","Text"

Paper Archive
recipient Suffolk HER

Paper Contents "none"

Paper Media
available "Context sheet"

Entered by Michael Green (Michael.Green@suffolkarchaeology.co.uk)

Entered on 6 October 2015

Appendix 2. Context list

Context No	Feature No	Feature Type	Description/Interpretation	Finds	Overall Date	Env. Sample	Trench
0001	0001	Pit Cut	Large modern pit, not excavated Contained glass, iron and plastic bailing twine				1
0002	0001	Pit Fill	dark blue grey brown silty clay with occasional chalk and charcoal flecks and frequent CBM lump surface modern pit fill, contained plastic. Unexcavated				1
0003	0003	Pit Cut	very large modern pit with plastic, wood and iron modern farmyard pit with plastic fertilizer bags. Unexcavated				2
0004	0003	Pit Fill	Dark blue grey brown mixed silt and clay. Moderate modern CBM, iron and plastic surface fill seen in modern pit. Not excavated				2

Appendix 3. WSI and Brief



Ropers Farm, Church Road, Mendlesham

Written Scheme of Investigation

Trenched Evaluation

Date: July 2015

Prepared by: Simon Cass

Issued to: Rachael Abrahams (SCCAS Conservation Team)

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Summary Project Details

Site Name	Ropers Farm, Church Road
Site Location/Parish	Mendlesham
Grid Reference	TM 1058 6563
Access	Church Road
Planning Application No	2816/14
HER code	MDS 181
Event No.	ESF23175
OASIS ref.	Suffolka1-217977
Type:	Trial trench evaluation
Area	0.14ha
Project start date	1 st October
Fieldwork duration	1 day (estimated)
Number of personnel on site	Up to 3

Personnel and contact numbers

SACIC Project Manager	Rhodri Gardner	01449 900120
Project Officer (first point of on-site contact)	TBC	
Curatorial Officer	Rachael Abraham	01284 741232
Consultant		

Emergency contacts

Local Police	Suffolk Constabulary, Mid Suffolk Police Station Violet Hill Road Stowmarket, Suffolk IP14 1NJ	01473 613500
Location of nearest A&E	West Suffolk Hospital, Hardwick Lane, Bury St Edmunds, Suffolk, IP33 2QZ	01284 713000

Hire details

Plant:	Holmes Plant & Construction	01473 890766
Toilet Hire	TBC	TBC
Tool hire:	n/a	

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1. Background
2. Fieldwork
3. Post-excavation
4. Additional Considerations
5. Staffing

Figures

1. Site location
2. Trench layout

Appendices

1. Health and Safety Policy
2. Insurance Documentation

1. Background

- 1.1 Suffolk Archaeology have been asked by SJB Designs (on behalf of their client) 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 this trenched 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 whole site is covers c. 0.14ha, and is located at NGR TM 1058 6563 (Figure 1).
- 1.3 The present stage of work is being requested as a condition of planning application 2816/14 granted by Mid Suffolk District Council. The LPA has been advised that a programme of archaeological work should take place prior to development, in accordance with the National Planning Policy Framework (Para 141). The purpose of such work being the recording and advancement of understanding of any heritage assets present at the location before they are damaged or destroyed in the course of the development.
- 1.4 The archaeological investigation will be conducted in order to comply with a Brief produced for this specific planning condition by Rachael Abraham of the Suffolk County Council Archaeological Service (SCCAS) (dated 14th July 2015).
- 1.5 The application is within an area of significant archaeological potential, as suggested by the presence of sites recorded in the County HER. It is within the suggested extent of the medieval settlement core of Mendlesham (MDS 156) and also near to the medieval church (MDS 142). As a result, it is believed that there is a high potential for encountering early occupation deposits in this area.
- 1.6 The development proposal is for the construction of three new houses and redevelopment of standing farm buildings. The groundwork such construction would entail is liable to damage or destroy any potential heritage assets that may be present within the site. The purpose of the trial trenching is therefore to assess the archaeological potential of the development site prior to the commencement.
- 1.7 Trial trenching to cover 5% by area of the development site has been specified. This amounts to 70m². Linear trenches arranged in a systematic grid pattern are the most suitable way to sample a site of this nature. The detailed trenching rationale will be outlined in Section 2, below.
- 1.8 This WSI complies with the SCCAS/CT 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).
- 1.9 The research aims of this trial trench evaluation are as follows, as described in Section 4.2 of the SCCAS Conservation Team brief:

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

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

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

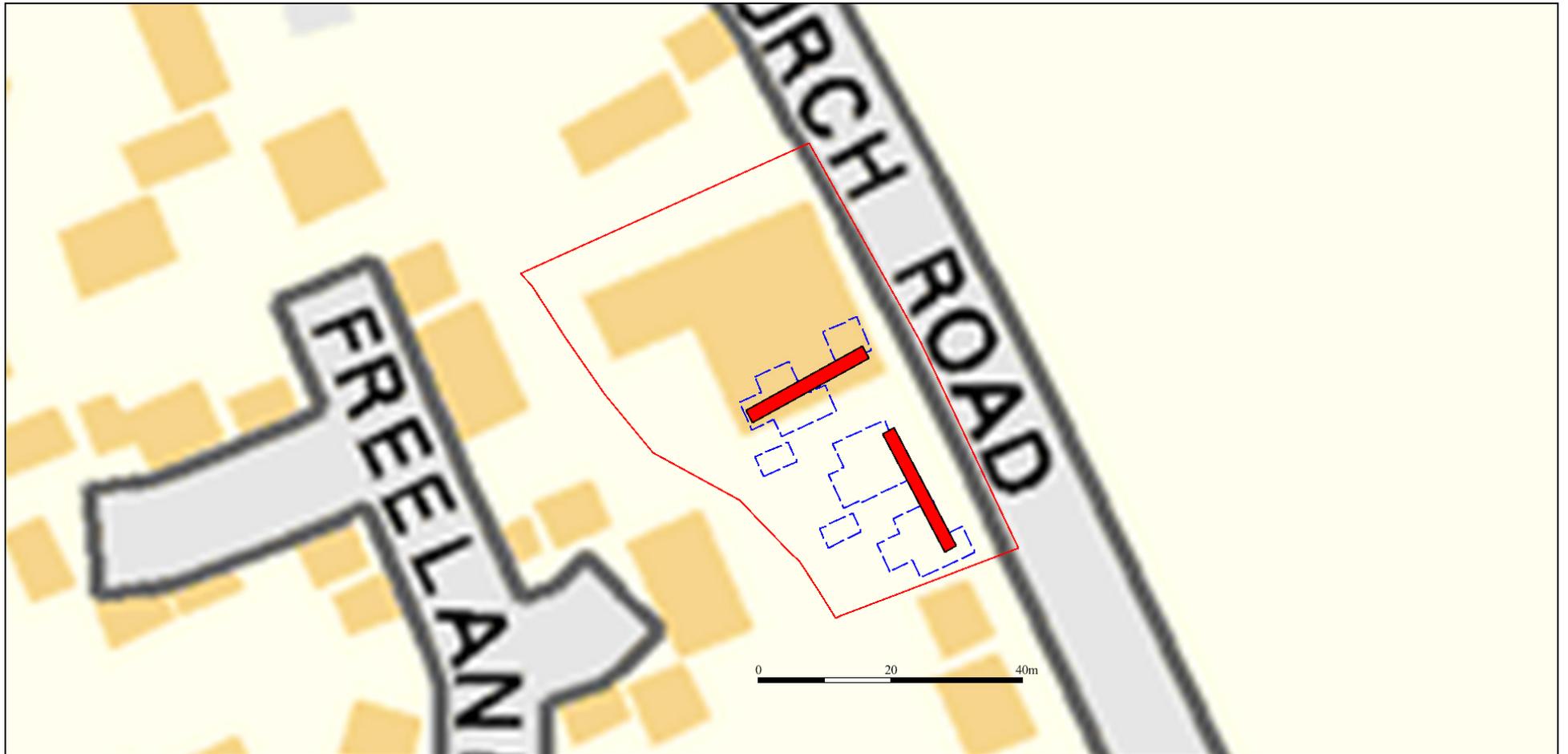
RA4: Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.

In addition to these specific aims the potential of the site to address any relevant themes outlined in the Regional Research Framework for the Eastern Counties (Brown & Glazebrook, 2000; Medleycott, 2011).



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Figure 1. Site Location



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Figure 2. Proposed trench layout (red) and new buildings (blue)

2 Fieldwork: trial trench evaluation

- 2.1 All archaeological fieldwork will be carried out by full-time professional employees of Suffolk Archaeology. The project team will be led in the field by an experienced member of staff of Project Officer grade/experience. The excavation team will comprise a Project Officer and up to 2 experienced excavators and surveyors (to include metal detectorist).
- 2.2 Evaluation of the development area in this instance will employ two (2) trenches, each 1.8m by 20m, to give a total length of 80m, which equates to slightly in excess of a 5% sample of the development site. The proposed trench location plan is shown in Figure 2.
- 2.4 No information has currently been provided about the presence or otherwise of services by the developer. Therefore if previously unknown services or similar restrictions are encountered during work on site then trench layout may have to be amended accordingly.
- 2.5 The trenches will be excavated by a machine 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.
- 2.6 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 also comply with the SCCAS Requirements for Archaeological Evaluation, 2012.
- 2.7 If a trench requires access by staff for hand excavation and recording, it will not exceed a depth of 1.2m. If this depth is not sufficient to meet the archaeological requirements of the Brief and Specification it 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 established. Deeper excavation can be undertaken provided suitable trench support is used or, where practicable, the trench sides are stepped or battered. However such a variation will incur further costs to the client and time must be allowed for this to be established and agreed.
- 2.8 All features will be investigated and recorded to provide an accurate evaluation of archaeological potential whilst at the same time minimising disturbance to archaeological structures, features and deposits.
- 2.9 A site plan showing all trench locations, feature positions and levels AOD will be recorded using suitable surveying equipment, 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. All recording conventions used will be compatible with the County HER.
- 2.10 The site will be recorded under a unique HER number acquired from the Suffolk HER Office and archaeological contexts will be recorded using pro forma Context Recording sheets and entered into an associated database.

- 2.11 The HER number in this instance is MDS 181, and the event number ESF23175.
- 2.12 A digital photographic record will be made throughout the evaluation.
- 2.13 Metal detector searches will be made at suitable stages of the excavation works.
- 2.14 All pre-modern finds will be kept and no discard policy will be considered until all the finds have been processed and assessed.
- 2.15 All finds will be brought back to the Suffolk Archaeology premises for processing, preliminary assessment, conservation and packing. Most finds analysis 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.
- 2.16 Bulk environmental soil samples (40 litres each) will be taken from suitable features and retained until an appropriate specialist has assessed their potential for palaeo-environmental remains. Decisions can then 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.
- 2.17 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.
- 2.18 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 Post-excavation

- 3.1 A unique HER number will be acquired from the Suffolk HER. This will be clearly marked on all documentation and material relating to the project.
- 3.2 The post-excavation work will be managed by Suffolk Archaeology's Post-excavation and Finds Manager, Richenda Goffin. Specialist finds staff whether in-house personnel or external specialists are experienced in local and regional types of material in their field.
- 3.3 All artefacts and ecofacts will be held by Suffolk Archaeology until analysis of the material is complete.
- 3.4 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.
- 3.5 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.
- 3.6 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 on the degree of apparent residuality observed.
- 3.7 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.
- 3.8 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).
- 3.9 Environmental samples will be processed and assessed to standards set by the English Heritage Regional Scientific Advisor with a clear statement of potential for further analysis and significance.
- 3.10 Animal and human bone will be quantified and assessed to a standard acceptable to national and regional English Heritage specialists.
- 3.11 An industrial waste assessment will cover all relevant material (i.e. fired clay finds as well as slag).

- 3.12 A report on the results of the evaluation will be completed within 6 weeks of the completion of the fieldwork. The report will be commensurate with the level of results but will contain sufficient information to stand as an archive report should no further work be required on the site.
- 3.13 The report will include a summary in the established format for inclusion in the annual "Archaeology of Suffolk" section of the *Proceedings of the Suffolk Institute of Archaeology and History*.
- 3.14 The Suffolk HER is registered with the Online Access to Index of Archaeological Investigations (OASIS) project. Suffolk Archaeology will complete a suitable project-specific OASIS form at <http://ads.ahds.ac.uk/project/oasis>. The completed form will be reproduced as an appendix to the final report.
- 3.15 A draft of the report will be submitted to SCCAS for approval.
- 3.16 On acknowledgement of approval of the report from SCCAS hard and digital copies will be sent to the Suffolk HER.
- 3.17 Upon completion of reporting works ownership of all archaeological finds will be given over to the relevant authority. There is a presumption that this will be SCCAS, who will hold the material in suitable storage to facilitate future study and ensure its proper preservation.
- 3.18 The project archive shall be compiled in accordance with the guidelines issued by the SCCAS (2010). The client is aware of the costs of archiving and provision will be 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.
- 3.19 If the client does not agree to transfer ownership to SCCAS they will be required to nominate another suitable repository approved by SCCAS or provide funding for additional recording and analysis of the finds archive (such as, but not limited to, additional photography or illustration of objects).
- 3.20 The law dictates that client can have no claim to the ownership of human remains. Any such remains must be stored by SCCAS, in accordance with the relevant site's Ministry of Justice licence.
- 3.21 In the rare event that artefacts of significant monetary value are discovered separate ownership arrangements may be negotiated, provided they are not subject to Treasure Act legislation.
- 3.22 If an object qualifies as Treasure, under the Treasure Act 1996. The client will be informed as soon as possible if this is the case and the find(s) will be reported to the Suffolk Finds Liaison Officer (who then reports to the Coroner) within 14 days of the

objects discovery and identification. Treasure objects will immediately be removed to secure storage, with appropriate on-site security measures taken if required.

- 3.23 Any material eventually declared as Treasure by a Coroner's Inquest will, if not acquired by a museum, be returned to the client and/or landowner. Employees of Suffolk Archaeology, their subcontractors or any volunteers under their control will not be eligible for any share of a treasure reward.

4 Additional considerations

4.1 Health and Safety

- 4.1.1 The project will be carried out in accordance with Suffolk Archaeology's Health and Safety Policy at all times. A copy of this policy is provided in Appendix 1.
- 4.1.2 All Suffolk Archaeology staff are experienced in working under similar conditions and on similar sites to the present site and are aware of Suffolk Archaeology H&S policies. All permanent Suffolk Archaeology excavation staff are holders of CSCS cards.
- 4.1.3 A separate Risk Assessment and Method Statement (RAMS) document will be prepared for the site and provided to the client. Copies will be available to SCCAS on request.
- 4.1.4 All staff will be aware of the project's risk assessment and will receive a safety induction from the Project Officer.
- 4.1.5 It may be necessary for site visits to be made by external specialists or Suffolk County Council monitors. All such staff and visitors must abide by Suffolk Archaeology's H&S requirements for each particular site, and will be inducted as required and made aware of any high risk activities relevant to the site concerned.
- 4.1.6 Site staff, official visitors and volunteers are all covered by Suffolk Archaeology's insurance policies. Policy details are shown in Appendix 2.

4.2 Environmental controls

- 4.2.1 Suffolk Archaeology is committed to following an EMS policy. All our preferred providers and subcontractors have been issued with environmental guidelines. On site the Project Officer will police environmental concerns. In the event of spillage or contamination reporting procedures will be carried out in accordance with Suffolk Archaeology's EMS policies.

4.3 Plant machinery

- 4.3.1 A 360° tracked mechanical excavator equipped with a full range 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 CITB).

4.4 Site security

- 4.4.1 Unless previously agreed with the client this WSI (and the associated quotation) assumes that the site will be sufficiently secure for archaeological work to be undertaken.
- 4.4.2 In this instance all security requirements including fencing, padlocks for gates etc. are the responsibility of the client.

4.5 Access

- 4.5.3 The client will secure access to the site for Suffolk Archaeology personnel and subcontracted plant, and obtain all necessary permissions from landowners and tenants. This includes the siting of any accommodation units/facilities required for the work.
- 4.5.2 Any costs incurred to secure access, or incurred as a result of access being withheld (for example by a tenant or landowner) will not be the responsibility of Suffolk Archaeology. Such costs or delays incurred will be charged to the client in addition to the archaeological project fees.

4.6 Site preparation

- 4.6.1 The client is responsible for clearing the site in a manner that enables the archaeological works to go ahead as described. Unless previously agreed the costs of any subsequent preparatory works (such as tree felling, scrub/undergrowth clearance, removal of concrete or hardstanding not previously quoted for, demolition of buildings or sheds, removal of excessive overburden, refuse or dumped material) will be charged to the client in addition to the archaeological project fees.

4.7 Backfilling

- 4.7.1 The trench will be backfilled sequentially in reverse order of deposit removal. Where present topsoil will be returned as the uppermost layer. The backfilled material will then be compacted by the machine tracking along the line of trench.
- 4.7.2 No specialist reinstatement is offered, unless by specific prior agreement.

4.8 Monitoring

- 4.8.1 Arrangements for monitoring visits by the LPA and its representatives will be made promptly in order to comply with the requirements of the brief and specification.

5 Staffing

5.1 The following staff will comprise the Project Team:

- 1 x Project Manager (supervisory only, not based on site full-time)
- 1 x Project Officer (full time)
- 2 x Site Assistant (as required)
- 1 x Site Surveyor (as required)
- 1 x Finds/Post-excavation manager (part time, as required)
- 1 x Finds Specialist (part time, as required)
- 1 x Environmental Supervisor (as required)
- 1 x Finds Assistant or Supervisor (part time, as required)
- 1 x Senior Graphics Assistant (part time, as required)

5.2 Project Management will be undertaken by Rhodri Gardner and the Project Officer will be Jez Meredith. All Site Assistants and other staff will be drawn from Suffolk Archaeology's qualified and experienced staff. Suffolk Archaeology will not employ volunteer, amateur or student staff, whether paid or unpaid, to undertake any of the roles outlined in 5.1.

5.3 A wide range of external specialists can be employed for artefact assessment and analysis work as circumstances require.

Economy, Skills and Environment
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Brief for a Trenched Archaeological Evaluation

AT

Ropers Farm, Church Road,
Mendlesham

PLANNING AUTHORITY: Mid Suffolk District Council

PLANNING APPLICATION NUMBER: 2816/14

HER NO. FOR THIS PROJECT: To be arranged with the Suffolk HER Officer (archaeology.her@suffolk.gov.uk)

GRID REFERENCE: TM 105 656

DEVELOPMENT PROPOSAL: Housing

AREA: 0.14ha

THIS BRIEF ISSUED BY: Rachael Abraham
Senior Archaeological Officer
Conservation Team
Tel. : 01284 741232
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Date: 14 July 2015

Summary

1.1 Planning permission has been granted with the following conditions relating to archaeological investigation:

5. No development shall take place within the area indicated [the whole site] until the implementation of a programme of archaeological work has been secured, in accordance with a Written Scheme of Investigation which has been submitted to and approved in writing by the Local Planning Authority.

The scheme of investigation shall include an assessment of significance and research questions; and:

- a. The programme and methodology of site investigation and recording;
- b. The programme for post investigation assessment;
- c. Provision to be made for analysis of the site investigation and recording;

- d. Provision to be made for publication and dissemination of the analysis and records of the site investigation;
 - e. Provision to be made for archive deposition of the analysis and records of the site investigation;
 - f. Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation;
 - g. The site investigation shall be completed prior to development, or in such other phased arrangement, as agreed and approved in writing by the Local Planning Authority.
6. No building shall be occupied until the site investigation and post investigation assessment has been completed in accordance with the programme set out in the Written Scheme of Investigation approved under this condition and the provision made for analysis, publication and dissemination of results and archive deposition has been secured.
- 1.2 This brief stipulates the minimum requirements for the archaeological investigation, and should be used in conjunction with the Suffolk County Council Archaeology Service Conservation Team's (SCCAS/CT) Requirements for Archaeological Evaluation 2012 Ver 1.3. These should be used to form the basis of the Written Scheme of Investigation (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. The WSI, however, is not a sufficient basis for the discharge of a planning condition relating to archaeological investigation. Only the full implementation of the scheme, both completion of fieldwork and reporting (including the need for any further work following this evaluation), will enable SCCAS/CT to advise the LPA that a condition has been adequately fulfilled and can be discharged.
 - 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 application lies in an area of archaeological importance, recorded in the County Historic Environment Record, within the medieval settlement core of

Mendlesham (MDS 156) and in close proximity to the medieval church (MDS 142). As a result, there is high potential for encountering early occupation deposits at this location. Any groundworks associated with the proposed development has the potential to cause significant damage or destruction to any underlying heritage assets.

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.
 - 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 Trial trenches are to be excavated to cover 5% by area, which is 70m². Linear trenches are thought to be the most appropriate sampling method, using, where possible, a systematic grid array. Trenches are to be a minimum of 1.80m wide unless special circumstances can be demonstrated; this will result in c. 40m of trenching at 1.80m in width.
- 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.
- 4.4 The archaeological contractor will give SCCAS/CT ten working days notice of the commencement of ground works on the site, in order that the work of the

archaeological contractor may be monitored, signed off as satisfactory and in accordance with the WSI.

Reporting and Archival Requirements

- 5.1 The project manager must consult the Suffolk HER Officer to obtain an event number for the work. This number will be unique for each project or site and must be clearly marked on all documentation relating to the work.
- 5.2 An archive of all records and finds is to be prepared, consistent with the principles of *MoRPHE*. It must be adequate to perform the function of a final archive for deposition in the Archaeological Store of SCCAS/CT or in a suitable museum in Suffolk (see Archaeological Archives Forum: a guide to best practice 2007).
- 5.3 Finds must be appropriately conserved and stored in accordance with guidelines from *The Institute of Conservation* (ICON).
- 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 For deposition in the SCCAS/CT's Archaeological Store, the archive should comply with SCCAS Archive Guidelines 2010. If this is not the intended depository, the project manager should ensure that a duplicate copy of the written archive is deposited with the Suffolk HER.
- 5.6 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, and an HER search should be commissioned.
- 5.7 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.
- 5.8 An unbound hardcopy or digital .pdf of the reports (geophysics and trenching) clearly marked DRAFT, must be presented to SCCAS/CT for comment and approval. Where a report fails to meet the required standards, a revised draft report should be submitted to SCCAS/CT. Following approval of the reports by SCCAS/CT, a single hard copy as well as a digital .pdf version of the report should be sent to the archaeological officer, who will deposit both with the HER. If the geophysics report is to be made into an appendix of the trenching report (to create a single document), this should be stated in the WSI.
- 5.9 SCCAS/CT supports the OASIS project, to provide an online index to archaeological reports. Before fieldwork commences, an OASIS online record

<http://ads.ahds.ac.uk/project/oasis/> must be initiated and key fields completed on Details, Location and Creators forms. When the project is completed, all parts of the OASIS online form must be completed and a copy must be also included in the final report and also with the site archive.

- 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

Further detailed requirements are to be found in our Requirements for Trenched Archaeological Evaluation 2012 Ver 1.3. These can be downloaded from: <http://www.suffolk.gov.uk/libraries-and-culture/culture-and-heritage/archaeology/planning-and-countryside-advice/>

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 field evaluation* (revised 2001) 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.

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