



**Land at Meadow View,  
Melford Road  
Acton, Suffolk**

**Client:**

Essex Heritage Properties Ltd

**Date:**

October 2017

ACT 038 / ESF 25832

Archaeological Evaluation Report

SACIC Report No. 2017/087

Author: Simon Cass

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# Land at Meadow View, Melford Road ACT 038

Archaeological Evaluation Report

SACIC Report No. 2017/087

Author: Simon Cass

Illustrator: Simon Cass

Editor: John Craven

Report Date: October 2017



## HER Information

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**Site Code:** ACT 038 / ESF 25852

**Site Name:** Land at Meadow View, Melford Road, Acton

**Report Number** 2017/087

**Planning Application No:** B/16/00088/OUT

**Date of Fieldwork:** 04/10/2017

**Grid Reference:** TL 8904 4512

**OASIS Reference:** 295335

**HER Search Reference:** 9205790

**Curatorial Officer:** Rachael Abraham

**Project Officer:** Simon Cass

**Client/Funding Body:** Essex Heritage Properties Ltd

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: Simon Cass  
Date: 16/10/17  
Approved By: John Craven  
Position: Project Manager  
Date: 16/10/17



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## **Summary**











An archaeological evaluation was undertaken on the 4th October 2017 on land adjacent to Meadow View, Melford Road, Acton as required by a condition placed on planning application B/16/00088/OUT by Babergh District Council. The three trenches, which were excavated across the location of the new footings, did not identify any archaeological deposits to suggest activity on the site prior to the post-medieval period, since when it appears likely to have been in use as open farmland on the periphery of the settlement.

Two trenches revealed an undated large former hollow, pond or former water channel, infilled by natural waterlain deposits and then a possible man-made deposit to raise/level the ground surface of the field.




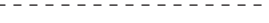







Post-medieval/modern artefacts were recovered, unsratified, from the topsoil or subsoil.

# 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 
- 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**

---

An archaeological evaluation by trial trenching was undertaken on the 4th October 2017 on land adjacent to Meadow View, Melford Road, Acton in respect of a condition placed on planning application B/16/00088/OUT for the construction of three new dwellings by Babergh District Council. The work required was detailed in a Brief (dated 17/08/2017, produced by the archaeological adviser to the Local Planning Authority (LPA), Rachael Abraham of Suffolk County Council Archaeological Service (SCCAS), and was carried out in accordance with an approved Written Scheme of Investigation (Appendix 2). The project was commissioned by Essex Heritage Properties Ltd.

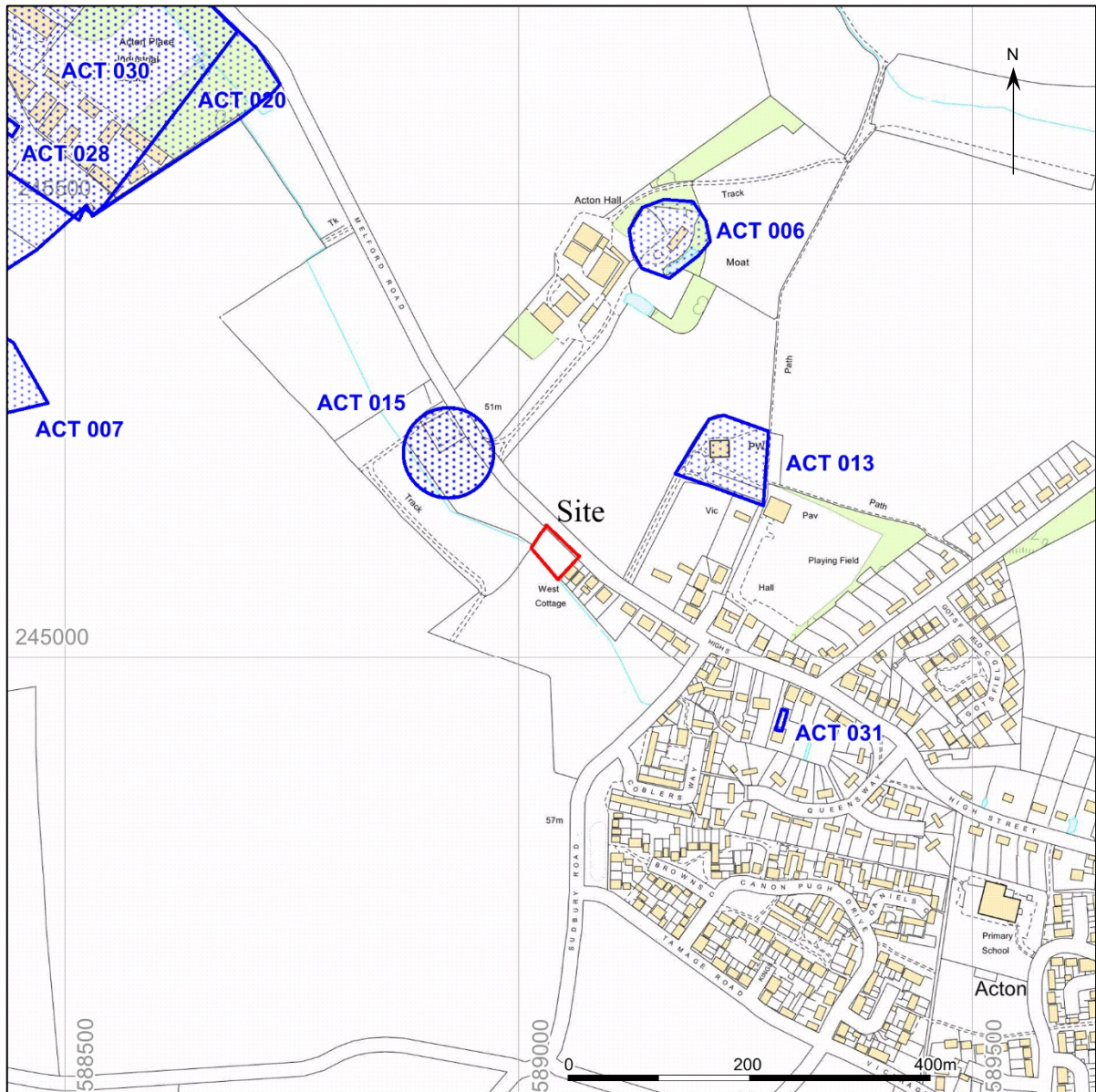
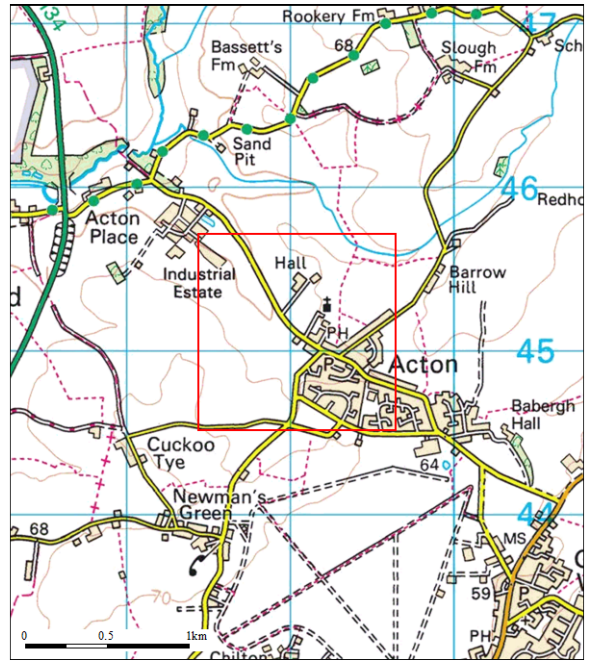
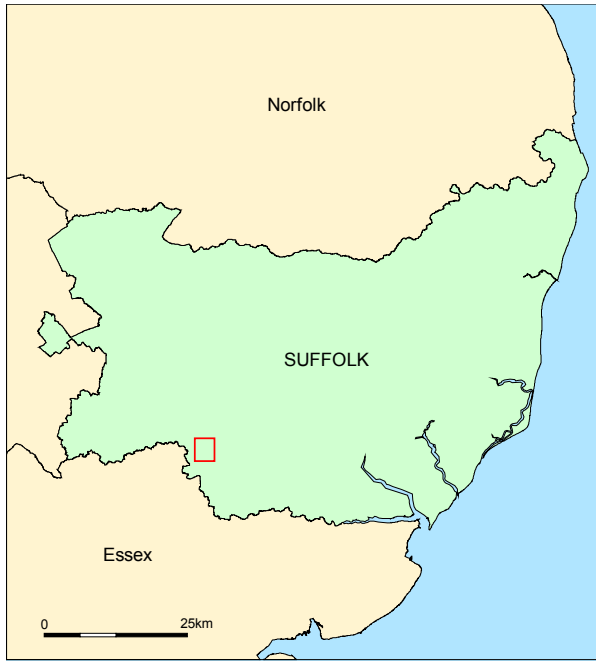
## **2. Geology and topography**

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The 0.15ha site lies at TL 8904 4512 and consists of a small remnant of field/meadow between Melford Road to the north and a small open drain channel to the south, with existing dwellings to the east and a field boundary to the west.

The site lies at a height of c.52m above Ordnance Datum, on a gentle south facing slope which descends to the current river on its southern edge. This subsequently heads northwest for 1.4km and flows into the Chad Brook which is a tributary to the River Stour.

The site geology is listed as superficial deposits of diamicton of the Lowestoft Formation which overlies an outcrop of Thanet Formation sand bedrock (British Geological Survey website). Lewes Nodular Chalk Formation bedrock is recorded a short distance to the north-west heading towards Long Melford and Crag sands are recorded just to the east and south, underlying the rest of the village of Acton.



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Figure 1. Location map, showing local HER entries (blue) and site location (red)

### 3. Archaeology and historical background

The Brief stated that the condition was placed as the site lies in an area of archaeological interest, as recorded in the County Historic Environment Record (HER). A search of the HER (Ref. 9205790) covering an area up to 1km radius from the centre of the site, has identified fifteen records at thirteen sites (Table 1).

Ref	Site name	Period	Summary description
ACT 006	Acton Hall	Med	Acton Hall a modern farmhouse sited within the remains of an elliptical 12th century? moat located (very close to) N of All St. Church
ACT 007		Un	Subrectangular enclosure & field boundaries (moat?), & a metal detected bronze animal head.
ACT 009	Black Cottage	PMed	A finds scatter of 81 silver coins, Elizabeth I to Charles II, 1558-1685, found in the garden of Black Cottage.
ACT 013	Church of All Saints	Med	All St. Church 13th century, located in village centre & was restored in 1886. Noted for its 14th century brass which is the country's best due to its preservation.
ACT 015		Rom	Surface scatter of mainly Roman finds, said to be found by eye.
ACT 015		IA	Ancient Greek coin (Ephesus, 280- 258BC) said to have been found by eye, from mainly Roman site.
ACT 015		Med	3 silver medieval & 1 silver post-medieval coins said to have been found by eye.
ACT 016		BA	Faint cropmark of part of ring ditch/circular enclosure circa 40m in diameter.
ACT 019	Margary 322	Rom	Part of Roman road (Margary 322)
ACT 020	Acton Place	PMed	Acton Place: great house & parkland. A 17th century? house which in 1825 was demolished except for the servants wing.
ACT 021	Acton Wood	Un	Ancient Woodland
ACT 028	Acton Place Industrial Estate	PMed	Monitoring located evidence of a post-medieval brick wall and associated floor surface, of an ancillary building situated approximately 50m to the southeast of the east wing of Acton Place.
ACT 029	Sudbury Airfield	Mod	Sudbury (2nd World War) airfield of the 92nd Combat Wing, in Acton, Chilton & Great Waldingfield parishes.
ACT 030	Acton Place Hospital	Mod	Red Cross or USAAF hospital in use during 2nd World War. Many surviving elements in good preservation though now mainly industrial estate. Later used as German Prisoner of War Camp, closed 1950. Incorporating surviving elements of former Acton Place.
ACT 031	Rear of Albany House	Med	Medieval boundary ditch and post medieval quarrying identified during evaluation trenching at the Rear of Albany House.

Table 1. Nearby sites recorded on the Suffolk HER

Early activity in the vicinity is represented by a possible Bronze Age ring ditch or enclosure 700m to the north (ACT 016), findspots of Iron Age and Roman material 150m to the northwest (ACT 015) and a Roman road, 0.75km to the east (ACT 019).

The site lies 350m to the south of the medieval moated site of Acton Hall (ACT 006) and 190m southwest of the medieval parish church (ACT 013). Medieval coins have been recorded at ACT 015 and a medieval ditch has been identified in evaluation trenching 300m to the southeast (ACT 031).

The site lies c.700m to the southeast of the post-medieval great house and park of Acton Place (ACT 020, ACT 028). Post-medieval coins have been recorded at ACT 009, 1km to the east, and at ACT 015. Acton Place later became the site of a WW2 hospital (ACT 030) and the WW2 Sudbury Airfield lies 800m to the south (ACT 029).

A series of Listed Buildings lie within the search area but are all located at least 150m to the east and southeast of the site, predominantly within the historic settlement core. Examination of the 1st Edition Ordnance Survey of 1886 (Fig. 2) shows a general field similar layout to that of the present day and the site is therefore thought to have been in arable/pasture use during the post-medieval period. The maps shows that the settlement of Acton has seen considerable expansion during the 20th/21st century, including the infilling of the Melford Road frontage from the original historic settlement core as far as the eastern edge of the site.

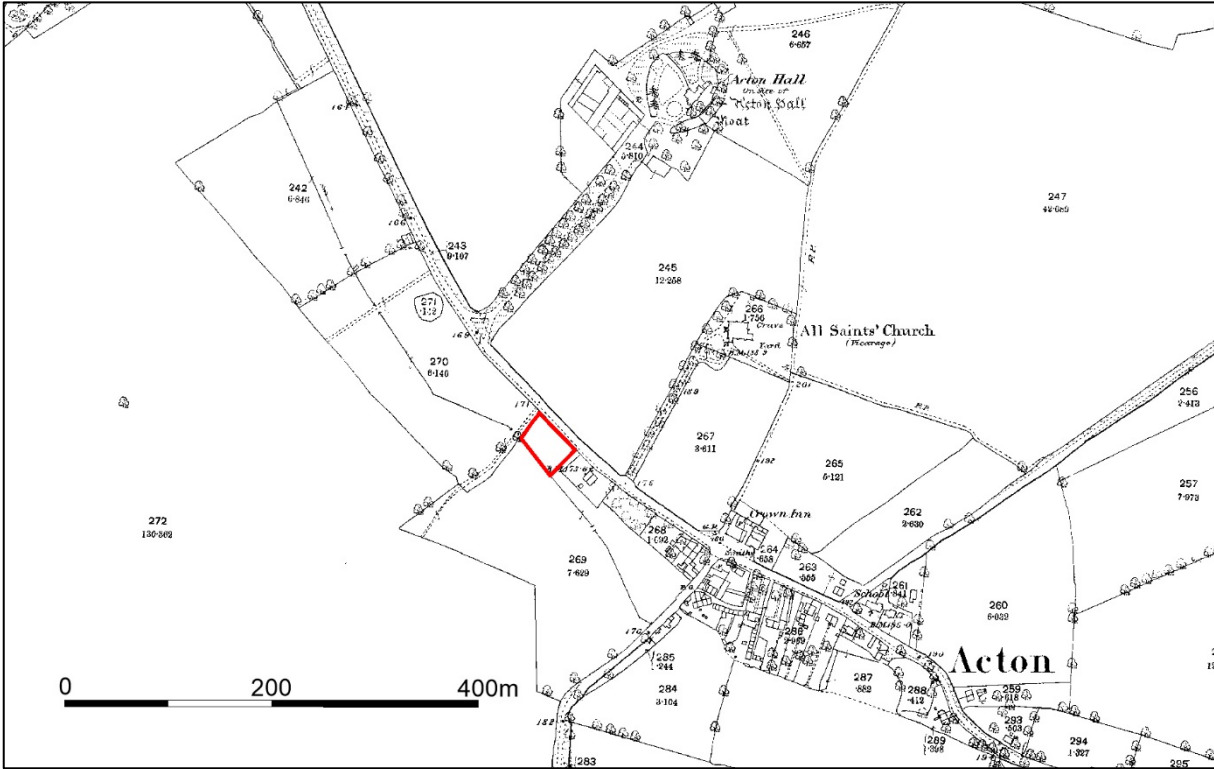


Figure 2. Site as shown on 1st Edition Ordnance Survey, 1886

## **4. Methodology**

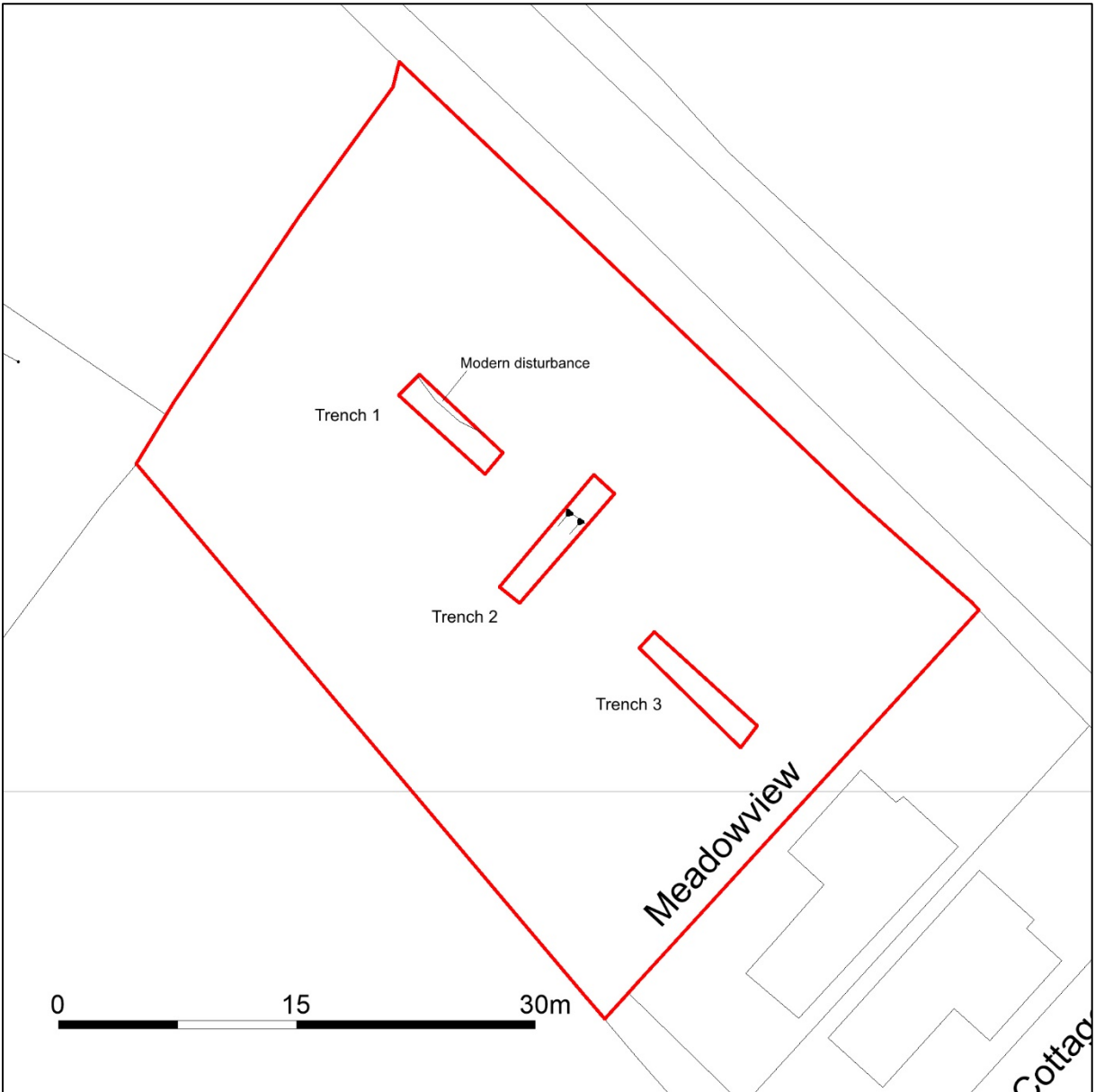
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The trial trenches were machine excavated down to the level of the natural geological layers or first surviving archaeological deposit using a toothless bucket fitted to a 360° tracked mechanical excavator (3 ton).

The machining of the trench was closely observed throughout to identify possible archaeological features and deposits and to recover any artefacts that might be revealed during machining. Spoilheaps were scanned visually and with a metal detector to look for any upcast finds. Any features identified were then sampled through hand excavation to determine their depth and shape and to recover datable artefacts. Where relevant, scale plans and sections of each recorded feature were drawn in pencil on permatrace sheets and pro-forma context sheets were used to record individual features as standard SACIC procedure.

A photographic record of the work undertaken was also compiled using an 18-megapixel digital camera and is included in the project archive.

Following excavation of the trench, the nature of the overburden was recorded and the depths noted. The trench location was recorded using a Leica GS14 GPS system to sub-centimetre accuracy. All finds have been labelled and stored according to SACIC standard methodologies and will be retained with the site archive for deposition with the SCCAS store in due course.



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Figure 3. Site plan



## 5. Results

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### 5.1. Trench 1

This trench was orientated approximately north-west/southeast and measured 7.4m long, 1.8m wide and up to 0.8m deep (Fig.3). The northern end of the trench was occupied by a stand of conifers so the trench was moved slightly south-east and shortened to fit. The stratigraphy encountered consisted of 0.3m of dark brown humic topsoil with frequent roots to the north-east over an orangey brown gravelly silty sand deposit. The northern end of the trench was excavated to a depth of 0.8m to investigate an area of disturbance and the edge of a slight depression leading towards the field to the west, revealing suspected colluvial deposits. The disturbance was along much of the north-eastern side of the trench and is believed to be a modern dump deposit with medium/large stones and occasional CBM fragments (Pl. 1).



Plate 1. Trench 1, facing north-east (2 x 1m scales)

## 5.2. Trench 2

This trench was 9.3m long, 1.8m wide and up to 1.2m deep, orientated approximately north-east/south-west. The stratigraphy encountered at the southern end consisted of 0.3m of dark blackish brown humic clayey silt over a mid reddish grey/brown silty clay subsoil deposit (possibly imported?) which in turn overlay 0.6m of water lain sticky grey/brown mottled silty clays above gravelly sands (PI.2). It is believed that this was a large hollow or pond, possibly the edge of a former natural river channel or an old agricultural pond, which continued into Trench 3 to the south-east with a quite steep sloped side, 6.5m along the trench from the south-western end. The water table was reached in this trench at approximately 1.1m below surface level. At the northern end, the stratigraphy consisted of 0.25m of topsoil over natural mid orangey brown gravelly sands.



Plate 2. Trench 2 facing north-east (2 x 1m scales)

### 5.3. Trench 3

This trench was 9.0m long, 1.8m wide and 1.1m deep. The stratigraphy encountered consisted of 0.2m of dark brown humic topsoil over 0.4m of mid reddish grey/brown silty clay – probably a redeposited subsoil and the same deposit as seen in Trench 2. Below this was 0.3m of mid grey/brown mottled silty clay which overlay 0.2m of mid grey silt clay (PI.3). At the south-eastern end of the trench, natural pale yellow/grey gravelly sands were reached at the same depth as the water table, although the northern end was not quite bottomed at 1.1m.

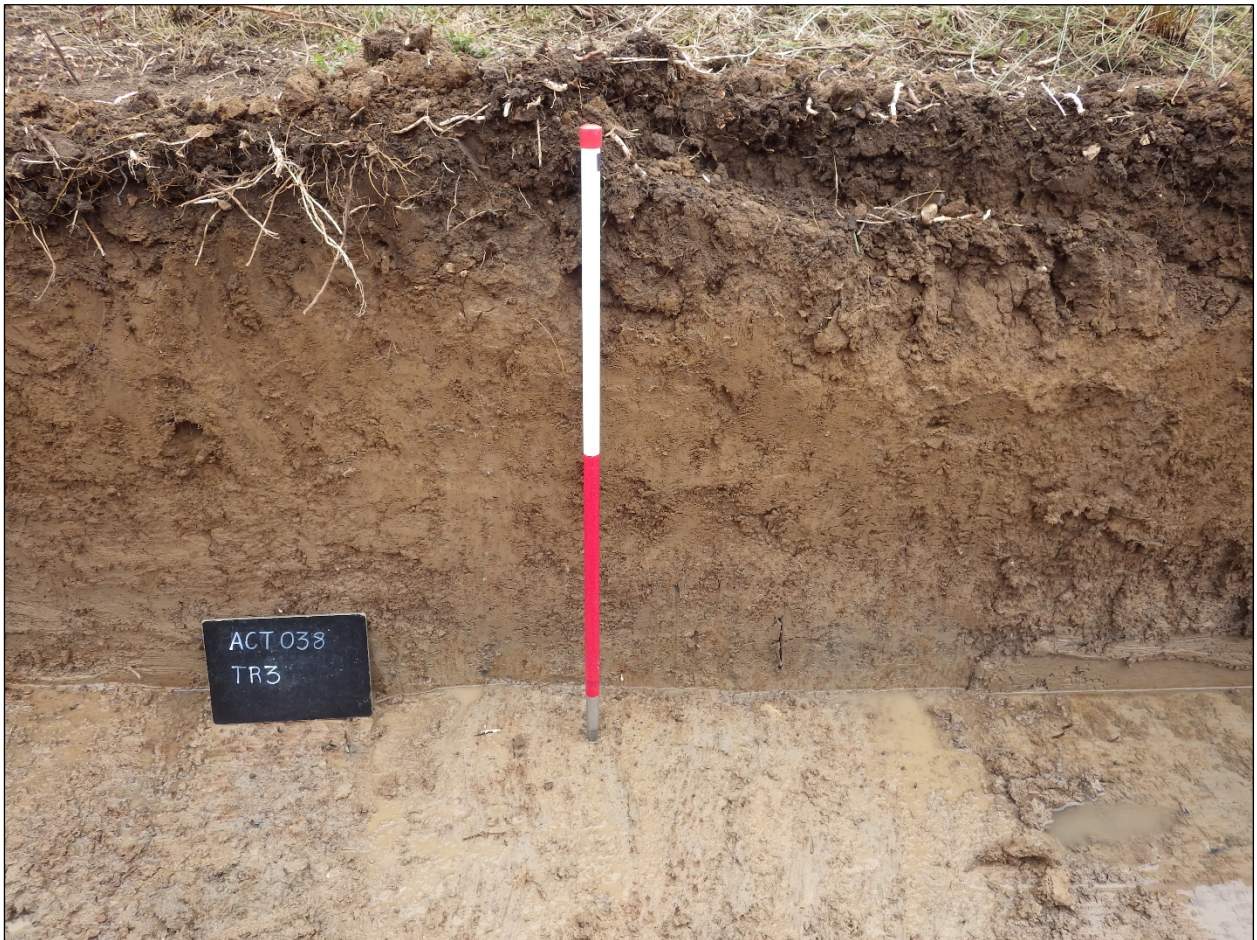


Plate 3. Trench 3, representative section facing southwest (1m scale)

## **6. Finds and environmental evidence**

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Three finds were recovered from this evaluation, all unstratified, consisting of a small corroded iron fragment from the topsoil in Trench 1, a stainless-steel spoon from the topsoil in Trench 2 and a fragment of animal bone from Trench 3 subsoil.

## **7. Conclusions**

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The evaluation did not identify any archaeological deposits to suggest activity on the site prior to the post-medieval period, since when it appears likely to have been in use as open farmland on the periphery of the settlement. The trenching indicates the presence of a possible hollow, pond or former natural meander of the watercourse currently to the south, which was infilled by the late 19th century and drawing of the 1st Edition Ordnance Survey. The deposits in the base of this feature appear to be a result of natural silting, although the thick deposit of red/brown silty clay overburden could be a man-made dump to raise the general land surface of the field, despite the lack of cultural material within it.

## **8. Archive deposition**

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The full paper and digital record is currently stored with Suffolk Archaeology CIC at Needham Market and will be archived with the Suffolk County Council Archaeological Service upon completion of the project.

## **9. Acknowledgements**

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The fieldwork was carried out by Simon Cass with project management undertaken by John Craven. The report illustrations were created by Simon Cass and the report was edited by Richenda Goffin.

## **10. Bibliography**

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British Geological Survey, 2016, Geology of Britain Viewer found at <http://mapapps.bgs.ac.uk/geologyofbritain/home.html>

## Appendix 1. OASIS form

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**OASIS ID:** suffolka1-295335

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### Project details

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Project name	Land adjacent Meadow View, Melford Road, Acton
Short description of the project	An archaeological evaluation was undertaken on the 4th October 2017 on land adjacent to Meadow View, Melford Road, Acton as required by a condition placed on planning application B/16/00088/OUT by Babergh District Council. The three trenches, which were excavated across the location of the new footings, did not identify any archaeological deposits to suggest activity on the site prior to the post-medieval period, since when it appears likely to have been in use as open farmland on the periphery of the settlement. Two trenches revealed an undated large former hollow, pond or former water channel, infilled by natural waterlain deposits and then a possible man-made deposit to raise/level the ground surface of the field. Post-medieval/modern artefacts were recovered, unstratified, from the topsoil or subsoil.
Project dates	Start: 04-10-2017 End: 04-10-2017
Previous/future work	No / No
Any associated project reference codes	ACT 038 - Sitecode
Any associated project reference codes	ESF25852 - HER event no.
Any associated project reference codes	B/16/00088/OUT - Planning Application No.
Type of project	Field evaluation
Current Land use	Cultivated Land 3 - Operations to a depth more than 0.25m
Monument type	N/A None
Significant Finds	N/A None
Methods & techniques	"Sample Trenches"
Development type	Rural residential
Prompt	National Planning Policy Framework - NPPF
Position in the planning process	After full determination (eg. As a condition)

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### Project location

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Country	England
Site location	SUFFOLK BABERGH ACTON Land adjacent Meadow View, Melford Road, Acton
Study area	1500 Square metres
Site coordinates	TL 8904 4512 52.071642899856 0.758592146245 52 04 17 N 000 45 30 E Point
Height OD / Depth	Min: 51m Max: 52m

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### Project creators

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Name of Organisation	Suffolk Archaeology CIC
Project brief originator	Local Authority Archaeologist and/or Planning Authority/advisory body
Project design originator	Suffolk Archaeology CIC

Project director/manager	John Craven
Project supervisor	Simon Cass
Type of sponsor/funding body	Developer
Name of sponsor/funding body	Essex Heritage Properties Ltd

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#### **Project archives**

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Physical Archive Exists?	No
Digital Archive recipient	Suffolk HER
Digital Contents	"other"
Digital Media available	"GIS", "Images raster / digital photography"
Paper Archive recipient	Suffolk HER
Paper Contents	"other"
Paper Media available	"Report"

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#### **Project bibliography**

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Publication type	Grey literature (unpublished document/manuscript)
Title	Land at Meadow View, Melford Road, ACT 038
Author(s)/Editor(s)	Cass, S.
Other bibliographic details	Suffolk Archaeology CIC Report No. 2017/087
Date	2017
Issuer or publisher	Suffolk Archaeology CIC
Place of issue or publication	Needham Market, Suffolk
Description	SACIC A4 bound evaluation report

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## Appendix 2. Written Scheme of Investigation

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### Land at Meadow View, Melford Road Acton, Suffolk

**Client:**

Essex Heritage Properties Ltd

**Date:**

September 2017

ACT 039 / ESF25832

Written Scheme of Investigation and Risk Assessment – Archaeological Evaluation

Author: John Craven

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## Project details

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Planning Application No:	B/16/00088/OUT
Curatorial Officer:	Rachael Abraham (Suffolk CC Archaeological Service)
Grid Reference:	TL 89044512
Area:	0.15ha
Site Code / HER Event No:	ACT 038 / ESF25832
OASIS Reference:	295335

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Project Start date	TBC – Sept/Oct 2017
Project Duration:	c.1 day

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Client/Funding Body:	Essex Heritage Properties Ltd
SACIC Project Manager	John Craven
SACIC Project Officer:	TBC
SACIC Job Code:	ACTMEV001

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# 1. Introduction

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- A program of archaeological evaluation is required to assess the site of residential development on land adjacent to Meadow View, Melford Road, Acton, Suffolk (Fig. 1) for heritage assets, by a condition on planning application B/16/00088/OUT in accordance with paragraph 141 of the National Planning Policy Framework, as the development will involve significant ground disturbance and this could have a detrimental impact upon any archaeological deposits that exist.
- The work required is detailed in a Brief (dated 17/08/2017, produced by the archaeological adviser to the Local Planning Authority (LPA), Rachael Abraham of Suffolk County Council Archaeological Service (SCCAS)).
- Suffolk Archaeology (SACIC) has been contracted to carry out the project. This document details how the requirements of the Brief and general SCCAS guidelines (SCCAS 2017) will be met, and has been submitted to SCCAS 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.
- It should be noted that the evaluation is only a first stage in a potential program of works and that this Written Scheme of Investigation (WSI) covers this trenched evaluation only. Any further stages of archaeological work that are required in relation to the proposed development will be specified by SCCAS, will require new documentation (Brief and WSI) and estimate of costs. Such works could have considerable time and cost implications for the development and the client is advised to consult with SCCAS as to their obligations following receipt of the evaluation report.

## 2. The Site

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- The site consists of part of a small pasture field open arable field lying alongside Melford Road at the western end of the linear settlement of Acton.
- The site lies at a height of c.52m above Ordnance Datum, on the northern side of a shallow valley floor for a drain/stream that runs northwest towards the Chad Brook.
- The site geology consists of superficial deposits of chalky till of the Lowestoft Formation Diamicton which overlies sand bedrock of the Thanet Formation (British Geological Survey website).



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Figure 1. Location map

### 3. Archaeological and historical background

- The Brief states that the condition has been placed as the site *'is situated to the south-west of the medieval church of All Saints, recorded in the County Historic Environment Record as ACT 013. A scatter of Roman and medieval finds has also been recorded to the north-west of the application site (ACT 015). As a result, there is high potential for encountering early occupation deposits at this location.'*
- A full HER search has been commissioned but SACIC is aware that the site also lies within 2.5km of the Roman settlement at Long Melford and is within 1.3km and 0.75km of known Roman roads to north and east respectively (ACT 012 and ACT 019). A medieval moated site lies at Acton Hall 350m to the north.
- Initial examination of the 1st Edition Ordnance Survey of 1886 (Fig. 2) shows a general field similar layout to that of the present day and the site is therefore thought to have been in arable/pasture use during the post-medieval period. The maps shows that the settlement of Acton has seen considerable expansion during the 20th/21<sup>st</sup> century, including the infilling of the Melford Road frontage from the original historic settlement core as far as the eastern edge of the site.

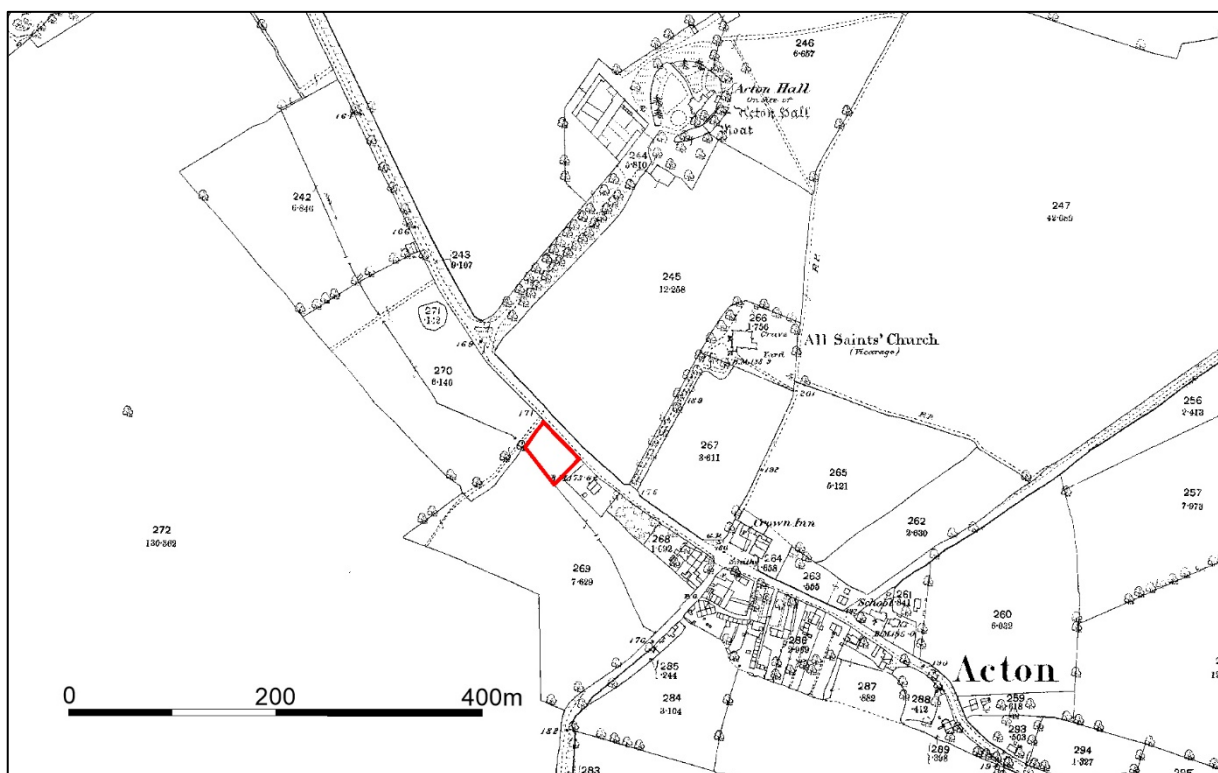


Figure 2. Site as shown on 1<sup>st</sup> Edition Ordnance Survey, 1886

## 4. Project Objectives

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



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Figure 3. Proposed trench plan in relation to approximate proposed building locations (blue)

## 5. Archaeological method statement

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### 5.1. Management

- The project will be managed by SACIC Project Manager John Craven in accordance with the following local, regional and national standards and guidance:
  - *Management of Research in the Historic Environment* (MoRPHE, Historic England 2015).
  - *Standards for Field Archaeology in the East of England* (EAA Occasional Papers 14).
  - *Standard and Guidance for archaeological field evaluation* (Chartered Institute for Archaeologists, 2014).
  - *Requirements for Trenched Archaeological Evaluation* (SCCAS, 2017).
- SCCAS will be given five days notice of the commencement of the fieldwork and arrangements made for SCCAS visits to enable the works to be monitored effectively.
- Full details of project staff, including sub-contractors and specialists are given in section 6 below.

### 5.2. Project preparation

- An event number and site code has been obtained from the Suffolk HER Officer 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.
- An HER search has been requested from the Suffolk HER Officer and will be used to inform fieldwork and the subsequent report. The reference number will be included in the report.
- A pre-site inspection and Risk Assessment for the project has been completed.

### 5.3. Fieldwork

- The archaeological fieldwork will be carried out by members of SACIC led by Project Officer (TBC). The fieldwork team will be drawn from a pool of suitable staff at SACIC and will include an experienced metal detectorist/excavator.
- The Brief requires 30m of trial trench to be excavated, targeting the footprints of the proposed buildings, and a proposed trench plan is included above (Fig. 3). If necessary minor modifications to the trench plan may be made onsite to respect any previously unknown buried services, areas of disturbance/contamination or other obstacles.
- The trench locations will be marked out using an RTK GPS system.
- 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 0.6m-0.6m of ploughsoil and subsoils until the first visible archaeological surface or natural 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.
- 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. Significant archaeological features such as solid or bonded structural remains, building slots or postholes will be preserved intact if possible.

- Sieving of deposits using a 10mm mesh will be undertaken if they clearly appear to be occupation deposits or structurally related. Other deposits may be sieved at the judgement of the excavation team or if directed by SCCAS.
- Any fabricated surface (floors, yards etc) will be fully exposed and cleaned.
- Metal detector searches will take place throughout the excavation by an experienced SACIC metal-detectorist.
- The depth and nature of colluvial or other masking deposits across the site will be recorded.
- 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 SACIC registers and recording sheets and numbering systems. Record keeping will be consistent with the requirements of the Suffolk HER and will be compatible with its archive.
- A photographic record, consisting of high resolution digital images, will be made throughout the evaluation. A number board displaying site code and, if appropriate, context number and a metric scale will be clearly visible in all photographs. A photographic register will be maintained.
- All pre-modern finds will be kept and no discard policy will be considered until all the finds have been processed and assessed. Finds on site will be treated following appropriate guidelines (Watkinson & Neal 2001) and a conservator will be available for on-site consultation as required.
- All finds will be brought back to the SACIC 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 (Campbell *et al* 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 environmental samples will be retained until an appropriate specialist has assessed their potential for palaeoenvironmental remains. Decisions will be made on the need for further analysis following these assessments.
- If necessary, for example if waterlogged peat deposits are encountered, then advice will be sought from the Historic England Science Advisor for the East of England on the need for specialist environmental techniques such as coring or column sampling.
- If human remains are encountered guidelines from the Ministry of Justice will be followed and the Coroner informed. 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 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. Trenches will be backfilled, subsoil first then topsoil, and compacted to ground-level, unless otherwise specified by the client. Original ground surfaces will not be reinstated but will be left as neat as practicable.

#### **5.4. Post-excavation**

- The post-excavation finds work will be managed by the SACIC Finds Team Manager, Richenda Goffin, with the overall post-excavation managed by John Craven. Specialist finds staff, whether internal SACIC personnel or external specialists, are experienced in local and regional types and periods for their field.
- All finds will be processed and marked (HER site code and context number) following ICON guidelines and the requirements of the Suffolk HER. For the duration of the project all finds will be stored according to their material requirements in the SACIC store at Needham Market, Suffolk. 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 evaluation. 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) SACIC database.
- 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 from archaeological features will be processed by wet sieving and flotation in-house in order to recover any environmental material which will be assessed by external specialists. The assessment will include a clear statement of potential for further analysis either on the remaining sample material or in future fieldwork.
- All hand drawn site plans and sections will be scanned.
- All raw data from GPS or TST surveys will be uploaded to the project folder, suitably labelled and kept as part of the project archive.
- Selected plan drawings will then be digitised as appropriate for combination with the results of digital site survey to produce a full site plan, compatible with MapInfo GIS software.
- All hand-drawn sections will be digitised using autocad software.

## **5.5. Report**

- A full written report on the fieldwork will be produced, consistent with the principles of MoRPHE (Historic England 2015), 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 SACIC'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 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 for approval within 4 weeks of completion of fieldwork.

## **5.6. Project archive**

- On approval of the report a printed and bound copy will be lodged with the Suffolk HER. A digital .pdf file will also be supplied, together with a digital and fully georeferenced vector plan showing the application area and trench locations, compatible with MapInfo software.
- The online OASIS form for the project will be completed and a .pdf version of the report uploaded to the OASIS website for online publication by the Archaeological Data Service. A paper copy of the form will be included in the project archive.
- A second bound copy of the report will be included with the project archive.
- A digital .pdf copy of the approved report will be supplied to the client, together with our final invoice for outstanding fees. Printed and bound copies will be supplied to the client 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 (Historic England 2015) and ICON guidelines. The project archive will also meet the requirements of SCCAS (SCCAS 2017b).

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

## **Bibliography**

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- Brown, N and Glazebrook, J. (Eds), 2000, *Research and Archaeology: a Framework for the Eastern Counties, 2. Research Agenda and Strategy*. East Anglian Archaeology Occasional Paper No. 8.
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- Historic England, 2015, *Management of Research in the Historic Environment (MoRPHE)*.
- Gurney, D., 2003, *Standards for Field Archaeology in the East of England*. East Anglian Archaeology Occasional Paper No 14.
- Chartered Institute for Archaeologists, 2014, *Standard and Guidance for archaeological field evaluation*.
- McKinley, J., I and Roberts, C., 1993, *Excavation and post-excavation treatment of cremated and inhumed human remains*. IFA Technical Paper No 13.
- Medlycott, M. (Ed), 2011, *Research and Archaeology Revisited: A revised framework for the East of England*. EAA Occasional Paper 24.
- SCCAS, 2017, *Requirements for Trenched Archaeological Evaluation (updated March 2017)*.
- SCCAS, 2017b, *Archaeological Archives in Suffolk*.
- Watkinson, D. and Neal, V., 2001, *First Aid for Finds*. Third Edition, revised. Rescue/UKIC Archaeology Section, London.

## **Websites**

British Geological Survey

<http://mapapps.bgs.ac.uk/geologyofbritain/home.html>

## 6. Project Staffing

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### 6.1. Management

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SACIC Manager	Dr Rhodri Gardner
SACIC Project Manager	John Craven
SACIC Finds Dept	Richenda Goffin

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### 6.2. Fieldwork

The fieldwork will be directed by a Project Officer from the following pool of SACIC staff.

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Staff Name	Job Title	CIfA	First Aid	Other skills/qualifications
Robert Brooks	Project Officer	MCIfA	Yes	Surveyor
Simon Cass	Project Officer		Yes	Surveyor
Catherine Douglas	Project Officer	ACIfA	Yes	Surveyor
Linzi Everett	Project Officer		Yes	
Jezz Meredith	Project Officer	MCIfA	Yes	
Tim Schofield	Project Officer	MCIfA	Yes	Surveyor/Geophysics
Mark Sommers	Project Officer		Yes	

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### 6.3. Post-excavation and report production

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

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Graphics and illustration	Ellie Cox, Gemma Bowen
Post Roman pottery and CBM	Richenda Goffin
Finds Supervisor	Dr Ruth Beveridge
Roman Pottery	Ioannis Smyrniaios
Environmental sample processing/assessment	Anna West
Finds Processing	Jonathan Van Jennians
Finds quantification	Matt Thompson
Archiving	Dr Ruth Beveridge

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SACIC also uses a range of external consultants for post-excavation analysis who will

be sub-contracted as required. The most commonly used of these are listed below.

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

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