

Mill Cottage, Mill Green, Stonham Aspal, Suffolk

Archaeological Evaluation



for:
Tony and Steven Gayfer



CA Project: SU0184
CA Report: SU0184_1
OASIS ID: cotswold2-404920
HER Ref: SAL 057

November 2020

Mill Cottage, Mill Green, Stonham Aspal, Suffolk

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SUMMARY

Project name:	Mill Cottage
Location:	Mill Green, Stonham Aspal, Suffolk
NGR:	613898 260219
Type:	Evaluation
Date:	28th October 2020
Planning reference:	DC/19/01699/OUT
OASIS ID:	cotswold2-404920
Location of Archive:	To be deposited with Suffolk County Council Archaeological Service
Site Code:	SAL 057

In October 2020, Cotswold Archaeology carried out an archaeological evaluation within the garden of Mill Cottage, Mill Green, Stonham Aspal, targeting the site of proposed new houses. This area was close to a medieval green edge, now referred to as Mill Green but shown as Northern Green on Hodskinson's map of 1783. It was thought that the boundary ditch for the green and potential medieval green edge occupation could possibly be encountered within the development area.

Evidence for the green boundary and medieval occupation could not be detected but a large east to west running ditch was recorded. This was dated by pottery to the 17th and 18th centuries. No evidence for a boundary ditch on this alignment could be seen in the first and second edition Ordnance Survey maps (of c.1880 and 1900 respectively) so an earlier field layout (possibly associated with the green edge) could be represented by this ditch.

1. INTRODUCTION

- 1.1. On the 28th October 2020, Cotswold Archaeology (CA) carried out an archaeological evaluation at Mill Cottage, within an area outlined for further housing. Mill Cottage is located at Mill Green on the north side of Stonham Aspal (centred at NGR: 613898 260219; Fig. 1). This evaluation was undertaken for Tony and Steven Gayfer.
- 1.2. Mid Suffolk District Council planning permission (ref: DC/19/01699) required that a programme of archaeological work be undertaken in accordance with an approved Written Scheme of Investigation (WSI).
- 1.3. The scope of this evaluation was defined by a Brief issued by Matthew Baker, county curator for Suffolk County Council Archaeological Service, the archaeological advisor to Mid Suffolk District Council. The evaluation was carried out in accordance with a WSI prepared by Stuart Boulter (2020) and approved by Matthew Baker.
- 1.4. The evaluation was also in line with Standard and Guidance: archaeological field evaluation (ClfA 2020), the SCC Requirements for Trenched Archaeological Evaluation (SCCAS 2019), the Management of Research Projects in the Historic Environment (MORPHE): Project Planning Note 3 (English Heritage 2008) and the Management of Research Projects in the Historic Environment (MORPHE): Project Manager's Guide (EH 2006).

The site

- 1.5. The proposed site occupies an area of 700m². It lies to the north of Mill Cottage at an elevation of 63mAOD. The site is located across a level portion of garden with a tall hedge and tress to the north and east and with a series of outbuildings and a culverted drain to the west.
- 1.6. The underlying bedrock geology of the site is mapped as bedrock of Crag Group/Sand, with surface geology of Lowestoft Formation/Diamicton which can be very variable (BGS 2020). In this case, field observations revealed that chalky clay was present.

2. ARCHAEOLOGICAL BACKGROUND

- 2.1. The site lies in an area of high archaeological potential on the edge of the previous medieval green, now known as Mill Green. Evidence for the green boundary ditch and potentially for green edge settlement of medieval date was considered to be possible.
- 2.2. The first and second editions of the Ordnance Survey map (of c.1880 and 1900) show no ditches or structures in this area north of Mill Cottage.

3. AIMS AND OBJECTIVES

- 3.1. The objective of the evaluation was to provide information on the likely archaeological resource within the site, including its presence/absence, character, extent, date and state of preservation. This information would enable Suffolk County Council Archaeological Service to identify and assess the particular significance of any archaeological heritage assets within the site, consider the impact of the proposed development upon that significance and, if appropriate, develop strategies to avoid or minimise conflict between heritage asset conservation and the development proposals, in line with the *National Planning Policy Framework* (DCLG 2019).

4. METHODOLOGY

- 4.1. The evaluation fieldwork comprised the excavation of a T-shaped trench positioned across the footprint of the proposed new developments (Fig. 2). This shape allowed for the greatest amount of trenching while avoiding obstacles including trees and hedging to the north and east and a large service drain and outbuildings to the west.
- 4.2. Overburden was stripped from the trenches by a 5-tonne mechanical excavator fitted with a toothless ditching bucket. All machining was conducted under archaeological supervision, while topsoil and subsoil layers were removed to the top of the natural clay substrate.
- 4.3. The trench was photographed and recorded, deposits encountered were assessed and described, spoil was checked visually for finds and a metal detector search was conducted of spoil heaps and the base of the trench.
- 4.4. A single ditch was encountered, this large feature was hand excavated to a depth of 1m from ground surface but was bottomed by machine to a depth of 1.2m from top. The ditch section was cleaned, photographed and drawn on Permatrace (plastic film) at a scale of 1:20.
- 4.5. Finds were issued with unique reference number codes, allocated to the specific deposits in which they were found.
- 4.6. A GPS survey was conducted to record the position and levels of the trench, the outline of the ditch and the excavated slot and to locate the drawn section.
- 4.7. A summary of information from this project, as set out in Appendix 2, has been entered onto the OASIS online database of archaeological projects in Britain.

5. RESULTS

Trench 1 (Figs 2 and 3)

- 5.1. The main axis of the trench was orientated north to south and was c.12.5m in length at its base. At right-angles and to the west was a short T-shaped branch of c.4m length.
- 5.2. The dark brown, clay loam topsoil (layer 0002) was the top deposit of c.0.2m depth. Under this was a thick 'subsoil' deposit of mid orange brown silty clay (layer 0003) which was c.0.3m thickness. The underlying 'natural' (deposit 0006) consisted of mid orange clay and silty clay, which became mid grey clay with frequent chalk flecks at a depth of c.0.2m down from its upper surface.
- 5.3. Unstratified finds were collected using the context number 0001. These could have been derived from either the top or subsoil layers but are more likely to come from the lower deposit 0003. These finds consisted of a fragment of roofing tile and a piece of brick. Both were of late medieval to post-medieval date.

Ditch 0004 (Figs 2 and 3)

- 5.4. Crossing Trench 1 on an east to west alignment was Ditch 0004. The orientation of this ditch was confirmed by the T-shaped branch of the trench. This was a steep sided feature with a wide, slightly rounded base. It had a width of 1.8m and a depth (under layer 0003) of 0.65m.
- 5.5. The ditch fill 0005 appeared to be sealed by the subsoil layer 0003. The fill was mid orange brown silty clay with occasional flints, very similar to layer 0003 above but slightly paler and with occasional small chalk and charcoal flecks.
- 5.6. Finds from fill 0005 included a pottery sherd of Glazed red earthenware (16th-18th century), a sherd of Speckle Glazed ware (17th-18th century) and three fragments of brick and tile (late medieval to post-medieval date).

6. THE FINDS

Introduction

- 6.1. Small quantities of finds were recovered from two deposits from the evaluation. There were no registered artefacts or biological remains such as animal bone or shell.

Pottery

- 6.2. Two fragments of pottery were identified, both of which are post-medieval. The pottery is catalogued in Appendix B Table 1. A single fragment of Glazed red earthenware was recovered from fill 0005 of ditch 0004. It is an abraded bowl sherd, dating to the 16th-18th century. A sherd of Speckle Glazed ware was present in the same deposit, dating to the late 17th-18th century.

Ceramic Building Material (CBM)

- 6.3. A total of five fragments of ceramic building material was recovered from the evaluation weighing 518g. The small assemblage was fully catalogued in the site database and can be seen in Appendix B Table 2.
- 6.4. Two fragments of brick and roofing tile were collected as unstratified finds. These are of late medieval to post-medieval date.
- 6.5. Three other fragments recovered from ditch fill 0005 are also of late medieval to post-medieval date. They are two fragments of brick and a single piece of fully oxidised roofing tile.

7. DISCUSSION

- 7.1. The site was covered by thick deposits of top and subsoil, together measuring c.0.5m in depth. Unstratified finds, potentially mixed from topsoil and subsoil (but more likely to belong to the subsoil layer 0003), consisted of brick and tile fragments of late medieval to post-medieval date
- 7.2. A large east-west running ditch was encountered (ditch 0004). Probably a field boundary ditch, it was dated by pottery to the 17th or 18th century. Other finds from this feature included brick and tile, loosely dated from the late medieval to the post-medieval period.
- 7.3. Examination of the first and second Ordnance Survey maps (of c.1880 and 1900 respectively) failed to show any evidence for a boundary corresponding to this ditch, so this feature is likely to be earlier than these maps.
- 7.4. It was assumed that the boundary ditch for the original medieval green (now referred to as 'Mill Green', but shown as 'Northern Green' in the Hodkinson's map of 1783) would have run parallel with the current road, so a north-south ditch for the green edge was expected. The east-west ditch encountered was therefore likely to belong to a post-medieval field layout, possibly outside but related to the green edge arrangement.

8. CA PROJECT TEAM

- 8.1. Fieldwork and recording was undertaken by Jezz Meredith. The survey data was processed by Keighley Wasenczuk. Esther Escudero prepared the figures. The project was managed for CA by Stuart Boulter, who commented on and corrected an earlier draft of this report.

9. REFERENCES

Boulter, S., 2020, *Mill Cottage, Mill Green, Stonham Aspal, Suffolk: Written Scheme of Investigation for an Archaeological Evaluation*, CA report

British Geological Survey (BGS), 2020: *Geology of Britain Viewer*
<http://www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html>

CIfA, 2014, *Standard and Guidance for Archaeological Field Evaluation*. Chartered Institute for Archaeologists (Reading)

Department of Communities and Local Government (DCLG), revised 2019, *National Planning Policy Framework*

English Heritage, 2006, *Management of Research Projects in the Historic Environment: the MoRPHE Project Managers' Guide*

English Heritage, 2008, *Management of Research Projects in the Historic Environment Project Planning Note 3: Archaeological Excavation*

APPENDIX A: CONTEXT DESCRIPTIONS

Trench	Context No.	Type	Interpretation	Description	Depth/ thickness (m)	Spot-date
1	0001	Finds	Unstratified finds	Probably from 0003 but could be mixed		late med/ post- medieval
1	0002	Layer	Topsoil	Dark brown humic clay loam (no finds)	0.2	
1	0003	Layer	Subsoil	Mid orange brown silty clay with occasional flints (no finds)	0.3	
1	0004	Cut	Ditch	Large E/W running ditch with concave sides to wide, slightly rounded base; width 1.8m, depth 0.65m	0.65	late med/ post- medieval
1	0005	Fill	Ditch fill	Similar to 0003 but slightly paler & with occasional small chalk & charcoal flecks		late med/ post- medieval
1	0006	Deposit	Natural	Orange clay/silty clay geological deposit, becoming grey chalky clay at c.0.2m depth from top		

APPENDIX B: THE FINDS

A small quantity of finds was collected from the evaluation, as listed in the table below.

Table 1: Catalogue of bulk finds

Context	Pottery		CBM		Spotdate
	No	Wt/g	No	Wt/g	
0001			2	194	L Med/Pmed
0005	2	56	3	325	Pmed

THE POTTERY

Two fragments of pottery were recovered from the evaluation weighing 56g. The small assemblage was fully recorded on the site database and a catalogue is shown below (Table 2). The fabric codes used are based on broad fabric types identified in *Eighteen centuries of pottery from Norwich* (Jennings 1981).

Table 2: Catalogue of pottery

Context	Count	Weight (g)	Period	Fabric	Form	Type	EVE	Abr	ENV	Rim diameter	Fabric date range	Overall date range
0005	1	37	PMED	SPEC	BODY		0	A	1		L17th-18th C	16th-18th C
0005	1	19	PMED	GRE	BOWL	RIM	5	A	1	140	16th-18th C	

Two fragments of pottery were deposited into the fill 0005 of ditch 0004 and date overall to the 17th-18th century.

References

Jennings, S., 1981, *Eighteen centuries of pottery from Norwich*, EAA Report No 13

THE CERAMIC BUILDING MATERIAL

Five fragments of ceramic building material were collected from the evaluation, weighing a total of 519g.

The fabrics identifications are based on those used in the East Anglian region (Sue Anderson, unpublished CBM fabric codes), and forms are based on Drury's work on Norwich assemblages (1993).

Table 3: Catalogue of CBM (Ceramic building material)

Context	Fabric	Form	Count	Weight (g)	Description	Period
0001	wsg	LB	1	154		PM
0001	fs	RT	1	40		L/PM
0005	fsg	LB	1	256	Height 62mm	L/PM
0005	fscp	LB	1	41		L/PM
0005	msfe	RT	1	28		L/PM

The assemblage consists of small fragments of fragmentary late medieval and post-medieval brick and fully oxidised roofing tiles of the same date. Three pieces were deposited into the ditch 0004 with pottery dating to the 16th-18th century. Two unstratified fragments were also retained.

References

Drury, P., 1993 'Ceramic building materials' in Margeson, S, *Norwich Households*, EAA 58, Norwich Survey 163-8

APPENDIX C: OASIS SUMMARY

OASIS ID: [cotswold2-404920](#)

Project details

Project name	Mill Cottage, Mill Green, Stonham Aspal, Suffolk, Evaluation
Short description of the project	In October 2020, Cotswold Archaeology carried out an archaeological evaluation within the garden of Mill Cottage, Mill Green, Stonham Aspal, targeting the site of proposed new houses. This area was close to a medieval green edge, now referred to as Mill Green but shown as Northern Green on Hodskinson's map of 1783. The boundary ditch for the green and potential medieval green edge occupation could possibly be encountered within the development area. Evidence for the green boundary and medieval occupation could not be detected but a large east to west running ditch was recorded. This was dated by pottery to the 17th and 18th centuries. No evidence for a boundary ditch on this alignment could be seen in the first and second edition Ordnance Survey maps (of c.1880 and 1900 respectively) so an earlier field layout (possibly associated with the green edge) could be represented by this ditch
Project dates	Start: 28-10-2020 End: 28-10-2020
Previous/future work	No / Not known
Any associated project reference codes	DC/19/01699/OUT - Planning Application No.
Any associated project reference codes	SAL 057 - HER event no.
Type of project	Field evaluation
Site status	None
Current Land use	Residential 1 - General Residential
Monument type	DITCH Post Medieval
Significant Finds	POT Post Medieval
Significant Finds	CBM Post Medieval
Methods & techniques	"Sample Trenches"
Development type	Rural residential
Prompt	Direction from Local Planning Authority - PPS
Position in the planning process	After outline determination (eg. As a reserved matter)

Project location

Country	England
Site location	SUFFOLK MID SUFFOLK STONHAM ASPAL Mill Cottage, Mill Green, Stonham Aspal, Suffolk, Evaluation
Study area	700 Square metres
Site coordinates	TM 13898 60219 52.198116489377 1.130283253762 52 11 53 N 001 07 49 E Point

Project creators

Name of Organisation	Cotswold Archaeology
Project brief originator	Suffolk County Council Archaeological Services
Project design originator	Matthew Baker
Project director/manager	Stuart Boulter
Project supervisor	Jezz Meredith
Type of sponsor/funding body	Developer

Project archives

Physical Archive recipient	Suffolk County Council Archaeological Services
Physical Contents	"Ceramics"
Digital Archive recipient	Suffolk County Council Archaeological Services
Digital Contents	"other"
Digital Media available	"Images raster / digital photography","Survey","Text"
Paper Archive recipient	Suffolk County Council Archaeological Services
Paper Contents	"other"
Paper Media available	"Context sheet","Miscellaneous Material","Section"

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	Mill Cottage, Mill Green, Stonham Aspal, Suffolk: Archaeological Evaluation
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Entered on	6 November 2020

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Mill Cottage, Mill Green, Stonham Aspal, Suffolk

Written Scheme of Investigation for an Archaeological Evaluation

CA Project: SU0184
OASIS ID: cotswold2-404920
HER reference: SAL 057



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Summary Project Details

Location	Site Name	Mill Cottage, Mill green	
	Parish/County	Stonham Aspal/Suffolk	
	Grid Reference	613898 260219	
Site details	Project type	Trenched evaluation	
	Size of Area	c.700m ²	
	Access	From Mill Green	
	Planning proposal	Two dwellings	
Staffing	No. of personnel (CA)	Estimated as 1 x PO + 1 Project Assistant/surveyor and metal detectorist as required	
	No. of subcontractor personnel	Excavator driver	
Project dates	Start date	Autumn/Winter 2020	
	Fieldwork duration	Projected as 1 day (with contingency for a second)	
Reference codes	Site Code	SAL 057 (ESF28354)	
	OASIS No.	Cotswold2-404920	
	Planning Application No.	DC/19/01699/OUT	
	HER Search Invoice Number	TBA	
	CA Jobcode	SU0184	
Key persons	Project Manager	Stuart Boulter	
	Project Officer	Jezz Meredith	
	Metal Detectorist	Steve Hunt, Mike Green or Matt Stevens	
Hire details	Plant	Holmes Plant Hire	01473 890766
	Welfare	Karzees	0800 432 0048
	Tool-hire	NA	

Personnel and contact numbers

Cotswold Archaeology; Suffolk Office	Office Head	Dr Rhodri Gardner	01449 900120
	Project Managers	Joanna Caruth	01449 900121
		Stuart Boulter	01449 900122
	Finds Dept	Richenda Goffin	01449 900129
	H&S	Luke Brannlund	07809 195727
	EMS	Jezz Meredith	01449 900124
Client	Client	Tony Gayfer	-
	Client Contact	Steven Gayfer	07516 475257
	Landowner/Tenant	-	-
Archaeological	Curatorial Officer	Matthew Baker (SCCAS)	01284 741329
	EH Regional Science Advisor	Dr Zoe Outram	01223 582707

1 1. INTRODUCTION

- 1.1 This document sets out details of a *Written Scheme of Investigation* (WSI) prepared by Cotswold Archaeology (CA) covering an archaeological trenched evaluation of the site of a proposed housing development on land at Mill Cottage, Mill Green, Stonham Aspal (centred at NGR: 613898 260219) (Fig. 1).
- 1.2 Planning Application DC/19/01699 attracted a planning condition requiring a programme of archaeological work. The scope of the required archaeological works is detailed in a Brief prepared by Suffolk County Council Archaeological Service (SCCAS), the archaeological advisors to the Local Planning Authority (LPA), archaeologist Matthew Baker in a document dated 11th September 2020. This Written Scheme of Investigation (WSI) covers the trenched evaluation only. Any further stages of archaeological work that might be required as a consequence of the evaluation's results would be subject to new documentation.
- 1.3 This WSI has been guided in its composition by *Standard and guidance: Archaeological field evaluation* (ClfA 2014; updated June 2020), the SCC Requirements for Trenched Archaeological Evaluation (SCCAS 2019), the *Management of Research Projects in the Historic Environment (MORPHE): Project Planning Note 3* (English Heritage 2008), the *Management of Research Projects in the Historic Environment (MORPHE): Project Manager's Guide* (EH 2006) and any other relevant standards or guidance contained within Appendix B.

The site

- 1.4 The proposed dwellings, which together cover an area of approximately 700m², lie at approximately 60m AOD on the western edge of a plateau-like area that overlooks a shallow valley to the west. The site is bounded by the Mill Green road to the west, extant dwellings north and south an open arable fields to the east.
- 1.5 Geologically, the site is likely to have superficial deposits of Lowestoft Formation - Diamicton. Superficial Deposits formed up to two million years ago in the Quaternary Period in a local environment previously dominated by ice age conditions. These sedimentary deposits are glacial in origin, detrital, created by the action of ice and meltwater, they can form a wide range of deposits and geomorphologies associated with glacial and inter-glacial periods during the Quaternary. The underlying geology

comprises Crag Group – Sand a sedimentary bedrock formed approximately up to five million years ago in the Quaternary and Neogene Periods in a local environment previously dominated by shallow seas. These sedimentary rocks are shallow-marine in origin, detrital, ranging from coarse- to fine-grained (locally with some carbonate content) forming interbedded sequences (BGS 2020).

2 2. ARCHAEOLOGICAL BACKGROUND

2.1 The evaluation Brief states that the proposed housing development lies in an area of high archaeological importance recorded on the County Historic Environment Record (HER). **NB: A full HER search of an area encompassing a c.1km radius of the site will be undertaken as part of the evaluation works and included in the subsequent report.**

2.2 The Brief also summarises the most significant HER records noted in the vicinity of the proposed development site; specifically its location near evidence for medieval settlement (HER SAL 005), within plotlines at the edge of a medieval green. As a result, there was considered to be a high potential for the discovery of below-ground heritage assets of archaeological importance within this area.

3 3. AIMS AND OBJECTIVES

3.1 The objectives of the evaluation are to provide information about the archaeological resource within the site, including its presence/absence, character, extent, date, integrity, state of preservation and quality. In accordance with *Standard and guidance: Archaeological field evaluation* (ClfA 2014, updated 2020), the evaluation has been designed to be minimally intrusive and minimally destructive to archaeological remains. The information gathered will enable SCCAS to identify and assess the particular significance of any heritage asset, consider the impact of the proposed development upon it, and to avoid or minimise conflict between the heritage asset's conservation and any aspect of the development proposal, in line with the *National Planning Policy Framework* (DCLG, revised 2019).

3.2 The SCCAS Brief (4.2) states that the 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 Any archaeological remains that are identified will be put into their local and regional context with reference to the East Anglian Regional Research Agenda (Medleycott 2011).

3.4 During the course of the project, any changes proposed by the CA Project Manager (Stuart Boulter) to the following specifications and methodologies will be communicated directly to SCCAS for their approval.

4 4. METHODOLOGY

Excavation and recording

4.1 The Brief (4.3) states that linear trenches are thought to be the most appropriate sampling method and will target the footprints of the proposed buildings, resulting in an overall 20m length of 1.8m wide trench divided into two individual 10m long trenches (Fig. 2). In addition, provision will be made for a 10m length of contingency trench that may be required on site should further deposit testing be needed. The trenches will be set out on OS National Grid (NGR) co-ordinates using Leica GPS, and scanned for live services by trained Cotswold Archaeology staff using CAT and Genny equipment in accordance with the Cotswold Archaeology *Safe System of Work for avoiding underground services*. The locations of trenches may need to be adjusted on site to account for currently unidentified services and other constraints, but only with the approval of the archaeological advisor to the LPA (SCCAS). The final 'as dug' trench plan will be recorded with GPS.

4.2 The trench will be excavated by a mechanical excavator equipped with a toothless ditching bucket with topsoil and subsoil stored separately adjacent to each trench. All machining will be conducted under archaeological supervision and will cease when the first significant archaeological horizon or natural substrate is revealed (whichever is encountered first) or at a depth where health and safety considerations make further

excavation without trench support problematic. Should the depth of the archaeological deposits be such that unsupported excavation cannot continue, there will be discussions with SCCAS regarding the need to proceed; if deeper excavation is deemed necessary then, in the first instance, stepping/battering of the trench edges will be initiated. However, in extreme circumstances, other methods such as formal shoring may be employed and will represent an additional expense to the client. Where deep excavations need to be left open overnight, security fencing will be erected.

- 4.3 Following machining, all archaeological features revealed will be planned and recorded in accordance with *CA Technical Manual 1: Fieldwork Recording Manual*. Each context will be recorded on a pro-forma context sheet by written and measured description; principal deposits will be recorded by drawn plans (scale 1:20 or 1:50, or electronically using Leica GPS or Total Station (TST) as appropriate) and drawn sections (scale 1:10 or 1:20 as appropriate). Where detailed feature planning is undertaken using GPS/TST this will be carried out in accordance with *CA Technical Manual 4: Survey Manual*. Photographs (high resolution digital images; unprocessed Raw files of at least 10 megapixels with a APS-C sensor or larger) will be taken as appropriate. All finds and samples will be bagged separately and related to the context record. All artefacts will be recovered and retained for processing and analysis in accordance with *CA Technical Manual 3: Treatment of Finds Immediately after Excavation*.
- 4.4 Unless agreed with SCCAS, all archaeological deposits and features will be sampled by hand excavation in order to satisfy the project aims and also comply with the SCCAS Requirements for Archaeological Evaluation (2019). Where complex or unexpected deposits are encountered or deposits that are suitable for mechanical excavation, these will be discussed with SCCAS to agree an excavation strategy.
- 4.5 Sample excavation of archaeological deposits will, wherever possible, be limited and minimally intrusive, sufficient to achieve the aims and objectives identified above. Wherever possible, excavation will not compromise the integrity of the archaeological record and will be undertaken in such a way as to allow for the subsequent protection of remains, either for conservation or to allow more detailed investigations to be conducted under better conditions at a later date. However, the general assumption is that a minimum of 1m wide slots will be manually excavated across the width of linear features, while for discrete features, such as pits, 50% of their fills should be

sampled, although in some instances 100% may be requested by SCCAS. Stratified deposits will be cleaned manually and then sampled by sondage unless it is agreed with SCCAS that at the evaluation stage of the project the deposit should remain intact. Where complex stratigraphy is encountered, provision will be made to record long trench-sections. It is assumed that unless agreed with SCCAS that all features will be sampled.

- 4.6 Metal detector searches (non-discriminating against iron), undertaken by an experienced metal-detectorist (CA staff Steve Hunt, Michael Green or Matt Stevens), will take place throughout the project. This will include prior to the trenches being dug, during the machine excavation and the subsequent hand-excavation phase as well as scanning the upcast spoil. Metal finds recovered which are not from hand-excavated features will have their location recorded by GPS.
- 4.7 All pre-modern finds (with the exception of unstratified animal bone) will be kept and no discard policy will be considered until all the finds have been processed and assessed.
- 4.8 All finds will be brought back to the CA Suffolk premises for processing, preliminary assessment, conservation and packing. Most finds analysis work will be carried out in house, but in some circumstances, it may be necessary to send some categories of finds to external specialists (see below).
- 4.9 Should circumstances on site require additional security measures, for example fencing, then the client will be informed and the additional measures put in place.

Human remains

- 4.10 In the case of the discovery of human remains (skeletal or cremated), at all times they should be treated with due decency and respect. For each situation, the following actions are to be undertaken:
- In line with the recommendations *Guidance for best practice for the treatment of Human remains excavated from Christian Burial Grounds in England* (APABE 2017) human burials should not be disturbed without good reason. However, investigation of human remains should be undertaken to an extent sufficient for adequate evaluation. Therefore, a suspected burial feature (inhumation or cremated bone deposit) will be investigated to confirm the presence and

condition of human bone. Once confirmed as human, the buried remains will not be disturbed further and will instead be left *in situ* - unless further disturbance is absolutely unavoidable and required by SCCAS.

- Where further disturbance is unavoidable, or full exhumation of the remains is deemed necessary by SCCAS, this will be conducted following the provisions of the Coroners Unit in the Ministry of Justice. All excavation and post-excavation processes will be in accordance with the standards set out in *ClfA Technical Paper No 7 Guidelines to the Standards for recording Human Remains* (ClfA 2004).

Environmental remains

- 4.11 Due care will be taken to identify deposits which may have environmental potential, and where appropriate, a programme of environmental sampling will be initiated. This will follow the Historic England environmental sampling guidelines outlined in *Environmental Archaeology, A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (English Heritage 2011), *Additional Requirements for Palaeoenvironmental Assessment* (SCCAS 2017) and *CA Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites*. The sampling strategy will be adapted for the specific circumstances of this site, in close consultation with the CA Environmental Officer and, if necessary, the Heritage England Science Advisor (currently Zoe Outram), but will follow the general selection parameters set out in the following paragraphs.
- 4.12 Secure and phased deposits, especially those related to settlement activity and/or structures will be considered for sampling for the recovery of charred plant remains, charcoal and mineralised remains. Any cremation-related deposits will be sampled appropriately (100%) for the recovery of cremated human bone and charred remains. If any evidence of *in situ* metal working is found, suitable samples for the recovery of slag and hammer scale will be taken. Sample sizes will be a minimum of 40 litres, or 100% of the context where deemed more suitable.
- 4.13 Where sealed waterlogged deposits are encountered, samples for the recovery of waterlogged remains, insects, molluscs and pollen, as well as any charred remains, will be considered. The taking of sequences of samples for the recovery of molluscs and/or waterlogged remains will be considered through any suitable deposits such as deep enclosure ditches, barrow ditches, palaeo-channels, or buried soils. Monolith

samples may also be taken from this kind of deposit, as appropriate, to allow soil and sediment description/interpretation as well as sub-sampling for pollen and other micro/macrofossils such as diatoms, foraminifera and ostracods.

- 4.14 The need for any more specialist samples, such as OSL, archaeomagnetic dating and dendrochronology will be evaluated and will be taken in consultation with the relevant specialist.
- 4.15 The processing of samples will be done in conjunction with the relevant specialist following the *Environmental Archaeology, A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (English Heritage 2011). Flotation or wet sieve samples will be processed to 0.25mm. Other more specialist samples such as those for pollen will be prepared by the relevant specialist. Further details of the general sampling policy and the methods of taking and processing specific sample types are contained within *CA Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites*.
- 4.16 Upon completion of the evaluation the backfilling will not be undertaken without the consent of SCCAS. Once this is acquired, trenches will be backfilled by mechanical excavator. Spoil will be pushed back into trenches in the correct sequence and tracked over by the attending machine in order to ensure the ground surfaces are flat safe and level. More formal reinstatement is not offered by CA.

5 STAFF AND TIMETABLE

- 5.1 The project will be managed by CA Project Manager Stuart Boulter MCIfA.
- 5.2 The staffing structure will be organised thus: the Project Manager will direct the overall conduct of the evaluation as required during the period of fieldwork. Day to day responsibility however will rest with the CA Project Leader (Jezz Meredith) who will be on-site throughout the project.
- 5.3 It is projected that the CA team in the field will consist of a maximum of two staff: a Project Officer (acting as Project Leader) and an Archaeologist (surveyor/metal-detectorist) as required.

5.4 It is envisaged that the project will require one day of fieldwork although, depending on what is uncovered, a second day may be required to complete investigations and backfill the trench should SCCAS require further deposit testing as a result of the site monitoring visit. Analysis of the results and subsequent reporting will take between four - six weeks depending on the complexity of the results.

5.5 Specialists who will be invited to advise and report on specific aspects of the project as necessary are:

Ceramics	Ed McSloy, Steve Benfield (CA)
Metalwork	Ed McSloy, Ruth Beveridge (CA)
Flint	Jacky Sommerville, Michael Green (CA)
Animal Bone	Andy Clarke BA (Hons) MA (CA), Matty Holmes BSc MSc ACIfA (freelance), Julie Curl (freelance)
Human Bone	Sharon Clough (CA)
Environmental Remains	Sarah Wyles, Anna West (CA)
Conservation	Pieta Greeves (freelance)
Geoarchaeology	Dr Keith Wilkinson (ARCA)

5.6 Depending upon the nature of the deposits and artefacts encountered it may be necessary to consult other specialists not listed here. A full list of specialists currently used by Cotswold Archaeology is contained within Appendix A.

6. POST-EXCAVATION, ARCHIVING AND REPORTING

6.1 Following completion of fieldwork, all artefacts and environmental samples will be processed, assessed, conserved and packaged in accordance with CA Technical Manuals and SCCAS guidelines. A recommendation will be made regarding material deemed suitable for disposal/dispersal in line with the relevant recipient Museums' collection policy, in this case almost certainly the county store.

6.2 An illustrated report will be compiled on the results of the fieldwork and assessment of the artefacts, palaeoenvironmental samples etc. The report will include:

- (i) an abstract containing the essential elements of the results preceding the main body of the report;
- (ii) a summary of the project's background;
- (iii) description and illustration of the site location;
- (iv) a methodology of the works undertaken;
- (v) integration of, or cross-reference to, appropriate cartographic and documentary evidence and the results of other research undertaken, where relevant to the interpretation of the evaluation results;
- (vi) a description of the project's results;
- (vii) an interpretation of the results in the appropriate context;
- (viii) a summary of the contents of the project archive and its location (including summary catalogues of finds and samples);
- (ix) a site location plan at an appropriate scale on an Ordnance Survey, or equivalent, base-map;
- (x) a plan showing the location of the trenches and exposed archaeological features and deposits in relation to the site boundaries;
- (xi) plans of each trench, or part of trench, in which archaeological features are recognised. These will be at an appropriate scale to allow the nature of the features exposed to be shown and understood. Plans will show the orientation of trenches in relation to north. Section drawing locations will be shown on these plans. Archaeologically sterile areas will not be illustrated unless this can provide information on the development of the site stratigraphy or show palaeoenvironmental deposits that have influenced the site stratigraphy;
- (xii) appropriate section drawings of trenches and features will be included, with OD heights and at scales appropriate to the stratigraphic detail being represented. These will show the orientation of the drawing in relation to north/south/east/west. Archaeologically sterile trenches will not be illustrated unless they provide significant information on the development of the site stratigraphy or show palaeoenvironmental deposits that have influenced the site stratigraphy;
- (xiii) photographs showing significant features and deposits that are referred to in the text. All photographs will contain appropriate scales, the size of which will be noted in the illustration's caption;
- (xiv) a consideration of evidence within its wider local/regional context;
- (xv) a summary table and descriptive text showing the features, classes and numbers of artefacts recovered and soil profiles with interpretation;
- (xvi) specialist assessment or analysis reports where undertaken;

- (xvii) an evaluation of the methodology employed and the results obtained (i.e. a confidence rating).
- 6.3 Specialist artefact and palaeoenvironmental assessment will take into account the wider local/regional context of the archaeology and will include:
- (i) specialist aims and objectives
 - (ii) processing methodologies (where relevant)
 - (iii) any known biases in recovery, or problems of contamination/residuality
 - (iv) quantity of material; types of material present; distribution of material
 - (v) for environmental material, a statement on abundance, diversity and preservation
 - (vi) summary and discussion of the results to include significance in a local and regional context
- 6.4 Copies of the draft report will be distributed to the Client or their Representative and to the LPA's Archaeological Advisor (SCCAS) thereafter for verification and approval. Subsequently, copies of the approved report will be issued to the Client, LPA's Archaeological Advisor (SCCAS) and the local Historic Environment Record (HER). Reports will be issued in digital format (PDF/PDFA as appropriate) and a hard copy will be supplied to the HER along with shapefiles containing location data for the areas investigated, if required.
- 6.5 Should no further work be required, an ordered, indexed, and internally consistent site archive (both physical and digital) will be prepared and deposited in accordance with *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation* (Archaeological Archives Forum 2007) and the *Archaeological Archives in Suffolk* guidelines (SCCAS 2019). 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.
- 6.6 If the client does not agree to transfer ownership to SCCAS, they will be required to nominate another suitable repository to be 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). 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.

6.7 Should items considered to be Treasure as detailed in the Treasure Act 1996 and the Code of Practice referred to therein, be identified, the following guidelines will be followed.

- The client (and landowner if different) and curator will be informed as soon as any such objects are discovered/identified and the find will be reported to the Coroner within fourteen days of discovery or identification. SCCAS, the British Museum and the local Portable Antiquities Scheme (PAS) Finds Liaison Officer will subsequently be informed of the find.
- Treasure objects will immediately be moved to secure storage at CA and appropriate security measures will be taken on site if required.
- Upon discovery of potential treasure, the landowner will be asked if they wish to waive or claim their right to a treasure reward, which in this instance would be 100% of the market value. If the landowner wishes to claim an inquest will be held and, once officially declared as Treasure and valued, the item will if not acquired by a museum, be returned to CA and the project archive. Employees of CA, or volunteers etc. present on site, will not be eligible for any share of a treasure reward.

Academic dissemination

6.8 As the limited scope of this work is likely to restrict its publication value, it is anticipated that only a short publication note will be produced, suitable for inclusion within the PSIAH. The archaeological advisory and planning role of the SCCAS Historic Environment Team will be acknowledged in any report or publication generated by this project. Subject to any contractual constraints, a summary of information from the project will also be entered onto the OASIS online database of archaeological projects in Britain, including the upload of a digital (PDF) copy of the final report, which will appear on the Archaeology Data Service (ADS) website once the OASIS record has been verified.

Public dissemination

6.9 In addition to the ADS website, a digital (PDF) copy of the final report will also be made available for public viewing via Cotswold Archaeology's *Archaeological Reports*

Online web page, generally within twelve months of completion of the project (<http://reports.cotswoldarchaeology.co.uk/>).

Archive deposition

- 6.10 CA will make arrangements with SCCAS for the deposition of the site archive and, subject to agreement with the legal landowner(s), the artefact collection.

7 7. HEALTH, SAFETY AND ENVIRONMENT

- 7.1 CA will conduct all works in accordance with the Health and Safety at Work Act 1974 and all subsequent Health and Safety legislation, CA Health and Safety and Environmental policies and the CA Safety, Health and Environmental Management System (SHE). A site-specific Construction Phase Plan (form SHE 017) will be formulated prior to commencement of fieldwork.

8 8. INSURANCES

- 8.1 CA holds Public Liability Insurance to a limit of £10,000,000 and Professional Indemnity Insurance to a limit of £10,000,000.

9 9. MONITORING

- 9.1 Notification of the start of site works will be made to the archaeological advisor to the LPA (SCCAS) at least ten working days before commencement of the trenching in order that there will be opportunities to visit the site and check on the quality and progress of the work. Where a site visit is possible, it will be booked with SCCAS prior to the works commencing on site.

- 9.2 However, while the present Covid-19 pandemic is in progress, SCCAS had ceased to undertake site visits and have issued guidelines regarding remote monitoring. While this is currently subject to revision, their remote monitoring requirements are as follows:

- All features present, including presumed natural and geological features are to be investigated as per the WSI

- GPS plans showing what is present, with context numbers included and which features have had environmental samples taken
- Running phase plans
- Written text stating what finds were found (if any) in each context, with provisional date
- Photographs of features (Please note all photographs should be taken at appropriate times of day and not in bad lighting conditions and once trenches, sections, features have been cleaned)
- Overall site shots from an elevated point or pole cam if possible
- Provision for SCCAS to review the remote monitoring documents and for any queries to be addressed.

9.4 Post-excavation and archiving progress will also be subject to review by SCCAS. For their part, CA will keep SCCAS informed regarding the progress of the project through both the fieldwork and post-excavation phases.

10 10. QUALITY ASSURANCE

10.1 CA is a Registered Organisation (RO) with the Chartered Institute for Archaeologists (RO Ref. No. 8). As a RO, CA endorses the *Code of Conduct* (CIfA 2014) and the *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* (CIfA 2014). All CA Project Managers and Project Officers hold either full Member or Associate status within the CIfA.

10.2 CA operates an internal quality assurance system in the following manner. Projects are overseen by a Project Manager who is responsible for the quality of the project. The Project Manager reports to the Chief Executive who bears ultimate responsibility for the conduct of all CA operations. Matters of policy and corporate strategy are determined by the Board of Directors, and in cases of dispute recourse may be made to the Chairman of the Board.

11 11. PUBLIC ENGAGEMENT, PARTICIPATION AND BENEFIT

11.1 This project will not afford opportunities for public engagement or participation during the course of the fieldwork. However, the results will be made publicly available on the ADS and CA websites, as set out in Section 6 above.

12 12. STAFF TRAINING AND CPD

12.1 CA has a fully documented mandatory Performance Management system for all staff which reviews personal performance, identifies areas for improvement, sets targets and ensures the provision of appropriate training within CA's adopted training policy. In addition, CA has developed an award-winning Career Development Programme for its staff, which ensures a consistent and high quality approach to the development of appropriate skills.

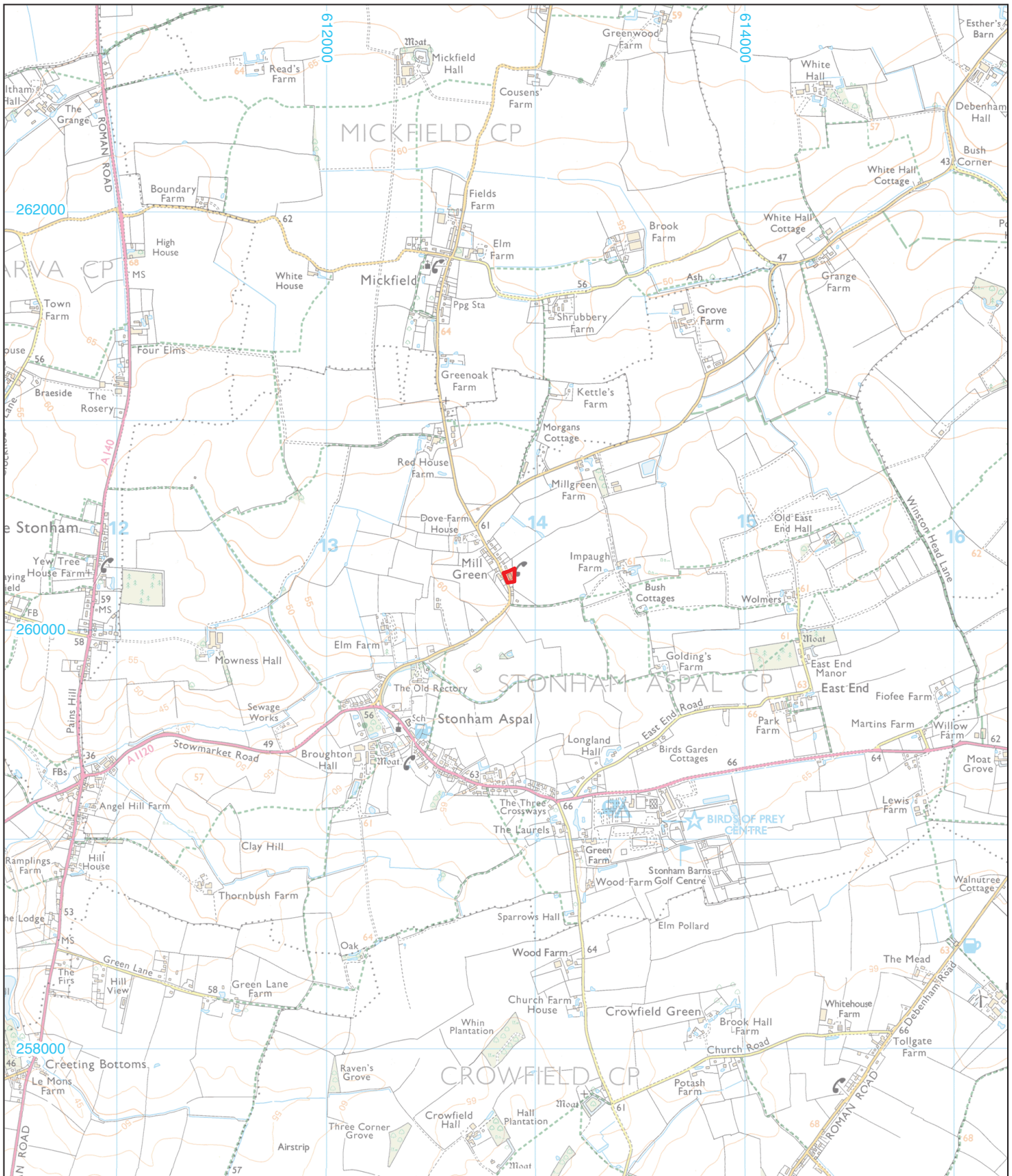
12.2 As part of the company's requirement for Continuing Professional Development, all members of staff are also required to maintain a Personal Development Plan and an associated log which is reviewed within the Performance Management system. All staff are subject to probationary periods on appointment, with monthly review; for site-based staff additional monthly Employee Performance Evaluations measure and record skills and identify training needs.

13 13. REFERENCES

APABE (Advisory Panel on the Archaeology of Burials in England) 2017 *Guidance for best practice for the treatment of Human remains excavated from Christian Burial Grounds in England, 2nd Edition*.

BGS (British Geological Survey) 2020 *Geology of Britain Viewer* <http://mapapps.bgs.ac.uk/geologyofbritain/home.html> (accessed 5th October 2020)

DCLG (Department of Communities and Local Government) 2019 *National Planning Policy Framework*



 Site



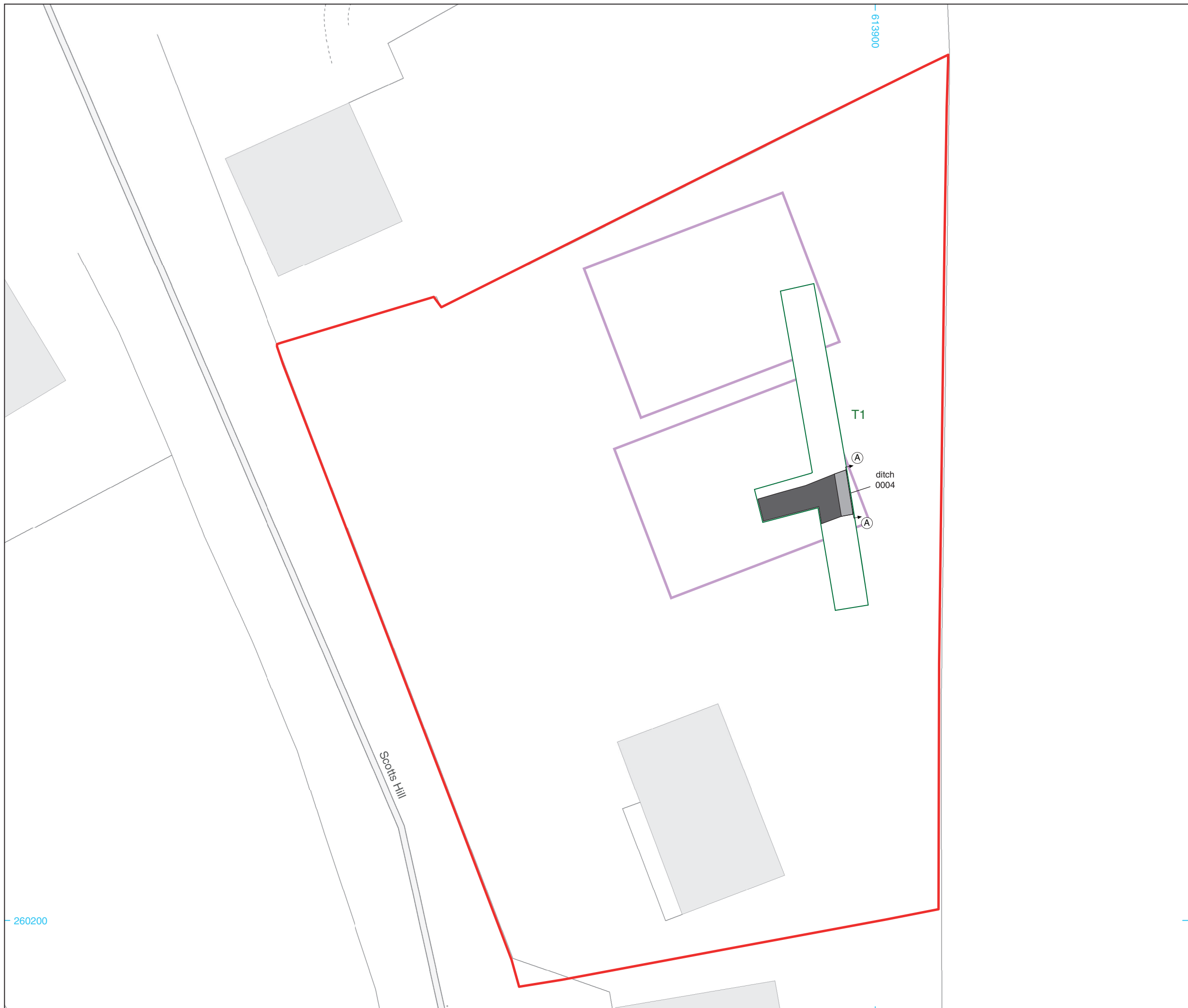
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PROJECT TITLE
 Mill Cottage, Mill Green
 Stonham Aspal, Suffolk

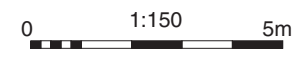
FIGURE TITLE
 Site location plan

DRAWN BY EE	PROJECT NO. SU0184	FIGURE NO.
CHECKED BY DJB	DATE 04/11/2020	
APPROVED BY SB	SCALE@A4 1:25,000	1

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- Site boundary
- Evaluation trench
- Archaeological feature (excavated/unexcavated)
- Proposed building footprint
- A A Section location



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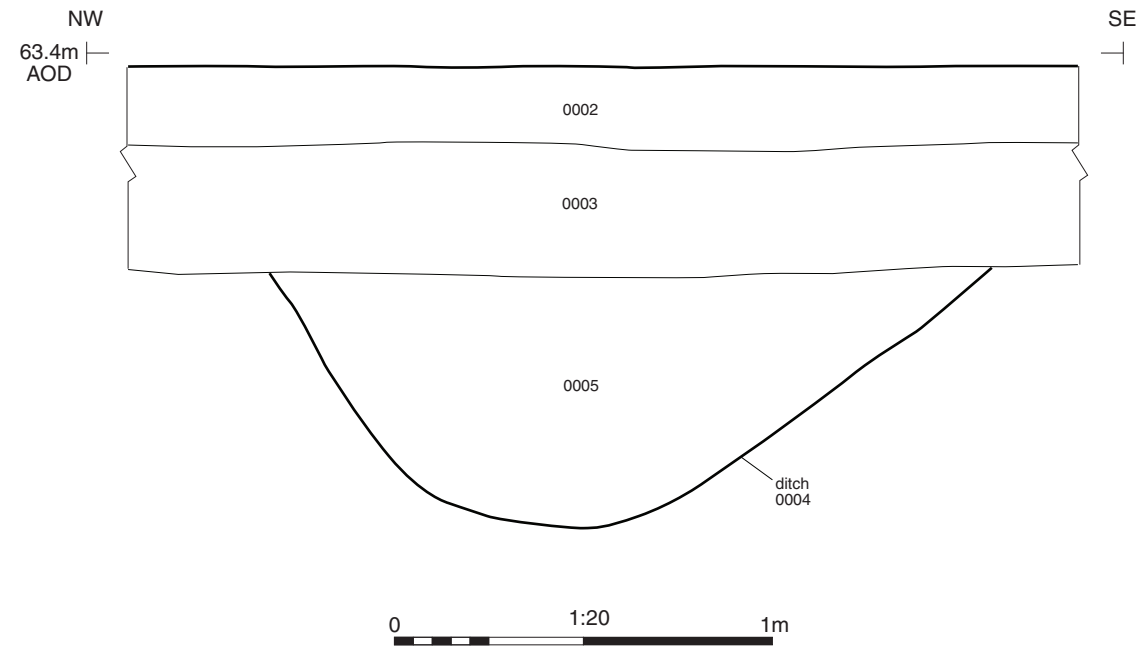
PROJECT TITLE
 Mill Cottage, Mill Green
 Stonham Aspal, Suffolk

FIGURE TITLE
 Trench location plan showing the footprints of proposed buildings

DRAWN BY	EE	PROJECT NO.	SU0184	FIGURE NO.
CHECKED BY	DJB	DATE	04/11/2020	2
APPROVED BY	SB	SCALE@A3	1:150	



Section AA



Ditch 0004, looking north-east (2m scale)



Trench 1, looking north-west (1m scale)



Trench 1, looking south-west (1m scale)


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PROJECT TITLE
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FIGURE TITLE
Trench 1, section and photographs

DRAWN BY	EE	PROJECT NO.	SU0184	FIGURE NO.
CHECKED BY	DJB	DATE	04/11/2020	3
APPROVED BY	SB	SCALE@A3	1:20	

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