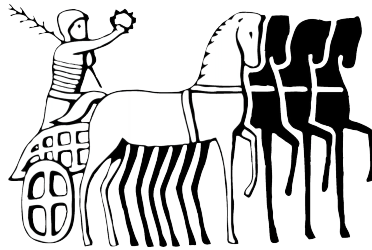


Colchester Archaeological Trust



**CAT Report 2153
issued April 2025**

**Archaeological evaluation on land to the rear of
Ruse House, Hall Street, Long Melford, Suffolk,
CO10 9JF: March 2025**



**CAT project ref.: 2025/02j
ECC code: LMD 380**

**Archaeological evaluation on land to the rear of
Ruse House, Hall Street, Long Melford, Suffolk,
CO10 9JF: March 2025**

NGR: TL 8643 4569 (centre)

**Planning district: Babergh Mid Suffolk Council
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1 Summary

An archaeological evaluation (three trial-trenches) was carried out on land to the rear of Ruse House, High Street, Long Melford, Suffolk, in advance of a new residential development. Located within the historic village, Ruse & Son butchers traded from the property for 160 years before it closed in 2020. The development site to the rear of the property was used as part of a livestock paddock and garden. The evaluation revealed two pits probably dating to the medieval period.

2 Introduction (Fig 1)

This is the report for an archaeological evaluation on land to the rear of Ruse House, Hall Street, Long Melford, Suffolk, which took place on the 13th-14th March 2025. Work was commissioned by PlanFree and was carried out by Colchester Archaeological Trust (CAT) in advance of the construction of three new dwellings.

In response to consultation with Suffolk County Council Archaeology Services (SCCAS), the Historic Environment Advisor (HEA) advised that, to establish the archaeological implications of this application, the applicant should be required to commission a scheme of archaeological investigation in accordance with the National Planning Policy Framework (MHCLG 2023).

All archaeological work was carried out in accordance with a *Brief for Archaeological Evaluation at Ruse House, Hall Street, Long Melford* written by Lousia Cunningham (SCCAS 2025). A written scheme of investigation (WSI) was prepared by CAT in response to the brief (CAT 2025a) and approved by the HEA.

In addition to the project Brief and WSI, all fieldwork and reporting was undertaken in accordance with:

- *Management of Research Projects in the Historic Environment (MoRPHE)* (Historic England 2015),
- Professional standards of the Chartered Institute for Archaeologists, including its *Code of Conduct* (CIfA 2020a-b, 2022, 2023a-b),
- East of England standards and frameworks published by East Anglian Archaeology (Brown & Glazebrook 2000, Gurney 2003, Medlycott 2011) and the recent review updates on <https://researchframeworks.org/eoe/>
- Relevant health and safety guidelines and requirements (CAT 2025b).

3 Archaeological background

The following archaeological background draws on information from the Suffolk Historic Environment Record (archaeology.her@suffolk.gov.uk), SCC invoice number 9556945.

Geology

The British Geological Survey geology viewer (1:50,000 scale¹) shows the bedrock geology for the site is chalk rock member (very hard chalk and chalkstone, some nodular, including mineralised hardground surfaces and marl seams), with superficial deposits of Head (poorly sorted and poorly stratified, angular rock debris and/or clayey hill wash and soil creep, mantling a hillslope and deposited by solifluction and gelifluction processes).

Archaeology² (Fig 2)

This background is focused on SHER search results within a 250m radius of the site. All measurements are taken from the centre point of the development site to the centre point of the archaeological site.

Long Melford is an attractive village with a long High Street largely located along the eastern bank of the River Stour. Melford is derived from 'mill' and 'ford' a crossing of a tributary of the river. Although the landscape is a favourable location for potential prehistoric remains, primarily prehistoric evidence for the area is in the form of chance find spots. The centre of Long Melford has a substantial Roman settlement which is believed to have been established around the junction of two main Roman roads, the north/south Chelmsford to Pakenham road (SUF 098, 6m W) and the east/west Wixoe to Coddensham road. There are a number of Roman remains recorded within the search area, but as they do not relate to the archaeology recorded at the current site they have not been included in this background. The site is located partially within the northeastern edge of the area defined as the main intensive area of the Roman settlement (LMD 172).

In the Domesday survey of 1086, the manor of Melford is listed as an estate of over 600 hectares. There are numerous records of medieval features and finds on the HER for Long Melford which support the notion that the town was thriving at this time. It is largely defined from historic mapping and locations of listed buildings. Like many of the larger settlements in the medieval period, Long Melford flourished from the production from the wool industry. The site straddles the eastern boundary of the area defined as the concentration of the medieval settlement (LMD 183).

From the late medieval to early post-medieval period there is a growth of housing appearing in the village. This is evident with buildings still surviving today as well as those visible on early historic mapping. One of the earliest survey maps of Melford was created by Israel Amyce in 1580. Amyce's map shows three buildings near the current site which are visible in the centre of Hall Street, but are no longer in existence (LMD 098, 149m NNW). Hall Street is lined by many historic buildings which still survive today. Immediately adjacent to the current site is the former Ruse and Son butchers

¹ British Geological Survey – <https://geologyviewer.bgs.ac.uk/>

² This is based on records held at the Suffolk County Historic Environment Record (SCHER).

(278224, 48m W). The timber-framed and plastered building is Grade II listed and dates to 17th century. Other significant historic buildings include the Bull Hotel. The hotel was originally a 15th-century jettied hall-house which had the hall replaced in the late 1520s to become used as an inn. Much of the timber-framing is exposed and several rooms have finely carved and moulded ceilings. The Inn is Grade II* Listed (LMD 230, 171 NNE). Bunyan Cottage also dates to the 15th century and is a Grade II timber-framed and plastered house (278228, 80m NNW). The southern part of Melford Galleries and garage premises is a 16th-17th-century timber-framed and plastered house with a cross-wing at the northern end (278227, 64m NW). Most of the rest of the listed buildings close to the site date to the 18th-19th century.

Nearby archaeological investigations have largely consisted of the monitoring of footings for house extensions. A post-medieval artefact scatter was recorded at Melford House (LMD 186, 124m NW). At the nearby Belmont House the topsoil was very deep and the trenching had limited excavation below it, the only features recorded were 19th century in date (ESF 20275 26m N). Other sites near the current site which yielded negative results include land adjoining 9 Wollards Gardens (ESF19306, 72m SW) and 17 Wollards Gardens (ESF19770 61m SE).

4 Aims

The aims of the archaeological evaluation were to record the extent of any surviving archaeological deposits and to assess the archaeological potential of the site to allow the SCCHEA to determine if further investigation is required.

5 Results (Figs 3-5)

Three trial-trenches were machine-excavated under the supervision of a CAT archaeologist. All three trenches cut through topsoil (L1, 0.2-0.38m thick), with trenches T2 and T3 also cutting through a layer of subsoil (L2, 0.15-0.2m thick), then onto natural (L3, encountered at a depth of 0.42-0.48m below current ground level).

A full context list with soil descriptions can be found in Appendix 1.

Trench 1

Trench 1 was L-shaped, 15m long by 1.6-1.8m wide. Circular pit F2 was sealed by subsoil L2. It measured 1.48m by 1.2m and was excavated to a depth of 0.94m, but the base of the feature was not identified due to safe working conditions. The pit had steep sloping sides and contained at least two fills, indicating episodes of backfilling. Finds from the fill included pottery, peg-tile, floor tile, a harness buckle, binding strap, oyster shell and butchered animal bone.

Trench 2

Trench 2 was L-shaped, 12m long by 1.8m wide. Present was a brick-lined pit for modern butchery waste and a single-coursed modern brick wall that terraced the 'paddock' from a lower level of paving (an area formerly for keeping caged fowl). The trench was opened around these obstacles. There were no archaeological remains.

Trench 3

Trench 13 was 11m long and 1.8m wide. Pit F1 was sealed by topsoil L1 and was uncovered towards the southeastern end of the trench. It was at least 1.12m by 0.8m and 0.33m deep. It was sub-circular in plan with moderate sloping sides and a concave base. The pit contained pottery sherds and some peg-tile.



Photograph 1 Trench 1, looking west.



Photograph 2 Pit F2, looking east.



Photograph 3 Trench 2, looking north-west.



Photograph 4 Modern butcher's waste pit in Trench 2, looking south-east.



Photograph 5 Trench 3, looking north-west.



Photograph 7 Pit F1, looking north-west.

6 Finds

6.1 Pottery and ceramic building material

by Dr Matthew Loughton

The evaluation uncovered a small assemblage of pottery and ceramic building material (henceforth CBM) at 29 sherds with a weight of 1.9 kg and EVE of 0.27 (Table 1). The mean sherd weight is 68.8g.

Ceramic material	No.	Weight (g)	MSW (g)	EVE
Pottery	13	342	26.3	0.27
CBM	16	1,653	103.3	-
All	29	1,995	68.8	0.27

Table 1 Summary of the pottery and CBM.

Prehistoric pottery

Two sherds of handmade grog-tempered pottery (15g) were recovered from F1. One sherd is scored with lines (grooved ware?) and dates to the late Neolithic-early Bronze Age.

Medieval and post-medieval pottery

Medieval and post-medieval pottery was recorded according to the fabric groups from CAR 7 (Cotter 2000) while the number of vessels was determined by rim EVE (estimated vessel equivalent) (Table 2). There was a small assemblage at only 11 sherds with a weight of 327g and EVE of 0.27 (Table 3). The mean sherd weight is 29.7g. This material was recovered from two features (Table 4). The majority of the pottery consists of sherds of Colchester-type ware (fabric F21), dating to c 1200-1550, and includes a thumbled base from a possible cistern, which are common during c 1400-1550 (Cotter 2000, 130, 134), and a baluster jug (EVE:0.07) with a white slipped decoration dating to c 1280-1450 (Cotter 2000, 127-128 fig. 73.15). Finally, was a Raeren stoneware drinking jug or mug (Cotter 2000, 282 fig. 191.4) which at Colchester are common during c 1475-1550.

Fabric code	Fabric description	Fabric date range guide
F21	Colchester-type ware	c 1200-1550
F45C	Raeren stoneware	c 1450-1625/1650

Table 2 Pottery fabrics recorded.

Fabric Group	Fabric description	No.	Weight (g)	MSW (g)	EVE
F21	Colchester-type ware	10	277	27.7	0.07
F45C	Raeren stoneware	1	50	50.0	0.20
Total		11	327	29.7	0.27

Table 3 Summary of the medieval and post-medieval pottery.

Context	Feature type	No.	Weight(g)	MSW (g)	EVE
F1	Pit	2	9	4.5	-
F2	Pit	9	318	35.3	0.27
Total		11	327	29.7	0.27

Table 4 Quantities of medieval and post-medieval pottery from specific features.

Ceramic building material (CBM)

The evaluation uncovered a small assemblage of ceramic building material (henceforth CBM) at 16 fragments with a weight just over 1.6kg and MSW of 103.3g (Table 1). This material was recovered from two features and one layer (Table 6). Medieval/post-medieval peg-tile account for the majority of the CBM while an orange glazed floor tile came from F2.

CBM code	CBM type	No.	Weight (g)	MSW (g)
PT	Peg-tile	15	1,083	72.2
FL TILE	Floor tile	1	570	570.0
Total		16	1,653	103.3

Table 5 Building material by type.

Context	Feature type	No.	Weight(g)	MSW (g)
F1	Pit	3	106	35.3
F2	Pit	13	1,547	119.0
Total		16	1,653	103.3

Table 6 Quantities of CBM from specific features.

Conclusion

Table 7 summarizes the dating evidence for the feature and layers which contained dateable CBM.

Context	Prehistoric pottery	Medieval-post-medieval pottery	CBM	Date Approx.
F1	HMG	F21	PT	Medieval
F2	-	F21 (Baluster jug, cistern) F45C (drinking jug/mug)	FL TILE, PT	Late 15th/early 16th century

Table 7 Approximate dates for the individual features.

6.2 Small finds

by Laura Pooley

Pit F2 produced two medieval small finds. The first (SF1) was a trapezoidal iron buckle with revolving arm. Buckles with revolving arms are generally quite large and probably from harnesses, with trapezoidal examples recorded from 12th- to 16th-century contexts (Goodall 2011, 340). The second (SF2) is a copper-alloy binding strip (SF2).

Fig 6.1 SF1 F2 Fill A, finds no. 3. A trapezoidal iron buckle with revolving arm. It comprises a trapezoidal U-shaped frame incorporating a revolving arm set between the looped ends of the side arms. A rounded bar forms the short side of the buckle which is parallel to the rounded revolving arm. The two sides arms are flattened and rectangular in section. The iron looped pin is still attached to the bar. Maximum 72.2mm wide and 62.5mm long, 82.0g.

Fig 6.2 SF2 F2 Fill B, finds no. 2. Copper-alloy binding strip. Plain strip, 101.3mm long by 20.0mm wide, 0.9mm thick and 12.3g, with long parallel sides. The terminals have been formed by cutting off the four corners. Four

holes (c 3.9mm diameter) have been punched through the strip, one at each terminal, with another hole set 21.0mm in from each terminal hole.

6.3 Shell

by Laura Pooley

Three fragments of oyster shell (19.6g) were recovered from F2 Fill A (finds no.3).

6.4 Animal bone

by Alec Wade

The evaluation produced a small assemblage of domestic waste amounting to 32 pieces of animal and bird bone from pit F2. The identified species included sheep/goat (no distinction being possible between the two species), pig and chicken. It is likely that cow is also represented amongst the less diagnostic pieces of large mammal bone. The surface condition of the bone was generally fair with a natural colouration. One or two pieces were in notably worse condition and discoloured. Cut or chop marks from butchery were noted on several pieces, specifically relating to division of the carcass (possibly trimmed or split vertebrae) and final processing (chopped fibula and pelvis fragments). A small amount of the bone had also been dog gnawed, suggesting the material had been collected prior to its deliberate deposition in the pit.

Finds number	No. of pieces	Weight (g)	Species	Comments
2 Fill B	1	10	Ovis/capra (sheep/goat)	Left pelvis fragment. Possibly chopped obliquely through blade of ilium.
	3	122	Sus (pig)	1 right mandible, male, canine erupting. Dp4 (h), M1 (d), M2 (half erupted). Age approx. 12 to 16 months. 1 radius, distal fragment. Metaphysis unfused, age less than 3.5 years. 1 humerus diaphysis, dog gnawed.
	1	6	Gallus (chicken)	1 tibio-tarsus, complete (GL 128mm).
	11	174	Cow or horse sized	1 scapula fragment. 2 diaphysis fragments. 3 rib fragments. One piece has multiple diagonal parallel fine cut marks on its medial surface. 4 vertebrae fragments. May have been split or trimmed but no clean cut or chop marks are apparent. 1 unidentified.
3 Fill A	2	40	Ovis/capra (sheep/goat)	1 scapula. Dog gnawed. 1 pelvis fragment. Dog gnawed.
	2	2	Gallus (chicken/bantam?)	1 humerus, complete (GL 72.4mm). 1 coracoid, complete (GL 50.5mm).
	1	4	Sus (pig)	1 fibula, proximal fragment. Shaft may have been chopped through removing distal end.
	7	86	Cow or horse sized	7 rib fragments. Three pieces have transverse fine cut marks and three have been dog gnawed.

	3	18	Sheep or goat sized	2 rib fragments. 1 scapula fragment. Dog gnawed.
	1	14	Unidentified	1 pelvic fragment? Not fused and with possible excavation damage.
TOTAL	32	476		

Table 8 Animal bone from pit F2.

7 Conclusion

Archaeological trial-trenching evaluation on land to the rear of Ruse House, Long Melford, Suffolk revealed two pits. The first produced two sherds of prehistoric pottery, two sherds of medieval pottery, and three fragments of medieval/post-medieval peg-tile, suggesting that pit F1 could date to the medieval period although a later date cannot be excluded. The second larger pit produced nine sherds of medieval pottery, a piece of floor tile, medieval/post-medieval peg-tile, a harness buckle, binding strip, oyster shell and a quantity of butchered animal bone. Dating evidence from F2 suggests a date range from the late 15th/early 16th century. The pits probably represent common low-level backyard or domestic activity, although the animal bone in F2 may indicate the presence of a butchers on or near to the site long before Ruse & Son was established in 1860. The sherds of prehistoric pottery from F1 are interesting, but as they are residual in a later-dated pit they are chance finds of limited archaeological significance.

8 Acknowledgements

CAT would like to thank Henry Day and PlanFree for commissioning and funding the work. The project was managed by Adam Wightman and Chris Lister, fieldwork was carried out by Harvey Furniss with Xander Smith. Figures are by Harvey Furniss and Emma Holloway. The project was monitored for SCCAS by Louisa Cunningham.

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Note: all CAT reports, except for DBAs, are available online in PDF format at <http://cat.essex.ac.uk>

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10 Abbreviations and glossary

CAT	Colchester Archaeological Trust
CIfA	Chartered Institute for Archaeologists
context	specific location of finds on an archaeological site
Bronze Age (early)	Early Bronze Age period from c 2500-1500 BC
EHHER	Essex Historic Environment Record
feature (F)	an identifiable thing like a pit, a wall, a drain: can contain 'contexts'
layer (L)	distinct or distinguishable deposit (layer) of material
medieval	period from AD 1066 to 1540
modern	period from AD 1901 to the present
natural	geological deposit undisturbed by human activity
Neolithic	period from c 4000-2500 BC
NGR	National Grid Reference
OASIS	Online Access to the Index of Archaeological Investigations, http://oasis.ac.uk/pages/wiki/Main
post-medieval	from AD 1540 to 1900
Roman	the period from AD 43 to c AD 410
SCCAS	Suffolk County Council Archaeological Service
SHER	Suffolk Historic Environment Record
section	(abbreviation sx or Sx) vertical slice through feature/s or layer/s
WSI	written scheme of investigation

11 Contents of archive

Finds: part of one box

Digital record:

CAT Report 2153

SCC Brief, CAT WSI

Digital photographs

Site data

Survey data

12 Archive deposition

The digital archive is currently held by the Colchester Archaeological Trust at Roman Circus House, Roman Circus Walk, Colchester, Essex, CO2 7GZ but will be permanently deposited with Suffolk County Council Archaeological Service (finds) and the Archaeology Data Service (digital archive).

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Suffolk Historic Environment Record

Appendix 1 Context list

Context	Trench no.	Finds no.	Interpretation	Context information	Period
L1	All	-	Topsoil	Firm, moist dark greyish-brown sandy silt with occasional stone inclusions and rooting	Modern
L2	T2, T3	-	Subsoil	Friable, moist, mid greyish-brown sandy silt with infrequent stone inclusions	Undated
L3	All	-	Natural	Firm, moist, mid brownish-orange sandy gravels	Post-glacial

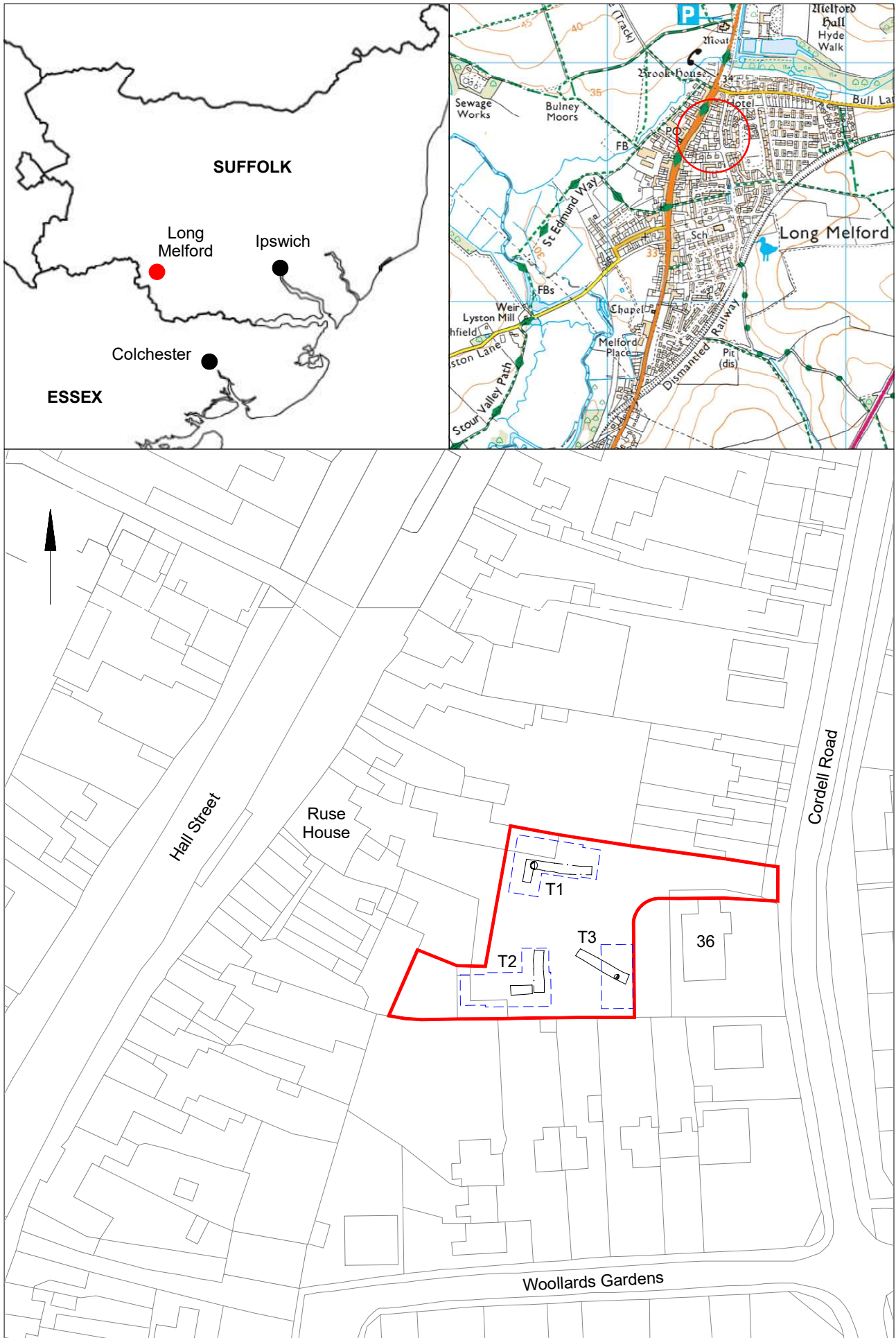
F1	T3	1	Pit	Soft, moist, mid greyish-brown sandy silt with infrequent stone inclusions	Medieval
F2	T1	2, 3	Pit	Fill B: Firm, moist dark to mid greyish-brown silt with occasional stone inclusions Fill A: Firm, moist, dark greyish brown sandy silt with occasional stone inclusions	Late 15th-early 16th century

Appendix 2 Pottery list

Context	Feature type	Find number	Fill	NR	GR	MSW	Rim	Handle	Base	Wmd	Sooting (ext)	Charing (int)	Burning	Organic	Fabric Group	Typology	Function	EVE	Diam	Comments	Start Date	End Date
F1	Pit	1		1	3	3									F21					SPLASHES OR GLAZE EXT	1200	1550
F1	Pit	1		1	6	6	0	0	1				X		F21						1200	1550
F1	Pit	1		1	3	3									HMG					BL/GREY GROG OR GTW?	PREH	PREH
F1	Pit	1		1	12	12									HMG					BR EXT, BL CORE & INT, SCORED/LINES EXT	LNEO	EBA
F2	Pit	2	B	1	98	98	0	0	1						F21	CISTERN	CISTERN			THUMBED BASE, SPLASHES OR GLAZE UNDERSIDE BASE, COMMON 1400-1550	1280/1300	1500
F2	Pit	2	B	1	23	23									F21						1200	1550
F2	Pit	2	B	1	35	35									F21					GREEN GLAZE INT, GREY/BL EXT, SAND	1200	1550
F2	Pit	2	B	1	18	18									F21					GREY SURFACE	1200	1550
F2	Pit	2	B	1	50	50	1	0	0						F45C	JUG/MUG	JUG/MUG	0.20	70	SIMILAR COTTER 2000 FIG.191.4 ETC	1475	1550
F2	Pit	3	A	2	31	16	1	0	0						F21	BALUSTER JUG	JUG	0.07	120	W-SLIP DECORATION EXTERIOR SIMILAR COTTER 2000 FIG. 73.15	1250	1450
F2	Pit	3	A	2	63	32						X	X		F21					GREY SURFACE	1200	1550

Appendix 3 CBM list

Context	Feature type	Find no.	Fill	NR	GR.	MSW	Typology	PH R	PH SQ	2 Phs	Blind	PH diam. mm	L.	BR.	TH.	Mortar	Comments	Start Date	End Date
F1	Pit	1		3	106	35	PT											1200/1250	1600
F2	Pit	2	B	2	277	139	PT	X				15	?	?	13	X		1200/1250	1600
F2	Pit	2	B				PT						?	?	14	X		1200/1250	1600
F2	Pit	2	B	1	135	135	PT	X		X			?	103	12	X	PT LIKE BUT TAPERING EDGES NARROWING AT ONE END, PT HOLES ON EDGE OF TILE, ORNAMENTAL PT?	1200/1250	1600
F2	Pit	2	B	7	482	69	PT		X			12 X 14	?	?	15			1200/1250	1600
F2	Pit	2	B				PT	X				19	?	?	12			1200/1250	1600
F2	Pit	2	B				PT		X			12 X 14	?	?	?			1200/1250	1600
F2	Pit	2	B				PT	X				15	?	?	15			1200/1250	1600
F2	Pit	2	B				PT		X				?	?	15			1200/1250	1600
F2	Pit	2	B	1	32	32	PT										?	1200/1250	1600
F2	Pit	2	B	1	570	570	FLOOR TILE						?	?	45		ORANGE GLAZE	1400	1600
F2	Pit	3	A	1	51	51	PT						?	?	15			1200/1250	1600



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Fig 1 Site location and trench results in relation to proposed development (dashed blue lines).

0 50 m



Fig 2 Development site (red) in relation to archaeological data recorded on the Suffolk Historic Environment records.

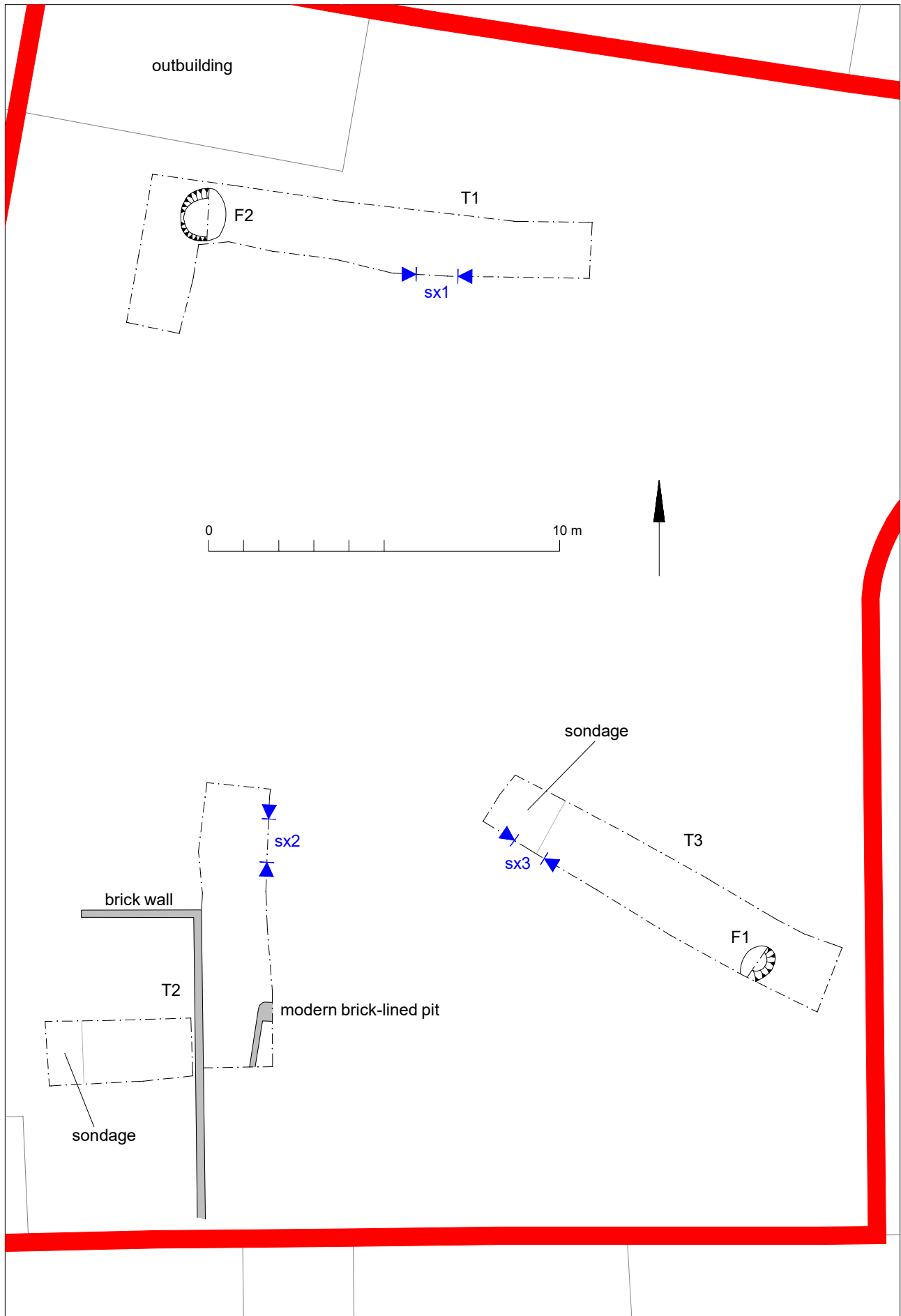


Fig 3 Results.

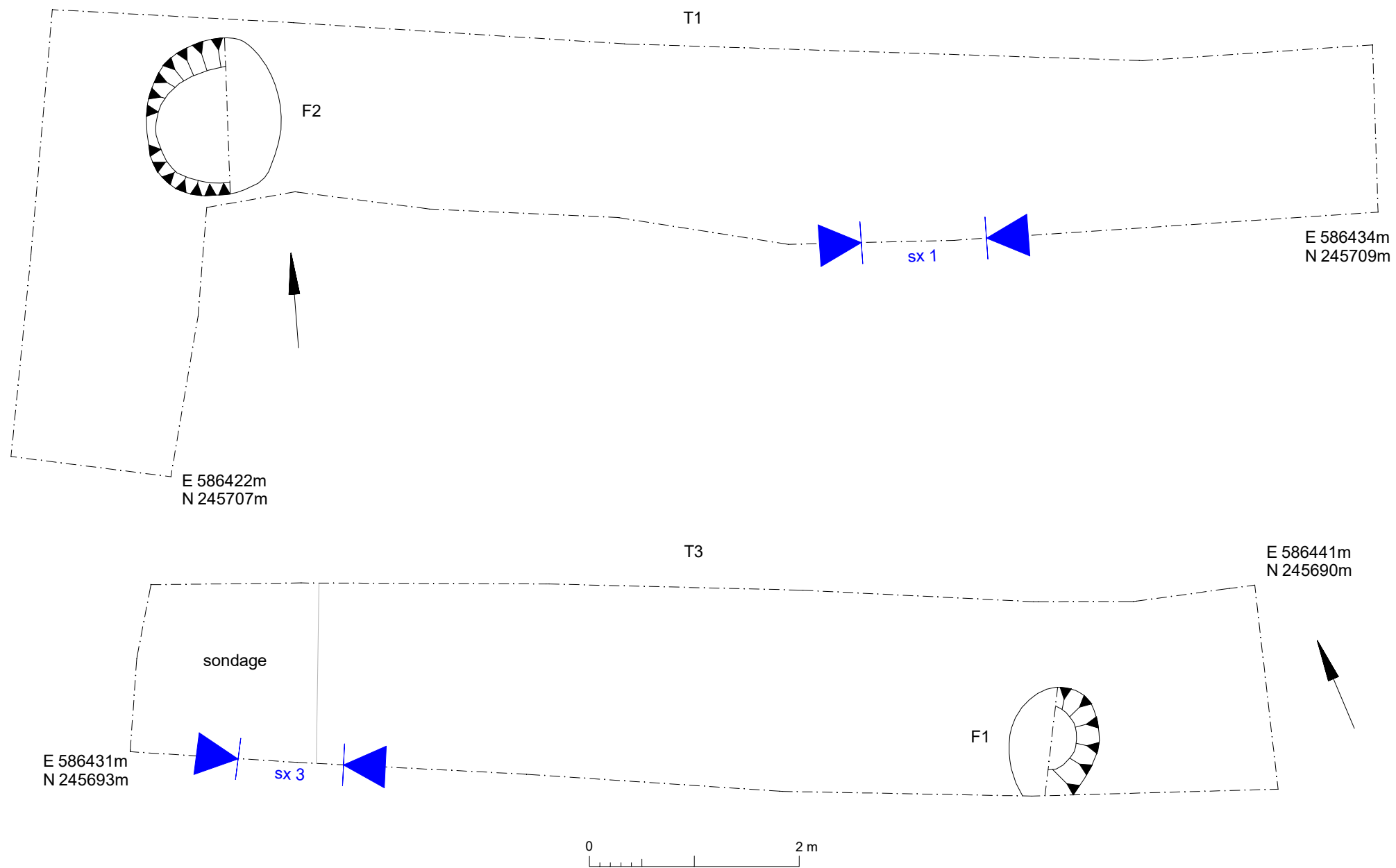


Fig 4 Trench results.

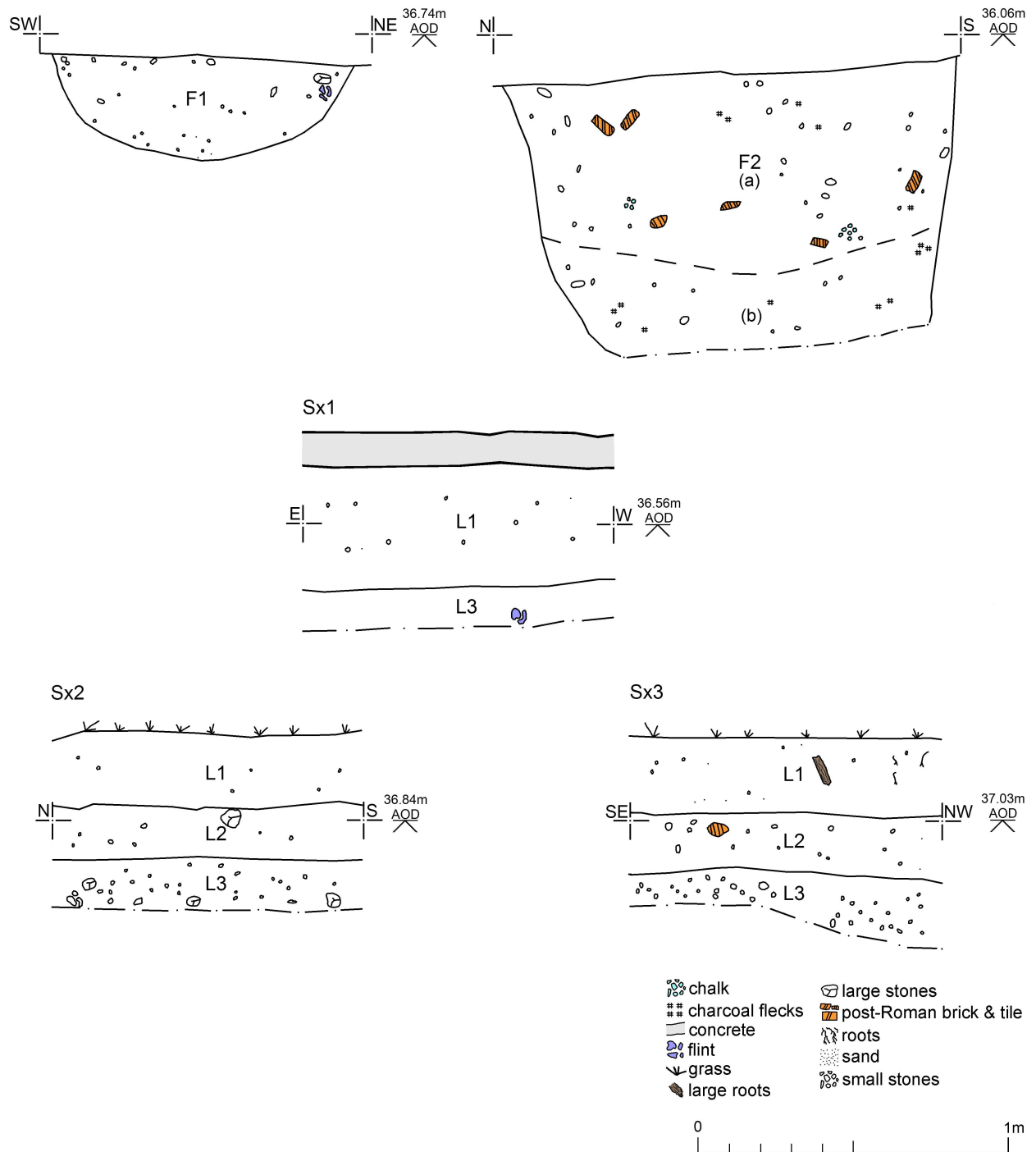
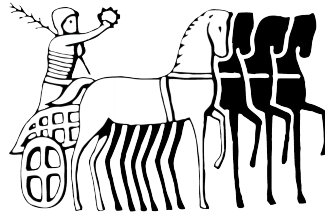


Fig 5 Feature and representative sections.



Fig 6 Small finds from F2.

Colchester Archaeological Trust



**Written Scheme of Investigation
for an evaluation by trial-trenching at
Ruse House, Hall Street, Long Melford, CO10 9JF**

February 2025

**CAT project ref.: 2025/02j
SCC parish code: LMD 380**

**Written Scheme of Investigation for an
evaluation by trial-trenching at Ruse House, Hall
Street, Long Melford, CO10 9JF**

February 2025

NGR: TL 8643 4569

**Planning district.: Babergh Mid Suffolk Council
Planning ref.: DC/24/04593/FUL & DC/24/04594/LBC**

CAT project ref.: 2025/02j

**Curating museum: Suffolk County Council Archaeological Service
SCC Parish code: LMD 380**

**SCCAS monitor: Louisa Cunningham
OASIS id: colchest3-531850**

**WSI prepared by: Chloé Hill
Figures by: Chris Lister**

**Commissioned by: Henry Day (PlanFree)
Client: PlanFree**

Prepared by:	Chloé Hill PCIfA	Senior Post-Excavation Assistant (Archiving)
Reviewed and approved by:	Chris Lister MCIfA	Director, Business Operations
Issued:	25/02/2025	

Colchester Archaeological Trust

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email: services@catuk.org

Site location and description

The proposed development site is situated north of the village at Ruse House, Hall Street, Long Melford (Fig 1), and is centred on National Grid Reference (NGR) TM 8643 4569.

Proposed work

The proposed development comprises the erection of two dwellings following the demolition of two outbuildings.

Geological background

The British Geological Survey geology viewer (1:50,000 scale¹) shows the site bedrock geology for the site is Chalk Rock Member to the north and Holywell Nodular Chalk Formation to the south. Superficial deposits of head, poorly sorted and poorly stratified, angular rocks debris and/or clayey hillwash and soil creep, mantling a hillslope and deposited by solifluction and gelifluction processes.

Archaeological background

The SCCAS brief states that *‘This site lies in an area of archaeological potential recorded on the County Historic Environment Record (HER). on the edge of the indicative area of the medieval core of Long Melford (HER number LMD 183) and within an area indicative of Roman occupation (LMD 172). A Roman cremation and inhumation have previously been identified during archaeological investigations to the southwest (LMD 047 and LMD 029). In addition, it appears from the 1580 map of the town that Cordell Road was the back lane for plots which stretched back from the High Street. There is potential for archaeological deposits relating to early activity to exist on the site, specifically relating to backyard or industrial activity. As a result, there is high potential for the discovery of below-ground heritage assets of archaeological importance within this area, and groundworks associated with the development have the potential to damage or destroy any archaeological remains which exist.’*

A formal HER search for the report has been requested as the site is within an area of high archaeological interest and will be included within the final report.

Planning background

A full planning application (DC/24/04593/FUL and DC/24/04594/LBC) was submitted to Babergh and Mid Suffolk Council in October 2024 requesting the *“erection of two no dwellings following the demolition of two outbuildings.”*

In response to consultation with Louisa Cunningham, Suffolk County Council Archaeological Services Advisor (SCCASA), it was advised that as the site lies within an area highlighted by the Suffolk HER

¹ British Geological Survey – <https://geologyviewer.bgs.ac.uk/>

as having a high potential for archaeological deposits, an archaeological condition would be recommended. The recommended archaeological condition is based on the condition based on the guidance given in the National Planning Policy Framework (MHCLG 2023).

Requirement for work (Fig 1)

The archaeological work will consist of an archaeological evaluation. Details are given in a Project Brief written by the ECCPS (*Brief for Trenched Archaeological Evaluation at Ruse House, Hall Street, Long Melford* – SCC 2025).

Specifically, CAT proposes to excavate three trenches. T1 and T2 will be L-shaped, both measuring 15m long and 1.8m wide. T3 will measure 10m long and 1.8m wide. This equates to a total of 40m of trenching covering an area of 72m².

Localised extensions to trenches may be required by the SCCASA after the site visit.

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 costs.

All work will take place within and contribute to the goals of the Regional Research Frameworks. This includes the regional review by Medlycott (2011) and the recently revised period specific frameworks (accessible via <https://researchframeworks.org/ee/>).

Decision on the need for any further archaeological investigation (e.g. excavation) will be made by the SCCASA, in a further brief, based on the results presented in the report for this evaluation.

Any further investigation will be the subject of a further WSI, submitted to SCCASA for scrutiny and formally approved by the LPA.

This document represents a Written Scheme of Investigation (WSI) for the archaeological evaluation ONLY; this document alone will NOT result in the discharge of the archaeological condition.

General methodology

All work carried out by CAT will be in accordance with:

- Professional standards of the Chartered Institute for Archaeologists, including its *Code of Conduct* (CIfA 2022-2023a-b)
- East of England Standards and Frameworks published by East Anglian Archaeology (Gurney 2003, Medlycott 2011) and the recent review updates on <https://researchframeworks.org/eoe/>
- Relevant Health & Safety guidelines and requirements (CAT 2024)
- The Project Brief issued by SCC Historic Environment Advisor (SCCASA 2025)
- SCC requirements for a trenched archaeological evaluation (SCCAS 2024)
- The project digital management plan (Appendix 1)

CAT is covered by Aviva Insurance Ltd, 006288/04/23, which includes Professional Indemnity £2,000,000, Employer's Liability £10,000,000 and Public Liability £5,000,000.

Professional CAT field archaeologists will undertake all specified archaeological work, for which they will be suitably experienced and qualified.

Notification of the supervisor/project manager's name and the start date for the project will be provided to SCCASA ten days before start of work.

Unless it is the responsibility of other site contractors, CAT will study mains service locations and avoid damage to these.

Prior to the commencement of the site a HER parish code will be sought from the HER team. The HER parish code will be used to identify the finds bags and boxes, and the project archive when it is deposited at the curating museum.

At the start of the project (when the WSI is written) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> will be initiated and key fields completed (Activity type, Location and Reviewers/Admin areas). At the end of the project all parts of the OASIS online form will be completed for submission to the SHER. This will include an uploaded PDF version of the entire report.

Staffing

The number of field staff for this project is estimated as follows: one CAT project officer and one archaeologist for two days.

In charge of day-to-day site work: Ben Holloway/Harvey Furniss/Nigel Rayner/Sarah Veasey.

Evaluation methodology

Where appropriate, modern overburden and any topsoil stripping/levelling will be performed using a mechanical excavator equipped with a toothless ditching bucket under the supervision and to the satisfaction of a professional archaeologist. If no archaeologically significant deposits are exposed, machine excavation will continue until natural geology is reached. Machine assistance may also be required for very large/deep features and a contingency has been made within the budget if required, but all features will be hand excavated unless specifically agreed with the SCCASA.

Where necessary, areas will be cleaned by hand to ensure the visibility of archaeological deposits.

If archaeological features or deposits are uncovered time will be allowed for these to be excavated, planned and recorded. **All** features will be excavated and recorded unless otherwise agreed with the SCCASA.

There will be sufficient excavation to give clear evidence for the period, depth and nature of any archaeological deposit. All features or deposits will be excavated by hand. This includes a 50% sample of discrete features (pits, etc), at least 10% of linear features (ditches, etc) in 1m wide sections, and 100% of complex structures/features. Complex archaeological structures such as walls, kilns or ovens will be carefully cleaned, planned and fully recorded, but where possible left *in situ*. Only if it can be demonstrated that the complex structure/ feature is likely to be destroyed by groundworks, and only then after discussion with the SCCASA, will it be removed.

Trenches will first be stepped where appropriate to allow for safe excavation of deep features. After discussion with the SCCASA the use of a hand-held auger (or a power auger where appropriate) will be used where necessary to gain information from very deep deposits/ features if depth cannot be established through hand excavation.

Any complex/unexpected deposits will be discussed with the SCCASA to agree a strategy.

Fast hand-excavation techniques involving (for instance) picks, forks and mattocks will not be used on complex stratigraphy.

The depth and nature of colluvial or other masking deposits will be established. Therefore, a sondage will be excavated in each trench to test the stratigraphy of the site. This will occur in every trench unless it can be demonstrated that a feature excavated within a particular trench has clearly penetrated into the natural geology.

A representative section will be drawn of each trench, to include ground level, the depth of machining within the trench and the depth of any sondages.

A metal detector will be used to scan all trenches and spoil heaps both before and during excavation. This will be carried out by trained CAT staff under the supervision of the Fieldwork Manager Adam Wightman and Project Officers Ben Holloway, Nigel Rayner and Harvey Furniss who all have more than 5 years' experience of metal detecting on archaeological sites. Experienced metal detectorist Geoff Lunn will be available for advice and support throughout the project. Geoff has 4 years' experience and has worked with CAT to recover finds from recent excavations at the Mercury Theatre and Essex County Hospital sites in Colchester, and who has also worked with the Colchester Archaeological Group, Suffolk Archaeology, Access Cambridge Archaeology, The Citizen Project (MOLA) and others. If considered necessary, Geoff will be employed by CAT for to assist with the metal detecting. All finds will have their location recorded via GPS or with the Total Station. All spoil heaps will also be scanned and finds recovered. Metal-detectors will not be set to discriminate against iron.

Individual records of excavated contexts, layers, features or deposits will be entered on proforma record sheets. Registers will be compiled of finds, small finds and soil samples.

All features and layers or other significant deposits will be planned, and their profiles or sections recorded. The normal scale will be site plans at 1:20 and sections at 1:10, unless circumstances indicate that other scales would be appropriate.

The photographic record will consist of general site shots, and shots of all archaeological features and deposits. A photographic scale (including north arrow) shall be included in the case of detailed photographs. A photographic register will accompany the photographic record. This will detail as a minimum feature number, location, and direction of shot.

Trenches will not be backfilled until they have been signed off by the SCCASA.

Site surveying

The evaluation trenches and any features will be surveyed by Total Station or GPS, unless the particulars of the features indicate that manual planning techniques should be employed. Normal scale for archaeological site plans and sections is 1:20 and 1:10 respectively, unless circumstances indicate that other scales would be more appropriate.

The site grid will be tied into the National Grid. Corners of excavation areas will be located by NGR coordinates.

Environmental sampling policy

CAT aims to follow guidance set out in the Historic England guide for Environmental Archaeology (Historic England 2011). The number and range of samples collected will be adequate to determine the potential of the site, with particular focus on palaeoenvironmental remains including both biological remains (e.g. plants, small vertebrates) and small sized artefacts (e.g. smithing debris).

Evaluation projects seek to understand the nature of the archaeological remains on a site to inform decisions on planning and mitigation. The number and range of samples taken will be adequate to contribute to the understanding of the environmental potential and significance of the archaeological site. This will then be used to inform decisions regarding sampling strategies on any future works.

Bulk samples and micromorphological samples may be collected where/if appropriate. Environmental bulk samples will be a minimum of 40 litres in size, or 100% of the context if less than 40 litres.

Sampling strategies will address questions of:

- The range of preservation types (charred, mineral-replaced, waterlogged), and their quality.
- Concentrations of macro-remains.
- Differences in remains from undated and dated features.
- Variation between different feature types and areas of site.

Environmental samples will be processed by trained CAT staff and the flots will be analysed and reported by CAT Senior site/post-excavation assistant Bronagh Rae-Quinn or sent to external specialists Val Fryer.

Should any complex, or otherwise outstanding deposits be encountered, BRQ or VF will be asked onto site to advise. Waterlogged 'organic' features will always be sampled. In all cases, the advice of BRQ/VF and/or the Historic England Regional Advisor in Archaeological Science (East of England) on sampling strategies for complex or waterlogged deposits will be followed, including the taking of monolith samples. Where necessary, BRQ, VF or an appropriate specialist will be invited to site to advise on sampling strategies, including the type (block samples, small specialist samples etc) and size to take (1-10litre etc).

Human remains

CAT follows the policy of leaving human remains *in situ* except in those cases where damage or desecration are to be expected, or in the event that analysis of the remains is shown to be a requirement of satisfactory evaluation of the site.

SCCAS will be notified immediately if any human remains are encountered during the investigation. The final decision to excavate human remains at this stage rests with SCCAS.

If circumstances indicated it were prudent or necessary to remove remains from the site during the evaluation, the following criteria would be applied; if it is clear from their position, context, depth, or other factors that the remains are ancient, then normal procedure is to apply to the Department of Justice for a licence to remove them. In that case, conditions laid down by the licence will be followed. If it seems that the remains are not ancient, then the coroner, the client, and the SCCASA will be informed, and any advice and/or instruction from the coroner will be followed.

Following Historic England guidance (2018) if the human remains are not to be lifted, the Project Osteologist should be available to record the human remain in situ (i.e. a site visit). This involves photographing and planning the remains, recording completeness and condition of the bone, and a basic assessment of age, sex and pathologies, if possible. Conditions laid down by the Department of Justice license will be followed. If it seems that the remains are not ancient, then the coroner, the client, the SCCAS will be informed, and any advice and/or instruction from the coroner will be followed.

As per Historic England guidance (2015a), if human remains are to be lifted, environmental samples should be collected from the head, torso, hand and feet areas to ensure small bones and any associated burial goods are recovered. Foetal, infant and child burials should be fully sampled to ensure all small bones are recovered. These samples will then be processed under the guidance of CAT's environmental specialist and Project Osteologist.

Any destructive sampling (e.g. DNA and isotope analyses) should only be considered in relation to the research questions, and only when non-destructive methods are inadequate. The value and cost implications of carrying out such methods should also be considered. Decisions on destructive sampling will comply with current guidelines (*Mays et al 2013*).

As per SCC guidelines (SCCAS 2023a) should any furnished burials contain surviving metal grave goods they may require careful excavation and block lifting to preserve any potential mineral preserved organics. MPO's may need on site assessment and removal by a conservator to allow in depth recording of micro-stratigraphy to disseminate the layout of organic components within the burial.

Photographic record

The photographic record will consist of general site shots, and shots of all archaeological features and deposits and follow Historic England guidelines (2015a). A photographic scale (including north arrow) shall be included in the case of detailed photographs. Standard "record" shots of contexts will be taken

on a digital camera. A photographic register will accompany the photographic record. This will detail as a minimum feature number, location, and direction of shot.

Photographs of significant archaeological features and deposits will be taken using a Nikon D3500 DSLR camera with a 24.2 megapixel DX-format sensor.

Finds

All significant finds will be retained.

All finds, where appropriate, will be washed and marked with site code and context number.

Most of our finds reports are written internally by CAT staff under the supervision and direction of Adam Wightman (Director of Archaeology) and Laura Pooley (Post-excavation Manager). This includes specialist subjects such as:

ceramic finds (pottery and ceramic building material): Matthew Loughton

animal bones: Alec Wade (or Adam Wightman/Pip Parmenter - small groups only)

small finds, metalwork, coins, etc: Laura Pooley

non-ceramic bulk finds: Laura Pooley

flint: Adam Wightman (or Tabitha Lawrence)

environmental processing: Bronagh Rae-Quinn

osteology: (human remains): Megan Beale

or to outside specialists:

animal and human bone: Julie Curl (*Sylvanus*)

environmental assessment and analysis: Val Fryer

archaeometallurgy: David Dungworth

geology: Dr Martin Bates, University of Wales Trinity Saint David

radiocarbon dating: SUERC Radiocarbon Dating Laboratory, Glasgow

conservation/x-ray: Laura Ratcliffe (LR Conservation) / Norfolk Museums Service,
Conservation and Design Services

Other specialists whose opinion can be sought on large or complex groups include:

other: EH Regional Adviser in Archaeological Science (East of England).

CAT pottery reports are carried out by a specialist who is competent in and specialises in characterising, quantifying, analysing, interpreting and reporting on pottery assemblages of all periods.

Our pottery specialist Dr Matthew Loughton has extensively studied East Anglian pottery and reported in reputable, peer reviewed sources as well as multiple client project reports.

All finds of potential treasure will be removed to a safe place, and reported immediately to the Suffolk FLO (Finds Liaison Office) who will inform the coroner within 14 days, in accordance with the rules of the Treasure Act 1996. The definition of treasure is given in pages 3-5 of the Code of Practice of the above act. This refers primarily to gold or silver objects.

Requirements for conservation and storage of finds will be agreed with the Suffolk County Council Archaeological Service and carried out as per their guidelines (SCCAS 2023c).

A contingency will be made in the budget for scientific assessment/analysis if suitable deposits are identified. This can include soil micromorphological and geochemical analysis of floors and dark earth deposits and/or absolute dating (such as archaeomagnetic and radiocarbon). The Historic England Regional Science Advisor will be consulted for advice.

Results

Notification will be given to the SCCASA when the fieldwork has been completed.

An appropriate archive will be prepared to minimum acceptable standards outlined in *Management of Research Projects in the Historic Environment* (Historic England 2015).

The draft final report will be submitted within 6 months of the end of fieldwork for approval by the SCCASA.

The approved final report will normally be submitted to the SCCASA as both a PDF and a hard copy.

The report will contain:

- The aims and methods adopted in the course of the archaeological project
- Location plan of the area in relation to the proposed development.
- Section/s drawings showing depth of deposits from present ground level with Ordnance Datum, vertical and horizontal scale.
- Archaeological methodology and detailed results including a suitable conclusion and discussion and results referring to Regional Research Frameworks (EAA8, EAA14, EAA24 and <https://researchframeworks.org/eoe/>).
- All specialist reports or assessments
- A concise non-technical summary of the project results
- Appendices to include a copy of the completed OASIS summary sheet and the approved WSI

Results will be published, to at least a summary level, in the PSIAH (Proceedings of the Suffolk Institute of Archaeology and History) annual round up should archaeological remains be encountered during the monitoring. An allowance will be made for this in the project costs for the report.

Final reports are also published on the CAT website and on the OASIS website.

Archive deposition

The archive will be deposited with the Suffolk County Council Archaeological Service as per their archive guidelines (SCCAS 2023b).

If the client does not agree to transfer ownership to SCCAS they will be required to nominate another suitable repository approved by SCCAS or provide funding for additional recording and analysis of the finds archive (such as, but not limited to, additional photography or illustration of objects). 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.

If the finds are to remain with the landowner or an approved third party, a full copy of the archive will be housed with the SCCAS.

The archive will be deposited with the SCCAS within 3 months of the completion of the final publication report, with a summary of the contents of the archive supplied to SCCAS. Prior to deposition the project digital management plan (attached) and CAT data management plan (based on the official guidelines from the Digital Curation Centre [DCC 2013], see Appendix 1) will ensure the integrity of the digital archive. The digital archive will also be deposited with ADS Archaeology, which will be linked to the Suffolk landing page.

A digital / vector drawing of the site be given to SCCAS for integration into the HER.

Monitoring

The SCCAA will be responsible for monitoring progress and standards throughout the project, and will be kept regularly informed during fieldwork, post-excavation and publication stages.

Notification of the start of work will be given to the SCCASA ten days in advance of its commencement and a monitoring visit will be booked with SCCASA at this time.

Any variations in this WSI will be agreed with the SCCASA prior to them being carried out.

The SCCASA will be notified when the fieldwork is complete.

The involvement of the SCCASA shall be acknowledged in any report or publication generated by this project.

Public outreach

As part of CAT's public outreach programme, CAT is committed to engaging our local community with their archaeological resource. Among other activities, CAT regularly invites volunteers to engage in finds processing tasks at our office, such as washing, marking, sorting and packing bulk archaeological finds from commercial archaeological projects. Our volunteer programme is not designed to replace the work of paid archaeologists but to complement it, and to provide greater public benefit by means of community engagement and participation.

CAT volunteers are fully trained in all tasks they are engaged in and are fully supervised by a CAT employee at all times. Finds processing volunteers are managed and supervised by a Senior Post-Excavation Assistant, whose role is to ensure that all volunteer processing is carried out to the highest possible standard and within professional guidelines. This is overseen by the Post-Excavation Manager and Director.

CAT will never use volunteers in place of employees when funding is agreed for the latter, or if doing so would disadvantageously affect the timetable of works agreed between CAT and our clients.

CAT's liability insurance policies cover the activities of volunteers and liability towards them. All activities are carried out according to CAT's 'Volunteer and work experience policy' and 'Outreach, public relations and publicity policy'.

Events, activities and social media

In addition, the CAT website (www.catuk.org) and social media sites are updated regularly with information on our events and activities, with copies of our archaeological reports freely available at <http://cat.essex.ac.uk/>. Staff regularly give talks/lectures to groups, societies and schools, information on which (including any fees) is available by contacting the office on 01206 501785. CAT also works in partnership with both the Colchester Archaeological Group and Young Archaeologists Club providing venues for their meetings, advice and assistance.

References

Note: all CAT reports, except for DBAs, are available online in PDF format at <http://cat.essex.ac.uk>

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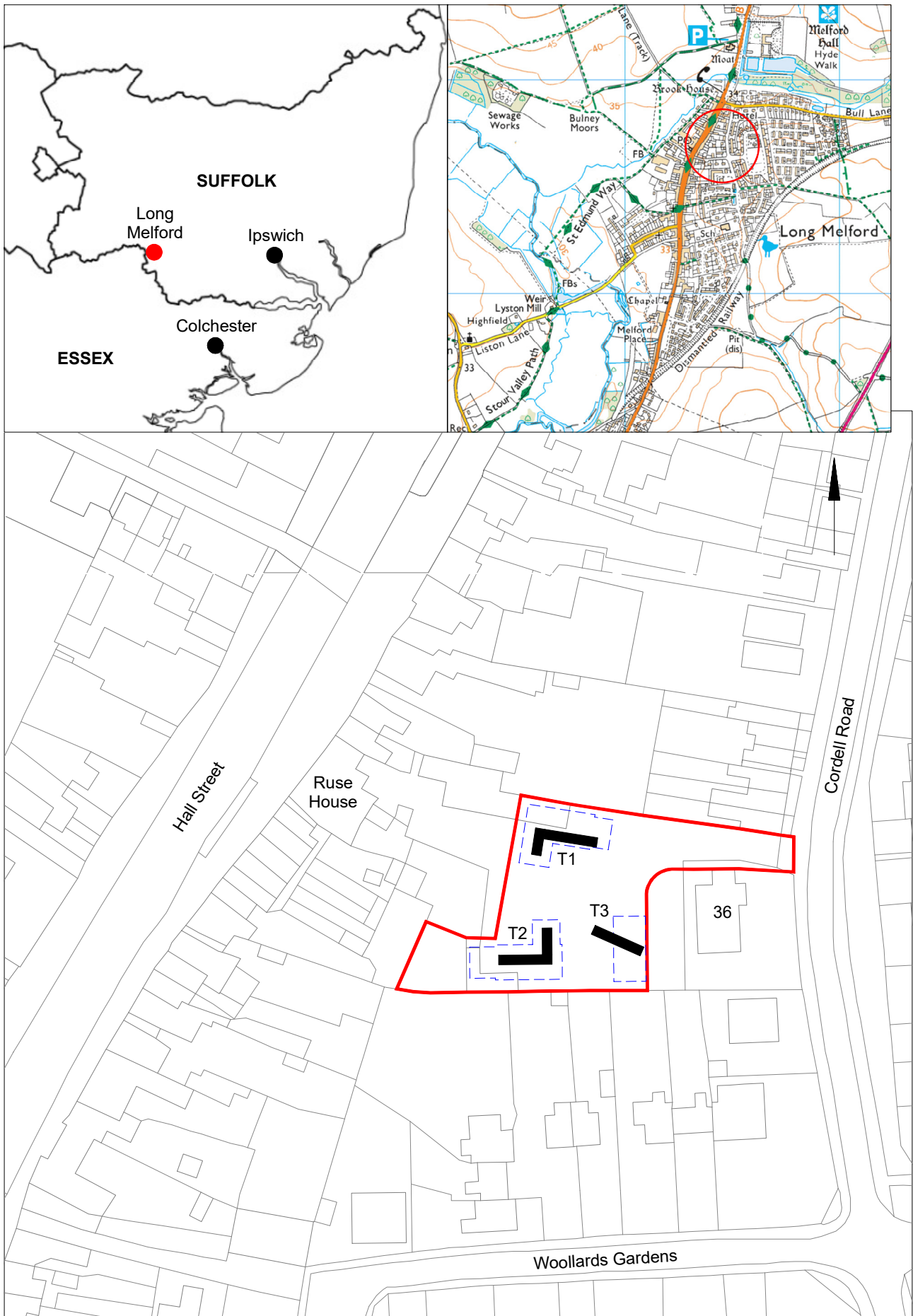


Fig 1 Site location and trench layout in relation to proposed development (dashed blue lines).

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APPENDIX 1



Colchester Archaeological Trust

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Tel.: 01206 501785 Email: services@catuk.org or lp@catuk.org

Digital Management Plan

Section 1: Project Administration

Project ID / OASIS ID
CAT Project Code: 2025/02j Suffolk HER Parish Number: LMD 380 OASIS ID: colchest3-531850
Project Name
Long Melford, land rear of Ruse House, Hall Street Evaluation
Project Description
Archaeological trial-trench evaluation prior to the erection of two dwellings following the demolition of two outbuildings.
Project Funder / Grant reference
PlanFree
Project Managers
Adam Wightman (Director, Archaeology), Chris Lister (Director, Business Operations), Laura Pooley (Post-excavation Manager)
Principal Investigator / Researcher
Project Officer (to be determined)
Data Contact Person
Laura Pooley
Date DMP created
25/02/2025
Date DMP last updated
25/02/2025
Version
V1
Related data management policies
Data Management Policy, Colchester Archaeological Trust (in preparation) ClifA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (2020) ADS Guides to Good Practice (https://guides.archaeologydataservice.ac.uk/g2gp/Main) SCC Guidelines for Archive Preparation and Deposition

Section 2: Data Collection

What data will you collect or create?

The table below provides a summary of the data types, formats and estimated archive volume for data collected/created as part of this project. As the project progresses, more detail regarding files will be added to this DMP.

Type	Format	Estimated volume (data archive)
Text / documents	Word/Open Office document (.doc) or (.odt) PDF (.pdf) or (.pdfa)	20 objects (size <100MB) (Project brief, WSI, report, figures, context data)
Spreadsheets	Excel (.xlsx)	Specialist data tables (x1) Metadata tables (x4)
Images	Lossy graphic file (.jpg)	Archive shots <150, av size 7KB
Images	Lossless graphic file (.tiff)	Report figures (<5)
CAD	.dxf	1 object, 51KB

How will the data be collected or created?

Data standards/methods

Standard methods of data collection will be applied throughout the project. In general, data acquisition standards are defined against ADS Guides to Good Practice.

Methods of collection are specified within the Colchester Archaeological Trust Data Management Policy (in preparation) and will meet the requirement set out in the Project Brief and relevant ClfA Standards and guidance.

Where appropriate, project contributors external to the organisation will be required to include data standards, collection methodology and metadata with individual reports and data.

Data storage/file naming

The working project archive will be stored in a project specific folder on the internal server. The internal organisation server is backed up daily to maintain an up-to-date security copy of the organisation wide data.

Project folders are named following established organisational procedures.

Data collected will be downloaded and raw data will be stored in the appropriate folder.

File naming conventions will follow established organisational procedures based on ADS file naming guidance.

All files included as part of this project archive will include the Site ID (-) and file descriptor (eg Brief).

Quality assurance

All site records and data collected will be reviewed during project delivery to ensure data is accurate and secure.

Data collection and management are reviewed regularly. This includes a review of internal project folders to ensure our organisational data management standards are being met.

Section 3: Documentation and metadata

What documentation and metadata will accompany the data?

The digital data collected will include standard formats which maximise opportunities for use and reuse in the future (see Section 2, above).

A Collection Level Metadata Summary is included in all standard archaeological projects and will be completed as the project is delivered. A working copy will be kept on the organisational server in the Project Folder. The Collection Level Metadata Summary brings together the overarching project details and includes a register of data types and number of objects included in the archive, along with all other archive components.

Metadata tables for each data type will be populated as the project progresses and will use the standard format for each data type as recommended by ADS, who are the intended repository for the digital data archive.

Data documentation will meet the requirement of the Project Brief, Museum Deposition Guidelines and Digital Repository Guidelines.

An archive catalogue documenting both physical and/or digital archive products will be maintained and submitted with both the Museum and/or Trusted Digital Repository.

Section 4: Ethics and legal compliance

How will you manage any ethical, copyright and Intellectual Property Rights (IPR) issues?

CAT has a GDPR compliant Privacy Policy which underpins the management of personal data; any personal data is securely stored in password protected files and not retained on the project specific folders.

Personal data will be removed from the archaeological project archive and permission to include individual's names in any reporting is gained prior to use.

Copyright for all data collected by the project team belongs to the organisation, and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.

Section 5: Data Security: Storage and Backup

How will the data be stored, accessed and backed up during the research?

Digital data will be stored on the organisational server which is backed up daily.

Sufficient data storage space is available via the organisational server and is accessible by staff on and offsite through a secure log-in.

Off-site access to the project files on the organisation's server is provided to support back-up of raw data while fieldwork is ongoing. Where internet access for data back-up is not possible, the raw data will be backed up to a separate media device (such as laptop and portable external hard drive) or downloaded onto the server at the end of each day.

Project files will be copied and shared with external specialists and contractors as necessary, the originals being kept on the organisation server and replaced with any subsequent versions.

Section 6: Selection and Preservation

Which data should be retained, shared, and/or preserved?

The DMP will be reviewed and updated, if necessary, as the project proceeds. Updated documentation will be included in all reporting stages.

Prior to deposition, the DMP will be updated and finalised in agreement with all project stakeholders (including the Local Planning Archaeologist, Client, Museum, ADS).

Selection will be informed by the Colchester Archaeological Trust Data Management Policy, defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project

results.

The project will be published as an online technical report (accessible via CAT Online Report Library (<http://cat.essex.ac.uk/>), OASIS and as part of this the archive), with full access to research data.

The project results may provide new research data which can be included in the Historic Environment Record.

The data archive will be ordered, with files named and structured in a logical manner, and accompanied by relevant documentation and metadata, as outlined in Sections 2 and 3 of this DMP.

What is the long-term preservation plan for the dataset?

The digital archive will be deposited with the Archaeology Data Service, which is a certified repository with Core Trust Seal.

The archive will be prepared for deposition by the project team and the costs for the time needed for preparation, and the cost of deposition have been included in the project budget.

Have you contacted the data repository?

As per the brief, the SCCAS has confirmed that the digital archive component should be deposited with a trusted digital repository, with a copy also being supplied to SCCAS. ADS will be made aware of the need to link the report to the Suffolk landing page.

ADS have not yet been contacted as the intended repository for digital data.

Have the costs of archiving been fully considered?

A costing estimate has been produced using the ADS Costing Calculator and sufficient resources to cover these costs, and to allow for the preparation of the archive, have been included in the project budget.

Section 7: Data Sharing

How will you share the data and make it accessible?

A summary of the project has been included on the OASIS Index of Archaeological Investigation and will be updated as the project progresses.

The investigations are likely to result in a number of documents: Brief, WSI, Final Report

The final report is expected to be completed within 6 months of the completion of fieldwork.

As the project progresses reports will be attached to the project OASIS record.

A final version of the project report will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly.

The location(s) of the final Archaeological Archive will be added to OASIS when appropriate.

The ADS will disseminate the digital elements of the Archaeological Archive online under a creative commons licence and the dataset will receive a unique identifier (DOI).

Are any restrictions on data sharing required?

It is not expected that there will be any restrictions on data sharing.

Any data specific requirements, ethical issues or embargoes which are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive.

Section 8: Responsibilities

Who will be responsible for implementing the data management plan?

The Director of Archaeology (Adam Wightman) and Post-excavation Manager (Laura Pooley) are responsible for implementing the DMP, and ensuring it is reviewed and revised as necessary.

Data capture, metadata production and data quality are the responsibility of the Project Team, assured by the Excavation and Post-excavation Managers.

Storage and backup of data in the field is the responsibility of the field team.

Once data is incorporated into the organisations project server, storage and backup is managed by the organisation.

Data archiving is undertaken by the project team under the guidance of the Post-excavation Manager, who is responsible for the transfer of the Archaeological Project Archive to the agreed repository.

OASIS Summary for colchest3-531850

OASIS ID (UID)	colchest3-531850
Project Name	Archaeological evaluation on land to the rear of Ruse House, Hall Street, Long Melford, Suffolk, CO10 9JF: March 2025
Sitename	land rear of Ruse House, Hall Street, Long Melford, Suffolk, CO10 9JF
Sitecode	LMD 380
Project Identifier(s)	2025/02j
Activity type	Evaluation
Planning Id	DC/24/04593/FUL, DC/24/04594/LBC
Reason For Investigation	Planning requirement
Organisation Responsible for work	Colchester Archaeological Trust
Project Dates	13-Mar-2025 - 14-Mar-2025
Location	land rear of Ruse House, Hall Street, Long Melford, Suffolk, CO10 9JF NGR : TL 86415 45773 LL : 52.07892607197656, 0.7189542893409 12 Fig : 586415,245773
Administrative Areas	Country : England County/Local Authority : Suffolk Local Authority District : Babergh Parish : Long Melford
Project Methodology	Archaeological evaluation (three trial-trenches) carried out as specified in the project brief and wsi.
Project Results	An archaeological evaluation (three trial-trenches) was carried out on land to the rear of Ruse House, High Street, Long Melford, Suffolk, in advance of a new residential development. Located within the historic village, Ruse & Son butchers traded from the property for 160 years before it closed in 2020. The development site to the rear of the property was used as part of a livestock paddock and garden. The evaluation revealed two pits probably dating to the medieval period.
Keywords	Rubbish Pit - MEDIEVAL - FISH Thesaurus of Monument Types Vessel - LATER PREHISTORIC - FISH Archaeological Objects Thesaurus Vessel - MEDIEVAL - FISH Archaeological Objects Thesaurus Buckle - MEDIEVAL - FISH Archaeological Objects Thesaurus Animal Remains - MEDIEVAL - FISH Archaeological Objects Thesaurus
Funder	Private individual Landowner
HER	Suffolk HER - unRev - STANDARD
Person Responsible for work	Chris Lister, Adam Wightman
HER Identifiers	HER Event No - LMD 380
Archives	Digital Archive - to be deposited with Archaeology Data Service Archive; Physical Archive - to be deposited with Suffolk Archaeological Service;