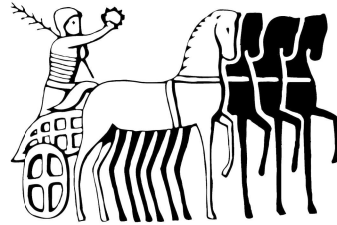


Colchester Archaeological Trust



**CAT Report 2043
issued April 2024**

**Archaeological monitoring and recording at
4 St Catherine's Road, Long Melford, Suffolk,
CO10 9JU: April 2024**



**CAT project ref.: 2024/01d
SCC parish code: LMD 377**

**Archaeological monitoring and recording at
4 St Catherine's Road, Long Melford, Suffolk,
CO10 9JU: April 2024**

NGR: TL 86214 45315 (centre)

Planning ref.: DC/21/02732

**CAT project ref.: 2024/01d
CAT Report 2043**

**SCC parish code: LMD 377
OASIS id: colchest3-522060**

report prepared by Megan Beale

with contributions by Sarah Veasey

fieldwork by Megan Beale

commissioned by the homeowner

Prepared by:	Megan Beale	Senior Site Assistant
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Issued:	16/04/24	

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CAT WSI

OASIS summary sheet

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1 Summary

Archaeological monitoring took place at 4 St Catherine's Road, Long Melford, Suffolk ahead of the construction of a new two-storey extension. There is a large Late Iron Age-Roman settlement in Long Melford, as well as notable Roman activity within the immediate vicinity of the development site. A possible former yard surface and a wall foundation were recorded, evidence of earlier activity at the property from at least the 19th century.

2 Introduction (Fig 1)

This report presents the results of archaeological monitoring and recording undertaken by the Colchester Archaeological Trust (CAT) at 4 St Catherine's Road, Long Melford, Suffolk on 2nd April 2024. The work was commissioned by the homeowner and took place during groundworks for a new two-storey rear extension.

In response to consultation with Suffolk County Council Archaeological Service (SCCAS), the Suffolk County Council Archaeological Service Archaeological Officer (SCCASAO) Louisa Cunningham advised that in order 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 Continuous Archaeological Monitoring and Recording*, detailing the required archaeological work, written by Louisa Cunningham (SCCAS 2023a), and a written scheme of investigation (WSI) prepared by CAT in response to the brief and agreed with SCCAS (CAT 2024).

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/>
- SCCAS *Requirements for Archaeological Excavation* (SCCAS 2023b).
- Relevant health and safety guidelines and requirements (CAT 2023).

3 Archaeological background

The SCCAS brief states that "*this site lies in an area of archaeological potential recorded on the County Historic Environment Record (HER), situated within a large Late Iron Age and Roman settlement (HER ref no. LMD 172). Individual Roman features and pottery were noted in the immediate vicinity of the development site (LMD 0136 and LMD 023), as well as a substantial Roman building to the south (LMD 017). 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 HER search was carried out, invoice number 9540606.

4 Aims

Archaeological monitoring was undertaken to excavate and record any archaeological deposits which were exposed by the groundworks.

5 Results (Figs 2-3)

Two small trenches totalling just over 7m² were machine- and hand-excavated under the supervision of a CAT archaeologist. The largest trench was L-shaped, and measured 1.8 x 5.4m in length. It was 0.5m wide and excavated to a depth of between 0.8-1m. The second trench was in the southern section of the partially demolished conservatory (Photographs 1 and 2). It was 2-4m long, and between 0.5-1.3m wide. It was excavated to a depth of between 0.3-0.7m.

Four horizons were noted during monitoring. A levelling topsoil (L1, c 0.4m thick), covered an uneven tarmac/chalk layer (L2, c 0.15m thick). This layer was seen mostly throughout the trenches, with some patches missing. These missing patches coincide with modern pipes so L2 may have been removed during the laying of these pipes. Where L2 was not seen, L1 covered a makeup/levelling layer (L3, c 0.25m thick). Natural (L4, from c 0.8-1m below current ground level) was just seen in the base of the trench. A full context list is provided in Appendix 1.



Photograph 1 General shot of completed trenches, view north-east.



Photograph 2 General shot of completed trench within south area, view south-west.



Photograph 3 Northern area of trenching, view east.

A wall (F1) was noted at the north end of the site, c 0.4m wide, and made of flint, brick and mortar (Photographs 4 and 5). This consists of a brick and flint wall running east-west, marking the north boundary of 4 St Catherine's Road. The wall itself is approximately 2m tall from ground level, with the foundation c 0.7m deep. Around 2m wide of the wall was removed prior to archaeological monitoring to enable space for the extension.

An old concrete path (F2) was also removed prior to excavation (Photograph 7) measuring approximately 0.7m thick and c 1m wide, orientated north-south. It covers L3.



Photograph 4 East side of F1, view east.



Photograph 5 West side of F1, view west.



Photograph 6 General view of north-west section showing possible tarmac/chalk surface (L2), view west.



Photograph 7 View of gate (boarded up) and F2, view south.

6 Finds

There were no finds recovered during monitoring.

7 Conclusion

with contributions by Sarah Veasey

Archaeological monitoring at 4 St Catherine's Road revealed a wall foundation and layers associated with 19th century activity at the development site. It is difficult to define a specific date to these. The property itself appears on the OS six-inch 1885 map (see cover photo), but does not appear on the 1839 Tithe Appointments map (Map 1). This would place the construction of the property to between 1839-1885.

The wall F1 is currently the northern boundary wall for the property, and continues east to form the boundary for the garden of 2 St Catherine's Road (viewable on Google Maps Street View). It appears to have been repaired on various occasions, but is likely to have predated 4 St Catherine's Road, and may have formed part of the original boundary between plots 79 and 80 as shown on the Tithe Map (see Map 1).

The concrete (F2) and tarmac surfaces (L2) represent modern activity within the yard of 4 St Catherine's Road.



Map 1 Tithe Appointments map from 1839 showing 2 St Catherine's Road highlighted in purple.
© The National Archives.

8 Acknowledgements

CAT thanks the homeowner for commissioning and funding the work. The project was managed by C Lister and A Wightman and carried out by M Beale. Figures were prepared by C Lister and M Beale. The project was monitored for SCCAS by Louisa Cunningham.

9 References

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

- | | | |
|--------------------------|-------|---|
| Brown, N & Glazebrook, J | 2000 | <i>Research and Archaeology: A Framework for the Eastern Counties 2. Research agenda and strategy.</i> East Anglian Archaeology Occasional Paper 8 (EAA 8). |
| CAT | 2024 | <i>Health & Safety Policy.</i> Colchester Archaeological Trust. |
| CAT | 2024 | <i>Written Scheme of Investigation for continuous archaeological monitoring and recording at 4 St Catherine's Road, Long Melford, Suffolk, CO10 9JU</i> by E Holloway. Colchester Archaeological Trust. |
| CIfA | 2020a | <i>Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives.</i> CIfA Chartered Institute for Archaeologists; published 2014, revised 2020. |
| CIfA | 2020b | <i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials.</i> CIfA Chartered Institute for Archaeologists; published 2014, revised 2020. |
| CIfA | 2022 | <i>Code of Conduct.</i> CIfA Chartered Institute for Archaeologists; published 2014, revised 2022. |
| CIfA | 2023a | <i>Standard for archaeological monitoring and recording.</i> CIfA Chartered Institute for Archaeologists. |
| CIfA | 2023b | <i>Universal guidance for archaeological monitoring and recording.</i> CIfA Chartered Institute for Archaeologists. |
| Gurney, D | 2003 | <i>Standards for field archaeology in the East of England.</i> East Anglian Archaeology Occasional Papers 14 (EAA 14) |
| Historic England | 2015 | <i>Management of Research Projects in the Historic Environment (MoRPHE)</i> |
| Medlycott, M | 2011 | <i>Research and archaeology revisited: A revised framework for the East of England.</i> East Anglian Archaeology Occasional Papers 24 (EAA 24). |
| MHCLG | 2023 | <i>National Planning Policy Framework.</i> Ministry of Housing, Communities and Local Government |
| SCCAS | 2023a | <i>Brief for Continuous Archaeological Monitoring and Recording at 4 St Catherine's Road, Long Melford</i> by L Cunningham. Suffolk County Council Archaeology Service. |
| SCCAS | 2023b | <i>Requirements for Archaeological Excavation.</i> Suffolk County Council |

Archaeology Service.

10 Abbreviations and glossary

CAT	Colchester Archaeological Trust
CIfA	Chartered Institute for Archaeologists
context	specific location of finds on an archaeological site
feature (F)	an identifiable thing like a pit, a wall, a drain: can contain 'contexts'
Late Iron Age	period from c 100 – 50 BC to Roman invasion of AD 43
layer (L)	distinct or distinguishable deposit (layer) of material
modern	period from c AD 1800 to the present
natural	geological deposit undisturbed by human activity
NGR	National Grid Reference
OASIS	Online AccesS to the Index of Archaeological InvestigationS, http://oasis.ac.uk/pages/wiki/Main
post-medieval	from c AD 1500 to c 1800
Roman	period from AD 43-410.
SCC	Suffolk County Council
SCCAS	Suffolk County Council Archaeological Services
SCCASAO	Suffolk County Council Archaeological Services Archaeological Officer
SCHER	Suffolk County Historic Environment Record
section	(abbreviation sx or Sx) vertical slice through feature/s or layer/s
wsj	written scheme of investigation

11 Contents of digital archive

CAT Report 2043
SCCAS brief; CAT WSI
Digital photographs
Site data (including scans of original plans/sections)
Survey data

12 Archive deposition

The 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 the Archaeology Data Service.

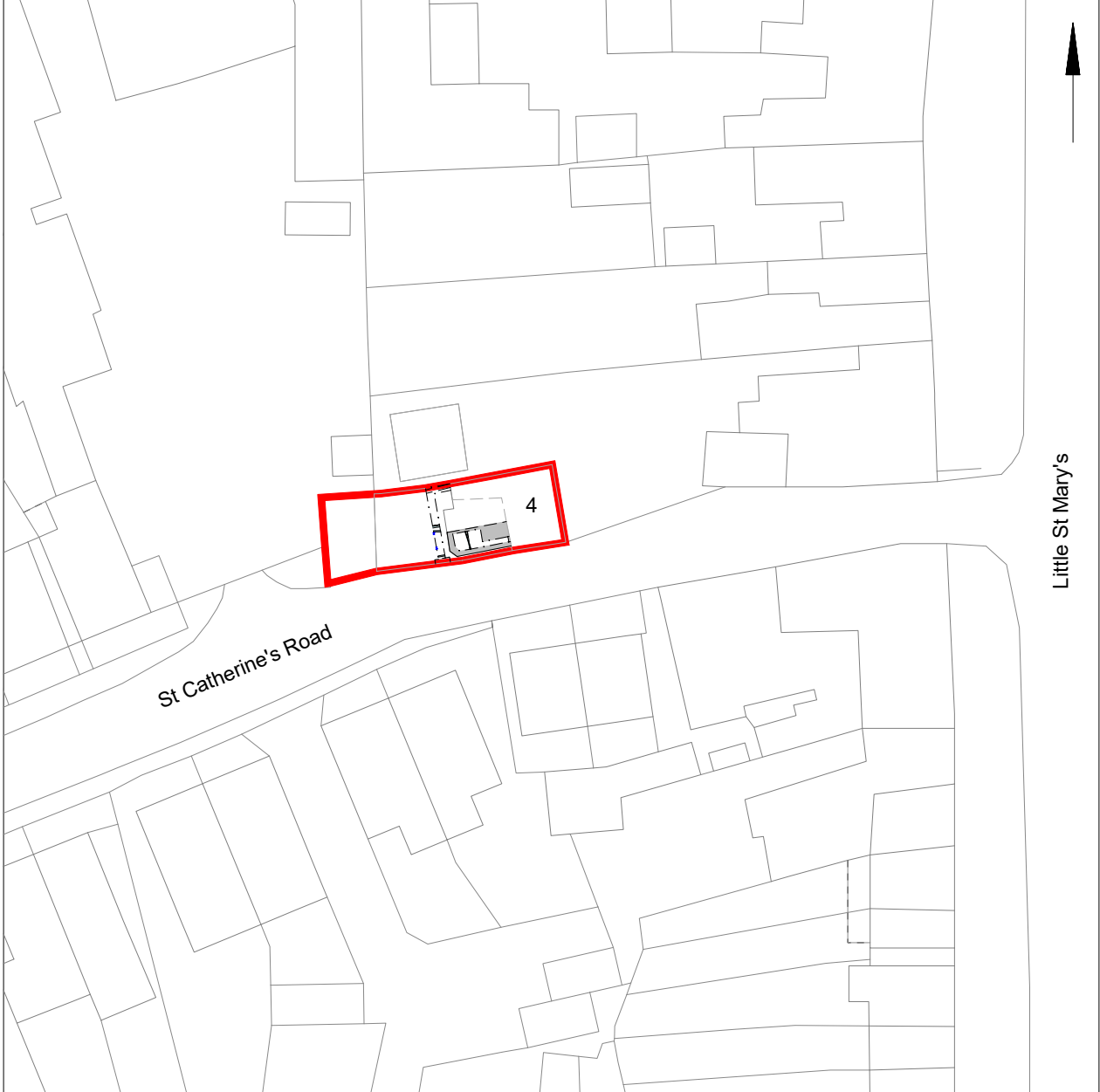
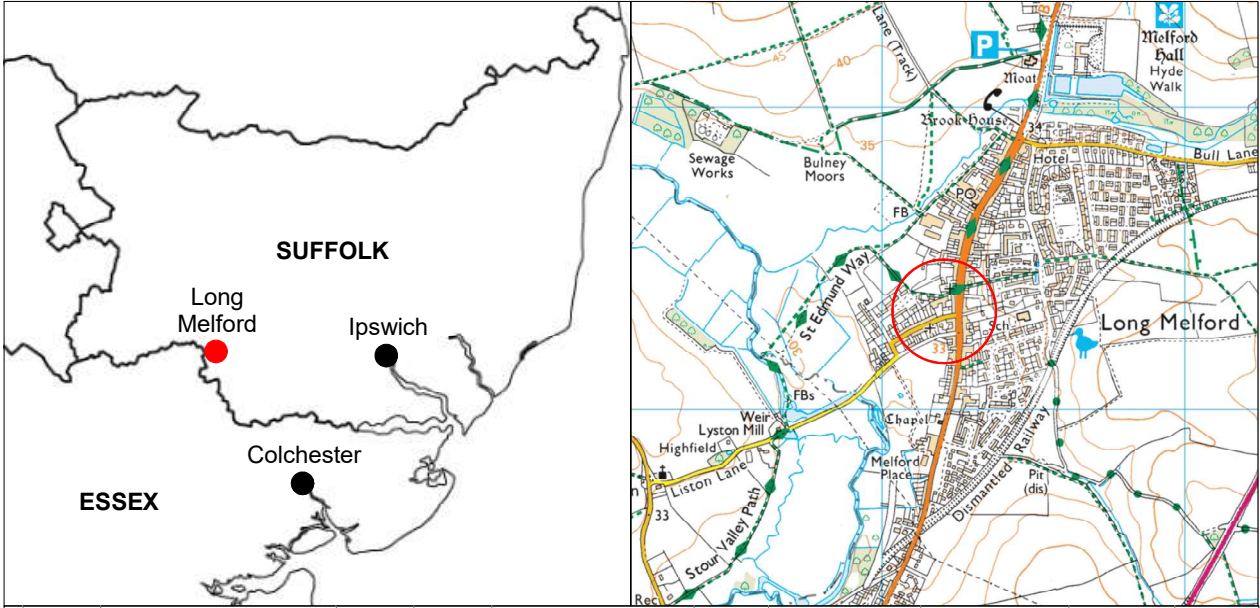
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Distribution list

The homeowner
Louisa Cunningham, SCCAS
Suffolk Historic Environment Record

Appendix 1 Context list

Context	Context type	Description	Date
L1	Topsoil	friable dry dark grey/brown sandy silt and inclusions of: stone 2% tile/brick 1%	Modern
L2	Surface	tarmac covering chalk	Modern
L3	Make-up/levelling	firm dry medium/dark grey/brown sandy silt and inclusions of: stone 1% tile/brick 1%	Post-medieval/ modern
L4	Natural	firm/hard dry medium yellow silty sand and inclusions of: gravel 50% stone 20%	Post-glacial
F1	Wall	flint, brick and ?mortar	Modern
F2	Path	concrete	Modern



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Fig 1 Site location.



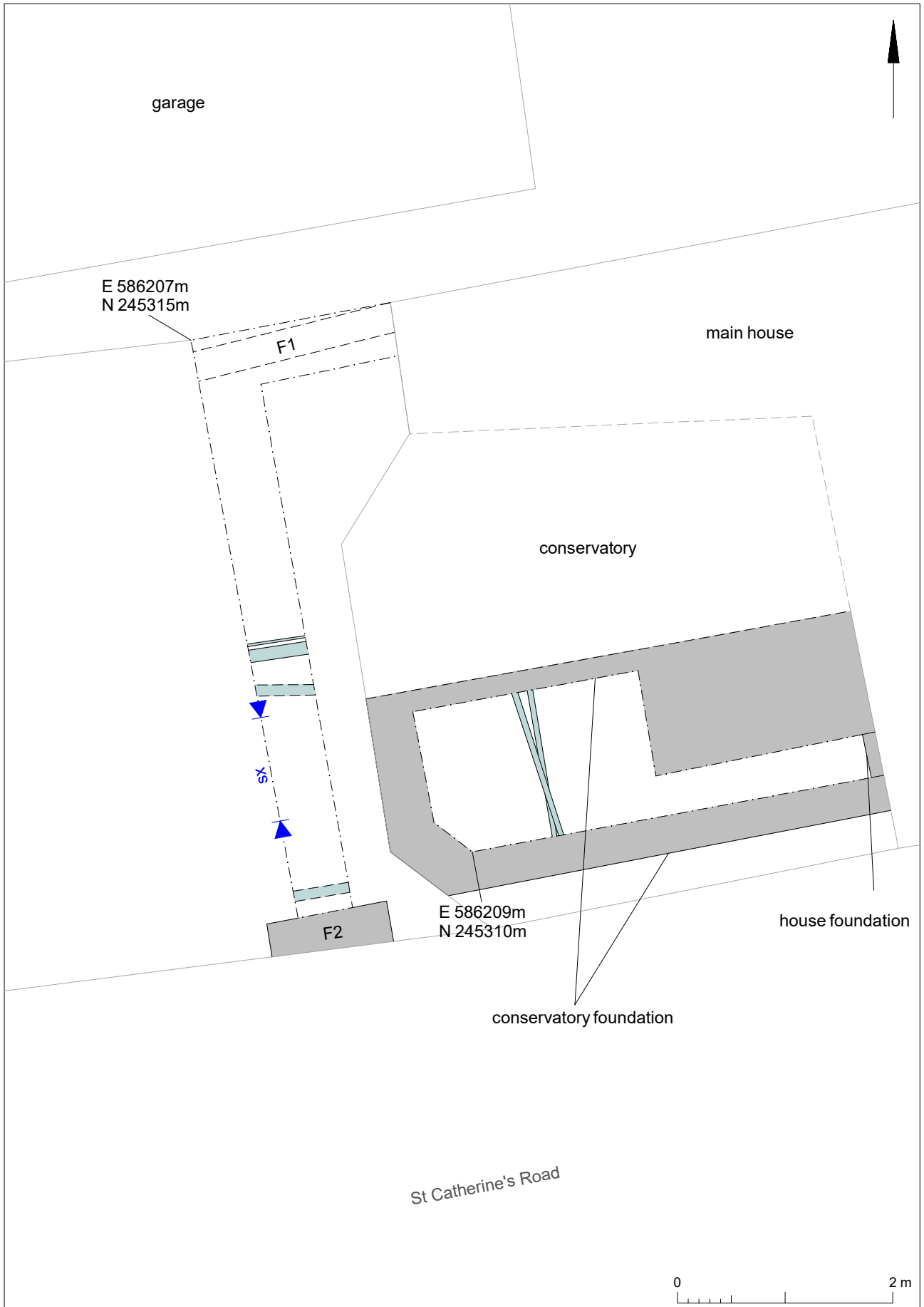


Fig 2 Monitoring results.
 Modern concrete in grey, modern pipes in turquoise.

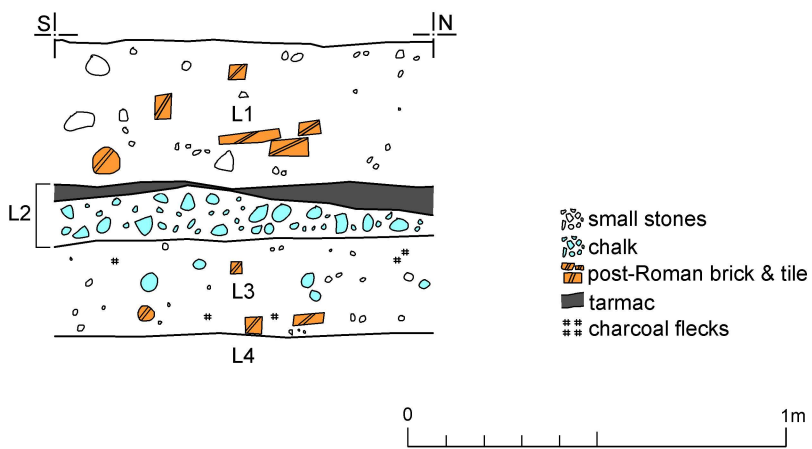
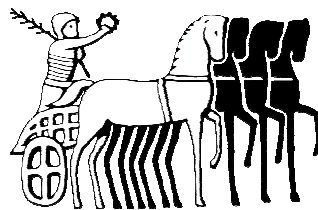


Fig 3 Representative section.

Colchester Archaeological Trust



**Written Scheme of Investigation
for continuous archaeological monitoring and
recording at 4 St Catherine's Road, Long Melford,
Suffolk, CO10 9JU.**

January 2024

**CAT project ref.: 2024/11a
SCC parish code: LMD 377**

**Written Scheme of Investigation for continuous
archaeological monitoring and recording at
4 St Catherine's Road, Long Melford, Suffolk,
CO10 9JU.**

January 2024

NGR: TL 86214 45315

**Planning district.: Babergh Mid Suffolk
Planning ref.: DC/21/02732**

CAT project ref.: 2024/11a

**Curating museum: Suffolk County Council Archaeological Service
SCC Parish code: LMD 377**

**SCCAS monitor: Louisa Cunningham
OASIS id: colchest3-522060**

**WSI prepared by: Emma Holloway
Figure by: Chris Lister**

Client: Homeowner

Prepared by:	Emma Holloway	Junior Project Officer
Reviewed and approved by:	Chris Lister	Contracts Manager
Issued:	22/01/2024	
Revised by:	Emma Holloway	Junior Project Officer
Re-issued	07/02/2024	

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Site location and description

The site is located at 4 St Catherine's Road, Long Melford, Suffolk (Fig 1) and is centred on National Grid Reference (NGR) TL 86214 45315.

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. The site is located to the east-southeastern edge of the main High Street within the Long Melford conservation area.

Proposed work

The development will comprise the demolition of an existing conservatory to the rear of the property, which will be replaced by a new two-storey extension and any associated groundworks and utilities.

Geology

The British Geological Survey geology viewer (1:50,000 scale¹) shows the bedrock geology of the site is comprised of Lewes nodular chalk formation (chalk), with superficial river terrace deposits (sand and gravel with local lenses of silt, clay or peat).

Archaeological background

The SCCAS brief states that "*this site lies in an area of archaeological potential recorded on the County Historic Environment Record (HER), situated within a large late Iron Age and Roman settlement (HER ref no. LMD 172). Individual Roman features and pottery were noted in the immediate vicinity of the development site (LMD 0136 and LMD 023), as well as a substantial Roman building to the south (LMD 017). 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 is surrounded to the east by Grade II listed buildings.

Planning background

A planning application (DC/21/02732) was submitted to Babergh District Council in July 2022 proposing the "erection of two storey rear extension (following demolition of existing conservatory)".

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 (Figs 1)

The archaeological work will consist of continuous archaeological monitoring and recording of all groundworks. Details are given in a Project Brief written by the SCCASA (*Brief for Continuous Archaeological Monitoring and Recording at 4 St Catherine's Road, Long Melford*- SCCAS 2023a).

Specifically: The monitoring is being undertaken to identify and record any surviving archaeological deposits that may exist on site.

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/eoe/>).

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

This document represents a Written Scheme of Investigation (WSI) for the archaeological monitoring 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 2020, 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 2023)
- the Project Brief issued by SCC Historic Environment Advisor (SCCAS 2023a)
- Requirements for Archaeological Excavation (SCCAS 2023b)
- The project digital management plan

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 for the duration of the groundworks.

Monitoring methodology

There will be sufficient on-site attendance by CAT staff to maintain a watch on all contractors' ground works to record, excavate or sample (as necessary) any archaeological features or deposits. The investigation will involve monitoring of all groundworks and inspection of upcast soil.

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 subsoil 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 SCCAS.

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 SCCAS.

There will be sufficient excavation to give clear evidence for the period, depth and nature of any archaeological deposit. For linear features 1m wide sections will be excavated across their width to a total of at least 10% of the overall length. Discrete features, such as pits, will have 50% of their fills excavated, although certain features may be fully excavated. Complex archaeological structures such as walls, kilns, ovens or burials 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 SCCAS, will it be removed.

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

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

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 project manager/supervisors Adam Wightman, Nigel Rayner or Ben Holloway who have over 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 pro-forma 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. 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.

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). Samples will be collected for potential micromorphological

and other pedological sedimentological analysis. Environmental bulk samples will be at least 40 litres in size (assuming context is large enough).

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.

CAT has an arrangement with Val Fryer / Lisa Gray whereby any potentially rich environmental layers or features will be appropriately sampled as a matter of course. Trained CAT staff will process the samples and the flots will be sent to Val Fryer or Lisa Gray for analysis and reporting.

Should any complex, or otherwise outstanding deposits be encountered, VF or LG will be asked onto site to advise. Waterlogged 'organic' features will always be sampled. In all cases, the advice of VF/LG 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.

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.

The SCCAS will be notified immediately if any human remains are encountered during the investigation.

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 (Historic England 2018) all archaeological human remains excavated during the course of the evaluation will either be analysed and reported by CAT project osteologist Megan Seehra or will be sent to external specialist Julie Curl.

As per SCC guidelines (SCCCAS 2023c) 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.

Post-excavation assessment

If a post-excavation assessment is required by SCCASA, it will normally be submitted within 2 months of the end of fieldwork, or as quickly as is reasonably practicable and at a time agreed with the SCCASA.

Where archaeological results do not warrant a post-excavation assessment, preparation of the normal site report will begin.

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 Howard Brooks (Interim Director) 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
environmental processing: Bronagh Quinn
osteology: (human remains): Megan Seehra

or to outside specialists:

animal and human bone: Julie Curl (*Sylvanus*)
environmental assessment and analysis: Val Fryer / Lisa Gray
archaeometallurgy: David Dungworth
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).

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 2022).

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 2015b).

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 2023d).

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]) will ensure the integrity of the digital archive.

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

Monitoring

The SCCASA 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 (<https://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.

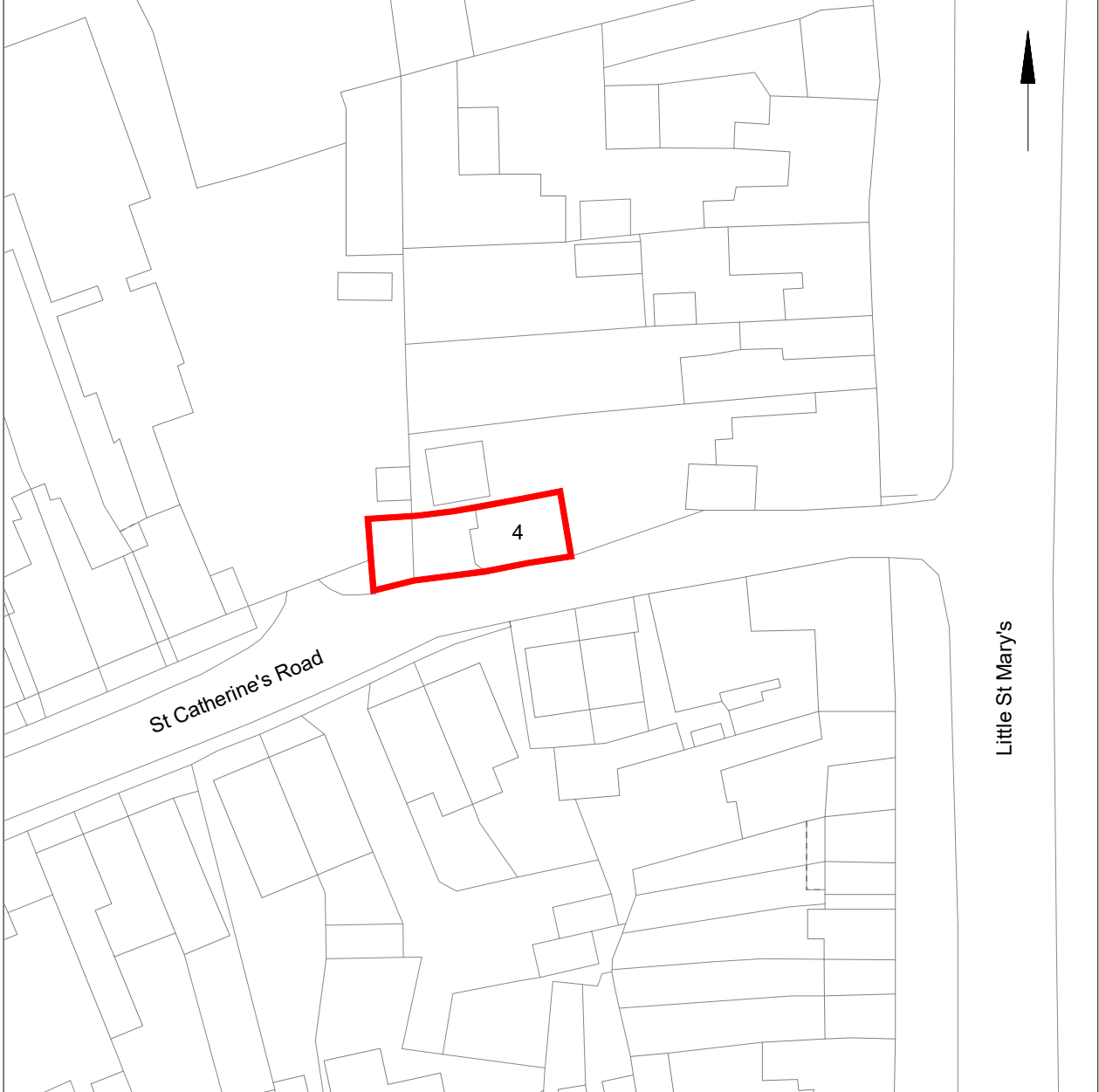
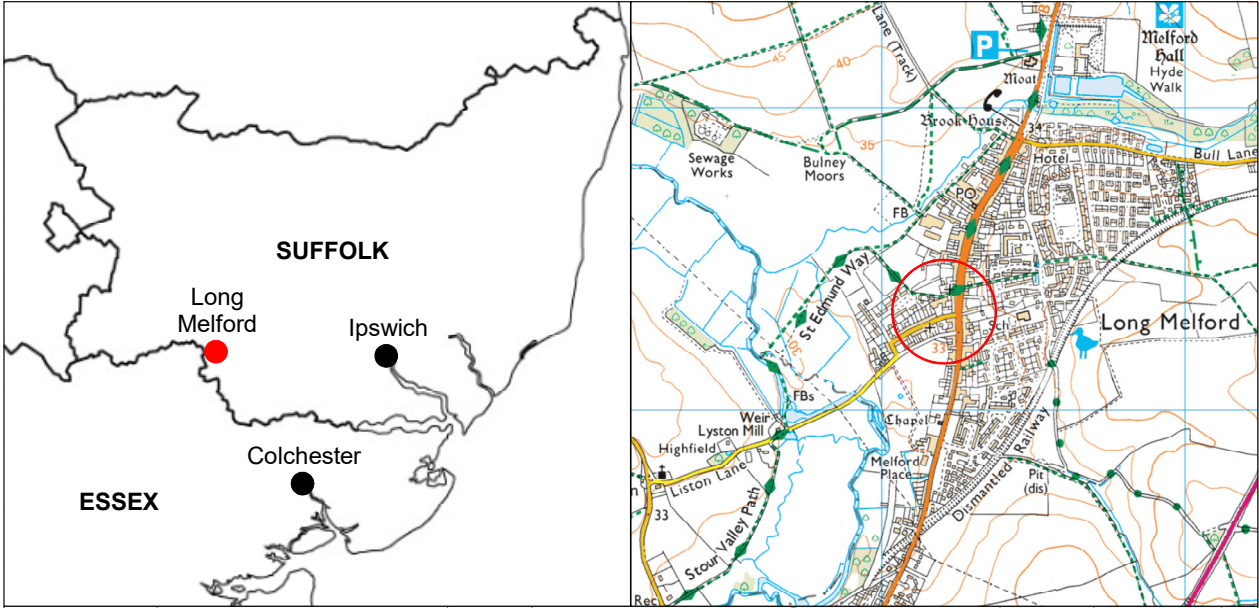
References

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

Brown, D	2011 2nd ed	<i>Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation</i>
Brown, N & Glazebrook, J	2000	<i>Research and Archaeology: A Framework for the Eastern Counties 2. Research agenda and strategy.</i> East Anglian Archaeology Occasional Paper 8 (EAA 8)
CAT	2023	<i>Health & Safety Policy</i>
ClfA	2020	<i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials.</i> Published 2014, revised October 2020
ClfA	2022	<i>Code of Conduct.</i> Published 2014, revised October 2022
ClfA	2023a	<i>Standard and Guidance for an archaeological monitoring and recording.</i> Published December 2023
ClfA	2023b	<i>Universal guidance for archaeological monitoring and recording.</i> ClfA Chartered Institute for Archaeologists.
Digital Curation Centre (DCC)	2013	<i>Checklist for Data Management Plan v. 4.0</i>
Gurney, D	2003	<i>Standards for field archaeology in the East of England.</i> East Anglian Archaeology Occasional Papers 14 (EAA 14).
Historic England	1994	<i>Clare Camp, Suffolk – results of geophysical survey.</i> Summary based on letter by A Payne
Historic England	2011	<i>A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (second edition).</i> By G Campbell, L Moffett and V Straker
Historic England	2015a	<i>Digital image capture and file storage: Guidelines for best practice.</i> By S Cole & P Backhouse
Historic England	2015b	<i>Management of Research Projects in the Historic Environment (MoRPHE)</i>
Historic England	2018	<i>The Role of the Human Osteologist in an Archaeological Fieldwork Project.</i> By S Mays, M Brickley & J Sidell

Medlycott, M	2011	<i>Research and archaeology revisited: A revised framework for the East of England.</i> East Anglian Archaeology Occasional Papers 24 (EAA 24)
MHCLG	2023	<i>National Planning Policy Framework.</i> Ministry of Housing, Communities and Local Government.
SCCAS	2023a	<i>Brief for Continuous Archaeological Monitoring and Recording at 4 St Catherine's Road, Long Melford, Suffolk, CO10 8QD,</i> by L Cunningham
SCCAS	2023b	<i>Requirements for Archaeological Excavation</i>
SCCAS	2023c	<i>Excavating inhumations for mineral preserved organics guidance</i>
SCCAS	2023d	<i>Archaeological Archives in Suffolk: Guidelines for Preparation and Deposition</i>

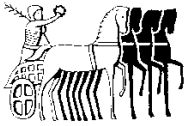
Emma Holloway
eh@catuk.org



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Fig 1 Site location.





Colchester Archaeological Trust

Roman Circus House, Roman Circus Walk, Colchester, Essex, CO2 7GZ
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: 2024/11a Suffolk HER Parish Number: LMD 377 OASIS ID: colchest3-522060
Project Name
4 St Catherine's Road, Long Melford, Suffolk, CO10 9JU.
Project Description
Continuous archaeological monitoring and recording during groundworks for the construction of a two-storey extension to the rear of the property after the demolition of an existing conservator.
Project Funder / Grant reference
Homeowner
Project Managers
Chris Lister (Contracts Manager), Adam Wightman (Excavation Manager), Laura Pooley (Post-excavation Manager)
Principal Investigator / Researcher
Project Officer (to be determined)
Data Contact Person
Laura Pooley
Date DMP created
22/01/2024
Date DMP last updated
07/02/2024
Version
V2
Related data management policies
Data Management Policy, Colchester Archaeological Trust (in preparation) ClfA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (2014) ADS Guides to Good Practice (https://guides.archaeologydataservice.ac.uk/g2gp/Main) SCCA Archaeological Archives in Suffolk: Guidelines for 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 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 Excavation Manager (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 is 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 colchest3-522060

OASIS ID (UID)	colchest3-522060
Project Name	Archaeological monitoring and recording at 4 St Catherine's Road, Long Melford, Suffolk, CO10 9JU: April 2024
Sitename	4 St Catherines Road, Long Meford, CO10 9JU
Sitecode	LMD 377
Project Identifier(s)	2024/01d
Activity type	Watching Brief
Planning Id	DC/21/02732
Reason For Investigation	Planning: Post determination
Organisation Responsible for work	Colchester Archaeological Trust
Project Dates	02-Apr-2024 - 02-Apr-2024
Location	4 St Catherines Road, Long Meford, CO10 9JU NGR : TL 86210 45300 LL : 52.07474681121866, 0.715715055302562 12 Fig : 586210,245300
Administrative Areas	Country : England County/Local Authority : Suffolk Local Authority District : Babergh Parish : Long Melford
Project Methodology	Two small trenches totalling just over 7m2 were machine- and hand-excavated under the supervision of a CAT archaeologist. All work was carried out in accordance with the Brief and WSI.
Project Results	Archaeological monitoring took place at 4 St Catherine's Road, Long Melford, Suffolk ahead of the construction of a new two-storey extension. There is a large Late Iron Age-Roman settlement in Long Melford, as well as notable Roman activity within the immediate vicinity of the development site. A possible former yard surface and a wall foundation were recorded, evidence of earlier activity at the property from at least the 19th century.
Keywords	Boundary Wall - 20TH CENTURY - FISH Thesaurus of Monument Types
Funder	Private individual
HER	Suffolk HER - unRev - STANDARD
Person Responsible for work	Chris Lister, Adam Wightman
HER Identifiers	HER Event No - LMD 377
Archives	Digital Archive - to be deposited with Archaeology Data Service Archive;