

# Colchester Archaeological Trust



**CAT Report 1889**  
**issued January 2023**

**Archaeological evaluation on land at Powney Street,  
Milden, Suffolk, IP7 7AL: December 2022**



**CAT project ref.: 2022/11b**  
**SCC parish code: MDN 044**

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**NGR: TL 9513 4621 (centre)**

**Planning ref.: DC/20/03154/FUL**

**CAT project ref.: 2022/11b  
CAT Report 1889**

**SCC parish code: MDN 044  
OASIS id: colchest3-510620**

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<b>Issued:</b>	19/01/2023	

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## 1 Summary

An archaeological evaluation (two trial-trenches) was carried out on land at Powney Street, Milden, Suffolk in advance of the construction of two new dwellings. The site was located within an area defined as ancient rolling farmlands in the Suffolk Landscape. Nearby archaeological findspots indicate prehistoric and Roman activity as well as the 12th- to 13th-century small motte and bailey castle two fields to the west of the development area. Despite this, a post-medieval/modern post-hole was the only feature present.

## 2 Introduction (Fig 1)

This report presents the results of an archaeological evaluation carried out by Colchester Archaeological Trust (CAT) on land at Powney Street, Milden, Suffolk on 19th December 2022. The work was commissioned by Juliet Hawkins, on behalf of G F Hawkins Ltd, and took place in advance of the construction of two detached dwellings.

The Local Planning Authority (Babergh District Council: Planning reference DC/20/03154/FUL) was advised by Suffolk County Council Archaeology Service (SCCAS) that this site lies in an area of high archaeological importance, and 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 2019).

All archaeological work was carried out in accordance with a *Brief for a Trenched Archaeological Evaluation* detailing the required archaeological work written by Matthew Baker (SCCAS 2022b), and a Written Scheme of Investigation (WSI) prepared by CAT (2022) in response to the SCCAS brief and agreed with SCCAS.

In addition to the brief and WSI, all fieldwork and reporting was done in accordance with *Management of Research Projects in the Historic Environment (MoRPHE)* (Historic England 2016), and with *Standards for field archaeology in the East of England* (EAA 14 and 24). This report mirrors standards and practices contained in the Institute for Archaeologists' *Standard and guidance for archaeological field evaluation* (ClfA 2014a) and *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (ClfA 2014b), as well as the *SCCAS Requirements for a Trenched Archaeological Evaluation* (SCCAS 2022a).

## 3 Archaeological and landscape background (Fig 2)

The following archaeological background draws on information from the Suffolk Historic Environment Record ([archaeology.her@suffolk.gov.uk](mailto:archaeology.her@suffolk.gov.uk)), SCC invoice number 9524555.

### Geology

The British Geological Survey geology viewer (1:50,000 scale<sup>1</sup>) shows the site bedrock geology for the site is Crag group (sand), with superficial deposits of Lowestoft formation (diamicton). Lowestoft formation is a chalky till characterised by its chalk and flint content, with common outwashes of sands, gravels, silts and clays.

### Historic landscape

The development site is located within an area defined as *ancient rolling farmlands* in the Suffolk Landscape Character Assessment<sup>2</sup>. These are characterised as rolling chalky clay landscapes dissected by river valleys, with a settlement pattern of dispersed farmsteads of medieval origin interspersed with larger hamlets and occasional villages.

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

<sup>2</sup> <http://www.suffolklandscape.org.uk>

Within the Suffolk Historic Landscape Characterisation Map<sup>3</sup>, it is defined as Landscape type 1.4, pre-18th century enclosure – irregular co-axial fields.

The landscape immediately around the site includes:

- Landscape sub-type 1.1, pre-18th-century enclosure – random fields, areas with this field pattern are thought to be some of our earliest farming landscapes.
- Landscape sub-group 3.4 post-1950 agricultural landscape – boundary loss from irregular co-axial fields.

#### **Archaeology<sup>4</sup>** (Fig 2)

(All measurements are taken from the centre point of the development site to the centre point of the archaeological site).

This background is focused on SHER search results within a 1km radius of the site. Milden is a small village and civil parish in Babergh that sits around 7 miles north-east of Sudbury. Milden is located in a rural setting on high ground in Suffolk, with picturesque views across the surrounding landscape, dotted with isolated houses and farms.

Within the search area:

**Prehistoric:** There are no prehistoric features recorded within the search area. A few lithic implements (one dated as Palaeolithic) have been found by metal-detectorists and recorded by the Portable Antiquities Scheme.

**Roman:** So far there has been no evidence for settlement in Milden. Roman evidence has comprised of very sparse find spots including a single sherd of grey ware mixed in with a scatter of medieval finds (MDN 007, 982m SW), two fragments of puddingstone querns found in ploughed fields (MDN 009, 547m NE and MDN 010, 605m SW).

**Anglo-Saxon-medieval:** The church of St Peter dates to at least 1086 as it is recorded in the Domesday book (MDN 005/DSF665, 777m NE). Key features include the southern doorway, one of the windows and nave (all Norman), the chancel (13th century), and the northern doorway and another window (14th-15th century). The church is Grade I listed.

Adjacent to the site is Milden Castle, a 12th- to 13th-century small motte and bailey castle on Foxburrow Hill (Scheduled Monument no. 1006016, MDN 003/SF111, 187m WSW). The circular motte is approximately 4m high and was surrounded by a moat. The mound lies at the head of a small stream and was originally quite wet and boggy on its western side. Little is left of the bailey to the north or the ditch. The castle has been heavily damaged over time. The eastern side of bailey has been mostly ploughed away and is no longer traceable. An early 6-inch OS map notes 'human and animal remains, sword, spurs and bullet found' within the bailey, to the north-east of the mound. The current site originally formed part of the same plot of land as Foxburrow Hill.

Approximately 1km north-east of the site is a medieval moated site at Moat Farm (Scheduled Monument no. 1019538, MDN 001/33299). The moated site is thought to represent the manor of Bures or Bowers which belonged to the de Bures family in the beginning of the 14th century. Robert de Bures had free warren here in 1314. The moated site includes a roughly-rectangular island, measuring 50m east-west by up to 30m north-south, raised about 0.5m above the surrounding ground surface. This is contained on all four sides by a water-filled moat measuring an average of 6m across, which has been enlarged externally at the north-east corner to form a small pond-like feature. A causeway which crosses the south arm of the moat is believed to represent the original access to the island, whilst the wooden footbridge which crosses the south arm of the moat is modern. The centre of the island is occupied by Moat Farm, a Grade II timber-framed Listed Building (MDN 035, 1km NE). The house dates from the 16th century and is believed to represent a successor to an earlier house on the island.

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<sup>3</sup> The Suffolk Historic Landscape Characterisation Map, version 3, 2012, Suffolk County Council

<sup>4</sup> This is based on records held at the Suffolk County Historic Environment Record (SCHER)

The remains of another medieval moat is recorded at the site of The Old Rectory. Small lengths of the moat survive in the south-eastern and north-western corners (MDN 002, 675m NE).

While enlarging a pond at Milden Hall a black layer was noted which contained many unglazed 13th-14th century sherds of pottery, oyster shells and animal bones (MDN 008, 630m W).

A historic green is visible on the Hodskinson's map of 178, which is likely to date to the medieval or early post-medieval period (MDN 034, 620m S).

Medieval find spots within the search area include:

- a small scatter of unglazed pottery found alongside a lava millstone fragment (MDN 007, 982m SW),
- 15 sherds of pottery on the Milden Hall estate (MDN 011, 898m WNW),
- a scatter of three large rim sherds and a handle found to the north-west of Milden Castle (MDN 012, 377m W), and
- metal-detected finds (recorded by the Portable Antiquities Scheme) such as three Anglo-Scandinavian and Saxon copper-alloy fittings and a fragment of a medieval bronze figure.

**Post-medieval to modern:** The site lies immediately adjacent to Milden Cottage, a Grade II listed thatched cottage (and former infant schoolhouse) dating from the later 18th or earlier 19th century (DSF2012, 12m E).

The Suffolk Historic Environment Team have been working on a project to record lost and existing farmsteads in Suffolk. Farming has been a major factor in the development of Suffolk's landscape, both physically and socially throughout time. The farm buildings can help us to understand the agricultural practices and their development since the medieval period (SCCAS 2019). Listed farmsteads within the search area are recorded on 19th-century mapping (but may be much earlier in date). These include:

- Milden Hall Farm – Visible on the 1st edition OS map (MDN 020, 682m W), the farmstead was laid out in a regular courtyard U-plan with additional detached elements. Two timber-framed listed barns survive from this farm complex and are dated to the 16th century (DSF666, 660m W).
- Rashbrooks Farm – A farmstead laid out in a regular L-plan with additional detached elements (MDN 021, 164m NE). The timber-framed farmhouse is detached and set away from the yard (DSF668, 502m NE). A historic asset assessment, prior to conversion, dated the farmhouse to 16th century with outbuildings ranging from the 17th to 19th centuries.
- Valley Farm – A farmstead laid out in a loose courtyard plan (MDN 036, 898m NW). The farmhouse is detached and set aside from the yard (DSF669, 899m NW). The farmhouse and outbuildings date from the 17th to 19th centuries. They are all timber-framed and have thatched roofs (DSF1971, 922m NW).
- Rectory Farm – A farmstead laid out in a regular courtyard U-plan with additional detached elements (MDN 037, 669m NE). The timber-framed farmhouse is detached and set away from the yard (The Old Rectory, DSF1128, 649m NE).
- Water Furrows Farm – A farmstead laid out in a regular U-plan with additional detached elements (MDN 038, 914m E).
- Serens Hall Farm – A farmstead laid out in a regular courtyard L-plan with additional detached elements (MDN 039, 703m SE). The timber-framed farmhouse is detached and set away from the yard (DSF670, 774m SE).
- Pound Farm – A farmstead laid out in a regular courtyard E-plan with additional detached elements (MDN 040, 624m SSE). The timber-framed and thatched farmhouse is detached and set away from the yard (DSF2011, 658m SSE).

The site is located within the curtilage of Milden Hall (DSF1125, 703m W). Milden Hall is a large Grade II\* listed timber-framed 18th-century country house with Diocletian windows and short flanking wings located within the main farm complex of the earlier Milden Hall farmstead.

Other historic buildings within the search area include Brickpath and Sunrise, a 17th-18th century timber-framed and plastered house with a thatched roof (DSF2995, 827m SSE), and Pyghtle Cottages, a 17th-18th century range of thatched roof, timber framed and plastered cottages (DSF1504, 602m NE).

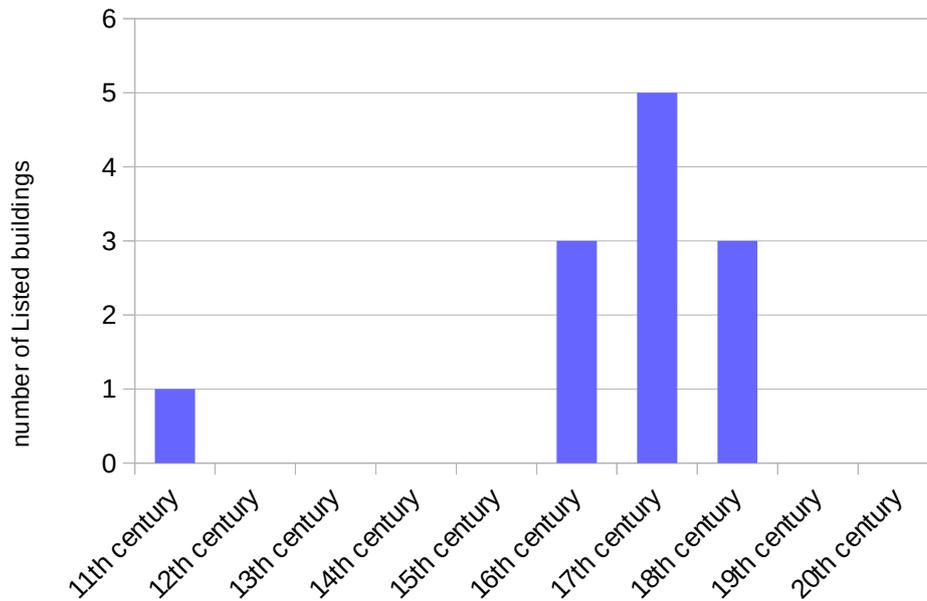
**Undated:** A hollow-way earthwork is recorded between Marks Hall and the B1115 (MDN 022, 955m NW). Partially ploughed away, the remaining hollow-way is intact and used as a public footpath. The earthwork is dated as medieval or later, with no precise period known.

A field named on the 1839 tithe map is called 'First Mill Field' would suggest the location of a mill (MDN 030, 443m NW).

**Negative:** Monitoring of groundworks on land adjacent to The Old Rectory did not reveal any finds or features (ESF20327, 720m NE).

**Listed buildings<sup>5</sup>**

There are 12 listed buildings within the search radius (one Grade I, one Grade II\* and 10 Grade II). They date from the 11th to 20th centuries. The listed buildings are all described above by period.



**Table 1** Number of listed buildings based on their approximate construction date.

**4 Aims**

The aims of the evaluation were 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.

<sup>5</sup> This is based on records held at the Suffolk County Historic Environment Record (SCHER).

## 5 Methodology

As per the WSI (appended to this report), two trial-trenches were laid out across the footprint of the proposed new buildings.

The trenches were mechanically excavated under the supervision of a CAT archaeologist, and all archaeological horizons were excavated and recorded according to the WSI. There was sufficient excavation to give evidence for the period, depth and nature of all archaeological deposits.

Individual records of deposits were entered on pro-forma record sheets. The evaluation trenches were surveyed by GPS with sections drawn by hand at 1:10. All trenches were digitally photographed with a scale and north arrow. A metal detector was used to check trenches, spoil heaps and excavated strata.

## 6 Results (Figs 2-3)

The trenches (10m and 14m long by 1.8m wide) cut modern topsoil (L1, c 0.1-0.18m thick) and subsoil (L2, c 0.21-0.37m thick) onto natural clayey chalk (L3, encountered at a depth of c 0.38m below current ground level).

A post-hole (F1) was uncovered at the southernmost end of Trench 2. The feature measured 0.36m in diameter and 0.12m in depth. It was square in plan with steep sides and a flat base. The single fill was a firm and moist dark greyish-brown silty sand and produced small fragments of baked clay, mortar, coal/coke and animal bone. The post-hole is probably of post-medieval/modern date.



**Photograph 1** Trench 1 – view north-west



**Photograph 2** Trench 2 – view south



**Photograph 3** F1 – view east

## 7 Finds

*by Dr Matthew Loughton, Laura Pooley & Alec Wade*

Post-hole F1 (finds no. 1) produced four fragments of baked clay (5g), three of coal/coke (9g), a piece of mortar (1g), and 15 small fragments of animal and bird bone (11g). Most of the

fragments of animal bone were of a single, small-sized domestic fowl, probably a bantam. A fragment of rib (most likely either horse or cattle) displayed saw marks from butchery and had also been dog gnawed. All of these finds have been discarded.

Species	Comments	No. of pieces	Weight (g)
Domestic fowl/bantam	(1) Proximal femur fragment. (3) Tibio-tarsus fragments including both left and right distal joints. (4) Tarso-metatarsal fragments including pieces of both legs. (1) Sternum fragment.	9	4
Large sized mammal	(1) Transversely sawn through rib fragment that has been dog gnawed.	1	6
Unidentified	(5) Unidentified fragments.	5	1
	<b>TOTAL</b>	<b>15</b>	<b>11</b>

**Table 1** Animal bone from F1 (finds no.1).

## 8 Conclusion

Despite lying in an archaeologically-sensitive area, the only feature uncovered was a post-medieval/modern post-hole.

## 9 Acknowledgements

CAT is grateful to Juliet Hawkins and G F Hawkins Ltd for commissioning and funding the project. The project was managed by C Lister and A Wightman, fieldwork was carried out by H Furniss and G Williams. Figures are by C Lister, H Furniss and E Holloway. The project was monitored by James Rolfe and Matthew Baker for Suffolk County Council Archaeological Services.

## 10 References

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

- |                           |       |  |
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| Brown, N & Glazenbrook, J | 2000  | <i>Research and Archaeology: a frame work for the Eastern Counties 2 Research agenda and strategy</i> , East Anglian Archaeological, occasional papers 8 (EAA 8) |
| CAT                       | 2022  | <i>Written Scheme of Investigation (WSI) for an evaluation by trial-trenching on land at Powney Street, Milden, Suffolk, IP7 7AL</i> , by E Holloway             |
| ClfA                      | 2014a | <i>Standard and Guidance for an archaeological field evaluation</i> . Updated Oct 2020   |
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| PSIA                      | 1970  | <i>Proceedings of the Suffolk Institute of Archaeology, XXXII</i> . Suffolk Institute of Archaeology   |
| SCCAS                     | 2019  | <i>Archaeological Archives in Suffolk: Guidelines for Preparation and Deposition</i>   |
| SCCAS                     | 2022a | <i>Requirements for a Trenched Archaeological Evaluation</i> .   |
| SCCAS                     | 2022b | <i>Brief for a Trenched Archaeological Evaluation at Land At Powney Street, Milden</i> , by Matthew Baker  |
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## 11 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'
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, <a href="http://oasis.ac.uk/pages/wiki/Main">http://oasis.ac.uk/pages/wiki/Main</a>
post-medieval	from c AD 1500 to c 1800
SCC	Suffolk County Council
SCCAS	Suffolk County Council Archaeological Services
SCHER	Suffolk County Historic Environment Record
section	(abbreviation sx or Sx) vertical slice through feature/s or layer/s
WSI	written scheme of investigation

## 12 Contents of archive

**Finds:** none retained

### **Digital record**

CAT Report 1889

SCCAS evaluation brief, CAT written scheme of investigation

Site digital photographs

Original site data

Survey data

## 13 Archive deposition

The digital archive is currently held by CAT at Roman Circus House, Roman Circus Walk, Colchester, Essex, but will be permanently deposited with the Archaeological Data Service in line with SCCAS guidance (SCCAS 2022).

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### **Distribution list:**

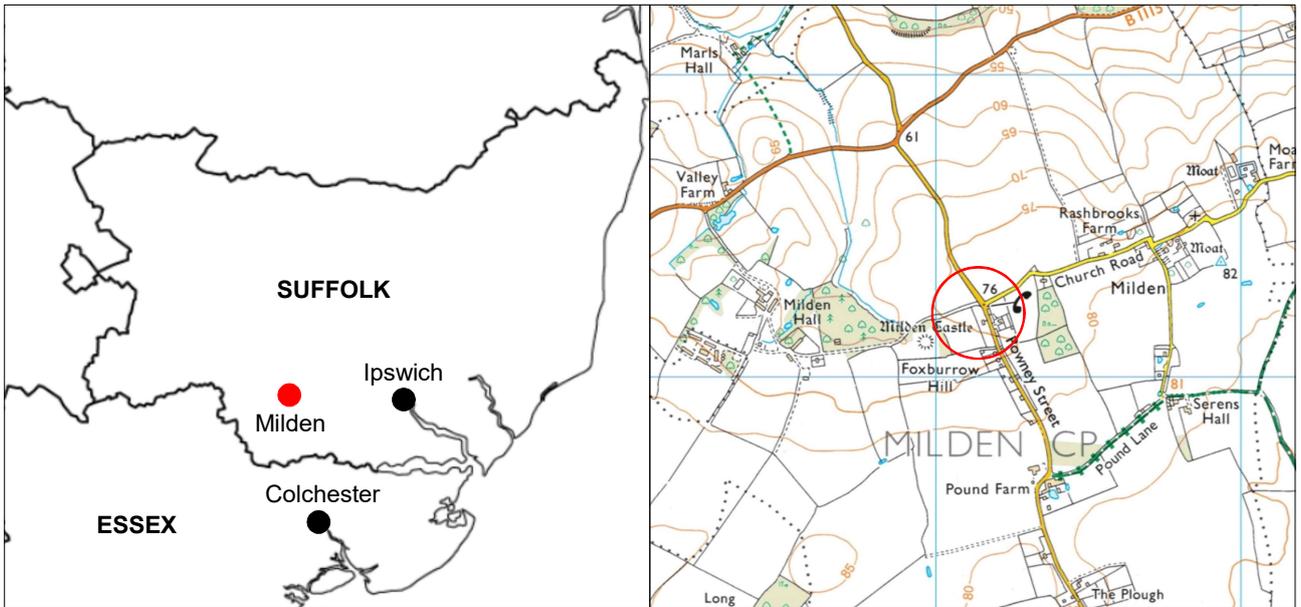
Juliet Hawkins, G F Hawkins Ltd

Matthew Baker, SCCAS

Suffolk County Historic Environment Record

**Appendix 1 Context list**

<b>Context</b>	<b>Trench</b>	<b>Finds No.</b>	<b>Context type</b>	<b>Description</b>	<b>Date</b>
L1	All	-	Topsoil	Firm medium grey/brown sandy silt and inclusions of: stone 5%	Modern
L2	All	-	Subsoil	Hard medium grey silty clay and inclusions of: stone 15%	Undated
L3	All	-	Natural	Hard medium brownish yellow chalky clay	Post-glacial
F1	2	-	Post-hole	Firm moist dark grey/brown silty sand with CBM and charcoal flecking	Post-medieval/modern



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

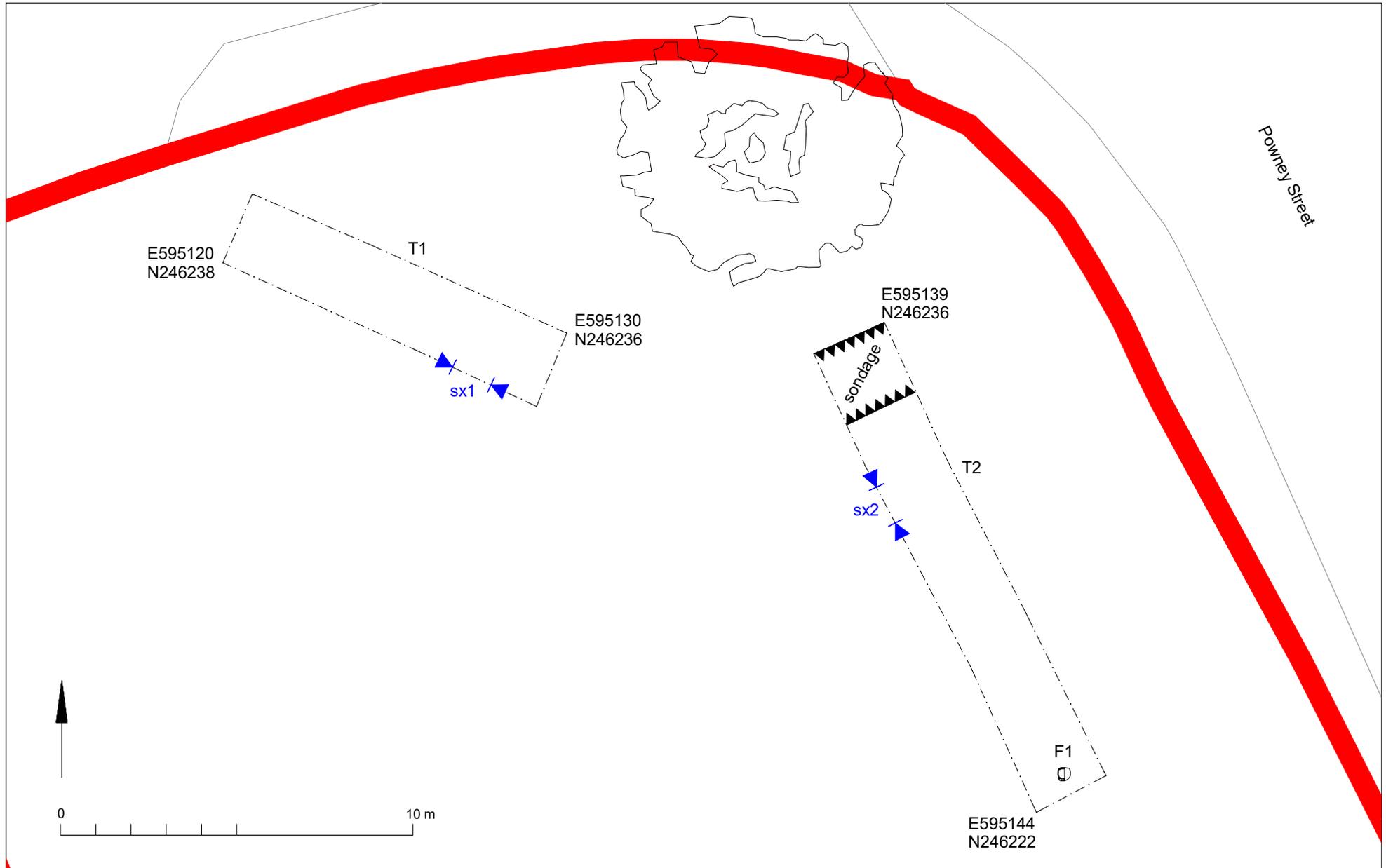


Fig 2 Results.

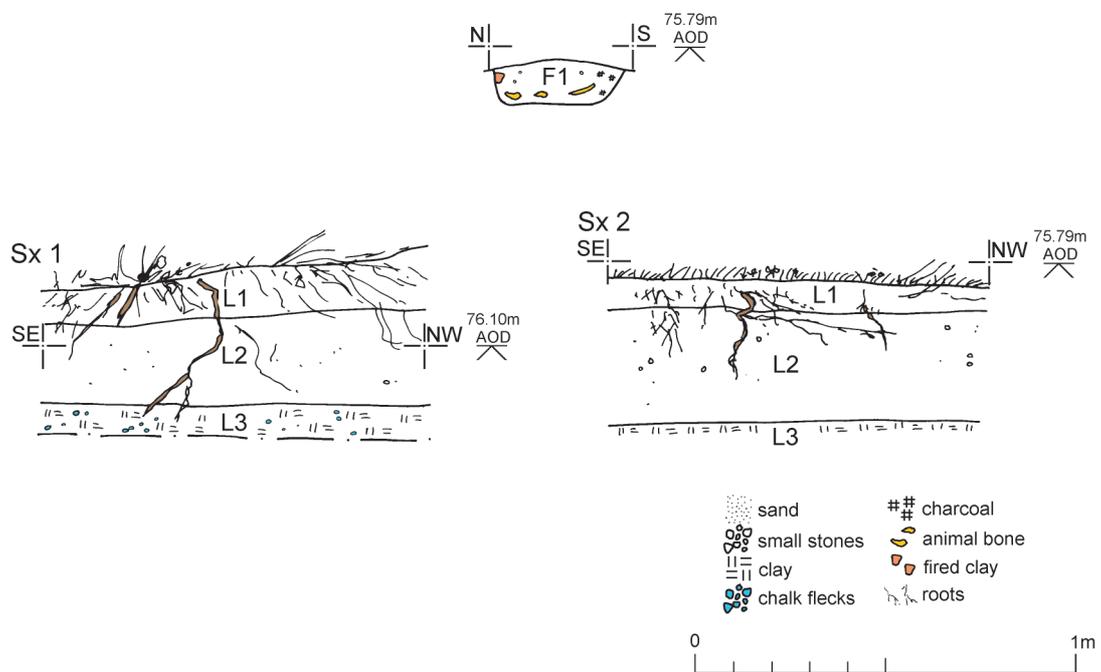


Fig 3 Feature and representative sections.

# **Colchester Archaeological Trust**



**Written scheme of investigation  
for an evaluation by trial-trenching on land at  
Powney Street, Milden, Suffolk, IP7 7AL.**

**November 2022**

**CAT project ref.: 2022/11b  
SCC parish code: MDN 044**

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**November 2022**

**NGR: TL 9513 4621**

**Planning district.: Babergh  
Planning ref.: DC/20/03154/FUL**

**CAT project ref.: 2022/11b**

**Curating museum: Suffolk County Council  
Archaeological Service  
SCC Parish code: MDN 044**

**SCCAS monitor: Matt Baker  
OASIS id: colchest3-510620**

**WSI prepared by: Emma Holloway  
Figures by: Chris Lister and Emma Holloway**

**Commissioned by: Juliet Hawkins  
Client: G F Hawkins Ltd**

Prepared by:	Emma Holloway	Junior Project Officer
Reviewed and approved by:	Chris Lister	Contracts Manager
Issued:	18/11/2022	

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## Site location and description

The site is located approximately 630m west/south-west of the centre of the small village of Milden, Suffolk, at the northern end of Powney Street where it meets Church Lane and a private road (Fig 1). The site is centred on National Grid Reference (NGR) TL 9513 4621. The site is a c 0.12 hectare plot currently laid to grass. The site is accessed via an existing private road to the west of the site which leads to Milden Hall.

## Proposed work

The proposed development comprises of the construction of two detached dwellings. One western house will be a two storey three bedroom octagonal gate-lodge style house. The eastern house will be a single storey two bedroom house, which is designed to look like a farm outbuilding to blend into the landscape.

## Archaeological background

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

### Geology

The British Geological Survey geology viewer (1:50,000 scale<sup>1</sup>) shows the site bedrock geology for the site is Crag group (sand), with superficial deposits of Lowestoft formation (diamicton). Lowestoft formation is a chalky till characterised by its chalk and flint content, with common outwashes of sands, gravels, silts and clays.

### Historic landscape

The development site is located within an area defined as *ancient rolling farmlands* in the Suffolk Landscape Character Assessment<sup>2</sup>. These are characterised as rolling chalky clay landscapes dissected by river valleys, with a settlement pattern of dispersed farmsteads of medieval origin interspersed with larger hamlets and occasional villages.

Within the Suffolk Historic Landscape Characterisation Map<sup>3</sup> it is defined as Landscape type 1.4, pre-18th century enclosure – irregular co-axial fields.

The landscape immediately around the site includes:

- Landscape sub-type 1.1, pre-18th century enclosure - random fields, areas with this field pattern are thought to be some of our earliest farming landscapes.
- Landscape sub-group 3.4 post-1950 agricultural landscape – boundary loss from irregular co-axial fields.

### Archaeology<sup>4</sup> (Fig 2)

(All measurements are taken from the centre point of the development site to the centre point of the archaeological site).

This background is focused on SHER search results within a 1km radius of the site.

Milden is a small village and civil parish in Babergh that sits around 7 miles north-east of Sudbury. Milden is located in a rural setting on high ground in Suffolk, with picturesque views across the surrounding landscape, dotted with isolated houses and farms.

Within the search area:

**Prehistoric:** There are no prehistoric features recorded within the search area. A few lithic implements (one dated as Palaeolithic), have been found by metal-detectorists and recorded by the Portable Antiquities Scheme.

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

<sup>2</sup> <http://www.suffolklandscape.org.uk/>

<sup>3</sup> The Suffolk Historic Landscape Characterisation Map, version 3, 2012, Suffolk County Council

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**Anglo-Saxon-medieval:** The church of St Peter dates to at least 1086 as it is recorded in the Domesday book (MDN 005/DSF665, 777m NE). Key early features include the southern doorway, one of the windows and nave which are all Norman in date, the chancel is 13th century and the northern doorway and one of the windows are 14th-15th century. The church is Grade I listed.

Adjacent to the site is the location of Milden Castle, a 12th-13th century small motte and bailey castle, on Foxburrow Hill (Scheduled Monument no. 1006016, MDN 003/SF111, 187m WSW). The circular motte is approximately 4m high and was surrounded by a moat. The mound lies at the head of a small stream and was originally quite wet and boggy on its western side. Little is left of the bailey to the north or the ditch. The castle has been heavily damaged over time. The eastern side of bailey has been mostly ploughed away and is no longer traceable. An early 6 inch OS map marks note 'human and animal remains, sword, spurs and bullet found' within the bailey, to the north-east of the mound. The current site originally formed part of the same plot of land as Foxburrow Hill.

Approximately 1km north-east of the site is a medieval moated site at Moat Farm (Scheduled Monument no. 1019538, MDN 001/33299). The moated site is thought to represent the manor of Bures or Bowers which belonged to the de Bures family in the beginning of the 14th century. Robert de Bures had free warren here in 1314. The moated site includes a roughly rectangular island, measuring 50m east-west by up to 30m north-south, raised about 0.5m above the surrounding ground surface. This is contained on all four sides by a water-filled moat measuring an average of 6m across, which has been enlarged externally at the north east corner to form a small pond-like feature. A causeway crosses the south arm of the moat is believed to represent the original access to the island, whilst the wooden footbridge which crosses the south arm of the moat is modern. The centre of the island is occupied by Moat Farm, a Grade II timber-framed Listed Building (MDN 035, 1km NE). The house dates from the 16th century and is believed to represent a successor to an earlier house on the island.

The remains of another medieval moat is recorded at the site of The Old Rectory. Small lengths of the moat survive in the south-eastern and north-western corners (MDN 002, 675m NE).

While enlarging a pond at Milden Hall a black layer was noted which contained many unglazed 13th-14th century sherds of pottery, oyster shells and animal bones (MDN 008, 630m W).

A historic green is visible on the Hodkinson's map of 1783, which starts approximately 620m south of the current site. Although Milden green is undated, it does appear on early historic mapping and is likely to date to the medieval or early post-medieval period (MDN 034).

Medieval find spots within the search area include: a small scatter of unglazed pottery found alongside a lava millstone fragment (MDN 007, 982m SW); Fifteen sherds of pottery were found when digging a new pond on the Milden Hall estate (MDN 011, 898m WNW); A scatter of three large rim sherds and a handle found to the north-west of Milden Castle (MDN 012, 377m W); Metal detected finds recorded through the Portable Antiquities Scheme within the search area include three Anglo-Scandinavian and Saxon copper-alloy fittings and a fragment of a medieval bronze figure.

**Post-medieval to modern:** The site lies immediately adjacent to Milden Cottage, a Grade II listed thatched cottage (and former infant schoolhouse) dating from the later 18th or earlier 19th century (DSF2012, 12m E).

The Suffolk Historic Environment Team have been working on a project to record lost and existing farmsteads in Suffolk. Farming has been a major factor in the development of

Suffolk's landscape, both physically and socially throughout time. The farm buildings can help us to understand the agricultural practices and their development since the medieval period (SCCAS 2019). Listed farmsteads within the search area are recorded on 19th century mapping (but may be much earlier in date), these include:

- The nearby Mildenhall Farm complex is visible on the 1st edition OS map (MDN 020, 682m W). The farmstead was laid out in a regular courtyard U-plan with additional detached elements. Two timber-framed listed barns survive from this farm complex and are dated to the 16th century (DSF666, 660m W).
- Rashbrooks Farm is a farmstead laid out in a regular L-plan with additional detached elements (MDN 021, 164m NE). The timber-framed farmhouse is detached and set away from the yard (Rushbrook farmhouse, DSF668 502m NE). A historic asset assessment, prior to conversion, dated the farmhouse to 16th century with outbuildings ranging from the 17th to 19th centuries.
- Valley Farm is a farmstead laid out in a loose courtyard plan (MDN 036, 898m NW). The farmhouse is detached and set aside from the yard (DSF669, 899m NW). The farmhouse and outbuildings date from the 17th-19th century. They are all timber-framed and have thatched roofs (DSF1971, 922m NW).
- Rectory Farm is a farmstead laid out in a regular courtyard U-plan with additional detached elements (MDN 037, 669m NE). The timber-framed farmhouse sits detached and set away from the yard (The Old Rectory, DSF1128 649m NE).
- Water Furrows farm is a farmstead laid out in a regular U-plan with additional detached elements (MDN 038, 914m E).
- Serens Hall Farm is a farmstead laid out in a regular courtyard L-plan with additional detached elements (MDN 039, 703m SE). The timber-framed farmhouse is detached and set away from the yard (DSF670, 774m SE).
- Pound Farm is a farmstead laid out in a regular courtyard E-plan with additional detached elements (MDN 040, 624m SSE). The timber-framed and thatched farmhouse is detached and set away from the yard (DSF2011, 658m SSE).

The site is located within the curtilage of Mildenhall (DSF1125, 703m W). Mildenhall is a large Grade II\* listed timber-framed 18th century country house with Diocletian windows and short flanking wings located within the main farm complex of the earlier Mildenhall farmstead.

Other historic buildings within the search area include Brickpath and Sunrise, a 17th-18th century timber-framed and plastered house with a thatched roof (DSF2995, 827m SSE), and Pyghtle Cottages, a 17th-18th century range of thatched roof, timber framed and plastered cottages (DSF1504, 602m NE).

**Undated:** A hollow way earthwork is recorded between Marks Hall and the B1115 (MDN 022, 955m NW). The north-western end and south-eastern end have been ploughed away. The remaining hollow way is still intact and in use as a public footpath. The earthwork is dated as medieval or later, with no precise period known.

A field named on the 1839 tithe map is called 'First Mill Field' would suggest the location of a mill (MDN 030, 443m NW).

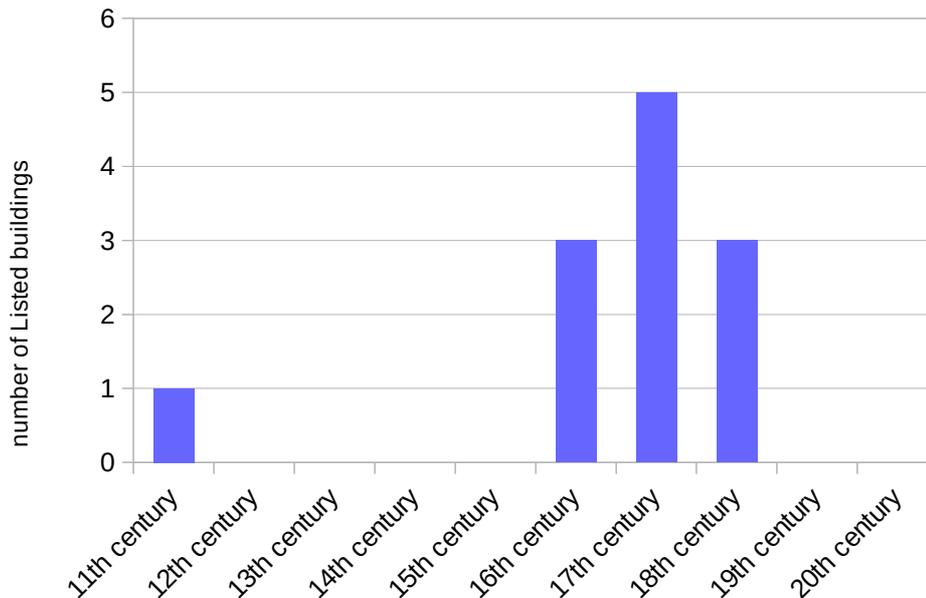
**Negative:** Monitoring of groundworks on land adjacent to The Old Rectory did not reveal any finds or features (ESF20327, 720m NE)

#### Listed buildings<sup>5</sup>

There are 12 listed buildings within the search radius (1 Grade I, 1 Grade II\* and 10 Grade II). They date from the 11th-20th century. The listed buildings are all described above by period.

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<sup>5</sup> This is based on records held at the Suffolk County Historic Environment Record (SCHER).



**Table 1:** Number of listed buildings based on their approximate construction date.

### Planning background

A planning application (DC/20/03154/FUL) was submitted to Babergh District Council in July 2020 proposing the *erection of 1no. single storey and 1no. two storey dwellings.*

In response to consultation with Matthew Baker, Suffolk County Council Archaeological Service Advisor (SCCASA), it was advised that as the site lies within an area highlighted by the Suffolk HER as having a high potential for archaeological deposits, an archaeological condition was recommended. The recommended archaeological condition is based on the condition based on the guidance given in the National Planning Policy Framework (MHCLG 2021).

### Requirement for work (Fig 2)

The archaeological work will consist of an evaluation by trial-trenching. Details are given in a Project Brief written by the SCCASA (*Brief for trial trenched archaeological evaluation at Land at Powney Street, Milden – SCC 2022*).

*Specifically*, there will be two trenches, T1 measuring 10m long by 1.8m wide, T2, 15m long by 1.8m wide. This equates to 25m of linear trenches covering an area of 45m<sup>2</sup> located to target the proposed new dwellings.

Localised extensions to trenches may be required by the SCCASA after the site monitoring 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/eoe/>).

Decision on the need for any further archaeological investigation (eg 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 2014a-c)
- 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 2022)
- the Project Brief issued by SCC Historic Environment Advisor (SCCASA 2022)
- SCC requirements for a trenched archaeological evaluation (SCCAS 2022a)
- The project digital management plan

CAT is covered by Aviva Insurance Ltd, 006288/04/22, 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 one day.

In charge of day-to-day site work: Ben Holloway/ Nigel Rayner.

## 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 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 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. For linear features 1m wide sections will be excavated across their width to a minimum of 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 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 natural.

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.

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.

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.

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.

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), and to provide information for sampling strategies on any future excavation. Samples will be collected for potential micromorphological and other pedological sedimentological analysis. Environmental bulk samples will be 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.

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.

## **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 be 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 Philip Crummy (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:

flint: Tom Lawrence

prehistoric pottery: Stephen Benfield / Nigel Brown / Paul Sealey

Roman pottery: Stephen Benfield / Paul Sealey / Jo Mills / Gwladys Monteil

Roman brick/tile: Ian Betts

Roman glass: Hilary Cool

small finds: Nina Crummy

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 2015).

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

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 2022b).

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 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 compliment 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**

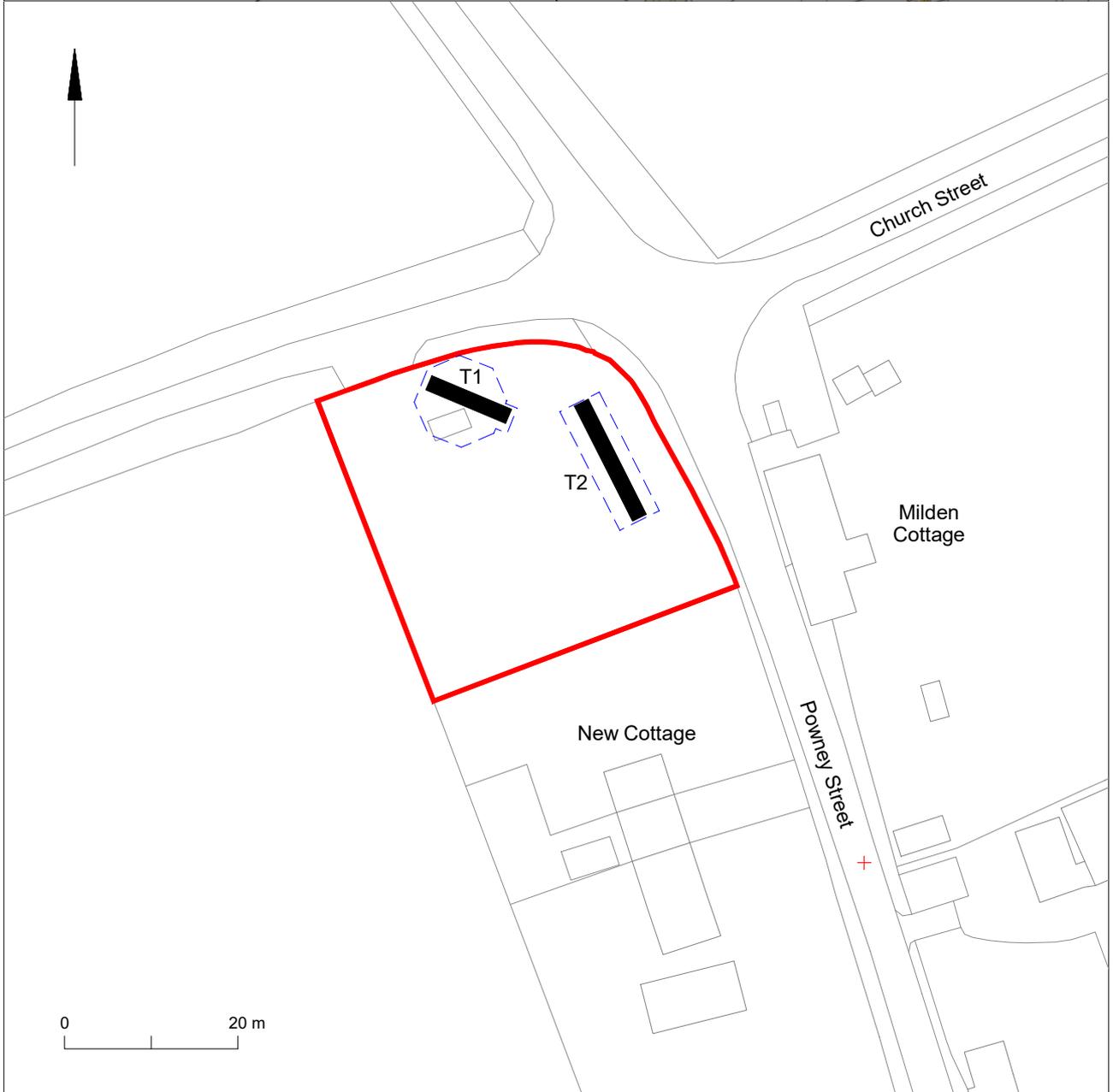
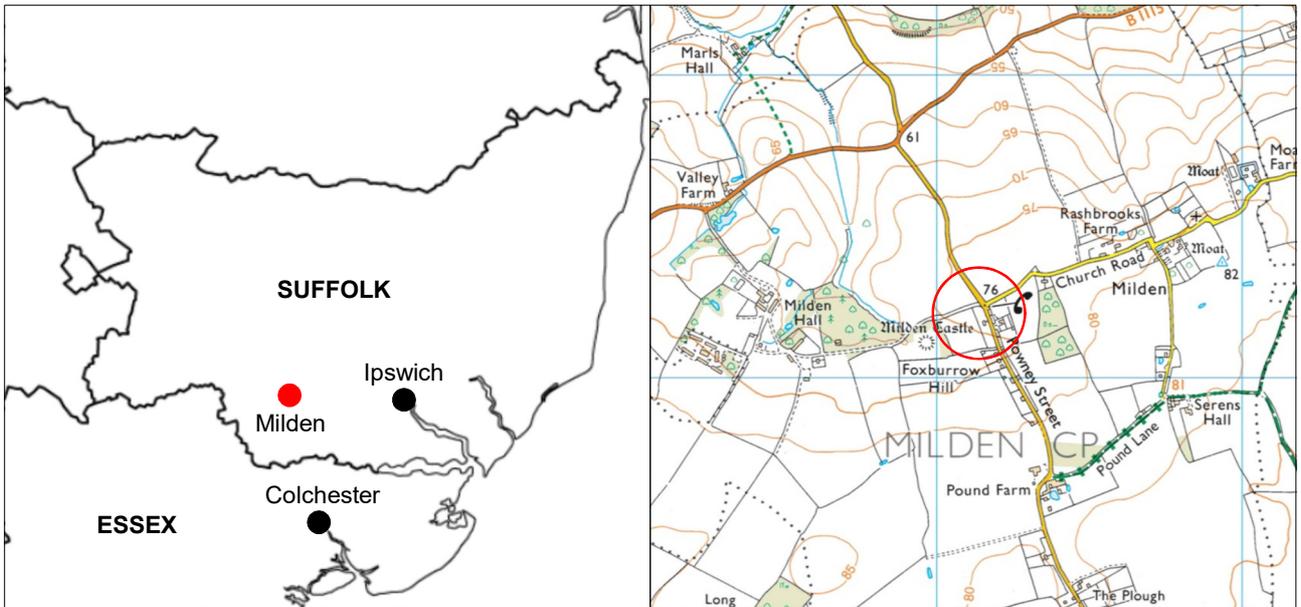
In addition, the CAT website ([www.thecolchesterarchaeologist.co.uk](http://www.thecolchesterarchaeologist.co.uk)) and social media sites are updated regularly with information on our events and activities, with copies of our archaeological reports freely available at <http://cat.essex.ac.uk/>. Staff 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

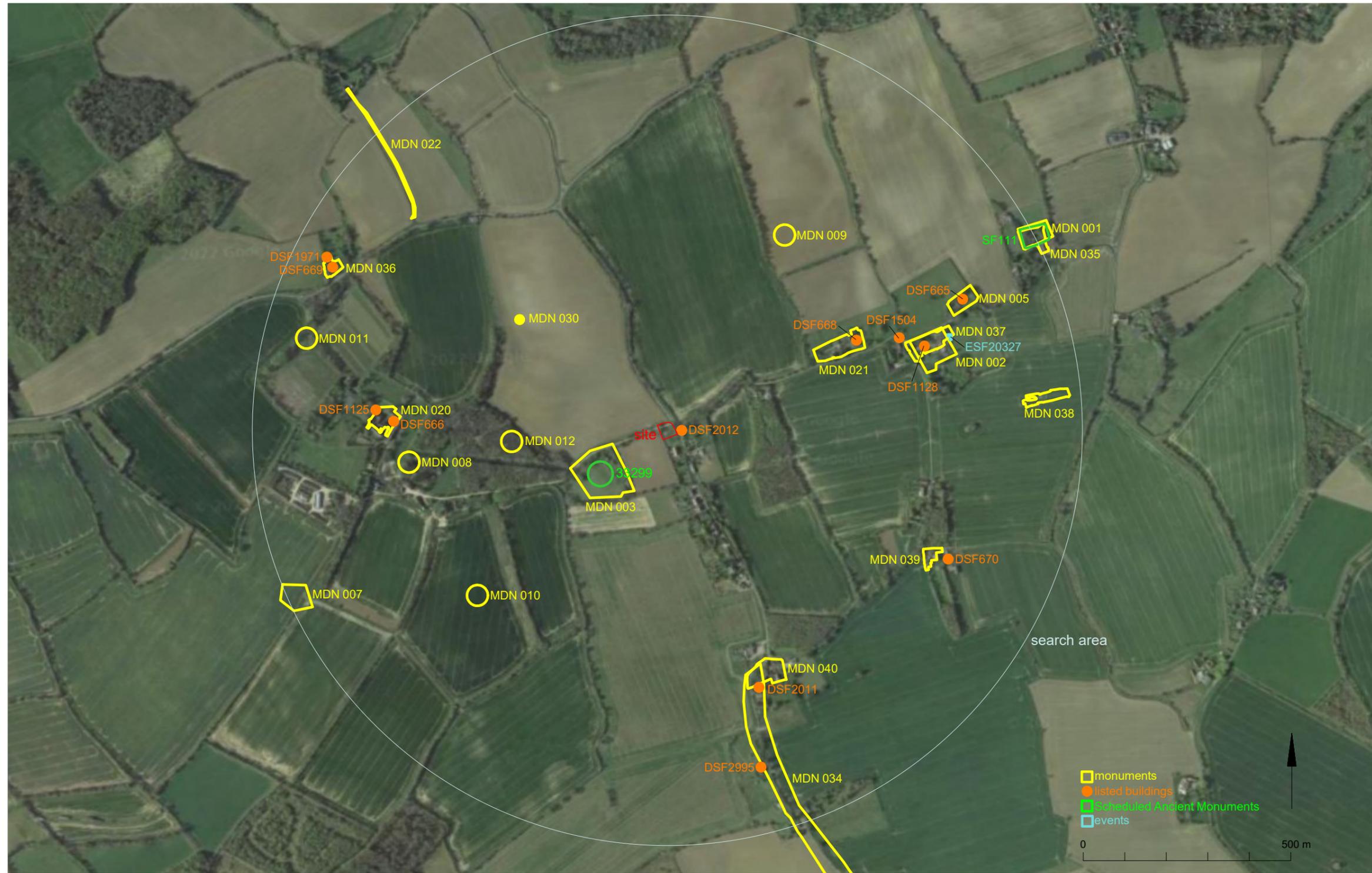
Note: all CAT reports, except for DBAs, are available online in PDF format at <http://cat.essex.ac.uk>

Brown, D	2011	<i>Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation</i>
	2nd ed	
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	2022	<i>Health &amp; Safety Policy</i>
CIfA	2014a	<i>Standard and Guidance for archaeological evaluation.</i> Revised October 2020
CIfA	2014b	<i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials.</i> Revised October 2020
CIfA	2014c	<i>Code of Conduct.</i> Revised October 2022
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	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	2021	<i>National Planning Policy Framework.</i> Ministry of Housing, Communities and Local Government.
SCC	2012	<i>The Suffolk Historic Landscape Characterisation Map, version 3</i>
SCC	2019	<i>Farmsteads in the Suffolk Countryside Project.</i> G Campbell and G McSorley
SCCASA	2022	<i>Brief for trial trenched archaeological evaluation at Land at Powney Street, Milden</i>
SCCAS	2022a	<i>Requirements for a Trenched Archaeological Evaluation.</i> Revised Nov 2022
SCCAS	2022b	<i>Archaeological Archives in Suffolk: Guidelines for Preparation and Deposition</i>



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



Imagery ©2022 Bluesky, CNES / Airbus, Getmapping PLC, Infoterra Ltd & Bluesky, Maxar Technologies, Map data ©2022 Google  
 Historic Environment Data ©2022 Suffolk Historic Environment Record

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



## Colchester Archaeological Trust

Roman Circus House, Roman Circus Walk, Colchester, Essex, CO2 7GZ

Tel.: 01206 501785 Email.: [services@catuk.org](mailto:services@catuk.org) or [lp@catuk.org](mailto:lp@catuk.org)

# Digital Management Plan

## Section 1: Project Administration

Project ID / OASIS ID
CAT Project Code: 2022/10b Suffolk HER Parish Number: MDN 044 OASIS ID: colchest3-510620
Project Name
Evaluation by trial-trenching on land at Powney Street, Milden, Suffolk, IP7 7AL.
Project Description
Archaeological evaluation prior to the construction of two dwellings.
Project Funder / Grant reference
Juliet Hawkins on behalf of G F Hawkins Ltd
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
18/11/2022
Date DMP last updated
Version
V1
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 ( <a href="https://guides.archaeologydataservice.ac.uk/g2gp/Main">https://guides.archaeologydataservice.ac.uk/g2gp/Main</a> )

## **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.

# Summary for colchest3-510620

OASIS ID (UID)	colchest3-510620
Project Name	Archaeological evaluation at Land at Powney Street, Milden, Milden, Suffolk, IP7 7AL
Sitename	Land at Powney Street, Milden, Suffolk, IP7 7AL
Activity type	Evaluation
Project Identifier(s)	2022/11b
Planning Id	DC/20/03154/FUL
Reason For Investigation	Planning: Post determination
Organisation Responsible for work	Colchester Archaeological Trust
Project Dates	19-Dec-2022 - 19-Dec-2022
Location	Land at Powney Street, Milden, Suffolk, IP7 7AL NGR : TL 95130 46210 LL : 52.0798495695992, 0.84622363717707 12 Fig : 595130,246210
Administrative Areas	Country : England County : Suffolk District : Babergh Parish : Milden
Project Methodology	Archaeological evaluation of two trial-trenches carried out as per the conditions laid out in the project brief and WSI
Project Results	An archaeological evaluation (two trial-trenches) was carried out on land at Powney Street, Milden, Suffolk in advance of the construction of two new dwellings. The site was located within an area defined as ancient rolling farmlands in the Suffolk Landscape. Nearby archaeological findspots indicate prehistoric and Roman activity as well as the 12th- to 13th-century small motte and bailey castle two fields to the west of the development area. Despite this, a post-medieval/ modern post-hole was the only feature present.
Keywords	
Funder	
HER	Suffolk HER - unRev - STANDARD
Person Responsible for work	H, Furniss
HER Identifiers	HER Event No - MDN 044
Archives	Digital Archive - to be deposited with Archaeology Data Service Archive;