ARCHAEOLOGICAL WATCHING BRIEF AT ST MICHAEL'S LANE, WAINFLEET ST MARY, LINCOLNSHIRE (WSML 05)



A P S
ARCHAEOLOGICAL
PROJECT
SERVICES

County Council

2 6 OCT 2007

Planning & Conservation

Conservation Services

receipt of rept acknowledged



ARCHAEOLOGICAL WATCHING BRIEF AT ST MICHAEL'S LANE, WAINFLEET ST MARY, LINCOLNSHIRE (WSML 05)

> Work Undertaken For Mr RH Kirkland

> > July 2007

Report Compiled by Paul Cope-Faulkner BA (Hons) AIFA

Planning Application No: S/195/01459/04
National Grid Reference: TF-4980 5761 4976 5766 (?)
City and County Museum Accession No: 2005.186
OASIS Record No: archaeol1-28297

#### ARCHAEOLOGICAL PROJECT SERVICES



APS Report No. 90/07

# Quality Control St Michael's Lane, Wainfleet St Mary WSML 05

Project Coordinators	Neville Hall, Mark Williams
Supervisor	Neville Hall
Illustration	Paul Cope-Faulkner
Photographic Reproduction	Sue Unsworth
Post-excavation Analyst	Paul Cope-Faulkner

	Checked by Project Manager	Approved by Senjor Archaeologist	
The second second second	Wash Williams Mark Williams	Tom Lane	
	Date: 13/07/07	Date: 13-07-07	

# **Table of Contents**

# List of Figures

# **List of Plates**

1.	SUMMARY	1
2.	INTRODUCTION	1
2.1 2.2 2.3 2.4	PLANNING BACKGROUNDTOPOGRAPHY AND GEOLOGY	1 1
3.	AIMS	2
4.	METHODS	2
5.	RESULTS	2
6.	DISCUSSION	2
7.	CONCLUSION	2
8.	ACKNOWLEDGEMENTS	3
9.	PERSONNEL	3
10.	BIBLIOGRAPHY	3
11.	ABBREVIATIONS	3
Apper	ndices	
1.	Specification for archaeological watching brief	
2.	Context descriptions	
3.	Glossary	
4.	The Archive	

# **List of Figures**

Figure 1 General location plan

Figure 2 Site location plan

Figure 3 Plan of the development showing location of drawn section

Figure 4 Section 1

# **List of Plates**

Plate 1 General view of the development area

Plate 2 Section 1

Plate 3 View of brick drainage structure (004)

#### 1. SUMMARY

A watching brief was undertaken during groundworks at St Michael's Lane, Wainfleet St Mary, Lincolnshire. The watching brief monitored the excavation of foundation trenches for a new detached dwelling.

The site lies adjacent to a medieval (AD 1066-1540) saltern (salt-making site) which was in operation into the late 16<sup>th</sup> century. To the southeast of the site is a sea bank which is followed by the A52 Boston Road.

The watching brief revealed a sequence of natural sandy silts and topsoil. An undated dumped deposit was also identified which may have originated as waste from saltmaking activities. A brick and concrete drainage structure was also recorded. No artefacts were recovered during the investigation.

#### 2. INTRODUCTION

#### 2.1 Definition of a Watching Brief

An archaeological watching brief is defined as "a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons. This will be within a specified area or site on land, inter-tidal zone or underwater, where there is a possibility that archaeological deposits may be disturbed or destroyed." (IFA 1999).

#### 2.2 Planning Background

Archaeological Project Services was commissioned by Mr RH Kirkland to undertake an archaeological watching brief during groundworks associated with new residential development at St Michael's Lane, Wainfleet St Mary, Lincolnshire. Approval for the development was sought through the submission of planning

application S/195/01459/04. The watching brief was carried out on the 1<sup>st</sup> June 2006 in accordance with a specification prepared by Archaeological Project Services (Appendix 1) and approved by the Built Environment Officer, Lincolnshire County Council.

#### 2.3 Topography and Geology

Wainfleet St Mary is located 10km southwest of Skegness and 22km northeast of Boston, in the administrative district of East Lindsey, Lincolnshire (Fig. 1).

The site is located 1.3km south of Wainfleet All Saints at National Grid Reference TF 4980 5761 (Fig. 2). The site is located on the southwest side of St Michael's Lane at a height of c. 4m OD on generally level ground of the Lincolnshire Marsh.

Local soils are of the Romney Series, typically gleyic brown calcareous alluvial soils (Robson 1985, 53). These soils are developed on Older Storm Beach deposits which in turn seals a solid geology of the Cretaceous Spilsby Sandstone Formation (BGS 1996).

#### 2.4 Archaeological Setting

The site is located in an area of known archaeological remains dating from the medieval period to the present day. Wainfleet is first mentioned in the Domesday Survey of c. 1086. Referred to as Wemflet and Wenflet, the name is derived from the Old English wægn and fleot meaning 'the stream that can be crossed by a wagon' (Cameron 1998, 133). The Domesday Survey records that the land was held by the Bishop of Durham, Earl Hugh, Gilbert de Gand, Gocelin and Eudo and contained at least nine salt-pans and 107 acres of meadow (Foster and Longley 1976). The presence of five manors in Wainfleet led to the separate development of Wainfleet All Saints,

Wainfleet St Mary and Wainfleet St Thomas (Platts 1985, 217).

Located some 450m to the southwest are the earthwork remains of salterns (salt-producing sites) which are now a Scheduled Ancient Monument. Partial excavation identified a full range of features including filtration units, brine tanks and furnaces dating to the 15<sup>th</sup> and 16<sup>th</sup> centuries (McAvoy 1994). The saltern was contained by a former sea bank, the course of which follows the A52.

#### 3. AIMS

The requirements of the watching brief, as detailed in the specification (Appendix 1), were to locate and record archaeological deposits and, if present, to determine their date, function and origin.

#### 4. METHODS

Prior to the excavation of foundation trenches, topsoil was stripped from the site. Foundation trenches were then excavated by machine to depths required by the development. Following excavation the sides of the trenches were then cleaned and rendered vertical. Selected deposits retrieve excavated further were to artefactual material and to determine their function. Each deposit was allocated a unique reference number (context number) with an individual written description. A list of all contexts and their descriptions appears as Appendix 2. A photographic record was compiled and sections were drawn at a scale of 1:10. Recording was undertaken according standard to Archaeological Project Services practice.

Following excavation the records were checked and a stratigraphic matrix produced. Phasing was assigned based on the nature of the deposits and recognisable relationships between them.

#### 5. RESULTS

Archaeological contexts are listed below and described. The numbers in brackets are the context numbers assigned in the field.

The earliest deposit encountered in the base of the foundation trenches was a natural layer of greyish brown sandy silt (003). This measured in excess of 0.34m thick.

Situated towards the northeast of the plot was a dumped deposit comprising greyish brown sandy silt with red burnt deposits (002) that was 0.11m thick.

Cut into the natural deposits was a brick and concrete drain (004). This measured 3.2m long by 0.8m wide and over 1.6m deep (Plate 3).

All deposits were sealed by a topsoil of greyish brown sandy silt (001). This was 0.4m thick.

#### 6. DISCUSSION

Natural deposits of sandy silt comprise the underlying drift geology of marine alluvium.

Above this was a dumped deposit containing burnt material. This may represent general waste, but is also typical of the waste derived from salt-making activities which are known in the vicinity. However, the extent of this deposit is too small to invite further comment.

#### 7. CONCLUSION

A watching brief was undertaken at St Michael's Lane, Wainfleet St Mary, as the site lay in close proximity to medieval salt-producing sites.

However, only dumped deposit a containing burnt material which could derive from salt-making was identified along with a modern drain. archaeological features were identified and artefacts retrieved from the investigation.

#### 8. ACKNOWLEDGEMENTS

Archaeological Project Services wishes to acknowledge the assistance of Mr RH Kirkland for commissioning the fieldwork and post-excavation analysis. The work was initially coordinated by Neville Hall followed by Mark Williams who edited this report along with Tom Lane. Dave Start kindly allowed access to the parish files and library maintained by Heritage Lincolnshire.

#### 9. PERSONNEL

Project Coordinators: Neville Hall, Mark

Williams

Site Supervisor: Neville Hall

Photographic reproduction: Sue Unsworth

Illustration: Paul Cope-Faulkner

Post-excavation analysis: Paul Cope-

Faulkner

#### 10. BIBLIOGRAPHY

BGS, 1996 Skegness: Solid and Drift edition, 1:50 000 map sheet 116

Cameron, K, 1998 *A Dictionary of Lincolnshire Place-Names*, English Place-Name Society Popular Series Vol. 1

Foster, CW and Longley, T (eds), 1976 The Lincolnshire Domesday and the Lindsey Survey, The Lincoln Record Society 19

IFA, 1999 Standard and Guidance for Archaeological Watching Briefs

McAvoy, F, 1994 'Marine Salt Extraction: The Excavation of Salterns at Wainfleet St Mary, Lincolnshire', Medieval Archaeology Vol. XXXVIII

Platts, G, 1985 Land and People in Medieval Lincolnshire, History of Lincolnshire Vol. IV

Robson, JD, 1985 Soils in Lincolnshire IV. Sheet TF45 (Friskney), Soil Survey Record No. 88

#### 11. ABBREVIATIONS

APS Archaeological Project Services

BGS British Geological Survey

IFA Institute of Field Archaeologists



Figure 1 - General location plan

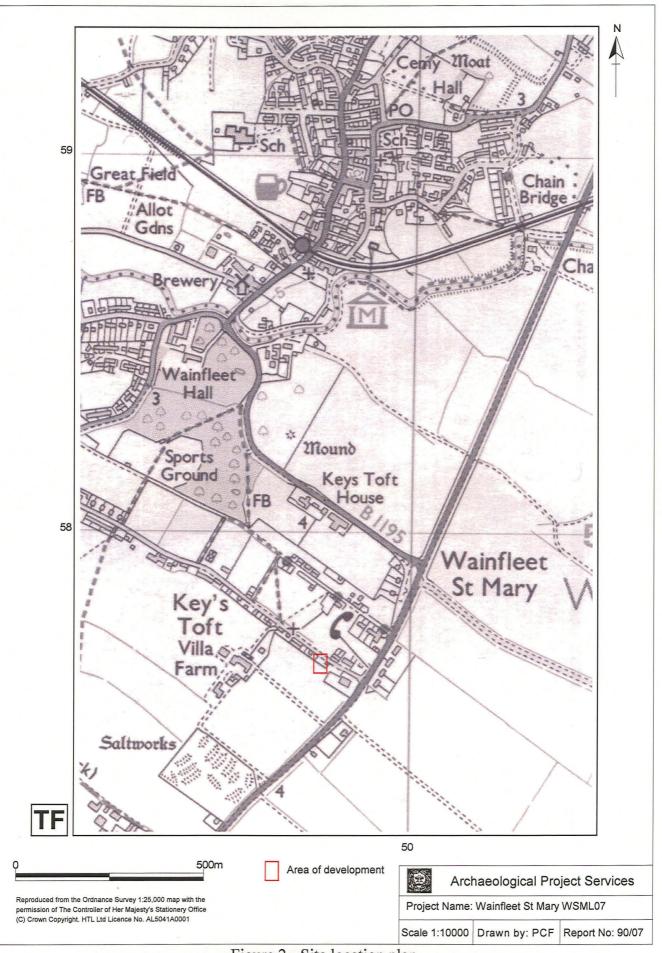


Figure 2 - Site location plan

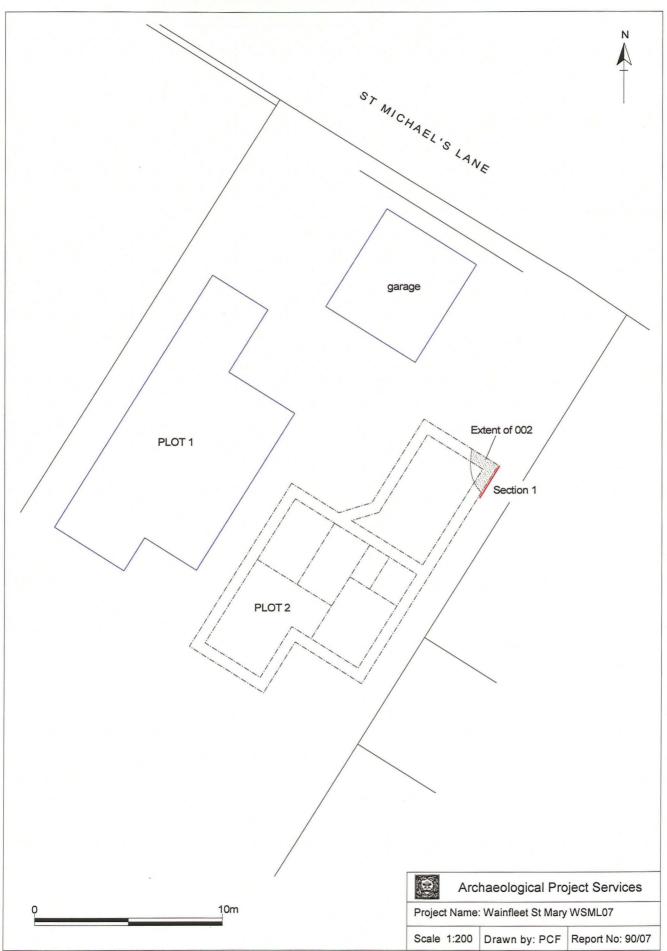
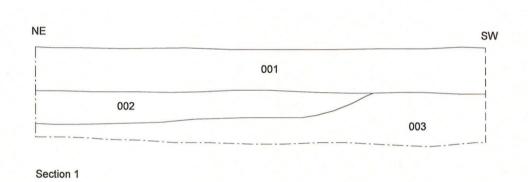


Figure 3 - Plan of the development showing location of drawn section



Scale 1:20

Archaeological Project Services

Project Name: Wainfleet St Mary WSML07

Drawn by: PCF Report No: 90/07



Plate 1- General view of the development area, looking southwest



Plate 2 – Section 1, looking east



Plate 3 - View of brick drainage structure (004), looking west

# SITE A OFF ST MICHAELS LANE, WAINFLEET ST MARY, LINCOLNSHIRE - SPECIFICATION FOR ARCHAEOLOGICAL WATCHING BRIEF

#### 1 SUMMARY

- 1.1 A watching brief is required during the groundworks associated with the construction of a new residential dwelling and garage on Plot A, off St Michael's Lane, Wainfleet St Mary, Lincolnshire.
- 1.2 The proposal site is situated within an archaeologically sensitive area and within close proximity to a scheduled medieval salt working site (County SM No. 320).
- 1.3 The watching brief will be undertaken during the groundworks associated with the construction of a new residential dwelling and garage. The archaeological features exposed will be recorded in writing, graphically and photographically.
- 1.4 On completion of the fieldwork a report will be prepared detailing the results of the investigation. The report will consist of a narrative supported by illustrations and photographs.

#### 2 INTRODUCTION

- 2.1 This document comprises a specification for an archaeological watching brief during the groundworks associated with the construction of a new residential dwelling and garage on Plot A, off St Michael's Lane, Wainfleet St Mary, Lincolnshire.
- 2.2 This document contains the following parts:
  - 2.2.1 Overview.
  - 2.2.2 Stages of work and methodologies.
  - 2.2.3 List of specialists.
  - 2.2.4 Programme of works and staffing structure of the project

#### 3 SITE LOCATION

3.1 The village of Wainfleet St Mary is situated approximately 22km to the north east of Boston and 9km south west of Skegness in the East Lindsey administrative district of the County of Lincolnshire. The proposal site is situated on the south western frontage of St Michaels Lane at National Grid Reference TF 496 577.

#### 4 PLANNING BACKGROUND

4.1 A planning application (Planning reference S/195/01459/04) has been submitted to and granted outline consent by East Lindsey District Council, the local planning authority for the proposed construction of a new residential dwelling and garage on Plot A, St Michaels Lane, Wainfleet St Mary, Lincolnshire. As the application site is situated within an archaeologically sensitive area; an archaeological condition has been attached to this consent (Condition No. 4) requiring that an archaeological watching brief should be carried out during the construction phase of development.

#### 5 SOILS AND TOPOGRAPHY

5.1 The site is within a flat low-lying area at a height of approximately 4mOD. The local soils are of the Wisbech Association, typically stoneless calcareous coarse silty soils overlying deposits of marine alluvium.

#### 6 ARCHAEOLOGICAL OVERVIEW

- 6.1 The site is located in an area of known archaeological remains of prehistoric and later date. Roughly made fired clay objects, typically associated with prehistoric salt production were found in Wainfleet during the 19<sup>th</sup> century. However there is no substantiated evidence for prehistoric or Romano-British occupation in proximity to the modern village.
- Place name evidence suggests that the settlement originated during the Anglo-Saxon period. The village name derives from the Old English waegn-fleot, meaning "stream that can be crossed by a wagon". Wainfleet is historically attested to by the Domesday Survey of 1086. This Survey mentions several salt pans and their recorded revenues suggest that they formed an important part of the local economy. A further indication of the local salt making industry is provided by Boston Road, which was formerly known as Saltergate. The application site is situated to the north of the scheduled medieval salt working site (County SM No. 320) that was the subject of a previous archaeological watching brief undertaken by Archaeological Project Services (APS) in 1998.

#### 7 AIMS AND OBJECTIVES

- 7.1 The aims of the watching brief will be:
  - 7.1.1 To record and interpret the deposits and any archaeological features exposed during the groundworks associated with the construction stage of development.
- 7.2 The objectives of the watching brief will be to:
  - 7.2.1 Determine the form and function of the archaeological features encountered;
  - 7.2.2 Determine the spatial arrangement of the archaeological features encountered;
  - 7.2.3 As far as practicable, recover dating evidence from the archaeological features, and
  - 7.2.4 Establish the sequence of the archaeological remains present on the site.

#### 8 SITE OPERATIONS

#### 8.1 General considerations

- 8.1.1 All work will be undertaken following statutory Health and Safety requirements in operation at the time of the watching brief.
- 8.1.2 The work will be undertaken according to the relevant codes of practise issued by the Institute of Field Archaeologists (IFA), under the management of a Member of the institute (MIFA). Archaeological Project Services is IFA registered organisation no. 21.
- 8.1.3 Any and all artefacts found during the investigation and thought to be 'treasure', as defined by the Treasure Act 1996, will be removed from site to a secure store and promptly reported to the appropriate coroner's office.

#### 8.2 Methodology

- 8.2.1 The watching brief will be undertaken during the groundworks phase of development. This will include the excavations for foundations and services as well as all other ground reduction/landscaping works such as topsoil stripping.
- 8.2.2 Stripped areas and trench sections will be observed regularly to identify and record archaeological features that are exposed and to record changes in the geological conditions. The section drawings of the trenches will be recorded at a scale of 1:10. Should features be recorded in plan these will be drawn at a scale of 1:20. Written descriptions detailing the nature of the deposits, features and fills encountered will be compiled on Archaeological Project Services pro-forma record sheets.
- 8.2.3 Any finds recovered will be bagged and labelled for later analysis.

- 8.2.4 Throughout the watching brief a photographic record will be compiled. The photographic record will consist of:
  - 8.2.4.1 the site during work to show specific stages, and the layout of the archaeology within the test pits.
  - 8.2.4.2 groups of features where their relationship is important
- 8.2.5 Should human remains be located they will be left *in situ* and only excavated if absolutely necessary. Should removal be required the appropriate Home Office licence will be obtained before the exhumation of the remains. In addition, the Local Environmental Health Department, coroner and the police will be informed, where appropriate.

#### 9 POST-EXCAVATION

#### 9.1 Stage 1

- 9.1.1 On completion of site operations, the records and schedules produced during the watching brief will be checked and ordered to ensure that they form a uniform sequence forming a level II archive. A stratigraphic matrix of the archaeological deposits and features present on the site will be prepared. All photographic material will be catalogued and labelled, the labelling referring to schedules identifying the subject/s photographed.
- 9.1.2 All finds recovered during the fieldwork will be washed, marked and packaged according to the deposit from which they were recovered. Any finds requiring specialist treatment and conservation will be sent to the Conservation Laboratory at the City and County Museum, Lincoln.

#### 9.2 Stage 2

- 9.2.1 Detailed examination of the stratigraphic matrix to enable the determination of the various phases of activity on the site.
- 9.2.2 Finds will be sent to specialists for identification and dating.

#### 9.3 Stage 3

- 9.3.1 On completion of stage 2, a report detailing the findings of the watching brief will be prepared.
- 9.3.2 This will consist of:
  - 9.3.2.1 A non-technical summary of the results of the investigation.
  - 9.3.2.2 A description of the archaeological setting of the watching brief.
  - 9.3.2.3 Description of the topography of the site.
  - 9.3.2.4 Description of the methodologies used during the watching brief.
  - 9.3.2.5 A text describing the findings of the watching brief.
  - 9.3.2.6 A consideration of the local, regional and national context of the watching brief findings.
  - 9.3.2.7 Plans of the archaeological features exposed. If a sequence of archaeological deposits is encountered, separate plans for each phase will be produced.
  - 9.3.2.8 Sections of the trenches and archaeological features.

- 9.3.2.9 Interpretation of the archaeological features exposed, and their chronology and setting within the surrounding landscape.
- 9.3.2.10 Specialist reports on the finds from the site.
- 9.3.2.11 Appropriate photographs of the site and specific archaeological features.

#### 10 REPORT DEPOSITION

10.1 Copies of the report will be sent to the client and the County Council Archaeological Sites and Monuments Record.

#### 11 ARCHIVE

11.1 The documentation and records generated during the watching brief will be sorted and ordered into the format acceptable to the City and County Museum, Lincoln. This will be undertaken following the requirements of the document titled *Conditions for the Acceptance of Project Archives* for long-term storage and curation.

#### 12 PUBLICATION

12.1 A report of the findings of the watching brief will be presented to the editor of the journal *Lincolnshire History and Archaeology*. If appropriate, notes on the findings will be submitted to the appropriate national journals: *Britannia* for discoveries of Roman date, and *Medieval Archaeology* and the *Journal of the Medieval Settlement Research Group* for findings of medieval or later date.

#### 13 CURATORIAL RESPONSIBILITY

13.1 Curatorial responsibility for the archaeological work undertaken on the site lies with the District Planning Archaeologist for East Lindsey District Council. They will be given written notice of the commencement of the project.

#### 14 VARIATIONS AND CONTINGENCIES

- 14.1 Variations to the proposed scheme of works will only be made following written confirmation of acceptance from the archaeological curator.
- 14.2 In the event of the discovery of any unexpected remains of archaeological importance, or of any changed circumstances, it is the responsibility of the archaeological contractor to inform the archaeological curator (*Lincolnshire Archaeological Handbook* 1998, Sections 5.7 and 18).
- 14.3 Where important archaeological remains are discovered and deemed to merit further investigation additional resources may be required to provide an appropriate level of investigation, recording and analysis.
- 14.4 Any contingency requirement for additional fieldwork or post-excavation analysis outside the scope of the proposed scheme of works will only be activated following full consultation with the archaeological curator and the client.

#### 15 PROGRAMME OF WORKS AND STAFFING LEVELS

- 15.1 The watching brief will be integrated with the programme of construction and is dependent on the developers' work programme. It is therefore not possible to specify the person-hours for the archaeological site work.
- 15.2 An archaeological supervisor with experience of watching briefs will undertake the work.
- 15.3 Post-excavation analysis and report production will be undertaken by the archaeological supervisor, or a post-excavation analyst as appropriate, with assistance from a finds supervisor, illustrator and external specialists. It is expected that each fieldwork day (equal to one person-day) will require a post- excavation day (equal to one-and-a-half person-days) for completion of the analysis and report.

If the fieldwork lasts longer than about four days then there will be an economy of scale with the post-excavation analysis.

#### 16 SPECIALISTS TO BE USED DURING THE PROJECT

16.1 The following organisations/persons will, in principle and if necessary, be used as subcontractors to provide the relevant specialist work and reports in respect of any objects or material recovered during the investigation that require their expert knowledge and input. Engagement of any particular specialist subcontractor is also dependent on their availability and ability to meet programming requirements.

Task Body to be undertaking the work

Conservation Conservation Laboratory, City and County Museum, Lincoln

Pottery Analysis Prehistoric - Trent & Peak Archaeological Trust Roman - B Precious, Independent Specialist

Anglo-Saxon - J Young, Independent Specialist

Medieval and later - G Taylor in consultation with H Healey,

Independent Archaeologist

Non-pottery Artefacts J Cowgill, Independent Specialist, or G Taylor, APS

Animal Bones Environmental Archaeology Consultancy

Environmental Analysis J Rackham, Independent Specialist

Human Remains Analysis Dr R Gowland, Independent Specialist

#### 17 INSURANCES

17.1 Archaeological Project Services, as part of the Heritage Trust of Lincolnshire, maintains Employers Liability Insurance of £10,000,000, together with Public and Products Liability insurances, each with indemnity of £5,000,000. Copies of insurance documentation can be supplied on request.

#### 18 COPYRIGHT

- 18.1 Archaeological Project Services shall retain full copyright of any commissioned reports under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it hereby provides an exclusive licence to the client for the use of such documents by the client in all matters directly relating to the project as described in the Project Specification.
- 18.2 Licence will also be given to the archaeological curators to use the documentary archive for educational, public and research purposes.
- In the case of non-satisfactory settlement of account then copyright will remain fully and exclusively with Archaeological Project Services. In these circumstances it will be an infringement under the Copyright, Designs and Patents Act 1988 for the client to pass any report, partial report, or copy of same, to any third party. Reports submitted in good faith by Archaeological Project Services to any Planning Authority or archaeological curator will be removed from said planning Authority and/or archaeological curator. The Planning Authority and/or archaeological curator will be notified by Archaeological Project Services that the use of any such information previously supplied constitutes an infringement under the Copyright, Designs and Patents Act 1988 and may result in legal action.
- 18.4 The author of any report or specialist contribution to a report shall retain intellectual copyright of their work and may make use of their work for educational or research purposes or for further publication.

Specification: Version 1, 26-09-05

# CONTEXT DESCRIPTIONS

No.	Description	Interpretation
001	Soft dark greyish brown sandy silt, 0.4m thick	Topsoil
002	Soft light greyish brown sandy silt with red burnt deposits, 0.11m hick	
003	3 Soft mid greyish brown sandy silt, >0.34m thick Natural deposit	
004	Rectangular brick (230mm x 110mm) and concrete structure, 3.2m long by 0.8m wide and >1.6m deep	Drain

#### **GLOSSARY**

Alluvium A deposit (usually clay, silts or sands) laid down in water. Marine alluvium is deposited

by the sea and freshwater alluvium by streams, rivers or within lakes.

Brine tank

An open tank or pool where brine was collected and allowed to settle before use. May

be lined with puddled clay, wood or lead sheet.

Context An archaeological context represents a distinct archaeological event or process. For

example, the action of digging a pit creates a context (the cut) as does the process of its subsequent backfill (the fill). Each context encountered during an archaeological investigation is allocated a unique number by the archaeologist and a record sheet detailing the description and interpretations of the context (the context sheet) is created and placed in the site archive. Context numbers are identified within the report text by

brackets, e.g.(004).

**Dumped deposits** These are deposits, often laid down intentionally, that raise a land surface. They may be

the result of casual waste disposal or may be deliberate attempts to raise the ground

surface.

Layer A layer is a term to describe an accumulation of soil or other material that is not

contained within a cut.

Medieval The Middle Ages, dating from approximately AD 1066-1500.

Natural Undisturbed deposit(s) of soil or rock which have accumulated without the influence of

human activity.

Salt producing site typified by ash, derived from fuel needed to evaporate sea water, and

briquetage.

#### THE ARCHIVE

The archive consists of:

- 4 Context records
- 1 Photographic record sheet
- 3 Sheets of scale drawings
- 1 Stratigraphic matrix

All primary records are currently kept at:

Archaeological Project Services The Old School Cameron Street Heckington Sleaford Lincolnshire NG34 9RW

The ultimate destination of the project archive is:

The Collection Art and Archaeology in Lincolnshire Danes Terrace Lincoln LN2 1LP

Accession Number:

2005.186

Archaeological Project Services Site Code:

WSML 05

The discussion and comments provided in this report are based on the archaeology revealed during the site investigations. Other archaeological finds and features may exist on the development site but away from the areas exposed during the course of this fieldwork. *Archaeological Project Services* cannot confirm that those areas unexposed are free from archaeology nor that any archaeology present there is of a similar character to that revealed during the current investigation.

Archaeological Project Services shall retain full copyright of any commissioned reports under the *Copyright, Designs and Patents Act* 1988 with all rights reserved; excepting that it hereby provides an exclusive licence to the client for the use of such documents by the client in all matters directly relating to the project as described in the Project Specification.

NA ACCUMULATION CONTRACTOR CONTRA	
Postbook Ref:	256360
Officer Dealing:	mouk.
Date Reply Required:	
Date Replied Via:	
CRM Transaction No.	4
	Officer Dealing: Date Reply Required: Date Replied Via:

1

]

]

]