

Report 2014/1058



nps archaeology

**15 Shernborne Road, Dersingham, Norfolk:
Archaeological Watching Brief**

ENF 134916



Prepared for

Richard C.F. Waite
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March 2015

PROJECT CHECKLIST		
Project Overview	Steve Hickling	
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Location: 15 Shernborne Rd, Dersingham, Norfolk
District: King's Lynn and West Norfolk
Grid Ref.: TF 6954 3055
Planning Ref.: 13/01119/O and 13/01868/RM
HER No.: ENF 134916
OASIS Ref.: 205752
Client: Richard C.F. Waite
Dates of Fieldwork: 28 August–1 September 2014

Summary

An archaeological watching brief was conducted by NPS Archaeology for Richard C.F. Waite during groundworks associated with the construction of a new house at 15 Shernborne Road, Dersingham, Norfolk.

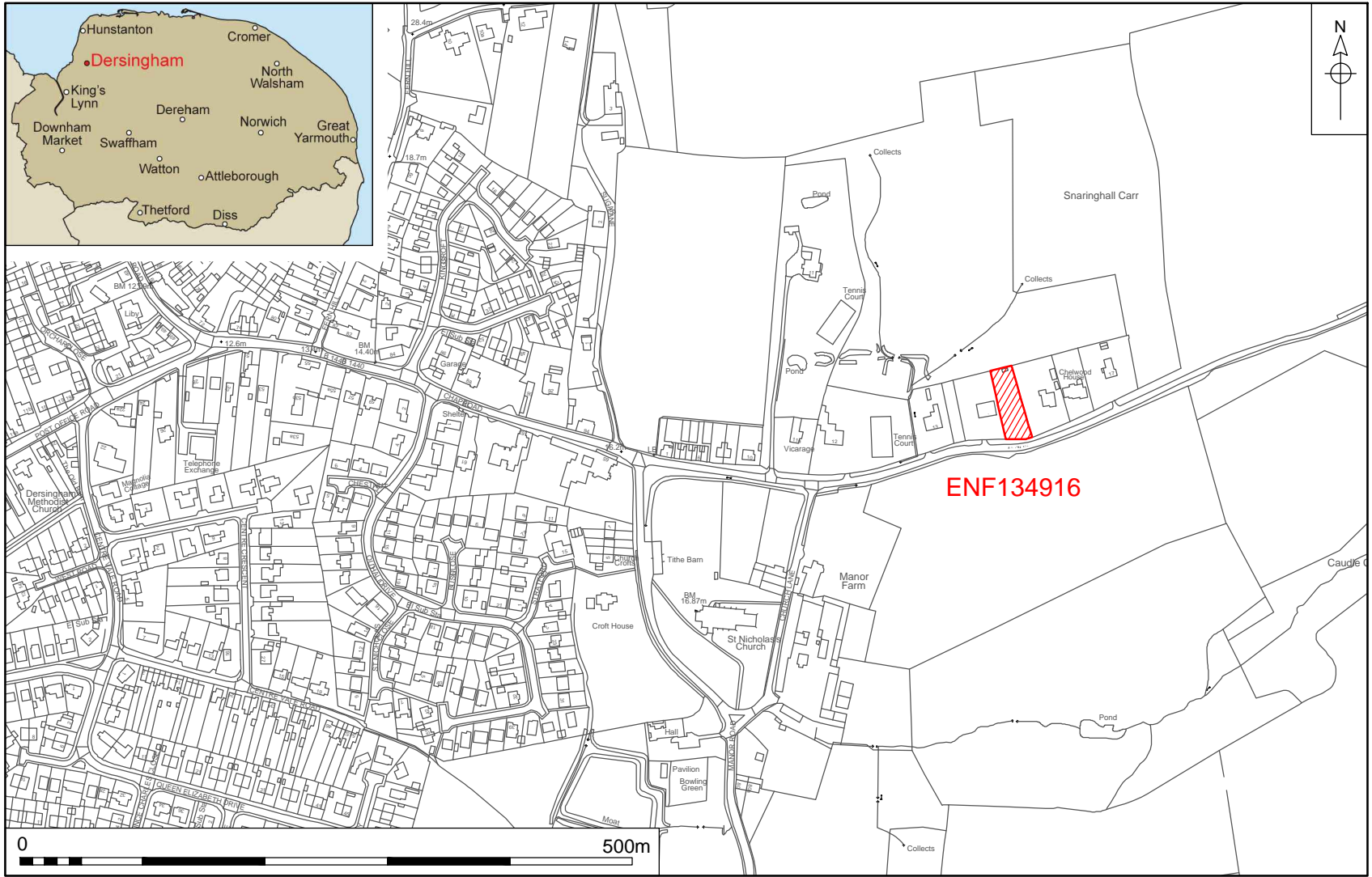
The project enabled an examination of the whole of the footprint of the new dwelling, which lay in close proximity to the now vanished medieval manorial centre of Snaring Hall.

Only one significant archaeological feature was identified, a probable ditch aligned perpendicular to Shernborne Road. Whilst it was not possible to date the ditch, it is considered that medieval-period landscaping of Snaring Hall provides a likely context for the feature.

INTRODUCTION

Figure 1

- 1 The construction of a new house at 15 Shernborne Road, Dersingham, Norfolk required a programme of archaeological monitoring of the groundworks due to the site's location close to the attributed site of Snaring Hall medieval moated manor, and to the medieval parish church of St Nicholas.
- 2 The work was commissioned by Richard CF Waite and funded by Mr K Blythe and was undertaken to fulfil planning requirements set by the Borough Council of King's Lynn and West Norfolk (13/01119/O) and a generic brief issued by Norfolk Historic Environment Service (Hamilton 2012). The work was conducted in accordance with a Written Scheme of Investigation prepared by NPS Archaeology (Page 2014).
- 3 The programme of work was designed to assist in defining the character and extent of any archaeological remains within the development area, following guidelines set out in *National Planning Policy Framework* (Department for Communities and Local Government 2012). The results will enable decisions to be made by the Local Planning Authority about the treatment of any archaeological remains found.
- 4 The site archive is currently held at the offices of NPS Archaeology and on completion of the project will be deposited with Norfolk Museums Service following relevant policies on archiving standards (Chartered Institute for Archaeologists 2014).



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Figure 1. Site location. Scale 1:5000

GEOLOGY AND TOPOGRAPHY

- 5 No superficial geology is recorded by the British Geological Survey for the area of the development site. To the east, however, there are Quaternary period clay, silt, sand and gravel deposits of the Sheringham Cliffs Formation, and to the west there are mainly Quaternary Tidal Flat deposits (British Geological Survey 2014).
- 6 The underlying geology of the local area is more complex. The location of the development is above Cretaceous period ferruginous fine-grained sandstone and mudstone of the Dersingham Formation, sedimentary bedrock formed in shallow seas 125–134 million years ago (British Geological Survey 2014). Immediately to the east is a sequence of progressively younger Cretaceous sedimentary rocks occurring in narrow north–south zig-zag bands: Snettisham Clay mudstone, Carstone Formation sandstone, Hunstanton Formation chalk, West Melbury Marly Chalk Formation, Melbourn Rock Member chalk, and Holywell Nodular Chalk and New Pit Chalk Formations. To the west of the site there are older Cretaceous sands of the Leziate Member (British Geological Survey 2014).
- 7 The site comprises a plot of c. 1140m² on the north side of Shernborne Road at the east edge of the village of Dersingham. Well-spaced housing occupies the north side of the road, and the development site was formerly part of the garden of 15 Shernborne Road. There is grassland and woodland both north of the houses and south of the road. The development site slopes down to the west and lies at a height of c. 25.00m OD.

ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

- 8 The primary source for archaeological evidence in the county of Norfolk is the Norfolk Historic Environment Record (NHER), which details archaeological discoveries and sites of historical interest. In order to characterise the likely archaeological potential of the development site, NHER record data was purchased from Norfolk Historic Environment Service for a 500m radius of TF 6954 3055. This exercise returned 31 individual records, including monuments, find spots, buildings and one record of negative evidence.
- 9 The information presented and quoted in the Sections following that is sourced from NHER remains the copyright of Norfolk Historic Environment Service/Norfolk County Council.
- 10 Historic maps provided online by *Historic Map Explorer* (Norfolk County Council 2014) were also consulted.

Prehistoric

- 11 Evidence of activity in the area surrounding Shernborne Road is recorded for several individual periods during the prehistoric era. It has been gathered by NHER from a variety of different activities, including surface collection by field-walking and metal-detecting, from the study of crop-marks visible on aerial photographs, by earthwork survey, and chance finds in gardens.
- 12 Upper Palaeolithic, Mesolithic, Early Neolithic and Neolithic/Early Bronze Age worked flints were collected from a field 340m southeast of the development area (NHER 14353). Late Bronze Age/Early Iron Age pottery sherds were also found, and crop-mark features identified in this field are recorded as NHER 38276.
- 13 Prehistoric worked flints, including potentially Mesolithic blades, were found 240m to the southeast (NHER 1570), and a polished Neolithic flint axehead was dug up in a garden 400m west of the current development (NHER 17919).
- 14 A possible Bronze Age ring-ditch (NHER 16498) was recorded from aerial photographs 130m northeast of the watching brief site, and a concentration of Late Bronze Age pottery along with two flint scrapers was recovered from a field 430m southeast of the development area (NHER 24261). Three concentrations of possible Iron Age pottery were identified at the same time. Fragments of Iron Age pottery were also found during an earthwork survey to the south of the development (NHER 17436).
- 15 Six fragments of possibly prehistoric pottery were found 300m west of the watching brief site (NHER 24200). Linear earthworks recorded at this site are undated, but are thought to be later (NHER 38277).
- 16 A series of undated, but possibly Late Iron Age and Roman ditched features, including an enclosure, a series of linear features, two ring ditches and several pits, was noted as crop-marks on aerial photographs 350m southeast of the development site (NHER 38276). The features cover the area of multi-period prehistoric finds recorded under NHER 14353 (above).

Roman

- 17 Northwest Norfolk was widely settled and farmed during the Roman period, and a significant number of settlements, villas, other buildings, and metal-working sites are known from the chalk upland belt overlooking the Wash coast (see paragraph 6). Finds of Roman date made by field-walking and metal-detecting around Dersingham are therefore to be expected. Crop-marks of features of probable Roman date are also known from aerial photographs.
- 18 As noted in paragraph 16 above, crop-marks of a variety of ditched, linear and other features were recorded from aerial photography 350m southeast of the watching brief site (NHER 38276). These are interpreted as being possibly Late Iron Age and Roman in date.
- 19 Finds of Roman-period pottery and metalwork, including coins, are relatively common in the local area. For example, pottery sherds, a possible kiln fire bar fragment and coins were found 340m southeast of the development (NHER 14353), and another coin was found 485m to the south (NHER 16497). A scatter of Roman pottery, iron-working waste, metal finds, and two coins were collected 430m southeast of the watching brief coins (NHER 24261). A single sherd of Roman greyware pottery was found 500m west of the development (NHER 28262).

Anglo-Saxon

- 20 The upland edge of northwest Norfolk also proved attractive to Anglo-Saxon communities, and this is confirmed by finds of numerous cemeteries and settlement evidence for the Early Saxon period, coins, metalwork and pottery of the Middle Saxon period, and a wealth of social and economic data provided for the Late Saxon population by the Domesday Survey.
- 21 Metal-detecting 430m southeast of the current development recovered two Early Saxon brooches (NHER 24261), and a survey carried out in the valley bottom 265m south of the development collected Middle and Late Saxon pottery and some hearth lining with iron slag attached to it (NHER 20341).
- 22 Finds of Late Saxon date in the area of the watching brief site are relatively more numerous. Fragments of Late Saxon pottery were found 425m to the west (NHER 33789), 460m to the southwest (NHER 10831), and 485m to the west, in conjunction with oyster shell (NHER 14354).
- 23 A Late Saxon openwork box mount with a 'cat-like' animal head in the centre and two profile-engraved animals, one on each side, was found 400m east of the development area by metal-detecting (NHER 29986).

Medieval

- 24 The agricultural value of the local area in the medieval period is exemplified by the four entries for Dersingham in Domesday Book, suggesting that there were four manors in the parish:

In 1086 Ricwold held the manor from Eudo son of Spirwic, which Skeet, a freeman held in 1066. It consisted of 1 lord's plough, 1 men's plough, one villager, 4 smallholders and one slave with 7½ acres of meadow and one salt house. Also 4 freemen with 44 acres (acquired after 1066) and one free man with 20 acres, ½ a plough and 4 small holders to the value of 20 shillings.

In 1086 Peter of Valognes held a manor which in 1066 had been held by a freeman with 2 ploughs belonging to the lord, 7 villagers, 4 smallholders with 4 slaves in 1066, 2 in 1086. It also had 7½ acres of meadow, 1 men's plough, 1 salthouse and in 1066 560 sheep, in 1086, none.

Also Anand held of Peter another manor, consisting of 2 carucates of land with 1½ ploughs, 30 villagers, 6 smallholders and 7 slaves with 18 acres of meadow, 1 mill, 1 fishery, 1 salthouse and in 1066 560 sheep, in 1086 646 sheep.

Peter held a third manor, which had been held in 1066 by a freeman under Archbishop Stigand. It consisted of 14 smallholders and 30 free men with one lord's plough and 4 men's ploughs and 18 acres of meadow, to the value of 40 shillings in 1066 and 25 shillings in 1086. (Brown 1984).

- 25 It appears from these entries that, in the 11th century, Dersingham was rich in arable land and meadow, and had a small salt-making industry, but was devoid of woodland.
- 26 Standing buildings, earthworks, crop-marks and spot finds all provide information for occupation and activity close to the area of the watching brief during the medieval period. Of particular relevance to the watching brief, part of a possible moat and water channel, visible as earthworks 60m northwest of the development site, may demark the site of Snaring Hall medieval manor (NHER 1577). Another moated site identified as that of a medieval manor, with adjoining earthworks which define gardens and yards, lies 360m southwest of the development (NHER 1579).
- 27 St Nicholas church is 275m southwest of the development area, and its earliest elements in local carstone date from c. 1300 (NHER 1581). It was largely rebuilt in Decorated style in the 14th century, and the tower was rebuilt in the 15th century. The church has a 14th- or 15th-century rood screen. The site of a chapel is marked at the south end of the churchyard on old maps (NHER 1578). It is thought to be the chapel of St Andrew, or St Mary, which was founded in 1264 by Sir Thomas Gelham. Foundations of the chapel were often found when graves were dug in the churchyard.
- 28 The possible site of a medieval watermill lies in the valley bottom 265m south of the development site (NHER 20341). A rectangular enclosure, perhaps drainage ditches, was recorded from aerial photographs. Aerial photography also revealed a series of probable medieval banks and earthworks, including remains of probable structures and houses and a group of possibly post-medieval extraction pits, to the south of Shernborne Road (NHER 17436).
- 29 Further medieval and post-medieval earthwork features, including a ditched rectangular enclosure and a series of banks and ditches, were recorded from aerial photographs 300m south of the development site (NHER 31059). To the north of the development, crop-marks of probable medieval or post-medieval linear features forming a system of rectangular fields or plots, and a length of irregular trackway (NHER 26609) were recorded 520m away.
- 30 Finds of medieval pottery in the area, predominantly from field surface collections, but also from archaeological investigations, are relatively common. An archaeological evaluation at 12 Shernborne Road revealed a medieval ditch and recovered several sherds of 11th–13th century pottery (NHER 41792).

- 31 To the southeast of the development site, medieval pottery fragments were found 240m away (with part of a quern and tile) (NHER 1570), 310m away (NHER 14356), and at 340m distance (NHER 14353).
- 32 Medieval pottery was also found 485m south of the current development (NHER 16497), 460m to the southwest (NHER 10831), and 425m to the west during archaeological observations of a development (NHER 33789).

Post-medieval

- 33 For the post-medieval period, there is evidence in the environs of the watching brief site that can be gained from standing buildings, maps, aerial photographs, and find spots.
- 34 Close to the current site, the 17th-century tithe barn on the edge of the churchyard is made from a mixture of carstone, clunch, and brick (NHER 1572). Dersingham Hall, 335m to the west, is a 17th-century H-shaped house with, unusually, one cross-wing longer than the other (NHER 8375).
- 35 Historical maps depict a post-medieval pound 180m southwest of the development site (NHER 1580), and a post mill that blew down in 1808 440m to the northwest (NHER 14993).
- 36 Earthwork features of probable medieval and post-medieval date, including a rectangular enclosure and banks and ditches, were recorded from aerial photographs taken 300m south of the watching brief site (NHER 31059). Crop-marks of suspected similar date, of rectangular fields and an irregular trackway, were recorded from aerial photographs 520m northwest of the development (NHER 26609).
- 37 A hoard of 129 silver shillings stored in a silver cup were found at a new housing development 425m southwest of the watching brief site (NHER 21109). The coins date from 1554–1643, and were probably buried during the unrest that led up to the siege of Lynn in August 1643. A post-medieval French jetton was discovered 430m southeast of the current development (NHER 24261).
- 38 Sherds of post-medieval pottery were found 460m southwest of the development area (NHER 10831), and 425m to the west, where pieces of a pewter plate were also recovered (NHER 33789).

Undated

- 39 Two groups of earthworks in the vicinity of the watching brief site are undated. A probable artificial mound in a field 430m to the south may be a barrow or a mill mound (NHER 31963). Linear features that may be part of a medieval enclosure, or may be post-medieval land boundaries, were recorded from aerial photographs 200m to the west (NHER 38277).

Cartographic evidence

- 40 The c. 1840 Dersingham Tithe Award map shows the site of the watching brief as part of a very large field with no indication of structures or other development (Norfolk County Council 2014).

- 41 The c. 1885 First Edition Ordnance Survey map illustrates that the undeveloped field has undergone subdivision, with a vicarage, set back from Shernborne Road, and its grounds occupying the west part of the field, and the remainder divided into four smaller, irregular enclosures (Norfolk County Council 2014). To the west of the watching brief site, the location of Sharing Hall is given and the outline of an L-shaped moat to its north is depicted.
- 42 An aerial photograph of 1946 shows that houses, including number 15, have been built along the north side of Shernborne Road (Norfolk County Council 2014).

METHODOLOGY

- 43 The objective of the watching brief was to determine as far as reasonably possible the presence or absence, location, nature, extent, date, quality, condition and significance of any surviving archaeological deposits within the development area.
- 44 The Brief required that all groundworks be monitored by a qualified archaeologist.
- 45 Machine excavation was carried out with by a hydraulic 360° excavator equipped with a toothless ditching bucket.
- 46 Spoil, exposed surfaces and features were scanned with a metal-detector. All metal-detected and hand-collected finds other than those that were obviously modern were retained for inspection.
- 47 All archaeological features and deposits were recorded using NPS Archaeology pro forma. Trench locations and plans were recorded at appropriate scales. Monochrome and digital photographs were taken of all relevant features and deposits.
- 48 Site conditions were good, and the work took place in fine weather.

RESULTS

Figure 2

- 49 The initial strip to formation level and the subsequent excavation of the foundation trenches took place on 29 August–1 September 2014. The installation of a soak-away to the rear of the building, that had been planned to take place in early 2015, did not occur as an existing soak-away to the front of the property was used.
- 50 Several modern garden features (not recorded) were revealed beneath 0.35m of dark brown sandy topsoil **03**. Visible in the foundation trenches was what appeared to be a substantial ditch **01**, aligned broadly northwest to southeast and perpendicular to Shernborne Road. This feature was 0.95m deep and in excess of 4.50m wide, with a flat base and moderately sloping sides. It was filled by mid-reddish brown clayey sand with rare flint pebbles **02**. This feature cut through mixed yellow and white sandy natural geology. No archaeological artefacts were recovered from the feature.



Plate 1: Ditch **01** facing northwest

- 51 The possible ditch was undated, but its alignment perpendicular to the road suggests a medieval or later date. Given this observation and the substantial width of the feature, it is conceivable that it may relate to landscaping associated with the medieval manorial site Snaring Hall to the northwest.

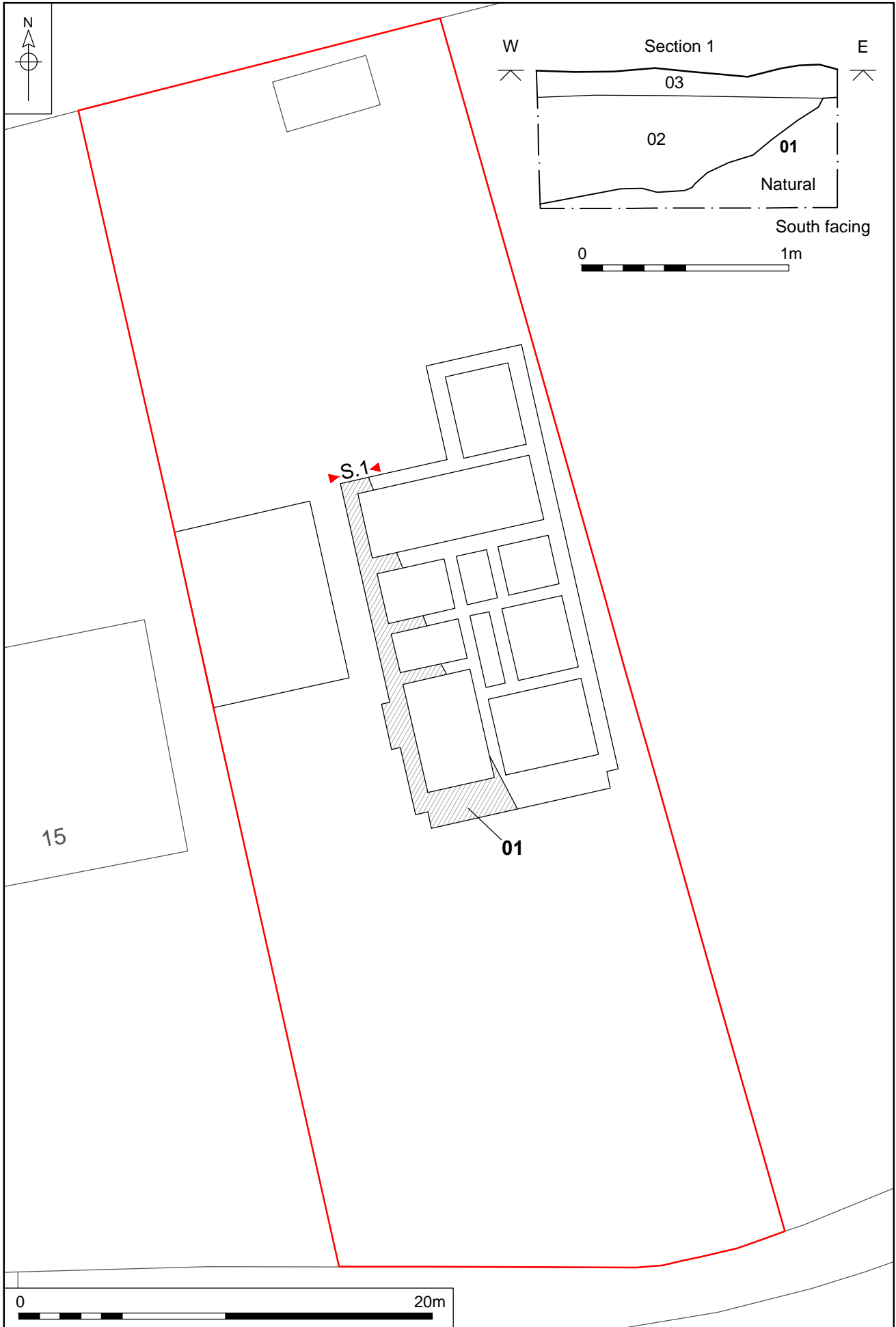


Figure 2. Site plan showing location of feature 01 and section 1.
Scale 1:250 and 1:25

CONCLUSIONS

- 52** The watching brief by NPS Archaeology provided an examination of the entire footprint of the new dwelling at 15 Shernborne Road, which lay in close proximity to the site of the medieval manorial centre of Snaring Hall.
- 53** Other than recent garden features, only one significant archaeological feature was identified, a substantial probable ditch aligned perpendicular to the modern road. No finds were recovered from the ditch, which thus remains undated. However, the ditch appeared to be perpendicular to the current line of Shernborne Road, which may hint at a medieval or later origin.
- 54** Although there is no direct evidence, it is plausible that the ditch feature is in some way related to the site of the medieval manor of Snaring Hall. The hall included moats, certainly to its north side, and given the westward fall of the land at this point, the ditch may relate to other landscaping or terracing associated with the hall.
- 55** In conclusion, it is suggested that the medieval-period landscaping of the grounds surrounding Snaring Hall provides the most likely context for such a large feature at this location. However, as the feature is not currently dated, this interpretation must remain uncertain.

Acknowledgements

The author would like to thank Richard CF Waite Architects for commissioning NPS Archaeology to undertake the watching brief, and Mr K Blythe for funding the work. The project was monitored for NHES by Ken Hamilton.

The staff of Covell Construction are thanked for their assistance and cooperation during the fieldwork for the project.

This report was illustrated by David Dobson and edited by Andrew Crowson.

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Appendix 1a: Context Summary

Context	Category	Cut Type	Fill Of	Description
01	Cut	Ditch		Possible ditch
02	Deposit		01	Ditch fill
03	Deposit			Topsoil

Appendix 1b: Feature Summary

Period	Category	Total
Unknown	Ditch	1

Appendix 2: OASIS Report Summary

OASIS DATA COLLECTION FORM: England

[List of Projects](#) | [Manage Projects](#) | [Search Projects](#) | [New project](#) | [Change your details](#) | [HER coverage](#) | [Change country](#) | [Log out](#)

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OASIS ID: norfolka1-205752

Project details

Project name	15 Shernborne Road, Dersingham WB
Short description of the project	An archaeological watching brief was conducted by NPS Archaeology for Richard CF Waite during groundworks associated with the construction of a new house at 15 Shernborne Road, Dersingham, Norfolk. The project enabled an examination of the whole of the footprint of the new dwelling, which lay in close proximity to the now vanished medieval manorial centre of Snaring Hall. Only one significant archaeological feature was identified, a probable ditch aligned perpendicular to Shernborne Road, which it was not possible to date.
Project dates	Start: 28082014 End: 01092014
Previous/future work	Not know/ Not know
Any associated project reference codes	134916 -HER event no.
Type of project	Recording project
Monument type	DITCH Uncertain
Significant Finds	NONE None
Investigation type	Watching Brief
Prompt	National Planning Policy Framework -NPPF

Project location

Country	England
Site location	NORFOLK KING LMN AND WEST NORFOLK DERSINGHAM Sernborne Road, Dersingham Watching Brief
Study area	1140.00 Square metres
Site coordinates	TF 6954 3055 52.8453523013 0.51776588384 52 50 43 N 000 31 03 E Point
Height OD / Depth	M: 25.00m Mk: 25.00m

Project creators

Name of Organisation	NPS Archaeology Norfolk Historic Environment Service
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Project brief originator
Project design originator NPS Archaeology
Project director/manager Steve Hickling
Project supervisor NPS Archaeology

[Project archives](#)

Physical Archive Exists? No
Digital Archive recipient NPS Archaeology
Digital Contents 'bther'
Digital Media available Images raster / digital photography,'Spreadsheets','Text'
Paper Archive recipient Norfolk Museums Service
Paper Contents 'bther'
Paper Media available Context sheet,'Plan','Report'

[Project bibliography 1](#)

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Appendix 3: Archaeological Specification

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**Archaeological monitoring
15 Shernborne Road, Dersingham, King's Lynn
Written Scheme of Investigation**

Prepared for
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NPS Archaeology

March 2014



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Location	15 Shernborne Road, Dersingham, King's Lynn
District	King's Lynn and West Norfolk
Client	Richard C F Waite

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Archaeological monitoring

Written Scheme of Investigation

1. Introduction

- 1.1 A proposal to construct a new house on a plot of land at 15 Shernborne Road, Dersingham, King's Lynn, Norfolk (NGR TF 6954 3055), requires archaeological monitoring on the excavation of the new foundations and service runs.
- 1.2 Norfolk Historic Environment Service has recommended that a programme of archaeological monitoring be carried out during construction to identify and record any archaeological remains affected by the development, in accordance with the principles set out in the *National Planning Policy Framework* (Department for Communities and Local Government 2012).
- 1.3 In order to comply with that requirement Richard C F Waite has requested that NPS Archaeology prepare a Project Design detailing an appropriate programme of archaeological works to fulfil the requirements of a *Generic Brief for the Monitoring of Works Under Archaeological Supervision and Control* issued by Norfolk Historic Environment Service.

2. Mitigation Strategy

- 2.1 The programme of archaeological works presented in this document has been designed to mitigate the impacts of the proposed construction works in line with the requirements of Norfolk Historic Environment Service.
- 2.2 Where archaeological remains are identified, and these cannot be preserved *in situ*, the potential impact of the scheme will be minimised by appropriate levels of archaeological excavation and recording (preservation by record).
- 2.3 The mitigation strategy will include a watching brief to record any archaeological remains exposed during the construction works and reporting. The different elements to be employed are presented below in the anticipated order that they will take place.
- 2.4 The stages of the mitigation strategy may be summarised as follows:
 - i. *Watching Brief Monitoring.* Due to the potential for previously unidentified archaeological remains to exist, all ground disturbance works related to the construction works. If archaeological features and deposits are encountered and these are deemed to be of significance appropriate levels of excavation and recording will be required. If structural remains are encountered Norfolk Historic Environment Service and Richard C F Waite will be immediately informed and appropriate mitigation measures will be agreed.
 - ii. *Post-fieldwork Processing.* The drawn and written, photographic, stratigraphic and structural record will be cross-referenced and entered onto a database to provide a consistent and compatible record of the results of the various elements of fieldwork. Artefactual and ecofactual material recovered during the fieldwork will be cleaned, marked and packaged in accordance with the archive requirements of the Norfolk Museums Service. A database of these materials will be compiled.
 - iii. *Analysis, Reporting and Archive.* The results of the fieldwork will be presented as a client report or series of client reports. If appropriate, a synthesis of the results will be published in an appropriate archaeological journal. The archive will be prepared for deposition with the Norfolk Museums and Archaeology Service.
- 2.5 The procedures and methodology for each of the stages outlined above are described in detail below.

2.6 Watching Brief Monitoring

- 2.6.1 All ground disturbance works related to the installation of the cables will be monitored by an experienced archaeologist. The monitoring will be carried out in accordance with the *Standard and Guidance for an Archaeological Watching Brief* (Institute for Archaeologists 2008) and guidelines set out in the document *Standards for Field Archaeology in the East of England* (Gurney 2003).
- 2.6.2 If areas of significant archaeological remains are encountered that cannot be recorded safely or to the appropriate standard within the watching brief, consultation will take place with Richard C F Waite and Norfolk Historic Environment Service and more detailed archaeological excavation may be required.
- 2.6.3 All archaeological deposits, features and layers will be assigned individual context numbers and recorded on standardised forms employing a pro forma recording system approved by Norfolk Historic Environment Service. The records will include full written, graphic and photographic elements with site and context numbering compatible with the Norfolk Historic Environment Record numbering system. Plans will be made at a scale of 1:50, with provision for 1:20 and 1:10 drawings. Sections will be recorded at scales of 1:10 and 1:20 depending on the detail considered necessary. A photographic record in black and white 35mm film and digital format will be maintained of all archaeological deposits, layers and features to record their characteristic and relationships. Photographs will also be taken to record the progress of the work.
- 2.6.4 If palaeo-environmental deposits of potential interest are encountered the Client and Norfolk Historic Environment Service will be immediately informed and the palaeo-environmental remains will be assessed by an appropriate specialist and a mitigation strategy will be agreed. Where appropriate this strategy will include suitable levels of scientific analysis (palynology, soil micromorphology etc) and the use of scientific dating techniques (radiocarbon dating).
- 2.6.5 If any human remains or burials are encountered during the monitoring, which because of their location or vulnerability must be removed, an application for a Licence for the Removal of Human Remains will be made in compliance with Section 25 of the Burial Act, 1857, if appropriate. No human remains will be removed until permission has been granted in writing from all the relevant parties. All human remains removed will be left in the care of the church for reburial. Human remains will be screened from public view during the course of the monitoring. Backfilling of any graves, or areas of the site containing burials that are not excavated will be done manually to ensure that the remains are appropriately protected from any damage or disturbance.

2.7 Post-Fieldwork Processing

- 2.7.1 The drawn, photographic and written stratigraphic and structural records will be cross-referenced and, if appropriate, entered into an archaeological database.
- 2.7.2 The cleaning and cataloguing of any artefactual materials recovered will be undertaken on completion of the excavation. All retained materials will be cleaned, marked and packaged in accordance with the requirements of the Norfolk Museums and Archaeology Service. Finds data will be stored on a database to allow summary listings of artefacts by category and context to provide basic quantification.
- 2.7.3 An archive structured in accordance with guidelines laid out in *Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation* (Brown 2007) will be created.

2.8 Report and Archive

- 2.8.1 A report will be produced that will present the stratigraphic, structural, artefactual and photographic evidence and an analyses of that evidence. If construction work is phased

over a considerable period of time, reports will be produced at the completion of each phase of construction.

- 2.8.2 The report will present data in written, tabular, graphic and appendix form. A list of archive components generated by the work will also be included in the report. Copyright of the reports will be retained by NPS Archaeology.
- 2.8.3 A synthesis of the report may be submitted for publication in an appropriate archaeological journal within twelve months of the completion of the fieldwork.
- 2.8.4 Multiple copies of the report will be produced as appropriate and presented to the Client and three copies to Norfolk Historic Environment Service. One copy of the report will also be sent to the English Heritage Regional Advisor for Archaeological Science, if considered appropriate. A Norfolk Historic Environment Record form will accompany the report and will include a reference to the archive and the intended place of archive deposition. The report will be submitted within eight weeks of the completion of the fieldwork.
- 2.8.5 NPS Archaeology supports the OASIS project. An online record will be initiated immediately prior to the start of fieldwork and completed when the final report is submitted to Norfolk Historic Environment Service. This will include a pdf version of the final report.
- 2.8.6 A single integrated archive for all elements of the work will be prepared according to the recommendations set out in *Environmental standards for the permanent storage of excavated material from archaeological sites* (UKIC, Conservation Guidelines 3, 1984) and *Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation* (Brown 2007), and in accordance with the Norfolk Museums and Archaeology Service's own requirements for archive preparation, storage and conservation.
- 2.8.7 The archive will be fully indexed and cross-referenced. It will also be integrated with the Norfolk Museums and Archaeology Service's Project accession number and the Norfolk Historic Environment Record numbering system. A full listing of archive contents and finds boxes will accompany the deposition of the archive and finds.
- 2.8.8 All archaeological materials, excepting those covered by the *Treasure Act, 1996*, will remain the property of the landowners. NPS Archaeology will seek to reach a formal agreement with the landowners for the donation of the finds to the Norfolk Museums and Archaeology Service.

3. Timetable and Resources

- 31 The different stages of archaeological work have different time and staff requirements. The timetable for fieldwork assumes that there are no major delays to the work programme caused by factors outside of NPS Archaeology's reasonable control. Such circumstances would include without limitation; long periods of adverse weather conditions, flooding, repeated vandalism, ground contamination, delays in the development programme, unsafe buildings, conflicts between the archaeological recording methods and the protection of flora and fauna on the site, disease restrictions, and unexploded ordnance.

4. Project Staff

- 4.1 The project will be co-ordinated on a day-to-day basis by the Project Officer who will be dedicated to the project throughout its duration. The Project Manager will assume overall responsibility for the delivery of the project. All project staff will have substantial experience in church archaeology and post-excavation analysis.
- 4.2 The Project Officer will have experience in watching brief monitoring and excavation and experience with NPS Archaeology's *pro forma* or similar recording systems. The Project Officer will be an experienced metal detector user.

4.3 NPS Archaeology staff associated with the project is as follows:

Project Management	
Archaeology Manager	Jayne Bown BA, MIfA
Project Manager	Nigel Page BA, AIfA
Project Staff	
Project Officer	Steve Hickling MA, AIfA
Finds Coordinator	Rebecca Sillwood AIfA

4.4 NPS Archaeology reserves the right, because of its developing work programme, to change its nominated personnel at any time. This will be in consultation with Norfolk Historic Environment Service.

4.5 The analysis of artefactual and ecofactual materials will be undertaken by NPS Archaeology staff or nominated external specialists. Nominated NPS Archaeology and external specialists and their areas of expertise are as follows:

Specialist	Research Field
Andy Barnett	Metal-detectorist, Numismatic Items
Sarah Bates BA, MIfA	Worked Flint
Fran Green BSc, PhD	Palaeo-environmental Specialist
Julie Curl, AIfA	Faunal Remains
Sue Anderson	Post-Roman Pottery, Ceramic Building Material
Roger Doonan	Non-Ferrous Metalworking
Debbie Forkes	Conservation
Val Fryer	Macrofossil analysis
Stephen Heywood	Architectural Stonework
David King	Window Glass
Andrew Peachey	Prehistoric and Roman Pottery
Richard Macphail	Micromorphology
Jo Mills	Worked Stone Artefacts
John Shepherd	Vessel Glass

5. Quality Standards

5.1 NPS Archaeology is an Institute for Archaeologists Registered Organisation and fully endorses the *Code of Practice for the Regulation of Contractual Arrangements in Field Archaeology*. All staff employed or subcontracted by NPS Archaeology will be employed in line with the Institute for Archaeologists *Code of Practice*.

5.2 NPS Archaeology operates under a recognised Quality Management System and is accredited with BS EN ISO 9001:2008, the International Standard Model for Quality Assurance.

5.3 The guidelines set out in the document *Standards for Field Archaeology in the East of England* (Gurney 2003) will be adhered to. Provision will be made for monitoring the work by Norfolk Historic Environment Service in accordance with the procedures outlined in the document *Management of Research Projects in the Historic Environment* (MoRPHE) (English Heritage 2006). Monitoring opportunities for each phase of the project are suggested as follows:

- during watching brief monitoring
- during post-fieldwork analysis
- upon completion of the archive
- upon receipt of the final report

5.4 A further monitoring opportunity will be provided at the end of the work upon deposition of the integrated archive and finds with the Norfolk Museums and Archaeology Service.

5.5 NPS Archaeology operates a Project Management System. Most aspects of this project will be co-ordinated by a Project Officer who has the day-to-day responsibility for the

successful completion of the project. Overall responsibility for the successful delivery of the project lies with the Project Manager. The Archaeology Manager has the responsibility for all of NPS Archaeology's work and ensures the maintenance of quality standards within the organisation.

6. Health and Safety

- 6.1 NPS Archaeology will ensure that all work is carried out in accordance with NPS Property Consultants Limited's Health and Safety Policy, to standards defined in *the Health and Safety at Work, etc Act, 1974* and *The Management of Health and Safety Regulations, 1992*, and in accordance with the health and safety manual *Health and Safety in Field Archaeology* (SCAUM 2007).
- 6.2 A risk assessment will be prepared for the fieldwork. All staff will be briefed on the contents of the risk assessment and required to read it. Protective clothing and equipment will be issued and used as required.
- 6.3 NPS Archaeology will provide copies of NPS Property Consultants Limited's Health and Safety policy on request.

7. Insurance

- 7.1 NPS Archaeology's Insurance Cover is:

Employers Liability	£5,000,000
Public Liability	£50,000,000
Professional Indemnity	£5,000,000

- 7.2 Full details of NPS Archaeology's Insurance cover will be supplied on request.