

Report 2014/1314



nps archaeology

**Archaeological Watching Brief at  
14 Glebe Lane, Burnham Overy Staithe, Norfolk**

ENF133267



**Prepared for**  
Stuart Farrow Builders & Contractors Ltd  
Elmerdale Farm Barns  
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June 2014



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<i>Issue 1</i>		

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Location:	14 Glebe Lane, Burnham Overy Staithe, Norfolk
District:	King's Lynn and West Norfolk Borough Council
Grid Ref.:	584675, 344105
Planning Ref.:	13/00819/F
HER No.:	ENF133267
OASIS Ref.:	163425
Client:	Stuart Farrow Builders & Contractors Ltd
Dates of Fieldwork:	14 November 2013 - 11 March 2014

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## **Summary**

*An archaeological watching brief was conducted for Stuart Farrow Builders & Contractors Ltd during groundworks associated with the construction of a new dwelling at 14 Glebe Lane, Burnham Overy Staithe.*

*No archaeological features or artefacts were present in the monitored areas. This suggests that a cropmark complex to the east, thought to represent a Roman settlement, does not extend as far west as the development site.*

## **1.0 INTRODUCTION**

Archaeological monitoring of groundworks for a new dwelling at 14 Glebe Lane, Burnham Overy Staithe, was required due to the proximity of the site to a complex of cropmarks that may relate to a Roman settlement or farmstead. Roman pottery has also been found in the vicinity. The site is located on a plot of 0.11ha on the eastern edge of the village (Fig. 1).

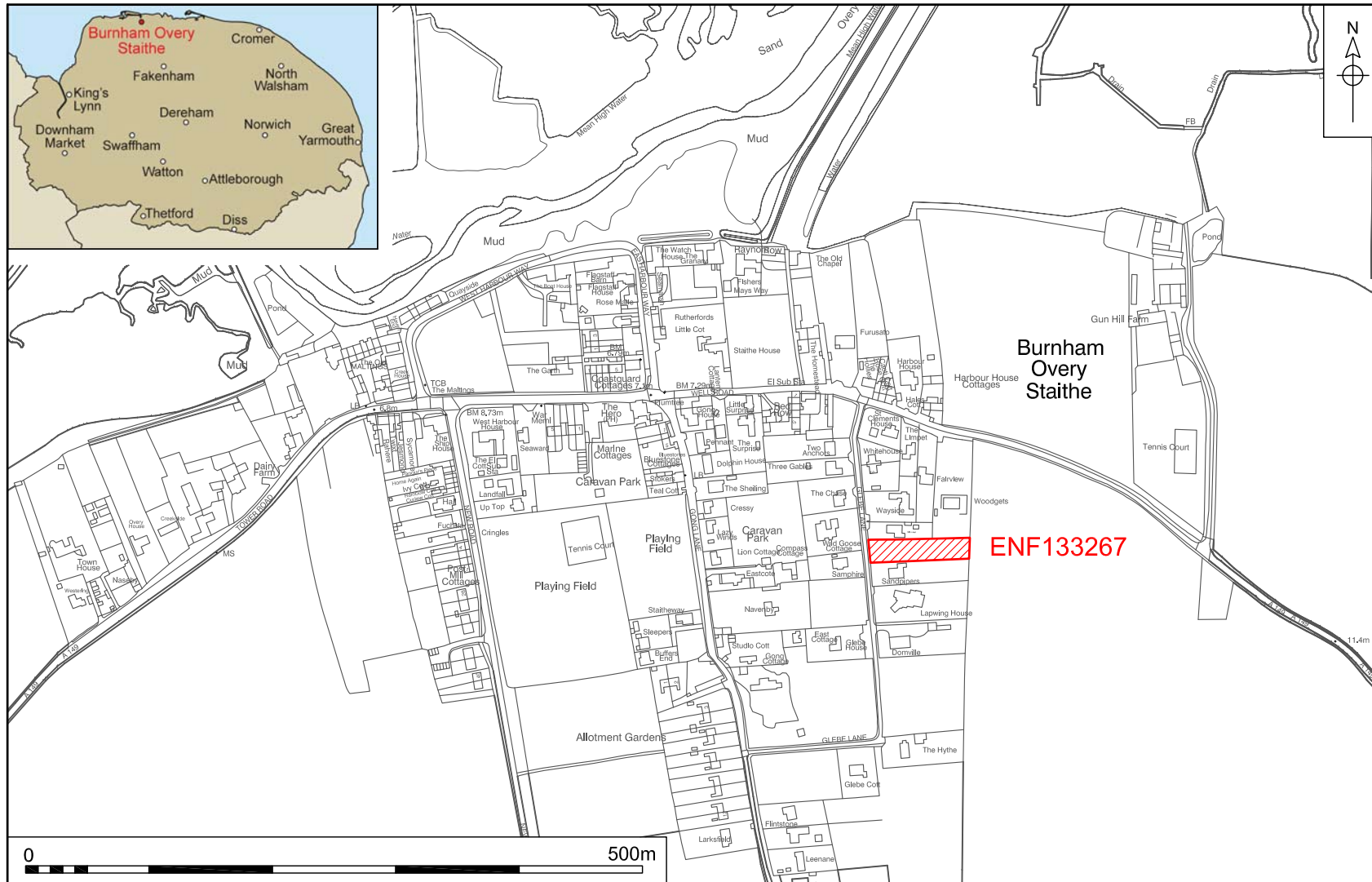
The archaeological work was undertaken to fulfil planning requirements set by King's Lynn and West Norfolk Borough Council (Ref. 13/00819/F) and a Brief issued by Norfolk Historic Environment Service (Ref. CNF43949). The work was conducted in accordance with a Project Design and Method Statement prepared by NPS Archaeology (Ref. 01-04-14-2-1314). The work was commissioned and funded by Stuart Farrow Builders & Contractors Ltd.

The programme of work was designed to assist in defining the character and extent of any archaeological remains within the proposed 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.

The site archive is currently held by NPS Archaeology and on completion of the project will be deposited with Norfolk Museums and Archaeology Service (NMAS), following the relevant policies on archiving standards.

## **2.0 GEOLOGY AND TOPOGRAPHY**

The underlying geology consists of Quaternary-period diamicton of the Holkham Till Member above Cretaceous Chalk (<http://mapapps.bgs.ac.uk/geologyofbritain/home.html>).



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Figure 1. Site location. Scale 1:5000

The development site lies on a slight north-facing slope, at a height of c. 12m OD. It is situated 2km inland from the north Norfolk coast, 15km northwest of Fakenham and 7km west of Wells-next-the-Sea.

### **3.0 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND**

The Norfolk Historic Environment Record (NHER) and historic mapping sources have been consulted during the preparation of this section of the report.

#### **3.1 Historic Environment Record**

##### **Prehistoric**

A Neolithic polished flint axehead (NHER 1739) was found in 1955, 390m south of the development site.

Prehistoric worked flints (NHER 36010) were found during an archaeological survey in 2000, 660m southeast of 14 Glebe Lane.

A Neolithic flint axe (NHER 45402) was found in 1945 on the opposite (west) side of Glebe Lane.

##### **Roman**

The cropmarks of a possible Roman settlement or farmstead (NHER 12984) are visible on aerial photographs in the field to the east of Glebe Lane. A scatter of Roman greyware pottery has been found in the vicinity of the cropmarks.

A large fragment of Roman pottery (NHER 14327) was found in saltmarshes 430m north of the present development in 1978.

##### **Medieval**

In 2000, an archaeological evaluation on the quayside (NHER 35382), 295m northwest of the development site, uncovered a medieval hearth and three medieval pits. It is possible that the pits were used for domestic waste disposal, but as there is no evidence of contemporary habitation nearby, it may be that they were filled with water and used for temporary storage of shellfish.

##### **Post-medieval**

Gun Hill Farmhouse (NHER 9616), 295m northeast of the present development, is a building dated to c. 1680, although there are indications that it is either a renovation of an even earlier structure or is made of re-used earlier materials.

The site of a post-medieval post mill (NHER 15153), known as the Staithe Mill, is 415m southwest of 14 Glebe Lane. It was in use until 1888. No trace remains.

A defensible granary of red brick, dated to c. 1800 (NHER 20875), lies 290m northwest of the development site. It was probably part of a series of defence installations erected during the Napoleonic Wars. The north façade looks out over the harbour and has gun ports on either side of a large central arch (now blocked). The upper floor may be a later addition.

Rayners Row (NHER 20876), is situated 260m northwest of the development site. Once believed to be a 17th- or early 18th-century two-storey house, it is now considered to be an entirely 1930s replica built of re-used bricks.

Cropmarks of a bank or road (NHER 27017) of probable post-medieval date are visible on 1946 RAF aerial photographs, 370m southwest of the present development.

The remains of a group of 19th-century shellfish pits (temporary containers) (NHER 27019) made of timber uprights and horizontal planking lie 350m northwest of 14 Glebe Lane.

Post-medieval drainage ditches (NHER 27022) can be seen on 1946 aerial photographs, 650m northwest of the development site.

Earthwork banks (NHER 27020), probably of post-medieval date, are known from aerial photographs 450m north of the development site. The banks probably formed part of a system of sea defences.

A sinuous linear earthwork bank (NHER 27031), forming part of the local post-medieval sea defences, lies 275m north of the present development.

A possibly post-medieval wall (NHER 41474) was noted on the southern edge of the harbour in 2004, 430m northwest of 14 Glebe Lane. A modern wall has been built on top of it.

Scotts of Burnham Overy Staithe (NHER 44178), 500m west of the development site, is a 17th-century flint and brick house that was restored in the 20th century.

Staithe Lodge (NHER 44180), 210m northwest of the present development, is a late 18th- or early 19th-century stuccoed house with sash windows and later alterations.

The Garth (NHER 42765), on Wells Road, 305m northwest of the development site, formerly a coastguard's office of the early 19th-century, is now a house.

The Moorings (NHER 44182), 475 west-northwest of 14 Glebe Lane, is an early 19th-century brick house with maltings attached to the east. The house was originally occupied by the manager of the maltings.

The former Burnham Overy Staithe Mixed School (NHER 57184), lies 360m west of the development site. The school was built in 1875 and enlarged in 1911. Since its closure in 1967, the building has been used as a village hall.

### **Modern**

Two pairs of World War 2 concrete anti-tank cubes are visible on 1946 aerial photographs, blocking inland access from the staithe on West Harbour Way (NHER 27024) and East Harbour Way (NHER 27023).

A series of modern breakwaters (NHER 26674) can be seen on aerial photographs, 490m north of the present development.

### **Undated**

Two parallel linear features of unknown date (NHER 27016), possibly a trackway, are visible on 1946 RAF aerial photographs 420m southwest of the site at Glebe Lane.

An undated revetment of upright wooden posts (NHER 41471), undated sections of collapsed brick wall (NHER 41472) and the remains of an undated small jetty consisting of four wooden posts (NHER 41473), were found in the harbour 430m northwest of the development site in 2004.



### **3.2 Cartographic Sources**

The 1821 enclosure map shows the development area as part of a field belonging to the parish vicar, the Rev. P. Candler. It continues as part of a field until Glebe Road first appears on the 1946 aerial photograph (<http://historic-maps.norfolk.gov.uk/mapexplorer>).

### **4.0 METHODOLOGY**

The objective of this watching brief was to record any archaeological deposits within the development area.

The project Brief required that all groundworks associated with the construction of the new dwelling be monitored.

Excavation was carried out by a wheeled JCB-type excavator.

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.

Due to a lack of suitable deposits, no environmental samples were taken.

All archaeological features and deposits were recorded using NPS Archaeology pro forma. Trench locations, plans and sections were recorded at appropriate scales. Monochrome and digital photographs were taken of all relevant features and deposits where appropriate.

Site conditions were good, with the work taking place in fine weather.

### **5.0 RESULTS**

The foundation trenches were excavated under constant archaeological supervision on 14th November 2013 (Plate 1). The trenches were 0.6-1.0m wide and 0.8-0.9m deep (Fig. 2). The exposed stratigraphy comprised 0.2m-deep topsoil consisting of dark brown silt with moderate flint gravel, above mid-reddish brown natural silty clay with moderate flint gravel. No archaeological features were identified and no archaeological artefacts were present.

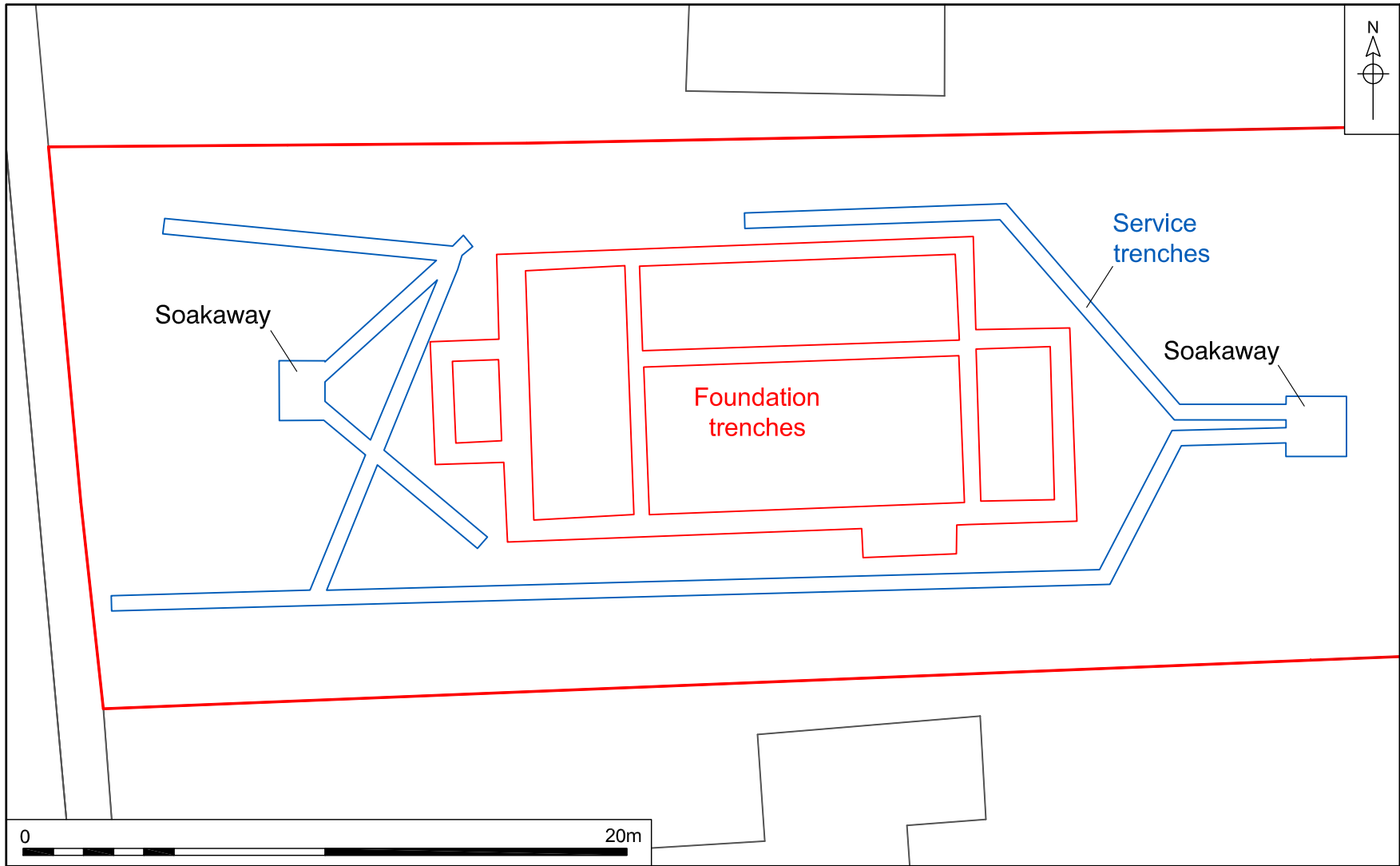


Plate 1. Excavation of foundation trenches, looking southeast

The service trenches and soakaways were excavated on 10th - 11th March 2014 (Plate 2). The pipe trenches were 0.5m wide by 0.7m deep (Fig. 2). At the rear (east side) of the dwelling, a soakaway was excavated 2m wide by 2m long by 2.5m deep. A second soakaway, at the front (west side) of the dwelling, was dug 2m long by 1.5m wide. Unfortunately, the positions of the soakaways and service trenches were not measured but only sketched, so their positions on Figure 2 are approximate. No archaeological features or artefacts were present.



Plate 2. Front soakaway, looking east



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Figure 2. Site plan. Scale 1:200

## **6.0 CONCLUSIONS**

The absence of archaeological features and artefacts in the monitored areas suggests that the cropmark complex in the field to the east, thought to be a Roman settlement, does not extend this far west.

Recommendations for further mitigation work (if required, based on the evidence presented in this report) will be made by Norfolk Historic Environment Service.

## ***Acknowledgements***

The author would like to thank Stuart Farrow and his contractors for their help and cooperation on site.

Stuart Callow of NPS Archaeology monitored the excavation of the service trenches and soakaways. The excavation of the foundation trenches was monitored by the author.

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

## ***Bibliography and Sources***

British Geological Survey            1991 *East Anglia*, Sheet 52N 00 Quaternary, 1:250,000 series

British Geological Survey            1985 *East Anglia*, Sheet 52N 00 Solid Geology, 1:250,000 series

Department for Communities        2012 *National Planning Policy Framework*  
and Local Government

<http://mapapps.bgs.ac.uk/geologyofbritain/home.html>    Accessed 07.01.2014

<http://historic-maps.norfolk.gov.uk/mapexplorer/>        Accessed 07.01.2014

**Appendix 1: 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](#)

## Printable version

**OASIS ID: norfolka1-163425**

### Project details

Project name	LAND AT GLEBE LANE, BURNHAM OVERY STAITHE
Short description of the project	An archaeological watching brief was conducted for Stuart Farrow Builders and Contractors Ltd during groundworks associated with the construction of a new dwelling at 14 Glebe Lane, Burnham Overy Staithe. No archaeological features or artefacts were present in the monitored areas. This suggests that a cropmark complex to the east, thought to represent a Roman settlement, does not extend as far west as the development site.
Project dates	Start: 14-11-2013 End: 11-03-2014
Previous/future work	No / No
Any associated project reference codes	ENF133267 - HER event no.
Type of project	Recording project
Site status	None
Current Land use	Other 5 - Garden
Monument type	NONE None
Significant Finds	NONE None
Investigation type	"Watching Brief"
Prompt	National Planning Policy Framework - NPPF

### Project location

Country	England
Site location	NORFOLK KINGS LYNN AND WEST NORFOLK BURNHAM OVERY LAND AT GLEBE LANE, BURNHAM OVERY STAITHE- WATCHING BRIEF
Study area	0.11 Hectares
Site coordinates	0 0 584675 00 00 N 344105 00 00 E Point

### Project creators

Name of Organisation	NPS Archaeology
----------------------	-----------------

Project brief originator	Norfolk Historic Environment Service
Project design originator	NPS Archaeology
Project director/manager	Nigel Page
Project supervisor	Steve Hickling
Type of sponsor/funding body	Developer
Name of sponsor/funding body	Stuart Farrow Builders & Contractors Ltd

### Project archives

Physical Archive Exists?	No
Digital Archive recipient	NPS Archaeology
Digital Contents	"other"
Digital Media available	"Images raster / digital photography", "Images vector", "Text"
Paper Archive recipient	Norfolk Museums and Archaeology Service
Paper Contents	"other"
Paper Media available	"Report"

### Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	Archaeological Watching Brief at 14 Glebe Lane, Burnham Overy Staithe, Norfolk
Author(s)/Editor(s)	Hickling, S.
Other bibliographic details	Report 2014/1314
Date	2014
Issuer or publisher	NPS Archaeology
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Entered by	J Bown (jayne.bown@nps.co.uk)
Entered on	17 June 2014



# OASIS:

Please e-mail [English Heritage](#) for OASIS help and advice

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Cite only: <http://www.oasis.ac.uk/form/print.cfm> for this page

**Appendix 2: Archaeological Specification**

**GENERIC BRIEF  
FOR THE MONITORING OF WORKS  
UNDER ARCHAEOLOGICAL SUPERVISION AND CONTROL**

The Archaeological Contractor should confirm that the Monitoring of Works Under Archaeological Supervision and Control will be undertaken in accordance with the following:

1. Provision will be made for monitoring the development, including, where appropriate, the following:-
  - all areas of below-ground disturbance, including excavations, foundation trenches, service trenches, drains and soakaways.
  - above-ground remains when the development affects a building of historic importance
  - pipeline and cable trenches.
2. Where appropriate, topsoil or spoil will be scanned by metal-detector before and during its removal.
3. All archaeological contexts and artefacts exposed, examined or excavated will be fully recorded on appropriate context, finds and sample sheets, on plans and sections and by photographic record, including black and white film photography.
4. Provision will be made for an appropriate level of analysis, including identification of artefacts, specialist reports if appropriate, production of archive and report, donation of finds to an appropriate museum, transfer and storage of artefacts and archive in an acceptable form to an appropriate museum, conservation and inclusion of the results of the project in the County Historic Environment Record.
5. Provision should be made for the sampling of deposits for the analysis of palaeoenvironmental remains and for the scientific dating of deposits, artefacts or ecofacts where appropriate.
6. If any unexpected or significant archaeological remains are encountered which cannot be preserved or recorded within the scope of the monitoring the Archaeological Contractor should immediately contact the Historic Environment Service.
7. The results will be presented in a report, the nature of which should be commensurate with the findings.
8. The report should include appropriate scale plans showing the locations of all features and finds, and detailed plans and sections where necessary.
9. The report should include comprehensive details of all finds.

10. Three hard copies and a PDF copy on CD of the Report should be supplied to the Historic Environment Service for the attention of the Senior Archaeologist (Planning) within eight weeks of the completion of the fieldwork on the understanding that this will become a public document after an appropriate period of time (generally not exceeding six months). Two hard copies and the PDF file will be deposited with the Norfolk Historic Environment Record, and the third hard copy will be forwarded to the Local Planning Authority.
11. At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ac.uk/project/oasis/> must be initiated and key fields completed on Details, Location and Creators forms. When the project is completed, all parts of the OASIS online form must be completed for submission to the Norfolk Historic Environment Record. This will include an uploaded .pdf version of the entire report. Hard copies of the report must still be provided as specified.
12. A copy of the OASIS form must be included in the final report.
13. All works will be carried out in full accordance with the appropriate sections of Gurney, D., 2003, '**Standards for Field Archaeology in the East of England**', as adopted by the Association of Local Government Archaeological Officers for the East of England Region and published as *East Anglian Archaeology Occasional Paper 14*. This is available as a PDF file on the web at [www.eaareports.org.uk](http://www.eaareports.org.uk). Archaeological Contractors should note that the **Standards** document stipulates basic *methodological* standards. It is considered axiomatic that all contractors will strive to achieve the highest possible *qualitative* standards, with the application of the most advanced and appropriate techniques possible within a context of continuous improvement aimed at maximising the recovery of archaeological data and contributing to the development of a greater understanding of Norfolk's historic environment. Monitoring officers will seek and expect clear evidence of commitment to the heritage resource of Norfolk, with specifications being drawn up within a context of added value.
14. The Archaeological Contractor will contact the HER Officer of the Historic Environment Service in advance of work starting to obtain a HER number for the site or, if a number is already given on the Brief, to ensure that it is still applicable.
15. The Archaeological Contractor will give the Historic Environment Service not less than two weeks' written notice of the commencement of the work so that arrangements for monitoring the project can be made.

### **THE MONITORING OF WORKS UNDER ARCHAEOLOGICAL SUPERVISION AND CONTROL**

This means that you will need to commission an archaeological contractor to ensure that an archaeologist is present during certain phases of the development to record any features exposed or any archaeological finds.

This does not mean that the development programme will be stopped or delayed by the archaeologist, who will work alongside other contractors on site to ensure that any necessary archaeological records are made.

In the unlikely event of the discovery of unanticipated and significant heritage

assets, discussions will take place on how these might be preserved or recorded.

### **WHAT YOU NEED TO DO**

You should forward a copy of this Brief to one or more Archaeological Contractors, and discuss with them the timing and costs. Your appointed contractor should be asked to confirm in writing to the Historic Environment Service that this brief will be adhered to.

The Historic Environment Service does not see Contractors' costings, nor do we give advice on costs. You may wish to obtain a number of quotations or to employ the services of an archaeological consultant.

Details of archaeological contractors based in Norfolk and beyond may be found in the Institute for Archaeologists Yearbook & Directory, available from the I.F.A., University of Reading, 2 Earley Gate, PO Box 239, Reading RG6 6AU. Tel: 0118 931 6446. Fax: 0118 931 6448. Email: [admin@archaeologists.net](mailto:admin@archaeologists.net). Website: [www.archaeologists.net](http://www.archaeologists.net).

### **FOR FURTHER HELP, INFORMATION AND ADVICE CONTACT**

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Norfolk Historic Environment Service is responsible for safeguarding the County's historic environment. The Historic Environment Service is consulted by Planning Authorities and provides advice on archaeological work that may be required as a result of development proposals.

Brief compiled by Ken Hamilton, NCC Historic Environment Service, 24/9/2012

**NPS ARCHAEOLOGY**

**LAND AT GLEBE LANE  
BURNHAM OVERY STAITHE  
NORFOLK**

**PROJECT DESIGN**

**FOR**

**ARCHAEOLOGICAL WATCHING BRIEF**

**Prepared for**

**Stuart Farrow Builders & Contractors Ltd  
Elmerdale Farm Barns  
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**by**

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**November 2013**

**Reference No: 01-04-14-2-1314**

## 1. Introduction

- 1.1 A proposal for new dwelling on a plot of land at Glebe Lane, Burnham Overy Staithe, Norfolk (NGR TF 8469 4410) requires a programme of archaeological monitoring during ground disturbance works, which will include the excavations for new foundations and services.
- 1.2 Norfolk Historic Environment Service recommended that a programme of archaeological monitoring be attached to the planning application (reference 13/00819/F) to monitor the groundworks required for construction.
- 1.3 In order to comply with that recommendation Stuart Farrow Builders & Contractors Ltd requested that NPS Archaeology produce costs and this Project Design for the programme of monitoring in line with the Generic Brief for 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 works in line with the planning condition. 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).
  - 2.2 The mitigation strategy will include a watching brief to record any archaeological remains exposed during the works and reporting. The different elements to be employed are presented below in the anticipated order that they will take place.
  - 2.3 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 almost anywhere within the development site, all groundworks will be monitored by an archaeologist. If previously unrecorded archaeological features and deposits are encountered and these are deemed to be of significance appropriate levels of excavation and recording will be required.
    - 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 and Archaeology 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. 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.
  - 2.4 The procedures and methodology for each of the stages outlined above are described in detail below.
- ### 2.5 Watching Brief Monitoring
- 2.5.1 All ground works associated with the construction of the new building will be monitored by an experienced archaeologist. The monitoring will be carried out in accordance with the *Standard and Guidance for Archaeological Watching Briefs* (Institute for Archaeologists 2008) and the guidelines set out in the document *Standards for Field Archaeology in the East of England* (Gurney 2003).
  - 2.5.2 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 the client and Norfolk Historic Environment Service and more detailed excavation may be required.

- 2.5.3 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. No human remains will be removed until permission has been granted in writing from all the relevant parties. 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.
- 2.5.4 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 digital photographic record 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.
- 2.5.5 Soil samples for palaeoenvironmental materials will be collected if suitable deposits are encountered. Bulk 30-40 litre soil samples, or 100% for small features, column or monolith samples and Kubiena tins will be collected from appropriate deposits in consultation with the English Heritage Regional Advisor for Archaeological Science and other consultant environmentalists. In all instances, sampling procedures will follow the guidelines set out in the document *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation* (English Heritage 2002). Full written, graphic and photographic sample records will be made using NPS Archaeology's pro forma recording system.

## **2.6 Post-Fieldwork Processing**

- 2.6.1 The drawn, photographic and written stratigraphic and structural records will be cross-referenced and, if appropriate, entered into an archaeological database.
- 2.6.2 The cleaning and cataloguing of any artefactual materials recovered will be undertaken on completion of the excavation. Finds data will be stored on a database to allow summary listings of artefacts by category and context to provide basic quantification.
- 2.6.3 An archive structured in accordance with Norfolk County Council Archive guidelines and *Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation* (Brown 2007) will be created.

## **2.7 Report and Archive**

- 2.7.1 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.
- 2.7.2 A draft copy of the report will be presented to Norfolk Historic Environment Service for approval.
- 2.7.3 Once approved, multiple copies of the report will be produced as appropriate and presented to the client and two copies to Norfolk Historic Environment Service. A copy will also be deposited with the Norfolk Historic Environment Record. One copy of the report will also be sent to the English Heritage Regional Advisor for Archaeological Science, if considered appropriate. An NHER 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 work.
- 2.7.4 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.
- 2.7.5 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 Historic Environment Record own requirements for archive preparation, storage and conservation.

- 2.7.6 The archive will be fully indexed and cross-referenced and integrated with the Norfolk Historic Environment Record numbering system. Deposition of the archive and finds (by prior agreement with the landowners) will take place within six months of the completion of the final report and confirmed in writing to the Norfolk Historic Environment Record. A full listing of archive contents and finds boxes will accompany the deposition of the archive and finds.
- 2.7.7 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 Historic Environment Record.

### 3. Timetable and Resources

- 3.1 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 (see 6.6 below).
- 3.2 The costs for this project have been supplied in a separate document and are not reproduced here.

### 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 responsibility for all aspects of the project including finance, logistics, standards, health and safety, and liaison with the client and curators. All project staff will have substantial experience in urban archaeology and post-excavation analysis.
- 4.2 Other members of staff involved in the project will be the Experienced Excavators and Finds Coordinator. Experienced Excavator staff will have experience in excavation and experience with the Unit's *pro forma* recording system or similar systems. The Project officer and/or Experienced Excavator staff will be experienced metal detector users.
- 4.3 NPS Archaeology staff associated with the project is as follows:

<b>Project Management</b>	
Archaeology Manager	Jayne Bown BA, MIFA
Project Manager	Nigel Page BA, AIFA

<b>Project Staff</b>	
Project Officer	Steve Hickling
Finds Coordinator	Becky Sillwood

- 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 the client and 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 Unit and external specialists and their areas of expertise are as follows:

#### 4.5.1 Specialist staff used by NPS Archaeology

<b>Specialist</b>	<b>Research Field</b>
Andy Barnett	Metal-detectorist, Numismatic Items
Sarah Bates BA, MifA	Worked Flint
Sarah Percival BA, MifA	Prehistoric and Saxon Pottery, Fired Clay
Fran Green BSc, PhD	General Environmental
Julie Curl, AIFA	Faunal Remains
Kenneth Penn BEd, MifA	Secondary Source Documentary Material
Sue Anderson	Post-Roman Pottery, Ceramic Building Material
Jane Cowgill	Iron-working
Roger Doonan	Non-Ferrous Metalworking
Debbie Forkes	Conservation
Val Fryer	Macrofossil analysis
Stephen Heywood	Architectural Stonework
David King	Window Glass
Andrew Peachey	Roman Pottery
Richard Macphail	Micromorphology
Jo Mills	Worked Stone Artefacts
John Shepherd	Vessel Glass

## 5. General Conditions

- 5.1 NPS Archaeology will not commence work until a written order or signed agreement is received from the Client. Where the commission is received through an Agent, the Agent is deemed to be authorised to act on behalf of the Client. NPS Archaeology reserve the right to recover unpaid fees for the service provided from the Agent where it is found that this authority is contested by said Client.
- 5.2 NPS Archaeology would expect information on any services crossing the site to be provided by the client.
- 5.3 A 7.4 hour working day is normally operated by NPS Archaeology, although their agents may work outside these hours.
- 5.4 NPS Archaeology would expect the client to arrange suitable access to the site for its staff, plant and welfare facilities on the agreed start date.
- 5.5 NPS Archaeology would expect any information concerning the presence of TPO's and/or, protected flora and fauna on the site to be provided by the client prior to the commencement of works and accept no liability if this information is not disclosed. No excavation will take place within 8m or canopy width (whichever is the greater) of any trees within or bordering the site.
- 5.6 NPS Archaeology shall not be held responsible for any delay or failure in meeting agreed deadlines resulting from circumstances beyond its 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.
- 5.7 Whether or not CDM regulations apply to this work, NPS Archaeology would expect the client to provide information on the nature, extent and level of any soil contamination present. Should unanticipated contaminated ground be encountered during the trial trenching, excavation will cease until an assessment of risks to health has been undertaken and on-site control measures implemented. NPS Archaeology will not be liable for any costs related to the collection and analysis of soils or other assessment methods, on-site control measures, and the removal of contaminated soil or other materials from site.
- 5.8 Should any disease restrictions be implemented for the area during the evaluation, fieldwork will cease and staff redeployed until they are lifted. NPS Archaeology will not be liable for any costs related to on-site disease control measures and for any additional costs incurred to complete the fieldwork after the restrictions have been removed.

5.9 NPS Archaeology will not accept responsibility for any tree surgery, removal of undergrowth, shrubbery or hedges or reinstatement of gardens. NPS Archaeology will endeavour to restrict the levels of disturbance of to a minimum but wishes to bring to the attention of the client that the works will necessarily alter the appearance of any landscaped gardens.

## 6. Quality Standards

6.1 NPS Archaeology is an Institute for Archaeologists Registered Organisation and fully endorses the *Code of Practice* and 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*.

6.2 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 Archaeological Projects* (English Heritage 1991). Monitoring opportunities for each phase of the project are suggested as follows:

- during Watching brief/monitoring
- during Post-Fieldwork Analysis
- upon receipt of the final report

6.3 A further monitoring opportunity will be provided at the end of the work upon deposition of the integrated archive.

6.4 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 fieldwork and report. 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 ensure the maintenance of quality standards within the organisation.

## 7. Health and Safety

7.1 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).

7.2 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.

7.3 NPS Archaeology will provide copies of NPS Property Consultants Limited's Health and Safety policy on request.

## 8. Insurance

8.1 NPS Archaeology's Insurance Cover is:

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

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