

Report 2014/1257



nps archaeology

**Archaeological Watching Brief at
Holly Farm, Low Road, South Walsham, Norfolk**

ENF 135437



Prepared for
G.A. Marjoram & Son
Holly Farm
Low Road
South Walsham
NR13 6EQ



Steve Hickling MA ACIfA

March 2015

PROJECT CHECKLIST		
Project Overview		
Draft Completed	Steve Hickling	06/01/2015
Graphics Completed	David Dobson	19/02/2015
Edit Completed	Andrew Crowson	19/02/2015
Reviewed	Jayne Bown	19/02/2015
<i>Issue 1</i>		

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Plate 1 Excavation for the concrete pad, facing east

Location:	Holly Farm, Low Road, South Walsham
District:	Broadland
Grid Ref.:	638261, 313307
Planning Ref.:	20141329
HER No.:	ENF 135437
OASIS Ref.:	193352
Client:	G.A. Marjoram & Son
Dates of Fieldwork:	18–25 November 2015

Summary

An archaeological watching brief was conducted by NPS Archaeology for G.A. Marjoram & Son during groundworks associated with the construction of a new poultry shed at Holly Farm, Low Road, South Walsham.

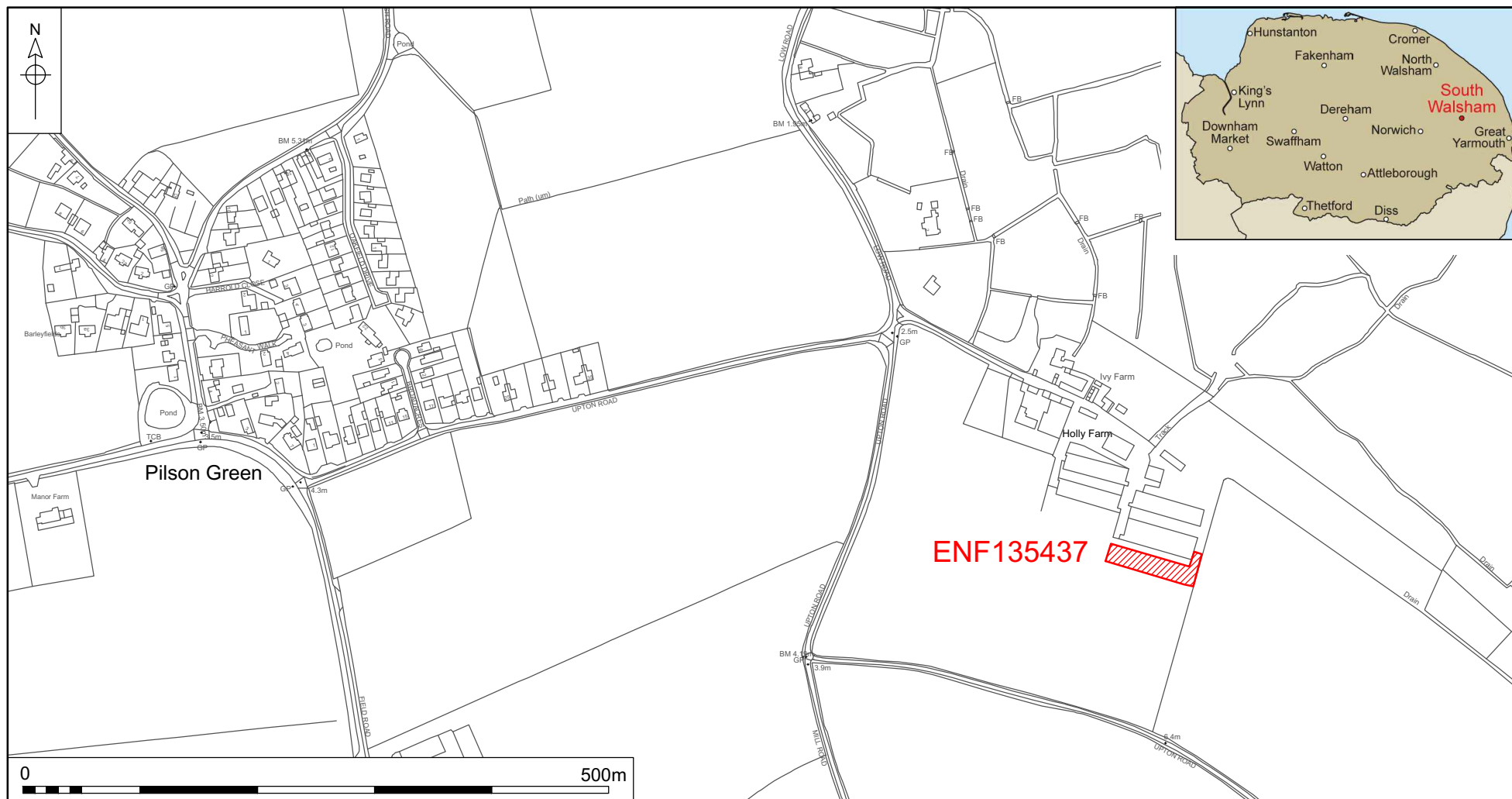
No archaeological features were present in the groundworks, although most of the excavations did not reach below the topsoil, so archaeological deposits may not have been exposed or disturbed.

A single modern brass pipe fitting was collected from the stripped topsoil but was not retained.

INTRODUCTION

Figure 1

- 1 Construction of a new poultry shed at Holly Farm, South Walsham involved excavation for a concrete pad, of stanchion pits, and for a new access track. The works were subject to archaeological monitoring due to the location close to an area of crop-marks. The site is located in Norfolk, to the east of South Walsham and on the west side of Upton Broad.
- 2 The work was undertaken to fulfil planning requirements set by Broadland District Council (20141329) and a Brief issued by Norfolk Historic Environment Service. The work was conducted in accordance with a Project Design and Method Statement prepared by NPS Archaeology (01-04-15-2-1257). The work was commissioned and funded by G.A. Marjoram & Son.
- 3 The programme of work was designed to assist in defining the character and extent of any archaeological remains within the proposed redevelopment 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 by NPS Archaeology and on completion of the project will be deposited with Norfolk Museums Service, following the relevant policies on archiving standards.



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Figure 1. Site location. Scale 1:5000

GEOLOGY AND TOPOGRAPHY

- 5 The underlying geology of the area consists of Quaternary Diamicton (mixed gravels, sands, silts and clays) of the Happisburgh Glacigenic Formation above Quaternary and Neogene Crag Group sands and gravels.¹
- 6 The site is situated on the edge of dry land 460m west of Upton Broad at a height of c. 2.00m OD. It lies 1.70km east of the village of South Walsham and 1.60km northwest of Upton village.
- 7 At the time of the work, the land was well-maintained fine pasture, with a leylandii hedge running along the east edge of the site of the proposed poultry shed.

¹ <http://mapapps.bgs.ac.uk/geologyofbritain/home.html>

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 watching brief site, data was collated from NHER records within a 500m radius of grid reference TG 38261 13307. This search returned 9 individual records including monuments and find spots.
- 9 Data obtained from the NHER provides the main source of information given in this Section, with further details supplied from historic maps viewed at Norfolk County Council's online *Map Explorer*.² The records are summarised below by historical period.
- 10 References in the following text with the prefix NHER are cited from Norfolk Historic Environment Record; all NHER data are copyright of Norfolk Historic Environment Service/Norfolk County Council. Individual contributors to NHER are acknowledged where appropriate.

Prehistoric

after A. Rogerson, Norfolk Landscape Archaeology, 2006/Historic Environment Service, 2011; S. Massey, National Mapping Programme, 2007

- 11 There are three records of prehistoric activity in the 500m radius study area. The crop-marks of a possible ring-ditch, potentially the remains of a Bronze Age round barrow, are visible on aerial photographs 460m west of the development site (NHER 49472). An Iron Age coin was found in 2006, 320m southwest of the current development (NHER 39925), and a prehistoric flint core was recovered in 2011, 890m southeast of the site of the new poultry shed (NHER 31509).

Roman

after S. Massey, National Mapping Programme, 2007; A. Rogerson, Norfolk Landscape Archaeology, 2009/Historic Environment Service, 2010; A. Marsden, Historic Environment Service, 2010

- 12 Evidence for the Roman period in the area of the current development comes from two distinct sources: metal-detecting and aerial photography survey. Two Roman coins were located 890m southeast of the current site by metal-detector in 2010 (NHER 31509), and more coins and a key were found 320m to the southeast in 2009 (NHER 39925).
- 13 Crop-marks of settlement, fields and trackways of unknown, but probable Roman date, are visible on aerial photographs 430m south of the development site (NHER 49469). Although it seems likely that the main phase of the enclosures, trackways and fields are broadly Roman in date, the site is likely to represent more than one phase, with possible Iron Age origins.
- 14 Further (undated) crop-marks of settlement, fields and trackways have been identified from aerial photographs 610m west of the current site (NHER 49468).

² <http://www.historic-maps.norfolk.gov.uk/>

These, too, are considered likely to be Roman in date, as a significant quantity of Roman-period finds has been recovered from the vicinity of the crop-marks.

- 15 The crop-marks of a series of undated multi-phase enclosures and field boundaries, some of which are likely to be late prehistoric–Roman in date, are visible on aerial photographs 255m west of the development (NHER 49507).

Medieval

after A. Rogerson, Norfolk Landscape Archaeology, 1995, 2006; W. Milligan, Norwich Castle Museum, 1997; S. Massey, National Mapping Programme, 2007; S. Ashley, Historic Environment Service, 2012; A. Beckham Historic Environment Service, 2012

- 16 Upton Broad, 460m east of the new chicken shed was created by peat cutting during the medieval and early post-medieval periods (NHER 13515). In 1997, a piece of post-medieval Frechen Ware pottery was dug up in a reed bed in this area.
- 17 Other records of the medieval period are derived from metal-detector finds and crop-mark evidence. A medieval barrel padlock was found by metal-detecting in 1995, 890m southeast of the development site (NHER 31509). Finds made in 2006 and 2012, 320m southwest of the current site, include a medieval spur buckle, a harness mount, a weight, and medieval coins (NHER 39925). A medieval/post-medieval hinged book clasp was located 335m to the southeast in 2013 (NHER 58938).
- 18 The crop-marks of an enclosure of probable medieval–post-medieval date are visible on aerial photographs within the area of the development and to the east (NHER 49471).

Post-medieval

after A. Rogerson, Norfolk Landscape Archaeology, 2004, 2006, 2009/Historic Environment Service, 2011, 2012; S. Ashley, Historic Environment Service, 2012

- 19 Metal-detector finds of post-medieval material include a post-medieval sword belt fitting and a post-medieval lead token recovered in 2003–4, and a jetton in 2012, 890m southeast of the development (NHER 31509). Metal-detecting of a field 320m southwest of the development, between 2006 and 2012, recovered post-medieval weights, bells, and coins (NHER 39925).

Cartographic Evidence

- 20 The c. 1840 Tithe Award map shows Holly Farm and the development area lying within two fields close to the edge of marshy ground to the north.³
- 21 The c. 1885 Ordnance Survey First Edition map shows an identical picture, with the marshes to the north labelled as ‘Liable to Floods’.⁴

³ <http://historic-maps.norfolk.gov.uk/>

⁴ <http://historic-maps.norfolk.gov.uk/>

METHODOLOGY

- 22 The objective of the watching brief was to record 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.
- 23 The Brief required that all groundworks be monitored by a qualified archaeologist.
- 24 Machine excavation was carried out by a hydraulic 360° excavator equipped with a toothless ditching bucket.
- 25 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.
- 26 Due to an absence of sub-surface archaeological deposits, environmental samples were not taken.
- 27 All archaeological features and deposits were recorded using NPS Archaeology pro forma. Trench locations, plans and sections were recorded at appropriate scales. Colour, monochrome and digital photographs were taken of all relevant features and deposits where appropriate.
- 28 Site conditions were good, with the work taking place in fine weather.

RESULTS

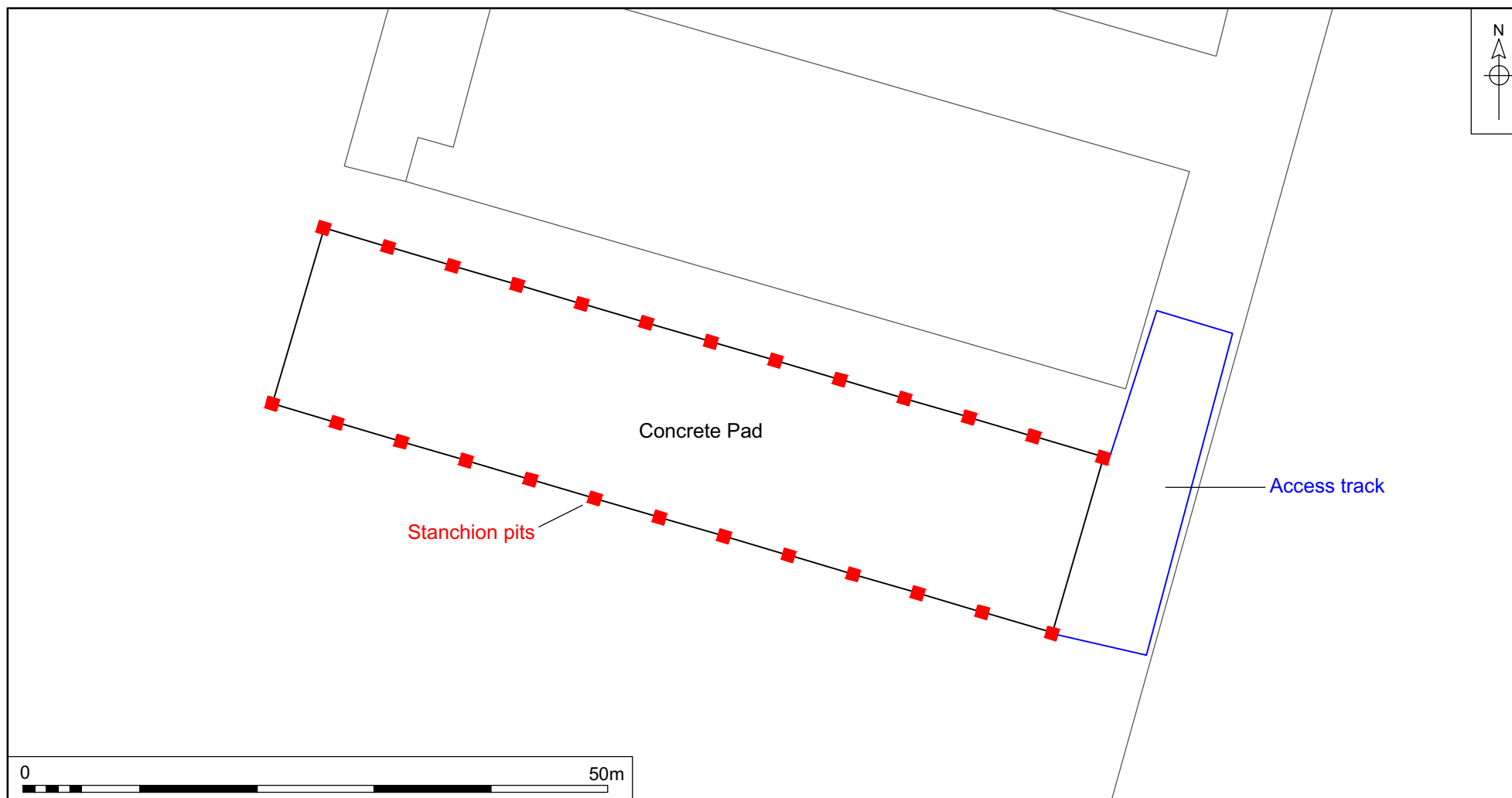
Plate 1

Figure 2

- 29 The excavations took place on 18–25 November 2014, with the new access track excavated first and the stanchion pits excavated last. Geological natural deposits of yellow-brown clayey silt were visible in the stanchion pits and at the north end of the access track, beneath 0.40m of mid- to dark brown clayey silt topsoil **01**. No archaeological features were visible and only one artefact was recovered by use of a metal-detector. This was a modern brass pipe fitting, which was not retained.



Plate 1: Excavation for the concrete pad, facing east



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Figure 2. Site plan. Scale 1:500

CONCLUSIONS

- 30** No archaeological features or artefacts were identified during the groundworks associated with the construction of the new poultry shed. However, most of the excavations did not reach below the base of the topsoil, so archaeological features may not have been exposed.

Acknowledgements

The author would like to thank the client, Ed Marjoram, and the machine driver, Carl Eagle, for their help and cooperation during the fieldwork phase of this project.

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

Bibliography and Sources

British Geological Survey 2014. *Geology of Britain Viewer*. [online] Available at: <http://mapapps.bgs.ac.uk/geologyofbritain/home.html>. [Accessed 3 November 2014]

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

Norfolk County Council 2014. *Map Explorer*. [online] Available at: <http://historic-maps.norfolk.gov.uk/>. [Accessed 3 November 2014]

Appendix 1: Context Summary

Context	Category	Cut Type	Fill Of	Description
01	Deposit			Topsoil. Mid- to dark brown clayey silt with sparse flint gravel, chalk flecks and ceramic building material fragments

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](#)

[Printable version](#)

OASIS ID: norfolka1-193352

Project details

Project name	Holly Farm, South Walsham WB
Short description of the project	An archaeological watching brief was conducted for Ed Mrpram during groundworks associated with the construction of a new poultry shed at Holly Farm, Low Road, South Walsham. No significant archaeological features or artefacts were present in the groundworks, although most of the excavations did not reach below the topsoil, so archaeological deposits may not have been exposed or disturbed.
Project dates	Start: 18412014 End: 25412014
Previous/future work	Not known / Not known
Any associated project reference codes	135437 -HER event no.
Type of project	Recording project
Mhument type	NONE None
Significant Finds	NONE None
Investigation type	Watching Brief
Prompt	National Planning Policy Framework -NPPF

Project location

Country	England
Site location	NORFOLK BROADLAND SOUTH WALSHAM Holly Farm, Low Road
Study area	0 Square metres
Site coordinates	638261 313307 638261 00 00 N 313307 00 00 E Point
Height OD / Depth	M: 200m Mx: 200m

Project creators

Name of Organisation	NPS Archaeology
Project brief originator	Norfolk Historic Environment Service

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	Other'
Digital Media available	Images raster / digital photography;'Text'
Paper Archive recipient	Norfolk Museums Service
Paper Contents	Other'
Paper Media available	Context sheet;'Report'

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	Archaeological Watching Brief at Holly Farm, Low Road, South Walsham, Norfolk
Author(s)/Editor(s)	Hickling, S.
Other biographic details	2014/1257
Date	2015
Issuer or publisher	NPS Archaeology
Place of issue or publication	Norwich
Entered by	A.Crowson (andrewcrowson@scouk)
Entered on	19 February 2015

Appendix 3: Archaeological Specification

NPS ARCHAEOLOGY

**HOLLY FARM, SOUTH WALSHAM,
NORFOLK**

(planning reference 20141329)

ARCHAEOLOGICAL MONITORING

Prepared for

Ed Marjoram

by

**NPS Archaeology
Scandic House
85 Mountergate
Norwich
NR1 1PY**

October 2014

Reference No: NAU 01-04-15-2-1257

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1. Introduction

- 1.1 Proposals for the erection of new poultry houses, packing room & feed storage at Holly Farm, South Walsham, Norfolk (NGR 638180, 313427) requires a programme of archaeological monitoring to assess the potential archaeological resource of the site and the likely impacts of development on that resource.
- 1.2 The proposed development lies within an area of cropmarks of an enclosure and associated boundaries, within a wider landscape of undated and multiperiod enclosures and boundaries, some of which are likely to be late prehistoric or Roman in date. Therefore, Norfolk Historic Environment Service recommended a condition be attached to the planning application (planning ref: 20141329) stipulating that the site requires archaeological monitoring during construction.
- 1.3 In order to comply with that condition Ed Marjoram requested that NPS Archaeology produce costs and this project design for a programme of monitoring on the construction works to fulfil the requirements of an Archaeological Brief for the Monitoring of Works under Archaeological Supervision and Control issued by Norfolk Historic Environment Service (Kelly Powell 7/10/2014).

2. Mitigation Strategy

- 2.1 The programme of archaeological works presented in this document has been designed to meet the requirements of the Archaeological Brief. 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.
- 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 this area, all ground disturbance works 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.

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 The watching brief will monitor any works that may directly impact on any below ground deposits.

2.5.2 The monitoring will be carried out in accordance with the *Standard and Guidance for an Archaeological Watching Brief* (Institute for Archaeologists 2008) and the guidelines set out in the document *Standards for Field Archaeology in the East of England* (Gurney 2003).

2.5.3 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 black and white film and 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.

2.5.4 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. All human remains removed will be stored until arrangements are made 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.

2.5.5 Samples for palaeoenvironmental material will be collected if suitable deposits are encountered. Standard 10 litre bulk soil samples

(minimum of 30-40 litres for large deposits and 100% for small deposits), column or monolith samples and Kubiena tins, will be collected from such deposits as appropriate, 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 a suitable database.
- 2.6.2 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.
- 2.6.3 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.

2.7 Report and Archive

- 2.7.1 A report will be produced that will present the stratigraphic, structural, artefactual and photographic evidence and an analyses of that evidence.
- 2.7.2 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.
- 2.7.3 A synthesis of the report may be submitted for publication in an appropriate archaeological journal within twelve months of the completion of the fieldwork.
- 2.7.4 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 digital .pdf copy will go to the Norfolk Historic Environment Service. 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 fieldwork.

- 2.7.5 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 and English Heritage. This will include a pdf version of the final report.
- 2.7.6 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.
- 2.7.7 The archive will be fully indexed and cross-referenced and prepared in a form that can be microfilmed on behalf of the National Monuments Record. It will also be integrated with the Norfolk Museums and Archaeology Service's Project accession number and the Norfolk Historic Environment Record numbering system. The silver master will be deposited with National Monuments Record and a diazo copy with the Norfolk Historic Environment Record. 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 Museums and Archaeology Service. A full listing of archive contents and finds boxes will accompany the deposition of the archive and finds.
- 2.7.8 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

- 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 Officer will act under the direction of the Project Manager. 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 rural 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:

Senior Management	
Archaeology Manager	Jayne Bown BA, MIfA

Field Staff	
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.
- 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:

4.5.1 *Nominated specialists used by NPS Archaeology*

Specialist	Research Field
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
Sarah Percival BA, MIfA	metal-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 completion of the archive
 - 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 and finds with the Norfolk Museums and Archaeology Service.
- 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 Managers 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.