Report 2014/1046

nps archaeology

Archaeological Watching Brief at the New Sewerage Treatment Unit, Felbrigg Hall, Norfolk

ENF 134722

Prepared for
The National Trust
East of England Regional Office
Westley Bottom
Bury St. Edmunds
Suffolk
IP33 3WD

Steve Hickling MA, ACI*f*A

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www.nps.co.uk

PROJECT CHECKLIST		
Project Overview	Jayne Bown	
Draft Completed	Steve Hickling	30/10/2014
Graphics Completed	David Dobson	12/11/2014
Edit Completed	Andrew Crowson	06/01/2015
Reviewed	David Adams	13/01/2015
Issue 1		

NPS Archaeology
Scandic House
85 Mountergate
Norwich
NR1 1PY

T 01603 756150 F 01603 756190 E nau.mail@nps.co.uk W htpp://nau.nps.co.uk

01-04-15-2-1046

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Location:	Felbrigg Hall, Felbrigg, Norfolk
District:	North Norfolk
Grid Ref.:	TG 1918 3945
Planning Ref.:	PF/14/0105
HER No.:	ENF 134722
OASIS Ref.:	196733
Client:	National Trust
Dates of Fieldwork:	19 August–26 September 2014

Summary

An archaeological watching brief was conducted for the National Trust during groundworks associated with the installation of a new sewerage treatment unit at Felbrigg Hall.

Although no archaeological features were observed, the stratigraphy at the south end of the treatment unit suggested that spoil had been deposited there in an attempt to level the area. The dumped material consisted of redeposited natural sand and was sealed by modern topsoil. An earlier topsoil layer was buried by the dumped soils and contained ceramic building material rubble, possibly from the demolition of earlier stables, a barn and a coach house, which are shown to the south on an undated, but probably late 18th–early 19th-century, map.

1.0 INTRODUCTION

Figure 1

Proposals to install a new track road and field drainage at Felbrigg Hall required archaeological monitoring of the groundworks due to the location of the site within the medieval core of the village of Felbrigg, and within a park that is Grade II* listed in the Register of Parks and Gardens of Special Historic Interest in England.

The work was undertaken to fulfil requirements set by the National Trust and a Brief issued by Norfolk Historic Environment Service (ref: CNF45422). The work was conducted in accordance with a Written Scheme of Investigation prepared by NPS Archaeology (01-04-15-2-1046). The work was commissioned and funded by the National Trust.

The programme of work was designed to assist in defining the character and extent of any archaeological remains within the proposed development area, following the 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 at the offices of NPS Archaeology and on completion of the project will be deposited with Norfolk Museums Service following the relevant policies on archiving standards.

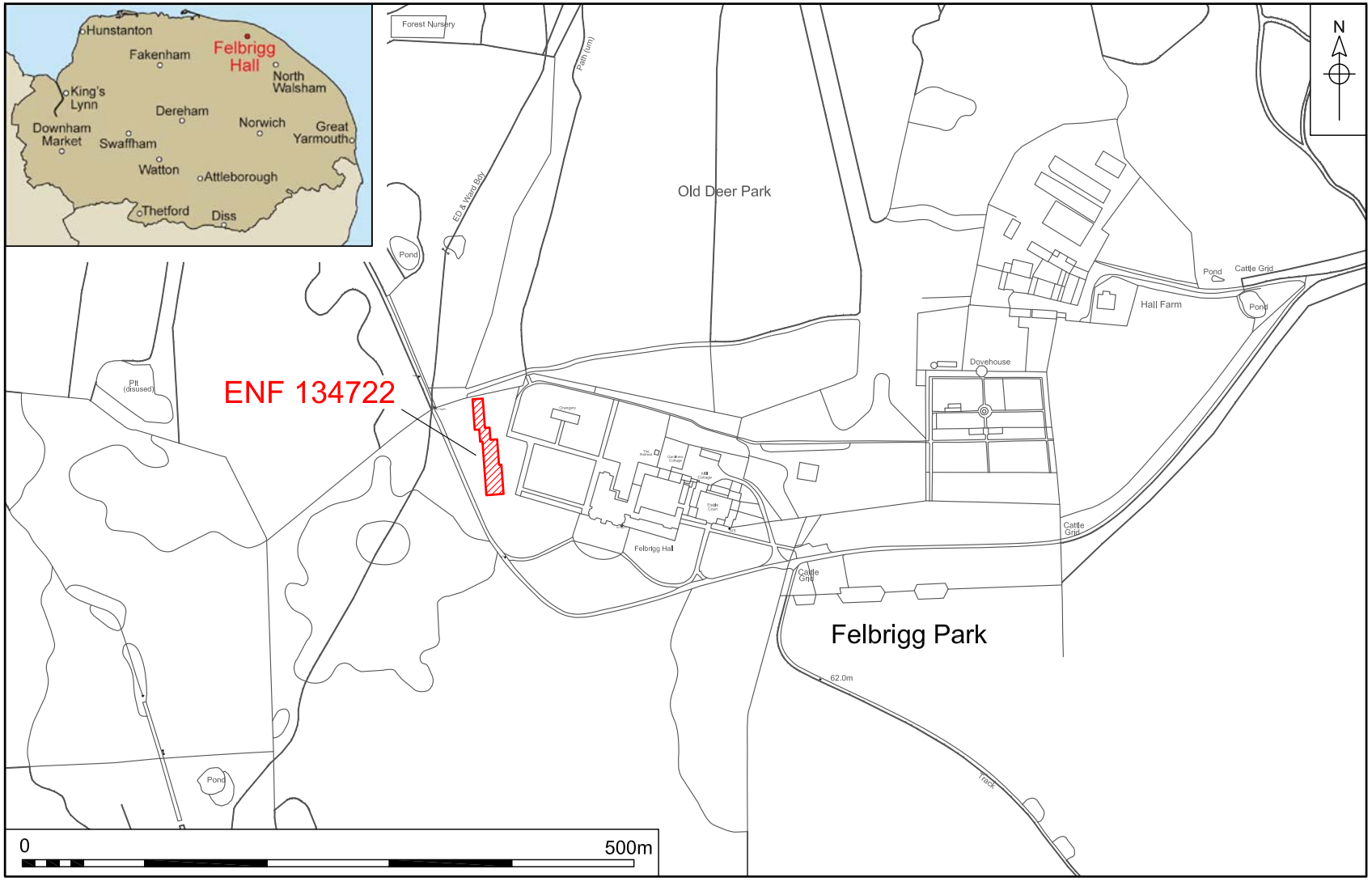

Figure 1. Site location. Scale 1:5000

2.0 GEOLOGY AND TOPOGRAPHY

The site lies on a southwest-facing slope at a height of *c*. 60–65m OD, close to the summit of the Cromer Ridge, a line of glacial terminal moraine forming an east–west ridge along the north coast of Norfolk. The highest point in Norfolk, at Roman Camp, lies 2.00km to the northwest.

The underlying geology consists of Quaternary sands and gravels of the Briton's Lane Sand and Gravel Member above Quaternary sands and gravels of the Wroxham Crag Formation (http://mapapps.bgs.ac.uk/geologyofbritain/home.html).

The development area is currently park land used as grass pasture.

3.0 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

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

3.1 NHER Records

Felbrigg Hall (NHER 6633), which is situated 90m east of the sewerage treatment unit (STU) development, is a 17th-century mansion (built 1620–87) with later alterations. The house and its contents were given to the National Trust by Robert Ketton-Cremer and the house and gardens are open to the public.

The Orangery (NHER 51744) at Felbrigg Hall, 65m northeast of the STU, was constructed for William Ashe Windham around 1705 and was restored in 1958. It is a brick building with a hipped slate roof.

The brick-built kitchen garden walls (NHER 51748) at Felbrigg Hall, 360m east of the development site, were constructed in the 18th century on a square plan with a large gateway in the west corner of the south wall. Several glasshouses are situated in the south of the garden, and a dovecote is located in the centre of the north wall. The dovecote was constructed in the mid-18th century.

The service wing (NHER 51746) of Felbrigg Hall, 125m east of the development area, was constructed by James Paine around 1750 and housed the Hall Estate Offices. The service wing is a two-storey, rectangular brick range fronted by a long passage and flanked by projecting wings.

The stables (NHER 51747) at Felbrigg Hall, 180m east of the STU site, were constructed in 1825 for Admiral William Windham. The complex is arranged around a central courtyard and consists of a northern two-storey range with single-storey ranges to the east and west, an open arcade to the south, and two-storey towers at the corners.

A milestone (NHER 56819) is located against the outer wall of Felbrigg Hall's Stable Block, 200m southeast of the STU site.

The development site lies within Felbrigg Park (NHER 29822), a medieval and post-medieval deer park developed into a landscape park from the 17th century onwards. Humphrey Repton may have been involved in designing the park in the late 18th century.

The STU site also lies within the Formal Gardens (NHER 51749) of Felbrigg Hall, which are principally to the west and north of the hall, and were begun in the 17th century.

Earthworks of a north–south medieval road or hollow way (NHER 19027) are recorded in the grounds of the hall. There is also an area of medieval ridge and furrow (NHER 36430) along with several linear features, two of which may form a track way. A series of medieval or post-medieval hollow ways, roads, ponds and enclosures survive as earthworks (NHER 40183) in the Great Wood.

Park Wall Farm (NHER 33867), 510m southwest of the STU site, is an early 17th-century flint and brick house with a 19th-century extension. A 17th-century barn alongside the house was partly rebuilt in the 19th century.

Two barns at Hall Farm, 504m east of the development site, are dated to 1832 (NHER 47337) and 1844 (NHER 47726).

3.2 Cartographic Sources

Faden's map of 1797 (http://www.fadensmapofnorfolk.co.uk/index.asp) shows that the landscaped park existed at this date, but detail is scarce on such a small scale map.

The Felbrigg Enclosure map of 1825 doesn't show any detail of the park (http://www.historic-maps.norfolk.gov.uk).

The Felbrigg Tithe map of *c.* 1840 suggests that there may be a boundary and a track way aligned north–south within the development area (http://www.historic-maps.norfolk.gov.uk).

An unreferenced plan provided by the National Trust entitled *A Plan of the Mansion House, Offices, Yards, Gardens &c.*, but undated, shows a range of stables, a coach house and a barn just to the south of the development area.

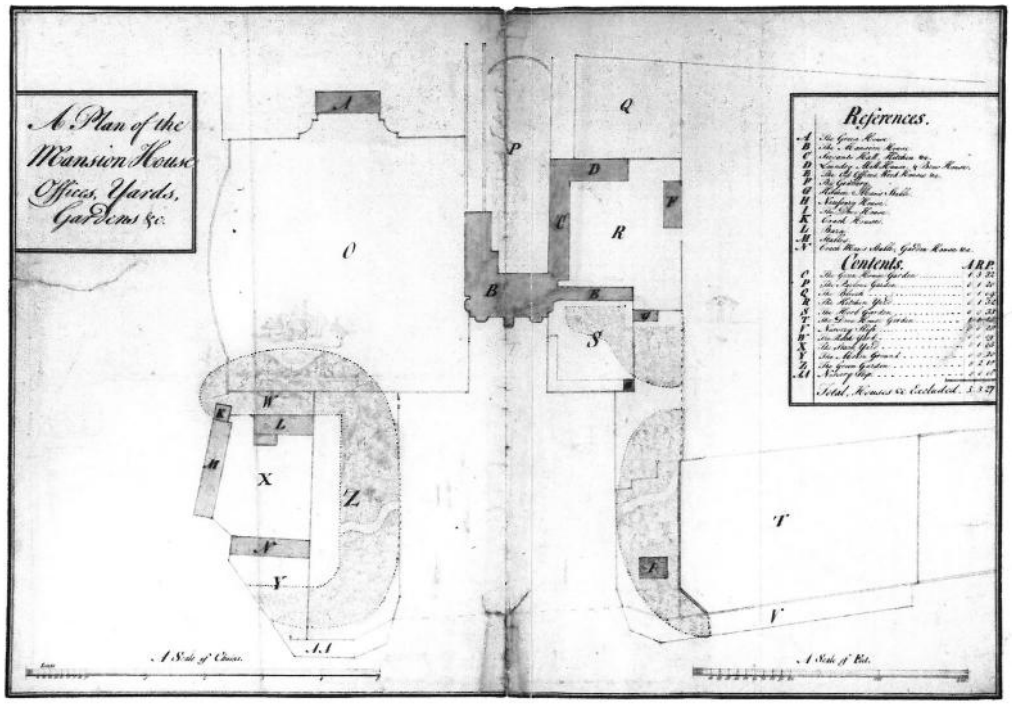

Plate 1. National Trust plan *A Plan of the Mansion House, Offices, Yards, Gardens &c.*

4.0 METHODOLOGY

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.

The Brief required that all groundworks be monitored by a qualified archaeologist.

Machine excavation was carried out by a hydraulic 360˚ 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.

Environmental samples were not taken due to a lack of suitable deposits.

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.

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

5.0 RESULTS

Figure 2

Groundworks were undertaken from 15–26 September 2014.

The drain trenches were 1.00m wide and a maximum of 1.10m deep.

5.1 Area 1

Plate 2

In Area 1, at the south end of the works, natural yellow sands were exposed at a depth of 0.90m below ground level (bgl). A layer of dark brown sand [3], 0.40m deep and containing occasional ceramic building material fragments, was recorded above the natural sands. This was interpreted as buried former topsoil, and a brick fragment recovered from the deposit was dated to the post-medieval period.

Above the buried topsoil layer, redeposited natural yellow sand [2] was recorded 0.30m deep. Modern topsoil [1], dark brown sand 0.20m thick, sealed the sequence.

5.2 Areas 2-4

Plate 3

Towards the north end of the excavations the depth to the natural sand became shallower, suggesting that the overall area once had a steeper slope.

The stratigraphy consisted of natural sand at a depth of 0.50m bgl, with a layer of former topsoil [3] 0.30m thick, and modern topsoil [1] 0.20m thick, above.

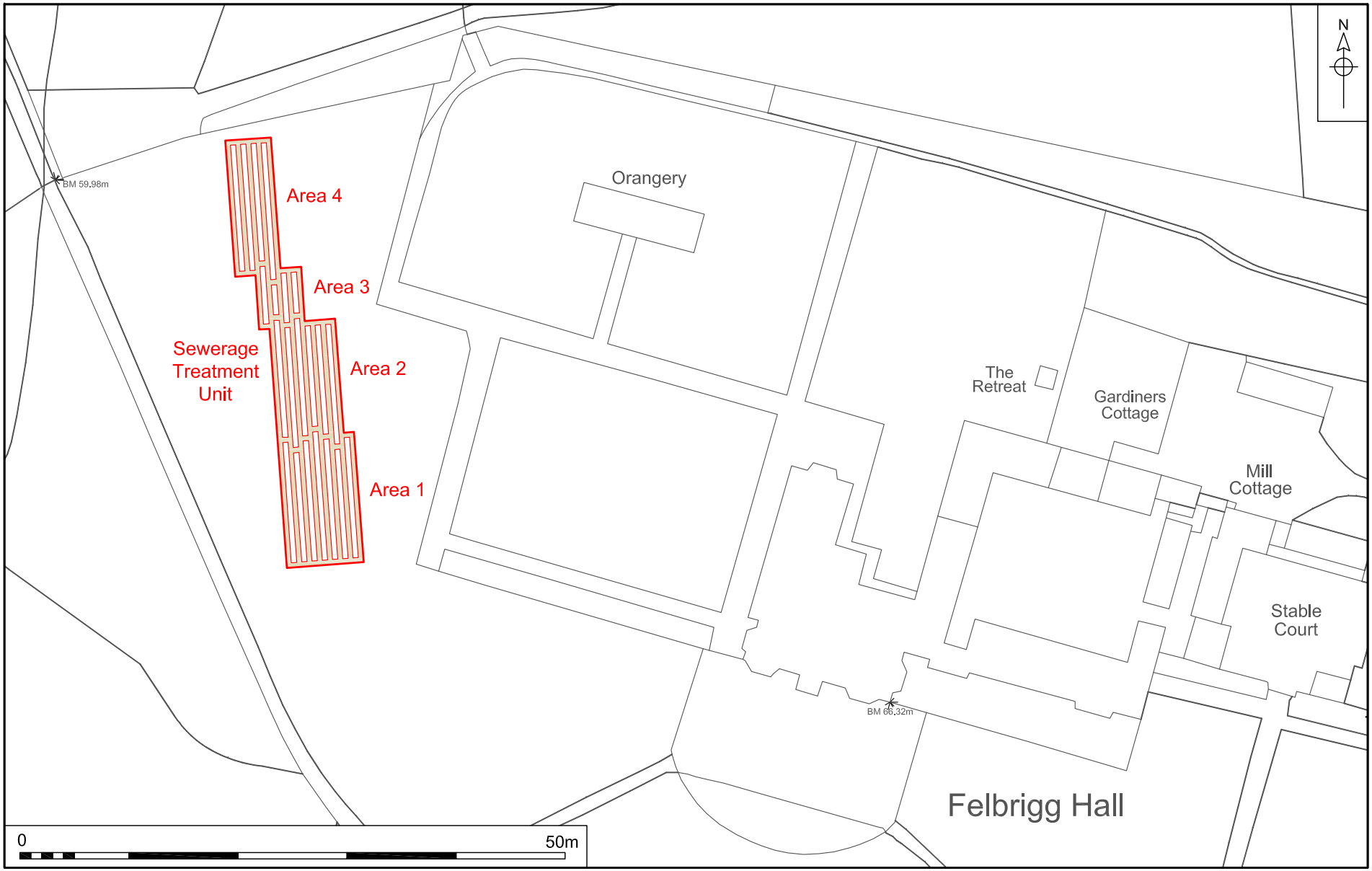

Figure 2. Site plan. Scale 1:500

Plate 2. Area 1, the south end of the STU facing east

Plate 3. Area 4, the north end of the STU facing northwest

6.0 ARCHAEOLOGICAL FINDS

By Rebecca Sillwood

All finds were processed and recorded by count and weight, and a Microsoft Excel spreadsheet was created outlining broad dating. Each category of material was considered separately and is included below organised by material. A full list of all finds by context can be found in Appendix 2a.

6.1 Pottery

Three fragments of post-medieval pottery (63g) were recovered unstratified from the site [4]. Two pieces are conjoining fragments of the same vessel; all are body sherds.

The two conjoining pieces are probably fragments of Speckle-Glazed ware, in fine well-fired orange fabric, with dark brown lead glaze on both the interior and exterior surfaces, and with iron oxide flecking visible on the upper part of the exterior. This type of pottery dates to the late 17th century through to the 18th century (Jennings 1981, 155).

The third fragment is a piece of ubiquitously found glazed red earthenware. This body sherd is also in fine orange fabric. The exterior just shows signs of an orange glaze to one part, and the interior has speckled orange glaze. This type of pottery was used in many different utilitarian vessels and dates from the 16th–18th centuries.

6.2 Ceramic Building Material

A single piece of brick was found in the former topsoil [3]. The fragment (929g) is incomplete, but measures 118mm long x 50mm wide. The brick is in sandy orange fabric, with occasionally large pebble/flint inclusions and grog. The brick is strawed on the underside and has transverse striations to the upper surface. This brick is likely to be handmade due to the ‘strike lines’ noted on the upper surface (Anderson, 2014), which would have been incurred when removing excess clay from the mould. Bricks such as this more usually have sunken margins, but this is not the case in this example. A recent parallel can be found from an archaeological site at John Kennedy Road in King’s Lynn (Anderson 2014), which is dated as being post-medieval.

6.3 Finds Conclusions

All of the material from the watching brief is of post-medieval date. The pottery is unstratified and the ceramic building material is from earlier topsoil.

7.0 CONCLUSIONS

Although no archaeological features were observed, the stratigraphy at the south end of the STU suggests that soils were deposited there to level the area. The dumped material consisted of redeposited natural sand and may feasibly have derived from the excavation of a ha-ha surrounding a lawn to the east. The former topsoil layer buried by the dumped sands contained ceramic building material rubble, possibly from the demolition of the earlier stables, barn and coach house range to the south, which are shown on a map of probable late 18th–early 19th-century date. It is unfortunate that the brick from the buried topsoil could not be dated more closely than post-medieval, as it could have served to suggest a date for the demolished buildings.

Acknowledgements

NPS Archaeology would like to thank the National Trust for commissioning and funding the archaeological work.

The author would like to thank the staff of Dunella Civil Engineers, especially Noel Wilkin, for their help and cooperation during the fieldwork stage of the project.

The finds were processed, recorded, and reported on by Rebecca Sillwood.

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

Bibliography and Sources

Anderson, S.	2014	'Ceramic Building Material', in Whitmore, D., *Archaeological Trial Trench Evaluation at the Former Pilot Cinema, John Kennedy Road, King's Lynn*. NPS Archaeology Report 2014/1233 (unpublished)
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http://www.historic-maps.norfolk.gov.uk	Accessed 14.07.2014

Appendix 1a: Context Summary

Context	Category	Cut Type	Fill Of	Description	Period
1	Deposit			Modern topsoil	Modern
2	Deposit			Redeposited natural sand	Unknown
3	Deposit			Buried topsoil	Post-medieval
4	Finds			Unstratified finds	

Appendix 2a: Finds by Context

Context	Material	Qty	Wt	Period	Notes
3	Ceramic Building Material	1	929g	Post-medieval	Brick fragment
4	Pottery	3	63g	Post-medieval	

Appendix 2b: Finds Summary

Period	Material	Total
Post-medieval	Ceramic Building Material	1
	Pottery	3

Appendix 3: 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: norfolka1-196733

Project details

Project name	Felbrigg Sewerage Treatment Unit
Short description of the project	Watching Brief. An archaeological watching brief was conducted for the National Trust during groundworks associated with the installation of a new sewerage treatment unit at Felbrigg Hall. Although no archaeological features were observed, the stratigraphy at the south end of the treatment unit suggested that spoil had been deposited there in an attempt to level the area. The dumped material consisted of redeposited natural sand and was sealed by modern topsoil. An earlier topsoil layer was buried by the dumped soils and contained ceramic building material rubble, possibly from the demolition of earlier stables, a barn and a coach house, which are shown to the south on an undated, but probably late 18th-early 19th-century, map.
Project dates	Start: 19-08-2014 End: 26-09-2014
Previous/future work	No / Not known
Any associated project reference codes	ENF134722 - HER event no.
Type of project	Recording project
Site status	National Trust land
Current Land use	Cultivated Land 1 - Minimal cultivation
Monument type	NONE None
Significant Finds	POTTERY Post Medieval
Significant Finds	BRICK Post Medieval
Investigation type	"Watching Brief"
Prompt	National Planning Policy Framework - NPPF

Project location

Country	England
Site location	NORFOLK NORTH NORFOLK FELBRIGG Felbrigg Hall Sewerage Treatment Unit
Study area	200.00 Square metres
Site coordinates	TG 1918 3945 52.9072427143 1.25978848368 52 54 26 N 001 15 35 E Point
Height OD / Depth	Min: 60.00m Max: 65.00m

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
Type of sponsor/funding body	National Trust

Project archives

Physical Archive recipient	Norfolk Museums Service
Physical Contents	"Ceramics"
Digital Archive recipient	NPS Archaeology
Digital Contents	"other"
Digital Media available	"Images raster / digital photography","Images vector","Spreadsheets","Text"
Paper Archive recipient	Norfolk Museums Service
Paper Contents	"other"
Paper Media available	"Context sheet","Plan","Report","Section"

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	Archaeological Watching Brief at the New Sewerage Treatment Unit, Felbrigg Hall, Norfolk
Author(s)/Editor(s)	Hickling, S.
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Entered by	A. Crowson (andrew.crowson@nps.co.uk)
Entered on	13 January 2015

Appendix 4: Archaeological Specification

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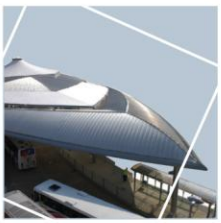
Archaeological monitoring
Felbrigg Hall Sewage Treatment Unit
Written Scheme of Investigation



Prepared for
The National Trust
East of England Regional Office
Westley Bottom
Bury St. Edmunds
Suffolk
IP33 3WD

NPS Archaeology

July 2014

www.nps.co.uk

Location	Felbrigg Hall Sewage Treatment Unit
District	North Norfolk
Client	The National Trust

DOCUMENT CHECKLIST		
Project Manager	Nigel Page	
Completed by	Nigel Page	23/04/2014
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Revised by	Steve Hickling	23/7/2014
Issue 1		

NPS Archaeology
Scandic House
85 Mountergate
Norwich
NR1 1PY

T 01603 756150 **F** 01603 756190 **E** nigel.page@nps.co.uk http://nau.nps.co.uk

Archaeological monitoring
Written Scheme of Investigation

1. Introduction

1.1 A proposal to install a new trackway road and field drainage at Felbrigg Hall, Norfolk, requires archaeological monitoring because of its location close to the site of former service buildings and within the formal park.

1.2 The Norfolk Historic Environment Service acting on behalf of North Norfolk District Council has recommended that a programme of archaeological monitoring be carried out during construction to identify and record any archaeological remains affected by the development

1.3 In order to comply with that requirement The National Trust has requested that NPS Archaeology prepare costs and this Written Scheme of Investigation for an appropriate programme of archaeological works to fulfil the requirements of 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 the Generic *Brief for the Monitoring of Works Under Archaeological Supervision and Control* issued by the 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.

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 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 Ground disturbance works related to the installation of the new trackway road and drainage system 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 The Norfolk Historic Environment Service and The National Trust 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. 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 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 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. One will be presented to the National Trust for dissemination, one copy will be sent to the English Heritage Regional Advisor for Archaeological Science, if considered appropriate and three hard copies and a PDF copy on CD will be sent to the Norfolk Historic Environment Service. 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 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 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 A*IfA*

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, human remains
Roger Doonan	Non-Ferrous Metalworking
Debbie Forkes	Conservation
Val Fryer	Macrofossil analysis
Stephen Heywood	Architectural Stonework
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.