

**Building 4 Extension, Bepak, Bergen Way
King's Lynn, Norfolk, PE30 2JJ**

Archaeological Monitoring



Prepared for:
Bepak Europe Ltd

Planning Ref: Pre-application

HER: ENF138949

February 2016

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QUALITY ASSURANCE		
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<i>Issue 1</i>		

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Client:	Bepak Europe Ltd
Location:	Building 4, Bepak, Bergen Way, King's Lynn, Norfolk
District:	King's Lynn and West Norfolk
Planning Reference:	Pre-application
Grid Reference:	TG 6270 2186
HER No.:	ENF138949
OASIS ID:	norfolka1-221172
Dates of Fieldwork:	25, 29 September 2015; 2, 5–7, 12 October 2015

Summary

NPS Archaeology was commissioned by Bepak Europe Ltd to carry out archaeological monitoring ahead of work on a building extension at Building 4, Bepak, Bergen Way, King's Lynn, Norfolk (TG 6270 2186).

The size of the site to be monitored was approximately 576m² and was located within the Bepak building on Bergen Way, to the south of Building 4, on the west side of the complex. The elevation of the site is c.3.00m OD.

The archaeological potential of the site stems from the proximity of the development to extensive sites of salt production, which took place in the medieval period in localities within 500m of the development area.

The monitoring took place at the end of September and in early October 2015. It centred on archaeological observation of machine-excavated trenches within the footprint of the new extension, and the removal of concrete piling and ring beams from the underlying deposits of the site. No features or finds of archaeological interest were observed, or recovered from the groundworks at the site.

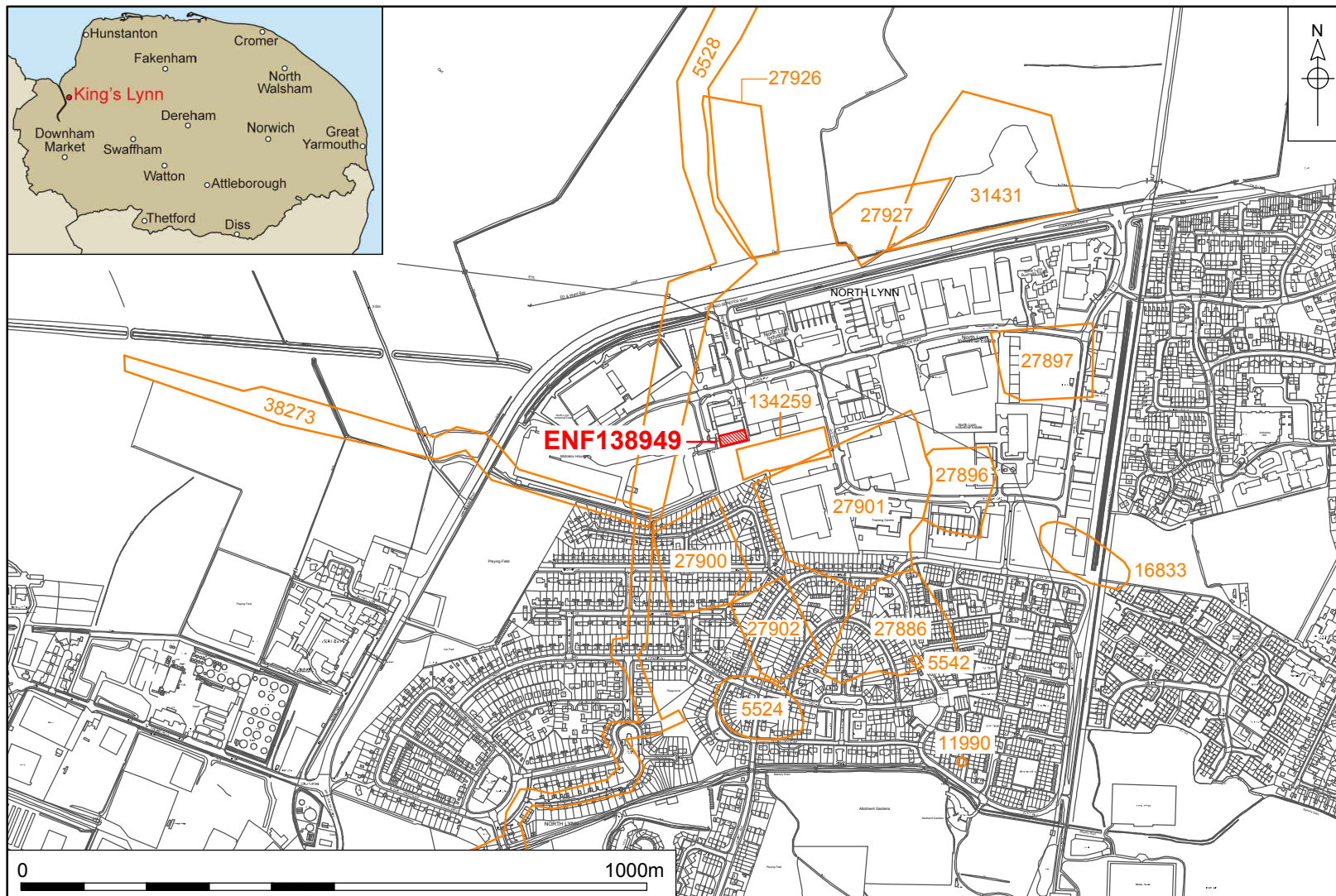
INTRODUCTION

Project Background

- 1 NPS Archaeology was commissioned and funded by Bepak Europe Ltd to conduct an archaeological watching brief at Bepak, Bergen Way, King's Lynn.
- 2 The development to be monitored consisted of the excavation and removal of concrete piles and ring beams from the foundations of a building previously demolished on the site. This building was formerly attached to the south of Building 4 to the west of the Bepak complex (TG 6270 2186). The building had covered an approximate area of 576m², consequently the foundations to be removed occupied the same footprint.
- 3 Previous archaeological work in the area of the site consisted solely of a watching brief, carried out in a separate location of the building complex, approximately 30m to the south-east of the current site. This was a project to monitor the stripping of earth from the site, in advance of piling and during excavation of pile ringbeam slots. No significant archaeological features or artefacts were present on this occasion (Hickling 2014).

Planning Background

- 4 The current work was undertaken to fulfil planning requirements set by the Borough Council of King's Lynn and West Norfolk and a Brief issued by Norfolk County Council Historic Environment Service (NCCHEs). The work was conducted in accordance with a Written Scheme of Investigation prepared by NPS Archaeology (ref: 01-04-16-2-1190/JB 8/2015).
- 5 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).
- 6 The recipients of this report will be Bepak Europe Ltd, Norfolk County Council Historic Environment Service and King's Lynn and West Norfolk District Council Authority.



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Figure 1. Site location with HER data. Scale 1:10,000

GEOLOGY AND TOPOGRAPHY

Geology

- 7 The superficial geology of the immediate and surrounding area consists of silts and clays deposited on the tidal flat in the Quaternary period. These overlay Jurassic mudstone of the Kimmeridge Clay Formation (BGS 1985. *East Anglia, Sheet 52N 00 Solid Geology*; BGS 1991 *East Anglia, Sheet 52N 00 Quaternary*).

Topography

- 8 The site is situated within a large industrial estate on flat land at a height of 2.95–3.46m OD, located approximately 2km to the north-east of the historic centre of King's Lynn. The site being monitored consisted of concrete piling, ring beams and the remains of hardstanding set into a layer of crushed rubble hardcore over natural tidal silts and clays, and covered approximately 576m².



Plate 1. Site topography

ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

Sources

- 9 The primary source for archaeological evidence in the county of Norfolk is the Norfolk County Council Historic Environment Record (HER), which details archaeological discoveries and sites of historical interest. In order to characterise the likely archaeological potential of the proposed development site, HER record data was purchased from NCCHEs for a size radius of Grid Reference. This exercise returned numbered individual records, including scheduled monuments, other monuments, spot finds and buildings, containing evidence of historical activity spanning the prehistoric–medieval periods.
- 10 A reference table listing dates for historical periods described in this report is provided in Appendix 3.

HER data

- 11 The HER data that are most relevant to the current work are referenced and summarised below, along with details of previous archaeological work in the vicinity. The information presented that is sourced from Norfolk Historic Environment Record remains copyright of Norfolk County Council Historic Environment Service.

Roman

- 12 About 500m to the south-east of the development site a Roman coin from the 4th century was recovered in 1969 (NHER 11990). Also in the same area, Roman pottery fragments were found in a soakaway pit, likely derived from a villa site at NHER 3669.

Medieval

- 13 The main activity associated with the medieval period in the vicinity of the development was salt production. Evidence of this activity has been confirmed by the discovery of several medieval ‘saltern’ mounds, comprising a waste material of ash, sand and fragments of ‘briquetage’ or fired clay. A number of these structures have been located within a radius of 500m of the development site. A selection of these sites includes: NHER 5524 and NHER 27902 to the south; NHER 5542 and NHER 27886 to the south-east; NHER 31431 to the north-east; NHER 27896 and NHER 27897 to the east; NHER 27900 to the south-west; NHER 27901 and NHER 27902 to the south and NHER 27926 and NHER 27927 to the north.
- 14 A scatter of medieval cooking ware fragments (NHER 16833) and briquetage were observed in the excavation of a ditch 450m to the east of the site in 1964.

Post-medieval

- 15 In the 17th and 18th century flood defences were installed in the vicinity of the town in the form of sea banks and drains, several of which have been located by the use of aerial photographs taken by the RAF in the 1940s.
- 16 Earthworks and cropmark evidence of a large sea bank from the 17th or early 18th centuries was located 200m to the west of the site (NHER 5528). Other sea defence earthworks have been identified in aerial photographs including NHER 27078 to the north-west, and NHER 38273 to the south-west, of the development site.

Previous archaeological investigations

- 17 Previous work on the site consists of a watching brief approximately 30m to the south-west of the current area of the site, to monitor groundworks associated with new construction. No features or finds of archaeological interest were located on this occasion (Hickling 2014).

Cartographic data

- 18 Early maps depicting the area of the current development include Faden's 1797 map of Norfolk (Barringer 1989) and Bryant's map of 1826 (Barringer 1998). These show that the land was part of 'Gaywood Marsh', probably a grazed salt marsh. This land continued to be used as open pasture until the late 20th century when the North Lynn Industrial Estate was built, within which the current development resides.

METHODOLOGY

General

- 19 Methodology for the monitoring followed the agreed Written Scheme of Investigation (01–04–16–2-1190: Paragraph 14, Jayne Bown 2015), where the mitigation strategy for the works is presented in full (Appendix 5).
- 20 Archaeological procedures conformed to guidelines issued by the Chartered Institute for Archaeologists (CIfA 2014a) and the monitoring was conducted within the context of the relevant regional archaeological framework (Medlycott 2011).

Objectives

- 21 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.

Methods

- 22 The Brief required that all ground disturbance works be monitored by an experienced archaeologist.
- 23 Machine excavation was carried out by a hydraulic 360° excavator equipped with an available toothless ditching bucket. Concrete was broken out by pick-breaker and modern deposits and construction rubble removed with a 1.5m wide toothed bucket. All mechanical excavation within the footings of underlying deposits was constantly and directly monitored by a suitably experienced archaeologist. Machining was halted at the first identifiable archaeological deposits or natural geology.



Plate 2. Excavation methodology

- 24 All surfaces revealed by machine were hand-cleaned and any archaeological deposits were excavated by hand. Upon completion of the work all trenches were to be backfilled by the contractors' machine.
- 25 Spoil, exposed surfaces and features were scanned with a metal-detector. All metal-detected and hand-collected finds, other than those that were evidently modern, were retained for examination. All retained finds were identified by context number to a specific deposit and were processed and recorded in line with relevant guidelines for archaeological finds (ClfA 2014b).
- 26 All archaeological features and deposits were recorded using NPS Archaeology pro forma. Trench locations, plans and sections were recorded at appropriate scales. 35mm monochrome negatives and digital photographs were taken of all relevant archaeological features and deposits where appropriate.
- 27 Site conditions were good and the work took place in generally good weather, although persistent rain tended to flood the base of the trenches.
- 28 All site work was undertaken with respect to Health and Safety provision. Hard hats, high-visibility vests and steel toe-capped boots were worn by all staff at all times.

Archive

- 29 The site archive is currently held at the offices of NPS Archaeology. Upon completion of the project, the documentary archive will be prepared and indexed following guidelines obtained from the relevant Museum and relevant national guidelines (ClfA 2014c). The archive, consisting of all paper elements created during recording of the archaeological site, including digital material, will be deposited with Norfolk Museums Service.
- 30 Subject to written consent and donation by the landowner, all archaeological finds recovered by the current work will be deposited with Norfolk Museums Service.
- 31 A summary form of the results of this project has been completed for Online Access to the Index of archaeological investigations (OASIS) under the reference norfolka1-221172. (Appendix 4), and this report will be uploaded to the OASIS database.
- 32 The contents of the site archive is summarised in Table 1.

Item	No.
Contexts	6
Files/paper record sheets	1/17
Plan and section sheets	3
Photographs	63
Finds	0

Table 1. Site archive quantification

RESULTS

- 33 The groundworks consisted of the machine reduction of made ground, including the removal of areas of concrete hardstanding to expose existing building piles and ring beams, which were to be removed at a subsequent date. This involved the excavation of trenches along the line of existing ring beams, which provided the monitoring archaeologist the opportunity to record the exposed stratigraphy in section.
- 34 The machining resulted in the excavation of linked trenches around the piling stanchions. Eight of the trenches were designated by the attending archaeologist as suitable for recording purposes.

Trenches 1, 2 and 3

- 35 These trenches were excavated along the south edge of the development site. Trenches 2 and 3 surrounded piling stanchions and measured 2.5m by 1.5m. The deposits within these trenches were similar to, or the same as, those found in the majority of trenches across the site, and will be discussed in the entry on trench 1. No finds or features of archaeological interest were identified in these trenches, which were excavated to a depth of 1m.

Trench 1

- 36 This was an extended trench in the south-east corner of the site and was excavated between 3 groups of piling stanchions. The length of the linked trench was 8.5m, and varied wide, due to the stanchion pits, between 1m and 2.5m wide. A section was recorded in the gap between two groups of stanchions which showed a sequence of deposits that was largely mirrored across the site.



Plate 3. Trench 1, section



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Figure 2. Site plan. Scale 1:250

- 37 The trench was excavated to a depth of approximately 1m, revealing an upper layer of 0.25m of concrete hardstanding **01**, which represented the floor level of the previous building. This overlay 0.30m of mid-orange brown gritty sand **02**, which was interpreted as made ground and a bedding deposit for the concrete. Beneath this was a 0.20m thick deposit of brown-grey tidal clay silt **03**. This likely represented the original ground level of the salt marsh/ pasture that existed before the building of the industrial estate.
- 38 At the base of the trench were two deposits of natural material; the upper **04** was a 0.20m thick layer of grey-brown firm plastic clay, which overlay a visible 0.05m layer of brownish-grey firm clay **05**. This deposit was apparent in the base of the trench and continued below formation level.

Trenches 2 and 3

- 39 The proximity of trench 1 to stanchion pits 2 and 3, 5m and 10m to the west respectively, meant that the depth and character of the deposits observed here differed only in the absence of the concrete hardstanding **01**, the presence of a slightly thicker sand make-up layer **02** of some 0.40 m, and the presence of a layer of geotextile material at the base of the sand.

Trenches 4, 5, 6, 7, and 8

- 40 These excavations were located along the north side of the development and, as with trench 1 to the south, were linked between stanchion locations which were 6m long north to south, and by a ring beam slot of 20m east to west. Excavated to a depth of 1m, no finds or features of archaeological interest were observed in these trenches.

Trenches 4, 5, 6

- 41 This trench encompassed a group of four stanchions and measured 4m by 6m. The east facing and west facing sections were recorded. The deposits were 0.40m of bedding sand **02**, and a geotextile layer covering 0.20m of tidal silt **03**. Beneath this was 0.20m of natural clay deposit, **04** and **05**, to 0.05m below the trench base.
- 42 Similar deposits, with the same thickness, were observed in trench 5, 4m to the west of trench 4, and trench 6, 10m to the west.

Trenches 7 and 8

- 43 These trenches were located towards the north-west corner of the site. Excavated to a depth of 1m, sections were recorded along the long east and west facing sides of the trenches. Stratigraphy in this location differed slightly from the other trenches in that, beneath the make-up sand layer **02**, was a 0.30m thick mixed deposit of sand and natural clay **06**, which could be interpreted as being redeposited material. This appeared to be a continuous layer in the side of trench 7, and was also seen in section in trench 8. Depending on its origin, the material could be a make-up deposit deliberately laid beneath the sand, possibly from the levelling of the original site.

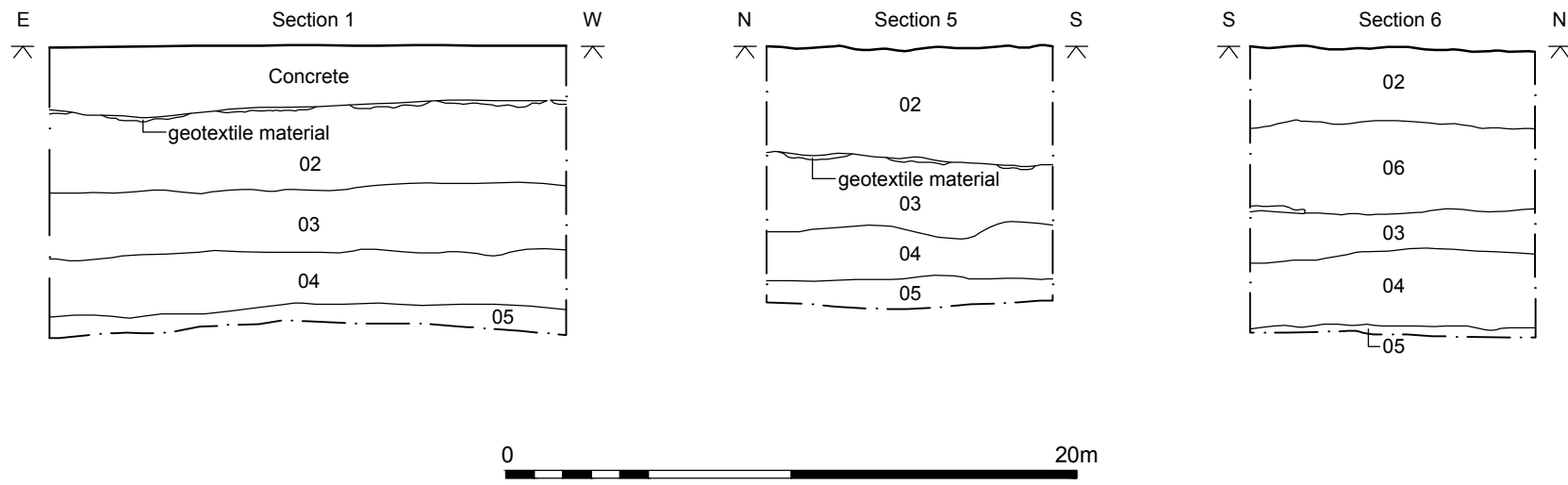


Figure 3. Trench sections. Scale 1:25



Plate 4. Trench 4, section



Plate 5. Trench 7, section

DISCUSSION

- 44 The watching brief, carried out by NPS Archaeology at Building 4, Bepak, Bergen Way, King's Lynn, recorded the stratigraphy of machine excavated trenches. This stratigraphy comprised building material, made ground, and natural riverine silts and clays. The ground observed during the watching brief had been previously heavily truncated by an existing building that had required concrete stanchions and ring beams for support, sunk fairly deeply into the natural clay.
- 45 The upper layers observed in the trenches were modern make-up, comprising at least 50% of the exposed deposits in section. These covered a fairly narrow natural tidal silt and clay deposit, which represented the level of the original ground surface when the area was in use as grazing land and subject to flooding. The two layers of clay beneath this, similar in colour and composition, and below the base of the trenches, are likely natural riverine deposits.
- 46 The aim of the watching brief was to determine the existence or potential survival of archaeological deposits within the excavated foundation trenches. Theoretically, if archaeological features or artefacts were found to exist within the tidal silts and clays, the anaerobic conditions of these soils should aid preservation of organic material. In this instance, however, no archaeologically relevant finds or features were observed during the period of monitoring on site.
- 47 Although it is likely that the new development will sink foundations at least as deep as the previous building the high percentage of overlying made ground, and the relatively narrow band of archaeologically significant tidal silt above the natural clay, appear to indicate that building impact on any archaeological deposits will be relatively low.

Acknowledgements

NPS Archaeology would like to thank:

Bepak Europe for commissioning and funding the project.

Tony Miller, Site Manager for Chalcroft Construction for assistance and cooperation during the monitoring.

Jayne Bown of NPS Archaeology provided overview for the project.

Antonio Pavez of NPS Archaeology conducted the watching brief.

This report was written by Ben Hobbs, illustrated by David Dobson and edited by James Fish.

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Appendix 1: Context Summary

Context	Category	Type	Description	Period
01	Layer	Concrete	Industrial surface	Modern
02	Layer	Bedding	Bedding sand beneath concrete 01	Modern
03	Deposit	Tidal silt	Brown grey tidal clay silt	Natural
04	Deposit	Clay	Grey brown clay	Natural
05	Deposit	Clay	Brown grey clay	Natural
06	Deposit	Make-up	Redeposited sand and clay	Modern

Appendix 2: Historical Periods

Period	Date From	Date To
Roman	42	409
Medieval	1066	1539
Post-medieval	1540	1900

after English Heritage Periods List, recommended by Forum on Information Standards in Heritage available at: <http://www.fish-forum.info/inscript.htm>

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: norfolka1-221172

Project details

Project name	Building 4 Extension, Bepak, Bergen Way, King's Lynn, Norfolk, PE30 2JJ, Archaeological Monitoring
Short description of the project	NPS Archaeology was commissioned by Bepak Europe Ltd to carry out archaeological monitoring ahead of work on a building extension at Building 4, Bepak, Bergen Way, King's Lynn, Norfolk (TG 6270 2186). The size of the site to be monitored was approximately 576m ² and was located within the Bepak building on Bergen Way, to the south of Building 4, on the west side of the complex. The elevation of the site is c.3.00m OD. The archaeological potential of the site stems from the proximity of the development to extensive sites of salt production, which took place in the medieval period in localities within 500m of the development area. The monitoring took place at the end of September and in early October 2015. It centred on archaeological observation of machine-excavated trenches within the footprint of the new extension, and the removal of concrete piling and ring beams from the underlying deposits of the site. No features or finds of archaeological interest were observed, or recovered from the groundworks at the site.
Project dates	Start: 25-09-2015 End: 12-10-2015
Previous/future work	Not known / Not known
Any associated project reference codes	2015/1190 - Contracting Unit No.
Any associated project reference codes	ENF138949 - HER event no.
Type of project	Recording project
Site status	None
Current Land use	Industry and Commerce 4 - Storage and warehousing
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 KINGS LYNN Building 4, Bepak, Bergen Way
Postcode	PE30 2JJ
Study area	576 Square metres
Site coordinates	TG 6270 2186 52.729823479269 1.891407711449 52 43 47 N 001 53 29 E Point
Height OD / Depth	Min: 3m Max: 3m

Project creators

Name of Organisation	NPS Archaeology
Project brief originator	Norfolk Historic Environment Service
Project design originator	Jayne Bown
Project director/manager	Jayne Bown
Project supervisor	B.P.Hobbs
Type of sponsor/funding body	Landowner
Name of sponsor/funding body	Bepak Europe Ltd

Project archives

Physical Archive recipient	Norfolk Museums Service
Physical Contents	"other"
Digital Archive recipient	NPS Archaeology
Digital Contents	"none"
Digital Media available	"Images raster / digital photography","Text"
Paper Archive recipient	Norfolk Museums Service
Paper Contents	"none"
Paper Media available	"Context sheet","Drawing","Photograph","Unpublished Text"

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
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Appendix 4: Archaeological Specification



nps archaeology

2015/01-04-16-2-1190

**Building 4 Extension, Bepak, Bergen Way,
King's Lynn, Norfolk, PE30 2JJ**

Archaeological Monitoring

**Prepared for:
Bepak Europe Ltd
Bergen Way
King's Lynn
Norfolk
PE30 2JJ**

Planning Ref: Pre-application

August 2015

QUALITY ASSURANCE		
Job Number	01-04-16-2-1190	
Location	Building 4, Bepak, Bergen Way, King's Lynn, Norfolk, PE30 2JJ	
District	King's Lynn and West Norfolk	
Planning Reference	Pre-application	
Grid Reference	TF 6270 2186	
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<i>Issue 1</i>		

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Archaeological monitoring Written Scheme of Investigation

Introduction

1. It is anticipated that proposals for an extension to the south of Building 4 of the Bepak complex at Bergen Way in King's Lynn, Norfolk (TF 6270, 2186) will require a programme of archaeological works to support it through the planning process.
2. The proposed site is located on the south side of Building 4, on the west of the complex, just inside the site entrance (Figure 1). The proposed building covers approximately 30 square metres. Bepak Europe Ltd is located within a large industrial estate to the northeast of the historic core of King's Lynn at an elevation of around 3.00m OD.
3. The sub-surface impacts are likely to comprise of the foundations for the new build and ancillary service trenches.
4. Bepak Europe Limited requested NPS Archaeology to produce costs and this Written Scheme of Investigation for a programme of monitoring to fulfil anticipated planning requirements.

Mitigation Strategy

5. The programme of archaeological works presented in this document has been designed to mitigate the impacts of the proposed groundworks.
6. The following background information is reprinted from Hickling 2014¹. The area of the proposed extension, and Bepak itself is within an area where extensive salt production took place in the medieval period. Evidence took the form of saltern mounds (large heaps of waste ash, baked clay (briquetage) fragments, sand and silt). Salterns which have been noted at a number of places within 500m of the proposed development site i.e. NHER 5524, NHER 5542, NHER 31431, NHER 27886, NHER 27896, NHER 27897, NHER 27900, NHER 27901, NHER 27902, NHER 27925, NHER 27926, NHER 27927, NHER 27928, NHER 38265.
7. There was an undated (but possibly medieval) bank (NHER 13785) visible on 1947 RAF vertical aerial photographs, southeast of the proposed development site and to the east in 1964 was noted a scatter of medieval cooking pot fragments (NHER 16833); drainage works uncovered briquetage to the east.
8. Aerial photographs taken in 1946 show the earthworks and cropmarks of the extensive sea defence bank (NHER 5528) 200m west of the development area. The bank was probably constructed during the seventeenth century, although an early eighteenth century date cannot be ruled out. Aerial photographs from 1943 show the earthworks of a post-medieval sea defence bank (NHER 27078) northwest of the development site.
9. NHER 27864 from 1947 RAF vertical aerial photographs records a pair of probable medieval saltern mounds post-dated by four circular stack stands, a series of undated banks and an area of probable post-medieval ridge and furrow.
10. A post-medieval sea defence bank (NHER 38273) running in an approximately east to west direction across the former bed of the Great Ouse River is visible as an earthwork on 1943 RAF vertical aerial photographs southwest of the present development.
11. The groundworks to be monitored will be those itemised in paragraph 3 (above) and the archaeological monitoring will take place to record archaeological remains exposed during the ground investigations, followed by reporting. The different elements to be employed are presented below in the anticipated order that they will take place.

¹ Hickling, S., 2014, *Archaeological Watching Brief at Bepak Industries, Bergen Way, King's Lynn, Norfolk*, NPS Archaeology Report 2014/1339 (unpublished)

12. The stages of the mitigation strategy may be summarised as follows:
- i. Archaeological Monitoring.* Due to the size of the affected area and the potential for previously unidentified archaeological remains to exist, all ground disturbance works related to the construction will be monitored. Appropriate levels of excavation and recording may be required. Consideration will be given to the possibility of the presence of palaeoenvironmental material and if encountered they will be sampled, analysed and scientifically dated where appropriate.
 - 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. Artefacts, ecofacts and palaeoenvironmental material recovered during the fieldwork will be cleaned, marked and packaged in accordance with the archive requirements of the Norfolk Museums Service. A spreadsheet 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.
13. The procedures and methodology for each of the stages outlined above are described in detail below.

Archaeological Monitoring

14. A Norfolk Historic Environment Record event number will be obtained before monitoring work starts.
15. All ground disturbance works 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* (Chartered Institute for Archaeologists 2014) and guidelines set out in the document *Standards for Field Archaeology in the East of England* (Gurney 2003).
16. 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 client; a more detailed archaeological excavation may be required.
17. Archaeological deposits, features and layers will be assigned individual context numbers and recorded on standardised forms employing a *pro forma* recording system approved by NHES. 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 monochrome and colour (35mm film/digital) will be maintained of all archaeological deposits, layers and features to record their characteristic and relationships.
18. Any medieval buried soils that are encountered will be sampled to allow for micromorphological and palynological analysis. Standard 40 litre bulk soil samples, column or monolith samples and Kubiena tins will be collected from such deposits as appropriate, in consultation with the Historic England 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.
19. If any human remains or burials are encountered during the monitoring they will be treated with due care and decency. If burials must be removed because of their location or vulnerability, 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.

Post-Fieldwork Processing

20. The drawn, photographic and written stratigraphic and structural records will be cross-referenced and, if appropriate, entered into an archaeological spreadsheet.
21. The cleaning and cataloguing of 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 spreadsheet to allow summary listings of artefacts by category and context to provide basic quantification.
22. 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.

Analysis, Reporting and Archive

23. A report will be produced that will present the stratigraphic, structural, artefactual, palaeoenvironmental and photographic evidence and an analysis of that evidence. It 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.
24. Draft copies of the report will be presented to NHES and the client for approval. The report will be submitted within eight weeks of the completion of the fieldwork, unless archaeological remains (including artefacts or ecofacts) of unforeseen complexity and significance are encountered.
25. A synthesis of the report may be submitted for publication in an appropriate archaeological journal within twelve months of the completion of the fieldwork.
26. After approval, multiple copies of the report will be produced as appropriate and presented to the client and NHES. One copy of the report will also be sent to the Historic England Regional Advisor for Archaeological Science if considered appropriate.
27. An online OASIS record will be initiated prior to the start of fieldwork and completed when the final report is submitted to NHES. This will include a pdf version of the final report.
28. 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 Service's own requirements for archive preparation, storage and conservation.
29. 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.
30. 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 Service.

Timetable and Resources

31. The timetable for fieldwork assumes that there are no major delays to the work programme caused by factors outside of NPS Archaeology's reasonable control. Such circumstances would include, without limitation; long periods of adverse weather conditions, flooding, repeated vandalism, ground contamination, delays in the development programme, unsafe buildings, conflicts between the archaeological recording methods and the protection of flora and fauna on the site, disease restrictions, and unexploded ordnance.
32. NPS Archaeology would expect the client to arrange suitable access to the site for its staff and any plant and welfare facilities on the agreed start date.

33. NPS Archaeology would expect any information concerning the presence of TPOs 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.

Project Staff

34. The project will be co-ordinated on a day-to-day basis by a Project Officer who will be dedicated to the project throughout its duration. The Archaeology Manager will assume overall responsibility for the delivery of the project.
35. 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.
36. NPS Archaeology staff associated with the project are as follows:

Project Management	
Archaeology Manager	Jayne Bown BA, MCIfA
Project Manager	David Adams BA, MCIfA

Project Staff	
Project Officer	Steve Hickling MA, ACIfA
Finds Officer	Rebecca Sillwood BA, ACIfA

37. NPS Archaeology reserves the right to change its nominated personnel at any time should project programmes change.
38. A 7.4 hour working day is normally operated by NPS Archaeology, although their agents may work outside these hours.
39. The analysis of artefacts and ecofacts 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
Sue Anderson	Post-Roman Pottery, Ceramic Building Material
Sarah Bates	Worked Flint
Julie Curl	Faunal Remains
Debbie Forkes	Conservation
Val Fryer	Macrofossil analysis
Fran Green	Palaeo-environmental Analysis
Adrian Marsden	Numismatics
Andrew Peachey	Prehistoric and Roman Pottery

Quality Standards

40. All staff employed or subcontracted by NPS Archaeology will be employed in line with the Chartered Institute for Archaeologists' *Code of Practice*.
41. NPS Archaeology operates under recognised Quality Management Systems and is accredited with BS EN ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007.
42. 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 NHES 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
43. 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 Service.
44. 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 responsibility for all of NPS Archaeology's work and ensures the maintenance of quality standards within the organisation.

Health and Safety

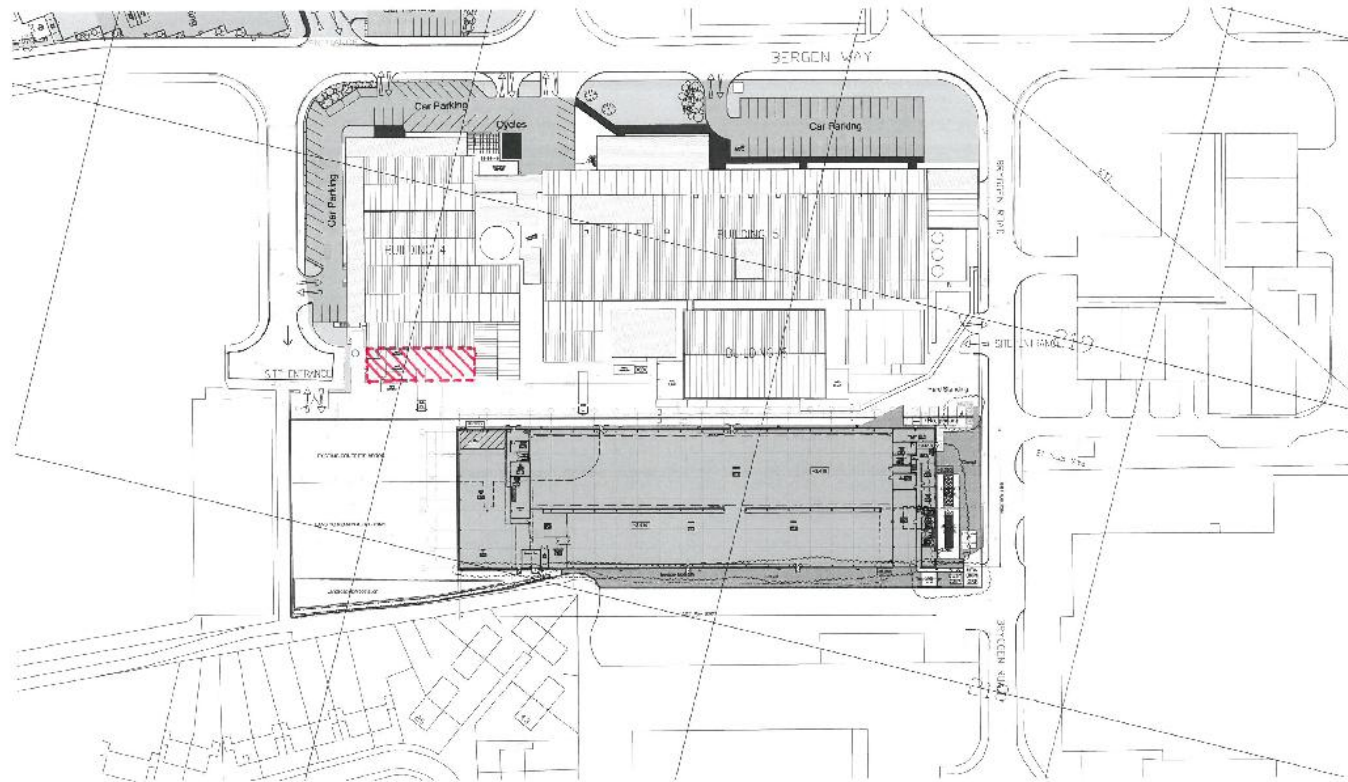
45. NPS Archaeology will ensure that all work is carried out in accordance with NPS Property Consultants Limited's Health and Safety Policy, to standards defined in *the Health and Safety at Work, etc Act, 1974* and *The Management of Health and Safety Regulations, 1992*, and in accordance with the health and safety manual *Health and Safety in Field Archaeology* (SCAUM 2007).
46. 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.
47. NPS Archaeology will provide copies of NPS Property Consultants Limited's Health and Safety policy on request.
48. NPS Archaeology would expect information on any services crossing the site to be provided by the client.
49. 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 groundworks, monitoring 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.
50. Should any disease restrictions be implemented for the area during the monitoring, 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.

Insurance

51. NPS Archaeology's Insurance Cover is:

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

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



PROPOSED SITE PLAN
Scale 1:500

	NO. 100 DATE: 10/10/17 PROJECT:	SITE: 1000 DRAWING NO.: 1000	PROPOSED BUILDING 4 EXPANSION	Feilden+Mawson 1000 1000 1000	Client: Project: Name:
	PROJECT: PROPOSED SITE PLAN SCALE: 1:500 DATE: 10/10/17	SHEET NO.: 003 OF: 003	DRAWN BY:	CHECKED BY:	PROJECT NO.:

PLEASE CHECK - FROM THIS DRAWING - ALL WORK IS TO BE COMPLETED BY 10/10/17. ALL WORK IS TO BE COMPLETED BY 10/10/17. ALL WORK IS TO BE COMPLETED BY 10/10/17.

Figure 1: Location of Extension to Building 4, Bepak