

**Excavation and Monitoring at Hangar 5,
RAF Feltwell, Norfolk
ENF126531**

Archaeological Excavation and Monitoring Report

SCCAS Report No. 2011/082

Client: MoD Defence Infrastructure Organisation

Author: Rob Brooks

July/2011

Excavation and Monitoring at Hangar 5, RAF Feltwell, Norfolk ENF126531

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SCCAS Report No. 2011/082

Author: Rob Brooks

Illustrators: Ellie Hillen and Rob Brooks

Editor: Richenda Goffin

Report Date: July/2011

HER Information

Report Number: 2011/082

Site Name: Excavation and Monitoring at Hangar 5, RAF Feltwell

Date of Fieldwork: 19th April to 20th May, 2011

Grid Reference: TL 710 902

Client/Funding Body: MoD Defence Infrastructure Organisation

Curatorial Officer: James Albone

Project Officer: Rob Brooks

Oasis Reference: suffolkc1-102163

Site Code: ENF126531

Digital report submitted to Archaeological Data Service:
<http://ads.ahds.ac.uk/catalogue/library/greylit>

Disclaimer

Any opinions expressed in this report about the need for further archaeological work are those of the Field Projects Team alone. Ultimately the need for further work will be determined by the Local Planning Authority and its Archaeological Advisors when a planning application is registered. Suffolk County Council's archaeological contracting services cannot accept responsibility for inconvenience caused to the clients should the Planning Authority take a different view to that expressed in the report.

Prepared By: Rob Brooks

Date:

Approved By: James Albone

Position:

Date:

Signed:

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Summary

Four soakaways and associated drainage trenches were excavated and constantly monitored around Hangar 5 at RAF Feltwell, Norfolk. These revealed no features or finds, despite the discovery of up to six separate skeletons found during the construction of the hangar in 1936. The soil profiles appeared to indicate high levels of disturbance, largely as a result of the hangar's construction.

1. Introduction

Continuous archaeological monitoring was carried out during the excavation of new drainage trenches and associated soakaways to the north and south of Hangar 5, (also known as Building 76), at RAF Feltwell, Norfolk. The work was carried out to a Brief issued by James Albone, (Norfolk Museums and Archaeology Service – Appendix 1) and a Written Scheme of Investigation issued by Joanna Caruth (Suffolk County Council Archaeological Service, Field Team – Appendix 2). MoD Defence Infrastructure Organisation funded the work that was carried out between the 19th April and 20th May 2011. A further trench network was also monitored on the northern corner of Hangar 2, (Building 71), but this area was found to be heavily disturbed and built-up.

The site is located on RAF Feltwell, north of Lakenheath Road and west of Shipdham Road at grid reference TL 710 902 (Fig. 1).

2. Geology and topography

The geology of the area consists of chalk of the West Melbury Marly formation and Zig Zag chalk formation (BGS, 2011). On site, the geology presented itself as white chalk, with very pale pinkish-orange chalk underlying this in places.

The site was level and situated between 10m and 11m above the Ordnance Datum. It is thought that the topography of the site may have partly been the result of works to level the ground prior to/during the construction of the hangar.

3. Archaeology and historical background

The hangar lies in a region which has high potential for multi-period archaeological deposits due to its location within a dense band of prehistoric and Roman activity that extends along the fen edge in Norfolk and Suffolk. The Norfolk Historic Environment Record highlights areas of Iron Age, Roman and medieval activity close by. During the medieval and post-medieval periods the areas are likely to have been open farmland on the outskirts of the settlement of Feltwell, as is shown on the First Edition Ordnance

Survey map of 1879-1886, (examined via the Norfolk County Council e-map explorer website <http://www.historic maps.norfolk.gov.uk>).

The major changes to the 19th century landscape all occur with the creation of the RAF Feltwell airfield and its extension northwards towards the village in the period after the First World War. A training depot from 1918, the airfield was in use throughout World War II until the 1960's. The majority of the airfield has now returned to agricultural use.

Hangar 5 is a Type C hangar, with hipped transverse roofs, built in 1936 as part of the construction of the airbase. During the building works the remains of up to six undated human skeletons were discovered somewhere to the south of the hangar, although no further details exist.

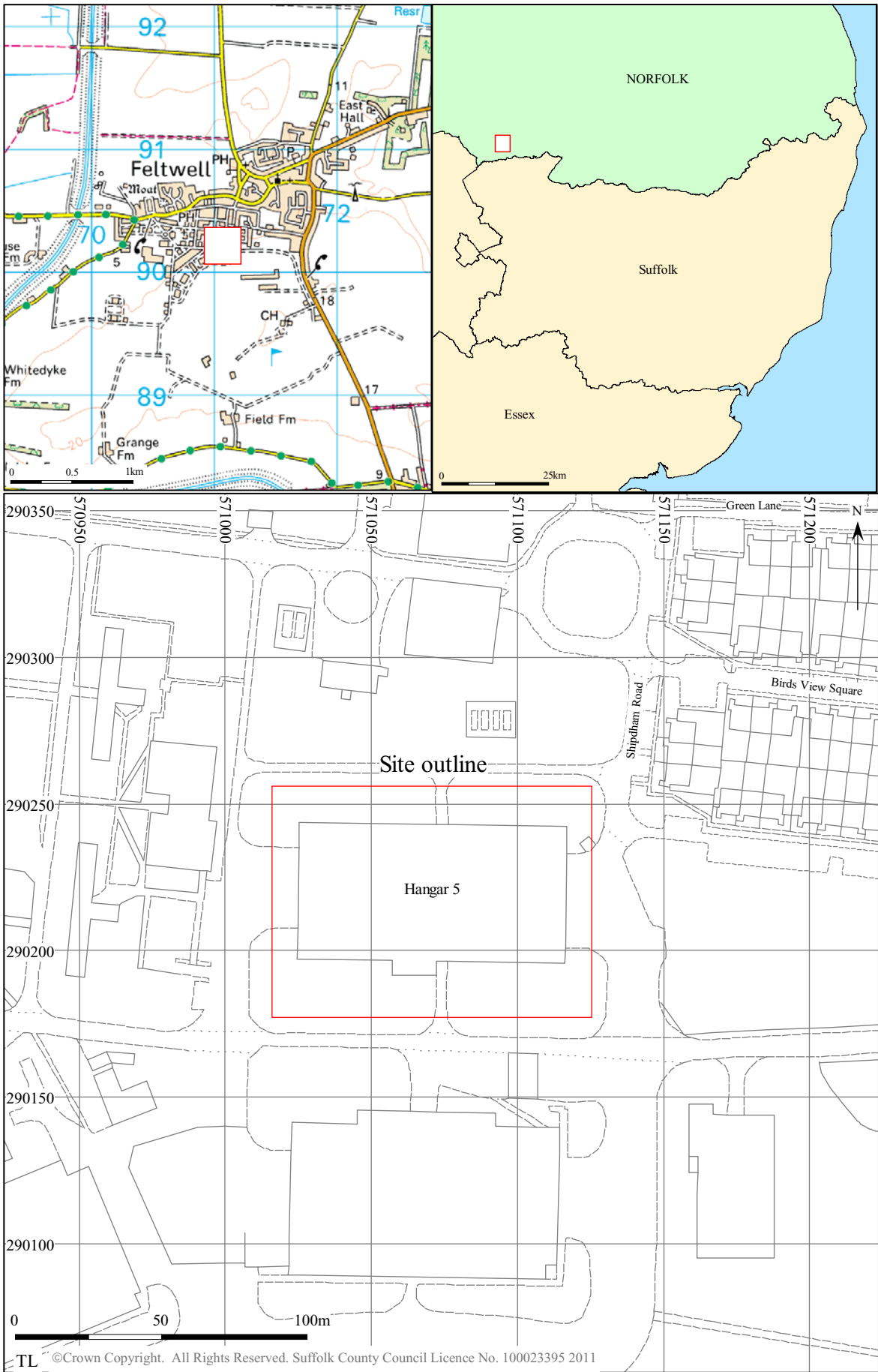


Figure 1. Location map

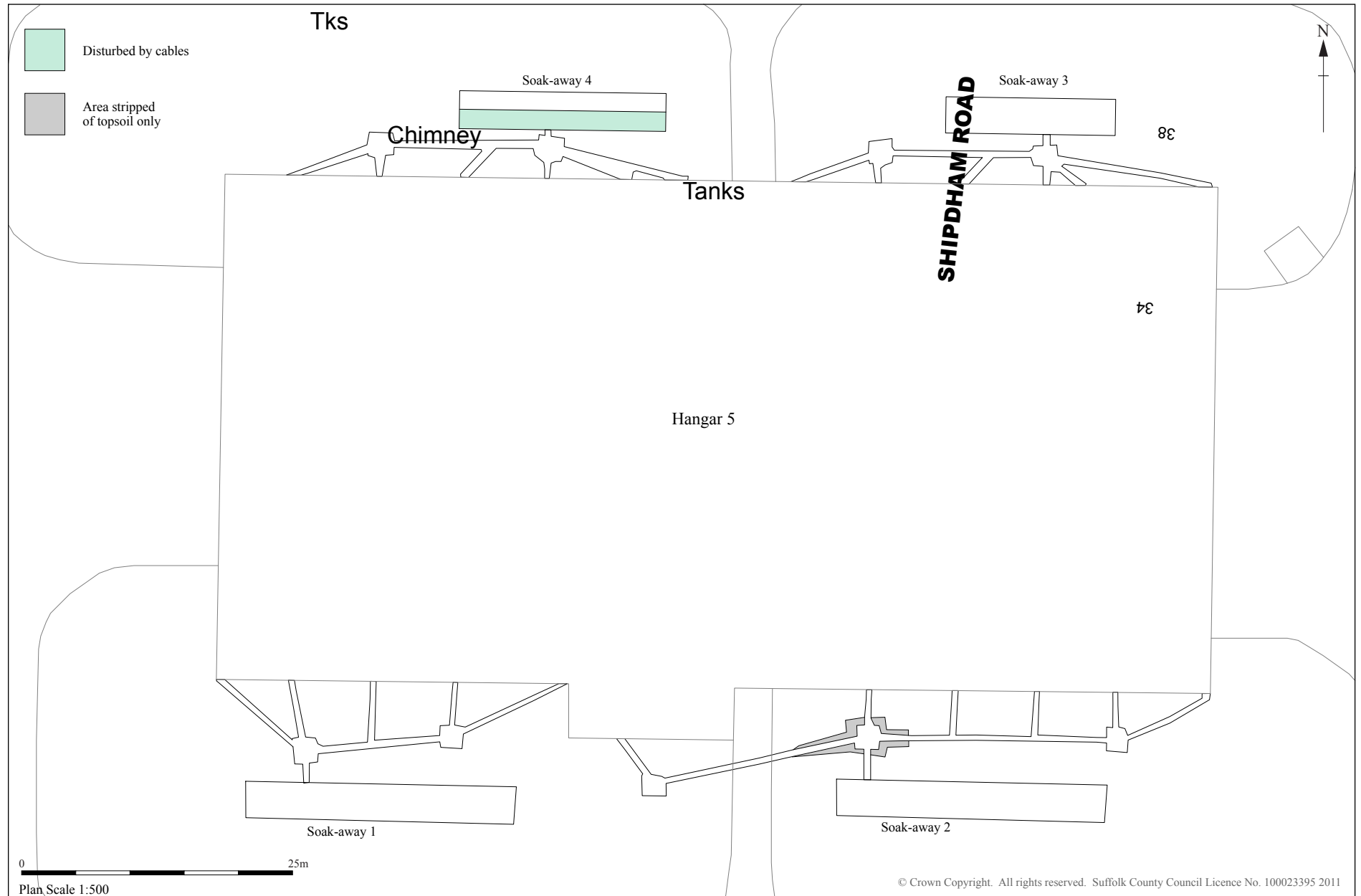


Figure 2. Trench plan

4. Methodology

4.1 Soakaways

The four soakaways were excavated using a machine equipped with a 1.8m wide toothless bucket and the excavation was constantly monitored and guided by an experienced archaeologist, with the topsoil being removed, followed by the subsoil, to expose the natural geological layer. All upcast spoil was constantly monitored for finds. The total area of the development was 6120sqm and within this the four soakaways covered a total area of 297.5sqm. The trenches were positioned on east-west alignments with two on the northern edge of the hangar and two on the southern edge.

4.2 Drainage trenches

Four networks of drainage trenches were dug to join up the hangar guttering system to the soakaways. These were excavated using a JCB equipped with a 0.45m wide toothless bucket. Within these trenches further 2m by 2m manhole pits were excavated with a 0.8m wide toothed bucket. These excavations were also constantly monitored and the upcast spoil monitored for finds.

4.3 Recording

When the individual phases of works were finished soil profiles were cleaned and then recorded on SCCAS *pro forma* trench record sheets, including descriptions and measurements. Colour digital (314 by 314 dpi resolution) and monochrome film photographs were also taken both of soil profiles and the trenches. Plans of the site were made using a Leica TCR705 Total Station Theodolite. This survey was positioned using points recorded with a Real Time Kinematics Leica 1200 Smart Rover GPS, working within accuracy tolerances of 0.05m. This was also used to obtain levelling information. This survey was processed using LisCAD S.E.E., Leica Geo Office and MapInfo. An OASIS form has been completed for the project (reference no. suffolkc1-102163) and a digital copy of the report submitted for inclusion on the Archaeology Data Service database (<http://ads.ahds.ac.uk/catalogue/library/greylit>). The site archive is deposited with Norfolk Museums and Archaeology Service. A further digital archive and copy of the report is kept in Bury St Edmunds, by Suffolk County Council Archaeological Service.

5. Results

No features or finds were present in any of the excavations. The soakaways and trenches generally shared a similar profile with topsoil, overlying subsoil, overlying the chalk geology. The topsoil was dark grey sandy-silt of friable compaction. It was heavily root disturbed in places, as well as containing concrete and brick rubble. The subsoil below this was a mid brown sandy-silt containing chalk nodules of firm compaction, which was not always present; appearing in some areas to have been disturbed or redeposited. Below these layers chalk was excavated (to 2m below ground level).

The dimensions of the soakaways varied, although they were always 3.5m wide (N-S) and 16-25m long (E-W). They were excavated up to 0.64m deep for the purposes of the archaeological investigation, but were later dug to 3m below ground level for the installation of the soakaway structures. The drainage trenches were generally 0.45m wide and varied in depth from 0.2m (close to the hangar) to 1.45m by the manhole pits, which were 2m (E-W) by 2m (N-S) by up to 2m deep.

The profiles for the drainage trenches varied slightly to those of the soakaways (see below). In the northern trenches the subsoil had often been completely truncated close to the hangar, (presumably in relation to the hangar's construction), and was replaced by an irregular topsoil profile. In contrast, the topsoil and subsoil in the southern drainage trenches were often shallow and had notably sharp and flat soil horizons. This was thought to suggest that the topsoil, subsoil and the top of the chalk natural in this area were disturbed by groundworks.

The north-west soakaway was disturbed in its northern half along the full length of the excavation by four electrical cables. These had truncated the topsoil, subsoil and the top of the geology.

Trench/Soakaway	Topsoil depth (maximum)	Subsoil depth (maximum) and presence
Soakaway 1 (SW)	0.28m	0.38m, consistently present
SW Trenches	0.25m	0.35m consistently present, redeposited?
Soakaway 2 (SE)	0.25m	0.45m, consistently present
SE Trenches	0.1m	0.2m, consistently present, redeposited?
Soakaway 3 (NE)	0.1-0.15m	0.3-0.35m, consistently present
NE Trenches	0.1-0.4	0.1-0.2, only present in places, elsewhere only topsoil above chalk
Soakaway 4 (NW)	0.16m	0.26m, consistently present
NW Trenches	0.25-0.5	0.15m, only present in places, elsewhere only topsoil above chalk

Table 1. Soil profiles

6. Discussion

No archaeological finds or features were identified during this monitoring. However it is evident from the works that much of the site had previously been disturbed. This is partly due to tree roots and agricultural practices, but is mainly as a result of the construction of the hangar, roads and other surrounding structures. The disturbance is particularly notable close to the hangar. The drainage trench profiles on the northern side appeared to indicate complete disturbance of the soil profile, even into the chalk geology. In the drainage trenches on the southern side of the hangar, the horizons of the subsoil with the geology appeared to indicate, due to their sharpness, that they had also been machine truncated, with the topsoil and subsoil perhaps being reinstated. These and the other varying depths within the soil profiles indicate an undulating chalky landscape that was possibly levelled in places in order to build the hangar.

However, the levels of disturbance do not completely explain the negative results of the monitoring, particularly in reference to the inhumations found previously during the hangar's construction. What this may indicate is uncertain, although it may show that the skeletal remains were part of archaeological activity located further south of the hangar, or part of a small and isolated burial ground.

7. Archive deposition

The paper and photographic archive will be deposited with the Norfolk Museums and Archaeology Service. A further digital archive and paper copy of the report will be kept at SCCAS Bury St Edmunds.

8. Acknowledgements

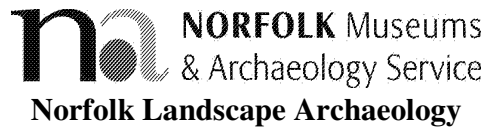
The monitoring was carried out by Rob Brooks and Jo Caruth from Suffolk County Council Archaeological Service, Field Team. The project was directed by Rob Brooks and managed by Jo Caruth, who also provided advice during the production of the report.

The production of report graphics was carried out by Ellie Hillen and Rob Brooks. The report was checked by Jo Caruth and Richenda Goffin.

9. Bibliography

BGS, 2011 Information obtained from http://www.bgs.ac.uk/products/digital_maps/data_625k.html and reproduced with the permission of the British Geological Survey ©NERC. All rights Reserved

Appendix 1. Brief for Archaeological Works



BRIEF FOR
ARCHAEOLOGICAL EXCAVATION AND MONITORING
AT
HANGER 5, BUILDING 76
RAF FELTWELL
FELTWELL
NORFOLK

PLANNING AUTHORITY:	Defence Estates
PLANNING APPLICATION NO.:	-
NLA REFERENCE:	CNF42699
ASSOCIATED:	Yes
NHER NO. FOR THIS PROJECT:	To be arranged
GRID REFERENCE:	TL 7107 9021
MAP EXTRACT ATTACHED:	No
DEVELOPMENT PROPOSAL:	Soakaways and drains
AREA:	Soakaways 224m ²
CURRENT LAND USE:	Grass verge around hanger
ISSUED BY:	James Albone Archaeological Planning Officer Norfolk Landscape Archaeology Union House, Gressenhall Dereham, Norfolk NR20 4DR Tel: 01362 869279 (direct) Fax: 01362 860385 james.albone@norfolk.gov.uk
DATE:	18 th February 2010



If need this document in large print, audio, Braille, alternative format or in a different language please contact James Albone on 01362 869279 and we will do our best to help.

Summary

The development proposal affects a site where undated human remains have previously been recorded. Up to 6 burials were discovered during the construction of the hanger immediately to the south of the site in 1936. It is possible that these inhumations formed part of a larger cemetery and that further burials may be present at the proposed development site.

A Programme of Archaeological Work (hereafter PoAW) is required to replace by record archaeological features, deposits and structures which cannot be preserved *in situ*, and which may be damaged or destroyed by the proposed development. The PoAW will comprise the archaeological excavation of the soakaways and monitoring of the drainage trenches.

Archaeological Contractors are reminded that they should submit a copy of their Method Statement or Specification to Norfolk Landscape Archaeology (NLA) for approval, *before* costs are prepared for commissioning clients, in line with the Institute for Archaeologists' guidance.

1. Policy Background.

The relevant planning policies can be found in :-

East of England Regional Assembly, *East of England Plan: Draft revision to the Regional Spatial Strategy for the East of England* (December 2004), Policy ENV5: The Historic Environment.

and

The Department of the Environment's *Planning Policy Guidance 16, Archaeology and Planning* (November 1990).

2. Archaeological Background.

The development proposal affects a site where undated human remains have previously been recorded. Up to 6 burials were discovered during the construction of the hanger immediately to the south of the site in 1936. It is possible that these inhumations formed part of a larger cemetery and that further burials may be present at the proposed development site.

3. Planning Background.

This Brief provides an outline of the excavation and monitoring phases of the PoAW.

4. Requirement for Work.

An Excavation is required to recover as much information as possible on the origins, date, development, phasing, spatial organisation, character, function, status, significance and the nature of social, economic and industrial activities on the site.

In this case the Excavation will examine the area of the 'footprint' of the proposed soakaways; an area of 224m². The excavation of the associated drain runs should be monitored under constant archaeological supervision and control until *in situ* natural deposits are encountered.

If human remains are encountered, an appropriate licence for their removal should be obtained from the Ministry of Justice. If burials are encountered that extend beyond the limit of the excavation or monitoring areas, the area of the trench will be increased to allow the complete burial to be excavated.

Contractors should note that no element of this brief should be treated as a contingency unless agreed in advance with NLA.

Excavation Projects should examine, excavate and replace by record all archaeological features, deposits and structures within the area indicated and to the agreed depth, assess their potential for analysis, undertake an agreed programme of analysis, produce an archive and report, and disseminate the results by means of an appropriate form of publication (usually a Contractor's Report, Journal Note or Article, or Monograph).

Following completion of the fieldwork the contractor will discuss with NLA whether an assessment report and updated project design is required, as outlined in English Heritage 1991, *Management of Archaeological Projects*, 2nd edition. If required this will be produced within six months of completion of the fieldwork. Further, the draft publication report will be provided to NLA for comment within eighteen months of completion of the fieldwork.

The Archaeological Contractor will prepare a Method Statement or Specification for the PoAW and submit this to NLA for approval *before* costs are prepared for the commissioning client. The PoAW will include, as appropriate, background research, fieldwork, assessment, analysis, preparation of report, publication and deposition of the project archive.

The Archaeological Contractor will contact the HER Officer of NLA in advance of work starting to obtain a HER number for the site or, if a number is already given on the Brief, to ensure that it is still applicable.

The archaeological research aims and objectives of the project will be clearly stated, and the Method Statement or Specification will demonstrate how these

will be met. Appropriate reference will be made to the following documents:-

Glazebrook, J. (ed) 1997, *Research and Archaeology: a Framework for the Eastern Counties, 1. Resource assessment* (E. Anglian Archaeol. Occ. Pap. 3).

Brown, N. and Glazebrook, J. (eds), 2000, *Research and Archaeology: a Framework for the Eastern Counties, 2. Research agenda and strategy* (E. Anglian Archaeol. Occ. Pap. 8).

At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> must be initiated and key fields completed on Details, Location and Creators forms.

When the project is completed, all parts of the OASIS online form must be completed for submission to the Norfolk Historic Environment Record. This will include an uploaded .pdf version of the entire report.

Hard copies of the report must also be provided, as specified below.

5. Standards

Method Statements or Specifications prepared by Archaeological Consultants or Contractors should state that all works will be carried out in full accordance with the appropriate sections of Gurney, D., 2003, '**Standards for Field Archaeology in the East of England**', as adopted by the Association of Local Government Archaeological Officers for the East of England Region and published as *East Anglian Archaeology Occasional Paper 14*. This is available as a PDF file on the web at www.eaareports.org.uk

Archaeological Contractors should note that the **Standards** document stipulates basic *methodological* standards. It is considered axiomatic that all contractors will strive to achieve the highest possible *qualitative* standards, with the application of the most advanced and appropriate techniques possible within a context of continuous improvement aimed at maximising the recovery of archaeological data and contributing to the development of a greater understanding of Norfolk's historic environment. Monitoring officers will seek and expect clear evidence of commitment to the historic resource of Norfolk, with specifications being drawn up within a context of added value.

6. Other matters

Archaeological Contractors are reminded that they should submit a copy of their Method Statement or Specification to NLA for approval, *before* costs are prepared for commissioning clients, in line with the Institute for Archaeologists' guidance.

The Method Statement or Specification should indicate the number of person days allocated to the fieldwork stage of the project.

NLA will be responsible for monitoring progress and standards throughout the project. The archaeological contractor will give NLA not less than two week's written notice of the commencement of the work so that arrangements for monitoring the project can be made.

Any subsequent variation to a Detailed Project Specification or Method Statement must be agreed with NLA prior to its implementation.

This brief is valid for a period of one year from the date of issue. After that time, it may need to be revised to take account of new discoveries, changes in policy or the introduction of new working practices or techniques.

Three hard copies and PDF copy on CD of the Assessment Report and Updated Project Design or Final Report as agreed (see above) should be supplied to NLA for the attention of the Head of Archaeological Planning within the stipulated time-scale on the understanding that this will become a public document after an appropriate period of time (generally not exceeding six months). Three hard copies and a PDF copy of the draft publication report (if appropriate) will be supplied to NLA for comments within stipulated or agreed time-scale for the completion of fieldwork. Contractors may wish to submit drafts for comments prior to sending the rest of the copies.

A fourth hard copy of both reports should be sent directly to H. Chappell, Regional Advisor for Archaeological Science, English Heritage, Brooklands House, 24 Brooklands Avenue, Cambridge CB2 8BU.

7. Notes for Applicants/developers

NLA is responsible for safeguarding the County's archaeological heritage. NLA is consulted by Local Planning Authorities and provides specialist information and advice on the archaeological implications of development proposals.

An Archaeological Project will usually consist of one or more of the following:-

Desk-based assessment: a report drawing together existing information about a site from a wide range of sources.

Survey: usually fieldwalking and metal-detecting, sometimes non-intrusive geophysical surveys (e.g. magnetometer survey)

Evaluation: survey and/or trial-trenching or test-pitting.

Excavation: larger-scale excavation

Watching brief or monitoring: the presence of an archaeologist during the

development to record any features exposed

Post-excavation: analysis, and the preparation of a report and archive of records and finds at the end of any archaeological project

A phased approach to fieldwork is frequently adopted, with one stage leading on to another (if necessary) after each phase is reported upon and reviewed.

If an evaluation is required before an application is determined or if Planning Permission is granted subject to a condition for a programme of archaeological work, NLA will provide a **Brief** for the archaeological project. This outline of the project is forwarded to you by NLA or the Planning Authority.

You should then ask one or more Archaeological Contractors to prepare a **Method Statement** or **Specification** which will detail how the project is to be undertaken, and how the brief will be fulfilled. This will be sent to NLA for approval on behalf of the Planning Authority, after which the Contractor will give you details of costs.

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

NLA does not see Contractors' costings, nor do we give advice on the costs of archaeological projects. This is between you and the archaeological contractor(s). You may wish to obtain a number of quotations or to employ the services of an archaeological consultant.

For further information or advice on any archaeological matters please contact the person issuing this report whose details are on Page 1.

**Soakaways and drainage at Building 76,
Hanger 5,
RAF Feltwell
Site ENF126531
*NLA reference CNF42699***

Archaeological Excavation and Monitoring

Written Scheme of Investigation

**Prepared by Suffolk County Council Archaeological Service
March 2010**

Document Control

Title: Soakaways and drainage at Hanger 5, RAF Feltwell. Archaeological Excavation. Project Design, Method Statement and Risk Assessment.

Date: March 2010

Issued by: Suffolk County Council Archaeological Service Field Team

Author: Jo Caruth

Checked by: David Gill

Approved by:

Issued to: Brian Garrad, MoD defence Estates, Clare Staddon, Mod Defence Estates, James Albone, Archaeological Planning Officer, Norfolk Landscape Archaeology

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2. Project aims
3. Project details
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 - 4.4. References
5. Health and safety/ Staff welfare/ Environmental controls (Section not included in site report)
 - 5.1. General
 - 5.2. Buried Services/Overhead Powerlines/Ground contamination
 - 5.3. Environmental controls
 - 5.4. Site induction Sign Off sheet

Figures

1. Site location plan
2. Plan showing two areas to be excavated

Appendices

1. SCC Health and Safety Policy (Not included in site report)
2. SCC Liability Insurance certificate (Not included in site report)

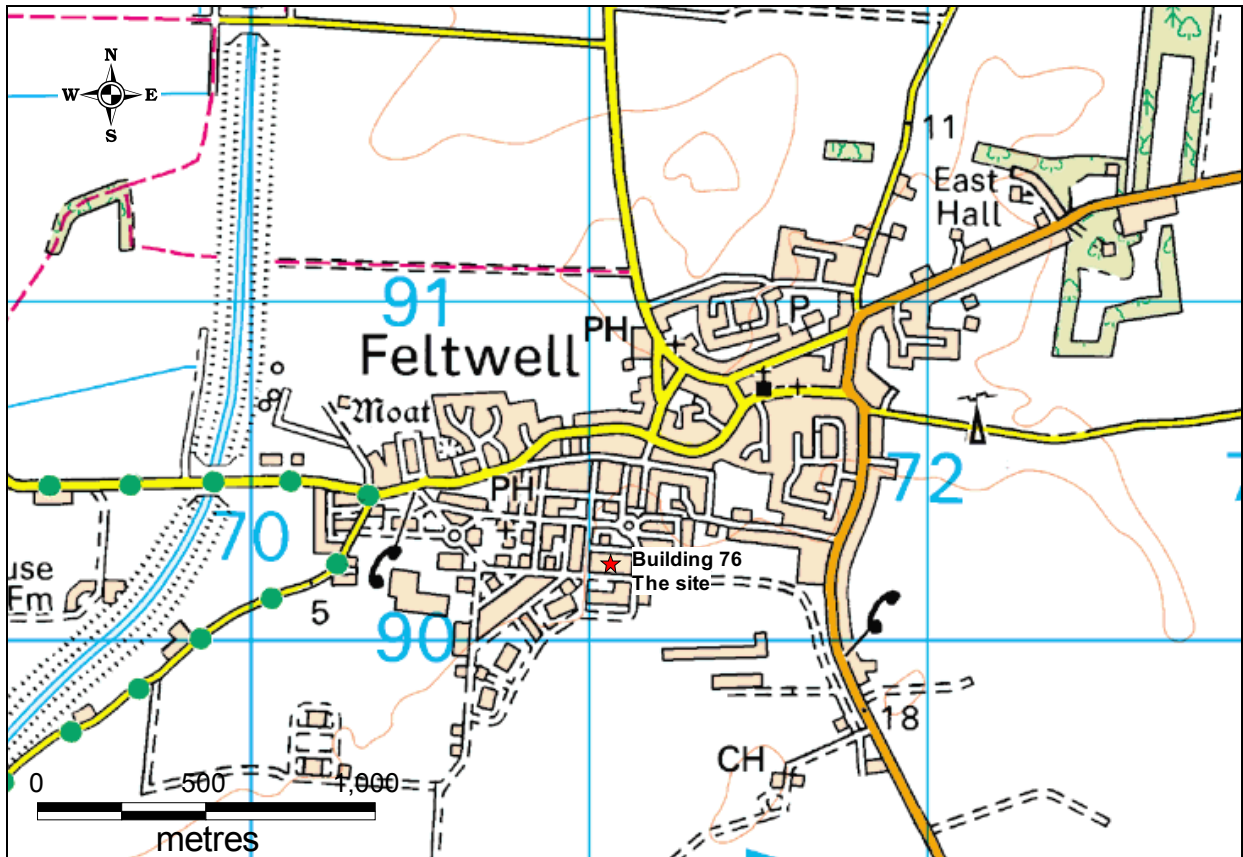
Risk Assessments have not been included but are available on request

1. Background

- The Field Team of the Suffolk County Council Archaeological Service (SCCAS), has been asked to provide a Written Scheme of Investigation for archaeological excavation and monitoring to be carried out in advance of the construction of new soakaways and drainage at Hanger 5, RAF Feltwell (Fig. 1).
- The requirement for excavation and monitoring has been placed as 6 undated burials were recorded during the construction of the hanger in 1936 and there is therefore the possibility that these form part of a larger cemetery group, which may extend into the area of the soakaways and drains.
- The area of each of the four soakaways (c. 224m²) will be subject to archaeological excavation, and the excavation for the new drains to continuous archaeological monitoring.
- A costing for the project to archive and assessment level has been prepared by Jo Caruth. The field work will be carried out by members of SCCAS Field Team under the supervision of Jo Caruth. It should be noted that, following the completion of the fieldwork and associated reporting, further publication and analysis of the results may be required which is not covered by the current costing.

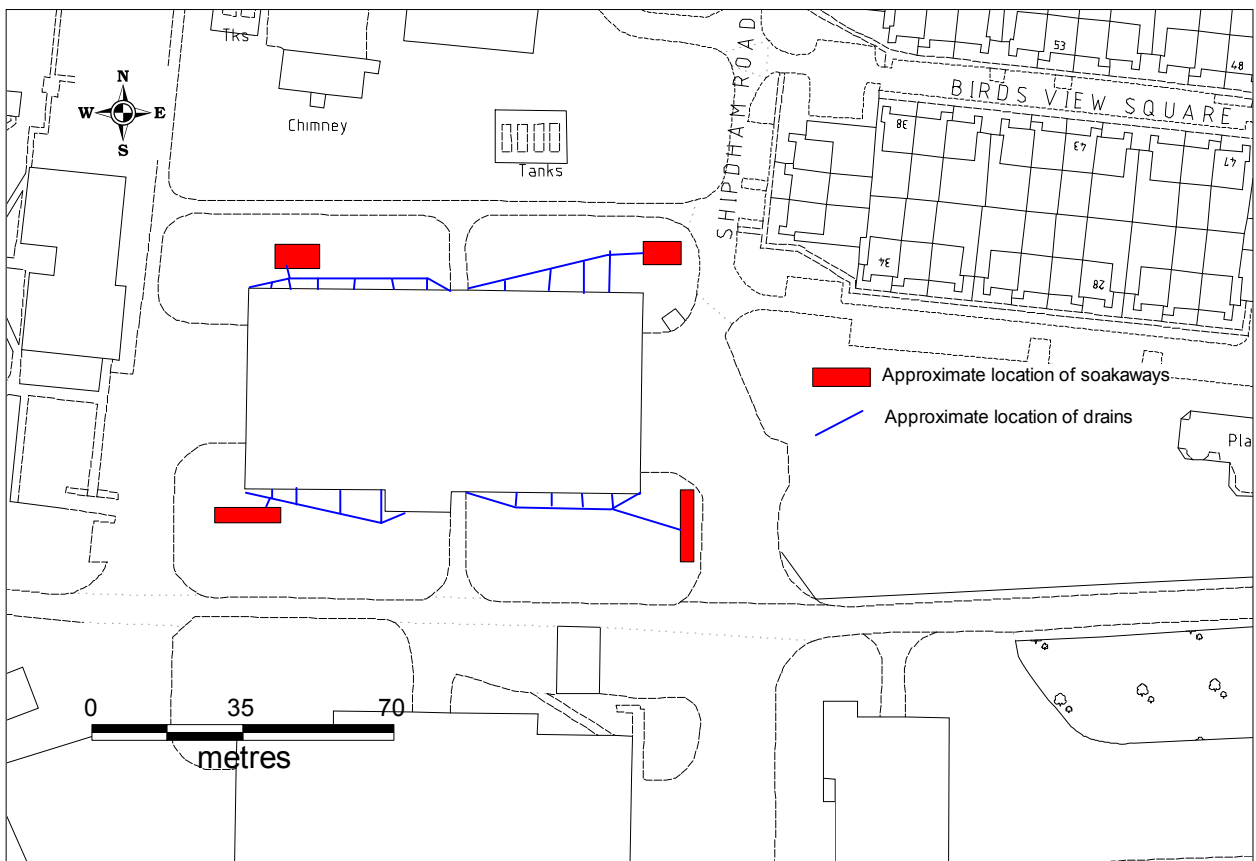
2. Project Aims

- To effect preservation by record of archaeological deposits that are threatened with damage or removal from the development.
- To record and date any archaeological deposits that may help define the context or dating of the 6 burials found in 1936.
- To assess the potential of the results of the work to contribute to the understanding of the archaeological and historical background of RAF Feltwell, and possibly the wider fen-edge.
- To deposit a well ordered and accessible archive for use in future research
- To disseminate the results of the work in a form appropriate to the significance of the findings.



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Figure 1. Site location plan



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Figure 2. Plan showing approximate location of proposed soakaways and drains

3. Project Details

Site Name	Soakaways and monitoring, Hanger 5, Building 76, RAF Feltwell.
Site Location/Parish	Feltwell
Grid Reference	TL 7107 9021
Access	Via main gate
Planning No	NA
NLA Reference	CNF42699
NHER code	TBA
OASIS Ref	Suffolkc1-TBA
SCCAS Job Code	RAFFHAN001
Type:	Small area excavation and continuous monitoring
Area	224sqm
Project date/duration	25th February 2011

Personnel/Site contact numbers

West Area Manager	Jo Caruth	01284 352446
Project Manager	Jo Caruth	01284 352446
Project Officer	Rob Brooks	01284 352446 or 07841 255067
Finds dept	Richenda Goffin	01284 352447
Fieldwork Team	Bury St Edmunds	01284 352446
Sub-contractors	-	-
Curatorial officer	James Albone	01362 869279
Consultant		
Developer		
Project Manager	MoD Defence Estates, Brian Garrad	01638 521921
Site landowner	MoD	

Emergency contacts

Local Police	MoD police	01638 532784
Local GP	Dr Hughes, Sagar and Pullen, Feltwell Surgery, Old Brandon Road, Thetford, Norfolk, IP264AY	01842 828481
Location of nearest A&E	The Queen Elizabeth Hospital, Gayton Road, King's Lynn, Norfolk, PE30 4ET	01553 613 613
Qualified First Aiders	Jo Caruth, Rob Brooks,	07764 371411 or 07912 999269
Base emergency no.		01638 527911

Hire details

Plant:	N/A
Toilet Hire	N/A – see below
Tool hire:	N/A

Other Contacts

Suffolk Fleet Maintenance		01359 270777
Suffolk Press Office		01473 264395
EMS (Jezz Meredith)		01473 583288
H&S (Stuart Boulter)		01473 583290

4. Archaeological method statement

4.1. Pre-fieldwork stage

- A new NHER number will be obtained from Norfolk landscape Archaeology prior to the start of fieldwork.
- An OASIS online record (<http://ads.ahds.ac.uk/project/oasis>) will be initiated for the project.
- Norfolk Landscape Archaeology will be given five days notice of the commencement of the fieldwork to enable the works to be monitored effectively.
- The project, from excavation to assessment, archive and publication, will be carried out in a manner consistent with 'Management of Research Projects in the Historic Environment' (English Heritage, 2006).

4.2. Fieldwork stage

- The archaeological fieldwork will be carried out by members of the SCCAS field team led by Jo Caruth. The excavation team will be made up of experienced excavators from a pool of suitable staff at SCCAS. Fieldwork standards will be guided by '*Standards for Field Archaeology in the East of England*' EAA Occasional Papers 14.

4.2.1 Soakaway excavations

- The four soakaways will be treated as small excavation areas, two of which are 5m x 11m and the other two 3m x 19m. The location of soakaways on Fig 2. is approximate as these cannot be fixed until the location of existing services is identified. Any abortive attempts to insert soakways will be treated as excavation areas and subject to the methodology outlined below.
- **The soakaway footprints will be stripped using a back-acting mechanical excavator equipped with a wide toothless bucket, under the direct control of an archaeologist. The whole area of each soakaway will be stripped to the top of the archaeological levels and examined for the presence of archaeological features.**
- Each soakaway will be cleaned by hand as required to expose and identify archaeological deposits.
- If archaeological features are not identified, excavation work will be allowed to proceed once the NLA planning archaeologist has given verbal consent (emailed pictures will be sent if possible).
- Archaeological deposits and features will be sampled by hand excavation. Pits, postholes and discreet features will be 50% excavated, and 10-20% of linear features. Where appropriate (e.g. for finds recovery, to aid interpretation or if structural features are suspected) certain features will be 100% excavated.

- An outline plan of each soakaway, together with location of small finds and site levels, will be recorded digitally using a Leica TCR705 Total Station Theodolite or RTK GPS and referenced to the Ordnance Survey grid and datum. Each soakaway will be planned by hand at a scale of 1:20 or 1:50 as appropriate which will show the location of all features, section lines and excavated portions. Where necessary additional plans will be drawn to record specific deposits. Sections of individual features, soil layers etc will be recorded at 1:20.
- All archaeological contexts will be recorded on standard SCCAS context sheets using a new NHER number.
- A photographic record (digital and monochrome print) will be made throughout the excavation.
- If human remains are encountered these will be treated with due care and respect and in accordance with the law. A License for the Removal of Human Remains has been obtained from the Ministry of Justice as required in compliance with the provisions of Section 25 of the Burial Act 1857. Excavation and recovery of human remains will follow guidance set by English Heritage & the Church of England (2005), which includes sensible baseline standards which are likely to apply whatever the location, age or denomination of a burial, and standards set by the Institute of Field Archaeologists (McKinley and Roberts). All burials will be 100% excavated and inhumations will be recorded in plan at a scale of 1:10 and in section/profile at 1:10 or 1:20 as appropriate. Urned cremations will be lifted intact taking advice from an appropriate finds specialist. Unurned cremations will be 100% sampled, and recorded in spits if necessary.
- If human remains are found at the edge of the excavation areas, these will be extended to ensure that complete remains are recovered. No body will be left partially excavated.
- All finds will be kept (in this case modern finds that relate to the airfield will also be kept) and no discard policy will be considered until all the finds have been processed and assessed. Metal detector searches will take place during the soakaway excavations, by an experienced SCCAS metal-detectorist. Finds on site will be treated according to 'First Aid For Finds' (Watkinson and Neal, 1998), and a conservator will be available for on-site consultation as required.
- All finds will be brought back to the SCCAS Bury St Edmunds office at the end of each day for processing, preliminary conservation and packing. Much of the archive and assessment preparation work will be done at the Bury St Edmunds office, but in some circumstances it may be necessary to send some categories of finds to specialists working in archaeology and university departments in other parts of the country.
- Bulk environmental soil samples will be taken from selected archaeological features and retained until an appropriate specialist has assessed their potential for palaeo-environmental remains. Decisions will be made on the need for further analysis following the excavation assessment. If necessary advice will be sought from the English Heritage Regional Advisor in Archaeological Science, on the need for specialist environmental sampling. Particular attention will be paid on site to collecting samples suitable for radio-carbon dating.

4.2.2. Drains monitoring

- All excavation for drainage trenches will be done under the observation of an archaeologist.
- Any deposits identified during the trenching works will be excavated by hand within the confines of the trench, the exception being where human remains are encountered, in which case the trench will be extended to uncover and excavated the complete remains.
- Where archaeological deposits are observed within the trenches, complete lengths of trench section will be recorded at 1:10 or 1:20 as appropriate, in order that the relationship between the deposits and the surrounding soil profile can be assessed.
- Where archaeological deposits are not identified sample trench sections will be cleaned by hand and the soil profile recorded.
- The same recording methodology as outlined for the excavation areas will be applied to the monitoring.

4.3. Post-excavation stage

- The post-excavation work will be managed by Richenda Goffin. Specialist finds staff will be experienced in local and regional types and periods for their field. Members of the project team will be responsible for taking the project to archive and assessment levels.
- All site data will be entered on a computerised database compatible with the County Historic Environment Record. All site plans and sections will be inked in to form a permanent archive on stable base material. Ordnance Datum levels will be on the section sheets. The photographic archive will be fully catalogued within the County HER photographic index.
- All finds will be processed, marked and bagged/boxed to NHER requirements. Where appropriate finds will be marked with a site code and a context number. Finds will be conserved and stored in accordance with UK Institute of Conservators guidelines (UKIC 1983, 1984 and 1990).
- Bulk finds will be fully quantified on a computerised database compatible with the County SMR. Quantification will fully cover weights and numbers of finds by OP and context with a clear statement for specialists on the degree of apparent residuality observed.
- Metal finds on site will be stored in accordance with UKIC guidelines and assessed for significance before dispatch to a conservation laboratory within 4 weeks of the end of the excavation. All pre-modern silver, copper alloy and ferrous metal artefacts will be x-rayed and coins will be x-rayed if necessary for identification. Sensitive finds will be conserved if necessary and deposited in bags/boxes suitable for long term storage to UKIC standards. All coins will be identified to a standard acceptable to normal numismatic research.

Specialist reports will be done in-house or commissioned as necessary to meet the following requirements at assessment level:

- The finds archive will meet the standards set by the Archaeological Archives Forum (Brown 2007) and the Roman Finds Group and the Finds Research Group AD700-1700 (1993).
- The pottery will be recorded and archived to a standard comparable with guidelines from the Prehistoric Ceramics Research Group (PCRG 1993), the Study Group for Roman pottery (Darling 1994), and the Medieval Pottery Research Group (MPRG 2001).
- Environmental samples will be processed and assessed to standards set by the Regional Environmental Archaeologist with a clear statement of potential for further analysis.
- Animal and human bone will be quantified and assessed to a standard acceptable to national and regional English Heritage specialists.
- An industrial waste assessment will cover all relevant material (i.e. fired clay finds as well as 'slag').
- The excavation assessment report will contain a stand alone summary and a description of the excavation methodology. It will also contain a clear separation of the objective account of the archaeological evidence from its archaeological interpretation. Recommendations to assist the Planning Officer on the potential for publication will also be included. It will contain sufficient information to stand as an archive report should further work not be required.
- The site archive will be consistent with 'Management of Research Projects in the Historic Environment' (English Heritage, 2006). A full project archive will be submitted to Norfolk Museums and Archaeology Service and every effort will be made to ensure that the landowner agrees to the deposition of all the finds (the Field Team will take responsibility to report any finds which might qualify under the Treasure Act 1996). The archive will be in paper and electronic form. A summary of the project findings will also be produced. The landowner/developer will receive copies of the report with all finds fully listed.
- Three hard copies and a PDF copy of the report on CD will be submitted to Norfolk NLA for the attention of the Head of Archaeological Planning at the conclusion of the work.
- The OASIS on-line form will be completed at the end of the project including an uploaded version of the report.

4.4. References

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