

Growth, Highways and Infrastructure  
Bury Resource Centre  
Hollow Road  
Bury St Edmunds  
Suffolk  
IP32 7AY

## Brief for Archaeological Excavation

AT

### **Land at Old Stowmarket Road, Woolpit**

<b>PLANNING AUTHORITY:</b>	Mid Suffolk District Council
<b>PLANNING APPLICATION NUMBER:</b>	1636/16
<b>HER NO. FOR THIS PROJECT:</b>	To be arranged with the Suffolk HER Officer ( <a href="mailto:archaeology.her@suffolk.gov.uk">archaeology.her@suffolk.gov.uk</a> )
<b>GRID REFERENCE:</b>	TL 9805 6227
<b>DEVELOPMENT PROPOSAL:</b>	Outline planning permission with all matters reserved except for access for the erection of up to 120 dwellings. Construction of a car park to be associated with Woolpit Health Centre. Access to the site and individual accesses to five self-build plots and associated open space. (Proposal includes highway improvements to Heath Road and Old Stowmarket Road, including double mini roundabout at The Street, Old Stowmarket Road and Heath Road junction)
<b>AREA FOR INVESTIGATION:</b>	See mitigation and contingency areas on attached plan
<b>THIS BRIEF ISSUED BY:</b>	Gemma Stewart Senior Archaeological Officer Tel. : 01284 741242 E-mail: <a href="mailto:gemma.stewart@suffolk.gov.uk">gemma.stewart@suffolk.gov.uk</a>
<b>Date:</b>	10 <sup>th</sup> March 2020

### **Summary**

- 1.1 Planning permission has been granted with the following two-part condition relating to archaeological investigation:

1. No development shall take place within the area indicated [the whole site] until the implementation of a programme of archaeological work has been secured, in accordance with a Written Scheme of Investigation which has been submitted to and approved in writing by the Local Planning Authority.

The scheme of investigation shall include an assessment of significance and research questions; and:

- a. The programme and methodology of site investigation and recording
- b. The programme for post investigation assessment
- c. Provision to be made for analysis of the site investigation and recording
- d. Provision to be made for publication and dissemination of the analysis and records of the site investigation
- e. Provision to be made for archive deposition of the analysis and records of the site investigation
- f. Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation.
- g. The site investigation shall be completed prior to development, or in such other phased arrangement, as agreed and approved in writing by the Local Planning Authority.

2. No building shall be occupied until the site investigation and post investigation assessment has been completed, submitted to and approved in writing by the Local Planning Authority, in accordance with the programme set out in the Written Scheme of Investigation approved under part 1 and the provision made for analysis, publication and dissemination of results and archive deposition.

- 1.2 This brief stipulates the minimum requirements for the archaeological investigation and should be used in conjunction with the Suffolk County Council Archaeology Service's (SCCAS) Requirements for Archaeological Excavation 2018. These should be used to form the basis of the Written Scheme of Investigation (WSI).
- 1.3 The archaeological contractor, commissioned by the applicant, must submit a copy of their WSI to SCCAS for scrutiny, before seeking approval from the LPA.
- 1.4 Following acceptance by SCCAS, it is the commissioning body's responsibility to submit the WSI to the LPA for formal approval. No fieldwork should be undertaken on site without the written approval of the LPA. The WSI, however, is not a sufficient basis for the discharge of a planning condition relating to archaeological investigation. Only the full implementation of the scheme, both completion of fieldwork and reporting, will enable SCCAS to advise the LPA that a condition has been adequately fulfilled and can be discharged.
- 1.5 The WSI should be approved before costs are agreed with the commissioning client, in line with the Chartered Institute for Archaeologists' guidance. Failure to do so could result in additional and unanticipated costs.
- 1.6 The WSI will *provide the basis for measurable standards* and will be used to establish whether the requirements of the brief will be adequately met. If the approved WSI is not carried through in its entirety (unless a variation is agreed by SCCAS), the excavation report may be rejected.

## **Archaeological Background**

- 2.1 The site is situated to the south of Old Stowmarket Road in the historic village of Woolpit on Crag Group – sand bedrock geology and Woolpit Beds – clay and silt superficial deposits (BGS accessed March 2020) at roughly 61.6m AOD. Adjacent to the site are post-medieval brickworks (Historic Environment Record ref WPT 021 and 022) and scatters of Roman and medieval finds have been located within the vicinity (WPT 001, 009, 011 and 012).
- 2.2 In 2016 and 2019 archaeological trial trench evaluations conducted within the application area identified evidence of Neolithic and Early/Middle Iron Age occupation, in the form of pits and gullies on the sandy soils at the south end of the site. These contained flint-working débitage, pottery, animal bone (some with butchery marks), charred cereals and other plant macrofossils, suggesting habitation in the immediate area (ASE report number 2019356).

## **Planning Background**

- 3.1 The proposed works would cause significant ground disturbance that will damage or destroy archaeological deposits at this site.
- 3.2 The Planning Authority has been advised that any consent should be conditional upon an agreed programme of work taking place before development begins in accordance with the *National Planning Policy Framework* (Paragraph 199), to record and advance understanding of the significance of any heritage assets before they are damaged or destroyed.

## **Fieldwork Requirements for Archaeological Investigation**

- 4.1 Archaeological investigation is to be carried out prior to development. A controlled strip and excavation is to be undertaken within the areas outlined on the attached plan, where areas of archaeological interest has been defined during the evaluation and significant groundworks are going to be carried out as part of the development. Provision should be made to extend these areas, should significant archaeological remains be shown to continue beyond the initial excavation strip, until a 10m archaeology free buffer zone has been achieved.
- 4.2 The archaeological investigation should provide a record of archaeological deposits which are damaged or removed by any development (including services and landscaping) permitted by the current planning consent. Opportunity must be given to the archaeological contractor to hand excavate and record any archaeological features which appear during earth moving operations, within safe parameters.
- 4.3 The excavation areas will be stripped by a mechanical excavator to the depth of geological horizons, or to the upper interface of archaeological features or deposits, whichever is encountered first.

- 4.4 All features will be investigated and recorded to provide an accurate assessment of their character and contents. All relationships between features or deposits will be investigated and recorded. Any natural subsoil surface revealed will be hand cleaned and examined for archaeological deposits and artefacts. Excavation will characterise the full archaeological sequence down to undisturbed natural deposits. Apparently natural features (such as tree throws) will be sampled sufficiently to establish their character.
- 4.5 All excavation of all archaeological deposits will be done by hand, unless agreed with SCCAS that there will be no loss of evidence using a machine. There will be sufficient excavation to give clear evidence for the period, depth and nature of each archaeological deposit.
- 4.6 A scale plan showing the proposed location of the excavation areas should also be included in the WSI and must be approved by SCCAS before fieldwork begins.
- 4.7 The SCCAS Requirements for Excavation 2018 should be adhered to. Under no circumstances is the percentage of sampling of archaeological features to be determined solely by resource limitations.
- 4.8 The method and form of development should be also monitored to ensure that it conforms to previously agreed locations and techniques upon which this brief is based.
- 4.9 If unexpected remains are encountered SCCAS must be informed immediately. Amendments to this brief may be required to ensure adequate provision for archaeological recording.
- 4.10 Metal detector searches must take place at all stages of the excavation by a named, experienced metal detector user, including reference either to their contributions to the PAS database or to other published archaeological projects they have worked on. Metal detecting should be carried out before and after the excavation area is stripped and throughout the excavation process (including the scanning of spoil).

#### **Arrangements for Archaeological Investigation**

- 5.1 All arrangements for the excavation of the site, the timing of the work and access to the site, are to be defined and negotiated by the archaeological contractor with the commissioning body.
- 5.2 The project manager must consult the Suffolk HER Officer to obtain a parish code for the work. This number will be unique for each project and must be used on site and for all documentation and archives relating to the project.
- 5.3 The composition of the archaeological contractor's staff must be detailed and agreed by SCCAS, including any subcontractors/specialists. Ceramic specialists, in particular, must have relevant experience from this region, including knowledge of local ceramic sequences.
- 5.4 A timetable for fieldwork and assessment stages of the project must be presented in the WSI and agreed with SCCAS before the fieldwork commences.

- 5.5 All arrangements for the excavation, the timing of the work and access to the site, are to be defined and negotiated by the archaeological contractor with the commissioning body.
- 5.6 If the archaeological excavation is scheduled to be undertaken immediately before construction, the commissioning body should be aware that there may be a time delay for excavation and recording if unexpected and complex archaeological remains are defined. Adequate time is to be allowed for full archaeological recording of archaeological deposits before any construction work can commence on site (unless otherwise agreed by the LPA on the advice of SCCAS).
- 5.7 The project manager must also carry out a risk assessment and ensure that all potential risks are minimised, before commencing the fieldwork. The responsibility for identifying any constraints on fieldwork, e.g. designated status, public utilities or other services, tree preservation orders, SSSIs, wildlife sites and other ecological considerations, and land contamination, rests with the commissioning body and its archaeological contractor.
- 5.8 The WSI must state the security measures to protect the site from vandalism and theft, and to secure any deep holes.
- 5.9 Provision should be included in the WSI for public benefit in the form of communication and outreach activities.
- 5.10 The WSI must indicate where the analysed results will be published and provide an estimate in the proposed budget for the benefit of the client, indicating that this sum should be set aside for this specific purpose and that it will be revised following the completion of the PXA & UPD.
- 5.11 The first monitoring meeting will be held after the initial site clean and presentation of the base plan but prior to major excavation work. Subsequent monitoring meetings will be held and will be arranged during the course of the project.
- 5.12 SCCAS officers are responsible for monitoring all archaeological work within Suffolk and will need to inspect site works at an appropriate time during the fieldwork and review the progress of reports and/or archive preparation.
- 5.13 The archaeological contractor must give SCCAS ten working days' notice of the commencement of ground works on the site and a monitoring visit must be booked with SCCAS prior to works commencing on site. The method and form of development will also be monitored to ensure that it conforms to agreed locations and techniques in the WSI.
- 5.14 Any changes to the specifications that the project manager may wish to make after approval by this office should be communicated directly to SCCAS for approval.
- 5.15 If exceptional, complex or unexpected features or deposits are uncovered, SCCAS will be informed and their advice sought so an investigation strategy can be agreed.
- 5.16 SCCAS should be kept regularly informed about developments both during the site works and subsequent post-excavation work.

## Post-Excavation Assessment and Archival Requirements

- 6.1 Within four weeks of the end of fieldwork a written timetable for post-excavation assessment, updated project design and/or reporting must be produced, which must be approved by SCCAS. Following this, a written statement of progress on post-excavation work – whether assessment, analysis, report writing and publication or archiving – will be required at six monthly intervals.
- 6.2 A post-excavation assessment (PXA) report on the fieldwork should be prepared in accordance with the principles of *Management of Research Projects in the Historic Environment (MoRPHE)* (English Heritage 2006, updated 2015). The PXA will act as a critically assessed audit of the archaeological evidence from the site; see *East Anglian Archaeology Draft Post Excavation Assessments: Notes on a New Guidance Document* (2012).
- 6.3 In certain instances a full PXA might be unnecessary. The need for a full PXA or otherwise should be discussed and formally agreed with SCCAS within four weeks of the end of fieldwork.
- 6.4 The PXA must present a clear and concise assessment of the archaeological value and significance of the results, and identifies the research potential, in the context of the Regional Research Framework (*East Anglian Archaeology, Occasional Papers* 3, 8 and 24, 1997, 2000 and 2011). It must present an Updated Project Design, with a timetable, for analysis, dissemination and archive deposition. The PXA will *provide the basis for measurable standards* for SCCAS to monitor this work.
- 6.5 An archive of all records and finds is to be prepared, consistent with the principles of *MoRPHE*. It must be adequate to perform the function of a final archive for deposition in the Archaeological Store of SCCAS or in a suitable museum in Suffolk (see *Archaeological Archives Forum: a guide to best practice* 2007).
- 6.6 Finds must be appropriately conserved and stored in accordance with guidelines from *The Institute of Conservation (ICON)*.
- 6.7 The project manager should consult the intended archive depository before the archive is prepared regarding the specific requirements for the archive deposition and curation, and regarding any specific cost implications of deposition. The intended depository must be prepared to accept the entire archive resulting from the project (both finds and written archive) in order to create a complete record of the project. A clear statement of the form, intended content, and standards of the archive is to be submitted for approval as an essential requirement of the WSI.
- 6.8 The PXA should offer a statement of significance for retention, based on specialist advice, and - where it is justified – the UPD should propose a discard strategy. This should be agreed with the intended archive depository.
- 6.9 For deposition in the SCCAS Archaeological Store, the archive should comply with SCCAS Archive Guidelines 2019. If this is not the intended depository, the project manager should ensure that a duplicate copy of the written archive is deposited with the Suffolk HER.

- 6.10 The UPD should state proposals for the deposition of the digital archive relating to this project with the Archaeology Data Service (ADS), or similar digital archive repository, and allowance should be made for costs incurred to ensure proper deposition (<http://ads.ahds.ac.uk/project/policy.html>).
- 6.11 An unbound hardcopy of the PXA and UPD (or grey literature report if otherwise agreed), clearly marked DRAFT, must be presented to SCCAS for approval within six months of the completion of fieldwork unless other arrangements are negotiated. Following acceptance, a single hard copy of the report should be presented to the Suffolk HER as well as a digital copy of the approved report.
- 6.12 On approval of an adequate PXA and UPD, and confirmation that provision has been made to deliver the UPD, SCCAS will advise the LPA that the scheme of investigation for post-excavation analysis, dissemination and archive deposition has been agreed.
- 6.13 Where appropriate, a copy of the approved PXA should be sent to the local archaeological museum, whether or not it is the intended archive depository. A list of local museum can be obtained from SCCAS.
- 6.14 SCCAS supports the OASIS project, to provide an online index to archaeological reports. 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 and a copy must be included in the final report and also with the site archive. A .pdf version of the entire report should be uploaded to the OASIS website.
- 6.15 Where positive results are drawn from a project, a summary report must be prepared, in the established format, suitable for inclusion in the annual 'Archaeology in Suffolk' section of the *Proceedings of the Suffolk Institute of Archaeology and History*. It should be included in the project report, or submitted to SCCAS/CT, by the end of the calendar year in which the work takes place, whichever is the sooner.

## **Standards and Guidance**

Detailed requirements are to be found in our Requirements for Archaeological Excavation 2018 and in SCCAS Archive Guidelines 2019.

Standards, information and advice to supplement this brief are to be found in *Standards for Field Archaeology in the East of England*, East Anglian Archaeology Occasional Papers 14, 2003.

The Chartered Institute for Archaeologists' *Standard and Guidance for archaeological excavation* (revised 2014) should be used for additional guidance in the execution of the project and in drawing up the report.

## Notes

There are a number of archaeological contractors that regularly undertake work in the County and SCCAS will provide advice on request. SCCAS does not give advice on the costs of archaeological projects. The Chartered Institute for Archaeologists maintains a list of registered archaeological contractors ([www.archaeologists.net](http://www.archaeologists.net) or 0118 378 6446).

The Historic Environment Records Data available on the Heritage Gateway and Suffolk Heritage Explorer is **NOT** suitable to be used for planning purposes and will not be accepted in lieu of a full HER search.

Any reference to HER records in any WSI's or reports should be made using the Parish Code (XXX 000) and **NOT** the MSF0000 number.

**This brief remains valid for 12 months. If work is not carried out in full within that time this document will lapse; the brief may need to be revised and re-issued to take account of new discoveries, changes in policy and techniques.**



© Archaeology South-East		Old Stowmarket Road, Woolpit	Fig. 50
Project Ref. 180784	Jan 2020	Provisional phasing of features	
Report Ref. 2019356	Drawn by APL		

After ASE report number 2019356, Figure 50