

Report on an Archaeological Excavation at '18 Home Close, Great Ellingham, Norfolk'

ENF138427

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Archaeological Report

CB432R v.1.1

**18 Home Close, Great Ellingham,
Norfolk**

ENF138427

Prepared for:

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Great Ellingham
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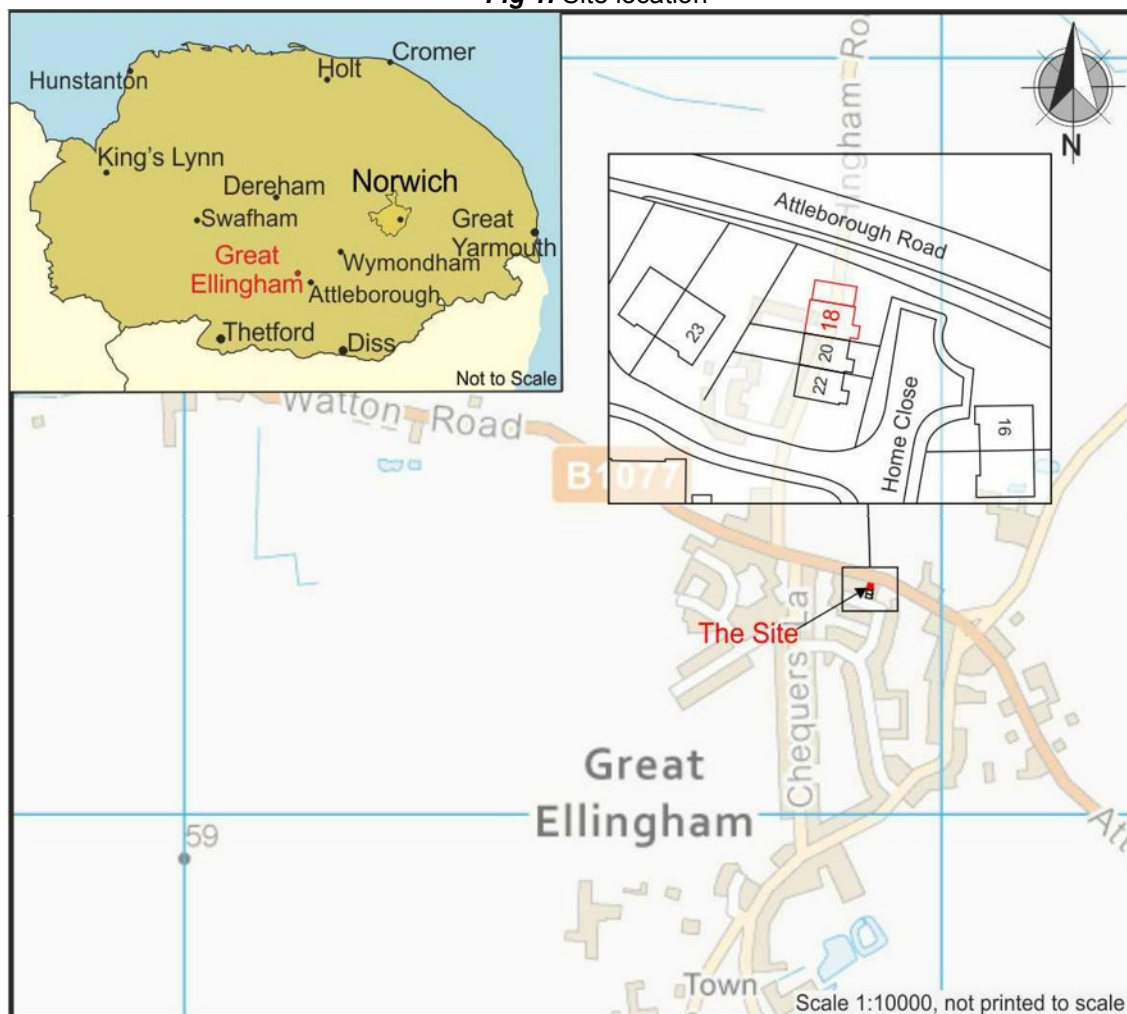
Summary

An archaeological excavation was carried out at '18 Home Close, Great Ellingham, Norfolk' (Norfolk Historic Environment Record event number ENF138427) associated with the construction of an extension to a residential dwelling in July and December 2015. There were no indications of the extensive Roman cemetery site known in this area, indicating a possible northwest extent of the cemetery. No finds, features or deposits of archaeological significance were present.

1.0 Introduction

- 1.1 A programme of Archaeological Excavation resulting from development proposals at '18 Home Close, Great Ellingham, Norfolk' (grid reference TM 01914 97305, *Fig. 1*, planning application number 3PL/2015/0195/F) has been requested by the Norfolk County Council Historic Environment Service (reference CNF46116). The development comprises the demolition of an existing lean-to garage to be replaced with a 2-storey extension incorporating a new garage.
- 1.2 Project Design and Written Scheme of Investigation, CB432, details how Chris Birks (hereafter 'the Contractor') would undertake these works and was prepared for Mr Alastair Donald (hereafter 'the Client') to provide a quotation for undertaking these works. It was submitted to and approved by James Albone at the Norfolk County Council Historic Environment Service on 11 June 2015 in accordance with the Historic Environment Service Brief and Chartered Institute for Archaeologists' guidance.
- 1.3 This report, CB432R v.1.1, details how Chris Birks undertook these works and summarises the results and a copy has been sent to the Norfolk County Council Historic Environment Service.

Fig 1. Site location



2.0 Project Background

- 2.1 The proposed development site lies close to the area of a Roman inhumation cemetery at Great Ellingham. Consequently there is a very high potential that heritage assets with archaeological interest (buried archaeological remains, specifically human burials) will be present at the site and that their significance will be adversely affected by the proposed development.
- 2.2 An Archaeological Excavation was 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.
- 2.3 The *Code of Conduct* (2014), *Regulations for Professional Conduct* (January 2015 revision) and *Standard and guidance for an archaeological excavation* (2014) by the Chartered Institute of Field Archaeologists (CIFA) were adhered to.
- 2.4 Works were carried out according to guidelines set out in *Standards for Field Archaeology in the East of England* (Gurney 2003) and *Management of research projects in the historic environment. The MoRPHE Project Manager's Guide* (Historic England 2015).
- 2.5 Norfolk Historic Environment Record (NHER) number ENF138427; Online Access to the Index of Archaeological Investigations (OASIS) ID: chrisbir-279723 (*Appendix 3*).
- 2.6 The archive will be prepared, including a form suitable for microfilming if required, consistent with the principles of *Management of research projects in the historic environment. The MoRPHE Project Manager's Guide* (Historic England 2015) and submitted to the Norfolk Museums Service for long-term storage.

3.0 Archaeological and Historical Background

- 3.1 A search of entries in the Norfolk Historic Environment Record (NHER) for the site and surrounding 1km radius was carried out on 20 March 2017 and produced 69 records. Due to the lack of archaeological remains encountered during the programme of archaeological work, a summary of records within the immediate vicinity of the site are described in this report. Further details of these and all other entries can be seen at the Historic Environment Record office at Gressenhall near Dereham by prior appointment.
- 3.2 The development site lies close to the area of a Roman inhumation cemetery at Great Ellingham and associated remains have been identified since the 1950s (NHER 4257). An archaeological evaluation by trial trenching prior to residential development was carried out towards the probable easterly extent of the cemetery, c. 65m to the southeast of development site, in November 2011 (NHER event number ENF127902). Five *in situ* human burials dating to the Romano-British period were present within the trench confirming the Roman cemetery site (NHER 4257) extended across this site. A subsequent programme of archaeological excavation and monitoring was carried out in 2012 and revealed 85 well-preserved Roman burials, the largest to date in Norfolk (NHER event number ENF128797). A programme of post-excavation analysis and preparation of contractor's and publication reports is currently underway (Birks forthcoming¹).
- 3.3 Archaeological excavations associated with the construction of a residential extension on the east side of 41 Church Street in 2016 revealed the remains of a further 11 Roman human burials, most certainly associated with the same cemetery (ENF140685, Birks forthcoming²) and other Roman burials have previously been recorded from properties on Home Close.
- 3.4 The hypothetical route of a Roman road, aligned NW-SE, from Attleborough towards Little Ellingham, runs to the south of the site (NHER 58564). The route is an extension of the Attleborough road which would run alongside the Roman cemetery and Roman buildings and contextualise the significant cluster of Roman sites and buildings in Great Ellingham parish.
- 3.5 St. James the Great's Church and churchyard lie to the southeast of the development site (NHER 4259). The church is mainly of 14th century date, restored between 1900 and 1920 with much attractive chequered flintwork on the exterior. There are various interesting features to be seen

inside including a mid-14th century octagonal font with its original lead lining, part of a 15th century painted screen and various medieval wall paintings.

- 3.6 Ye Olde Thatche Shoppe lies to the south of the development site (NHER 40344). It is a much-altered 15th century plastered timber-framed house with a thatched roof. It was originally two cottages, but since became a dwelling and a shop.
- 3.7 Orchard House, formerly Islay House, 27 Church Street to the south of the development site is a mid-17th century and later two-storey timber-framed house with lath and plaster infill and a late-18th century brick casing (NHER 46128).
- 3.8 Glenfield Cottage lies to the southeast of the development site (NHER 46755). It is an early-18th century partly timber-framed house with rendered clay lump infill and a thatched roof.
- 3.9 Church Farm House lies to the southeast of the site (NHER 23620). It is an early-18th century thatched timber-framed cottage, built with reused 16th and 17th century beams and a 17th century ceiling from another building. A stirrup was once hung in the chimney, possibly to ward off evil spirits.
- 3.10 The cropmarks of an undated ditch lie to the north of Mill Lane and west of the Roman cemetery site (NHER 4257).
- 3.11 In 2014, various groundworks were monitored during the installation of new sewerage pipes along the Attleborough Road (e.g. NHER 61946). No archaeologically significant remains were observed. It was clear that in several places the construction of the modern road had resulted in the truncation of underlying deposits. This disturbance appears to have been particularly severe in the vicinity of Church Farm, close to where a number of inhumation burial had previously been discovered (NHER 4257). It is therefore likely that any burials present on the line of the road were removed during its construction.
- 3.12 There was potential, therefore, that significant heritage assets with archaeological interest (buried archaeological remains, specifically human burials) would be present at the site and that their significance may be affected by the proposed development. The recovery of such information would contribute greatly to Research Topics for the Eastern Counties.

4.0 Geology and Topography

- 4.1 The parish of Great Ellingham lies upon a solid geology of Upper Chalk with overlying Boulder Clay deposits and glacial sands and gravels (Funnell 2005). The soil landscape is characteristic of the South Norfolk Claylands (Williamson 2005).
- 4.2 The site lies on the north side of Great Ellingham at an elevation of c. 55m OD.

5.0 Aims and Objectives

- 5.1 Generic Aims of the project are to;
 - 5.1.1 Determine the presence of archaeological remains during archaeological excavation of the site.
 - 5.1.2 Establish the extent, condition, nature, date, phasing, character, function, status and significance of any such archaeological remains.
 - 5.1.3 Create datasets relating to the stratigraphic, artefactual and environmental information recovered during excavations for analysis.
- 5.2 Specific aims of the project are to;
 - 5.2.1 Replace by record archaeological features and/or deposits within the area indicated. This forms part of the research agenda for the eastern counties of England in *Research and Archaeology Revisited: A Revised Framework for the East of England* (Medlycott 2011).
 - 5.2.2 Preserve archaeological remains including human burials *in situ* where possible.

6.0 Method Statement

6.1 Introduction

- 6.1.1 The primary purpose of the excavation was to excavate the groundworks associated with the construction of the new extension under archaeological supervision and control in order to recover as much information as possible on the extent, date, phasing, character, function, status and significance of the site. The states of preservation of archaeological features or deposits within the area indicated were determined. This was achieved through the methodology detailed in Project Design and Written Scheme of Investigation, CB432 (*Appendix 1*), summarised below.

6.2 Methodology

- 6.2.1 Archaeological monitoring was carried out during the removal of the existing foundations of the present lean-to garage.
- 6.2.2 The excavation of the foundation and drainage trenches was carried out by the development groundworks team under archaeological supervision and control to the required depth of the trenches or until archaeological remains were encountered.
- 6.2.3 Due to the potential for *in situ* human burials, a licence for the removal of human remains from the Ministry of Justice was applied for prior to excavations commencing (*Appendix 2*).
- 6.2.4 Any further excavations that may disturb archaeological features and/or deposits, e.g. service trenches, were archaeologically monitored as appropriate.
- 6.2.5 Archaeological remains were manually excavated and recorded as per 5.3 *General requirements for work* as required.

6.3 General requirements for work

- 6.3.1 An OASIS online record was initiated and key fields have been entered for Details, Location and Creators forms.
- 6.3.2 The Historic and Environment Record (HER) Officer was contacted to obtain a HER event number for the site.
- 6.3.3 Topsoil, subsoil, archaeological features, deposits and spoil were metal detected during machine and manual excavation and any finds were recovered, labelled and bagged, and retained for later analysis.
- 6.3.4 In the event of encountering archaeological remains, no further machine excavation was made and any archaeological features were sample excavated by hand, using appropriate tools, as follows. The Client acknowledged that time would be required to carry out manual excavation and recording of archaeological features.

Linear features	10%
Pits, post-holes	100%
Structural remains	50% (depending upon extent of remains)
Burials	No burials were encountered

- 6.3.5 A general photographic record was made using colour digital images.
- 6.3.6 Fencing to secure the site and appropriate signage remained the responsibility of the Client/the Client's building contractor.

6.4 Post-excavation Analysis and Report

- 6.4.1 An assessment of the recorded evidence was made in accordance with *Management of research projects in the historic environment. The MoRPHE Project Manager's Guide* (Historic England 2015).
- 6.4.2 The analysis of stratigraphical/structural records, Artefactual and environmental materials was made for inclusion in a site report.

6.4.3 The site report includes the following according to *Standard and guidance for archaeological field evaluation* (Chartered Institute of Field Archaeologists 2014);

- 6.4.3.1 a non-technical summary explains the principal reason for the work, its objectives and main results. It includes reference to authorship and the commissioning body.
 - 6.4.3.2 project, planning, geological, archaeological and historical backgrounds.
 - 6.4.3.3 aims and objectives, as described in the Written Scheme of Investigation.
 - 6.4.3.4 methodology, as described in the Written Scheme of Investigation.
 - 6.4.3.5 results. These include a series of summary objective statements, organised clearly in relation to the methods used, and describing contextual data and associated finds and/or environmental data. Descriptive material is clearly separated from interpretative statements. Technical terminology (including dating or period references) is explained and the results are accompanied by appropriate drawings and photographs and by supporting data contained in appendices.
 - 6.4.3.6 finds, human remains, environmental and other relevant specialists' report as required.
 - 6.4.3.7 conclusions. Conclusions are drawn to summarise and interpret the results and place them into context (local, national or otherwise). A confidence rating on techniques used, or on limitations imposed by particular factors (e.g. weather or problems of access) is included.
 - 6.4.3.8 archive. The archive will be prepared consistent with the principles of *Management of research projects in the historic environment. The MoRPHE Project Manager's Guide* (Historic England 2015) and submitted to the Norfolk Museums Service for long-term storage.
 - 6.4.3.9 appendices, to include context, finds and environmental sample summaries.
 - 6.4.3.10 illustrations. Figures have been prepared at appropriate scales to include site location and plan drawings and plan and section drawings, relating their locations. Colour digital images of archaeological remains described in the results are provided as necessary including title, orientation and scale information.
 - 6.4.3.11 references and bibliography. A list of all sources referred to in the report, including electronic sources, is provided.
 - 6.4.3.12 a document control grid to track revisions to the report and a list of contents with descriptions of figures and plates is included in the report and disclaimers are described.
- 6.4.4 A copy of the report has been submitted to the Norfolk County Council Historic Environment Service. Any required amendments will be considered and made prior to submission of a *final* report.
- 6.4.5 One copy of the *final* Contractor's (site) report will be submitted to the Norfolk Historic and Environment Record; one copy to the Client and one copy to Historic England as required. These copies will not be issued until all payments have been received in full.
- 6.4.6 The OASIS online form will be completed and submitted to the Norfolk Historic Environment Record, including an uploaded .pdf version of the report.
- 6.4.7 The archive will be prepared, including a form suitable for microfilming if required, consistent with the principles of *Management of research projects in the historic environment. The MoRPHE Project Manager's Guide* (Historic England 2015) and submitted to the Norfolk Museums Service for long-term storage.

7.0 Results

7.1 Introduction

- 7.1.1 Site conditions were good and access was gained from Home Close to the east. The weather remained dry but varied between warm and cold. Archaeological excavation and monitoring was

carried out between 14 July and 02 Dec 2015. No context numbers were allocated due to the lack of archaeological remains.

7.2 Observations

Figure 2

- 7.2.1 The existing concrete pad and foundations of the former garage were left *in situ* and excavations for the new extension foundations measured approximately 0.8m wide to a depth of c. 0.9m beneath present ground level (*Plate 1*). Initially, c. 0.3m of mid brown grey silty sand with occasional small-sized subangular flints, occasional small- to medium-sized brick fragments and occasional small-sized chalk pieces was removed that overlay light to mid orange brown sand undisturbed 'natural' deposits with occasional small- to medium-sized subangular flints. The foundations of the existing house were exposed at a depth of c. 0.5m beneath present ground level. An approximately east-to-west orientated existing surface water drain was observed at a depth of c. 0.85m beneath present ground level. Two mains water supply pipes were also observed. No archaeological remains were present.
- 7.2.2 Excavations for a foul and surface water drain to the southwest of the extension connecting to an existing drain measured c. 0.3m wide to a depth of c. 0.6m beneath present ground level. Initially, c. 0.3m of grass-covered mid brown grey silty sand with occasional small-sized subangular flints was removed that overlay mid brown grey silty sand with occasional small-sized subangular flints and occasional small-sized chalk pieces. No archaeological remains were present.

Plate 1. General view of foundation trench excavations, looking south



Scale is 2m in 0.5m intervals

Plate 2. General view of drainage trench excavations, looking southwest



Scale is 2m in 0.5m intervals

8.0 Conclusions

- 8.1 The author has a high confidence rating of the results. Excavations associated with the construction of the extension to the existing dwelling did not reveal any archaeological remains. No evidence relating to the Roman cemetery inhumation site known in this area was observed. This may have been due to the limited size and quantity of the excavations. However, the high density of burials recorded approximately 65m to the southeast in 2011 and approximately 105m to the southeast in 2016 indicates that had burials been present, they would have been observed during the current scope of work. This therefore suggests a possible northwest extent of the Roman cemetery.

Acknowledgments

The project was undertaken by Chris Birks on behalf of Mr Alastair Donald who also funded the work. Fieldwork was undertaken by John Simmons and the report was written by Chris Birks with contributions by John Simmons.

Thanks to Anj Beckham and Peter Watkins at the Norfolk Historic Environment Record office based at Gressenhall. Thanks also to James Albone, Steve Hickling, Charlotte Jarvis, Xenia Paula Kyriakou, John Percival, David Robertson and Andrew Rogerson at the Norfolk County Council Historic Environment Service.

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CIFA – Chartered Institute for Archaeologists

Appendix 1 Project Design and Written Scheme of Investigation (CB432)



**Project Design and Written Scheme of Investigation for
Archaeological Excavation at
'18 Home Close, Great Ellingham, Norfolk'**

Prepared for:
Mr Alastair Donald
18 Home Close
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Reference No. CB432
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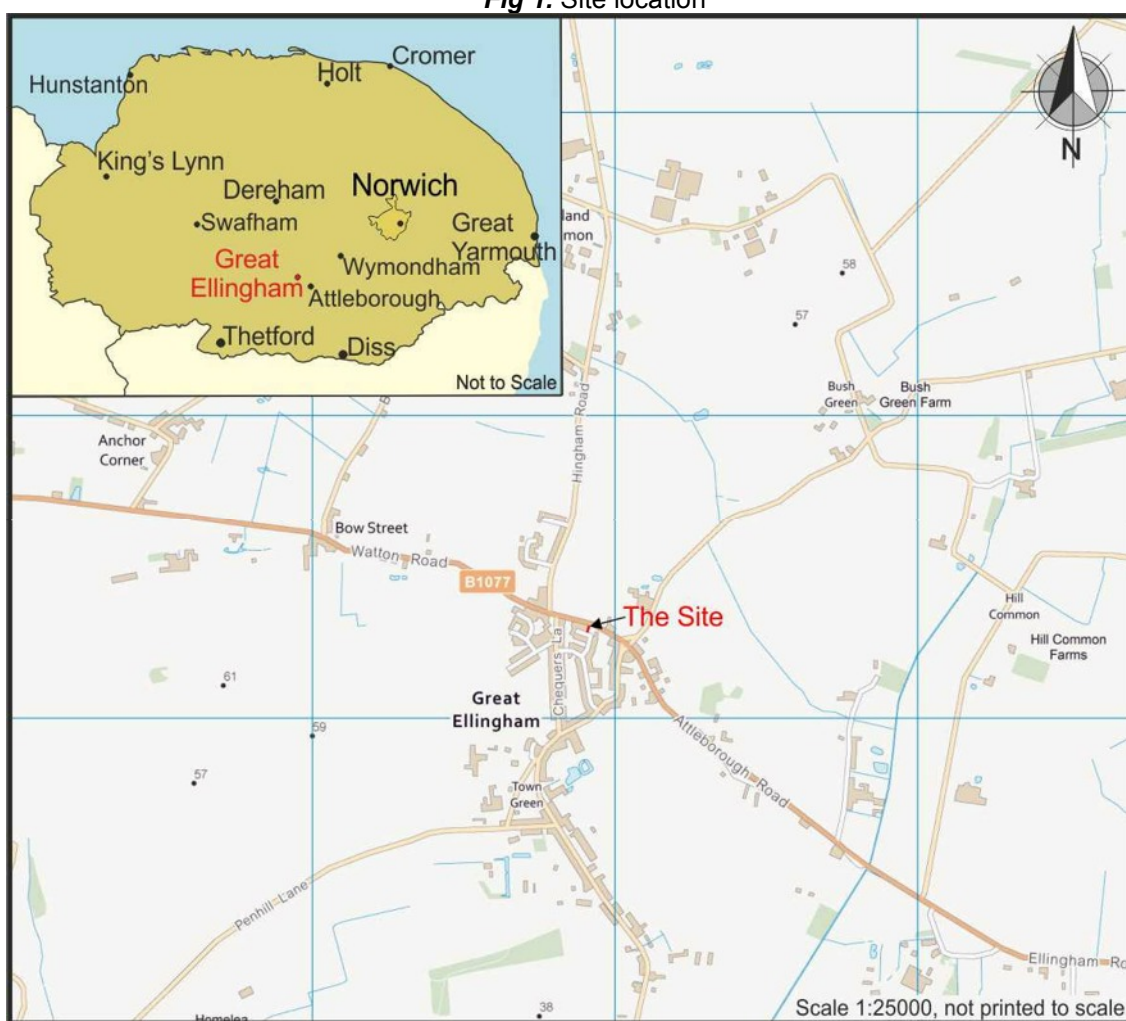
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Bibliography

1.0 Introduction

- 1.1. A programme of Archaeological Excavation resulting from development proposals at '18 Home Close, Great Ellingham, Norfolk' (grid reference TM 01914 97305, *Fig. 1*, planning application number 3PL/2015/0195/F) has been requested by the Norfolk County Council Historic Environment Service (reference CNF46116). The development comprises the demolition of the existing lean-to garage to replace with a 2-storey extension incorporating a new garage.
- 1.2. This Project Design and Written Scheme of Investigation, CB432, details how Chris Birks (hereafter 'the Contractor') would undertake these works and has been prepared for Mr Alastair Donald (hereafter 'the Client') to provide a quotation for undertaking these works.
- 1.3. A *draft* copy of the Project Design was submitted to and approved by James Albone at the Norfolk County Council Historic Environment Service on 11 June 2015 in accordance with the Historic Environment Service Brief and Chartered Institute for Archaeologists' guidance.

Fig 1. Site location



2.0 Project Background

- 2.1. The proposed development site lies within the area of the Roman inhumation cemetery at Great Ellingham. Consequently there is a very high potential that heritage assets with archaeological interest (buried archaeological remains, specifically human burials) will be present at the site and that their significance will be adversely affected by the proposed development.

- 2.2. An Archaeological Excavation 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.

3.0 Archaeological and Historical Background

- 3.1. The proposed development site lies within the area of the Roman inhumation cemetery at Great Ellingham and associated remains have been identified since the 1950s (NHER 4257). An archaeological evaluation by trial trenching prior to residential development was carried out towards the probable easterly extent of the cemetery c. 50m to the east of application site in November 2011 (NHER event number ENF127902). Five *in situ* human burials dating to the Romano-British period were present within the trench confirming the Roman cemetery site (NHER 4257) extended across this site. A subsequent programme of archaeological excavation and monitoring was carried out in 2012 and revealed 85 well-preserved Roman burials (NHER event number ENF128797). A programme of post-excavation analysis and preparation of contractor's and publication reports is currently underway. Other Roman burials have previously been recorded from properties on Home Close.
- 3.2. The hypothetical route of a Roman road, aligned NW-SE, from Attleborough towards Little Ellingham, runs to the south of the site (NHER 58564). The route is an extension of the Attleborough road which would run alongside a Roman cemetery and Roman buildings and contextualise the significant cluster of Roman sites and buildings in Great Ellingham parish.
- 3.3. There is potential, therefore, that significant heritage assets with archaeological interest (buried archaeological remains, specifically human burials) may be present at the site and that their significance may be affected by the proposed development. The recovery of such information would contribute greatly to Research Topics for the Eastern Counties.

4.0 Aims and Objectives

- 4.1. Generic Aims of the project are to;
- 4.1.1. Determine the presence of archaeological remains during archaeological excavation of the site.
- 4.1.2. Establish the extent, condition, nature, date, phasing, character, function, status and significance of any such archaeological remains.
- 4.1.3. Create datasets relating to the stratigraphic, artefactual and environmental information recovered during excavations for analysis.
- 4.2. Specific aims of the project are to;
- 4.2.1. Establish the states of preservation of archaeological features and/or deposits within the area indicated. This forms part of the research agenda for the eastern counties of England in *Research and Archaeology Revisited: A Revised Framework for the East of England* (Medlycott 2011).
- 4.2.2. Preserve archaeological remains including human burials *in situ* where possible.
- 4.3. Contributions may also be made to environmental archaeology research aims (Murphy 2000).

5.0 Method Statement

5.1. Introduction

- 5.1.1. The primary purpose of the excavation is to excavate the groundworks associated with the construction of the new garage under archaeological supervision and control in order to recover as much information as possible on the extent, date, phasing, character, function, status and significance of the site. The states of preservation of archaeological features or deposits within the area indicated will be determined. This will be achieved through the following methodology.

5.2. Methodology

- 5.2.1. Archaeological monitoring will be carried out during the removal of existing foundations of the present lean-to garage.
- 5.2.2. The excavation of the foundation and drainage trenches will be carried out by the development groundworks team under archaeological supervision and control to the required depth of the trenches or until archaeological remains are encountered.
- 5.2.3. Archaeological features will be manually excavated and recorded within the confines of the trenches. The trenches will be extended through manual excavation by the archaeological contractor to fully reveal any grave cuts and these will be archaeologically excavated and recorded and the remains will be removed for subsequent analysis and recording and reburial or deposition with the Norfolk Museums Service archive under licence from the Ministry of Justice, to be applied for prior to excavations commencing.
- 5.2.4. Analysis and reporting of human skeletal remains will be carried out by a human bones specialist (see 7.1.3). A number of samples (to be agreed with the Norfolk Historic Environment Service with advice from the Regional Advisor for Science, English Heritage) from stratigraphically opposing contexts (where possible to ascertain) will be sent for radiocarbon dating to provide an estimation of date for the inhumations.
- 5.2.5. Any further excavations that may disturb archaeological features and/or deposits, e.g. service trenches, will be archaeologically monitored as appropriate.
- 5.2.6. Archaeological remains will be manually excavated and recorded as per 5.3 *General requirements for work* prior to the Client backfilling the area.

5.3. General requirements for work

- 5.3.1. An OASIS online record will be initiated and key fields have been entered for Details, Location and Creators forms prior to fieldwork commencing.
- 5.3.2. The Historic and Environment Record (HER) Officer will be contacted to obtain a HER event number for the site prior to fieldwork commencing.
- 5.3.3. A service plan will be consulted by the Client prior to excavations commencing and all responsibilities regarding mains services remain with the Client.
- 5.3.4. Topsoil, subsoil, archaeological features, deposits and spoil will be metal detected during machine and manual excavation and finds will be recovered, labelled and bagged, and retained for later analysis. If spoil arisings are to be removed from site, this will remain the responsibility of the Client who should note that these must be metal detected prior to removal.
- 5.3.5. Should archaeological remains be encountered, no further machine excavation will be made and archaeological features will be sample excavated by hand, using appropriate tools, as follows. The Client should acknowledge that time will be required to carry out manual excavation and recording.

Linear features	10%
Pits, post-holes	100%
Structural remains	50% (depending upon extent of remains)
Burials	*

* See 5.3.6 to 5.3.8

- 5.3.6. If burials are encountered, they will be reported to the Historic Environment Service in the first instance. The foundation/drainage trenches will be extended through manual excavation to fully reveal any grave cuts and these will be archaeologically excavated and recorded and the remains will be removed for subsequent analysis and recording and reburial or deposition with the Norfolk Museums Service archive under licence from the Ministry of Justice.

- 5.3.7. Should further grave cuts be revealed during the extension of trenches that lie beyond the extents of the required groundworks and therefore not be at risk of disturbance or damage, these will remain *in situ* and trenches will not be further extended. Any exposed parts of burials will be covered with a suitable geotextile membrane and carefully backfilled.
- 5.3.8. Analysis and reporting of human skeletal remains will be carried out by a human bones specialist (see 7.1.3). A number of samples (to be agreed with the Norfolk Historic Environment Service with advice from the Regional Advisor for Science, English Heritage) from stratigraphically opposing contexts (where possible to ascertain) will be sent for radiocarbon dating to provide an estimation of date for the inhumations.
- 5.3.9. Archaeological features and deposits will be recorded on Chris Birks *pro-forma* context sheets. Section and plan drawings will be recorded at an appropriate scale (1:50;1:20;1:10) depending upon the level of detail required.
- 5.3.10. A photographic record will be made using colour digital images and 35mm black and white film.
- 5.3.11. Appropriate registers for contexts, drawings, photographs and environmental samples will be created.
- 5.3.12. All finds of archaeological significance will be collected, bagged and labelled for processing, cataloguing and subsequent analysis by relevant finds specialists.
- 5.3.13. Environmental samples will be taken from suitably well-sealed and dated archaeological features/deposits. Any environmental sampling and finds conservation requirements will be discussed with the Historic Environment Service and in consultation with the Regional Science Advisor for English Heritage, if required.
- 5.3.14. A single-context planning methodology will be employed and a matrix of the sequence of deposits will be recorded.
- 5.3.15. Should an extreme quantity or exceptional archaeological remains be encountered during excavations, these shall be reported immediately to the Historic Environment Service. No responsibilities to delays in the Client's Work Programme as a result of this will be accepted by the Contractor.
- 5.3.16. Fencing to secure the site and appropriate signage remain the responsibility of the Client.
- 5.4. **Post-excavation Analysis and Report**
- 5.4.1. Artefactual remains recovered during excavations will be cleaned, catalogued and analysed following fieldwork in accordance with *Standards and Guidelines for the collection, documentation, conservation and research of archaeological materials* (Institute of Field Archaeologists 2001). In the first instance, this will be carried out by Chris Birks. Any further analysis will be carried out by relevant finds specialists as appropriate.
- 5.4.2. An assessment of the recorded evidence will be made in accordance with *Management of Archaeological Projects 2nd edition (MAP2)* (English Heritage 1991) and an assessment report and updated project design will be submitted to the Historic Environment Service within 6 months of fieldwork completing unless otherwise agreed.
- 5.4.3. The analysis of stratigraphical/structural records, Artefactual and environmental materials will be made for inclusion in a contractor's report.
- 5.4.4. A *draft* copy of the report will be submitted for consideration by the Historic Environment Service. Any required amendments will be considered and made prior to submission of a *final* report. The *draft* copy will only be provided to the Client as proof of production on request and must not be distributed elsewhere.

- 5.4.5. One copy of the *final* report will be submitted to the Norfolk Historic and Environment Record. Two copies are provided to the Client and one copy to the Regional Science Advisor for English Heritage.
- 5.4.6. Any further works required by the Historic Environment Service in the event that remains of importance are found that cannot be preserved *in-situ* are not included in the present scope of works for archaeological excavation. A brief would be provided by the Historic Environment Service and a Project Design and Written Scheme of Investigation would be required from an archaeological contractor.
- 5.4.7. The OASIS online form will be completed and submitted to the Norfolk Historic Environment Record, including an uploaded .pdf version of the report.
- 5.4.8. The archive will be prepared in a form suitable for microfilming, if required. It will be prepared consistent with the principles of *Management of Archaeological Projects* ('MAP2', English Heritage 1991) and submitted to the Norfolk Museums Service for long-term storage.
- 5.4.9. Excepting those covered by the Treasure Act of 1996, all archaeological materials will remain the property of the landowner/s. A formal agreement may be sought regarding any items of local, regional or national significance for donation of finds to an appropriate Museums Service.

6.0 Timetable and Resources

6.1. Work Programme

- 6.1.1. It is expected construction work will begin in 2015. The *draft* report will be completed within as short a timescale as possible following completion of fieldwork. Time is required for the Historic Environment Service to consider the assessment report and updated project design and *draft* report. The Contractor is not responsible for any delays to the Client's work programme.

6.2. Works and Cost Implications

- 6.2.1. Any additional works as instructed by the Historic Environment Service, English Heritage or the Client are not included in costs or timetable. Any outside those listed in this document will be considered as variations to the scope of archaeological works and will be subject to additional charges and timescale, to be agreed with the Client.
- 6.2.2. Contingency sums will be included when preparing costs regarding the treatment of Human Remains/Burials, scientific techniques and methods and will be made in agreement with the Client, the Historic Environment Service and English Heritage.
- 6.2.3. Details of the client including responsibility for payment of invoices must be provided to the contractor by completing the *Archaeological Monitoring Contract* prior to acceptance of an offer of appointment.
- 6.2.4. The *final* report will not be submitted to the Historic Environment Service until all payments have been received.

7.0 Staffing

- 7.1.1. The project will be managed and co-ordinated by Chris Birks who will accept responsibilities for finance, standards, health and safety issues and liaison with the Client, the Historic Environment Service, English Heritage, finds specialists and curators. Chris Birks is a member of the IFA at *MIFA* level (membership number 4762), the Council for British Archaeology and CITB registered. A full resume can be provided upon request.
- 7.1.2. Finds processing, cataloguing and analysis will be carried out by Chris Birks. Any further specialist analysis will be arranged as appropriate.

- 7.1.3. Initial finds analysis and reporting will be carried out by Chris Birks. If further detailed analysis is required upon the request of the Historic Environment Service, this may be undertaken by external finds specialists on a 'freelance' basis.

Specialists include;

Sue Anderson	Medieval/Post-medieval Pottery/Human remains
Sarah Bates	Lithics
Francesca Boghi	Human remains
Julie Curl	Faunal remains
Fran Green, <i>BSc, PhD</i>	Palynology
Val Fryer	Environmental Analysis
Alice Lyons BA MA MIFA	Roman Pottery
Gary Taylor/Jane Cowgill (APS)	Metallurgy
Adrian Marsden	Numismatic finds
Norfolk Museums Service	Conservation & X-ray

APS – Archaeological Project Services

8.0 Additional Information

8.1. General Conditions

- 8.1.1. Work will not commence until a completed *Archaeological Contract* is received from the Client, agreeing to all costs and conditions as detailed in this document/associated communications and providing information regarding the person/organisations responsible for payment of invoices.
- 8.1.2. If Construction (Design and Management) Regulations 1994 apply, a copy of or access to the health and safety plan will be required from the Client.
- 8.1.3. Details of any soil contamination and above grounds hazards must be provided by the Client. The potential of the area being contaminated by toxins is to be adequately investigated by the Client.
- 8.1.4. No responsibility will be accepted for any delay or failure in meeting agreed deadlines resulting from circumstances beyond reasonable control. These include long periods of adverse weather conditions, ground contamination, vandalism, delays in the development programme, the presence of protected flora and fauna, unexploded ordnance or severe flooding.
- 8.1.5. Normal site working hours will be worked at all times. A working week is 37 hours Monday to Friday, 7.5 hours per day (0830 to 1630) Monday to Thursday and 7 hours (0830 to 1600) on Friday is operated by the Contractor and/or employees. They may be subject to revision in order to coordinate with the Client's building contractor up to a maximum 37 hours per week by written or verbal agreement with the Contractor or due to winter month daylight working hours.
- 8.1.6. Full Terms and Conditions are provided with the Archaeological Monitoring Contract.
- 8.1.7. Figures were created from drawings provided by the Client and scanned using HP Director.

8.2. Quality Standards

- 8.2.1. The highest possible standards will be sought by the Contractor, 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.
- 8.2.2. The *Code of Practice* and the *Code of Practice for the Regulation of Contractual Arrangements in Field Archaeology* of the Institute of Field Archaeologists (IFA) will be adhered to.

8.2.3. Works will be carried out according to guidelines set out in *Standards for Field Archaeology in the East of England* (East Anglian Archaeology Occasional Papers 14, 2003).

8.2.4. Provisions for the monitoring of archaeological works by the Historic Environment Service will be made as appropriate.

8.3. **Health and Safety**

8.3.1. All work is carried out to standards defined in the *Health and Safety at Work Act 1974*, *The Management of Health and Safety Regulations 1992* and *Health and Safety in Field Archaeology* (SCAUM 1997). Health and safety advice will be sort from Norfolk County Council's Health and Safety Officers as required.

8.3.2. Risk Assessments and statutory notices will be prepared. All staff and site visitors will be required to read the Risk Assessments. Copies will be provided for inclusion in the health and safety plan/file as required.

8.3.3. Access to the health and safety policies of all other contractors on site will be required in compliance with *The Management of Health and Safety Regulations 1992*.

8.3.4. Protective clothing and equipment will be provided as required.

8.4. **Insurance**

8.4.1. The Contractor has Public Liability Insurance (£5million cover), Personal Accident and Employers Liability Insurance (£10million cover) and Professional Indemnity (£1million cover). Full details can be provided upon request.

For any further information, please do not hesitate to contact Chris Birks on 01603-737804/07963-969623 or at enquiries@chrisbirksarchaeology.co.uk

Bibliography

- | | | |
|--|------|---|
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Fig. 2 Site plan (not to scale)

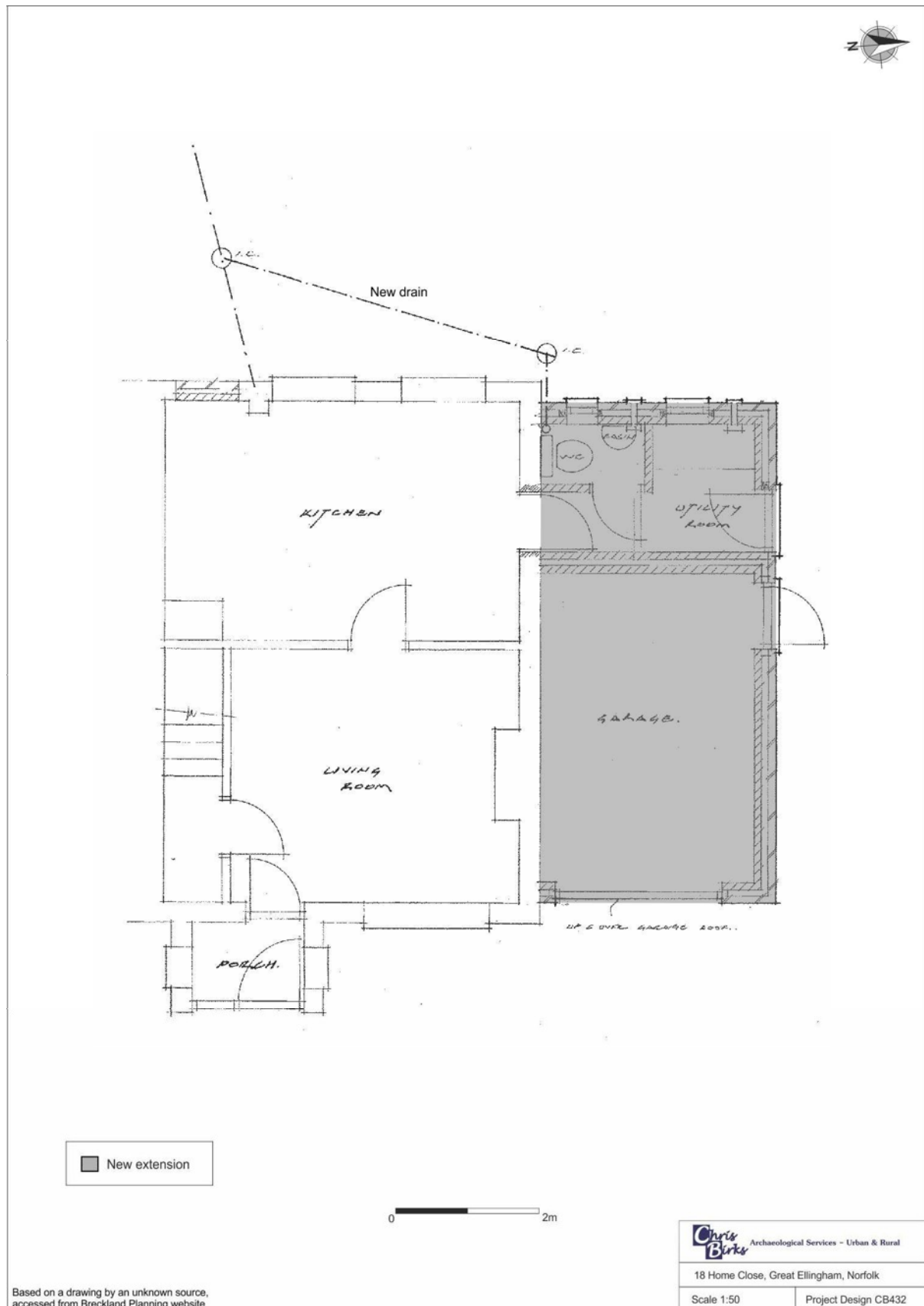


Figure 2. Site plan

Appendix 2 Ministry of Justice licence to remove human remains



LICENCE FOR THE REMOVAL OF HUMAN REMAINS

The Secretary of State, in exercise of the power vested in him by section 25 of the Burial Act 1857 (20 & 21 Vic., cap.81), grants a licence for the removal of the remains of **persons unknown** from the place in which they are now interred at **18 Home Close, Great Ellingham, Norfolk, NR17 1HW**.

2. It is a condition of this licence that the following precautions shall be observed:
 - (a) The removal shall be effected with due care and attention to decency;
 - (b) The ground in which the remains are interred shall be screened from the public gaze while the work of removal is in progress;
 - (c) The remains shall, no later than 30 June 2017, be reinterred in a burial ground in which interments may legally take place. In the meantime shall be kept safely, privately and decently by Chris Birks Archaeology under the control of a competent member of staff.
3. This licence merely exempts those from the penalties, which would be incurred if the removal took place without a licence. It does not in any way alter civil rights. It does not confer the right to bury the remains in any place where such right does not already exist.
4. This licence expires on **30 June 2017**.

A handwritten signature in dark ink, appearing to read 'R. Gohil'.

Rekha Gohil
on behalf of the Secretary of State for Justice

Ministry of Justice

Licence Number: **15-0178**

File Number: **OPR/072/131**

Date: **08 July 2015**

Appendix 3 OASIS Record

OASIS ID: *chrisbir1-279723*

Project details

Project name	Excavation at '18 Home Close, Great Ellingham, Norfolk'
Short description of the project	An archaeological excavation was carried out at '18 Home Close, Great Ellingham, Norfolk' associated with the construction of an extension to a residential dwelling in July and December 2015. There were no indications of the extensive Roman cemetery site known in this area, indicating a possible northwest extent of the cemetery. No finds, features or deposits of archaeological significance were present.
Project dates	Start: 14-07-2015 End: 02-12-2015
Previous/future work	No / Not known
Any associated project reference codes	ENF138427 - HER event no.
Type of project	Recording project
Current Land use	Other 3 - Built over
Monument type	NONE None
Significant Finds	NONE None
Investigation type	""Part Excavation"", ""Watching Brief""
Prompt	Direction from Local Planning Authority - PPS

Project location

Country	England
Site location	NORFOLK BRECKLAND GREAT ELLINGHAM 18 Home Close, Great Ellingham, Norfolk
Study area	40 Square metres
Site coordinates	TM 01914 97305 52.535656058882 0.977489900724 52 32 08 N 000 58 38 E Point

Project creators

Name of Organisation	Chris Birks
Project brief originator	Local Authority Archaeologist and/or Planning Authority/advisory body
Project design originator	Chris Birks
Project director/manager	Chris Birks
Project supervisor	John Simmons
Type of sponsor/funding body	Landowner

Project archives

Physical Archive Exists?	No
Digital Archive Exists?	No
Paper Archive recipient	Norfolk Museums Service
Paper Archive ID	ENF138427
Paper Contents	"none"
Paper Media available	"Plan","Report","Unpublished Text"
Paper Archive notes	Report includes colour digital images

Project bibliography 1

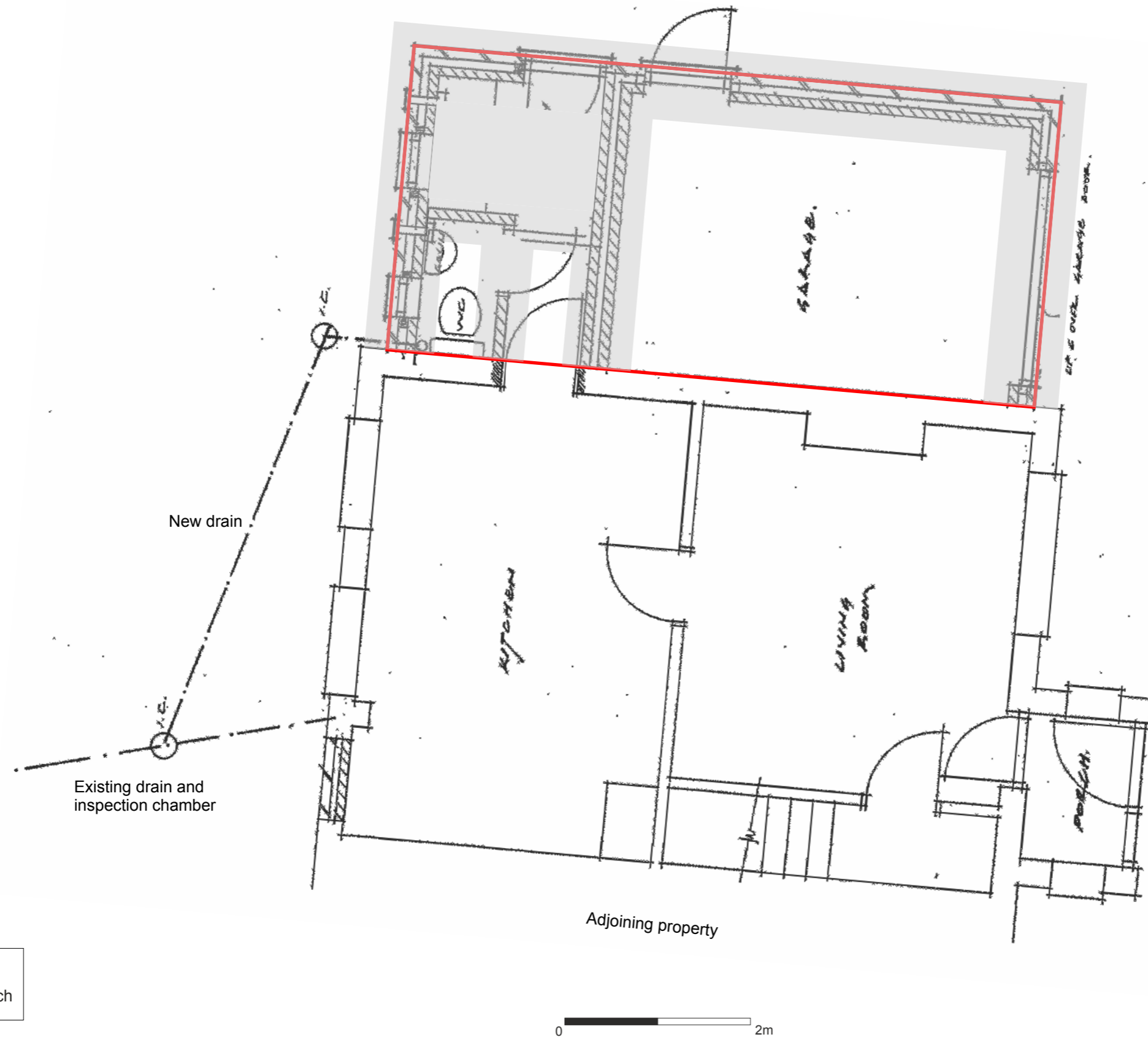
Publication type	Grey literature (unpublished document/manuscript)
Title	Report on an Archaeological Excavation at '18 Home Close, Great Ellingham, Norfolk'
Author(s)/Editor(s)	Birks, C.
Other bibliographic details	Report Number CB432R v.1.1
Date	2017
Issuer or publisher	Chris Birks
Place of issue or publication	Contractor's Report
Description	Digital .pdf format copy
Entered by	Chris Birks (chris@chrisbirksarchaeology.co.uk)
Entered on	19 July 2017

OASIS:

Please e-mail [Historic England](#) for OASIS help and advice

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Cite only: <http://www.oasis.ac.uk/form/print.cfm> for this page



Based on a drawing by an unknown source,
accessed from Breckland Planning website

 Chris Birks Archaeological Services - Urban & Rural		
18 Home Close, Great Ellingham, Norfolk		
Scale 1:50	Report CB432R v.1.1	19.07.17

Figure 2. Site plan