Land south of Lynn Road

Swaffham, Norfolk

Written Scheme of Investigation

March 2024

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Land south of Lynn Road
Swaffham, Norfolk

Written Scheme of Investigation for a Programme of Archaeological Mitigatory Work

Centred on TF 8123 0913

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1 INTRODUCTION

1.1 Project details

1.1.1 Oxford Archaeology (OA) has been commissioned by NPS Property Consultants to undertake an excavation on the site of a proposed SEN School.

1.1.2 The work is being undertaken as a condition of Planning Permission (planning ref: FUL/2023/0047). A brief has been set by [redacted] detailing the Local Authority's requirements for work necessary to discharge the planning condition; this document outlines how OA will implement those requirements.

1.1.3 All work will be undertaken in accordance with the Chartered Institute for Archaeologists *Code of Conduct* and relevant *Standard* and *Universal guidance*, as well as the *Standards for Development-Led Archaeological Projects in Norfolk* (Robertson et al. 2018).

1.2 Location, topography and geology

1.2.1 The site lies to the west of Swaffham and is centred on TF 8123 0913. The site is bounded by Lynn Road to the north, a residential caravan site to the east, Shouldham Lane to the south and farmland to the west.

1.2.2 The area of proposed development consists of 3.2ha of farmland (Fig. 1).

1.2.3 The geology of the area is mapped as chalk from the Lewes Nodular Chalk Formation. The superficial geology is comprised of Lowestoft Formation Diamicton. (BGS viewer [06/02/2023]).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Archaeological and historical background

2.1.1 The following summary is reproduced from the previous phase of works undertaken on the site (Reid 2023). A full background and mapping of HER data will be provided in the full excavation report.

2.2 Prehistoric

2.2.1 The Norfolk HER contains records of fifteen prehistoric historic environment assets within a 1km radius search area. A number of these sites occur in relatively close proximity to the proposed development, the closest being Neolithic worked flint and an Early Bronze Age tanged arrowhead recovered during the excavation of a possible mill mound in Mount Close Field, approximately 180m to the north-east. Metal detecting in 2004 resulted in the recovery of an Iron Age coin (NHER no. 40969), from around 200m south of the current site.

2.3 Roman

2.3.1 Eleven Romano-British historic environment assets are recorded in the search area. Of these assets, five coins, a handle in the form of a bird's head, a nail and a hairpin were found in 1996, during a metal detecting survey in the field

containing the site of the proposed development (NHER no. 31824). A single Iron Age to Roman pot sherd was recovered during metal detecting on adjacent land to the south (NHER no. 51328), and a 2nd century coin was found to the north, on the opposite side of Lynn Road (NHER no. 14678). Three copper alloy coins of Constantine II were found in 1958, during gardening at around 165m east of the site (NHER no. 2675), while 230m to the south-west, a sestertius coin of Emperor Commodus was found during gardening in 1979 (NHER no. 14678). At approximately 270m south of the site, a coin of Gallienus was found on an allotment north of Shoemaker's Lane (NHER no. 2676).

2.4 Saxon and Medieval

2.4.1 In 2004, a middle Saxon coin was found during metal detecting in the same field as the proposed development (NHER no. 31824). In 1958, excavations on the site of the probable medieval mill mound (see above) resulted in the recovery of late Saxon Thetford Ware (NHER no. 2655).

2.4.2 The place-name Swaffham derives from Old English and means 'homestead (or settlement) of the Swabians' (Key to English Place-Names website). The Domesday Book of 1086 lists two manors in Swaffham, held by the Count Alan of Brittany and by Walter Giffard, as well as a fishery and a mill (Open Domesday Book website). Evidence of early medieval occupation at Swaffham is well established, and the site of an early Saxon cemetery was discovered to the south-east of the core of the town. Nineteen inhumations and a possible cremation were recorded and several grave goods dating to the 6th century were recovered during excavation of the site in 1970.

2.4.3 The earliest surviving building in the parish is the Grade I listed Church of St Peter and St Paul, the earliest elements of which are 13th century.

2.4.4 Metal detecting in the field containing the site of the proposed development yielded multi-period finds, including five medieval coins and other medieval metal objects (NHER no. 31824), while metal detecting in fields to the south recovered two medieval coins (NHER no. 45348) and another at a separate location (NHER no. 40969). To the north, on the opposite side of Lynn Road, medieval pottery and several metal objects were found, including a 14th to 15th century silver penny (NHER no. 29206). The site of the possible medieval mill mound excavated in 1958 (NHER no. 2655) produced medieval pottery dating mostly from the 13th and 14th centuries as wells as the 15th and 16th centuries, together with a medieval lava quern fragment. During works related to the construction of the Swaffham bypass in the late 1970s and early 1980s, to the north-west of the site, medieval pottery (NHER no. 15065) and a medieval quern were found (NHER no. 15066). Further north-west, a metal detecting survey in 2005 discovered a fragment of a medieval or post medieval copper alloy vessel (NHER no. 42710).

2.5 Post Medieval

2.5.1 Faden's map of 1797 shows the site as open ground, bounded by a road (Lynn Road?) on the north side and with no indication of structures. At the time of the OS six-inch map of 1883, the field containing the site was divided into several smaller fields. However, none of the boundaries associated with this

layout fall within the area to be evaluated. On the six-inch map of 1929, buildings are shown to the east of the site, in the area now occupied by a caravan park, and by 1950 more intensive development had begun to the north of Lynn Road. By 1973 (as shown on the 1:10,000 OS map of that year) the field containing the site had been consolidated into a single block of land. There has been no significant change since 1973.

2.6 Previous archaeological work

2.6.1 A programme of informative trial trenching was carried out prior to determination across the development area (ENF152535)as the first stage of a programme of archaeological mitigatory works. Out of 33 trenches excavated, only one contained any evidence of significant archaeological activity. A single cremation burial was revealed which was thought to be Bronze Age or possibly Anglo-Saxon in date.

3 PROJECT AIMS

3.1 General

3.1.1 The overall aim of the investigation is to preserve by record the archaeological evidence contained within the footprint of the development area and 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.

3.2 Specific aims and objectives

3.2.1 The specific aims and objectives of the excavation are:

i. To determine or confirm the general nature of any remains present.

ii. To determine or confirm the approximate date or date range of any remains, by means of artefactual or other evidence.

iii. To establish the nature and extent of the funerary remains present on site (located in Trench 24 of the trial trenching).

3.3 Research Frameworks

3.3.1 This project takes place within the East of England and will contribute to the goals of Regional Research Frameworks relevant to this area:

- Glazebrook J. (1997). *Research and Archaeology: A Framework for the Eastern counties: 1. Resource Assessment*. East Anglian Archaeology Occasional Papers 3
- Brown, N. & Glazebrook, J. (2000). *Research and Archaeology: A Framework for the Eastern counties: 2. Research Agenda and Strategy*. East Anglian Archaeology Occasional Papers 8
- Medlycott, M. (2011). *Research and Archaeology Revisited: A Revised Framework for the East of England*. East Anglian Archaeology Occasional Papers 24

3.3.2 The East of England Regional Research Framework was reviewed during 2018-2019. From that a series of period-specific resource assessments and

research agendas were compiled. These are available online: https://researchframeworks.org/eoe/

4 PROJECT SPECIFIC EXCAVATION AND RECORDING METHODOLOGY

4.1 Scope of works

4.1.1 The Programme of Archaeological Mitigatory Work will consist of a single area of open excavation. A rectangular area measuring 50m (east to west) and 30m (north to south) will be excavated in the area of trial Trench 24 (Fig.1). This area has been targeted on the significant finding of a single cremation burial during the trial trenching works.

4.1.2 Contingency has been allowed for the addition of a further 100m2 to the excavation area, should further clarification about the form, extent or significance of any heritage assets encountered be required. Spoil storage areas will be located to allow room for this expansion of the excavation area.

4.2 Programme

4.2.1 It is anticipated that the fieldwork will take up to two weeks to complete, by a team consisting of a Project Officer/Project Supervisor, directing up to one Project Archaeologists, under the management of [redacted], Senior Project Manager.

4.2.2 All fieldwork undertaken by Oxford Archaeology is overseen by the Head of Fieldwork (Cambridge), [redacted] MCIfA.

4.3 Site specific methodology

4.3.1 A summary of OA's general approach to excavation and recording can be found in Appendix A. Standard methodologies for Geomatics and Survey, Environmental evidence, Artefactual evidence and Burials can also be found below (Appendices B, C, D and E respectively).

4.3.2 All fieldwork will be undertaken in accordance with the *Standards for Development-led Archaeological Projects in Norfolk* (Robertson et al. 2018).

4.3.3 Site specific methodologies will be as follows:

i. A rectangular area measuring 50m (east to west) and 30m (north to south) will be excavated in the area of trial Trench 24 (Fig.1)

ii. Spoil storage areas will be located to allow room for this expansion of the excavation area (a further 100m2 contingency).

5 PROJECT SPECIFIC REPORTING AND ARCHIVE METHODOLOGY

5.1 Programme

5.1.1 All post-excavation reporting will be undertaken in accordance with county guidance, specifically the *Standards for Development-led Archaeological Projects in Norfolk* (Robertson et al. 2018).

5.1.2 The PXA report will be produced within six months of completion of the fieldwork.

5.1.3 Where appropriate (in consultation with the NCCHES) and following the production of the PXA report, a post-excavation analysis report or publication will be produced, the contents of which will be detailed in the updated project design contained within PXA report. This further work will be delivered within 12 months of approval of the PXA report.

5.1.4 The scope, format and venue of any publication will be proportionate to the significance of the results. Publication will consider the objectives and principles laid out in the OA Publication Policy and agreed with NCCHES.

5.1.5 If the NCCHES requires no further excavation on the site, a fieldwork summary will be prepared for *Norfolk Archaeology*. Publication of results will follow. The scope, format and venue of publication will be proportionate to the excavated significance of the archaeology, and may comprise a monograph, or an article in an appropriate journal.

5.2 Content

5.2.1 The content of this report will be as defined in Appendix F.

5.3 Specialist input

5.3.1 OA has a large pool of internal specialists, as well as a network of external specialists with whom OA have well established working relationships. A general list of these specialists is presented in Appendix G; in the event that additional input should be required, an updated list of specialists can be supplied.

5.4 Archive

5.4.1 The site archive will be deposited with the Norfolk Museum Service following completion of the project and will conform to the requirements of the Norfolk Museums and Archaeology Service as described in *Standards for Development-led Archaeological Projects in Norfolk* (Robertson et al. 2018).

5.4.2 A summary of OA's general approach to documentary archiving can be found in Appendix H.

5.5 Transfer of Title

5.5.1 The archaeological material and paper archive produced from this project will be held in storage by OA who will seek to transfer the complete project archive to the Norfolk Museum Service, in order to facilitate future study and ensure long-term public access to the archive. To do so will require a transfer of title to the repository in line with the county's guidance on deposition of archaeological archives.

5.5.2 Where the landowner wishes to retain items recovered during fieldwork, all selected artefacts will be fully drawn and photographed, identified analysed, documented and conserved in order to create a comprehensive catalogue of items to be kept by the landowner before the remainder of the archive can be deposited with the Norfolk Museum Service.

6 HEALTH AND SAFETY

6.1 Roles and responsibilities

6.1.1 The Senior Project Manager, [redacted] has responsibility for ensuring that safe systems of work are adhered to on site. He/she delegates elements of this responsibility to the Project Officer who implements these on a day to day basis.

6.1.2 The Director with responsibility for Health and Safety at OA is [redacted]Tech IOSH (Chief Business Officer).

6.2 Method statement and risk assessment

6.2.1 A summary of OA's general approach to health and safety can be found in Appendix I. A risk assessment has also been undertaken and approved and will be kept on site, along with OA's standard Health and Safety file, which will contain all relevant health and safety documentation.

6.2.2 The Health and Safety file will be available to view at any time.

6.3 Monitoring of works

6.3.1 At least five days' notice of the commencement of the works will be given to NCCHES.

6.3.2 NCCHES will have free access to the site (subject to Health and Safety considerations) and all records to ensure the works are being carried out in accordance with this WSI and all other relevant standards, including the *Standards for Development-led Archaeological Projects in Norfolk* (Robertson et al. 2018).

7 BIBLIOGRAPHY

[redacted] 2018 *Standards for Development-Led Archaeological Projects in Norfolk.* Norfolk County Council Environment Service

[redacted] 2024 *Brief for Open-Area Excavations as part of a Programme of Archaeological Mitigatory Works* NCCHES

[redacted] 2023 *Land South of Lynn Road, Swaffham, Norfolk, Informative Trenching as part of a Programme of Archaeological Mitigatory Work* Witham Archaeology

OA Standard Fieldwork Methodology Appendices

The following methods and terms will apply, where appropriate, to all OA fieldwork unless varied by the accompanying detailed Written Scheme of Investigation.

Copies of all OA internal standards and guidelines referred to below are available on request.

APPENDIX A General Excavation and Recording Methodology

A.1 Standard methodology – summary

Mechanical excavation

A.1.1 An appropriate mechanical excavator will be used for machine excavation. This will normally be a 360° tracked excavator with a 1.8m to 2m wide toothless ditching bucket. For work with restricted access or working room a mini excavator may be used.

A.1.2 All undifferentiated topsoil or overburden of recent origin will be stripped and stored separately down to the first significant archaeological horizon, in successive, level spits.

A.1.3 Following mechanical excavation, all areas that require examination or recording will be cleaned using appropriate hand tools.

A.1.4 Spoil heaps will be monitored in order to recover artefacts to assist in the analysis of the spatial distribution of artefacts. Modern artefacts will be noted but not retained.

A.1.5 After recording, evaluation trenches and test pits will usually be backfilled with excavated material in reverse order of excavation, and compacted as far as is practicable with the mechanical excavator. Area excavations will not normally be backfilled.

Hand excavation

A.1.6 All investigation of archaeological levels will usually be by hand, with cleaning, examination and recording both in plan and section.

A.1.7 For evaluations, the stratigraphy of a representative sample of the evaluation trenches will be recorded even where no archaeological deposits have been identified. Linear features will be subject to 1m wide slots and discrete features will be subject to a 50% sample. Any excavation, both by machine and by hand, will be undertaken with a view to avoiding damage to any archaeological features or deposits, which appear to be worthy of preservation in situ.

A.1.8 Archaeological features will be excavated and recorded in line with the requirements of NCCHES to adequately characterise the remains on site and to allow decisions to be made with regard to future mitigation, whilst at the same time minimising disturbance to archaeological structures, features, and deposits. All relationships between features or deposits will be investigated

and recorded. Where deep features cannot be excavated safely, they will be sampled using a hand auger, in order to assess their depth.

A.1.9 For excavations, the minimum number and proportion of features required to meet the aims of the excavation will be hand excavated. Pits and postholes will be subject to a 50% sample by volume. Linear features not associated with settlement activity will be subject to a 10% sample, with linear features directly associated with settlement being subject to a 25% sample. For linear features 1m wide slots will be excavated across their width. Depending on the significance of the feature a higher percentage sample may required until the research aims can be answered. Archaeological interventions will be placed to best allow the understanding of the relationships between features and deposits (including relationship sections).

A.1.10 More complex features such as those demonstrated to be part of a buildings construction, such as drip gullies, beam slots, postholes, along with industrial features such as domestic ovens/hearths will be subject to 100% hand excavation. Inhumation burials and cremations will also be subject to 100% hand excavation.

A.1.11 Where deep features cannot be excavated safely, they will be sampled using a hand auger, in order to assess their depth. Deep features will require their own particular excavation strategy, which will be agreed with the county archaeologist and will typically involve the stepping of features in order to investigate the full depth, but in some situations, and in agreement with NCCHES, it may require the controlled use of a small mechanical excavator. Where water is present within deep features, this will be pumped out to allow full excavation.

Recording

A.1.12 Written descriptions will be recorded on proforma sheets comprising factual data and interpretative elements. Where stratified deposits are encountered a Harris matrix will be compiled during the course of the excavation.

A.1.13 Plans will be prepared using dGPS-based survey equipment. Where detailed hand drawn plans of individual features or groups are required, these will be at an appropriate scale. (1:10 or 1:20). Burials will be drawn at scale 1:10 or recorded using georeferenced digital photography. A register of plans will be kept.

A.1.14 The site will be accurately tied into the National Grid and located on the 1:2500 or 1:1250 map of the area.

A.1.15 Long sections of showing layers will be drawn at 1:50. Sections of features or short lengths of trenches will be drawn at 1:20. All sections showing relationships will be drawn. A register of sections will be kept. All sections will be tied into Ordnance Datum.

A.1.16 A full photographic record, illustrating in both detail and general context the principal features and finds discovered will be maintained. The photographic record will also include working shots to illustrate more generally the nature of the archaeological work. The photographic record will consist of high-resolution digital uninterpolated images of at least 10 megapixels taken using

a camera with an APS-C or larger sensor. Digital photographs will consist of JPEGs and RAW versions of each shot. Graduated metric scales of appropriate lengths will be used, ensuring the use of vertical scales against deep sections in combination with horizontal scales. Photographs will be recorded on OA Photographic Record Sheets.

A.2 Relevant industry standards and guidelines

A.2.1 The Chartered Institute for Archaeologists (CIfA) Standard and Universal guidance notes relevant to fieldwork are:

- Standard for archaeological field evaluation, 2023
- Standard for archaeological excavation, 2023
- Standard for archaeological monitoring and recording, 2023
- Universal guidance for archaeological field evaluation, 2023
- Universal guidance for excavation, 2023
- Universal guidance for archaeological monitoring and recording, 2023

A.2.2 These will be adhered to at all times.

A.3 Relevant OA manual and other supporting documentation

A.3.1 All fieldwork will be undertaken in accordance with the requirements of the OA Field Manual (ed. [redacted]1992), and the revised OA fieldwork manual (publication forthcoming).

A.3.2 Further guidance is provided to all excavators in the form of the OA 'Fieldwork Crib Sheets - a companion guide to the Fieldwork Manual'. These have been issued ahead of formal publication of the revised Fieldwork Manual.

APPENDIX B GEOMATICS AND SURVEY

B.1 Standard methodology - summary

B.1.1 The aim of OA methodology is to provide comprehensive survey cover of all investigation areas. Additionally, it is designed to provide coverage for any areas, beyond the original scope of the project, which arise as a result of further work. It provides digital plans of all required elements of the project.

B.1.2 It also maintains all necessary survey data and ensures that the relevant information is copied into the primary record, in order to ensure the integrity of the project archive. Furthermore, it ensures that all core data is securely stored and backed up. It establishes accurate project reference systems utilising a series of control stations and permanent base lines.

B.1.3 The survey will be conducted primarily using a GNNS system connected to Leica Smartnet providing an accuracy of greater than 20mm horizontal and 30mm vertical, with hand-measured elements and photogrammetry/UAV where appropriate.

B.1.4 All spatial data will be regularly downloaded uploaded and backed up to our central servers via ftp. It will be cleaned, validated and inspected. All survey data will be digitally recorded in a raw format and translated during the

download process this shall allow for any errors to be cross referenced with the daily survey record and corrected accordingly.

B.1.5 For evaluations, a plan of all trenches, features and interventions will be produced at the end of fieldwork. For largescale evaluations, plans will be produced as necessary to allow for trenches to be signed off for backfilling.

B.1.6 For excavations, a site plan will initially be created by a rapid survey of relevant archaeological features by mapping their extent using a UAV. This will form the basis for deciding excavation strategy and will be updated as the excavation clarifies the extent of, and relationships between, archaeological features.

B.1.7 Areas of complex stratigraphy will be hand drawn or recorded by photogrammetry as appropriate. Where hand drawn, at least two Drawing Points (DPs) will be set in as a baseline and measurements taken off this by tape and offset. DP points will be surveyed in with a sGPS. These hand drawn elements will then be scanned in, georeferenced using the DPs as reference points and digitised following OA's digitising protocols. For further details on hand planning procedure please refer to the fieldwork guidelines.

B.1.8 Photogrammetry may also be used to record standing structures or burials. This will be carried out in line with Standard OA procedures for photogrammetry.

B.1.9 Survey data recorded in the field will be downloaded using appropriate downloading software, and saved as an AutoCAD Map DWG file, or an ESRI Shapefile. These files will be regularly updated and backed up with originals being stored on the OA server.

B.1.10 All drawings will be composed of closed polygons, polylines or points in accordance with the requirements of GIS construction and OA Geomatics protocols. The aim of the GIS work is to produce workable draft plans, which can be produced as stand-alone products, or can be readily converted to GIS format.

B.1.11 All plan scans will be numbered according to their plan site number. Digital plans will be given a standard new plan number taken out from the site plan index.

B.1.12 Information (metadata) on all other digital files will be created and stored as appropriate. At the end of the survey all data recorded will be made available for archiving purposes.

B.2 Relevant industry standards and guidelines

B.2.1 Historic England, 2017 Understanding the Archaeology of Landscapes A Guide to Good Recording Practice

B.2.2 Historic England, 2015 Metric Survey Specifications for Cultural Heritage

B.2.3 Historic England, 2016 Understanding Historic Buildings: A Guide to Good Recording Practice

B.2.4 Historic England, 2017 Photogrammetric Applications for Cultural Heritage: Guidance for Good Practice

B.3 Relevant OA manual and other supporting documentation

B.3.1 OA Metric Survey, Data Capture and Download Procedures

B.3.2 OA Digitising Protocols

B.3.3 OA GIS Protocols

B.3.4 These will be superseded by the OA Geomatics Manual (in progress).

APPENDIX C ENVIRONMENTAL EVIDENCE

C.1 Standard methodology – summary

C.1.1 Different environmental and geoarchaeological sampling strategies may be employed according to established research targets and the perceived importance of the strata under investigation. Where possible an environmental specialist(s) will visit the site to advise on sampling strategies. Sampling methods will follow guidelines produced by Historic England and Oxford Archaeology. A register of samples will be kept. Specialists will be consulted where non-standard sampling is required (e.g. TL, OSL or archaeomagnetic dating) and if appropriate will be invited to visit the site and take the samples.

C.1.2 Geoarchaeological sampling methods are site specific, and methodologies will be designed in consultation with the geoarchaeological manager on a site-by-site basis.

C.1.3 Bulk soil samples, where possible of 40 litres or 100% of a deposit if less is available, will be taken from potentially datable features and layers for flotation for charred plant remains and for the recovery of small bones and artefacts. Larger soil samples (up to 100L) may be taken for the complete recovery of animal bones, marine shell and small artefacts from appropriate contexts. Smaller bulk samples (general biological samples) of 10-20 litres will be taken from any waterlogged deposits present for the recovery of macroscopic plant remains and insects. Series of incremental 2L samples may be taken through buried soils and deep feature fills for the recovery of snails and/or waterlogged plant remains, depending on the nature of the stratigraphy and of the soils and sediments. Columns will be taken from buried soils, peats and waterlogged feature fills for pollen and/or phytoliths, diatoms, ostracods and foraminifera if appropriate. Soil samples will be taken for soil investigations (particle size, organic matter, bulk chemistry, soil micromorphology etc.) and possibly for metallurgical analysis in consultation with the appropriate specialists.

C.1.4 Bulk samples from dry deposits will be processed by standard water flotation using a modified Siraf-style machine and meshes of 0.25mm (flot) and 0.5 or 1mm depending on sediment type and like modes of preservation (residue). Heavy residues will be wet sieved, air dried and sorted. Samples taken exclusively for the recovery of bones, marine shell or artefacts will be wet sieved to 2mm. Waterlogged samples (1L sub-sample) and snail samples (2L) will be processed by hand flotation with flots and residues collected to 0.25mm (waterlogged plants) and 0.5mm (snails) respectively; these flots and residues will be sorted by the specialist. Samples specifically taken for insects,

pollen, other microflora and microfauna, metallurgy and soil analysis will be submitted as whole earth to the appropriate specialists or processed following their instructions.

C.2 Relevant industry standards and guidelines

C.2.1 Historic England, 2010 Waterlogged Wood: Guidelines on the recording, sampling, conservation and curation of waterlogged wood.

C.2.2 Historic England, 2018 Waterlogged Organic Artefacts: Guidelines on their Recovery, Analysis and Conservation.

C.2.3 Historic England, 2011 Environmental Archaeology. A guide to the theory and practice of methods, from sampling and recovery to post excavation, (2nd ed)

C.2.4 Historic England, 1998 Dendrochronology: Guidelines on Producing and Interpreting Dendrochronological Dates (revision due 2021).

C.2.5 University of Bradford, 2019 Archaeomagnetism: Magnetic Moments in the Past https://www.brad.ac.uk/archaeomagnetism/

C.2.6 Historic England, 2008 Luminescence Dating. Guidelines on Using Luminescence Dating in Archaeology (revision due 2020).

C.2.7 Historic England, 2008 Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains (currently being revised).

C.2.8 Historic England, 2015 Archaeometallurgy. Guidelines for Best Practice.

C.2.9 Historic England, 2015 Geoarchaeology. Using Earth Sciences to Understand the Archaeological Record.

C.2.10 Historic England, 2017 Organic Residue Analysis and Archaeology.

C.2.11 Baker, P and Worley, F, 2019 Animal Bones and Archaeology: Recovery to archive. Historic England, London

C.2.12 Bayliss, A and Marshall, P, 2022 Radiocarbon Dating and Chronological Modelling: Guidelines and Best Practices, Historic England, London

C.3 Relevant OA manual and other supporting documentation

C.3.1 Oxford Archaeology 2017. Environmental Sampling Guidelines, 4th ed.

APPENDIX D ARTEFACTUAL EVIDENCE

D.1 Standard methodology - summary

D.1.1 Before a site begins arrangements concerning the finds will be discussed with the Finds Team, as necessary. Information will be provided by the project manager about the nature of the site, the expected size and make-up of the finds assemblage and any site specific finds retrieval strategies. On-site requirements will be discussed and a conservator appointed who can be called on to make site visits if required. Special requirements regarding particular categories of material will be raised at this early stage for instance the likelihood of recovering assemblages of waterlogged material, large timbers, quantities of structural stone or ceramic building material. Specialists may be required to visit sites to discuss retrieval strategies.

D.1.2 The on-site retrieval, lifting and short term packaging of bulk and small finds will follow the detailed guidelines set out in the OA Finds Manual (sections 2 and 3), First Aid for Finds and the UKIC conservation guidelines No.2.

D.1.3 All finds qualifying as Treasure will be removed to a safe place and reported to the local Coroner according to the procedures relating to the Treasure Act (1996), and the Treasure (Designation) Order 2002. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft.

D.1.4 All finds recovered from site will be transported to an OA regional office for processing. All bulk finds are washed (where appropriate), marked, bagged and boxed by the processing team according to the guidelines set out in section 4 and 5 of the OA Finds Manual, First Aid for Finds and the UKIC guidelines No.2. They must also take into account the requirements of the relevant archive facility. Primary data recording count and weight of fragments by material from each context is recorded on the site database.

D.1.5 Unstable and sensitive objects are recorded onto the database and then packaged and stored in controlled environments according to their individual requirements. The advice of a conservator will be sought for sensitive objects in need of urgent conservation. All metalwork will be x-rayed prior to assessment (and to meet the requirements of most receiving bodies).

D.1.6 Finds recovered from the environmental sample processing will be incorporated into the main assemblage and added to the database.

D.1.7 On completion of the processing and data entry a finds file for each archaeological investigation will be produced, a summary of which is available for the project manager.

D.1.8 On completion of the post-excavation stage of the project the team prepares the finds assemblage for deposition with the receiving archive facility. Discussions will be held with the relevant repository, the excavator and the Finds Team to finalise any selection, retention or discard policy.

D.1.9 Following OAs Finds Collection Policy and Procedure (2018) any artefacts considered for de-selection and/or discard from the project archive will be identified by the relevant material specialists. These will be identified in the report.

D.2 The treasure act

D.2.1 If finds are made that might constitute 'Treasure' under the definition of the Treasure Act (1996), they will, if possible, be excavated and removed to a safe place. Should it not be possible to remove the finds on the day they are found, suitable security will be arranged. Finds that are 'Treasure' will be reported to the landowner and the Finds Liaison Officer (who will report them to the coroner) within 14 days, in accordance with the Act. The Portable Antiquities Scheme will also be informed.

D.3 Relevant industry standards and guidelines

D.3.1 CIfA, 2020 Standard and guidance for the collection, documentation, conservation and research of archaeological materials

D.3.2 Society of Museum Archaeologists, 1993 Selection, retention and dispersal of Archaeological Collections. Download available via http://www.socmusarch.org.uk/publica.htm

D.3.3 UKIC, 1983 Packaging and Storage of Freshly-Excavated Artefacts from Archaeological Sites. Conservation Guidelines No.2. Archaeology Section, United Kingdom Institute for Conservation.

D.3.4 UKIC, 1988 Excavated Artefacts and Conservation: UK sites Revised Edition. Conservation Guidelines No.1. Archaeology Section, United Kingdom Institute for Conservation.

D.3.5 [redacted]1998 First Aid for Finds (3rd edition). RESCUE & UKIC

D.4 Relevant OA manual and other supporting documentation

D.4.1 [redacted](internal publication only) Oxford Archaeology Finds Manual.

D.4.2 OA 2018 Finds Collection Policy and Procedure

APPENDIX E HUMAN REMAINS

E.1 Standard methodology - summary

E.1.1 Human remains will not be excavated without a relevant licence/faculty and, where applicable (for example, a post medieval cemetery), a risk assessment from the local environmental officer.

E.1.2 All human remains will be treated with due care and regard to the sensitivities involved, and will be screened from the public throughout the course of the works.

E.1.3 Excavation will be undertaken in accordance with CIfA ([redacted] 1993), Historic England (2018), the Advisory Panel on the Archaeology of Burials in England (APABE, 2015, 2017) and British Association of Biological Anthropology and Osteoarchaeology Code of Practice (2019) and Code of Ethics (2019). For crypts and post-medieval burials, the recommendations set out by the CIfA (Cox 2001) and by the Association of Diocesan and Cathedral Archaeologists and APABE (2010) are also relevant.

E.1.4 In accordance with recommendations set out in the Historic England and Church of England (2005) and updated by the Advisory Panel on the Archaeology of Burials in England (2017), skeletons will not be excavated beyond the limits of the trench, unless they are deemed osteologically or archaeologically important.

E.1.5 Where any soft tissue survives and/or materials (for example, inner coffins, mattresses and other paddings) soaked in body liquor, no excavation or handling of the remains will take place until an appropriate risk assessment has been undertaken. Relevant protocols (i.e. Cox 2001) for their excavation, recording and removal will be adhered to.

E.1.6 OA does not excavate or remove modern burials (those less than 100 years old) and does not remove or open sealed lead coffins. Appropriate PPE (e.g.

chemical suit, latex gloves) will be worn by all staff when working with lead coffins.

E.1.7 Graves and their contents will be hand excavated in plan. Each component (for example, skeleton, grave cut, coffin (or remains of), grave fill) will be assigned a unique context number from a running sequence. A group number will also be assigned to all of these, and small finds numbers to features such as coffin nails, hobnails and other grave goods (as appropriate).

E.1.8 Soil samples will be normally taken during the excavation of inhumations, usually from the region of the skull, chest, right hand, left hand, abdomen and pelvis, right foot and left foot. Infants (circa. less than 5 years) will normally be recovered as bulk samples. Soil samples will also be taken from graves that appear to contain no human bone.

E.1.9 Burials (including the skeleton, cremation, coffin fittings, coffin, urn, grave goods / other) will be recorded by photographic and written record using specialised pro forma context sheets, although these records may only include schematic representations of the location and position of the skeletons, depending on the nature and circumstances of the burial.

E.1.10 Where digital imaging is used it will be done in accordance with the British Association of Biological Anthropology and Osteoarchaeology Recommendations on the Ethical Issues Surrounding 2D and 3D Digital Images of Human Remains (2019).

E.1.11 Where necessary, hand drawn plans (usually at 1:10, sometimes 1:5) will be made, especially of contexts where required details cannot be adequately seen using photography (for example, urned cremations; undisturbed hob nails). Levels will be taken. For inhumations this will be on the skull, pelvis and feet as a minimum.

E.1.12 Human remains that are exhumed will be bagged and labelled according to skeletal region and carefully packed into suitable containers (for example, acid free cardboard boxes) and transported to a suitable storage location. Any associated coffins and coffin fittings will be contained with the human remains wherever possible.

E.1.13 Unurned cremations will not usually be half sectioned, but excavated in spits and/or quadrants (i.e. large deposits or spreads), or recovered as a bulk sample. Wherever possible, urned cremations will be carefully bandaged, recovered whole and will be excavated in spits in the laboratory, as per the recommendations of McKinley (2004, 2017).

E.1.14 Unless deemed osteologically or archaeologically important disarticulated bone / charnel will be collected and reserved for re-burial if immediate re-internment as close to its original position is not practicable. In some instances, a rapid scan of this material may be undertaken by a qualified osteologist, if deemed relevant.

E.1.15 If undisturbed, pyre sites will normally be excavated in quadrants, at the very least in 0.5 m blocks of 0.5 m spits. Pyre debris dumps will be half sectioned or quadranted and will be subject to 100% sampling.

E.1.16 Wooden and lead coffins and any associated fittings, including fixing nails will be recorded on a pro forma coffin recording sheet. All surviving coffin fittings will be recorded by reference to [redacted] (1993) and the unpublished master catalogue that is being compiled by OA. Where individual types cannot be paralleled, they will be drawn and/ or photographed and assigned a style number. Biographical details obtained from legible departum plate inscriptions will be recorded and further documentary research will be made.

E.1.17 Funerary structures, such as brick shaft graves and/or vaults will be recorded by photogrammetry or hand-drawn at a scale of 1:10 or 1:20, as appropriate. Location, dimensions and method of construction will be noted, and the structure added to the overall plan.

E.1.18 Memorials, including headstones, revealed within the areas of development will be recorded irrespective of whether they are believed to be in situ.

E.1.19 Where required, memorials will be accorded an individual context number and will also be included as part of the grave group, if the association with a burial is clear.

E.1.20 Memorials will be recorded on pro-forma context sheets, based on and following the guidelines set out by [redacted] (2002), and will include details of shape, dimensions, type of stone, condition, completeness and fragmentation of stones no longer in original positions, iconography, inscription and stylistic type.

E.2 Relevant industry standards and guidelines

E.2.1 Advisory Panel on the Archaeology of Burials in England, 2013 Science and the Dead. A guideline for the destructive sampling of archaeological human remains for scientific analysis. English Heritage Publishing.

E.2.2 Advisory Panel on the Archaeology of Burials in England, 2017 Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England

E.2.3 Advisory Panel on the Archaeology of Burials in England, 2015 Large Burial Grounds. Guidance on sampling in archaeological fieldwork projects

E.2.4 Association of Diocesan and Cathedral Archaeologists and APABE, 2010 Archaeology and Burial Vaults. A guidance note for churches. Guidance Note 2

E.2.5 British Association of Biological Anthropology and Osteoarchaeology. 2019a Code of Practice (http://www.babao.org.uk/index/ethics-and-standards)

E.2.6 British Association of Biological Anthropology and Osteoarchaeology. 2019b Code of Ethics (http://www.babao.org.uk/index/ethics-and-standards)

E.2.7 British Association of Biological Anthropology and Osteoarchaeology, 2019c Recommendations on the Ethical Issues Surrounding 2D and 3D Digital Images of Human Remains (http://www.babao.org.uk/index/ethics-and-standards)

E.2.8 [redacted] 2001 Crypt archaeology. An approach. CIfA Paper No. 3

E.2.9 English Heritage, 2002 Human Bones from Archaeological Sites. Guidelines for producing assessment documents and analytical reports

E.2.10 Historic England, 2018 The Role of the Human Osteologist in an Archaeological Fieldwork Project. Swindon, Historic England

E.2.11 [redacted]993 Excavation and post-excavation treatment of cremated and inhumed human remains, CIfA Technical Paper No. 13

E.2.12 [redacted]2004 Compiling a skeletal inventory: cremated human bone. In [redacted](eds) Guidelines to the Standards for Recording Human Remains, CIfA Technical Paper No. 7. 9-13

E.2.13 [redacted]2017 Compiling a skeletal inventory: cremated human bone. In [redacted](eds) Updated Guidelines to the Standards for Recording Human Remains, CIfA 14-19

E.2.14 [redacted](eds) Updated Guidelines to the Standards for Recording Human Remains, CIfA 2017

E.2.15 [redacted]2000 Recording and Analysing Graveyards. CBA Handbook No. 15

E.2.16 [redacted]1993 The Spitalfields Project. Volume I – The Archaeology Across the Styx. CBA Research Report No. 85

E.2.17 The Human Tissue Act 2004

E.3 Relevant OA manual and other supporting documentation

E.3.1 [redacted]2008 The Treatment of Human Remains in the Care of Oxford Archaeology. Oxford Archaeology internal policy document

E.3.2 Oxford Archaeology 2018 Fieldwork Manual Human Remains unpublished

APPENDIX F REPORTING

F.1 Standard methodology - summary

F.1.1 For evaluation by trial trenching/informative trenching, the style and format of the report will be determined by OA, but also adhere to the county Standards for Development-Led Archaeological Projects in Norfolk (Robertson et al. 2018) and will include as a minimum the following:

- A title page detailing site location, site code, HES reference number, Accession number, OASIS number, NGR, author/originating body and clients name
- Full list of contents
- A non-technical summary of the findings as appropriate
- Acknowledgements
- Aims and objectives
- A description of the geology and topography of the area
- A description of the methodologies used
- A description of the findings

- Interpretation of the archaeological features found including a predictive model of surviving archaeological remains, where affected by development proposals, and assessment of their importance at local, regional and national scale
- Tables summarising features and artefacts
- A bibliography
- A context register
- Specialist reports on artefacts and environmental finds
- The OASIS reference and summary form
- Site and trench location plans and plans showing the archaeological features found
- Sections of excavated features
- Relevant colour photographs of features and the site

F.1.2 For excavations, a Post-Excavation Assessment and Project Design will generally be prepared, as prescribed by Historic England Management of Research Projects in the Historic Environment (MoRPHE) 2015, Section 2.3. This will include a Project Description containing:

- A summary description and background of the project.
- A summary of the quantities and assessment of potential for analysis of the information recovered for each category of site, finds, dating and environmental data. Detailed assessment reports will be contained within appendices.
- An explicit statement of the scope of the project design and how the project relates to any other projects or work preceding, concurrent with or following on from it.
- A statement of the research aims of the fieldwork and an illustrated summary of results to date indicating to what extent the aims were fulfilled.
- A list of the project aims as revised in the light of the results of fieldwork and the current post-excavation assessment process.

F.1.3 A section on Resources and Programming will also be produced, containing:

- A list of the personnel involved indicating their qualifications for the tasks undertaken, along with an explanation of how the project team will communicate, both internally and externally.
- A list of the methods which will be used to achieve the revised research aims.
- A list of all the tasks involved in using the stated methods to achieve the aims and produce a report and research archive in the stated format, indicating the personnel and time in days involved in each task. Allowance should be made for general project-related tasks such

as monitoring, management and project meetings, editorial and revision time.

- A report synopsis indicating publisher and report format, broken down into chapters, section headings and subheadings, with approximate word lengths and numbers and titles of illustrations per chapter. The structure of the report synopsis should explicitly reflect the research aims of the project.

F.1.4 The Project Design will be submitted to NCCHES for agreement.

F.1.5 Once the post-excavation Project Design has been accepted, an analysis/archive report or publication will be produced based on the recommendations laid out in the PXA. Any significant variation in the project design will be agreed with NCCHES. The results of the project will be published in an appropriate archaeological journal or monograph. The appropriate level of publication will be dependent on the significance of the fieldwork results and will be agreed with NCCHES.

F.1.6 On approval of the report, an unbound copy and a digital copy on CD of the completed report(s) will be provided to the NHER. An OASIS form will also be completed for the project as per Historic England guidelines.

F.2 Relevant industry standards and guidelines

F.2.1 OA adheres to the national standards in post-excavation procedure as outlined in Historic England's Management of Research Projects in the Historic Environment (MoRPHE; HE 2015). Furthermore, all post-excavation projects take into account the appropriate regional research frameworks as well as national research agendas such as the Framework for Historic Environment Activities & Programmes in Historic England (SHAPE; EH 2008).

APPENDIX G LIST OF SPECIALISTS REGULARLY USED BY OA

G.1.1 Below are two tables, one containing 'in-house' OA specialists, and the other containing a list of external specialists who are regularly used by OA.

Internal archaeological specialists used by OA

Specialist	Specialism	Qualifications
[redacted]	Neolithic and Bronze Age pottery	MA (cantab.), MCIfA
	Iron Age pottery	MA, ACIfA
	Roman pottery	BA (Hons)
	Roman pottery	BA ACIfA
	Roman pottery	BA, ACIfA
	Medieval & post-medieval pottery, glass, shell & small finds	HND, BA (Hons), ACIfA
	CBM and fired clay	MA (cantab.), MA
	Metalwork and Anglo-Saxon pottery	PhD
	Finds conservation	MSc (Hons)

Specialist	Specialism	Qualifications
[redacted]	Worked stone artefacts	BA, PhD, MCIfA
	Fish and bird bone	BA (Hons), MA, D.Phil, MCIfA, FSA Scot
	Animal bone	BA, MA, PhD
	Charred plant remains, charcoal and pollen	BA (Hons), PhD, MCIfA
	Charred plant remains	ACIfA
	Charred plant remains	BA
	Geoarchaeology and land snails	BA (Hons), MSc
	Geoarchaeology	BA (Hons), MSc, ACIfA
	Flint	MA, PhD
	Human bone	BA PhD, MCIfA, BABAO
	Human bone	BSc, MSc, PhD, MCIfA, BABAO
	Human bone and animal bone	Pg Dip, MA, Msc, BABAO
	Human bone	BA, MSc, BABAO

External archaeological specialists regularly used by OA

Specialist	Specialism	Qualifications
[redacted]	Slag	BA (Hons)
	Leather	BA, MA
	Conservation	ACR
	Metalworking slag	BSc (Hons), PhD
	Small finds	BA (Hons), MCIfA
	Anglo-Saxon metalwork and artefacts	PhD, SFHEA
	Worked bone	MA, FSA
	Roman pottery	BA, MA
	Clay pipe	BA, PhD, MCIfA
	Charred and waterlogged plant remains	BA (Hons)
	Micromorphology	BA (Hons), MSc, PhD
	Charcoal	MA, MSc
	Diatoms	BSc, MSc, PhD
	Insects	BA (Hons), MA, PhD
	Phytoliths and pollen	BSc (Hons), D.Phil
	Snails	PhD, ACIfA
	Ostracods and foraminifera	BA (Hons), PhD
	Soil chemistry	MA, PhD
	Geoarchaeology	BSc, PhD

Specialist	Specialism	Qualifications
[redacted]	Dendrochronology	D.Phil, FSA
	Worked wood	BSc, MA, MCIfA
	Optically stimulated luminescence dating	PhD

APPENDIX H DOCUMENTARY ARCHIVING

H.1 Standard methodology – summary

H.1.1 The documentary archive constitutes all the written, drawn, photographic and digital records relating to the set-up, fieldwork and post-excavation phases of the project. This documentary archive, together with the artefactual and environmental ecofact archive collectively forms the record of the site. The report is part of the documentary archive, and the archive must provide the evidence that supports the conclusions of the report, but the archive may also include data which exceeds the limitations of research parameters set down for the report and which could be of significant value to future researchers.

H.1.2 At the outset of the project OA Archive officer will contact the Norfolk Museum Service to notify them of the imminent start of a new fieldwork project. Norfolk guidelines will be observed and site codes, which integrate with the receiving repository, will be agreed for labelling of archives and finds.

H.1.3 During the course of the project the Archive team will assist the project manager in the management of the archive including the cataloguing and development technique suitable for photographic archive requirements.

H.1.4 The hard copy site archive will be security copied by scanning to PdFA and a copy of this will be housed on the OA server. A full digital copy of the archive, including scanned hard copy and born digital data, will be deposited with and made publicly available online through the ADS. A further copy will be maintained on the OA server and a copy on disk will also be sent to the Norfolk Museum Service alongside the hard copy. This will act as a safeguard against the accidental loss and the long-term degeneration of paper records and photographs.

H.1.5 Born digital data will only be printed to hard copy where practical. Archive elements that need maintaining in digital form will be sent to ADS in accordance with Archives Standard and ADS guidelines. A copy will be sent to the Norfolk Museum Service by CD and back-up copies will be stored on the OA cloud. In most cases a digital copy of the report will be included in the OASIS project library hosted by ADS.

H.1.6 Prior to deposition the Archive team will contact the Norfolk Museum Service regarding the size and content of the archive and discuss any retention and dispersal policies which may be applicable in line with local and SMA Guidelines ' Selection, Retention & Dispersal of Archaeological Collections' 1993.

H.1.7 The site archive will then be deposited with the Norfolk Museum Service at the earliest opportunity unless further archaeological work on the site is

expected. The documentary archive will include correspondence detailing landowner consent to deposit the artefacts and any copyright licences in accordance with the Norfolk Museum Service guidelines. Deposition charges will be required from the client as part of the project costs, but the level of the fee is set by the receiving body and may be subject to change during the lifespan of the project. Changes to archiving charges beyond OA's control will be passed across to the client.

H.1.8 OA will retain full copyright of any commissioned reports, tender documents, or other project documents, under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide the Norfolk Museum Service with a full licence for use to the client in all matters directly relating to the project as described in the Written Scheme of Investigation, and in line with the relevant receiving body guidelines.

H.1.9 OA will advise the Norfolk Museum Service of 3rd party materials supplied in the course of projects which are not OA's copyright.

H.1.10 OA undertakes to respect all requirements for confidentiality about the client's proposals provided that these are clearly stated. It is expected that such conditions shall not unreasonably impede the satisfactory performance of the services required. Archaeological findings and conclusions can be kept confidential for a limited period but will be made publicly available in line with the above procedure either after a specified time period agreed with the client at the outset of the project, or where no such period is agreed, after a reasonable period of time. It is expected that clients respect OA's general ethical obligations not to suppress significant archaeological data for an unreasonable period.

H.2 Relevant industry standards and guidelines

H.2.1 At the end of the project the site archive will be ordered, catalogued, labelled and conserved and stored according to the following national guidelines:

H.2.2 EAC, 2014 A Standard and Guide to Best Practice for Archaeological Archiving in Europe (EAC Guidelines 1)

H.2.3 CIfA, 2014 (Updated 2020) Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives

H.2.4 [redacted]2011 Archaeological Archives A Guide to Best Practice in Creation, Compilation, Transfer and Curation. AAF

H.2.5 UKIC, 1990 Guidelines for the preparation of excavation archives for long-term storage

H.2.6 SMA, 2020 Standards and Guidance in the Care of Archaeological Collections

H.2.7 The site archive will be prepared to at least the minimum acceptable standard defined in Management of Archaeological Projects 2, Historic England 1991.

H.3 Relevant OA manual and other supporting documentation

H.3.1 The OA Archives Policy.

APPENDIX I HEALTH AND SAFETY

I.1 Standard Methodology - summary

I.1.1 All work will be undertaken in accordance with the current OA Health and Safety Policy, the OA Site Safety Procedures Manual, a site-specific Risk Assessment and, if required, Safety Plan or Method Statement. Copies of the site-specific documents will be submitted to the client or their representative for approvals prior to mobilisation, and all relevant H and S documentation will be available on site at all times. The Health and Safety documentation will be read in conjunction with the project WSI.

I.1.2 Where a project falls under the Construction (Design and Management) Regulations (2015), all work will be carried out in accordance with the Principal Contractor's Construction Phase Plan (CPP).

I.2 Relevant industry standards and guidelines

I.2.1 All work will be carried out according to the requirements of all relevant legislation and guidance, including, but not exclusively:

I.2.2 The Health and Safety at Work Act (1974).

I.2.3 Management of Health and Safety at Work Regulations (1999).

I.2.4 Manual Handling Operations Regulations 1992 (as amended).

I.2.5 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013).

I.2.6 The Construction (Design and Management) Regulations (2015).

I.2.7 Relevant OA manual and other supporting documentation

I.2.8 The OA Health and Safety Policy.

I.2.9 The OA Site Safety Procedures Manual.

I.2.10 The OA Risk Assessment templates.

I.2.11 The OA Method Statement template.

I.2.12 The OA Construction Phase Plan template.

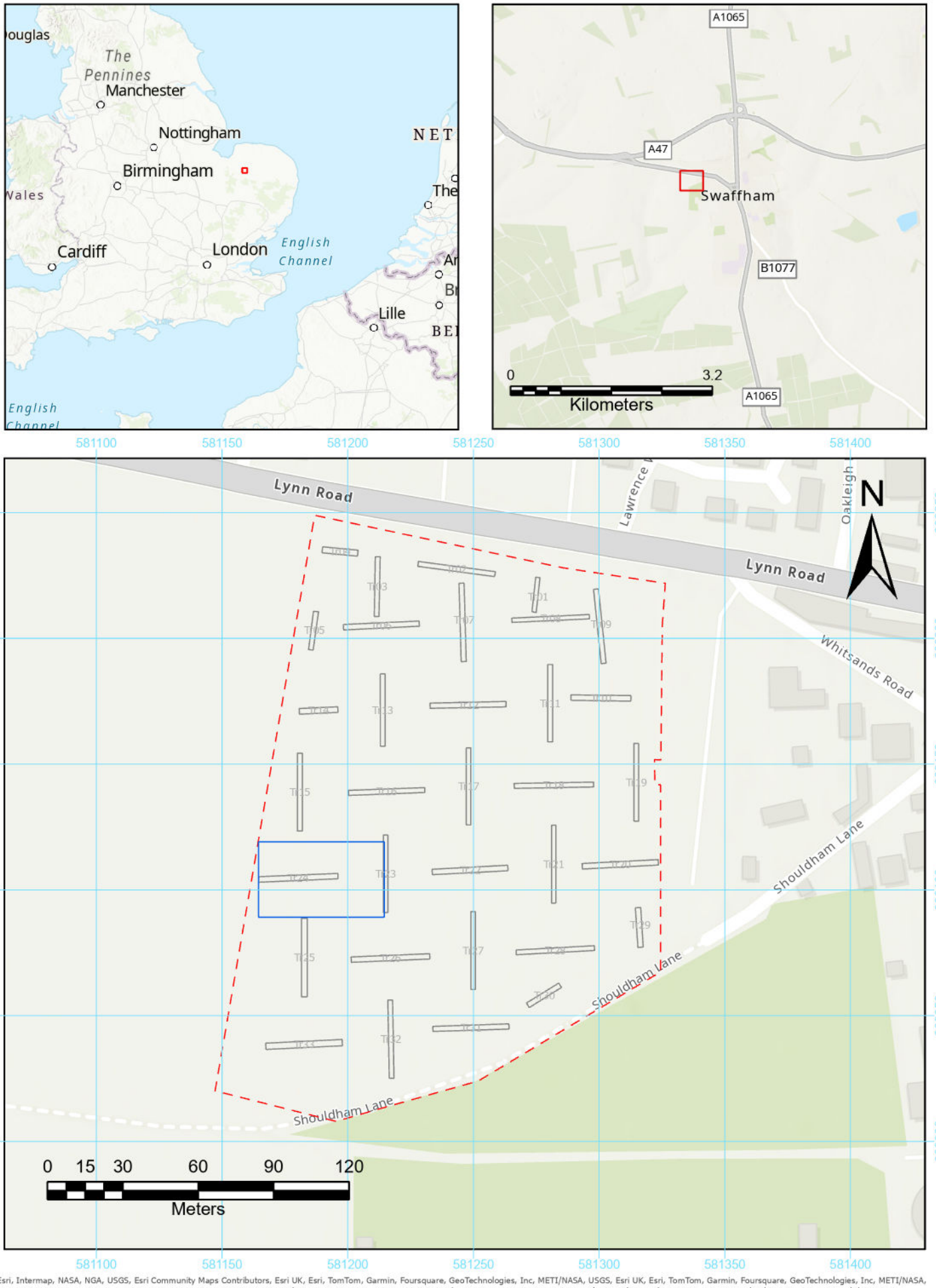

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Figure 1: Site location showing proposed archaeological mitigation (blue) in development area (dashed red) and previous trenching (grey) 1:2000@ A3

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