

**Written Scheme of Investigation:
Continuous Archaeological Monitoring and Recording
Monks Hall
Syleham
Suffolk**

**Prepared for:
Natascha Crump**

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Contents

Non-technical summary.....	4
1. Site Location and Description.....	5
2. Planning Background	6
3. Archaeological and Historical Background	7
4. Maps Information.....	8
5. Brief for Archaeological Monitoring.....	8
6. Aims and objectives of the project.....	9
7. Methodology.....	9
8. Health, Safety and Environment.....	11
9. Ownership of Finds, Storage and Curation of Archive and Deposition	12
10. Monitoring arrangements	12
11. Reporting procedures.....	12
12. Publication and dissemination	13
13. Other factors (including contingency)	13
14. Resources	13
15. Insurance statement.....	13
16. Copyright.....	14
Bibliography	15
Appendix 1: Consultant specialists.....	16

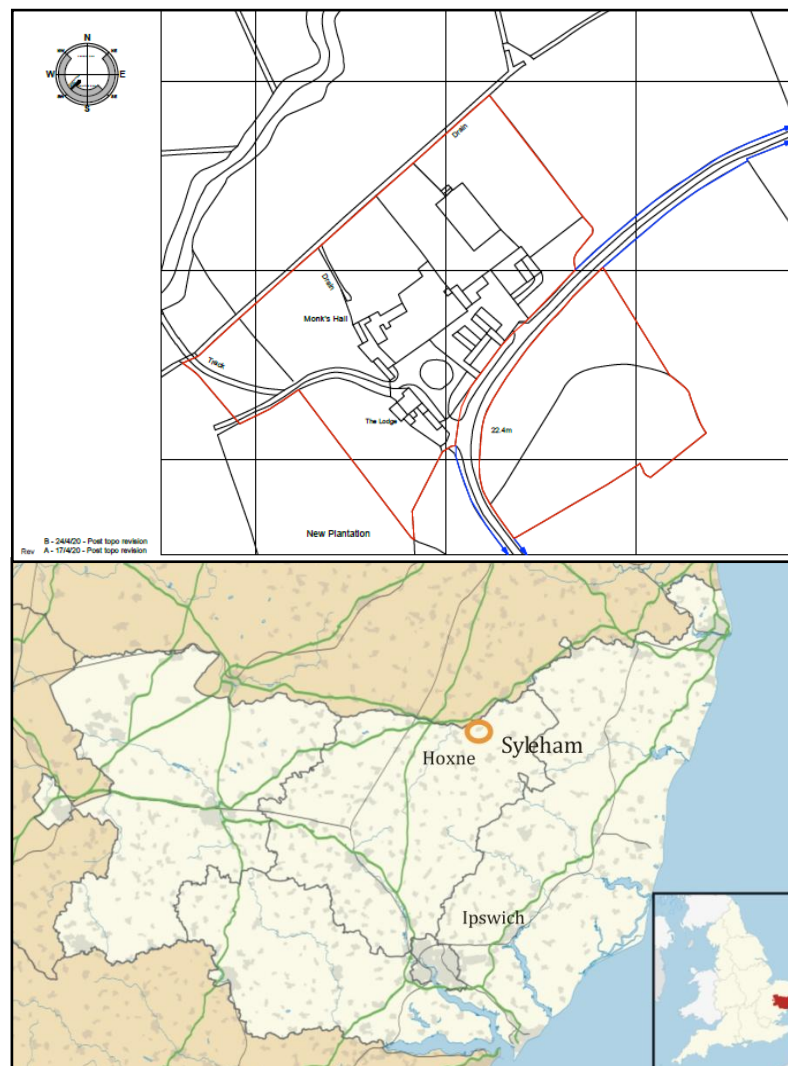
Non-technical summary

This is a written scheme of investigation for continuous archaeological monitoring and recording in advance of a new extension to Monks Hall Syleham Suffolk. It has been written in response to an archaeological request for monitoring by the Suffolk County Council Archaeological Service (Louisa Cunningham).

Detailed standards, information and advice to supplement this brief will be sought in standards for '*Field Archaeology in the East of England*,' (East Anglian Occasional papers 14, Gurney, D., 2003). In addition, this brief has been compiled respecting the following standards: Regional Research Framework (East Anglian Archaeology Occasional Paper 3, 1997, 'Research and Archaeology: A Framework for the Eastern Counties, 1. resource assessment'; Occasional Paper 8, 2000, 'Research and Archaeology: A Framework for the Eastern Counties, 2. research agenda and strategy'; and Revised Research Framework for the Eastern Region.)

1. Site Location and Description

NGR: TM 20159 78483



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Figure 1. Location of site and Syleham in Suffolk

The site is located just north-east of Hoxne Suffolk in the Waveney Valley, in an isolated position, surrounded by arable land.

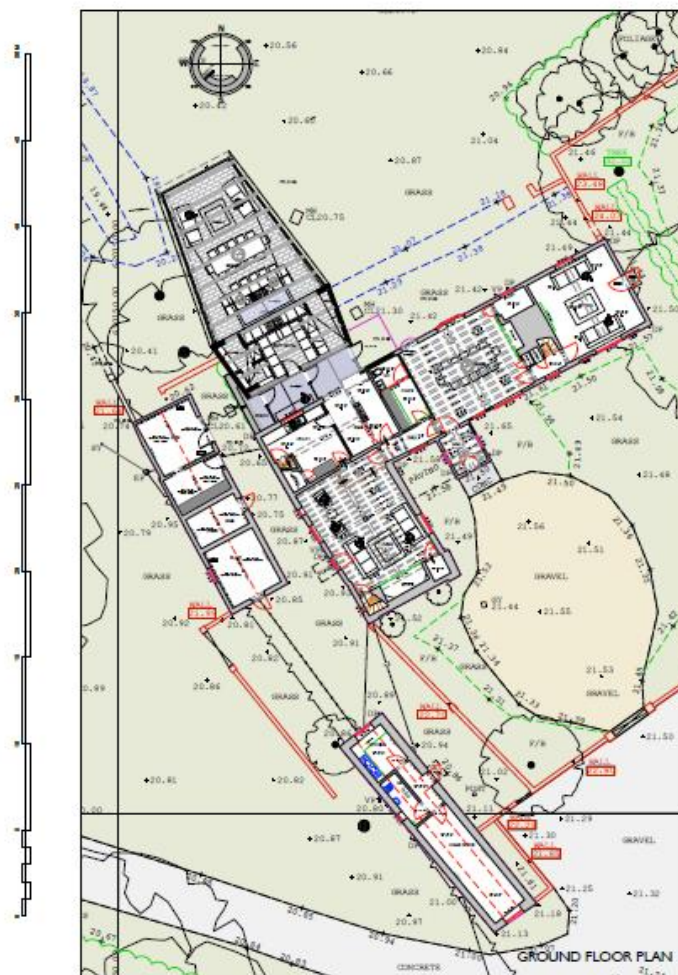
2. Planning Background

The Decision notice states:

Planning permission has been granted with the following conditions relating to archaeological investigation:

5. PART 1 - ACTION REQUIRED PRIOR TO THE COMMENCEMENT OF DEVELOPMENT - ARCHAEOLOGICAL EVALUATION

No development shall take place until a scheme of archaeological evaluation of the site has been submitted to and approved in writing by the Local Planning Authority (including any demolition needing to be carried out as necessary in order to carry out the evaluation). The evaluation shall be carried out in its entirety as may be agreed to the satisfaction of the Local Planning Authority.



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Figure 2. Proposed extension plan

6. PART 2 - ACTION REQUIRED PRIOR TO THE COMMENCEMENT OF DEVELOPMENT - ARCHAEOLOGICAL WRITTEN INVESTIGATION

No development shall take place until a written report on the results of the archaeology evaluation of the site has been submitted to the Local Planning 2

Authority and that confirmation by the Local Planning Authority has been provided that no further investigation work is required in writing.

Should the Local Planning Authority require further investigation and works, no development shall take place on site until the implementation of a full programme of archaeological work has been secured, in accordance with a Written Scheme of Investigation which has been submitted to and approved in writing by the Local Planning Authority.

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

- a. The programme and methodology of site investigation and recording.*
- b. The programme for post investigation assessment.*
- c. Details of the provision to be made for analysis of the site investigation and recording.*
- d. Details of the provision to be made for publication and dissemination of the analysis and records of the site investigation.*
- e. Details of the provision to be made for archive deposition of the analysis and records of the site investigation; and*
- f. Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation.*

The written scheme of investigation shall be carried out in its entirety prior to any other development taking place, or in such other phased arrangement including a phasing plan as may be previously approved in writing by the Local Planning Authority.

7. PART 3 - ACTION REQUIRED PRIOR TO THE FIRST OCCUPATION OF DEVELOPMENT - ARCHAEOLOGICAL WORKS

No building shall be occupied until the archaeology evaluation, and if required the Written Scheme of Investigation, have been completed, submitted to and approved, in writing, by the Local Planning Authority. Furthermore, no building shall be occupied until analysis, publication and dissemination of results and archive deposition from the archaeology investigations as agreed under the Written Scheme of Investigation has taken place, unless an alternative agreed timetable or phasing

This condition is in accordance with the NPPF - National Planning Policy Framework (2021).

3. Archaeological and Historical Background

3.1 Archaeological Background

The SCCA/CT brief states that:

'This site lies in an area of archaeological potential recorded on the County Historic Environment Record, adjacent to the Grade II Listed Monks Hall (SYL 020). Monks Hall is described as having a main range of c.1600 and with an earlier wing set forward to the west but probably remodelled in the early 17th century. Medieval pottery has previously been found below the floors of the Hall (SYL 009). '* (SCCAS, Cunningham, L.)

3.2 Historical Background

A full historical background will be included in the report if required.

4. Maps Information

A map regression will be included in the report to highlight any potential finds and to place them into context with any information noted on the maps, if required.

5. Brief for Archaeological Monitoring

5.1 At the start of work (immediately before fieldwork commences) an OASIS V online record (<http://ads.ahds.ac.uk/project/oasis/dennispa 1-506855>) will be initiated and key fields completed on Details, Location and Creators forms.

5.2 A risk assessment will be carried out in consultation with the developer to ensure that all potential risks are minimised.

5.3 In order to inform the archaeological mitigation strategy, the following work will be carried out: to provide a record of archaeological deposits which are damaged or removed by any development (including services and landscaping) permitted by the current planning consent. The results of this monitoring will enable the archaeological resource, both in quality and extent, to be accurately quantified. Decisions on the need for and scope of any mitigation measures, should there be any archaeological find of significance, will be based upon result of the archaeological monitoring and will be subject to an additional specification.

5.4 The archaeological monitoring will identify the date, approximate form and purpose of any archaeological deposit within the application area, together with its likely extent, localised depth and quality of preservation. Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits. Also, to establish the potential of the survival of environmental evidence. Sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practises, timetables and orders of costs.

5.5 This project will be carried through in a manner broadly consistent with English Heritage's *Management of Archaeological Projects*, 1991 (MAP 2). The archaeological monitoring is to be followed by the preparation of a full archive and report with an assessment of any potential archaeological or environmental evidence. Any further archaeological work required as mitigation will be the responsibility of SCCAS to advise. Each stage will be subject of a brief and updated project design; this document covers only the monitoring stage. The developer or ARCHAEOSERV will give SCCAS a minimum 10 working days notice of the commencement of any archaeological work, to enable the work to be monitored by the SCCAS.

6. Aims and objectives of the project

6.1 To provide as much information as possible about the site, being within the vicinity on known archaeological finds and features as highlighted within the project brief (SCCAS) which, if encountered will be interpreted to address relevant research questions laid down within the **Regional Research frameworks**: [https://researchframeworks.org/eoe/ Resource Assessments](https://researchframeworks.org/eoe/ResourceAssessments) - [https://researchframeworks.org/eoe/resource-assessments/ Research Agendas](https://researchframeworks.org/eoe/resource-assessments/ResearchAgendas) - <https://researchframeworks.org/eoe/research-agenda/>; and Medlycott, M (ed.) 2011 *Research and Archaeology Revisited: a revised framework for the East of England*, East Anglian Archaeology Occasional Paper 24

6.2 To provide as much information about the archaeological resources within the proposed development site.

6.3 To comply with the SCCAS' request for an archaeological monitoring as part of the planning process.

6.4 To obtain information about the archaeological resources within the development site, with particular regard to any which are of sufficient importance to merit preservation in situ.

6.5 To identify and establish the approximate form and purpose of any archaeological deposit within the application area together with its likely extent localized depth and quality of preservation.

6.6 To evaluate the likely impact of land uses in the past and the possible presence of colluvial/alluvial deposits.

6.7 Assess the condition, nature, character, quality and date of any archaeological remains encountered.

6.8 To preserve by recording, any evidence of the potential for survival of any environmental deposits of the area.

7. Methodology

7.1 The archaeological monitoring/recording will consist of monitoring the footings for the new extension and any other groundworks that might disturb concealed archaeological deposits. Any features located during the groundworks will require an allowance of time in order to excavate by hand and record fully as specified in this section.

7.2 All machine excavation is to be under the direct control and supervision of an archaeologist, using a toothless bucket.

7.3 For linear features, 1.00m wide slots (min) will be excavated across their width. or as is practicable within the foundation trenches.

7.4 For discrete features such as pits, 50% of their fill will be sampled (in some instances 100% may be requested) or as is practicable within the foundation trenches.

7.5 Sufficient excavation will be made to give clear evidence for the period, depth and nature of any archaeological deposit. The depth and nature of colluvial or other masking deposits will be established. All archaeological features exposed will be planned at a minimum scale of 1:50 or 1:20 on a plan.

7.6 Any stratigraphic sequences encountered will be recorded in section at a scale of 1:10 or 1:20. Any structures, for example, hearths, kilns and other significant finds will be excavated and recorded in plan and by single context recording where required. In the event that no stratigraphic sequences are encountered, sections and features seen in plan will be hand cleaned and will be drawn to either 1:10 or 1:20 scale depending on the size, and details of any features and deposits will be fully recorded.

7.7 All contexts will be numbered and finds recorded by context.

7.8 All levels will relate to Ordnance Datum.

7.9 All contexts will be recorded using numbered context sheets containing descriptions and sketches of the deposits and finds that might be encountered.

7.10 Best practise will be employed to allow for the sampling of archaeological deposits. All archaeological contexts will, where possible, be sampled for the potential of the site, taking, at a minimum, 20 litre bulk samples (using sealable containers designed for the purpose) or 100% of smaller features. These containers, before leaving site, will be clearly marked by the site team showing from which context they were taken. Environmental samples will be sent to the relevant specialist for flotation and analysis resulting in the specialists report for inclusion into the final report. Where waterlogged `organic` features are encountered, advice will be sought from a geoarchaeologist or environmental specialist, and if necessary, will be invited to the site to consider all options available. This should include the extraction of monolith samples, whether by the site team or the specialist.

7.11 If rich or unusual features are encountered, further advice would be sought from SCCAS and the Historic England Regional Science Advisor: https://historicengland.org.uk/images-books/publications/environmental-archaeology-2nd/environmental_archaeology/.

7.12 Should it be deemed necessary, the guide to sampling Archaeological deposits (Murphy, P.L & Wiltshire., P.E.J., 1994). A guide to Sampling Archaeological deposits for environmental analysis) will be consulted. Copy held for viewing by SCC. Advice will also be sought from Zoe Outram, English Heritage Regional adviser for Archaeological science (East of England), should the need arise.

7.13 Metal detector searches, using all metal mode, of the site will be undertaken at all stages of the excavation.

7.14 All finds will be collected and processed (unless variations in this principle are agreed with by the SCCAS during the course of the monitoring).

7.15 The data recording methods and conventions used will be consistent with, and approved by, the SCCAS.

7.16 Proper respect will be accorded any disturbed human remains encountered. Any human remains found will be cleaned to allow positive identification. The SCCAS will be notified immediately if human remains are found, and all ground-works should stop until a strategy for their excavation and recording has been approved by SCCAS and an MOJ licence has been obtained to allow their removal. There may also be the requirement for changes or updates to the approved WSI in the event of human remains being encountered.

7.17 All work will be undertaken to the guidance and standards by the SCCAS with particular attention to: *Requirements for a Trenched Archaeological Evaluation SCCAS, (updated February 2023)* Historic England and the CIFA.

7.18 The person days allocated (3 days for the fieldwork and 3 days for the report and post-exc) to this project are based on an estimated time-scale operating under normal conditions, allowing for clement weather for the duration of the project

7.19 All work will be carried out respecting statutory Health and Safety requirements in operation throughout the evaluation.

7.20 A photographic record will be compiled, comprising an overview of the site prior to works commencing using high definition digital images, and will be included with any excavated features, sections and other relevant details that aid interpretation.

7.21 Finds will be conserved where required.

7.22 All relevant finds will be ordered into an archive.

7.23 An accession number will be obtained from the Suffolk HER for allocation to the archive

7.24 Special Considerations and Research Questions

Research aims for this project will be to identify further evidence for medieval remains that will enhance our understanding the development of this medieval site from its earliest inception. The research agenda will reflect the aims of: Medlycott, M (ed.) (2011) *Research and Archaeology Revisited: a revised framework for the East of England*, East Anglian Archaeology Occasional Paper **24**.

8. Health, Safety and Environment

8.1 A risk assessment strategy covering all activities will be carried out during the lifetime of the project.

8.2 All work will be carried out in accordance with current health and safety legislation as mentioned above.

8.3 Every care will be taken to minimise the environmental impact.

9. Ownership of Finds, Storage and Curation of Archive and Deposition

9.1 The archive will be presented to the Suffolk County Council Archaeology Service, Hollow Road, Bury St Edmunds, to the standards as laid out in their specification/brief. This will respect the SCCAS Guidelines for Archive Preparation and Deposition (updated: February 2022). The digital archive will be deposited with ADS V (in compliance with SCCAS 2022 archive requirements).

9.2 Ownership of all such archaeological finds will be given over to the SCCAS archive to facilitate future study and ensure proper preservation of all such artefacts. In the unlikely event that artefacts of significant monetary value are discovered, and if they are not subject to the Treasure Act (1996), separate ownership arrangements may be negotiated.

9.3 Should there be a physical archive generated from this project an archive deposition form will be completed and submitted with the monitoring report.

10. Monitoring arrangements

10.1 Curatorial responsibility lies with SCCAS. They are to be notified of each stage of work. They will be notified in advance of the date of works on the site (minimum of ten days). Any changes to the specifications within the Brief and or Written Scheme of Investigation that the project manager may wish to make after approval by this office should be communicated directly to SCCAS for approval.

10.2 Access is required to the site at all reasonable times to allow for monitoring by SCCAS or their agents and ARCHAEOSEV.

10.3 Internal monitoring will be the responsibility of Dennis Payne.

11. Reporting procedures

11.1 The report will be completed within three months after the finalisation of the fieldwork. Any delays will be related to the relevant authorities. A summary report will be produced with the final report. A draft of the report will be submitted to the project officer/manager at SCCAS for approval.

11.2 The report will reflect the aims of the WSI by giving an objective account of the archaeological evidence, clearly distinguished from its interpretation. A discussion and interpretation of the archaeological evidence including environmental and palaeoenvironmental recovered from palaeosoils and cut features and its conclusions will include a clear statement of the archaeological potential of the site, and the significance of that potential in the context of the Regional Framework: <https://researchframeworks.org/eoe/ResouceAssessmentshttps://researchframeworks.org/eoe/resourceassessments/ResearchAgendas-https://researchframeworks.org/eoe/research-agenda/>; and Medlycott, M (ed.) 2011 *Research and Archaeology Revisited: a revised framework for the East of England*, East Anglian Archaeology Occasional Paper 24

11.3 Reports on specific areas, for example, ceramic or bone evidence will be included within the report to allow for a fully informed interpretation of any archaeology encountered.

Sufficient detail will be placed upon the specialists findings to permit a detailed of assessment of the finds, including tabulation of data by context, including non-technical summaries.

One digital copy of the final report will be sent to the SCCAS.

One digital copy will be sent to SCCAS Historic Environment Records Office .

In addition a copy of the full report will be submitted into the OASIS V project.

12. Publication and dissemination

12. 1 The deposition of the site archive will be in accordance with guidelines (SCC Archive guidelines, updated 2022) outlined in the specification written by the officer in charge at SCCAS. A final report will be sent to the client.

12.2 Provision will be made for a summary in the annual Proceedings of the Suffolk Institute for Archaeology and History (PSIAH) roundup if positive results are drawn

13. Other factors (including contingency)

13.1 Contingency will be made for operational delays including weather.

13.2 Contingency will be expected of the client for significant archaeology discovered as a result of the monitoring such as preserved wood, identified as a potential find for this site.

13.3 Contingency will be expected of the client for any specialist report that the relevant authority deems appropriate that cannot satisfactorily be produced by Dennis Payne or his agents.

13.4 Contingency will be expected of the client in the event that human remains are discovered in the course of the groundworks and excavations.

14. Resources

14.1 The monitoring will be undertaken by Dennis Payne BA (Hons) ACIfA, with extensive experience managing projects on a consultancy basis and with a number of contracting units.

14.2 Recognised specialists will be sought in the event that other data are retrieved in the course of the foundation excavations.

15. Insurance statement

ARCHAEOSERV (D P Archaeological Services) is protected with a public and professional indemnity of £2,000,000 from Towergate Insurance.

16. Copyright

Copyright will remain that of the author. Licence will be given to the client to present any reports, copyright of the author, to the planning authority in good faith of satisfactory settlement of account.

Bibliography

British Geological Society 1991 *East Anglia, Quaternary*

**1990 *Planning Policy Guidance Note 16: Archaeology and Planning*.
London: HMSO**

Medlycott, M (ed.) 2011 *Research and Archaeology Revisited: a revised framework for the East of England*, East Anglian Archaeology Occasional Paper 24

National Planning Policy Framework, 2021 (*NPPF 2021*)

Regional Research frameworks: <https://researchframeworks.org/eoe/>

Resource Assessments - <https://researchframeworks.org/eoe/resource-assessments/>

Research Agendas- <https://researchframeworks.org/eoe/research-agenda/>

SCCAS: Requirements for a Trenched Archaeological Evaluation (updated February 2023)

Appendix 1: Consultant specialists

Post-excavation analysis will be undertaken by DPAS and where required, specialist analysis and advice from:-

Atkins, Rob (Mola Northants)	Bricks and ceramic building materials
Curl, Julie	Animal Bones
Barnett, Dr. Sarah	Luminescence Dating
Bates Sarah	Lithics
Anderson Sue evidence; Osteologist	Anglo Saxon Pottery & environmental
Boreham, Steve	Pollen and soils (Geoarchaeo specialist)
Fawcett, Andy	(Britannia Archaeology) Bronze Age Pottery Iron Age pottery Roman pottery Medieval pottery
Cowgill, Jane	Slag /metal working residues
Rebecca Sillwood	Roman Metalwork
Doig, T	Drainpipes, underground structures, social history
Curl July	Human bone; animal bone
West Anna	Environmental
French, Dr. C.A.I	Soil micromorphology
Payne Dennis	Coins
Outram, Zoe	Environmental evidence
