

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

Brief for Continuous Archaeological Monitoring and Recording

AT

Monks Hall, Hoxne Road, Syleham

PLANNING AUTHORITY:	Babergh and Mid Suffolk District Councils
PLANNING APPLICATION NUMBER:	DC/22/01698/FUL and DC/22/01699/LBC
HER NO. FOR THIS PROJECT:	To be arranged
GRID REFERENCE:	TM 20159 78483
DEVELOPMENT PROPOSAL:	Erection of single storey rear extension, with connecting structural glass link and creation of terracing to enable outdoor dining area.
THIS BRIEF ISSUED BY:	Louisa Cunningham Archaeological Officer Tel: 01284 758372 E-mail: Louisa.Cunningham@suffolk.gov.uk
Date:	17 th March 2023

Summary

- 1.1 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.

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

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 for the provision of results is agreed in writing by the Local Planning Authority.

- 1.2 The archaeological contractor must submit a copy of their Written Scheme of Investigation (WSI) or Method Statement, based upon this brief of minimum requirements, to Suffolk County Council's Archaeological Service (SCCAS) for review, before seeking approval from the Local Planning Authority (LPA).
- 1.3 Following acceptance by SCCAS, it is the commissioning body's responsibility to submit the WSI to the LPA for formal approval. No fieldwork should be undertaken on site without the written approval of the LPA. The WSI, however, is not a sufficient basis for the discharge of a planning condition relating to archaeological investigation. Only the full implementation of the scheme, both completion of fieldwork and reporting will enable SCCAS to advise the LPA that a condition has been adequately fulfilled and can be discharged.
- 1.5 The WSI should be approved before costs are agreed with the commissioning client, in line with the Chartered Institute for Archaeologists' guidance. Failure to do so could result in additional and unanticipated costs.

- 1.6 The WSI will *provide the basis for measurable standards* and will be used to establish whether the requirements of the brief will be adequately met. If the approved WSI is not carried through in its entirety (unless a variation is agreed by SCCAS, the monitoring report may be rejected).

Archaeological Background

- 2.1 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).

Planning Background

- 3.1 The below-ground works will cause ground disturbance that has potential to damage any archaeological deposit that exists.
- 3.2 The Planning Authority were advised that any consent should be conditional upon an agreed programme of work taking place before development begins in accordance with paragraph 205 of the National Planning Policy Framework (2021), to record and advance understanding of the significance of any heritage assets (that might be present at this location) before they are damaged or destroyed.

Requirement for Archaeological Investigation

- 4.1 Assessment of the available archaeological evidence indicates that the area affected by the development can be adequately recorded by continuous archaeological monitoring and recording during all groundworks.
- 4.2 Any ground works, and also the upcast soil, are to be closely monitored during and after excavation by the archaeological contractor (and subject to metal-detecting survey) in order to ensure no damage occurs any heritage assets. Adequate time is to be allowed for cleaning of the archaeological horizon (where encountered), archaeological recording of archaeological deposits during excavation, and of soil sections following excavation.
- 4.3 The archaeological investigation should provide a record of archaeological deposits which are damaged or removed by any development [including services and landscaping] permitted by the current planning consent. Opportunity must be given to the archaeological contractor to hand excavate and record any archaeological features which appear during earth moving operations.
- 4.4 All archaeological features exposed must be planned at a scale of 1:20 or 1:50 on a plan showing the proposed layout of the development, depending on the complexity of the data to be recorded. Sections should be drawn at 1:10 or 1:20 again depending on the complexity to be recorded.
- 4.5 A photographic record of the work is to be made of any archaeological features, consisting of both monochrome photographs and colour transparencies/high resolution digital images.

- 4.6 All contexts must be numbered and finds recorded by context. All levels should relate to Ordnance Datum.
- 4.7 Archaeological contexts should, where possible, be sampled for palaeo-environmental remains. Best practice should allow for sampling of interpretable and datable archaeological deposits and provision should be made for this.
- 4.8 All finds will be collected and processed (unless variations in this principle are agreed with SCCAS during the course of the monitoring).
- 4.9 The data recording methods and conventions used must be consistent with, and approved by, the County Historic Environment Record.
- 4.10 The method and form of development should be also monitored to ensure that it conforms to previously agreed locations and techniques upon which this brief is based. In the case of inclement weather conditions during groundworks, causing deep rutting which could lead to damage of underlying archaeological remains (otherwise protected and preserved *in situ*) the archaeological strategy may need to be reviewed and revised to full excavation. In this case, SCCAS must be informed immediately.
- 4.11 If unexpected remains are encountered SCCAS must be informed immediately. Amendments to this brief may be required to ensure adequate provision for archaeological recording.

Arrangements for Archaeological Investigation

- 5.1 The composition of the archaeological contractor's staff must be detailed and agreed by SCCAS, including any subcontractors/specialists. Ceramic specialists, in particular, must have relevant experience from this region, including knowledge of local ceramic sequences.
- 5.2 All arrangements for the monitoring of the site, the timing of the work and access to the site, are to be defined and negotiated by the archaeological contractor with the commissioning body.
- 5.3 The project manager must also carry out a risk assessment and ensure that all potential risks are minimised, before commencing the fieldwork. The responsibility for identifying any constraints on fieldwork (e.g. designated status, public utilities or other services, tree preservation orders, SSSIs, wildlife sites and other ecological considerations rests with the commissioning body and its archaeological contractor.
- 5.4 The archaeological contractor will give SCCAS ten working days notice of the commencement of ground works on the site. The contractor should update SCCAS on the nature of archaeological remains during the site works, particularly to arrange any visits by SCCAS that may be necessary. The method and form of development will also be monitored to ensure that it conforms to agreed locations and techniques in the WSI.

Reporting and Archival Requirements

- 6.1 The project manager must consult the Suffolk HER Officer to obtain a parish code for the work. This number will be unique for each project and must be used on site and for all documentation and archives relating to the project.

- 6.2 An archive of all records and finds is to be prepared and must be adequate to perform the function of a final archive for deposition in the Archaeological Service's Store or in a suitable museum in Suffolk.
- 6.3 It is expected that the landowner will deposit the full site archive, and transfer title to, the Archaeological Service or the designated Suffolk museum, and this should be agreed before the fieldwork commences. The intended depository should be stated in the WSI, for approval.
- 6.4 The project manager should consult the intended archive depository before the archive is prepared regarding the specific requirements for the archive deposition and curation (including the digital archive), and regarding any specific cost implications of deposition. For deposition in the SCCAS Archaeological Store, the archive should comply with SCCAS Archive Guidelines 2022. If this is not the intended depository, the project manager should ensure that a duplicate copy of the written archive is deposited with the Suffolk HER.
- 6.5 Archive deposition charges will be charged prior to the planning conditions for the site being signed off. If a site does not require further work following the completion of the monitoring work, then SCCAS expects the charge to be paid at monitoring reporting stage.
- 6.6 If a site does not require further work following the completion of the monitoring, the monitoring report should state proposals for the deposition of the digital archive relating to this project with the Archaeology Data Service (ADS), or similar digital archive repository, and allowance should be made for costs incurred to ensure proper deposition (<http://ads.ahds.ac.uk/project/policy.html>).
- 6.7 A report on the fieldwork and archive must be provided. Its conclusions must include a clear statement of the archaeological value of the results, and their significance. The results should be related to the relevant known archaeological information held in the Suffolk HER, and an HER search should be commissioned. In any instances where it is felt that an HER search is unnecessary, this must be discussed and agreed with the relevant Case Officer.
- 6.8 An opinion as to the necessity for further work and its scope may be given, although the final decision lies with SCCAS.
- 6.9 Following approval of the report by SCCAS, a single copy of the report should be presented to the Suffolk HER as well as a digital copy of the approved report.
- 6.10 All parts of the OASIS online form <http://ads.ahds.ac.uk/project/oasis/> must be completed and a copy must be included in the final report and also with the site archive. A digital copy of the report should be uploaded to the OASIS website.
- 6.11 Where positive results are drawn from a project, a summary report must be prepared for the *Proceedings of the Suffolk Institute of Archaeology and History*.

Standards and Guidance

Detailed standards, information and advice to supplement this brief are to be found in *Standards for Field Archaeology in the East of England*, East Anglian Archaeology Occasional Papers 14, 2003 and our Requirements for Archaeological Excavation 2023.

The Chartered Institute for Archaeologists' *Standard and Guidance for an archaeological watching brief* (revised 2020) should be used for additional guidance in the execution of the project and in drawing up the report.

Notes

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

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

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

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