

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

Brief for a Trenched Archaeological Evaluation

AT

30 WELLINGTON ROAD, EYE

PLANNING AUTHORITY: Mid Suffolk District Council

PLANNING APPLICATION NUMBER: DC/22/05205/VAR
DC/21/04401/OUT

SCCAS REFERENCE: CSF44814

HER NO. FOR THIS PROJECT: To be arranged with the Suffolk HER
Officer [REDACTED]

GRID REFERENCE: TM 1478 7398

AREA: 0.66ha

DEVELOPMENT PROPOSAL: Outline Planning Permission (some matters reserved, access to be considered) Town and Country Planning Act 1990 - Erection of 9No. dwellings with associated new vehicular access (following demolition of existing dwelling)

THIS BRIEF ISSUED BY: Matthew Baker
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Date: 8th September 2023

Summary

1.1 Outline planning permission (DC/21/04401) has been granted, following this, application DC/22/05205 was granted with the following conditions relating to archaeological investigation:

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

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

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

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

- 1.2 This brief stipulates the minimum requirements for the archaeological investigation and should be used in conjunction with the Suffolk County Council Archaeology Service's (SCCAS) Requirements for Archaeological Evaluation 2023. These should be used to form the basis of the Written Scheme of Investigation (WSI).
- 1.3 The archaeological contractor, commissioned by the applicant, must submit a copy of their WSI to SCCAS for scrutiny, before seeking approval from the LPA.
- 1.4 Following acceptance by SCCAS, it is the commissioning body's responsibility to submit the WSI to the LPA for formal approval. No fieldwork should be undertaken on site without the written approval of the LPA. **The WSI, however, is not a sufficient basis for the discharge of a planning condition relating to archaeological investigation. Only the full implementation of the scheme, both completion of fieldwork and reporting (including the need for any further work following this evaluation), 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 evaluation report may be rejected.

- 1.7 **Decisions on the need for any further archaeological investigation (e.g. excavation) will be made by SCCAS, in a further brief, based on the results presented in the evaluation report. Any further investigation must be the subject of a further WSI, submitted to SCCAS for scrutiny and formally approved by the LPA.**

Archaeological Background

- 2.1 This site lies in an area of archaeological potential recorded on the County Historic Environment Record (HER), within the historic core of Eye (HER ref no. EYE 091) and close to the finds spot of Roman Hypocaust tiles (EYE 024). Additionally, the site is adjacent former brewery and malthouse dated from 1855 (EYE 088). As a result, there is high potential for the discovery of below-ground heritage assets of archaeological importance within this area.

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, 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.

Fieldwork Requirements for Archaeological Investigation

- 4.1 A linear trenched evaluation is required of the development area to enable the archaeological resource, both in quality and extent, to be accurately quantified.
- 4.2 Trial Trenching is required to:
- Identify the date, approximate form and purpose of any archaeological deposit, 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.
 - Establish the potential for the survival of environmental evidence.
 - Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.
- 4.3 Linear trenches are thought to be the most appropriate sampling method, set out in systematic grid array, targeting the impacts of the development. Trenches are to be a maximum 30m in length and a minimum of 1.80m wide, unless special circumstances can be demonstrated. This will result in **180m of trenching at 1.80m in width.**
- 4.4 Localised extensions to trenches may be a requirement of the site monitoring visit if unclear archaeological remains or geomorphological features present difficulties of interpretation, or to assist with the formulation of a mitigation strategy. Appropriate provision should be made for this eventuality, should this prove necessary in the field.

- 4.5 A scale plan showing the proposed location of the trial trenches should be included in the WSI and the detailed trench design must be approved by SCCAS before fieldwork begins.
- 4.6 Metal detector searches must take place at all stages of the evaluation by a named, experienced metal detector user, including reference either to their contributions to the PAS database or to other published archaeological projects they have worked on. Metal detecting should be carried out before trenches are stripped, with trench bases and spoil scanned once trenches have been opened.

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 evaluation 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 SCCAS officers are responsible for monitoring all archaeological work within Suffolk and will need to inspect site works at an appropriate time during the fieldwork and review the progress of reports and/or archive preparation.
- 5.5 The archaeological contractor must 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.
- 5.6 Any changes to the specifications that the project manager may wish to make after approval should be communicated directly to SCCAS for approval.
- 5.7 SCCAS should be kept regularly informed about developments both during the site works and subsequent post-excavation work.
- 5.8 Trenches will not be backfilled without the approval of SCCAS.

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 evaluation, then SCCAS expects the charge to be paid at evaluation reporting stage.
- 6.6 If a site does not require further work following the completion of the evaluation, the evaluation 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. **ANY REPORTS WHICH DO NOT INCLUDE AN UP TO DATE HER SEARCH WILL NOT BE APPROVED. ALL REPORTS MUST CLEARLY DISPLAY THE INVOICE NUMBER FOR THE HER SEARCH, OTHERWISE THEY WILL BE RETURNED.**
- 6.8 An opinion as to the necessity for further evaluation and its scope may be given, although the final decision lies with SCCAS. No further site work should be embarked upon until the evaluation results are assessed and the need for further work is established.
- 6.9 Following approval of the report by SCCAS, a digital copy of the approved final report should be submitted to the Suffolk HER. Provision should also be made for a hard copy report to be submitted, however, the need for this should be discussed and agreed with SCCAS who will advise on a case by case basis.
- 6.10 Where appropriate, digital vector plans of trial trenches, recorded archaeological features and excavated sections, should be provided as georeferenced (EPSG: 27700) ESRI shape or QGIS GPK files. These files should have the relevant attributes attached to them including; HER Parish

Code, Primary Reference Number eg (Section Number; Context Number; Sample Number; Small Find number; etc); Group or Feature Number; Archaeological Periods and Phases. These GIS files should be provided to the Suffolk HER following approval of the final report.

- 6.11 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.
- 6.12 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

Further detailed requirements are to be found in our Requirements for Trenched Archaeological Evaluation 2023 and in SCCAS Archive Guidelines 2022.

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

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

Notes

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

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.