

**BRIEF
FOR THE MONITORING OF WORKS
UNDER ARCHAEOLOGICAL SUPERVISION AND CONTROL**

Site or Project Name: Churchgate Street
Parish: Southery
Grid reference: TL 6218 9468
Norfolk HER No.: To be arranged
Site type(s) : Saxon and medieval occupation
Planning Authority: BCKLWN
Application or Reference No.: 05/00417/O
Level Required: Constant Attendance
Issued by: Ken Hamilton
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Date: 07 May 2008
Notes:



If you need this document in large print, audio, Braille, alternative format or in a different language please contact Ken Hamilton on 01362 869275 and we will do our best to help.

THE BRIEF

The Archaeological Contractor should confirm that the Monitoring of Works Under Archaeological Supervision and Control will be undertaken in accordance with the following:

1. Provision will be made for monitoring the development, including, where appropriate, the following:-
 - all areas of below-ground disturbance, including excavations, foundation trenches, service trenches, drains and soakaways.
 - above-ground remains when the development affects a building of historic importance
 - pipeline and cable trenches.
2. Monitoring will be undertaken at the level indicated i.e. occasional visit, regular visit or constant attendance.
3. Where appropriate, topsoil or spoil will be scanned by metal-detector before and during its removal.
4. All archaeological contexts and artefacts exposed, examined or excavated will be fully recorded on appropriate context, finds and sample sheets, on plans and sections and by photographic record.
5. Provision will be made for an appropriate level of analysis, including identification of artefacts, specialist reports if appropriate, production of archive and report, donation of finds to an appropriate museum, transfer and storage of artefacts and archive in an acceptable form to an appropriate museum, conservation and inclusion of the results of the project in the County Historic Environment Record.
6. Indicate that any areas of environmental potential will be sampled, as advised by the environmental specialist.
7. The results will be presented in a report, the nature of which should be commensurate with the findings.
8. The report should include appropriate scale plans showing the locations of all features and finds, and detailed plans and sections where necessary.
9. The report should include comprehensive details of all finds.
10. Three hard copies and a PDF copy on CD of the Report should be supplied to NLA for the attention of the Head of Archaeological Planning within eight weeks of the completion of the fieldwork on the understanding that this will become a public document after an appropriate period of time (generally not exceeding six months). Two hard copies and the PDF file will be deposited with the Norfolk Historic Environment Record, and the third hard copy will be forwarded to the Local Planning Authority.
11. At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ac.uk/project/oasis/> must be initiated and key fields completed on Details, Location and Creators forms. When the project is completed, all parts of the OASIS online form must be completed for submission to the Norfolk Historic Environment Record. This will include an uploaded .pdf version of the entire report. Hard copies of the report must still be provided as specified.
12. Hard copies of the report must also be provided, as specified below.
13. All works will be carried out in full accordance with the appropriate sections of Gurney, D., 2003, 'Standards for Field Archaeology in the East of England', as adopted by the Association of Local Government

Archaeological Officers for the East of England Region and published as *East Anglian Archaeology Occasional Paper 14*. This is available as a PDF file on the web at www.eaareports.org.uk. Archaeological Contractors should note that the **Standards** document stipulates basic *methodological* standards. It is considered axiomatic that all contractors will strive to achieve the highest possible *qualitative* standards, with the application of the most advanced and appropriate techniques possible within a context of continuous improvement aimed at maximising the recovery of archaeological data and contributing to the development of a greater understanding of Norfolk's historic environment. Monitoring officers will seek and expect clear evidence of commitment to the historic resource of Norfolk, with specifications being drawn up within a context of added value.

14. The Archaeological Contractor will contact the HER Officer of NLA in advance of work starting to obtain a HER number for the site or, if a number is already given on the Brief, to ensure that it is still applicable.

THE MONITORING OF WORKS UNDER ARCHAEOLOGICAL SUPERVISION AND CONTROL

This means that you will need to commission an archaeological contractor to ensure that an archaeologist is present during certain phases of the development to record any features exposed or any archaeological finds.

This does not mean that the development programme will be stopped or delayed by the archaeologist, who will work alongside other contractors on site to ensure that any necessary archaeological records are made.

In the unlikely event of the discovery of unanticipated remains of very great importance, discussions will take place on how these might be preserved or recorded.

WHAT YOU NEED TO DO

You should forward a copy of this Brief to one or more Archaeological Contractors, and discuss with them the timing and costs. Your appointed contractor should be asked to confirm in writing to Norfolk Landscape Archaeology (NLA) that this brief will be adhered to.

NLA does not see Contractors' costings, nor do we give advice on costs. You may wish to obtain a number of quotations or to employ the services of an archaeological consultant.

Details of archaeological contractors based in Norfolk and beyond may be found in the Institute of Field Archaeologists Yearbook & Directory, available from the I.F.A., University of Reading, 2 Earley Gate, PO Box 239, Reading RG6 6AU. Tel: 0118 931 6446. Fax: 0118 931 6448. Email: admin@archaeologists.net. Website: www.archaeologists.net.

FOR FURTHER HELP, INFORMATION AND ADVICE CONTACT

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Norfolk Landscape Archaeology is responsible for safeguarding the County's archaeological heritage. NLA is consulted by Planning Authorities and provides advice on archaeological work that may be required as a result of development proposals.

Archaeological Contractors

The contractors on this list may be able to carry out programmes of archaeological work. The County Council offers this list for information purposes only and accepts no liability for loss or damage arising from engagement of the listed contractors. The use of the listed contractors does not guarantee or advance the prospects of the discharge of any planning condition.

Norfolk Landscape Archaeology
March 2007

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Cambridge Archaeological Unit
Department of Archaeology
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CAMARC
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Cambridgeshire
CB23 8SQ
Tel: 01674 204114
arch.field.unit@cambridgeshire.gov.uk

Details of other archaeological contractors can be found on the Institute of Field Archaeologists website
www.arcnaeologists.net
(Registered Archaeological Organisations)