

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

Brief for Continuous Archaeological Monitoring and Recording

AT

Wingfield College, Church Road, Wingfield, Eye

PLANNING AUTHORITY:	Babergh Mid Suffolk
PLANNING APPLICATION NUMBER:	DC/23/03250
SCCAS REFERENCE:	CSF46743
HER NO. FOR THIS PROJECT:	To be arranged with the Suffolk HER Officer (archaeology.her@suffolk.gov.uk)
GRID REFERENCE:	TM 2302 7676
DEVELOPMENT PROPOSAL:	'Phase B' alterations to Wingfield College as described in the Design and Heritage Statement
BRIEF ISSUED BY:	Louisa Cunningham Archaeological Officer Tel.: 01284 758372 E-mail: louisa.cunningham@suffolk.gov.uk
BRIEF ISSUE DATE:	3 rd January 2024

Summary

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

3. WRITTEN SCHEME OF INVESTIGATION FOR BELOW GROUND WORKS

Notwithstanding the submitted information, no work shall take place below the current ground floor level within the building 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 (in line with the following condition)

- 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.

N.B. The Schedule should make provision for the potential that layers or features may have to be retained in situ.

4. IMPLEMENTATION OF BELOW GROUND WORKS

Notwithstanding the submitted information, following the uplift and removal of the pampments and concrete screed in the kitchen, Great Hall, and connecting corridor, prior to the commencement of any further excavation, or installation of new floor material, each layer uncovered/proposed for excavation shall be suitably recorded, including with photographs, and the record shall be submitted to the Local Planning Authority for agreement to both the principle of excavating that layer, as applicable, and the level of recording submitted. All subsequent works shall be carried out in accordance with the agreed details.

N.B. Opportunity for the Local Planning Authority to inspect on site following the removal /uplift of each layer, including the pampments and concrete screed, shall be provided as part of this condition.

N.B. Each layer proposed to be excavated must be removed/uplifted sequentially in order to enable each layer to be appropriately assessed, to confirm whether excavation would be appropriate, and recorded.

N.B. This condition can be completed in stages (e.g. room by room) if preferred.

- 1.2 The archaeological contractor must submit a copy of their Written Scheme of Investigation (WSI), 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).
- 1.2 Following acceptance by SCCAS, it is the commissioning body's responsibility to submit the WSI to the LPA for formal approval. **No groundworks should be undertaken on site without the written approval of the LPA.**
- 1.3 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 Wingfield College (WGD 007) was founded in the 14th century as a college for priests and the hall, part of which still stands, was erected around 1385. The building also incorporates important post-medieval elements including from the 18th century. The proposed works involve removal of existing floors and subsequent excavation beneath for the installation of underfloor heating. These works have the potential to disturb archaeological deposits. In addition, the proposed works involve alterations and removal of modern elements of the building which have the potential to reveal historic and previously un-recorded elements of the building.

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 211 of the National Planning Policy Framework (2023), 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. **In addition, a record should be made of any elements of the historic building revealed during the proposed works including detailed photographs and descriptions.**
- 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.
- 4.12 Any elements of the historic building revealed during construction and renovation will be recorded at Historic England's Level 2, as described in Understanding Historic Buildings: A Guide to Good Recording Practice (Historic England 2016), before redevelopment of the building takes place so that the affected building can be recorded in its unaltered state. Both the exterior and interior will be viewed, described and photographed as appropriate. Any distinctive features must be both described and photographed.

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 All Suffolk sites will be accessed via an ADS Suffolk Landing Page. Therefore, when depositing data from Suffolk sites, ADS will need to be informed that the site will need to be added to the Suffolk page.
- 6.8 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.
- 6.9 Where appropriate, digital vector plans of monitored areas, 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.

- 6.10 An opinion as to the necessity for further work and its scope may be given, although the final decision lies with SCCAS.
- 6.11 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.
- 6.12 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.
- 6.13 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 SCCAS **Requirements for Archaeological Excavation 2023** and in *Understanding Historic Buildings: A Guide to Good Recording Practice* (Historic England 2016), which defines the different levels of recording recommended by Historic England.

The Chartered Institute for Archaeologists' *Universal Guidance for archaeological monitoring and recording* (2023) and *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures* (updated 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.