

SHDC
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**LAND ADJACENT TO
38 CHAPELGATE,
SUTTON ST JAMES,
LINCOLNSHIRE**

**SPECIFICATION FOR
ARCHAEOLOGICAL WATCHING BRIEF**

**PREPARED FOR
MR P WARD**

**BY
ARCHAEOLOGICAL PROJECT SERVICES
Institute of Field Archaeologists'
Registered Organisation No. 21**

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1 SUMMARY

- 1.1 *A watching brief is required during residential development on land at Chapelgate, Sutton St James, Lincolnshire.*
- 1.2 *The area is archaeologically sensitive, lying in the medieval core of the village, adjacent to the 15th century parish church which perhaps replaced a 12th century chapel.*
- 1.3 *The watching brief will be undertaken during groundworks associated with the development. The archaeological features exposed will be recorded in writing, graphically and photographically.*
- 1.4 *On completion of the fieldwork a report will be prepared detailing the results of the investigation. The report will consist of a narrative supported by illustrations and photographs.*

2 INTRODUCTION

- 2.1 This document comprises a specification for an archaeological watching brief during groundworks connected with residential development at Chapelgate, Sutton St James, Lincolnshire.
- 2.2 This document contains the following parts:
 - 2.2.1 Overview.
 - 2.2.2 Stages of work and methodologies.
 - 2.2.3 List of specialists.
 - 2.2.4 Programme of works and staffing structure of the project

3 SITE LOCATION

- 3.1 Sutton St James is located 14km southeast of Spalding in the South Holland district of Lincolnshire. The works are to take place just east of the parish church, on land adjacent to 38 Chapelgate, at National Grid Reference TF 398 184.

4 PLANNING BACKGROUND

- 4.1 A planning application (H20/0624/01) was submitted to South Holland District Council for the proposed construction of a bungalow. Permission is subject to a condition requiring the implementation of an archaeological watching brief during groundworks.

5 SOILS AND TOPOGRAPHY

- 5.1 The site is on fairly flat land at approximately 3m OD. Soils at the site are Wallasea 2 Association pelo-alluvial gleys developed on reclaimed marine alluvium (Hodge *et al.* 1984, 338).

6 ARCHAEOLOGICAL OVERVIEW

- 6.1 The site is in the medieval core of the village, close to the parish church of St James, built in the 15th century but perhaps replacing a chapel that had been established by the 12th century. Medieval St Ives cross, a scheduled ancient monument, stands at the western edge of the village. Romano-British settlement sites are known near the current village.

7 AIMS AND OBJECTIVES

- 7.1 The aims of the watching brief will be:
- 7.1.1 To record and interpret the archaeological features exposed during the excavation of the foundation trenches and other areas of ground disturbance.
- 7.2 The objectives of the watching brief will be to:
- 7.2.1 Determine the form and function of the archaeological features encountered;
- 7.2.2 Determine the spatial arrangement of the archaeological features encountered;
- 7.2.3 As far as practicable, recover dating evidence from the archaeological features, and
- 7.2.4 Establish the sequence of the archaeological remains present on the site.

8 SITE OPERATIONS

8.1 General considerations

- 8.1.1 All work will be undertaken following statutory Health and Safety requirements in operation at the time of the watching brief.
- 8.1.2 The work will be undertaken according to the relevant codes of practise issued by the Institute of Field Archaeologists (IFA), under the management of a Member of the institute (MIFA). Archaeological Project

Services is IFA registered organisation no. 21.

- 8.1.3 Any and all artefacts found during the investigation and thought to be 'treasure', as defined by the Treasure Act 1996, will be removed from site to a secure store and promptly reported to the appropriate coroner's office.

8.2 Methodology

- 8.2.1 The watching brief will be undertaken during the ground works phase of development, and includes the archaeological monitoring of all phases of soil movement.

- 8.2.2 Stripped areas and trench sections will be observed regularly to identify and record archaeological features that are exposed and to record changes in the geological conditions. The section drawings of the trenches will be recorded at a scale of 1:10. Should features be recorded in plan these will be drawn at a scale of 1:20. Written descriptions detailing the nature of the deposits, features and fills encountered will be compiled on Archaeological Project Services pro-forma record sheets.

- 8.2.3 Any finds recovered will be bagged and labelled for later analysis.

- 8.2.4 Throughout the watching brief a photographic record will be compiled. The photographic record will consist of:

8.2.4.1 the site during work to show specific stages, and the layout of the archaeology within the trench.

8.2.4.2 groups of features where their relationship is important

- 8.2.5 Should human remains be located they will be left *in situ* and only excavated if absolutely necessary. Should removal be required the appropriate Home Office licence will be obtained before the exhumation of the remains. In addition, the Local Environmental Health Department, coroner and the police will be informed, where appropriate.

9 **POST-EXCAVATION**

9.1 Stage 1

- 9.1.1 On completion of site operations, the records and schedules produced during the watching brief will be checked and ordered to ensure that they form a uniform sequence forming a level II archive. A stratigraphic matrix of the archaeological deposits and features present on the site will be prepared. All photographic material will be catalogued and labelled,

the labelling referring to schedules identifying the subject/s photographed.

- 9.1.2 All finds recovered during the fieldwork will be washed, marked and packaged according to the deposit from which they were recovered. Any finds requiring specialist treatment and conservation will be sent to the Conservation Laboratory at the City and County Museum, Lincoln.

9.2 Stage 2

- 9.2.1 Detailed examination of the stratigraphic matrix to enable the determination of the various phases of activity on the site.

- 9.2.2 Finds will be sent to specialists for identification and dating.

9.3 Stage 3

- 9.3.1 On completion of stage 2, a report detailing the findings of the watching brief will be prepared.

- 9.3.2 This will consist of:

9.3.2.1 A non-technical summary of the results of the investigation.

9.3.2.2 A description of the archaeological setting of the watching brief.

9.3.2.3 Description of the topography of the site.

9.3.2.4 Description of the methodologies used during the watching brief.

9.3.2.5 A text describing the findings of the watching brief.

9.3.2.6 A consideration of the local, regional and national context of the watching brief findings.

9.3.2.7 Plans of the archaeological features exposed. If a sequence of archaeological deposits is encountered, separate plans for each phase will be produced.

9.3.2.8 Sections of the trenches and archaeological features.

9.3.2.9 Interpretation of the archaeological features exposed, and their chronology and setting within the surrounding landscape.

9.3.2.10 Specialist reports on the finds from the site.

- 9.3.2.11 Appropriate photographs of the site and specific archaeological features.

10 **REPORT DEPOSITION**

- 10.1 Copies of the report will be sent to the client; South Holland District Council Planning Department; and to the County Council Archaeological Sites and Monuments Record.

11 **ARCHIVE**

- 11.1 The documentation and records generated during the watching brief will be sorted and ordered into the format acceptable to the City and County Museum, Lincoln. This will be undertaken following the requirements of the document titled *Conditions for the Acceptance of Project Archives* for long-term storage and curation.

12 **PUBLICATION**

- 12.1 A report of the findings of the watching brief will be presented to the editor of the journal *Lincolnshire History and Archaeology*. If appropriate, notes on the findings will be submitted to the appropriate national journals: *Britannia* for discoveries of Roman date, and *Medieval Archaeology* and the *Journal of the Medieval Settlement Research Group* for findings of medieval or later date.

13 **CURATORIAL RESPONSIBILITY**

- 13.1 Curatorial responsibility for the archaeological work undertaken on the site lies with the Lincolnshire County Archaeology Section. They will be given written notice of the commencement of the project.

14 **VARIATIONS AND CONTINGENCIES**

- 14.1 Variations to the proposed scheme of works will only be made following written confirmation of acceptance from the archaeological curator.
- 14.2 In the event of the discovery of any unexpected remains of archaeological importance, or of any changed circumstances, it is the responsibility of the archaeological contractor to inform the archaeological curator (*Lincolnshire Archaeological Handbook* 1998, Sections 5.7 and 18).
- 14.3 Where important archaeological remains are discovered and deemed to merit further investigation additional resources may be required to provide an appropriate level of investigation, recording and analysis.

- 14.4 Any contingency requirement for additional fieldwork or post-excavation analysis outside the scope of the proposed scheme of works will only be activated following full consultation with the archaeological curator and the client.

15 PROGRAMME OF WORKS AND STAFFING LEVELS

- 15.1 The watching brief will be integrated with the programme of construction and is dependent on the developers' work programme. It is therefore not possible to specify the person-hours for the archaeological site work.
- 15.2 An archaeological supervisor with experience of watching briefs will undertake the work.
- 15.3 Post-excavation analysis and report production will be undertaken by the archaeological supervisor, or a post-excavation analyst as appropriate, with assistance from a finds supervisor, illustrator and external specialists. It is expected that each fieldwork day (equal to one person-day) will require a post-excavation day (equal to one-and-a-half person-days) for completion of the analysis and report. If the fieldwork lasts longer than about four days then there will be an economy of scale with the post-excavation analysis.

16 SPECIALISTS TO BE USED DURING THE PROJECT

- 16.1 The following organisations/persons will, in principle and if necessary, be used as subcontractors to provide the relevant specialist work and reports in respect of any objects or material recovered during the investigation that require their expert knowledge and input. Engagement of any particular specialist subcontractor is also dependent on their availability and ability to meet programming requirements.

<u>Task</u>	<u>Body to be undertaking the work</u>
Conservation	Conservation Laboratory, City and County Museum, Lincoln
Pottery Analysis	Prehistoric - Trent & Peak Archaeological Trust
	Roman - B Precious, Independent Specialist
	Anglo-Saxon - J Young, Independent Specialist
	Medieval and later - G Taylor in consultation with H Healey, Independent Archaeologist
Non-pottery Artefacts	J Cowgill, Independent Specialist

Animal Bones	Environmental Archaeology Consultancy
Environmental Analysis	J Rackham, Independent Specialist
Human Remains Analysis	R Gowland, Independent Specialist

17 **INSURANCES**

- 17.1 Archaeological Project Services, as part of the Heritage Trust of Lincolnshire, maintains Employers Liability Insurance of £10,000,000, together with Public and Products Liability insurances, each with indemnity of £5,000,000. Copies of insurance documentation can be supplied on request.

18 **COPYRIGHT**

- 18.1 Archaeological Project Services shall retain full copyright of any commissioned reports under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it hereby provides an exclusive licence to the client for the use of such documents by the client in all matters directly relating to the project as described in the Project Specification.
- 18.2 Licence will also be given to the archaeological curators to use the documentary archive for educational, public and research purposes.
- 18.3 In the case of non-satisfactory settlement of account then copyright will remain fully and exclusively with Archaeological Project Services. In these circumstances it will be an infringement under the Copyright, Designs and Patents Act 1988 for the client to pass any report, partial report, or copy of same, to any third party. Reports submitted in good faith by Archaeological Project Services to any Planning Authority or archaeological curator will be removed from said planning Authority and/or archaeological curator. The Planning Authority and/or archaeological curator will be notified by Archaeological Project Services that the use of any such information previously supplied constitutes an infringement under the Copyright, Designs and Patents Act 1988 and may result in legal action.
- 18.4 The author of any report or specialist contribution to a report shall retain intellectual copyright of their work and may make use of their work for educational or research purposes or for further publication.

19 **BIBLIOGRAPHY**

Hodge, CAH, Burton, RGO, Corbett, WM, Evans, R, and Seale, RS, 1984 Soils and their use in Eastern England, Soil Survey of England and Wales 13
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