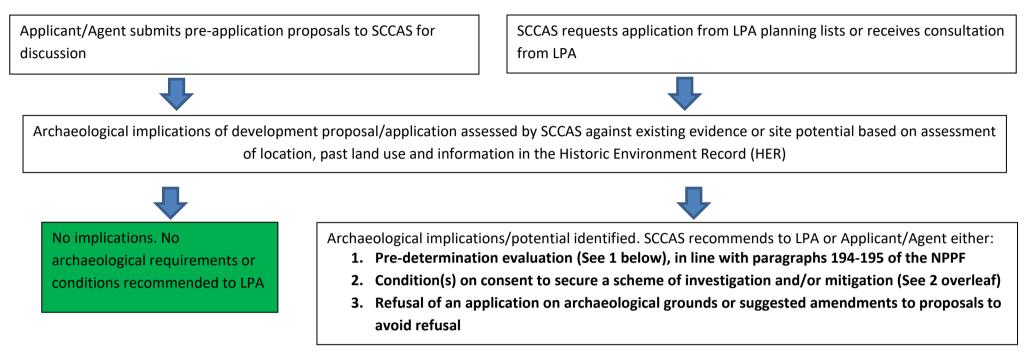
## **ARCHAEOLOGY DEVELOPMENT MANAGEMENT ADVICE**

Suffolk County Council Archaeological Service (SCCAS) advises Local Planning Authorities (LPAs) and developers in the County. This flowchart takes you through the archaeological processes that we follow to ensure that developments are delivered in line with Chapter 16 of the National Planning Policy Framework (NPPF).



SCCAS offers free initial pre-application advice to developers to de-risk projects, facilitate smooth progress and ensure good practice. We strongly advise consultation at the earliest opportunity to ensure that necessary archaeological work does not cause any unexpected problems, or introduce unexpected time and costs in project programmes (contact archaeology@suffolk.gov.uk or 01284 741230). SCCAS on request provides briefs to ensure that work is appropriate and fit for purpose.

## CONSULTATION



## 1. PRE-DETERMINATION ASSESSMENT

On request of the applicant, SCCAS prepares a brief for desk-based assessment and/or field evaluation (one or more of: geophysical survey, metal detecting, field-walking, historic building survey, palaeo-environmental work and trial trenched evaluation) sufficient to determine the planning application. See here for our brief application form and information on our charges and here for SCCAS fieldwork requirements.

A submitted application may be deferred until the evidence base has been acquired, to ensure that the LPA has sufficient information to determine it.

The applicant appoints an archaeological contractor, who produces a Written Scheme of Investigation (WSI) based on the brief, in dialogue with SCCAS. At this stage the contractor will be required to undertake a formal Historic Environment Record (HER) search. The CIFA maintains a list of registered archaeological contractors (available here).

SCCAS approves WSI and monitors fieldwork.

We will advise the need for pre-determination evaluation on sites where there is greater potential for damage to significant archaeological remains, and which have not been subject to systematic evaluation, such as those that:

- Contain or are adjacent to sites of significance recorded on the HER
- are in areas of known high archaeological potential, such as river valleys
- are larger sites which by their very nature have greater potential to impact on sites

On these sites, pre-determination archaeological evaluation to establish whether or not significant remains will require preservation in-situ contributes to assessment of deliverability. It also de-risks projects by enabling informed assessment of the scale and timing of mitigation and investigation, appropriate to development impacts.

SCCAS reviews fieldwork report(s) and makes a recommendation to the LPA. Approved final reports will be requested for the Suffolk Historic

Environment Record and for dissemination nationally through the Archaeology Data Service

No significant archaeological remains are identified: no further work required post consent.

Archaeological remains are identified but development impacts can be mitigated: a condition requiring further work is recommended to the LPA to secure a programme of work (see page 2 overleaf). There may be a need for further evaluation to fully define archaeological remains and finalise strategies. In some cases, S106 or other planning obligations will be recommended for outreach, archive management and/or ongoing maintenance of features.

If archaeological remains of national significance are found during the predetermination work we may raise a formal objection to development proposals, or will require development proposals to be designed to enable preservation in situ of remains.

This flowchart is for guidance only. Advice will be tailored to each site on a case-by-case basis, based on national policy and guidance. You can find out more about our advice and charges here. For further information, see Advice from the Association of Local Government Archaeological Officers, the Chartered Institute of Archaeologists, and Historic England. Nov 2022

## **2. POST-CONSENT: ARCHAEOLOGICAL WORK BY CONDITION**

The LPA has sufficient information to determine an application, and, in accordance with paragraph 205 of the NPPF, planning consent is granted with a pre-commencement condition or conditions relating to archaeological investigation, post-excavation analysis and dissemination of information. Standard conditions SCCAS recommends to LPAs can be viewed here, and may be tailored for developments.

Work will comprise one or more of: evaluation, excavation, monitoring of groundworks, building survey, or localised preservation *in situ* through design or foundation design. Post-consent evaluation may be recommended to refine approaches in relation to development impacts: in some cases, this will follow on from an initial phase of pre-determination assessment and fieldwork (see here for SCCAS fieldwork requirements).

Archaeological mitigation required in order to preserve archaeology by record before remains are destroyed by development (excavation or building recording, palaeoenvironment work, monitoring of groundworks) or localised preservation in situ. On request of the applicant, SCCAS prepares a brief (see <u>here</u> for our brief application form and information on our charges and <u>here</u> for SCCAS fieldwork requirements).

The applicant appoints an archaeological contractor, who produces a Written Scheme of Investigation (WSI) based on the brief, for approval by SCCAS. Contractor will be required to undertake a formal Historic Environment Record (<u>HER</u>) search. The CIfA maintains a list of registered archaeological contractors (<u>available here</u>)

Monitoring: For small proposal which affect known archaeological sites, or are located in an area of very high archaeological potential, archaeological monitoring may be required as a condition of planning permission.

Development and archaeological work commence in tandem, with archaeological contactor on site during works **Post-consent evaluation required to inform strategy**: On request of the applicant, SCCAS prepares a brief for works, which may include one or more of <u>desk-based</u> research, geophysical survey, metal detecting, fieldwalking, historic buildings <u>survey and trial trenched evaluation</u>. See <u>here</u> for our brief application form and information on our charges and <u>here</u> for SCCAS fieldwork requirements.

The applicant appoints an <u>archaeological contractor</u>, who produces a WSI based on the brief, in dialogue with SCCAS. The contractor undertakes a formal search of the Historic Environment Record <u>(HER) search</u>. SCCAS approves WSI as fit for purpose, monitors fieldwork and reviews reports.

Archaeological remains defined. Further work required. *If* archaeological remains of national significance are found, we may advise amendment of development proposals to enable preservation in situ of areas of importance.

**Excavation:** WSI will set out works proportionate to development and linked to research questions.

Excavations commence and are visited and signed off by SCCAS. Development can commence in completed areas.

Public engagement undertaken by contractor as appropriate, in line with the WSI and in accordance with the NPPF. Outreach can maximise the investment in archaeology and tell the specific story of a site.

Contractor prepares post excavation assessment and updated project design. For archaeological excavations, a **Post-Excavation Assessment, including an Updated Project Design**, a timetabled task list for any outstanding work and publication proposals, may be required. Works should be in accordance with <u>regional</u> and <u>national</u> research frameworks. SCCAS advises on the scope and nature for publication where this is beyond reports for the Historic Environment Record.

In line with para 205 of the NPPF, archaeological contractor produces and submits reports of fieldwork to SCCAS for comment and final approval on behalf of the LPA. Archaeological contractor submits copies of reports to SCCAS for inclusion into the HER and for dissemination nationally through the Archaeology Data Service.

No remains defined: no further archaeological field work.

Provision is made for the site archive to be prepared for deposition in the agreed store in line with Suffolk's Archaeological Archive guidelines.

Applicant applies to the LPA to discharge conditions. Upon consultation, SCCAS will advise the LPA to discharge archaeological condition/s (condition discharge may occur in stages throughout the above post-consent process to facilitate phased development) once satisfied that all archaeological requirements have been fulfilled. For excavations where full analysis and publication is required, a statement of financial commitment to appropriate presentation of results and archiving, as set out in the Updated Project Design, will need to be secured, with a timetable.

This flowchart is for guidance only. Advice will be tailored to each site on a case-by-case basis, based on national policy and guidance. <u>You can find out</u> <u>more about our advice and charges here</u>. For further information, see <u>Advice from the Association of Local Government Archaeological Officers</u>, the <u>Chartered Institute of Archaeologists</u>, and <u>Historic England</u>. Nov 2022