

Galliard (Gravesend) Ltd.

Written Scheme of Investigation: Archaeological Evaluation

**Former St Joseph's Convent Preparatory School, 46 Old Road East,
Gravesend Kent, DA12 1NR**

NGR: TQ 65393 72893

Planning Ref: 2024 0013

Site Code: TBC

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1.0 Introduction

- 1.1 Tetra Tech Consulting Services Ltd has been commissioned by Galliard (Gravesend) Ltd. to undertake the archaeological evaluation at Former St Joseph's Convent Preparatory School, 46 Old Road East, Gravesend Kent, DA12 1NR (hereafter the site). The site is centred on National Grid Reference (NGR) TQ 65393 72893, and its location is shown on Figure 1.
- 1.2 The site comprises an area circa 1.6ha in extent and is centred at TQ 65393 72893 within the administrative boundaries of Gravesham Borough Council. The site includes the St Joseph's Convent Preparatory School, which occupies a three storey, late-19th century building inclusive of modern extensions and portacabins, as well as an area of hardstanding to the west/north-west and a large area of green space at the south of the site. The site is currently vacant following the closure of the school in 2021. The site has a frontage of around 40m onto Old Road East. Coombe Road on the south-western boundary of the site runs up to the site, but there is no direct access.
- 1.3 The site is proposed (planning ref.: 2024 0013) for the 'conversion of existing Victorian building, demolition of other existing buildings and development of the site to provide a mixed-use development comprising a new 3-storey GP Surgery, 54no new residential dwellings with access, public open space and landscaping'. The application has been recommended for approval with the following Planning Condition (6):

Archaeology

6 No development shall take place until the applicant, or their agents or successors in title, has secured the implementation of:

a) A programme of archaeological field evaluation works, in accordance with a Specification and written timetable which has been submitted to and approved in writing by the local planning authority.

(b) Following completion of archaeological field evaluation works, no development groundworks shall take place until the applicant or their agents or successors in title, has secured the implementation of any safeguarding measures to ensure preservation in situ of important archaeological remains and/or archaeological mitigation excavation and recording in accordance with a Specification and timetable which has been submitted to and approved by the local planning authority.

(c) The archaeological safeguarding measures, mitigation excavation and recording shall be completed in accordance with the agreed Specification and timetable.

(d) Within 6 months of the completion of archaeological works a Post-Excavation Assessment Report shall be submitted to and approved in writing by the local planning authority. The Post-Excavation Assessment Report shall be in accordance with Kent County Council's requirements and include:

- i. a description and assessment of the results of all archaeological investigations that have been undertaken in that part (or parts) of the development;*
 - ii. an Updated Project Design outlining measures to analyse, report and disseminate the findings of the archaeological investigations, together with an implementation strategy and timetable for the same;*
 - iii. a scheme detailing the arrangements for providing and maintaining an archaeological site archive and its deposition following completion.*
- (e) The measures outlined in the Post-Excavation Assessment Report shall be implemented in full and in accordance with the agreed timings.*

- 1.4 Accordingly, this Written Scheme of Investigation (WSI) for an archaeological evaluation has been produced to address the requirement for a WSI in the condition. The appointed archaeological contractor will abide by the contents of this WSI and produce their own Method Statement to reinforce the WSI. All work will be undertaken in accordance with this document and in accordance with relevant Standards and Guidance of the Chartered Institute for Archaeologists (CIfA 2023 a & b) and KCC Specification for Evaluation (Appendix 1). All work will be reported upon in line with guidelines set out in Management of Research Projects in the Historic Environment (MoRPHE; Historic England 2015). It has been submitted to Gravesham Borough Council and their archaeological advisors, KCC Heritage Conservation for approval.
- 1.5 The results of the archaeological evaluation will inform decisions regarding the need for, and extent of, any further archaeological works that may be required to mitigate the impact of the development upon the archaeological resource. The requirement for and scope of any further stages of works will be determined by the LPA and their archaeological advisors, KCC Heritage Conservation. Any further stages of work will be subject to a separate WSI.

2.0 Geological and Archaeological Background

- 2.1 The following information is drawn from the RPS Cultural Heritage Assessment (RPS, November 2023) and other readily available sources. The RPS assessment comprised a review of known archaeological finds within a 1km radius of the site, referred to as the study area, held on the Kent Historic Environment Record (KHER), together with a historic map regression exercise. For further information please refer to those documents

Geology and Topography

- 2.2 The British Geological Survey indicates that the site's bedrock geology comprises deposits of Thanet Formation - Sand. There is no information in the BGS on the site's superficial deposits, but from nearby excavations and HER records, these are likely to belong to the Lewes Nodular Chalk Formation (BGS 2026).
- 2.3 The site is located circa 800m south of Gravesend town centre, within a residential area where ground levels raise gradually to 32m above Ordnance Datum (AOD). There are no natural watercourses located in the immediate vicinity of the site; the closest recorded is the River Thames at circa 1.5km.
- 2.4 The site includes the St Joseph's Convent Preparatory School, which occupies a three storey, late-19th century building inclusive of modern extensions and portacabins, along with an area of hardstanding to the west/north-west and a large area of green space to the south of the site.

Archaeological Background

- 2.5 There has been little previous archaeological investigation undertaken within the 1km radius study area during recent years. The closest, circa 500m north-east to the site, is an archaeological evaluation undertaken at St. John's Roman Catholic Comprehensive School in 2008 (EKE19663). This revealed deep deposits of made ground in two trenches which may represent infilled clay quarries associated with a 19th-century brick making. No evidence of significant earlier archaeological occupation or activity was seen within the site. Natural deposits were formed of Palaeocene Thanet Beds (sands) overlain by Palaeocene Upper Chalk.
- 2.6 Antiquarian discoveries, along with more recent studies and investigations carried out across the Lower Thames Valley over the past 50 years, have been able to establish that River Terrace and Sand deposits between the confluence of the River Cray (Crayford) and Northfleet have high potential to contain evidence of Palaeolithic stratified sequence, along with faunal and lithic artefacts (Wessex River Project 1999, Vol 1; MAP 11. Lower Thames Valley: Crayford-Northfleet).
- 2.7 The site is located in area of higher ground where the geological Lewes Chalk Formation rises and seals the deposits of Thanet Sands. The KHER contains only a few records for the Palaeolithic period for the 1km study area. These include two Palaeolithic handaxes recovered from Windmill Hill, circa 600m north-east of the site (TQ 67 SW 435) and a further handaxe (along with a possible flake-tool) from an unknown location circa 700m north-east of the site (TQ 67 SE 279; Figure 2).

- 2.8 There is no evidence of any activity or finds in the KHER associated with the Mesolithic, Neolithic and Bronze Age periods.
- 2.9 As for the Iron Age, the KHER contain evidence of a possible denehole (chalk extraction shaft) of this period based on the recovery of two lithic implements from shaft's backfill (TQ 67 SW 12). Fragments of Roman tiles were also recovered, suggesting that all finds were more likely to be residual.
- 2.10 An overall low archaeological potential was identified for the site to contain any evidence from the Prehistoric periods
- 2.11 Very limited evidence relating to the Roman period is contained in the KHER for the 1km study area.
- 2.12 Four cremation burials and associated vessels were discovered in the 1930s during ground excavations at 27 Kings Drive, circa 800m south of the site (TQ 67 SE 6).
- 2.13 Further evidence includes a badly worn coin of the Emperor Domitian found in an allotment garden, circa 1km south-west of the site (TQ 67 SW 32; Figure 2) and fragments of residual Roman tiles found in a twin-chambered denehole, near Singlewell Road, circa 500m west of the site (TQ 67 SW 12).
- 2.14 As noted in Section 4.14 above, Roman tiles were recovered from the fill of a denehole, but are likely to be residual (TQ 67 SW 12).
- 2.15 No more evidence of Roman activity is recorded within the study area, therefore, a low potential for any remains this period it is predicted for the site.
- 2.16 The town of Gravesend is recorded in the Domesday Book (1086), clearly indicating its existence by the Late Saxon period. During the Saxon and the Medieval periods the site is likely to have lain within open ground, outside any main settlement area, which is later confirmed by the historic map records.
- 2.17 For the Saxon period, the KHER contains records of four inhumations from the grounds of St Mary's Roman Catholic Church, circa 1km north-east of the site (TQ 67 SE 100). Known remains of the Medieval church, which is also mentioned in Domesday Book, date back to the 12th century and are now incorporated into the existing Church's building erected in the early 20th century (TQ 67 SE 1100).
- 2.18 There is no more evidence for the Saxon period within the study area and as for the Medieval period, the only evidence in the KHER relates to a possible 14th century beacon (TQ 67 SW 9). This is located circa 600m north-east of the site and according to the HER data, 52 beacons were recorded in the Medieval period in Kent until the whole system fell out of use after 1640.
- 2.19 Therefore, based on limited evidence for both the Saxon and the Medieval period in the study area, a low potential is predicted at the site for any archaeological remains of these periods.
- 2.20 A number of the HER records within the study area refer to Post Medieval and Modern archaeological remains which are not discussed in detail here.
- 2.21 The 1866 Ordnance Survey map shows Parrock Villa erected within a plot of land immediately west of the site. Paths ran from Old London Road across the western section of the site in a north-south

direction. This section of the site also included two small buildings, which may have been used for agricultural purposes. The site continued to be used as planted orchards and agricultural land.

- 2.22 By 1897 the site included a large detached villa fronting London Road East with service wing and several greenhouses to the rear. A large garden extended to the south. The remainder of the site appears to have been in separate ownership at the time with the eastern section of the site still comprising orchards.
- 2.23 J. Caiger states " chalkwells were sited on lands belonging to the old Manor of Parrock and it is possible that the chalk was mined and used for building material" (Caiger 1960).
- 2.24 Therefore, if chalkwells are indeed present at the site, we can assume that they are associated with agricultural or building activity within Parrock Farm and likely to be of Post Medieval date. These are not mentioned in the KHER, but their existence is known from 1960s records (Caiger 1960).
- 2.25 Based on the available evidence, the site is likely to have lain within open agricultural land until the 18th century when part of the site became an orchard withing the grounds of Parrock Farm. By second half of the 19th century the whole site was densely planted, for except for a small central section. Only after the erection of the existing three storey Victorian building, the orchard clearance slowly commenced until all trees were removed in the 1950s, by which time the St Joseph School had taken possession of the site and playing fields were created. Based on this, the site is believed to have low potential the Post Medieval period, except for evidence of land divisions, tree cultivations and deneholes (chalk extraction shafts) which are likely to be associated with the activity within Parrock Farm.

3.0 Research Aims and Objectives

3.1 The general aims of the archaeological investigation are as follows:

- To determine the presence or absence of archaeological deposits or remains and if so, to assess the date, survival and condition of said remains.
- To record the character, date, location and preservation of any archaeological remains on the site.
- To record the nature and extent of any previous impacts on the archaeological sequence across the site.
- To enable the KCC Senior Archaeological Officers to make an informed decision as to the requirement for and scope of any further work required in order to satisfy the archaeology condition.

3.1 The site-specific aims of the archaeological investigation are as follows:

- Is there evidence for prehistoric archaeology?
- Is there evidence for Roman archaeological activity?
- Is there evidence for Anglo-Saxon/Medieval activity?
- Is there evidence for post-medieval agricultural activity?

3.2 With reference to the South East Research Framework (SERF) the archaeological investigation may be able to address relevant regional research objectives.

4.0 Methodology

- 4.1 The evaluation will consist of 12 trenches measuring 30m x 2m at base that will comprise a sample percentage of 4% of the total site area. Trenches are placed to give a good general coverage across the site. Trench locations are shown on Figure 2. Trench locations may be altered, subject to unforeseen on-site constraints.
- 4.2 A Risk Assessment and Method Statement (RAMS) will be prepared prior to commencement of the work. A unique site code will be obtained for the works.
- 4.3 Written notice will be given to KCC Heritage and Conservation prior to the commencement of fieldwork.
- 4.4 Spoil will be banded around the edges of the trenches to provide a physical and visible barrier and at least one end of each trench will be ramped to allow for trapped animals to escape.
- 4.5 Trenches will be set out using survey grade GNSS equipment. The location of archaeology will be recorded using one, or a combination of the following methods: survey grade GNSS equipment with SMARTNET correctional data enabled (for example Leica GS18); TST (e.g. Leica TS16) tied into the OS National Grid; photogrammetric survey using a terrestrial or RPAS (remote pilot aircraft system) mounted camera, georeferenced using SMARTNET tied to the National Grid. RPAS mounted cameras will have a 1" CMOS sensor or greater.
- 4.6 All trenches will be scanned prior to excavation using a CAT scanner.
- 4.7 The trenches will be excavated using a suitable mechanical excavator under constant archaeological direction. The trenches will be excavated through undifferentiated topsoil and modern made ground in spits of no more than 0.10m with artefact recovery taking place every scrape until archaeological deposits are encountered or the top of the underlying natural sediments reached. The excavator will be fitted with a smooth grading bucket and care will be taken that archaeological deposits are not damaged due to over machining. All machining will stop if significant archaeological deposits are encountered.
- 4.8 Any exposed archaeological deposits will then be cleaned by hand and recorded in plan and section. During the evaluation archaeological features/deposits will be excavated enough to characterise them.
- 4.9 All trench bases, features and spoil heaps will be scanned using a metal detector. The detector will not be set to discriminate against iron.
- 4.10 The opportunity to have a meeting on site shall be provided once the trenches are open KCC Heritage and Conservation to assess the results.
- 4.11 Backfilling and compaction will be undertaken by the machine on completion of the work once agreed with KCC Heritage and Conservation, but there will be no reinstatement to existing condition.
- 4.12 An OASIS form will be completed for the project, as will a Kent HER form.

5.0 Standards

- 5.1 The sub-contractor appointed by Tetra Tech Consulting Services Ltd will be a Registered Organisation with ClfA. All fieldwork will adhere to the ClfA Standard for archaeological field evaluation (2023), and Code of Conduct (ClfA 2014b, revised 2022 & 2014c, revised 2020).
- 5.2 All exposed archaeological features and deposits will be recorded and excavated, except obviously modern features and disturbances.
- 5.3 Standard field recording methodologies will be employed. All stratigraphy will be recorded using the single context recording system if required.
- 5.4 An overall plan tied into the Ordnance Survey National Grid will be drawn in addition to individual plans showing areas of archaeological interest. All features revealed will be planned.
- 5.5 Site plans will be at 1:20 unless circumstances dictate otherwise. Plans at other scales will be drawn if appropriate (e.g., cremation burials at 1:10). Sections will be drawn at 1:10.
- 5.6 Archaeological features and deposits will be excavated using hand tools unless they cannot be accessed safely or unless a machine-excavated trench is the only practical method of excavation. Any machine-excavation of archaeologically significant features will be agreed with Berkshire Archaeology in advance.
- 5.7 With the exception of modern disturbances, normally a minimum 50% of all contained features will be excavated. Modern disturbances will only be excavated as necessary in order to properly define and evaluate any features that they may cut. Normally 10% (or at least a 1m-long segment) of non-structural linear features will be excavated. At least 50% of linear features with a possible structural function (e.g., beam slots) will normally be excavated. Details of the precise excavation strategy and any alterations to it will be discussed with the monitoring officer if particularly significant archaeology is revealed as a result of topsoil stripping. Further discussion and agreement on the approach to the excavation of complex areas may be requested during the project.
- 5.8 Should human remains be encountered the coroner will be informed, together with the client and monitoring officer. All articulated human remains; graves and cremation vessels/deposits will receive minimal excavation to define their extent and establish whether they are burials or not. Generally, all graves and cremation burials will be recorded and their positions noted without full excavation, only surface cleaning. A decision would then be made on future treatment of the human remains in consultation with the client/their agent and KCC Heritage and Conservation. Graves and cremation burials would only be excavated in exceptional circumstances and only with the necessary licence from the Ministry of Justice.
- 5.9 A full photographic record comprising colour digital images will be made. The photographic record will aim to provide an overview of the excavation and the surrounding area. A representative sample of individual feature shots and sections will be taken, in addition to working shots and elements of interest

(individual features, group and general shots). The photographic register will include: shot number, location of shot, direction of shot and a brief description of the subject photographed.

- 5.10 All archaeological remains will be recorded and levelled relative to Ordnance Datum by an archaeological surveyor, using DGPS (Differential Global Positioning System) technology. Sufficient levels will be taken to ensure that the relative height of the archaeological/subsoil horizon can be extrapolated across the whole of the development area
- 5.11 All archaeological features and deposits will be recorded using standard context record sheets. Soil colours are recorded using visual inspection and not by reference to the Munsell Colour chart.

6.0 Finds/Environmental

- 6.1 In general, all finds from all features will be collected. Where large quantities of post-medieval and later finds are present, and the feature is not of intrinsic or group interest, a sample of the finds assemblage will normally be collected sufficient to date and characterise the feature.
- 6.2 Finds will be identified, by context number, to a specific deposit or, in the case of topsoil finds, to a specific area of the site.
- 6.3 All finds will be properly processed according to the ClfA Standard and guidance for the collection, documentation, conservation and research of archaeological materials (2020c). All pottery and other finds, where appropriate, will be marked with the site code and context number.
- 6.4 If appropriate, environmental samples will be taken from well-stratified, datable deposits that are deemed to have potential for the preservation/survival of eco-factual material. Bulk soil samples (minimum 40 litres or 50% of context) will be taken for wet sieving and flotation, and for finds recovery. If necessary, the Historic England regional scientific advisor will be consulted. In all instances deposits with clear intrusive material shall be avoided.
- 6.5 Any finds believed to fall potentially within the statutory definition of Treasure, as defined by the Treasure Act 1996, amended 2003, shall be reported to the Finds Liaison Officer, the client and KCC Heritage Conservation. Should the find's status as potential treasure be confirmed the coroner will also be informed. A record shall be provided to all parties of the date and circumstances of discovery, the identity of the finder, and the exact location of the find(s) (OS map reference to within 1 metre and find spot(s) marked onto the site plan).
- 6.6 A site-specific Selection Strategy (ClfA: The Selection Toolkit for Archaeological Archives) will be set out by the appointed contractor in their Method Statement. That strategy makes provision for expanding sampling of features following discussion with the KCC Senior Archaeological Officers.

7.0 Post-Excavation, Analysis, Reporting and Archive

- 7.1 Within eight weeks of the completion of fieldwork a report will be produced containing: Summary, Introduction, Background, Aims & Objectives, Method, Fieldwork Results, Specialist Reports, Discussion & Conclusions, Appendices, Figures.
- 7.2 The report will be supplied to KCC Heritage Conservation and the Regional Advisor for Archaeological Science at Historic England's South East office.
- 7.3 A form will be completed for the Online Access to Index of Archaeological Investigations (OASIS) at <http://ads.ahds.ac.uk/project/oasis/UTH> in accordance with the guidelines provided by Historic England and the Archaeological Data Service.

Publication

- 7.4 Publication will be by an evaluation report produced within eight weeks of the completion of fieldwork. A summary report will also be submitted for publication in the annual fieldwork round-up in a suitable journal. In the event that no further works are planned, and exceptional archaeological remains are found which warrant publication in their own right a separate note on these will be produced to a timetable agreed with the client and Berkshire Archaeology.

Archive

- 7.5 It is intended to deposit the archive with Dartford Borough Museum. The Guidelines for preparation and deposition will be followed, as well as those contained in the ClfA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (2020a) and the requirements of the recipient museum will be followed for the preparation of the archive for museum deposition.
- 7.6 Finds from the archaeological fieldwork will be kept with the archival material.
- 7.7 Subject to agreement with the legal landowner, the archaeological sub-contractor will arrange the recipient museum for the deposition of the archive and artefact collection. Any items requiring treatment will be conserved. The landowner will be asked to donate the finds to the recipient museum.
- 7.8 A site-specific Data Management Plan will be set out in the appointed contractors Archaeological Method Statement.

8.0 Health and Safety

- 8.1 The archaeological sub-contractor will produce a Risk Assessment and Method Statement (RAMS) for the project. This will cover most aspects of excavation work and ensure that for most sites any risks are adequately controlled. Prior to and during fieldwork all sites are subject to an ongoing assessment of risk. Site-specific risk assessments are kept under review and amended whenever circumstances change which materially affect the level of risk. Where significant risks have been identified in work to be carried out by the archaeological sub-contractor a written generic assessment will be made available to those affected by the work. A copy of the Risk Assessment will be kept on site.

9.0 Resources

- 9.1 The archaeological work will be undertaken by a professional team of archaeologists from a ClfA accredited registered archaeological organisation.
- 9.2 The appointed archaeological sub-contractor will provide the site programme, name of the appointed archaeological supervisor, as well as the list of specialists who may be consulted as required during the project.

10.0 Monitoring

- 10.1 KCC Heritage Conservation will be responsible for monitoring progress and standards on behalf of the LPA throughout the project.
- 10.2 Any variations to the specification will be agreed with the client and KCC Heritage Conservation prior to being undertaken.
- 10.3 KCC Heritage Conservation will be kept informed of progress by the client throughout the project and will be contacted in the event that significant archaeological features are discovered. Arrangements will be made for the monitoring officer to inspect the evaluation trenches before they are backfilled – trenches will not be backfilled without the agreement of the monitoring officer.

Bibliography

British Geological Survey – <http://www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html>

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ClfA, 2020b *Standards and guidance for the creation, compilation, transfer and deposition of archaeological archives.*

ClfA 2023a *Standards for Archaeological Field Evaluation*

ClfA 2023b *Universal Guidance for Archaeological Field Evaluation*

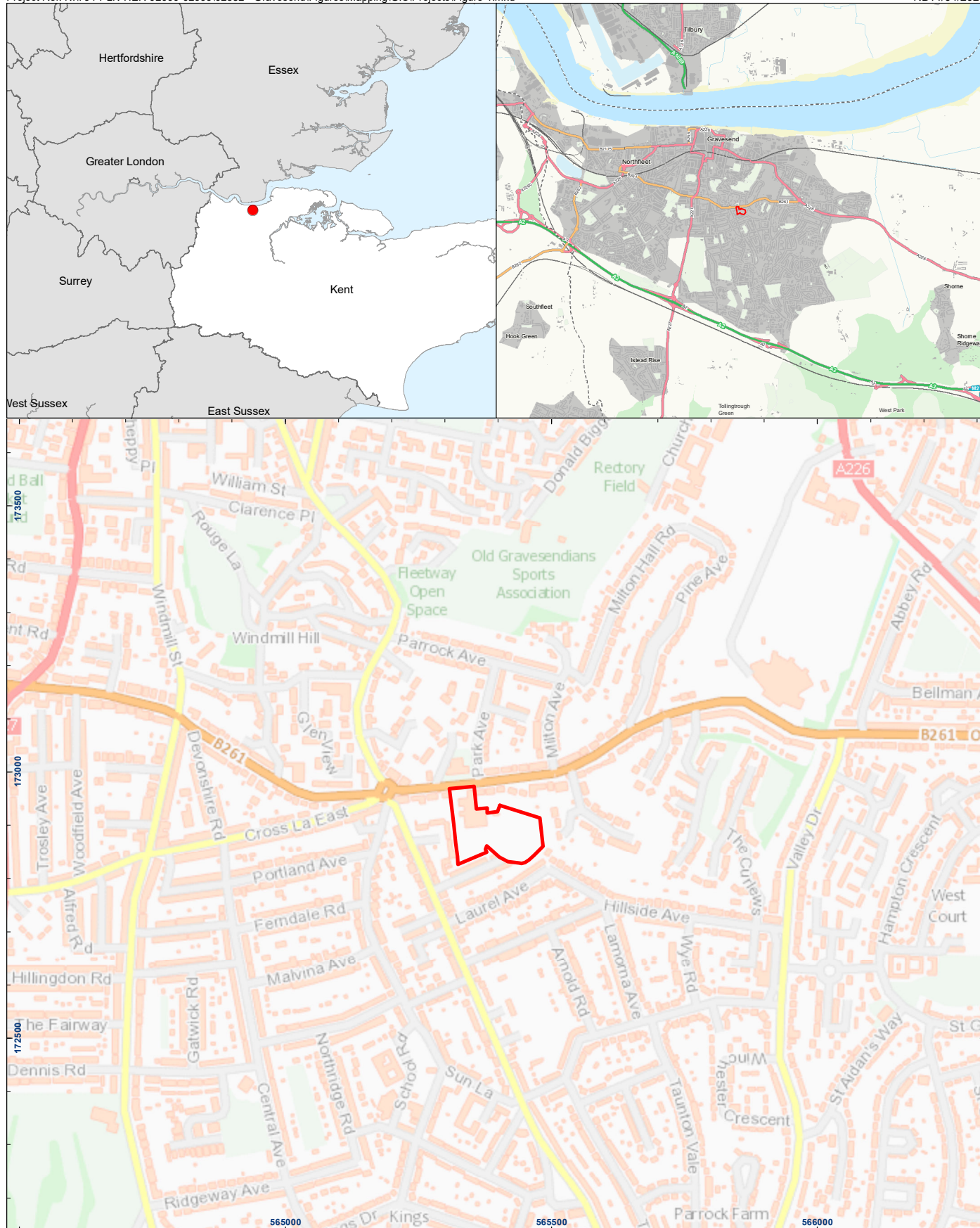
RPS, 2023, Cultural Heritage Assessment Former St Joseph's Convent Preparatory School, 46 Old Road East, Gravesend Kent, DA12 1NR

Department of Communities and Local Government 2024 *National Planning Policy Framework*

Historic England 2011 *Environmental Archaeology: a guide to the theory and practice of methods, from sampling and recovery to post-excavation*

Society of Museum Archaeologists, 1993 *Selection, Retention and Dispersal of Archaeological Collections, Guidelines for use in England, Wales and Northern Ireland*

Figures



 Site Boundary



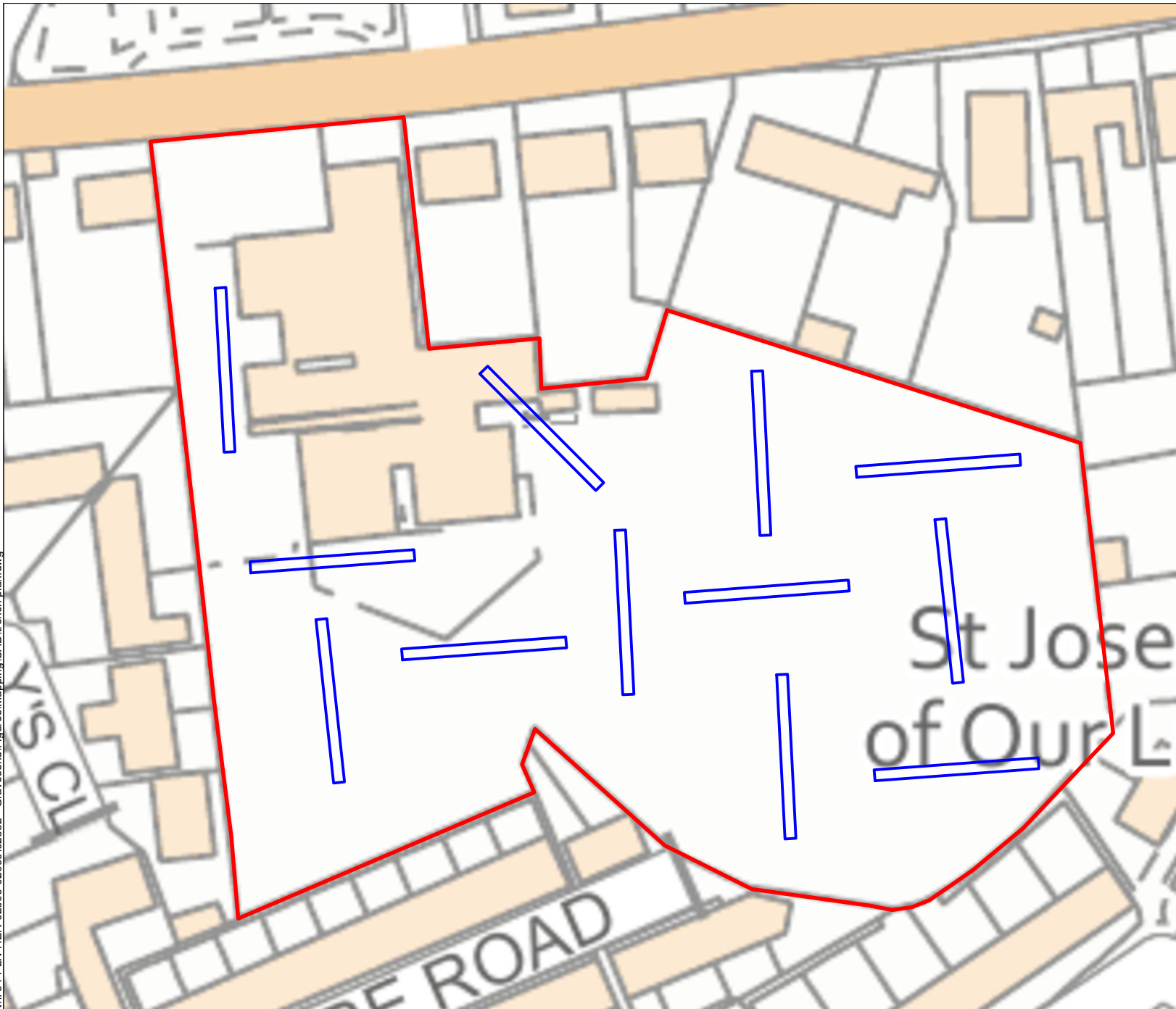
0 100 200m
Scale at A4: 1:10,000



TETRA TECH

Figure 1

Site Location



- Site Boundary
- Proposed 30m x 2m trenches



0 10 20m
Scale at A4: 1:1,000



TETRA TECH

Figure 2

Proposed Trench Plan

Appendices

Appendix 1: KCC Specification for Evaluation

EVALUATION – TRIAL TRENCHING REQUIREMENTS

1. Introduction

- 1.1 Archaeological trial trenching involves the sampling of a site to determine whether archaeological remains are present and if so, to assess their character, extent, date, condition and potential importance. Trial trenching will aim to determine, as far as is practicable and without comprising the integrity of important archaeological deposits, the full stratigraphic sequence at the site, including information on the 'natural' substrate and soil conditions.

2. General Requirements

- 2.1 Trial trenching will be carried out by archaeological organisations (from here on referred to as 'the Archaeological Contractor') acceptable to the relevant Local Planning Authority, with recognised experience and expertise in the specified type of work to be undertaken. Registration with the Chartered Institute for Archaeologists (CIFA) as a Registered Archaeological Organisation (RAO) will normally be considered as an indicator, but not a prerequisite, of such expertise and experience. A good working knowledge of the archaeology of Kent will also be considered highly desirable.
- 2.2 Prior to any work being undertaken the Archaeological Contractor will inform the County Archaeologist and communicate details of the proposed team, including (if required) CVs for senior staff and specialists. Senior staff and specialists will need to demonstrate an appropriate level of experience and expertise and should preferably be, where appropriate, Members of the Chartered Institute for Archaeologists (CIFA).
- 2.3 Prior to undertaking the trial trenching the Archaeological Contractor will need to demonstrate that the necessary resources are in place to undertake the work, through to reporting. The Archaeological Contractor will have available appropriate specialists necessary to support the successful completion of the archaeological fieldwork and post-excavation work.
- 2.4 The work will be supervised on site at all times by a member of staff with the required level of experience and who will be responsible for the conduct of on-site work.

3. Pre-site Requirements

- 3.1 Prior to undertaking trial trenching the Archaeological Contractor will have gathered and considered the following information:
- Relevant information on the County Historic Environment Record (HER) held by Kent County Council and maintained by the Heritage Conservation Team;
 - Any earlier reports of fieldwork relevant to the site;

- Solid and drift geology;
- Geotechnical site investigation data (if available);
- Any desk-based studies of the site.

3.2 In certain circumstances the following will also be considered:

- Relevant published secondary sources
- Relevant historic maps held at the Centre for Kentish Studies
- Aerial photographs where cropmarks are considered to indicate archaeology on or close to the site.

3.3 The Archaeological Contractor will ensure that all reasonable measures have been taken to identify any constraints to undertaking the evaluation trenching. The Archaeological Contractor will seek information on the presence of services, any ecological constraints, the presence of Public Rights of Way, the presence of contaminated land or any other risks to health and safety.

3.4 The Archaeological Contractor will make provisional arrangements for the deposition of the site archive with an appropriate museum or suitable repository agreed with the County Archaeologist. The Archaeological Contractor will obtain a provisional accession number for the site archive from the recipient museum (except where the museum prefers to issue an accession number following completion of fieldwork) and any guidelines from the recipient museum regarding deposition of the site archive.

3.5 Full copies of the Specification must be issued to the field officer responsible for on-site work and a copy of the agreed Specification and any additional method statements must be available on site at all times. The team carrying out the trial trenching must be familiar with the Specification and have access on site to any previous evaluation or survey reports.

3.6 The Archaeological Contractor will inform the County Archaeologist of the start date of the work (at least five working days before) and arrange for monitoring visits to be undertaken, using the Site Fieldwork Notification Form (see Appendix II). The Archaeological Contractor will continue to keep the County Archaeologist informed of the progress of work and will notify the County Archaeologist immediately if particularly important archaeological remains are encountered.

4. Objectives

4.1 The purpose of the evaluation is to establish whether there are any significant archaeological deposits at the site that may be affected by the proposed development.

4.2 The evaluation is thus to

- a) ascertain the extent, depth below ground surface, depth of deposit, character, date, significance and condition of any archaeological remains on site;

- b) establish the extent to which previous development and/or other processes have affected archaeological deposits at the site; and
- c) establish the likely impact on archaeological deposits of the proposed development.

5. Scope of trial trenching

- 5.1 The layout and number of trenches excavated will be in accordance with the Specification, details of which are given in Part A. Any amendment to trench design due to on-site constraints will be agreed with the County Archaeologist in advance of the work being undertaken.
- 5.2 Particular issues that will be addressed by the evaluation are set out in part A of this specification.

6. Machine and Hand Excavations

- 6.1 All machine excavation of trial trenches will be carried out under constant archaeological direction by a suitably experienced archaeologist familiar with the ground conditions anticipated on the investigation site.
- 6.2 Machine excavation of trial trenches will be undertaken by a mechanical excavator using a flat-bladed bucket. No mechanical excavators, earthmoving or other vehicles will travel within any excavated trench until it has been signed off by the County Archaeologist or specific agreement has been reached to enable re-stripping.
- 6.3 The Archaeological Contractor will maintain a constant watch and closely inspect on an ongoing basis surfaces exposed during the course of machining. Surfaces will be maintained clear of loose spoil.
- 6.4 Subject to additional requirements of the landowner or client, turf, topsoil and other distinct deposits will be stored separately and at least 1 metre from the edge of the evaluation trench.
- 6.5 Machine-excavated deposits and the exposed surface will be regularly scanned for the presence and collection of artefacts. Exposed surfaces and excavated spoil will be scanned by metal detector.
- 6.6 The excavation by machine is to be taken down to the top of any significant archaeological level or to the top of 'natural' subsoil where no archaeological deposits have been found at a higher level. In the event of significant archaeological deposits being encountered the County Archaeologist is to be informed immediately. Some further limited excavation may be required to clarify the nature, character and date of the archaeological deposits but the primary objective is to establish the presence/absence of archaeological deposits, their depth and extent.

- 6.7 Where complex archaeological stratification is encountered, deposits will be left in situ and measures to assess the depth of this stratification agreed with the County Archaeologist. Where modern features are seen to truncate the archaeological stratification, then these will be carefully removed without damage to surrounding deposits to enable the depth of stratification to be assessed.
- 6.8 If archaeological remains of limited significance are found to be present cutting through or overlying soils (e.g. colluvium) which conceal lower archaeological horizons then these will need to be recorded and investigated prior to removal of the underlying soil with the agreement of the County Archaeologist.
- 6.9 Machine excavation from the surface must be taken down in spits of no more than 100mm thickness to ensure that deposits and features are not over-excavated and that any artefacts/biological evidence in the soil are recorded.
- 6.10 Test sondages may need to be excavated through 'natural' subsoil in trial trenches to confirm that the solid geology has been reached. Such sondages will be positioned to avoid damage to archaeological remains.

7. Investigation and Sampling Strategy

- 7.1 Archaeological features will generally only be sampled sufficiently to characterise and date them. Full excavation of features will not be undertaken at this stage unless otherwise agreed with the County Archaeologist. Care will be taken not to damage archaeological deposits through excessive use of mechanical excavation.
- 7.2 Where necessary the surface and sections of trenches will be hand cleaned to define archaeological deposits and features clearly.
- 7.3 Measures will be taken to protect particularly significant, valuable or sensitive archaeological remains from exposure, accidental damage and / or theft.
- 7.4 Exposed surfaces will be left for a minimum of 48 hours to allow weathering-out of features to occur. No trenches will be backfilled until agreed with the County Archaeologist.

Burial Remains

- 7.5 Inhumation and cremation burials will normally be left in-situ for the purposes of evaluation. Subject to agreement with the County Archaeologist, graves may be partially excavated to confirm the presence of human remains and their state of preservation but skeletal remains will be left in situ. Graves will be scanned by metal detector to assess whether any grave objects are likely to be present.
- 7.6 Inhumation and cremation burials which are in a fragile state and are likely to

be damaged by the reinstatement of evaluation trenches will be excavated and lifted subject to agreement with the County Archaeologist.

- 7.7 The Archaeological Contractor will put in place arrangements to ensure the security, protection from deterioration and damage, and the respectful treatment of human remains and burial goods.
- 7.8 On sites where burial remains are expected the Archaeological Contractor will submit to and agree with the County Archaeologist detailed procedures for the assessment, recording and, where necessary, the excavation of inhumation and cremation burials.
- 7.9 The Archaeological Contractor will have available within the team or on call an appropriately qualified and experienced osteoarchaeologist to supervise the excavation and removal of any human remains (where this is necessary) from the site. The Archaeological Contractor will use an appropriately qualified and experienced archaeological conservator to assist, where appropriate, the lifting of human remains and grave goods / cremation vessels.
- 7.10 In the event that human burials are discovered, a Ministry of Justice Licence will be required (in accordance with Section 25 of the Burial Act 1857) before the remains can be lifted. The need for a Ministry of Justice Licence applies to both inhumation and cremated remains. Application for a Licence will be made by the Archaeological Contractor. The Archaeological Contractor is to comply with the conditions of the Licence and discuss any requirements of that Licence which conflict with the agreed method of investigation with the County Archaeologist.

8. Finds recovery processing and treatment

- 8.1 All artefacts recovered during the excavations on the site are the property of the Landowner. They are to be suitably bagged, boxed and marked in accordance with the United Kingdom Institute for Conservation, *Conservation Guidelines no.2* and on completion of the archaeological post-excavation programme the landowner will arrange for them to be deposited in a museum or similar repository agreed with the County Archaeologist and the Local Planning Authority.
- 8.2 Artefacts will be excavated carefully by hand. The Archaeological Contractor will use an appropriately qualified and experienced archaeological conservator to assist in the lifting of fragile finds of significance and / or value.
- 8.3 Artefacts will be collected and bagged by archaeological context. The location of special finds will be recorded in three dimensions. Three-dimensional recording of in-situ flint working deposits will be carried out.
- 8.4 Where appropriate to address the research objectives of the archaeological evaluation, sieving of deposits will be undertaken to maximise recovery of

small artefacts. A strategy for such sieving will be agreed in advance with the County Archaeologist.

- 8.5 Records of artefact assemblages will clearly state how they have been recovered, sub-sampled and processed.
- 8.6 Excavated artefacts will be bagged upon recovery or placed in finds trays. They must not be left loose on site.
- 8.7 **Treatment of treasure** - Finds, discovered by the Archaeological Contractor, falling under the statutory definition of Treasure (as defined by the Treasure Act of 1996 and its revision of 2002) will be reported immediately to the relevant Coroner's Office, the Kent Finds Liaison Officer (FLO) who is the designated treasure co-ordinator for Kent, the landowner and the County Archaeologist. A Treasure Receipt (obtainable from either the FLO or the DCMS website) must be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding the find is Treasure. Failure to report within 14 days is a criminal offence. The Treasure Receipt and Report must include the date and circumstances of the discovery, the identity of the finder (put as unit/contractor) and (as exactly as possible) the location of the find.
- 8.8 All metal objects, other than late post medieval objects, will be X-rayed unless otherwise agreed with the County Archaeologist.

9. Archaeological Science and Environmental Sampling

- 9.1 A structured programme of environmental sampling appropriate to the aims of the evaluation will be implemented. The strategy and methodology for the sampling, recording, processing, assessment, analysis and reporting of deposits with environmental archaeology potential will be in accordance with English Heritage Centre for Archaeology Guidelines "Environmental Archaeology – A guide to the theory and practice of methods, from sampling and recovery to post-excavation" (March 2002). Any variation to this guidance will be agreed in advance with both the County Archaeologist and the English Heritage Regional Scientific Advisor. Particular note will be taken of the following requirements.
- 9.2 The Archaeological Contractor will use an appropriately qualified and experienced geo-archaeologist to record any deposits of particular significance such as buried soils or advise on depositional processes.
- 9.3 An appropriately qualified and experienced environmental archaeologist will devise and supervise the implementation of the environmental sampling strategy.
- 9.4 The advice of the English Heritage Regional Scientific Advisor is to be sought regarding specialist sampling requirements and any scientific applications relevant to the archaeological evaluation of this site.

- 9.5 Where deposits are dry, bulk samples for the recovery of charred plant remains, small bones and finds, will be taken from sealed and datable features such as pits, ditches, hearths and floors. Each context will normally be sampled. The size of the sample is expected to be in the range of 40-60 litres per context or 100% of smaller contexts. Samples will not be taken from the intersection of features.
- 9.6 For large features / spreads appropriate consideration will be given to sampling on a grid system if this fits in with the aims of the evaluation.
- 9.7 Where good conditions for the preservation of bone have been identified, all large bones will be collected by hand and sieving of bulk samples up to 100 litres will be undertaken as appropriate.
- 9.8 Mollusc samples of 2 litres each will be taken vertically from appropriate sections to investigate the changes of vegetation through time.
- 9.9 Where deposits are wet, waterlogged or peaty, monoliths will be taken along cleaned vertical surfaces for the retrieval of pollen, diatoms, ostracods and foraminifera. The numbers to be taken will be agreed with the County Archaeologist.
- 9.10 For wet, waterlogged or peaty deposits, bulk samples of 20 litres will be taken from visible layers or spits for the retrieval of plant macro-remains and insects.
- 9.11 Environmental samples from dry deposits will normally be processed by flotation following the evaluation fieldwork and the residues will be sorted to retrieve small bones, small finds and charcoal that has not floated. Environmental samples from wet deposits will normally be sent to specialists for processing in laboratory conditions. The Archaeological Contractor will agree with the County Archaeologist any necessary delay in completion of the reporting of the evaluation to enable provisional results to be included.
- 9.12 The Archaeological Contractor will make appropriate provision for the application of scientific dating techniques such as radiocarbon, dendrochronology, archaeomagnetic dating, OSL and thermoluminescence dating. The advice of the English heritage regional Scientific Advisor will be sought in advance of the application of these techniques. The Archaeological Contractor will agree with the County Archaeologist any necessary delay in completion of the reporting of the evaluation to enable provisional results to be included.
- 9.13 Where appropriate the guidance in the following English Heritage papers will be followed:
- "Guidelines on the recording, sampling, conservation, and curation of waterlogged wood" 1996

- “Dendrochronology – guidelines on producing and interpreting dendrochronological dates” 1997
- “Archaeometallurgy” 2001
- “Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation” 2002
- “Human bones from Archaeological Sites: Guidelines for Producing Assessment Documents and Analytical Reports” 2004
- “Geoarchaeology” 2004
- “Wet Wood and Leather”
- “Archaeomagnetic Dating: Guidelines on producing and interpreting archaeomagnetic dates” 2006
- “Guidelines on the X-radiography of archaeological metalwork” 2006

10. Recording

- 10.1 All trenches, structures, deposits and finds will be recorded according to accepted professional standards. Sufficient data must be recorded to allow the required level of assessment and reporting (see section 11).
- 10.2 Recording must be carried out to a sufficiently high standard to provide a full record of the deposits evaluated, including in trenches where no archaeology is identified.
- 10.3 All features, deposits and finds are to be recorded according to accepted professional standards.
- 10.4 All archaeological contexts are to be recorded individually on context record sheets. A further more general record of the work, comprising a description and discussion of the archaeology, is to be maintained as appropriate. Context sheets are to be primarily filled in by the archaeologist excavating the feature or deposit.
- 10.5 A plan to indicate the location of the boundaries of the evaluated area and the site grid is to be drawn at a scale of 1:1250 (or a similar appropriate scale). Plans indicating the location of the excavated trenches and the location of all archaeological features encountered are to be drawn at an appropriate scale. An overall site plan is to be maintained at a scale of 1:100 or larger scale where appropriate. Sections will be drawn at a scale of 1:10. Significant archaeological features will normally be drawn in plan at a scale of 1:20 or 1:10 if appropriate. All detailed plans and sections are to be related to the 1:100 or 1:1250 plans. The 1:1250 and 1:100 plans are to be accurately related to the National Grid.
- 10.6 Long Sections indicating the full stratigraphic sequence will be drawn for all trenches. Where a very simple sequence is revealed representative sections (minimum 1m wide) at each end of the trench will be sufficient, but where more complex stratigraphy is encountered, complete trench sections will be drawn. In the case of complex stratigraphy, all four sections will be drawn.

- 10.7 All plans and sections are to be levelled with respect to OD.
- 10.8 All plans and sections are to be drawn on polyester based drafting film and clearly labelled.
- 10.9 A full black and white and colour (35mm transparency) photographic record of the work is to be kept. The photographic record is to be regarded as part of the site archive.
- 10.10 The Archaeological Contractor will keep a day to day digital photographic record of the investigation.
- 10.11 The Archaeological Contractor will ensure that the complete site archive including finds and environmental samples are kept in a secure place throughout the period of evaluation and post excavation works.
- 10.12 The site archive is to be consolidated after completion of the evaluation, with all site drawings inked-in, and records and finds collated and ordered as a permanent record.

11. Reinstatement and completion of fieldwork

- 11.1 On completion, trenches will be backfilled, reinstated and left in a safe state to the requirements of the landowner / client.
- 11.2 Where vulnerable archaeological deposits remain within trial trenches these will be appropriately protected from damage as part of the reinstatement. Consideration will be given to providing a marker in backfilled trenches to highlight vulnerable archaeological deposits should re-excavation be necessary.
- 11.3 On completion of fieldwork the Archaeological Contractor will complete the relevant section of the Fieldwork Notification Form and submit it to the County Archaeologist.

12. Reporting

- 12.1 Within three weeks of completion of the evaluation fieldwork (or longer in case of complex sites as agreed with the County Archaeologist) the Archaeological Contractor will produce a report, copies of which (as a minimum) are to be provided to:
 - the Developer
 - the County Archaeologist
 - the Local Planning Authority
 - the Local Archaeological Society

- 12.2 When submitting the report to the County Archaeologist the Archaeological Contractor will provide written confirmation that the report has been submitted to the above parties.
- 12.3 If the Archaeological Contractor is required, contractually, only to submit reports directly to the developer or their agent, the Archaeological Contractor must inform the County Archaeologist in writing that they have completed the report and whom it has been forwarded to. The Archaeological Contractor must ensure that the developer is made aware of the need to circulate the report as in 12.1 above.
- 12.4 The Archaeological Contractor may determine the general style and format of the evaluation report but it must be completed in accordance with this specification. The report must provide sufficient information and assessment to enable the County Archaeologist and the Local Planning Authority to reach an informed decision regarding any further mitigation measures that may be required and to stand as an appropriately detailed report on the archaeological fieldwork for future research.
- 12.5 Reports that do not provide sufficient information or that have not been compiled in accordance with the relevant sections of this specification will be returned to the Archaeological Contractor for revision and resubmission.
- 12.6 The report will be submitted to the County Archaeologist in a heat-bound hard-copy and in digital format. The digital copy will be supplied in .pdf format and will contain all text, images and plans present in the hard-copy report in a single .pdf file. The medium will be a CD-ROM formatted according to ISO 9660:1999.
- 12.7 **Report Format** - The final evaluation report will include as a minimum:
- 12.7.1 An **Abstract** summarising the scope and results of the archaeological evaluation.
- 12.7.2 An **Introduction** including:
- the location of the site with a National Grid Reference for the centre sufficient to locate the site to 1m accuracy (e.g. TQ 55555 77777 or easting: 555555, northing: 177777);
 - an account of the background and circumstances of the work;
 - a description of the development proposals, planning history and planning reference together with the archaeological condition (where appropriate);
 - the nature of potential impacts arising from the proposals;
 - the scope and date of the fieldwork, the personnel involved and who commissioned it;
- 12.7.3 An account of the **Archaeological Background** of the development site including:
- geology, soils and topography;

- any known existing disturbances on the site;
- background archaeological potential of the site. This will include a summary of the known Historic Environment Record entries within 500m of the boundaries of the site (or wider where appropriate). The HER entries will be quoted with their full KHER identifier (e.g. TR 36 NW 12);
- summary of any previous phases of archaeological investigation at the development site;

12.7.4 The **Methodology** employed during the evaluation must be detailed in the report. Any aims and objectives specified in the specification will be included as will any further objectives identified during the course of the evaluation. Constraints on the evaluation will also be described.

12.7.5 The report will include a quantification of the project archive contents, their state and future location.

12.7.6 The **Results** of the evaluation field work will be described trench by trench. This description must include for each trench:

- the dimensions of the trench;
- the nature and depth of overburden soils encountered;
- description of all archaeological features and finds encountered in each trench, their dimensions, states of preservation and interpretation;
- a description of the geological subsoil encountered in each trench;
- heights related to Ordnance Datum for a sufficient number of features and deposits. Where the trench results are complex a table showing the dimensions and heights of features and deposits will be included for each trench.
- for complex stratigraphy a Harris Matrix diagram.

12.7.7 The **Finds** recovered during the course of the evaluation will be described, quantified and assessed by artefact type within the evaluation report. The report will also provide an indication of the potential of each category of artefact for further analysis and research. For each category of artefact the report will describe the method of processing, any sub-sampling, conservation and assessment undertaken. Where appropriate local reference collections will be referred to for descriptive and analytical consistency. Any implications for future archive, conservation or discard of the artefacts will also be set out.

12.7.8 The report will include a table showing, per trench, the contexts, classes and quantity of artefacts recovered, together with their date and interpretation.

12.7.9 The evaluation report will include an assessment of the **Environmental** potential of the site. Details will be provided of any environmental sampling undertaken in connection with the fieldwork and the results of any processing and assessment of the samples. The report will describe the method of processing, any sub-sampling and assessment. Any potential for future analysis of the samples or environmental remains recovered from the evaluation will be described. Implications for future archive, conservation or discard of environmental samples or remains will be detailed.

- 12.7.10 The report will include, as appropriate, tables summarising environmental samples taken, together with the results of processing and assessment.
- 12.7.11 Any results from the application of archaeological scientific techniques e.g. specialist dating will be included in the evaluation report.
- 12.7.12 An **Interpretation** of the archaeology of the site will be provided, including its location, extent, date, condition, significance and importance. This will be a synthesis of the stratigraphic, finds and environmental results of the investigation and will include, even if no archaeology is identified as present on the site, description of areas of disturbance, non-archaeological deposits and changes in geological subsoil where appropriate. This section of the report will be supported by a phased interpretative plan of the site, clearly showing the major areas and periods of archaeological activity.
- 12.7.13 An **Impact Assessment** will consider the potential effects of the development on the archaeological remains. This will summarise the archaeological results, describe how any identified archaeological potential identified relates to the site and how the development proposals will affect that archaeology. The report will highlight any areas of sensitivity within the site. Particular note will be made of any variations in the depth of overburden covering any archaeological deposits revealed.
- 12.7.14 The **Conclusion** will summarises the method, results, interpretation and impact assessment.
- 12.7.15 The evaluation report will assess the potential for preservation at the site to inform decisions about mitigation strategies. It will not include any recommendations on preservation measures or further work unless otherwise agreed with the County Archaeologist.
- 12.7.16 The evaluation report will include comments on the effectiveness of the methodology employed and the confidence of the results and interpretation.
- 12.7.17 **Figures / illustrations** – The report will include sufficient illustrations to support descriptions and interpretations within the report text. Figures are to be fully cross-referenced within the document text. As a minimum the evaluation report will include the following figures:
- a site location plan tied into the Ordnance Survey at 1:1250. The plan will also include at least two National Grid points to 1m accuracy and show the site boundary;
 - trench location plans at an appropriate scale showing the layout of archaeological features, coloured by phases or period. The plan will show the location of all trenches and features. A copy of the plan will be overlain on the proposed development plan where this is known. Where possible, projection of archaeological features outside of the trench areas will be included on the plan. This plan will also include two National Grid points;

- plans of the features revealed in each of the trenches at a larger scale e.g. 1:20 or 1:50; such plans are to also illustrate areas of disturbance, change in subsoil and location of sections; The location of significant finds and samples taken will also be indicated;
- relevant section drawings and trench soil profiles as appropriate;
- illustrations and/or photographs of significant finds.

12.7.18 All report illustrations must be fully captioned and scale drawings must include a bar scale. Standard archaeological drawing conventions must be used. Plan and section illustrations must include the numbers of all contexts illustrated. North must be included on all plans and will be consistent. Sections must indicate the orientation of the section and the Ordnance Datum height of the section datum.

12.7.19 Black & White or Colour photographs will be included to illustrate key archaeological features, trenches and site operations. All photographs will be appropriately captioned.

13. Archive Preparation & Deposition

13.1 The site archive, to include all project records and cultural material produced by the project, is to be prepared in accordance with *Guidelines for the preparation of excavation archives for long-term storage (UKIC 1990)*. On completion of the project the Archaeological Contractor will arrange for the archive to be deposited in accordance with the provisional arrangements made with a suitable museum or repository at the onset of fieldwork. Any alternative arrangements will be agreed with the County Archaeologist and the Local Planning Authority.

14 Monitoring and Liaison

14.1 The Archaeological Contractor is to allow the site records to be inspected and examined at any reasonable time, during or after the evaluation fieldwork, by the client/developer, the County Archaeologist or any designated representative of the Local Planning Authority

14.2 Once the trenches have been evaluated and an initial assessment of the archaeology carried out, there will be an on-site meeting with the County Archaeologist to determine if further evaluation work is appropriate in order to meet the objectives.

14.3 The Archaeological Contractor will liaise closely with the County Archaeologist throughout the course of the evaluation and will arrange for on-site meetings at key decision points.

14.4 The Archaeological Contractor is to make contact with the local archaeological society and keep them informed on the progress of the evaluation. Subject to

health and safety constraints the Archaeological Contractor will afford opportunity to the local archaeological society to visit the evaluation site. Copies of all reports will be provided to the local archaeological society.

- 14.5 The Archaeological Contractor is to circulate a completed Fieldwork Notification Form (Appendix 2) at the start and completion of fieldwork and at the completion of post excavation reporting stages.

15. Copyright and data protection

- 15.1 Information submitted to the County Archaeologist in conjunction with planning applications automatically becomes publicly accessible and can be viewed by anyone at any time. In addition, the Local Planning Authority and Kent County Council are subject to the requirements of the Freedom of Information Act (2000) and Environmental Information Regulations (2004). Information may be subject to FoI or EIR requests and any documentation submitted in connection with the project may be made publicly available unless doing so contravenes the Data Protection Act (1998).
- 15.2 While copyright of reports and other information arising from the fieldwork remains with the originator, the Archaeological Contractor will undertake to make this information available to interested parties. The Archaeological Contractor will agree to allow reports of the fieldwork to be copied and made available to interested parties for archaeological research. The reports may be made available on the Internet no sooner than three months after the submission of the report. Archaeological Contractors who believe that there are special reasons for not publishing the report on the Internet should reach a separate agreement with the County Archaeologist.

16. Health and Safety

- 16.1 The Archaeological Contractor will conduct the work in compliance with the Health and Safety at Work etc Act 1974. The Archaeological Contractor will also follow the guidance set out in "Health and Safety in Field Archaeology" Standing Conference of Archaeological Unit Managers 1997.
- 16.2 The Archaeological Contractor is expected to maintain a Health and Safety Policy and a procedures manual and have available appropriate expertise in Health and Safety advice. Site staff will have an appropriate level of training to enable them to carry out fieldwork safely.
- 16.3 The Archaeological Contractor will maintain the site in a safe condition. All hazards will be appropriately identified and managed. Deep excavations will be appropriately fenced.
- 16.4 The Archaeological Contractor will carry out a risk assessment prior to commencement of fieldwork and where appropriate a COSHH assessment.

Risks and measures to reduce risk will be communicated to all working on and visiting the site.

- 16.5 The Archaeological Contractor will have available suitable site accommodation, welfare and toilet facilities.

17. KCC HER

- 17.1 The Archaeological Contractor is to provide the Kent Historic Environment Record with copies of all reports in both heat-bound hard-copy and digital format (see 12.6 above).
- 17.2 Upon completion of the excavation the Archaeological Contractor will supply the Kent Historic Environment Record with a completed HER form (see Appendix 1)
- 17.3 The Archaeological Contractor will supply the Kent Historic Environment Record with the following digital datasets:
- A .dxf file containing polygon data that describes in detail all excavated/ watched area boundaries, whether trenches, test pits, excavated areas or areas examined by watching brief. This .dxf file must be internally geo-referenced (i.e. the co-ordinate system used in the file must be the Ordnance Survey co-ordinate system).
 - A separate .dxf file that contains a number of Layers. Each Layer should represent a different phase of the archaeological remains on site. The name of each Layer must be the phase number used on the site accompanied by a date range (e.g. “2, from –2000 to –800”, “7A, from 410 to 700” etc). Each layer must contain only the features relevant to that phase digitized as polylines. Where the dating is based on scientific dating methods such as radiocarbon, the dates must be calibrated calendar dates.
- 17.4 A guidance document has been produced for Kent County Council that will inform contractors as to how this information can be produced within AutoCad. This document is available from the County Archaeologist and Kent County Council Historic Environment Record.
- 17.5 The Archaeological Contractor should also provide a representative selection of digital site photographs illustrating the archaeology of the site and the operations of the investigation. These will be in .jpg format at a minimum 300dpi. These will be deposited with the County HER and will be used for presentations on aspects of the archaeology of Kent.
- 17.6 It is to be understood that photographs and notes taken by KCC Archaeological Officers in connection with the work that do not identify individuals or site locations may be used by KCC for outreach and publicity purposes, including on social media sites such as Facebook, Twitter etc. The Archaeological

Contractor should, **preferably in advance** of the works, raise with the KCC Archaeological Officer any concerns that they or their client may have over the use and dissemination of images or information for outreach purposes. In such cases the Archaeological Contractor and their client will agree a protocol with the KCC Archaeological Officer for the appropriate dissemination and use of images and information which balances the concerns of the contractor and/or client with the objective of ensuring that the people of Kent are kept informed of the archaeological discoveries in the county.'

18 General

18.1 In carrying out the work the Archaeological Contractor is to abide by:

- all statutory provisions and by-laws relating to the work in question,
- the Chartered Institute for Archaeologists *Code of Conduct*,
- the Chartered Institute for Archaeologists *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology*.

APPENDIX 1

Kent County Council HER summary form

Site Name:		
Site Address:		
Summary: (50 words max)		
District/Unitary:		Parish:
Period(s):		
NGR (centre of site : 8 figures): (NB if large or linear site give multiple NGRs)		
Type of archaeological work (underline)		
Evaluation:	Watching Brief	Field Walking
Documentary study	Building recording	Earthwork
survey		
Excavation:	Geophysical Survey	Field Survey
Geoarchaeological investigation		
Date of Recording:		
Unit undertaking recording:		
Geology:		
Title and author of accompanying report:		
Summary of fieldwork results (begin with earliest period first, add NGRs where appropriate) (200 words max)		
		(cont on attached sheet)
Location of archive/finds:		

Contact at Unit:	Date:
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APPENDIX 2 - FIELDWORK NOTIFICATION FORM

Guidance for Completing the Kent Archaeological Fieldwork Notification Form

Purpose

The purpose of the form is to improve the notification, tracking and monitoring of archaeological fieldwork in Kent. Its primary purpose relates to archaeological work being undertaken for the purposes of planning and development but it is hoped that it will be also usable by archaeological societies and other bodies undertaking fieldwork in the county.

Approach

- The archaeological body undertaking the fieldwork should fill in the form. Sections A and B should be filled in before fieldwork starts and submitted to the County Archaeologist. This may be submitted in digital copy to speed things along but a signed copy should follow in the post.
- Section A contains details of the project while Section B refers specifically to the onset of the phase of fieldwork. In signing section B the Archaeological Contractor is confirming that the necessary funds and resources to complete the works to the specification have been made available.
- The form should not be filled in separately for each period of an intermittent watching brief but should be filled in for major stages of fieldwork, for example separate phases of evaluation and excavation.
- Section C should be submitted at the completion of the fieldwork stage and should if known indicate whether further work is anticipated. This section sets out a brief summary of findings and what reports are to be submitted. For excavations these will include interim, assessment and full reports. Again the form may be submitted digitally with a signed copy to follow in the post. (The details of Sections A and B should remain filled in on the same form).
- Section D should be submitted as reports are submitted to the County Archaeologist. For excavations the form need not be submitted with interim reports but should be submitted with assessment and full reports.

HER & Fieldwork Notification Form



Sections **A** and **B** to be sent digitally to KCC Heritage Conservation Group **in advance of the start of fieldwork.**
 Section **C** to be completed and sent **at end of fieldwork.**
 Section **D** to be filled in and sent with completed report.

SECTION A - PROJECT DETAILS

Site/Project Name:		NGR:	
Site Address:			
Archaeological Contractor (inc name and address of project contact):			
Commissioning Body/Client:			
Development Proposals/Reason for Fieldwork:			Planning Reference:

SECTION B - COMMENCEMENT OF FIELDWORK

Type of Archaeological Fieldwork:	Site Supervisor:	
	Site Contact Details:	
Specification for Works?:		
Local Museum Notified:		Site Code:
	Date:	
Local Arch Soc Notified:		
	Date:	
START DATE:		ANTICIPATED DURATION:
days/weeks		

I (archaeological contractor) confirm that all necessary provision has been made for the resources to complete the archaeological fieldwork, post-excavation analysis and reporting in accordance with the agreed specification.

Name:	
On behalf of:	
Signed:	
	Date:

APPENDIX 2

SECTION C - COMPLETION OF FIELDWORK			
Date Fieldwork Completed:		Was fieldwork monitored by KCC/EH/Other?	
Further Fieldwork Anticipated:		Who?	
Map attached showing site location and extent of intervention?			
Summary of results (Continue on separate sheet if necessary):			
Agreed Reporting Stages and Program:			
Name:			
On behalf of:			
Signed:		Date:	

APPENDIX 2

SECTION D - COMPLETION OF POST-EXCAVATION ANALYSIS & REPORTING							
Reports Submitted (Titles)	Copies to: (Number)						
	KCC	LPA	Arch Soc	Client	EH	Other	Digital Copies
HER Data:							
Digital Mapping Data?			Notes:				
Location and Destination of Archive:							
Name:							
On behalf of:							
Signed:					Date:		