



**Mid Kent Golf Club,
Singlewell Road,
Gravesend,
Kent, DA11 7RB**

Archaeological Watching Brief Written Scheme of Investigation

Project Code: WB MGCSRG 22

Planning Ref: PRE20210419 (pre-planning)

Client: Mid Kent Golf Club

NGR: 564660 172354 (centred)

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April 2022

Document Record

This report has been issued and amended as follows:

Version	Approved by	Position	Comment	Date
01	Andy Linklater	Project Manager		19-04-2022

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**WRITTEN SCHEME OF INVESTIGATION FOR AN ARCHAEOLOGICAL WATCHING BRIEF
DURING GROUNDWORKS AT MID KENT GOLF CLUB, SINGLEWELL ROAD,
GRAVESEND, KENT, DA11 7RB**

1 INTRODUCTION

1.1 This specification sets out the requirements for an archaeological watching brief to be undertaken during groundworks on land at Mid Kent Golf Club, Singlewell Road, Gravesend, Kent, DA11 7RB (NGR (centred) 564660 172354; Fig 1).

1.2 Mid Kent Golf Club is currently making preparations for the refurbishment and extension of their clubhouse storage area (pre-planning works; Fig 2).

1.3 The Local Planning Authority (LPA) is Gravesham Borough Council (GBC). The Planning Case Officer for GBC produced a response for the pre-application enquiry on 31 December 2021. As part of external consultation responses, the Kent County Council (KCC) Heritage Conservation Group (HCG) recommended that a simple archaeological watching brief be undertaken during groundworks at the site. Furthermore, it was stated that *'this might be a planning condition, but pre-investigation might be considered appropriate as part of the planning application submission'*.

1.4 Archaeological monitoring will be undertaken on all intrusive groundworks associated with the proposed development to ensure that any deposits and features, artefacts and ecofacts of archaeological interest, are recorded and interpreted to appropriate standards.

1.5 If significant remains are revealed during the watching brief, further archaeological measures may be required to secure mitigation on the site. The archaeological works will be undertaken by Canterbury Archaeological Trust (CAT) and monitored by the Kent County Council (KCC) Heritage Conservation Group (HCG).

1.6 The present specification seeks to provide a programme and outline methodology for undertaking the archaeological work, setting out the objectives, the standards to be attained, the nature of the monitoring and the format for reporting.

1.7 The watching brief should be maintained throughout the programme of ground excavation. The **archaeological contractor** will confirm the extent of proposed ground excavations in advance with the site developer and inform the KCC HCG that arrangements are in place for appropriate monitoring.

1.8 The KCC HCG will be notified when a date for the commencement of archaeological monitoring has been confirmed. CAT will keep the KCC HCG informed of the progress of work and will notify the KCC HCG immediately if particularly important archaeological remains are encountered.

1.9 All archaeological work will be carried out in accordance with the accepted professional standards set out in the Chartered Institute for Archaeologists' *Standard and Guidance for archaeological watching brief* (updated 2020). CAT is a Registered Organisation with the Chartered Institute for Archaeologists and conforms to their by-laws, standards and policy statements.

2 SITE LOCATION, DESIGNATIONS AND GEOLOGY

2.1 The site of Mid Kent Golf Course lies to the south of the centre of Gravesend and to the north of the A2 carriageway in north-west Kent. The proposed development area (PDA) is situated within the grounds of the clubhouse at Mid Kent Golf Course which is situated within the north-eastern corner of the golf course site and was established in 1909.

2.2 The golf course extends to an area of 35.6 hectares and is a parkland-type course located on sloping land between Wrotham Road to the west and Singlewell Road to the east. The golf course is bounded to the north by the rear gardens of properties lining Dennis Road and to the south by Harman Avenue and Chalky Bank.

2.3 The current and now extended clubhouse (which dates from the early/mid 1960s) and the car park are located in the north-east corner of the site with access from Singlewell Road. Historically there was a clubhouse on what is now 166–170 Singlewell Road on the corner junction of Ascot Road and Singlewell Road.

2.4 The PDA does not lie within close proximity of any Conservation Areas, Scheduled Monuments, Registered Parks and Gardens or Listed Buildings.

2.5 The underlying bedrock geology of the PDA is mapped as Lewes Nodular Chalk Formation, Seaford Chalk Formation and Newhaven Chalk Formation (undifferentiated) with no overlying superficial deposits, although linear strips of Head deposits (clay, silt, sand and gravel), on a north-west to south-east alignment, stretch across the golf course including one such linear that is located to the south-west of the clubhouse (BGS on-line).

2.6 The PDA is situated on locally level ground located at approximately 34–35m above Ordnance Datum (OD).

3 ARCHAEOLOGICAL BACKGROUND

3.1 Archaeological potential is based on the proximity of archaeological remains presently recorded in the Kent Historic Environment Record (KHER-online) as well as the results of archaeological investigations undertaken in the nearby proximity. The HER search covers a radius of approximately 500m around the PDA (centred on NGR 564660 172354). These records have been assessed in terms of their particular relevance to the PDA and only significant evidence is cited in this report.

3.2 As mentioned above, the golf course is located to the north of the A2 carriageway which forms part of Roman Watling Street; this was one of the primary roads in the Roman province. The location of the golf course close by to this main thoroughfare suggests great potential for the presence of Roman roadside activity and settlement as well as funerary remains which are recorded at various points along this important road.

3.3 The find-spot of a Roman coin is located within close proximity of the PDA. The coin is a badly worn bronze coin of Domitian and was found in 1947 on allotment gardens (HER TQ67 SW32) which previously occupied ground on which the later golf clubhouse was constructed.

3.4 A number of second-century AD Roman cremation burials were found in the garden of 27 Kings Drive in 1930 (HER TQ67 SE6), located approximately 450m south-east of the PDA. The burials consisted of four urns along with fragments of bones, a cup, two paterae, three poppy-head beakers, two flagons and a vase.

3.5 Early historic maps of the area show the gradual development of the golf course site. The First Edition Ordnance Survey (OS) map dated to 1869 indicates the site previously formed part of a large irregular-shaped field, subdivided into plots, located on land between Shinglewell (called Singlewell from 1897) Road to the east and Wrotham Road to the west that extended as far north as Cut-throat Lane, later renamed as Cross Lane.

3.6 New House is a Grade II Listed building of early nineteenth-century date (HER TQ67 SW1084) located approximately 570m north-west of the PDA. It has an associated farmstead, of similar date, to the south-east (HER MKE88662). Both are shown on the 1869 OS map and are located to the north-west of the golf course site but it remains unclear as to whether or not this land is associated with New House Farm or is associated with a different farm in the local area. Also on the 1869 OS map is an area of brickworks located to the north of the site.

3.7 The 1896 OS map shows some development to the north of the golf course site (now shown as a large, featureless field), on the south side of Cross Lane which has been renamed from Cut-throat Lane. No other major changes are noted. The 1909 OS map is similar, other than an increase in residential development off Cross Lane in the form of Alfred and Mead Roads.

3.8 The 1933 OS map shows the large field is now Mid Kent Golf Course and there has been an increase in residential development to the immediate north of the site with the formation of Dennis Road, The Fairway and Hillingdon Road. The Golf Club house is shown as located at the junction of Ascot Road and Singlewell Road although there are hints of a small structure within the north-eastern corner of the golf course (also shown on the 1938 and 1947 OS maps).

3.9 There are a number of Second World War features within a 500m search radius of the PDA. The entrance area of the golf course, on the western side of Singlewell Road, in the area of the clubhouse, used to house an air-raid wardens post that was built around 1939 (HER TQ67 SW1293). Whilst its design and form are not known, it may have been of the standard, rectangular concrete structure. It formed one of a network of posts serving Gravesend. It was decommissioned in 1945 and demolished around 1970. Other Second World War features in the nearby area include the headquarters of a Home Guard Company off Ascot Road (HER TQ67 SW616 and TQ67 SW617), another air raid wardens post off Central Avenue (HER TQ67 SW1339), police telephone boxes on the western side of Singlewell Road and off Cross Lane West (HER TQ67 SW1241 and TQ67 SW1218), Wrotham Road air raid wardens and air raid siren post (HER TQ67 SW1262), an air raid shelter at Woodlands Park (HER TQ67 SW1263), and an emergency water tank at the corner of Woodlands Park and Cross Lane (HER TQ67 SW1163).

3.10 Later OS maps show areas of allotment gardens within the golf course (at the northern end of the site) as seen on the 1955 and 1962 OS maps. An OS map from 1970 shows the new (and current) location of the golf course clubhouse. The site of the former clubhouse at Ascot Road appears to have been developed for housing.

3.11 Aerial photographs from the 1940s and 1960s show allotment gardens that once occupied the northern end of the entire golf course site. An image from the 1990s shows the car park and a large clubhouse at the northern end of the site, the latter of which is located at the entrance to Singlewell Road. No significant changes are noted on later satellite images of the PDA.

3.12 Further details of previous discoveries and investigations within the immediate and wider area may be found in the Kent HER. These records should be consulted by the appointed archaeological contractor prior to commencement of the fieldwork so an understanding of the surrounding archaeological resource and the general historical and topographical landscape can be made.

4 AIMS AND OBJECTIVES

4.1 The purpose of an archaeological watching brief as defined by the Chartered Institute for Archaeologists (CIfA 2020) is *'to allow, within the resources available, the preservation by record of archaeological deposits, the presence and nature of which could not be established (or established with sufficient accuracy) in advance of development or other potentially disruptive works; and to provide an opportunity, if needed, for the watching archaeologist to signal to all interested parties before the destruction of the material in question that an archaeological find has been made for which the resources allocated to the watching brief itself are not sufficient to support treatment to a satisfactory and proper standard'*

4.2 The principal objective of the archaeological fieldwork is to ensure the preservation by record by archaeological recording and excavation of the buried archaeological resource where the proposed infrastructure work will result in its permanent loss.

4.3 A further objective of the archaeological watching brief work is to contribute to heritage knowledge of the area through the recording of any archaeological remains exposed because of redevelopment conversion works and excavations in connection with the groundworks.

4.4 Particular attention will be made to the character, height below ground level, condition, date and significance of the deposits.

4.5 The aims of the archaeological watching brief are to

- establish the presence/absence of archaeological remains within the site (particularly any remains which can be associated with former Second World War features);
- determine the extent, condition, nature, character, quality and date of any archaeological remains encountered;
- sample excavate and record any archaeological remains encountered within the confines of the construction impacts;
- assess the ecofactual and environmental potential of any archaeological features and deposits and analyse the results where appropriate.

5 ARCHAEOLOGICAL METHODOLOGY

5.1 The general methodology for archaeological watching brief will be carried out in accordance with this method statement.

5.2 The archaeological contractor will monitor the excavations for all groundworks, including:

- any ground intrusive site preparation works;
- any excavations for the trenching of foundations, services and surfacing works.

5.3 Machine or hand excavation groundworks will be continually monitored by the attendant archaeologist. **If archaeological remains are encountered, excavation will cease to allow the remains to be investigated further.**

5.4 Should it become clear that particular construction activities have no potential to encounter archaeology, agreement will be sought with the KCC HCG that those aspects may be excluded from further attendance.

5.5 All stages of the project will be carried out in accordance with the procedures laid down in *Management of Research Projects in the Historic Environment* (MoRPHE) PPN3: *Archaeological Excavation* 2008. The monitoring archaeologist should confirm, before site work begins, that an agreement that provides for the full implementation of the approved programme of archaeological work, including provision for post-excavation analysis, publication and archiving of the site, has been signed by the relevant parties.

5.6 Excavation should be undertaken using a flat bladed bucket and preferably in a single direction to enable archaeological remains to be recorded prior to further disturbance from the development works. All excavations should be undertaken using a flat bladed bucket and preferably in a single direction to enable archaeological remains to be recorded prior to disturbance from being driven over. **If possible archaeological remains are encountered, excavation will cease to allow the remains to be investigated further.**

5.7 The archaeologist will inspect the surfaces revealed. Any archaeological structures or features revealed will be recorded in plan and section as appropriate according to Section 6 below. **The main contractor will allow the archaeological contractor reasonable time and resources to undertake any inspection or recording required.**

5.8 Further limited excavation may be necessary to clarify the extent and nature of some archaeological deposits. In this case, the archaeological contractor will undertake the excavation by hand.

5.9 If significant remains are unexpectedly encountered, the archaeological contractor will inform the KCC HCG and the developer immediately and further mitigation measures to safeguard the archaeological resource will be agreed.

6 SITE RECORDING

6.1 All structures, deposits and finds are to be recorded according to accepted professional standards.

6.2 All recording points used should be accurately tied into the National Grid, preferably by GPS, and located on to the 1:1250 map of the area.

6.3 Plans indicating the location of all archaeological features encountered are to be drawn at an appropriate scale, located on the site plan, and levelled with respect to Ordnance Datum. An overall site plan is to be maintained at a scale of 1:100.

6.4 All plans are to be accurately tied into the site grid. All plans and sections are to be drawn on polyester based drafting film and clearly labelled.

6.5 All archaeological contexts are to be recorded individually on context record sheets. Furthermore, a general record of the work comprising a description and discussion of the archaeology is to be maintained as appropriate.

6.6 A full photographic record of the work is to be kept. The photographic record is to be regarded as part of the site archive. The archaeological contractor is to provide the KCC HCG with a selection of photographic images which reflect the archaeological findings and investigations undertaken on this site.

6.7 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 nos. 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 KCC HCG.

6.8 Treatment of treasure – Finds discovered by Canterbury Archaeological Trust during the works 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, Historic England, and KCC HCG. 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 Canterbury Archaeological Trust) and (as exactly as possible) the location of the find.

6.9 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 Developer will arrange for the archive to be deposited in Battle Museum of Local History (Accession No. BALHS: 2022.1).

7 SITE REPORTING AND ARCHIVING

7.1 On completion of the archaeological watching brief the archaeological contractor will agree with the KCC HCG, a programme for the reporting of the results of the work.

7.2 The reporting of the watching brief will be commensurate with the results but as a minimum must stand as a sufficiently detailed report on the archaeological monitoring to serve both future research and inform future planning decisions taken on the site.

Report circulation

7.3 Copies of all reports are to be provided to:

- the Developer
- the Client
- the Kent Historic Environment Record (HER)
- the project archives

7.4 When submitting the report to the KCC HCG, the archaeological contractor should provide written confirmation that the report has been submitted to the above parties.

7.5 As the archaeological contractor is required, contractually, to only submit reports directly to the developer or their agent, the archaeological contractor must inform the KCC HCG in writing that they have completed the report and to 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 7.3 above.

Reporting of watching briefs with limited remains

7.6 If the watching brief has resulted in limited archaeological remains being recorded then the archaeological contractor will complete the necessary post excavation works and produce a **'Watching Brief Report'** within 4 weeks of the completion of the watching brief (see sections 7.8 to 7.12 below).

Reporting of watching briefs with significant archaeological remains

7.7 If significant archaeological remains are recorded then within 3 months of completion of the Watching Brief, the archaeological contractor will undertake an assessment of the results and produce a MAP2 **'Post-excavation Assessment Report'**. This report will set out a programme of post excavation works through to completion of a **'Full Report'** and **'Publication'** of the findings (see sections 7.13 to 7.17 below).

Contents of an 'Archaeological Watching Brief Report'

7.8 The archaeological contractor may determine the general style and format of the Archaeological Watching Brief Final Report but it must be completed in accordance with this specification. The report must provide enough information and assessment to enable the Local Planning Authority to stand as a detailed report on the archaeological fieldwork for future research and to inform on any future planning decisions for the site.

7.9 Reports that do not provide enough 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.

7.10 The report is to include as a minimum:

An **Abstract** summarising the scope and results of the archaeological watching brief.

An **Introduction** including:

- the location of the site including National Grid Reference;
- an account of the background and circumstances of the work;
- a description of the development proposals, planning history and planning reference together with the planning condition (where appropriate);
- the scope and date of the fieldwork, the personnel involved and who commissioned it;
- the nature of potential impacts arising from the proposals;

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 should include a summary of the known Historic Environment Record entries generally within a 500m radius of the boundaries of the site.
- summary of any previous phases of archaeological investigation at the development site.
- any constraints on the archaeological monitoring.

The **Methodology** employed during the watching brief must be detailed in the report. Simply referring to the methodology outlined in the specification is not acceptable. Any aims and objectives specified in the specification should be included as should any further objectives identified during the watching brief. The frequency of monitoring visits, ground works observed, and any constraints experienced while carrying out the monitoring should be detailed.

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

A description of the **Results** of the archaeological monitoring. This description must include for each area observed:

- the dimensions of the area observed;
- the nature and depth of overburden soils encountered;
- description of all archaeological features and finds encountered in each area observed, their dimensions, states of preservation and interpretation;
- a description of the geological subsoil encountered across the site;
- heights related to Ordnance Datum should be provided for each feature and deposit.
- for complex remains a Harris Matrix diagram should be provided.

The **Finds** recovered during the watching brief should be described, quantified and assessed by artefact type within the report. The report should also provide an indication of the potential of each category of artefact for further analysis and research. For each category of artefact, the report should 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 should also be detailed.

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

The report must include an assessment of the **Environmental** potential of the site. Details should 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 should 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 should be described. Implications for future archive, conservation or discard of environmental samples or remains should be detailed.

The report should include, as appropriate, tables summarising environmental samples taken, together with the results of processing and assessment.

Any results from the watching brief involving the application of archaeological scientific techniques e.g., specialist dating should be included in the watching brief report.

An **Interpretation** of the archaeology of the site, including its location, extent, date, condition, significance, and importance. This should 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.

A **Conclusion** with a summary of the archaeological results and how any archaeology observed relates to the development site. The effects of the development work on the archaeological remains should also be described. The report should highlight any areas of significant archaeological deposits that remain preserved within the development site.

Note should be made of any variations in the depth of overburden covering any archaeological deposits revealed.

The report should include comments on the effectiveness of the methodology employed and the confidence of the results and interpretation.

Figures/illustrations – The report should include enough 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 report should include the following figures:

- a site location plan tied into the Ordnance Survey at 1:1250 or in the case of larger sites at 1:2500. The plan should also include at least two National Grid points and show the site boundary;
- a plan at 1:100 or 1:200 showing the layout of the development groundworks clearly indicating the areas observed. The plan should show significant archaeological features, coloured by phases or period as related to the development site. Where possible, projection of archaeological features outside of the areas observed should be included on the plan. This plan should also include two National grid points;
- plans of the features revealed in each of the excavation areas 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 should also be indicated;
- relevant section drawings and soil trench profiles as appropriate;
- illustrations and/or photographs of significant finds should be included where appropriate.

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

7.11 *Contents of a 'Watching Brief Assessment Report'*

The 'Archaeological Watching Brief Assessment Report' will follow the format and requirements detailed in 7.8 to 7.12 above.

In addition, the report will include an assessment of the results of the archaeological monitoring and their potential to address both the original research aims and objectives of the project and any further research objectives identified during the course of the on-site and post excavation works.

The report will detail any further analysis necessary on the project records, artefact and environmental assemblages to achieve the research potential identified in the assessment. A justification should be included for each analysis proposed.

The report will set out a timetable for completion of analysis and reporting, detailing all individual tasks to be completed, resources required, and the key personnel involved. The proposal should set out arrangements for monitoring of the post excavation process.

The report should include a synopsis of the proposed '**Full report**' and '**Publication**'

and identify the likely destination of the publication.

8 GENERAL

8.1 The archaeological contractor is to allow the site records to be inspected and examined at any reasonable time, during or after the watching brief, by the developer, or any designated representative of the Local Planning Authority.

8.2 In undertaking the work the archaeological contractor is to abide by:

- all statutory provisions and by-laws relating to the work in question, especially the Health and Safety at Work *etc.* Act 1974;
- the Chartered Institute for Archaeologist's *Code of Conduct*;
- the Chartered Institute of Archaeologist's *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology*.

8.3 On completion of the watching brief the archaeological contractor will prepare a consideration of the methodology used, including a confidence rating.

Canterbury Archaeological Trust
April 2022

REFERENCES

BGS on-line, *Geology of Britain Viewer*, British Geological Survey
(<http://mapapps.bgs.ac.uk/geologyofbritain/home.html>).

CIfA 2020, *Standard and guidance for an archaeological watching brief*, Chartered Institute for Archaeologists
(<https://www.archaeologists.net/sites/default/files/CIfASGWatchingbrief.pdf>).

Kent County Council Historic Environment Record:
<http://www.kent.gov.uk/ExploringKentsPast/advancedsearch.aspx>

NPPF 2021, *National Planning Policy Framework*, Ministry of Housing, Communities and Local Government, HMSO
(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf).