



Written Scheme of Investigation: Archaeological Evaluation Trial Trenching

Land at the rear of
No. 24 Stone
Street, Gravesend,
Kent DA11 0NP



RTPI
Chartered Town Planners



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B: Evaluation – Trial Trenching Requirements

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1. Introduction

Project Background

- 1.1** This Written Scheme of Investigation (WSI) has been prepared by James Meek MCIfA of HCUK Group on behalf of Kallar View Construction Limited, in relation to proposed redevelopment of the land to the rear of No 24 Stone Street, Gravesend, Kent. The site is centred on NGR 478051 181482 (Figures 1 and 2).
- 1.2** The Site is located to the west of Stone Street, on land between Athboy Road to the north and the A226 to the south. The ground level is similar to that on Stone Street, but is significantly higher than that to the northwest and southwest. The area is the rear gardens of the former public house that fronts onto Stone Street.
- 1.3** A planning application (20191187) has been submitted to Gravesham Borough Council *‘**REVISED PLAN** Demolition of outbuildings, excavation of soil to form a lower ground and upper ground floor B1 use, unloading bay and refuse areas with construction floors 1 to 4 providing a total of 3no. one bedroom self-contained flats and 11no. two bedroom self-contained flats and associated external works. Land At The Rear Of Bridge Bar And Club, 24 Stone Street, Gravesend, Kent, DA11 0NP.’*
- 1.4** In response to the application the following comments have been received from the archaeological advisors to Gravesham Borough Council, the Senior Archaeological Officer of the Heritage Conservation Team at Kent County Council, in their capacity as their appointed archaeological advisor. .

‘The site of the application lies to the west of 20-24 Stone Street, Grade II Listed terrace. Remains associated with the use of the site, including the former workhouse, may be impacted by the extensive groundworks and I recommend the following condition is placed on any forthcoming consent:

AR1 No development shall take place until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work in accordance with a written specification and timetable which has been submitted to and approved by the Local Planning Authority.

Reason: To ensure that features of archaeological interest are properly examined and recorded in accordance with NPPF.'

1.5 The recommended condition was then attached to planning permission, condition 20.

1.6 Another condition was attached to planning permission regarding the heritage of the site, which stated:

Condition 3. Survey of existing site No development shall be commenced until all features identified as being of architectural and historic interest that will be removed or concealed as a result of the works hereby permitted, shall be photographically recorded and surveyed and the results deposited in an archive to be agreed with the Local Planning Authority.

Reason No such details have been provided at this stage and in order to comply with Policies CS19 and CS20 of Gravesham Core Strategy (2014).

1.7 This WSI addresses Condition 20 regarding archaeological works and also addresses Condition 3, to provide a photographic survey of the site area and detail further information regarding the significance of the existing structures on the Site.

1.8 The WSI has been guided in its composition by the Chartered Institute for Archaeologists (CIfA) Code of Conduct (CIfA 2022), Standard and guidance for the archaeological field evaluation (CIfA 2020), Standards and Guidance for Historic Building Recording (CIfA 2021); Understanding Historic Buildings (Historic England 2016); the Management of Research Projects in the Historic Environment (MoRPHE) issued by Historic England (Historic England 2015) and adheres to paragraphs 189, and 194-195 of the procedural document National Planning Policy Framework (NPPF, 2023).

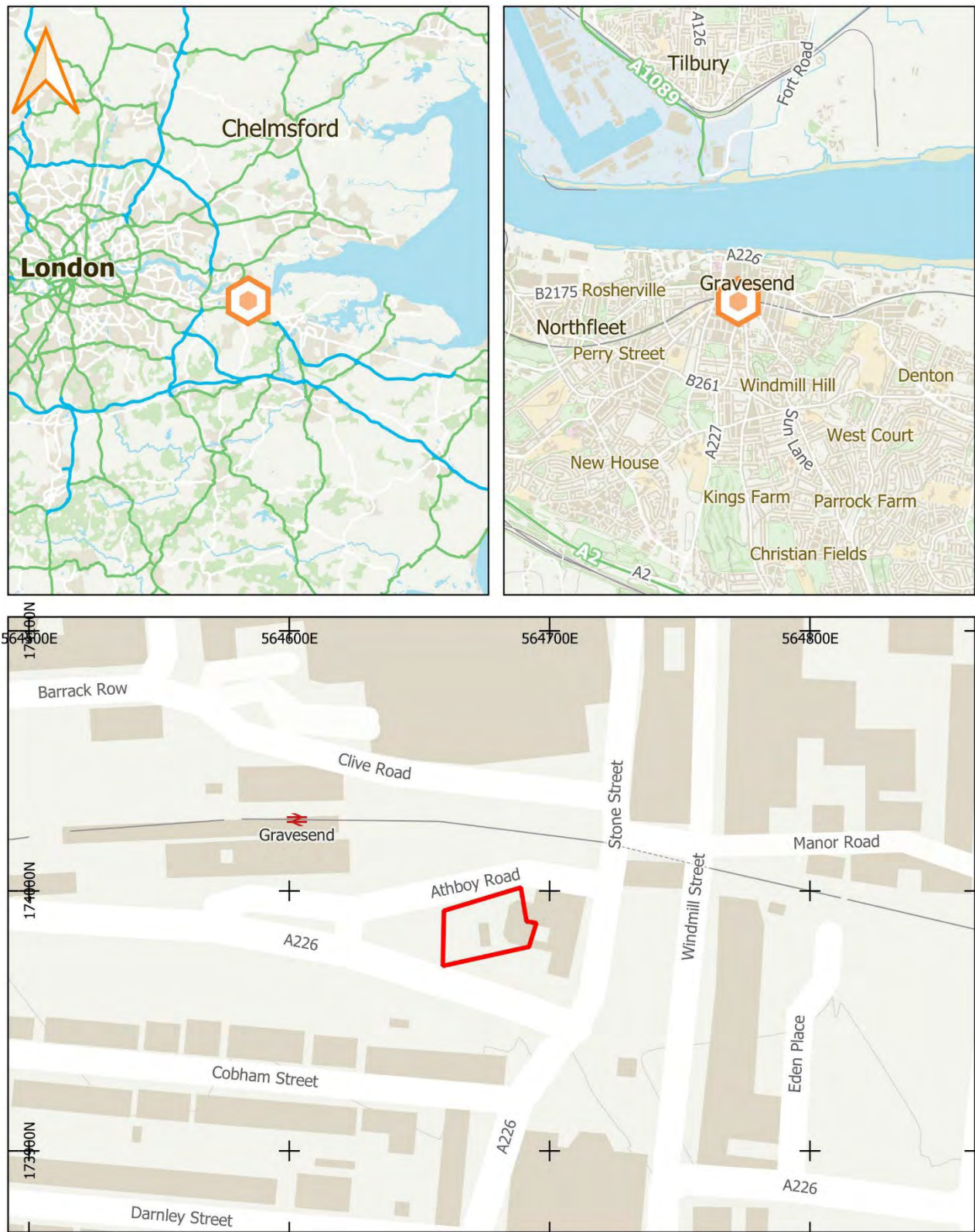


Figure 1: Site Location Plan

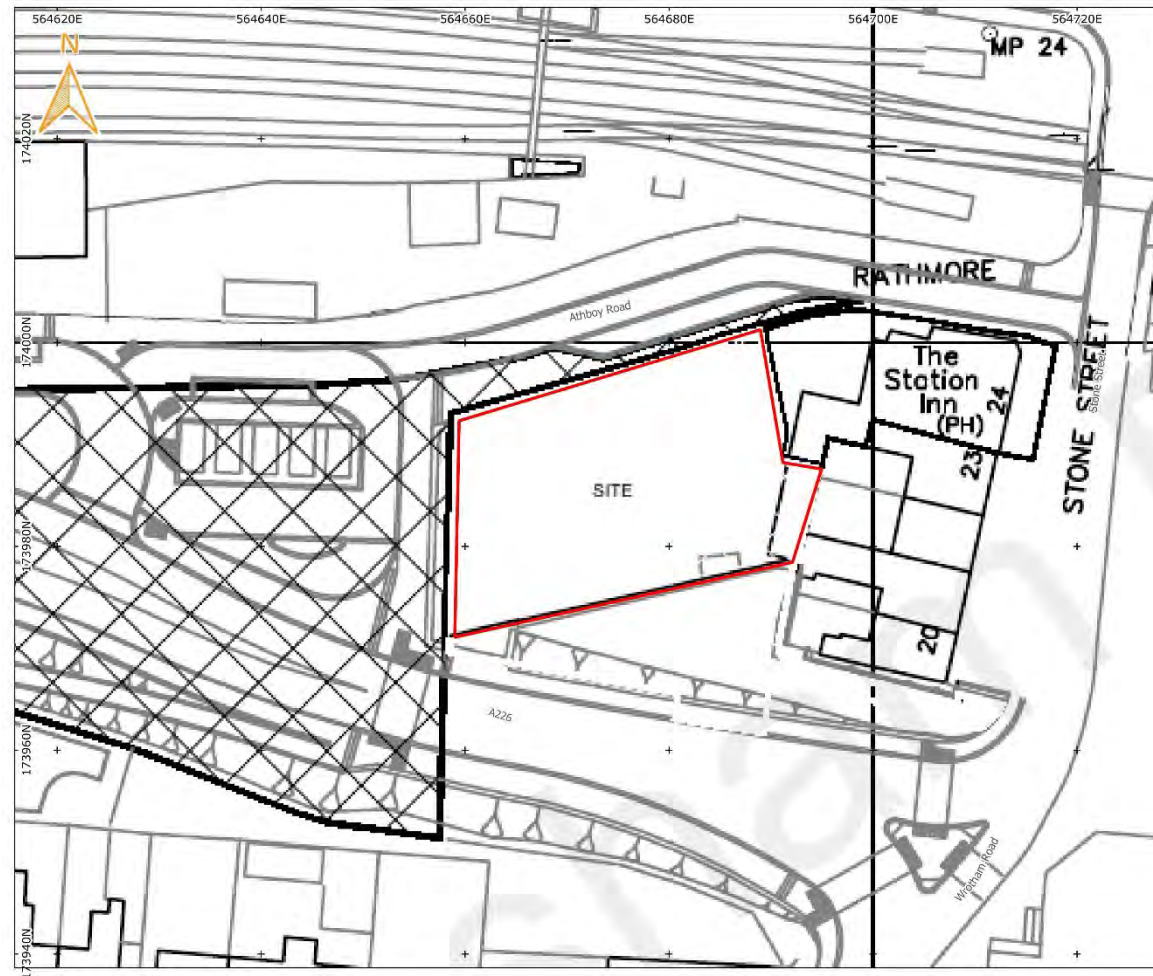


Figure 2: Detailed site location plan showing Site boundary in red

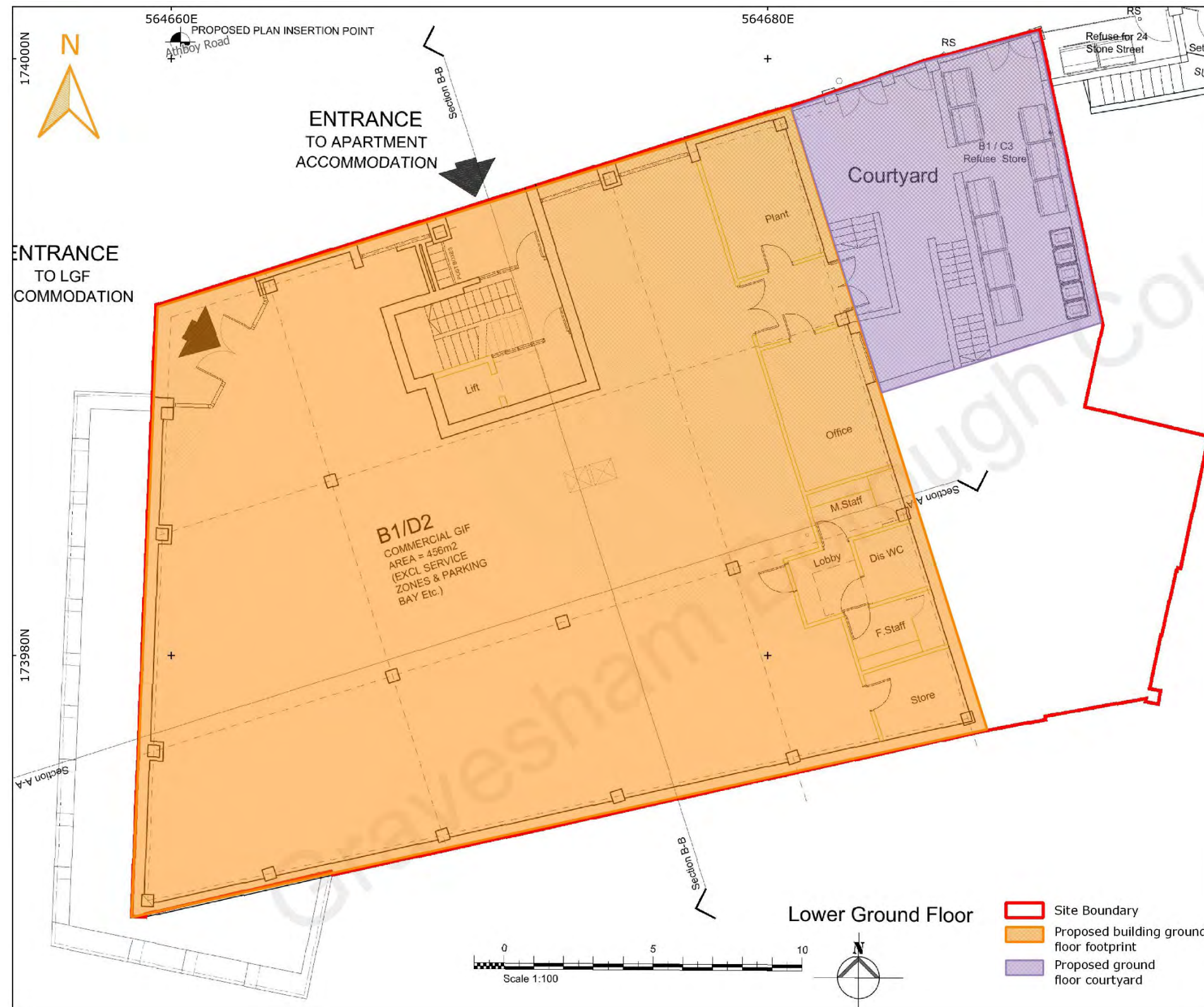


Figure 3: Development Proposals Ground Floor plan at level of Athboy Road (DAC Architects)

Geology and Topography

1.9 The British Geological Survey identifies the underlying solid geology across the Site as Lewes Nodular Chalk Formation, Seaford Chalk Formation and Newhaven Chalk Formation – Chalk, a sedimentary bedrock formed between 93.9 and 72.1 million years ago during the Cretaceous period. No superficial deposits are recorded.¹ The soils are recorded as ‘freely draining slightly acid but base-rich soils’.²

1.10 The ground within the site area is relatively level at between 19.4 and 19.8m above Ordnance Datum (aOD). To the north of the site boundary the ground drops vertically to 17.5m aOD at its northeastern end to 16.2m aOD at its western end beyond the retaining wall of the Site. The ground level is the same immediately outside of the southern retaining wall, but drops down further to the line of the road level at around drops to the south more gradually to around 18m aOD to the southeast and down to 17.2m aOD to the southwest. The height of Stone Street to the east, beyond the former public house and adjacent properties, is around 19.4m aOD. Clearly the area has been significantly landscaped in the past, with the road system having been reduced in level, leaving the Site as a small promontory of high ground.

Archaeological and Historic Background

1.11 An archaeological desk-based assessment was prepared for the Site to support the planning application by AB Heritage in 2016³. The following summary of the archaeological and historical background has been taken from that report to place the Site into its archaeological and historical context.

Prehistoric

1.12 There is a paucity of archaeological evidence for prehistoric activity within the Gravesend area. Findspots are known within 250m of the Site, including flints from colluvial (hill wash) deposits around 50m to the east and an Iron Age coin found c.200m to the north-east.

¹ <https://geologyviewer.bgs.ac.uk/>

² <http://www.landis.org.uk/soilscapes/>

³ AB Heritage, 2016

- 1.13** The archaeological potential for prehistoric remains to be present within the Site would be considered low, and any such remains would likely be in the form of stray finds and considered of local (low) archaeological importance.

Roman

- 1.14** A large Romano-British settlement was present near the centre of Gravesend dating to the mid-first century AD through to the fourth century AD. The settlement lay at its closest 270m northwest of the Site. Two findspots are recorded within 250m of the Site, a copper alloy brooch found around 210m northeast and Roman ceramic building material found 50m to the east.
- 1.15** The archaeological potential for Roman remains to be present within the Site would be considered moderate, as it lies close to the known Roman settlement. Potentially such remains could be associated with extra mural settlement activity which could include industrial remains, agriculture or even potentially cemetery activity. No such remains have been recorded during other development in the vicinity and so this potential is small. Such remains would be considered of local (low) to regional (moderate) archaeological importance.

Early Medieval / Medieval

- 1.16** The place name of Gravesend has Saxon origins and is recorded in the Domesday Book of 1086 as Grapesham. It was a small market town and river staging point at this time.
- 1.17** It remained as a settlement into the medieval period. Saxon pottery of 5th and 6th century date was found c.50m to the east of the Site and a medieval copper alloy weight & mirror case of 13th century date found c.200m to the northeast.
- 1.18** The potential for medieval remains is considered to be low, based on the paucity of known archaeological remains within 250m of the Site. If remains were to be present, they may be in the form of stray finds or agricultural activity surrounding the settlement centre to the north and be considered of local (low) archaeological importance.

Post Medieval

- 1.19** By the end of the medieval period, Gravesend was a large settlement centred on the High Street, West Street, East Street and the riverside. The town became established as a seaside resort in the first half of the 19th century, helped by the railway.
- 1.20** There are no recorded archaeological remains of post medieval date within the Site, but there are records within 250m. These include a tramway of 1883 located c.160m to the north and a 19th (and 20th century) cemetery, tomb & garden c.50m to the east. A number of post-medieval rubbish pits were also recorded around 210m north of the Site.
- 1.21** The AB Heritage report also included a map regression exercise which identified other interesting archaeological and historical features within and around the Site. The Gravesend Parish Tithe Map 1842 shows the Site mostly covered an area to the west of the former workhouse and was occupied as its market garden and nursery. Once workhouse building may have lain partly within the Site.
- 1.22** By the first edition Ordnance Survey (OS) map of 1886 the western and southern side of the workhouse complex had been removed and The Bricklayers Arms public house and adjacent terrace of buildings had been constructed on the Stone Street frontage, as still exist. The Site itself was labelled as a Bowling Green and with a timber yard on the land to the south.
- 1.23** The 1897 OS map shows larger buildings erected to the south in the area of the former timber yard. The Site area had been subdivided into two plots roughly halfway along its length.
- 1.24** The potential for post medieval remains within the Site is considered to be moderate, with remains associated with potential remains of the former work house present as well as later activity associated with the bowling green. Such remains would be considered of local (low) archaeological importance.

Modern

- 1.25** Gravesend became a commuter settlement of London during the 20th century, with its importance diminishing.

- 1.26** By the early 20th century the Bricklayers Arms had been renamed the Station Hotel and the Site area formed its rear gardens including seating areas, a small pergola, flower beds and paths.
- 1.27** The 1936 OS map shows the Site as a single undivided area behind the public house. Buildings had been erected along the southern boundary wall.
- 1.28** Numerous modern sites are recorded within 250m of the Site, many associated with World War II defensive features such as air raid warden's posts, air raid shelters, a police telephone kiosk, a firewatcher's headquarters, a civil defence control centre, and emergency water tanks. A public air raid shelter was located around 10 south of the Site, said to have been constructed in 1939 and demolished in 1946. No remains were recorded in the Site. Modern remains are present, associated with later use of the area as the garden to the public house on the corner of Athboy Road and Stone Street.
- 1.29** The potential for modern remains within the Site is considered to be high, with remains associated with the former gardens of the Station Hotel and later uses. Such remains would be considered of negligible to local (low) archaeological importance.

Conclusions

- 1.30** In summary the site has the following potentials by period:
- Prehistoric – Low potential for activity, due to the paucity of known remains recorded within the study area.
 - Roman - The potential for further Roman remains to be present within the Site area is moderate, possibly extra mural activity associated with the Roman settlement to the north.
 - Early Medieval / Medieval - Low potential for activity, due to the paucity of known remains recorded within the study area.
 - Post Medieval - There is a moderate potential post medieval archaeology within the Site and on its boundaries.

- Modern – There is a high potential for modern remains to be within the Site area, as such remains are still extant.

Site Visit and Photographic Survey

- 1.31** The Site was accessed in August 2023 to undertake a photographic survey of the area and detail further information regarding the layout of the Site and any features of historic interest which may be visible.
- 1.32** The existing Bridge Bar and Club (formerly the Bricklayers Arms and later the Station Hotel) lies to the east of the Site on the Stone Street frontage, and is a later 19th century building. The Site comprises the rear garden of the former public house. (Photos 1 and 2)
- 1.33** The northern boundary of the Site is formed by a retaining wall of around 1.5m height to the east and 2m to the west, separating the Site area from the lower level of the present Athboy Road. The ground level within the site would be around 1m to 1.5m above the road level, with a 0.5m high wall above the retaining wall. The site is accessed via a set of steps behind the former pub which then leads into the development area.
- 1.34** The proposed development will involve the construction of a new building which will be accessed from the level of Athboy Road, such that the Site area will be reduced in order to construct the ground floor of the proposed new building (Figure 3). This will remove the extant retaining wall.
- 1.35** The retaining wall is constructed of modern brick at its eastern end which changes to a rubble stone construction close to the eastern end of the Site area. Areas of dark colour bricks are included in places where patch repairs or phases of rebuilding have occurred, including along the top of the wall. (Photos 3 to 9)
- 1.36** A number of possible features are present in the wall, including one area on its western side where a possible brick built shallow arched lintel forms lies above what might be a blocked in former opening (blocked with stone and brick mix; Photo 8). Vertical joints are possibly visible indicating the width of the former opening to be around 1m width, although it is possible that the archway was built as a strengthening device for the wall above rather than an opening.

- 1.37** The retaining wall would have been built when Athboy Road was constructed in the mid-19th century when the railway and station to the west of the Site was built. Although the possibility of elements of walling associated with the workhouse have been suggested at its northeastern end where the wall changes from modern brick to older stone and brick (Photo 4), there is no indication of this being a revetment boundary on maps predating the first edition 1886 OS map, when Athboy Road had been constructed.
- 1.38** The western retaining wall is built of modern brick at the top, with older dark bricks along the middle and concrete revetting at the base, which has been faced with modern brick and a walkway and railings built since the original desk-based assessment was prepared in 2016.. The wall could be a modern rebuild of an earlier wall or is associated with more recent car parking associated with Gravesend Railway Station. (Photos 11 to 13).
- 1.39** The external face of the southern wall of the Site comprises a modern brick wall which runs the length of the Site. A metal gateway is present at its western end, which would have formerly provided access into the Site, although the landscaping of the ground level to the north of the A226 has now left this at a height above a steep embankment leading up from the pavement along the road, which is much steeper at the western end, and slopes gradually down to the east closer to the junction with Stone Street. (Photos 14 to 17).
- 1.40** The interior of the Site has been heavily altered during the 20th and 21st centuries, removing any earlier elements of the gardens associated with the former Station Hotel, or elements of the bowling green (excluding the lower part of the revetment wall to the north).
- 1.41** The former conservatory behind the Bridge Bar and Club had been demolished by the time of the Site visit and the rear modern extensions were visible (Photos 18 and 19).
- 1.42** A small brick built shed (or toilet) was located against the interior of the southern wall in the southeastern corner of the Site. The southern wall was of modern brick (as seen on the exterior) with former gateway at its western end. (Photos 20 to 24).

- 1.43** A contemporary garden partition wall was also present at its western end within the Site which was built in the same style and of the same brick. The function of the wall was unclear. (Photo 25).
- 1.44** A timber fence was located at the very western end of the southern wall where it then joined with the brick element of the western wall. (Photo 26).
- 1.45** Close to the centre of the Site was a large, modern, timber gazebo, with brick seating inside. (Photos 27 to 32).
- 1.46** The northwestern part of the Site was grassed, and was very overgrown at the time of the site visit. (Photo 33).
- 1.47** The northern side of the garden partition wall was visible in the western part of the Site, which included an area where an awning was present and also a small shed or possible toilet) adjacent to the western end wall. The western end wall dropped in height adjacent to this shed or toilet and had been curved brick capping was used. (Photos 34 to 36).
- 1.48** A modern timber shed was present on the northern side of the grassed western part of the Site, butting against the upper part of the retaining wall. A brick built raised planter was also present here. (Photo 38).
- 1.49** The upper part of the northern retaining wall was capped with metal railings on the eastern side of the Site. The western side of the Site was also surfaced with brick pavers. (Photo 39 to 41).
- 1.50** As noted above, there is a roughly 1m to 1.5m drop ground level between the Site area and Athboy Road. (Photo 42).

Views around the perimeter of the Site



Photo 1: View west of the Stone Street façade of the Bridge Bar and Club



Photo 2: View southwest of the Bridge Bar and Club looking along Athboy Road



Photo 3: View southwest of the eastern end of the Bridge Bar and Club and the start of the rear yard area (modern brick walling to right) from Athboy Road



Photo 4: View south along Athboy Road of eastern end of rear garden retaining wall comprised of modern brick to left and rubble stone to right



Photo 5: View south along Athboy Road of eastern half of retaining wall around the Site showing change in top of wall from modern brick and metal railings to older dark bricks



Photo 6: View along Athboy Road of centre of retaining wall of Site showing different construction phases



Photo 7: View along Athboy Road of western side of retaining wall of Site showing different construction phases and elements of patching in the walling



Photo 8: View southeast along the retaining wall of the Site on Athboy Road showing a possible former blocked opening in the wall



Photo 9: View southeast of the northwestern corner of retaining wall around the Site, including western end of Site



Photo 10: View east along retaining wall of Site along Athboy Road



Photo 11: Northern end of western retaining wall along the Site between Athboy Road and the A 226



Photo 12: View of central part of the western retaining wall around the Site



Photo 13: View of western retaining wall around the Site at its southern end, with A226 to right

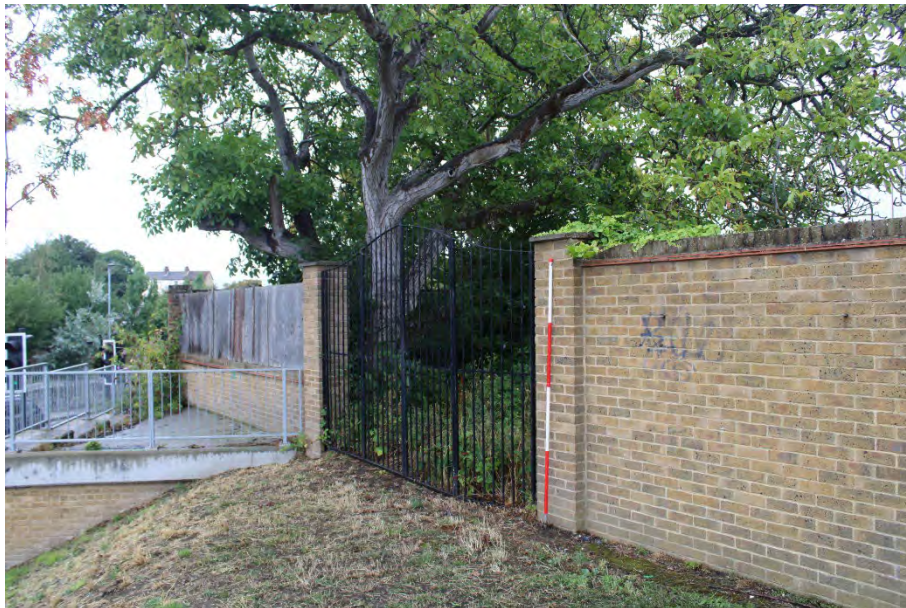


Photo 14: Western end of southern wall around the Site showing the former entrance gateway and wall looking towards the western end of the Site



Photo 15: View west along the A226 showing the southern wall of the Site and the rise in ground level up to it



Photo 16: Eastern half of southern wall around the Site with the backs of buildings fronting Stone Street to right (including the Bridge Bar and Club)



Photo 17: View east along southern wall of Site showing the rears of properties fronting Stone Street, with A226 to right

Views of the interior of the Site



Photo 18: View east across the northeastern half of the Site towards the rear of the Bridge Bar and Club and other properties fronting Stone Street and area of former modern conservatory



Photo 19: View east across the southeastern half of the Site towards the rear of properties fronting Stone Street and area of former modern conservatory



Photo 20: View of southeastern corner of the Site, showing part of southern boundary wall and small brick built shed



Photo 21: View of the southern boundary wall around the Site, with brick built shed to left



Photo 22: View east along southern boundary wall of the Site towards the brick built shed and the rear of properties fronting Stone Street



Photo 23: View west along southern boundary wall of Site towards former entrance gateway



Photo 24: View southeast along southern boundary wall and former entrance gateway looking towards junction of A226 and Stone Street



Photo 25: View east from western end of Site showing garden partition walls



Photo 26: View of southwestern corner of Site



Photo 27: View northwest from southern part of Site across the modern wooden gazebo in the centre of the Site



Photo 28: View west of the modern timber gazebo in the centre of the Site



Photo 29: View south across the modern timber gazebo in the centre of the Site



Photo 30: Detail of modern timber roof of gazebo



Photo 31: Detail of timber upright joint with roof of the modern timber gazebo



Photo 32: Detail of brick built bench structures inside the modern timber gazebo



Photo 33: View from modern gazebo towards northwestern corner of Site with drop to Athboy Road beyond



Photo 34: Modern brick built garden partition wall on western side of Site, including small shed or toilet, looking towards the western end wall



Photo 35: Modern brick built garden partition wall on western side of Site, looking towards the south



Photo 36: View of western wall of Site, showing curved change in wall heights



Photo 37: View north across western part of Site showing grassed area and modern shed to right



Photo 38: View north of the modern shed in the centre of the northern part of the Site



Photo 39: View north across eastern part of Site towards retaining wall with Athboy Road beyond



Photo 40: View north across eastern part of the Site showing block paved surface



Photo 41: View east towards northeastern corner of the Site and area of pedestrian access from Athboy Road

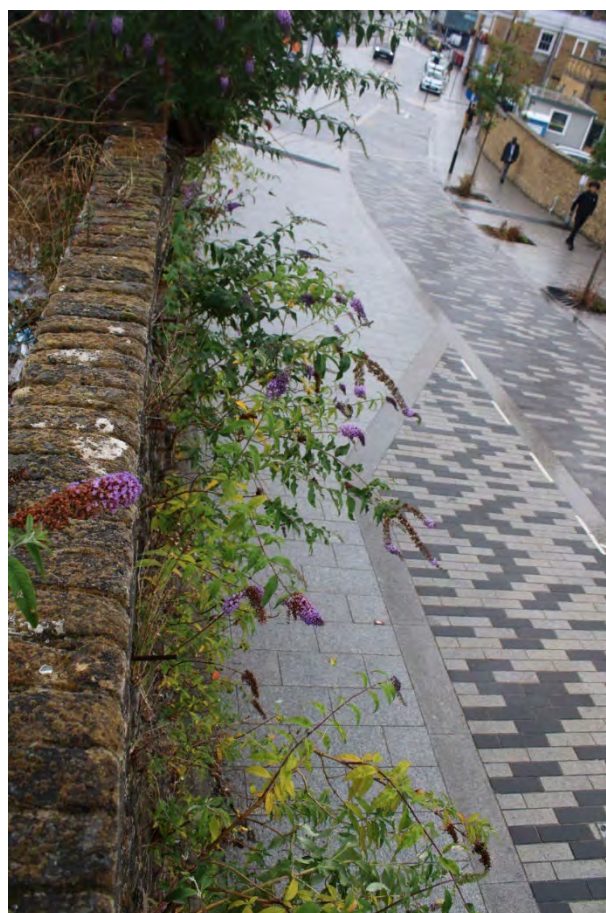


Photo 42: View over northern wall of Site looking down onto Athboy Road



Figure 4: Locations and directions of photographs for survey of the Site

2. Aims and Objectives

Regional Research Aims and Objectives

2.1 The South East Research Framework provides the archaeological research agenda for the Site⁴.

2.2 The following potential topics may be relevant to archaeological works undertaken within the Site:

- Roman period:
 - o 6. Urban settlement
 - o 7. Beliefs, burials and the population
- Post Medieval Period
 - o 17.4 Gardens
 - o 18 Urban landscape and Settlement
 - o 19. Political, Administrative and Social Context

2.3 These research aims and objectives will be revised as necessary both during and after fieldwork in consultation with the Senior Archaeological Officer of Kent County Council. The findings of the fieldwork with regards to dating, phasing, and evidence of different uses of the site will be key to informing these aims.

Evaluation Aims and Objectives

2.4 The general aims of the archaeological evaluation are:

- To determine the presence or absence of archaeological deposits or remains;
- To record the character, date, location, and preservation of any archaeological remains on Site; and

⁴ <https://www.kent.gov.uk/leisure-and-community/history-and-heritage/south-east-research-framework>

- To record the nature and extent of any previous damage to archaeological deposits or remain on site.

2.5

The specific aims of the investigation are:

- To excavate two trenches within the Site to expose the surface of any underlying archaeological horizon or the natural ground;
- To clean the base and representative sections of the trenches and record them in both plan and representative section;
- To partially excavate any identified archaeological features so as to ascertain their extent, form, function and where possible date; and
- To inform the need (or otherwise) for any future archaeological works on the site by means of an illustrated report.

2.6

The objectives of the project are:

- To undertake the archaeological evaluation to provide further information prior to the construction of the proposed development;
- To undertake work in accordance with national best practice and guidelines;
- To archaeologically record any deposits, features or structures of significance);
- To analyse any remains with reference to the existing documentary evidence for historical development and land use;
- To produce a written account to include: summary, site description, deposit descriptions, deposit levels (relative to Ordnance Datum) and conclusions;
- To disseminate the findings of the work in an illustrated report, integrating the findings of the archaeological evaluation to produce as comprehensive a record as possible; and
- Provide an ordered archive.



Figure 5: Proposed trench locations overlaid on Development Proposals Ground Floor plan (DAC Architects)

3. Methodology

- 3.1** It is proposed that two archaeological evaluation trenches will be opened within the Site (Figure 5).
- 3.2** The trenches will measure 15m x 1.8m in size aligned north-east to south-west on the eastern and western side of the Site area.
- 3.3** Examination and cleaning of all archaeological deposits exposed during the trial trenching will be by hand using appropriate hand tools. Any archaeological deposits will be examined and recorded both in plan and section.
- 3.4** A sample of any archaeological features exposed should be excavated so as to ascertain their extent, form, function and if possible date. A representative sample, sufficient to meet the objectives of the investigation, of identified features will be investigated by hand and all features will be recorded.
- 3.5** The sampling strategy will be employed in order to fully understand the archaeological results, however, typically, this will mean:
- Sections are to be cleaned sufficient to determine the layers and any cut features/structures present. This information is critical to understanding the depth at which significant archaeological remains are encountered.
 - Linear features (ditches) should usually be sampled using a x1m slot;
 - Discrete anomalies are normally sectioned (50% sample);
 - If areas of complex, inter-cutting remains are encountered, the recovery of datable material and a detailed plan of the remains may be; and
 - Information of geo-archaeological deposits and environmental remains (e.g. waterlogged plants) should also be sought at this stage.
- 3.6** Any human remains will be initially left in situ, covered, and protected. Removal may be required if further information is needed concerning their date and significance. If removal is essential, it can only take place under appropriate Ministry of Justice licence. Furthermore, if removal is essential, such removal will

be in accordance with the Excavation and post Excavation Treatment of Cremated and Inhumed Human Remains and the Guidelines for the Standards for Recording Human Remains as set out by ClfA.

- 3.7** All works will be carried out in accordance with the Code of Conduct as set out by the Chartered Institute for Archaeologists. Accordingly, the project team will abide by the ClfA's code of approved practice. The works will follow the KCC (Kent County Council) manual of Specifications Part B Evaluation – Trial Trenching (Appendix B).

Finds

- 3.8** All identified finds, artefacts, industrial and faunal remains will be collected and retained. Certain classes of building material can sometimes be discarded after recording if an appropriate sample is retained. No finds will, however, be discarded without the prior approval of the Senior Archaeological Officer of KCC.
- 3.9** Excavated material will be examined in order to retrieve artefacts to assist in the analysis of the spatial distribution of artefacts.
- 3.10** All finds, where appropriate, shall be washed.
- 3.11** All pottery and other finds where appropriate, shall be marked with the site code and context number. Marking of finds will follow the requirements of the local museum, although at this time there are no museums accepting archives for the Gravesham district and the appointed archaeological contractor will need to make allowances for long term curation of the physical archive.
- 3.12** The finds assemblage will be retained for deposition with the site archive at the appropriate museum, although at present there are no archive repositories within this area and so long term storage of the finds will be required from the archaeological contractor until such a place exists.
- 3.13** All finds which constitute Treasure under the 1996 Treasure Act for England and Wales will be reported to the coroner by the finder within 14 days of discovery.
- 3.14** Any human remains will be left in situ, covered, and protected. If removal is essential, it can only take place under appropriate Ministry of Justice licence.

Furthermore, if removal is essential, such removal will be in accordance with the Excavation and post Excavation Treatment of Cremated and Inhumed Human Remains⁵ and the Guidelines for the Standards for Recording Human Remains⁶ as set out by the ClfA.

3.15 Should finds that require immediate conservation be encountered, they will be exposed, lifted, cleaned, conserved, marked, bagged, and boxed in accordance with the guidelines set out in the United Kingdom Institute for Conservation 'Conservation Guideline No. 2'⁷. Appropriate guidance set out in the Museums and Galleries Commissions Standards in the Museum Care of Archaeological Collections^{13F}⁸ and the current ClfA guidelines⁹ will also be followed. Packaging of all organic finds and metalwork will follow the UKIC/Rescue guidelines, First Aid for Finds¹⁰. Any necessary, conservation and treatment of metalwork will be arranged in conjunction with specialist conservators.

Environmental Sampling

3.16 Environmental sampling during the watching brief and evaluation will be undertaken, where appropriate. Should significant environmental deposits be encountered, further discussions with the Senior Archaeological Officer of KCC, the client, the archaeological contractor and HCUK may be required. Any such remains will be taken and processed in line with Historic England guidelines¹¹ and further analysis is likely to require additional resources and specialists.

3.17 Provision will be made for the requirement of the following samples if appropriate during the course of the watching brief and evaluation:

- Bulk samples of 40-60 litres, or 100% of the context, for process using a floatation tank for the recovery of charred plant remains from the 'float' and artefacts such as small bones, mineralised plant remains, charcoal and hammer scale from the residues;

⁵ Mckinley & Roberts 2003..

⁶ Brickley & Mckinley 2004.

⁷ United Kingdom Institute for Conservation 1983

⁸ Museums and Galleries Commission 1992.

⁹ ClfA 2020c.

¹⁰ Leigh, Watkinson & Neal 1998.

¹¹ English Heritage 2011.

- Samples of 1-5 litres from waterlogged deposits for analysis of waterlogged plant remains. These may be taken as sub-samples from bulk samples;
- Samples of 5-15 litres from waterlogged deposits for analysis of insect remains and other macroscopic artefacts. These may be taken as sub-samples from bulk samples;
- Bulk samples of 100 litres for coarse sieving on site for specific artefacts such as animal bone;
- Samples of 2 litres for mollusc analysis, with associated continuous column samples;
- Monolith samples which may be sub-sampled for diatom, spore or pollen analysis; and
- Monolith samples for soil micromorphology.

3.18 All environmental samples will be assessed for potential through summary analyses by an environmental specialist.

3.19 Bulk samples will be processed as soon as possible or discarded with the agreement of the Senior Archaeological Officer of KCC. Residues will be treated as part of the finds assemblage.

Scientific Dating

3.20 Where appropriate, samples for scientific dating will be taken. Provision will be made for:

- Dendrochronological analysis from timbers;
- C14 dating from organic material, which may be taken as sub-samples from bulk or;
- monolith samples; and
- Archaeomagnetic dating from hearths or other suitable deposits.

Recording System

- 3.21** A site code will be allocated ahead of any fieldwork commencing. This code will be used to label all sheets, plans and other drawings; all context and recording sheets; all photographs (but not negatives); all other elements of the documentary archive.
- 3.22** The recording system used will follow the Museum of London Archaeological Site Manual¹². Context sheets will include all relevant stratigraphic relationships. If there is any doubt over recording techniques, the Museum of London Archaeological Site Manual will be used as a guide¹³.
- 3.23** A site location plan at an appropriate scale will be prepared by showing investigation area and development site in relation to surrounding locality.
- 3.24** This will be supplemented by a detailed plan, also at an appropriate scale, which will show the location of the areas investigated in relation to the overall site boundary.
- 3.25** Burials will be drawn at 1:10. Other detailed plans will be drawn at an appropriate scale, usually 1:50 or 1:20.
- 3.26** The extent of any visible archaeological deposits will be recorded in plan. Long sections showing layers and any cut features will be drawn at 1:50. Short sections will be drawn at 1:20.
- 3.27** Sections containing significant deposits, including half sections, will be drawn at an appropriate scale, usually 1:10 or 1:20. All sections will be related to the Ordnance Datum using spot heights and registers of sections and plans will be kept.
- 3.28** The stratigraphy of the site will be recorded, even if no archaeological deposits have been identified.
- 3.29** An adequate photographic record will be made of and any significant archaeological remains, including photographs of sections. This will comprise high resolution digital photography, and must illustrate, in both detail and general context, the principal features and finds discovered. General photographs of the archaeological works

¹² Museum of London Archaeology Service, 1994.

¹³ Ibid.

should also be taken. A photographic register detailing as a minimum, feature number, location and direction of shot will accompany the photographic record. The register will be kept on standard forms. Photographic boards and north arrows should be used on all photographs.

Further mitigation

- 3.30** If the trial trench archaeological evaluation indicates archaeology is present in a particular area of the Site, this may lead to the need for subsequent mitigation strategies. Typically the evaluation report would lead to discussions with the Senior Archaeological Officer of KCC to agree further courses of mitigation (typically archaeological excavation or archaeological watching briefs).
- 3.31** If no archaeology is revealed it may be that further archaeological work is not required, but this cannot be guaranteed.
- 3.32** The scope of further mitigation will need to be confirmed prior to any development commencing and could include the following mitigation scenarios. Recording of archaeological deposits, dealing with finds, environmental remains, dating etc will follow the general guidelines outlined in the above section.

Mitigation 1: Archaeological Excavation:

- 3.33** Archaeological excavation typically involves an open area strip of defined parts of the development area where the presence of significant archaeological remains have been confirmed.
- 3.34** The site strip is typically done using mechanical excavators fitted with toothless buckets and constantly supervised by archaeologists. The area would be stripped down onto the top of archaeological deposits and then the archaeological deposits would be fully investigated (excavated and sampled) using a team of archaeologists. The excavation would use the results of the trial trench evaluation to define extents of the archaeological remains and therefore the areas of excavation. Whereas the trial trench evaluation merely samples and gets an indication of the archaeological remains, excavation will usually record all archaeological remains, recovering all finds, taking environmental samples, taking

material suitable for dating and detailed record through drawn, photographic and written records of everything revealed.

3.35 The definition of an archaeological excavation is a programme of intrusive fieldwork with defined research objectives which examines, records and interprets archaeological deposits, features and structures and, as appropriate, retrieves artefacts, ecofacts and other remains within a specified area or site on land or underwater. The records made and artefacts recovered during fieldwork are studied and the results of that study published in detail appropriate to the project design. This means that further study and research of objects, samples and other archaeological artefacts will require further funding to allow the full report to be collated.

3.36 The size of a site, the significance of the archaeology and the density of archaeological features will all have a bearing on the duration of this fieldwork, the size of the team and the extent of further analysis and publication. Full excavation can be costly and is time consuming. The main impact on the proposed development will be the duration of the programmes of on-site fieldwork.

3.37 Once an archaeological site area is excavated and has been confirmed as completed by the Senior Archaeological Officer of KCC, development can then continue with the work for the reporting phase being undertaken away from the archaeological site area and having no bearing on the development programme.

Mitigation 2: Strip, Map and Sample

3.38 Where archaeological remains are identified during evaluation that area of moderate to low significance, where they are dispersed or the potential extent of the remains has as yet not been defined then a Strip, Map and Sample mitigation strategy may be required.

3.39 This involves a small team of archaeologist being present on-site whilst the defined area of the site is machine stripped under full archaeological supervision. As archaeological remains are exposed, they are cleaned and planned to provide an overview of the layout of archaeological remains.

3.40 A sampling strategy for excavating the archaeological remains would then be agreed with the Senior Archaeological Officer of KCC and implemented in advance

of further development on those areas of the site where archaeology has been exposed.

- 3.41** If very significant remains are identified then furthermore detailed archaeological excavation may be required.

Mitigation 3: Archaeological Watching Brief:

- 3.42** Where archaeological remains are identified of low significance within the trial trench evaluation, where they are very dispersed or where there is still a low potential for hitherto unidentified remains to be present, then an archaeological watching brief during development may be the most appropriate form of mitigation.
- 3.43** A watching brief should start during the initial groundworks at a site (e.g. soil-stripping phase of a development), and when the development is ongoing where there remains a potential for archaeological remains to be exposed, damaged or destroyed by the groundworks. This involves the presence of one or more archaeologists on-site to observe and identify any archaeological remains. The archaeologists would record any less-significant remains found.
- 3.44** If significant remains are identified then further archaeological works may be required, potentially further stages of archaeological excavation. Such works could involve delays in the development unless a rolling programme of works is built into the development schedule to allow for this possibility.
- 3.45** Watching briefs can be required during the duration of the project during on all soil movement or only on an occasional basis, this will be determined through consultation with the Senior Archaeological Officer of KCC.

Final reporting and archiving

- 3.46** Following any archaeological fieldwork a report on the results would be prepared. It is standard for initial stages of work, such as trial trench evaluation to be reported on immediately upon completion. The information from these is then used to determine the scope of future mitigation works required.
- 3.47** Where archaeological excavation or strip, map and sample has been undertaken there is a two stage process for reporting once the fieldwork is completed.

Stage 1 - Post-excavation Assessment Report:

- 3.48** This would summarise the findings of the mitigations strategies undertaken, quantify the records and material recovered (artefacts and ecofacts) and determine the significance of the remains revealed. This assessment report would enable full costs for the main stage of post-excavation analysis and reporting, appropriate publication and archive to be determined.
- 3.49** The Post-Excavation Assessment Report would need to be approved by the Senior Archaeological Officer of KCC, including the scope of further assessment required and an appropriate level of publication.

Stage 2 – Main reporting, publication and archive:

- 3.50** Based on the agreed post-excavation assessment the main stage of reporting would enable an appropriately detailed analysis of all records and material recovered from the archaeological site.
- 3.51** It would include the production of a publication report on the results for wider dissemination. This could include short or long notes or detailed articles in journals through to monographs (standalone publications).

4. Staffing and Programming

Staffing

- 4.1** The project will be managed on behalf of the client by HCUK Group. Full details of the contractor and the specialists likely to be used (who will be a CIfA Registered Organisation), will be provided to the Senior Archaeological Officer of KCC once appointed. Summary CVs can be supplied as required.

Programming and Resources

- 4.2** The start date for the commencement of the site works is not confirmed. The start date of any works will be dependent upon the approval of this WSI and agreement with the Senior Archaeological Officer of KCC.

Monitoring

- 4.3** The project will be monitored on behalf of the local planning authority by the Senior Archaeological Officer of KCC. HCUK Group will make every effort to allow proper monitoring of the archaeological investigation. Any variations to the brief or this specification will be put in writing and approval sought.

Access and Safety

- 4.4** Reasonable access to the Site will be arranged for the Senior Archaeological Officer of KCC, who may wish to make site inspections to ensure that the archaeological investigations are progressing satisfactorily.
- 4.5** Before any site work commences, a full risk assessment document will be produced setting out the site-specific health and safety policies that will be enforced in order to reduce to an absolute minimum any risks to health and safety.
- 4.6** All relevant health and safety regulations will be followed. Barriers, hoardings and warning notices will be installed as appropriate. Safety helmets and visibility jackets will be used by all personnel as necessary.

- 4.7** No personnel will work in deep unsupported excavations.
- 4.8** All site staff and site visitors will adhere to the Principle 5 of the CIfA (2019) Code of conduct; 'All accredited members and Registered Organisations have a duty of care to employees, colleagues and volunteers' and Rule 5.2; 'A member shall give due regard to the requirements of health and safety legislation relating to employees or to other persons potentially affected by their archaeological activities'.
- 4.9** The project will be managed on behalf of the client by HCUK Group. Full details of the contractor and the specialists likely to be used (who will be a CIfA Registered Organisation), will be provided to The Senior Archaeological Officer for Kent County Council once appointed. Summary CVs can be supplied as required.

5. Reporting, Archiving and Dissemination

Project Specific Reporting Requirements

5.1 A formal report on the results of the archaeological evaluation will be prepared on completion of the fieldwork. The report will conform to Annex 2 of the Chartered Institute for Archaeologists Standards and Guidance for an Archaeological Evaluation^{19F} and will include:

- Non-technical summary (abstract);
- Introductory statements and site background;
- The aims and methods adopted in the course of the investigation;
- A description of the nature, extent, date, condition and significance of all archaeological deposits recorded during the investigation, with specialist opinions and parallels from other sites if appropriate;
- Illustrative material including maps, plans, sections, drawings and photographs as necessary;
- A catalogue of finds, including any specialist reports;
- A discussion and summary of the results, including a statement of significance;
- An index of the contents and location of the archive;
- Sources consulted;
- A copy of the WSI; and
- A copy of the OASIS record sheet.

5.2 The report will be submitted to the Senior Archaeological Officer of KCC for comment within three months of completion of the fieldwork. Following approval, a digital copy of the report will be sent to the client. A summary report may need to

be produced quicker if significant remains are identified on the site which require further mitigation.

- 5.3** Subject to any contractual requirements on confidentiality, one digital copy (PDF file) of the report will be submitted to the Kent Historic Environment Record within six months of completion of the report. A copy of the finished report should also be submitted with the archive.
- 5.4** Provisions will be made for post-excavation assessment of the results should significant archaeological remains be encountered.
- 5.5** Following completion of the fieldwork, discussions will be held on the appropriateness or need for post-excavation assessment and subsequent. The archaeological contractor will retain full copyright of any report under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it hereby provides an exclusive licence to the client in all matters directly relating to the project as described in this document. Any document produced to meet planning requirements can be copied for planning purposes by the Local Planning Authority.
- 5.6** Any information deposited in the Historic Environment Record can be freely copied without reference to the originator for research or planning purposes.

Archive

- 5.7** The site code will be used to mark all plans, drawings, context and recording sheets, photographs, and other site material during excavation.
- 5.8** The site archive will be organised in accordance with ClfA's Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives^{20F} and the guidance provided by the appropriate local repository.
- 5.9** On completion of the finds analysis, the landowner will be asked to sign a Deed of Transfer, transferring title of the finds to the appropriate local repository.
- 5.10** The minimum acceptable standard for the archival report is defined in Appendix 2 of the Management of Research Projects in the Historic Environment - The MoRPHE Project Managers' Guide. It will include all materials recovered (or the

comprehensive record of such materials) and all written, drawn, and photographic records relating directly to the investigations undertaken. It will be quantified, ordered, indexed and internally consistent. It will also contain a site matrix, a site summary, and brief written observations on the artefactual and environmental data.

- 5.11** The digital archive, comprising digital copies of the reports, but also of any digital data recovered from the site will be archived in accordance with CIfA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives and the recently produced 'Dig Digital' guidance. This explains that a data repository 'must be able to guarantee long-term preservation and ensure that all data is useable and accessible into the future. The ability to meet that requirement goes beyond the capacity of museum-based repositories'. The digital elements of the project archive must be deposited 'with a Trusted Digital Repository (HE 2018) which has a commitment to long-term preservation and access', and would most likely be the Archaeology Data Service.
- 5.12** United Kingdom Institute for Conservation guidelines for the preparation of excavation archives for long term storage will be followed. With consent of the landowner, arrangements for the curation of the site archive will be agreed with the appropriate local repository.
- 5.13** Pursuant to these agreements, the archive will be presented to the appropriate local repository within six months of the completion of the fieldwork (unless alternative arrangements have been agreed in writing with the LPA). In addition, written confirmation from the client will be provided for the transfer of ownership.
- 5.14** The project will be registered and regularly updated as part of the OASIS project.
- 5.15** The recipient museum shall be granted licence for the use of the archive for educational purposes, including academic research, as long as such use is non-profit making and conforms to the Copyright and Related Rights Regulation 2003.
- 5.16** As noted above, there are presently no museums accepting archives for the Gravesham district and the appointed archaeological contractor will need to make allowances for long term curation of the physical archive.

Dissemination

5.17 A fully illustrated report for the evaluation will be submitted for approval to the Senior Archaeological Officer of KCC.

5.18 Following submission and approval of the report:

- A digital copy of the report will be submitted to the Senior Archaeological Officer of KCC and the LPA. The report will include the findings of the investigation as detailed above;
- A digital copy of the report will be provided to the Historic Environment Record;
- The archive will be prepared as detailed above and will include a bound copy of the report;
- The shapefiles will be submitted to the HER;
- The (on-line) OASIS form will be completed for the project and the summary sheet included within the report; and
- A copy of the report should be submitted to the Local Archaeological Society.

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Appendix 1: Kent County Council Manual Of Specifications Part B: Evaluation – Trial Trenching Requirements

7. 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 Institute of Field Archaeologists (IFA) 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 Institute of Field Archaeologists (IFA).
- 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 hard-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 Institute of Field Archaeologists *Code of Conduct*,
- the Institute of Field 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 (<u>underline</u>)		
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:	

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.

8. 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.