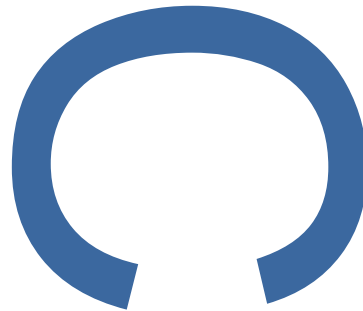
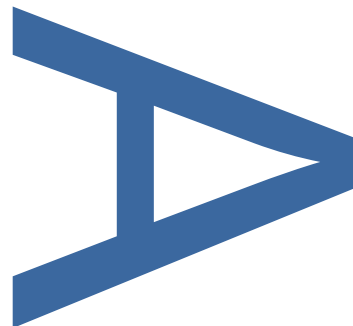


**Milton Place, Gravesend, Kent DA12
2BH**



**Written Scheme of Investigation for an
Archaeological Watching Brief**



Planning reference

20250167

Local planning authority

Gravesham Borough Council

Site Code

KMPC25

PCA project no

K9999

Date

October 25

PRE-CONSTRUCT ARCHAEOLOGY LIMITED

www.pre-construct.com

Project Information	
Site name	Milton Place, Gravesend, Kent DA12 2BH
Project type	Written Scheme of Investigation for an Archaeological Watching Brief
Site address	Milton Place, Gravesend, Kent DA12 2BH
NGR	TQ 65289 74109
Local planning authority	Gravesham Borough Council
Planning reference	20250167
Commissioning client	Hill Holding Ltd
Project dates	tbc
Archive site code	KPMC25

PCA Information			
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CONTENTS

1	INTRODUCTION	5
2	BACKGROUND	7
2.1	<i>Geological and Topographical Background</i>	7
2.2	<i>Archaeological and Historical Background</i>	7
3	RESEARCH DESIGN	11
4	SITE METHODOLOGY	11
4.1	<i>Proposed Works</i>	11
4.2	<i>General</i>	11
4.3	<i>Access and Safety</i>	13
5	RECORDING SYSTEMS.....	14
5.1	<i>Site Code</i>	14
5.2	<i>Site Records</i>	14
5.3	<i>Stratigraphic Matrix</i>	14
5.4	<i>Survey</i>	14
5.5	<i>Photographic Record</i>	15
6	TREATMENT OF FINDS AND SAMPLES	15
6.1	<i>General</i>	15
6.2	<i>Environmental</i>	15
6.3	<i>Artefactual</i>	15
7	ARCHIVES AND REPORTS	16
7.1	<i>General</i>	16
7.2	<i>Report</i>	17
8	SIZE AND STRUCTURE OF EXCAVATION TEAM.....	17
9	PROGRAMMING	18
10	BIBLIOGRAPHY	18
	Figure 1: Site Location.....	20
	Figure 2: Proposed works.....	21
	Figure 3: Proposed Development Plan	22
	Figure 4: KHER Locations	23
	APPENDIX 1: THE HISTORIC ENVIRONMENT RECORD	24

APPENDIX 2: LANDOWNER TRANSFER FORM..... 36

APPENDIX 3: DATA MANAGEMENT PLAN 38

APPENDIX 4: KCC FIELDWORK NOTIFICATION FORM 43

APPENDIX 5: KCC SPECIFICATION FOR WATCHING BRIEF 46

1 INTRODUCTION

- 1.1 Pre-Construct Archaeology Ltd has been commissioned by Hill Holdings Ltd to undertake an archaeological watching brief at Milton Place, Gravesend, Kent DA12 2BH (Figure 1). The site is centred on Ordnance Survey National Grid Reference TQ 65289 74109.
- 1.2 The site is roughly triangular shaped which currently contains a public car park in its northwest corner, a derelict BT storage depot in its southwest corner and a skate park to the east with open land between. The site is bound by Milton Place to the west, Khartoum Place and open land to the north and Ordnance Road to the south.
- 1.3 Permission for the construction of 76 dwellings and associated infrastructure was granted by Gravesham Borough Council (ref: 20250167) with a pre-commencement condition relating to the archaeology:

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

a) Prior to any development works the applicant (or their agents or successors in title) shall secure an archaeological watching brief so that excavations and other development groundworks are observed and heritage assets with archaeological interest are recorded. The watching brief shall be undertaken by an archaeologist approved by the Local Planning Authority and in accordance with a Specification which has been submitted to, and approved in writing, by the Local Planning Authority.

b) The archaeological watching brief, recording, post excavation assessment, analysis and reporting shall be carried out in accordance with the agreed Specification.

c) Within 6 months of the completion of the watching brief a Report shall be submitted to and approved in writing by the local planning authority.

Reason - To ensure that features of archaeological interest are properly examined and recorded in accordance with Policy CS20 of the Gravesham Local Plan Core Strategy (September 2014) and paragraph 207 of the National Planning Policy Framework (2024).

- 1.4 In terms of relevant nationally significant designated archaeological heritage assets the site is situated on the southern edge of Fort Gardens, Gravesend, and Milton Place and Riverside Conservation Areas.
- 1.5 An archaeological Watching Brief is required by Historic England on groundworks associated with the redevelopment of the site as set out in this WSI. The Watching Brief work will be undertaken by a full-time archaeological supervisor working for PCA. The works will be undertaken following a site-specific RAMS prepared by PCA which will outline the safe working practises which will be followed. PCA's RAMS will heed the advice contained within the Construction Leadership Council's Site Operating Procedures, whichever version is current at the time of fieldwork. The works will be monitored by the Kent County Council (KCC) and Historic England on behalf of the local planning authority, and PCA will provide regular updates to the client for onward submission to KCC and Historic England if on-site monitoring is not possible.
- 1.6 This document comprises the Written Scheme of Investigation for the Watching Brief, which details

the methodology by which it will be implemented. If significant archaeological remains of a notable density are encountered during the Watching Brief, there may be a requirement for detailed investigation commensurate with these remains. The scope and extent of any further mitigation areas will be determined in consultation with the client, Historic England and KCC.

1.7 All works will be undertaken in accordance with the following documents:

- Milton Place, Gravesend, Kent DA12 2BH: RAMS for an Archaeological Watching Brief (PCA 2025)
- This Written Scheme of Investigation (pending approval from the Archaeology Advisor to the Local Planning Authority)
- *Manual of Specifications Part B: Specification for An Archaeological Watching Brief in Kent* (KCC 2021)
- *MoRPHE* (English Heritage, 2015).
- 'Standard for archaeological monitoring and recording' (ClfA 2023)
- 'Universal guidance for archaeological monitoring and recording' (ClfA 2023)

1.8 Pre-Construct Archaeology Limited is a Registered Archaeological Organisation (number 23) with the Chartered Institute for Archaeologists and will operate within the Institute's 'Code of Practice'.

1.9 PCA has the following accreditations:

- ISO9001 registration
- Construction Line registration
- SMAS SSIP registration
- Achilles registration

2 BACKGROUND

2.1 Geological and Topographical Background

- 2.1.1 The bedrock geology of the site is recorded by the British Geological Survey (BGS) as the Lewes Nodular Chalk Formation, Seaford Chalk Formation and Newhaven Chalk Formation. This is a sedimentary bedrock formed between 93.9 and 72.1 million years ago during the Cretaceous Period. It is overlain by superficial deposits of Head deposits comprising clay, silt, sand and gravel. These deposits were laid down between 2.6 million years ago and the present, during the Quaternary Period (BGS online).
- 2.1.2 The topography of the area is relatively flat, lying at approximately 10m OD. The site is currently occupied by car parks in the northwest and along the southern boundary, a fenced-off derelict land in the southwest, a skatepark to the east, and open fields in between.
- 2.1.3 The site lies approximately 250m south of the River Thames.

2.2 Archaeological and Historical Background

- 2.2.1 No Desk-Based Assessment report has been prepared for this site, however a Kent HER search with a radius of 500m has been carried out and supplemented with other documentary sources. Full details of the Kent HER search are available in Figure 4 and Appendix 1.

Conservation Areas

- 2.2.2 The site is situated on the southern edge of Gravesend Riverside Conservation Area which is significant for its Scheduled fortifications (16th century Gravesend Blockhouse and New Tavern Fort) and their fields of fires designed into the landscape. These heritage assets are historically significant in the wider riverscape by working in concurrence with other military assets, including Tilbury Fort, to strategically protect the mouth of the Thames from attack. The Conservation Area is important in the understanding of the time depth of Gravesend and its development from the relationship between people and the river.
- 2.2.3 The Milton Place Conservation Area borders the western boundary of the site, which lies to the east of the historic centre and is significant as an early nineteenth century planned development of fine high-quality housing. Architecturally the houses are classical in style with Italianate features, sash windows, and decorative railings. A hierarchy of housing, from grand villas to modest terraces can be appreciated with tight urban grain interspersed with open space.

Scheduled Monument

New Taven Fort

- 2.2.4 The site partially lies within the Scheduled Monument and Grade II* Listed Building of New Taven Fort (NHLE 1261173), which is a nationally important site including the site of the 14th century Milton Chantry alongside earthworks and below ground remains.
- 2.2.5 The National Heritage List for England description states:

There have been artillery fortifications at Gravesend since the Mid Tudor Period but the earliest development of this site as part of the Thames defences against attack by sea began in 1778, prompted by the threat posed by the American War of Independence. Little trace above ground of these earlier works survives. In 1860 there was a Royal Commission Report on Coastal defences and work began at Gravesend in 1869. From this period there are 3 open emplacements for 9 inch rifled muzzle loading guns along the East face, built of stock brick with cambered brick arches and an unusual form of open emplacements with a heavy wrought-iron casement shield. Connecting with these is an underground brick network of shell and cartridge stores and a main magazine with shell stores. Circa 1905 2 concrete emplacements for 6-inch breach loading guns were established on part of North side of the fort and 2 bomb-proof shelters were built into the backs of the C19 gun emplacements.

- 2.2.6 The fort is a key element of the Thames defensive system, to provide crossfire with Tilbury Fort and protect London from seaborne attack. Extensively modernised in the mid-19th century with new gun emplacements and magazines, it exemplifies evolving British coastal defence strategies. The fort remained active during both World Wars, housing anti-aircraft and civil defence installations. Its well-preserved upstanding and buried remains provide valuable evidence for the development of military engineering and highlight Gravesend's long-standing strategic and defensive importance along the Thames Estuary.

Prehistoric

- 2.2.7 During the Palaeolithic and Mesolithic periods, early hunter-gatherers likely used the riverside and surrounding chalk hills for hunting and seasonal camps, leaving behind scattered flint tools. By the Neolithic period (around 4,000–2,500 BCE), farming communities began settling more permanently, clearing woodland for cultivation and leaving traces such as flint axes and pottery. In the Bronze Age, the area saw continued occupation, with burial mounds on the nearby high ground and artifacts found in the Thames suggesting trade or ritual activity. During the Iron Age, Gravesend lay within the territory of the Cantiaci tribe, with evidence of small farmsteads, enclosures, and growing trade along the Thames estuary.
- 2.2.8 The HER records two findspots pertaining to the prehistoric period. To the west of the site 12 Palaeolithic handaxes and two pieces of debitage area recorded as being found in the general Gravesend area. To the northeast of the site an Iron Age copper alloy brooch was found.

Romano British

- 2.2.9 The Romano British period is the term given to the Romanised culture of Britain under the rule of the Roman Empire following the Claudian invasion in AD 43. Britain went on to form part of the Roman Empire for nearly 400 years. The Iron Age oppidum of the Cantiaci tribe at Canterbury became the Roman settlement of Durovernum Cantiacorum, a major town of the Roman province with a multitude of roads radiating from it, including Watling Street which linked London to Canterbury approximately 2km south of the site.
- 2.2.10 No entries pertaining to the Roman period have been entered into the HER within a 500m radius of the site.

Anglo-Saxon and Medieval

- 2.2.11 The Anglo-Saxon period comprises the time from the Roman withdrawal from Britain around AD 410 up until the Norman Conquest in 1066. Gravesend is a placename of Saxon origin meaning “end of the grove” in Old English. Gravesend is recorded in the Domesday Book at the time of the Conquest as consisting of 4 households and a church, belonging to the lords Godwin, Leofric and Wulfwin (Domesday online).
- 2.2.12 The HER records the site of Milton Blockhouse to the northeast of the site, an artillery fort built in 1539 as part of Henry VIII's national defence, and a find spot of medieval copper alloy mirror case to the west.

Post-Medieval

- 2.2.13 The post-medieval HER records within a 500m radius of the site reveal Gravesend's emergence as a strategically significant and economically active riverside settlement from the sixteenth century onwards. The earliest entries relate to Henry VIII's defensive network, notably the Milton Blockhouse, which was improved in 1545 before its demolition in 1557-8, and the New Tavern Fort, first established in 1540 and subsequently modernised throughout the eighteenth and nineteenth centuries. These fortifications underline Gravesend's continued military importance along the Thames Estuary. Industrial and commercial expansion during the eighteenth and nineteenth centuries is represented by features such as the Wellington Brewery, the Gravesend Canal Basin Obelisk (a coal duty boundary marker), and extensive dockside structures including piers, groynes, and slipways recorded along the riverfront. The Thames and Medway Canal (constructed 1800–1834) and the North Kent Railway further demonstrate Gravesend's transformation into a key hub for trade and transport during this period.
- 2.2.14 Social and civic development is illustrated by a range of religious, educational, and public buildings, including several nineteenth-century churches, as well as the National School founded in 1580 and rebuilt in 1835. The records also note the Territorial Army Drill Hall and Milton Barracks, reflecting continued local military presence. Archaeological evaluations at the former Old Sea School and Parrock Street have identified post-medieval structural remains, revetments, and reclamation deposits, indicating sustained development and land reclamation along the foreshore. Collectively, these records depict Gravesend's evolution during the post-medieval period from a fortified Tudor settlement into a thriving industrial, military, and civic centre integrated with regional transport and defence networks.
- 2.2.15 Cartographic evidence indicates that by the mid-19th century Trinity Church stood on the southwest corner of the site, while the rest lay as open fields.

Modern

- 2.2.16 Within a 500 m radius of the site, the Kent Historic Environment Record (HER) lists forty-seven entries relating to the modern period, three of which are located within the site boundary. The records demonstrate the area's intensive military, industrial, and civic activity during the nineteenth and

twentieth centuries. Of particular note are features associated with the Second World War recorded within the site, including a civil defence store constructed in 1940 as a small, temporary, single-storey lean-to structure against the southern wall of New Tavern Fort, which was decommissioned by 1945. The site's swimming pool was adapted for use as an emergency water tank during the same period, while a substantial public tunnel air-raid shelter, accommodating up to 675 people, was constructed beneath the current public car park to the west. Initially established as a trench shelter during the Munich Crisis of 1938, it was reinforced in 1940, then decommissioned and sealed by 1946.

2.2.17 More broadly, the HER records illustrate Gravesend's role in wartime civil defence, with multiple air-raid shelters, wardens' posts, police telephone boxes, and emergency feeding centres established across the town. Post-war entries reflect the continued use and adaptation of earlier military and industrial sites, including Cold War communications infrastructure, river navigation control facilities, and the remnants of earlier power, transport, and religious buildings. Collectively, these records underscore Gravesend's long-standing strategic and civic importance within the Thames Estuary, particularly during periods of national defence and urban transformation.

2.2.18 Cartographic evidence indicates that by the 1940s the Holy Trinity School has been built to the immediate north of Trinity Church on the site along with the Municipal Bathing Pool to the east. The Ordnance Survey Map of 1964 indicates the demolition of both the church and school; however, the pool remains standing with the addition of a carpark in the northwest of the site.

Unknown

2.2.19 A possible landing stage of unknown date was recorded to the northwest of the site at Clarendon Hotel.

Negative

2.2.20 Negative investigations were recorded to the direct south at Chantry Primary school and on the eastern side of the site during works for a new skateboard park.

3 RESEARCH DESIGN

- 3.1 The archaeological watching brief is designed to determine the presence or absence of surviving deposits and features at the site and, if present, to investigate and record them, and to clarify the significance of surviving archaeological remains on the site.
- 3.2 The South East Research Framework provides the archaeological research agenda for the site. The watching brief will therefore aim to address the following primary objectives:
- To confirm the underlying natural geology and topography of the site
 - To establish the presence or absence of any prehistoric remains
 - To establish the presence or absence of any Roman remains
 - To establish the presence or absence of any Anglo Saxon remain
 - To establish the presence or absence of any medieval remains
 - To establish the presence or absence of post-medieval remains
 - To establish the presence or absence of any remains related to the post-medieval New Taven Fort
 - To establish the presence or absence of any remains pertaining to the Second World War civil defence activity that took place on the site
 - To establish the extent of all past post-depositional impacts on the archaeological resource.

4 SITE METHODOLOGY

4.1 Proposed Works

- 4.1.1 The proposed works comprise an archaeological watching brief on groundworks associated with the redevelopment on the site (Figure 2).
- 4.1.2 If significant archaeological remains of a notable density are encountered during the watching brief, there may be a requirement for further investigation and the deployment of additional resources, commensurate with these remains. The scope and extent of any further mitigation areas will be determined in consultation with the Client, Historic England and KCC.
- 4.1.3 The details and methodology for this work may be outlined in an addendum to this WSI but there may also be a requirement for an additional WSI. Any such requirement will be decided in consultation with Historic England and the KCC archaeological officer.
- 4.1.4 If the density of archaeological remains decreases as the watching brief monitoring progresses outside the area of known archaeological remains, and substantial blank areas are identified then the necessity and extent of the watching brief area may be reviewed in consultation with Historic England and the KCC archaeological officer.

4.2 General

- 4.2.1 The groundworks will be undertaken by the Client's appointed groundworks contractor and will be monitored by an archaeologist from PCA.
- 4.2.2 The groundworks contractor will allow sufficient time for the archaeologist to recover artefacts and to

record or sample, where appropriate, any features or deposits exposed during the works.

- 4.2.3 Following excavation, relevant faces of the trench that require examination or recording will be cleaned by PCA using appropriate hand tools. The majority of the investigation of archaeological levels will be by hand, with cleaning, examination and recording both in plan and in section.
- 4.2.4 All archaeological features (stratigraphical layers, cuts, fills, structures) will be evaluated by hand tools and recorded in plan at 1:20 or in section at 1:10 using standard single context recording methods. Photographs will also be taken as appropriate.
- 4.2.5 The strategy for sampling archaeological and environmental deposits and structures will be developed by PCA as necessary, in consultation with our in-house geoarchaeologist. If appropriate, the Archaeology Advisor to the Local Planning Authority and the Historic England Regional Archaeological Science Advisor will be consulted.
- 4.2.6 If articulated human remains or cremation burials are identified, the client and KCC will be notified immediately. If it is deemed that they can be left *in situ*, this will be the preferred option. The removal of human remains can only take place following the issuing of appropriate licenses from the Ministry of Justice. Should the removal of human remains not pose a risk to the completion of the work and should further archaeological mitigation be necessary at the site, then any remains will be left in situ, with the agreement of Historic England, the KCC and the client. It is not proposed that any exhumation will be undertaken during the current phase of work unless additional arrangements have been agreed. However, if to complete the project objectives exhumation is unavoidable, or if additional information is needed concerning dating/significance then agreement will be sought from all necessary parties to excavate/remove burials (cremations or inhumations). Assuming that this is agreed then PCA will apply on behalf of the overall client for a Burial Licence to the Ministry of Justice. If this is granted, human remains must be excavated in the manner specified in the licence and screened from public view. Human remains will be excavated within the area of proposed impact only. Burials will not be 'chased' beyond the edges or base of the excavation area, beyond construction impact depth. Excavation will be carried out in accordance with the Advisory Panel on the Archaeology of Burials in England's Guidance for Best Practice for Treatment of Human Remains Excavated from Christian Burial Grounds in England (2017). Burials will be excavated by hand and recorded using standard recording techniques. A rectified photograph of the excavated burial will be taken to assist in digitisation in post-excavation. Charnel will be collected by hand and its location noted.
- 4.2.7 All items which may constitute a treasure will be removed to a safe place and reported to the local coroner, the Kent Finds Liaison Officer who is the designated treasure co-ordinator for Kent, the landowner and the KCC Archaeological Officer according to the procedures relating to the Treasure Act 1996 and its revision in 2006. Where removal cannot be affected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.
- 4.2.8 Any intact activity areas such as knapping floors, if detectable, will not be excavated or disturbed at this stage. If such remains are encountered Historic England, KCC and the client will be informed immediately, and arrangements may need to be made for hand cleaning and detailed recording to be undertaken.

4.3 Access and Safety

- 4.3.1 The groundworks contractor will be responsible for site security.
- 4.3.2 Reasonable access to the site will be granted to the Archaeology Advisor to the Local Planning Authority and other representatives of the Council who wish to be satisfied, through site inspections, that the archaeological works are being conducted to proper professional standards and in accordance with the agreements made. Full access is also provided for the Client and its agents.
- 4.3.3 All relevant health and safety legislation, CDM, COSHH regulations and codes of practice will be respected. This requirement constitutes one of the non-archaeological requirements on the excavation design. PCA's H&S Policy Statement (2025) and Site Rules (2025) will be followed at all times.
- 4.3.4 A site-specific Risk Assessment will be prepared prior to the commencement of the fieldwork; this will be reviewed and updated daily by the site supervisor.
- 4.3.5 The appointed groundworks contractor will provide all plant, welfare and attendances to the attending archaeologist.
- 4.3.6 All archaeological staff will be inducted upon arrival to site by the groundworks contractor.
- 4.3.7 PCA has not been informed that there are any areas of ecological importance or public rights on the site.
- 4.3.8 No contamination information was available during the compilation of this report. Full contamination information will be obtained prior to the commencement of the fieldwork and detailed in the site specific RAMS, including any mitigation measures required for contamination, such as additional PPE. All PCA staff will wear minimum PPE comprising hard, hat, HiVi vest, steel toe-capped boots/wellingtons and gloves.
- 4.3.9 PCA will maintain strict hygiene procedures at all times, no overalls, gloves etc will be worn in the clean mess or office area.
- 4.3.10 If asbestos material (suspected or confirmed) is encountered during the excavations its location will be marked, photographed and left *in situ*. The PC will be informed as soon as possible. PCA will not remove any asbestos from site.
- 4.3.11 If contamination is noted during the fieldwork, the client's groundworks contractor and PCA's health and safety officer will be notified and further PPE may be required.
- 4.3.12 Detailed UXO information was not available during the compilation of this report and will be obtained prior to the commencement of the fieldwork and detailed within the site specific RAMS. Any required UXO attendance will be the responsibility of the main contractor.
- 4.3.13 PCA staff will be vigilant during all groundworks monitored and hand excavation. Any suspect objects must not be disturbed but should be reported to the site supervisor or deputy immediately.
- 4.3.14 If obvious munitions are encountered, or if an object is suspected to be an explosive device, the area should be marked and cordoned off, the site evacuated and the PCA Project Manager and emergency services notified immediately.

5 RECORDING SYSTEMS

5.1 Site Code

- 5.1.1 PCA have devised a unique 'site code' **KMPC25** that will serve to identify the site archive, including written, drawn, and electronic records, as well as artefacts.

5.2 Site Records

- 5.2.1 The recording systems adopted during the investigations will be fully compatible with those most widely used elsewhere in Kent, which are those presented in PCAs Operations Manual 1 (Taylor and Brown 2009, updated 2018). No alternative recording system will be adopted without the prior agreement of Historic England and KCC.
- 5.2.2 The site archive will be so organised as to be compatible with the other archaeological archives produced for work in Kent. Individual descriptions of all archaeological strata and features excavated and exposed will be entered onto prepared *pro-forma* recording sheets which include the same fields of entry as are found on the recording sheets of the Museum of London. Sample recording sheets, sample registers, finds recording sheets, accession catalogues, and the photography record cards will follow the Museum of London equivalents. This requirement for archival compatibility extends to the use of computerised databases.
- 5.2.3 A 'site location plan' indicating the site north and based on the current Ordnance Survey 1:1250 map (reproduced with the permission of the Controller of HMSO) will be prepared. This will be supplemented by a trench plan at 1:200 (or 1:100), which will show the location of the areas investigated in relation to the investigation area and National Grid Reference. All sections should be located on plan with OS co-ordinates. The location of the OS bench marks used and the site TBM will also be indicated.
- 5.2.4 A record of the full extent in plan of all archaeological deposits as revealed in the investigation will be made either using digital GPS or on polyester-based drawing film at a scale of 1:10 or 1:20. 'Single context planning' will be used on site, and hand-drawn information will be digitised for eventual CAD application.
- 5.2.5 At least one long section will be drawn or a representative part including a profile of the top of the natural deposits (extrapolated from cut features etc., if the trench has not been fully excavated). Other sections, including the half-sections of individual layers or features may be drawn as appropriate to 1:10 or 1:20.
- 5.2.6 The OD height of all principal strata and features will be calculated and indicated on the appropriate plans and sections.

5.3 Stratigraphic Matrix

- 5.3.1 A 'Harris Matrix' stratification diagram will be used to record stratigraphic relationships. This record will be compiled and fully checked during the course of the excavations. Spot dating should be incorporated where applicable during the course of the excavation.

5.4 Survey

- 5.4.1 A digital GPS, or appropriately scaled development plan, will be used to record trench positions, baselines, datums and discrete archaeological features. If complex or intercutting remains are found then hand-planning will be used, tied to baselines located by GPS.

5.5 Photographic Record

- 5.5.1 An adequate photographic record of the investigations will be prepared. This will consist of high quality, colour digital photographs taken in jpeg and RAW formats by an appropriately trained individual, illustrating in both detail and general context the principal features and finds discovered. The photographic record will also include 'working shots' to illustrate more generally the nature of the archaeological operation mounted. The digital images will be preserved on a dedicated and backed up server. The RAW files will be converted to high quality tiff images for eventual preservation by local depository.

6 TREATMENT OF FINDS AND SAMPLES

6.1 General

- 6.1.1 All processing will take place at PCA's Brockley premises, or, if appropriate, those of our environmental consultants.

6.2 Environmental

- 6.2.1 Different sampling strategies may be employed according to the perceived importance of the deposit or feature under investigation. Close attention will be given to sampling for date, structure and environment. Sample size should take into account the frequency with which material is likely to occur. Bulk sieving should be employed both for recovery of environmental evidence to ensure that complete samples of artefactual evidence are collected for significant deposits.
- 6.2.2 Bulk samples will be taken from deposits containing prehistoric findings and column samples may be taken through deposits, if accessible. It is expected that 100l bulk samples will be taken from gravel deposits and any fine-grained deposits (sands, silts, brickearth) encountered within the gravels. Peat and other alluvial deposits will also be sampled. More detailed strategy for sampling archaeological and environmental deposits and structures (which can include soils, timbers, pollen, diatoms, animal bone and human burials) will be developed in consultation with KCC, and if necessary, the Historic England Regional Archaeological Science Advisor. Subsequent on-site work and analysis of the processed samples and remains will be undertaken by our own consultants and specialist sub-contractors.
- 6.2.3 A high priority will be given to sampling river and other anaerobic deposits, such as peat, where organic materials may be preserved. Organic samples will be subject to appropriate specialist analysis.

6.3 Artefactual

- 6.3.1 All finds retrieval policies of PCA will be adopted and all identified finds and artefacts will be retained or discarded according to the PCA retention and discard policies appropriate to the material type and date. Any finds identified for discard will be catalogued and discarded upon approval of the report by the archaeological adviser.

- 6.3.2 All finds will be treated in a proper manner and to standards agreed in advance with the recipient museum. 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's 'Conservation Guidelines No.2' and the Museum of London's 'Standards for the Preparation of Finds to be Permanently Retained by the Museum of London'. All metal objects will be x-rayed and then selected for conservation (except in those cases where the Archaeology Advisor to the Local Planning Authority agrees that this will not be necessary).
- 6.3.3 Ceramic (pottery, clay tobacco, building material fabric and brick form) reference collections, housed at the Museum of London should be referred to for descriptive and analytical purposes in order to ensure that terminology is consistent.

7 ARCHIVES AND REPORTS

7.1 General

- 7.1.1 The integrity of the site archive will be maintained. The finds and records will be available for public consultation. Appropriate guidance is set out in the Museum and Galleries Commission's *Standards in the Museum Care of Archaeological Collections* (1992) and *Towards an Accessible Archaeological Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland Scotland and Wales* (SMA 1995).
- 7.1.2 The Client agrees, by approval of this document, to donate all finds and archives to an appropriate local repository. If finds are not to be transferred, arrangements will be made for a comprehensive record of all relevant materials (including detailed drawings, photographs and descriptions of individual finds), which can instead constitute the archaeological archive.
- 7.1.3 Upon completion of the fieldwork project, when the Archaeology Advisor to the LPA confirms that no further work is required and when all post-excavation reports have been approved by all relevant parties, a Deed of Transfer will be submitted allowing the custody of the site archive to be transferred to the relevant local repository. **The draft Deed of Transfer is located at Appendix 1 and is hereby issued to the client to be filled in and returned to PCA before site work commences.** With this in place, the archive will then be transferred to the local repository by PCA.
- 7.1.4 The minimum acceptable standard for the site archive is defined in the *Management of Archaeological Recording Projects in the Historic Environment* (MoRPHE 2015). It will include all materials recovered, (or the comprehensive records of such materials as referred to above) and all written, drawn, and photographic records, including a copy of all reports relating to the investigations undertaken. It will be quantified, ordered, indexed, and internally consistent before transfer to the relevant local repository. It will also contain a site matrix, a site summary and brief written observations on the artefactual and environmental data.
- 7.1.5 United Kingdom Institute for Conservation guidelines for the preparation of excavation archives for long term storage (1990) will be followed.
- 7.1.6 A short summary of the results of the work, even if negative, will be bound into the client report for submission to the LPA and the Kent HER along with the KCC fieldwork notification form as soon as

possible after the completion of archaeological works.

- 7.1.7 Minimum requirements for public dissemination is for OASIS report forms to be submitted to the OASIS Project as soon as possible or within six months of completion of fieldwork, and the provision of a short paragraph summary of the results for publication in the appropriate local archaeological journal. Such publications will meet the minimum requirements set out in *Appendix 7, Management of Archaeological Recording Projects in the Historic Environment* (MoRPHE 2015). There is a need to format reports so that the details of the proposed development impact can be separated from the information and enable all archaeological information to be made available to the KHER within six months of the completion of fieldwork. A copy of the client report will be sent to the Local Studies Library.

7.2 Report

- 7.2.1 Notwithstanding details included above all fieldwork and results will be fully recorded and a watching brief report prepared. Copies of the report will be forwarded to the commissioning Client and the Archaeology Advisor to the Local Planning Authority.

- 7.2.2 The watching brief report will include:

- Non-technical summary;
- Introduction;
- Planning Background;
- Previous archaeological work relevant to the watching brief;
- Topography of the site;
- Research objectives;
- Methodology;
- The results of the watching brief and their significance;
- An assessment of the results against original expectations and a review of the effectiveness of the watching brief strategy;
- Statement of potential of the archaeology;
- Conclusions
- Bibliography;
- Acknowledgements;
- OASIS form.

- 7.2.3 A project resource will be agreed between PCA and the Client for the production of a watching brief report to include CAD illustrations and artefact assessment as necessary. It is intended that PCA will provide a draft copy of the report to the client for comment within four weeks of the completion of the fieldwork. The client will be responsible for onward transmission of the report.

8 SIZE AND STRUCTURE OF EXCAVATION TEAM

- 8.1 The day-to-day direction of the fieldwork will be undertaken by a member of staff who has considerable experience of working in Kent and is familiar with similar sites.

- 8.2 A standard working day is 08.00 – 16.15. A morning tea break and 45-minute lunch break are included within this period. Any workings outside of these times are considered to be overtime.

9 PROGRAMMING

- 9.1 The date of commencement of the fieldwork is currently unknown but will only commence subject to approval of this document by Historic England and the KCC Archaeological Advisor to the local planning authority. The duration of the on site fieldwork is currently unknown but will be led by the redevelopment groundworks programme.
- 9.2 PCA will provide the Client with regular updates during the course of the fieldwork, for onward transmission to Historic England and the KCC Archaeological Advisor.
- 9.3 PCA will issue a Watching Brief report to the client within four weeks of the completion of the fieldwork. Onward transmission to the Archaeological Advisor will be the responsibility of the client.

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0 50m

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Figure 2
Detailed Site Location
1:1,000 at A4



0 50m

Proposed development plan reproduced from a drawing by JTP Studios (November 2024)

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Figure 3
Proposed Watching Brief Areas overlain on a Plan of the Proposed Development
1:1,000 at A4



Figure 4
Kent HER Locations
1:6,250 at A3

APPENDIX 1: THE HISTORIC ENVIRONMENT RECORD

Within a 500m radius from central point TQ 65289 74109

PCA NUMBER	UID	RecordType	PrefRef	Name	MonType	Date Range	Period Range	Summary
Prehistoric								
1	MKE67087	Findspot	MKE67087	Iron Age copper alloy brooch	Findspot	-100-410	Late Iron Age	Portable Antiquities Scheme find - Iron Age copper alloy brooch
2	MWX20816	Findspot	TQ 67 SW 436	12 Palaeolithic handaxes and 2 pieces of debitage from general Gravesend area	Findspot	-5000000 to -125	Lower Palaeolithic to Middle Palaeolithic	12 handaxes and 2 pieces of debitage from general Gravesend area in various museum collections, but lacking info on provenance or circumstances of discovery
Medieval								
3	MKE1558, EKE4711	Monument, Event	TQ 67 SE 32	Site of Milton Blockhouse, Gravesend	Artillery Fort, Blockhouse	1539-1558	Medieval to post medieval	Artillery fort built in 1539 as part of Henry VIII's programme of national defence. Excavated between 1975-56 by Kent Archaeology Society. Part of the foundations were found to underlie the road at the canal basin.
4	MKE66790	Findspot	MKE66790	Medieval copper alloy mirror case	Findspot	1270-1350	Medieval	Portable Antiquities Scheme find - Medieval copper alloy mirror case
Post-Medieval								
5	MKE1558	Monument	TQ 67 SE 32	Site of Milton Blockhouse, Gravesend	Artillery Fort, Blockhouse	1539-1558	Medieval to post medieval	Artillery fort built in 1539 as part of Henry VIII's programme of national defence. Improved in 1545 and demolished in 1557-8. Evidence of foundations were recorded during excavations in 1974-78.
6	MKE1576, EKE12916, EKE11550, EKE12916	Monument, Event	TQ 67 SE 50	Bofors gun, New Tavern Fort	Gun Emplacement, Anti Aircraft Battery	1540-2050	Post medieval to modern	Upstanding and below ground remains of New Tavern Fort, built as a result of the 1778 survey of the defense requirements of the Thames when fear of a French invasion led to the fort being built to provide cross fire with Tilbury. The fort was modernised in the 1840s. New brick emplacements were added between 1868 and 1872. Monitoring of groundworks during renovation and improvements to New Tavern Fort, recorded a yard surface, well and the remains of a 19th century structure. Alan Ward, 2009.

7	MKE17013	Monument	TQ 67 SE 232	Wellington Brewery	Brewery, Maltings	1540-1900	Post medieval	Constructed before 1850 and acquired by Alexander Walker from John Keddell Jnr in 1854
8	MKE19982	Monument	TQ 67 SE 236	The Round Tree & Obelisk, Gravesend Canal Basin	Boundary Marker, Coal Duty Boundary Marker	1666-1825	Post medieval	A boundary marker for coal duties of the Port of London at the northwest corner of the canal basin. The tree blew down in a storm in 1825 and was replaced with a stone obelisk.
9	MKE41924	Monument	TQ 67 SE 1173	Milton Road Territorial Army drill hall, Gravesend, Kent	Drill Hall	1890-1946	Post medieval to modern	Territorial Army drill hall established in the south side of Milton Road in Gravesend. This was a rectangular corrugated iron structure with a pitched roof. It originated in the 1890s for the use of the of the Kent Artillery Volunteers.
10	MKE41936	Monument	TQ 67 SE 1171	Milton Barracks, Wellington Street, Gravesend, Kent	Military Camp	1861-1970	Post medieval to modern	Milton Barracks built in the 1860s off, and entered from, Wellington Street Gravesend. Its rectangular brick-walled enclosure contained 20 single-storey brick barrack blocks, an armoury and officers mess in the south half of the site, and an open space and playing fields to the north, which gained a new hospital in about 1870.
11	MKE9030	Monument	TQ 67 SE 211	Barracks at gravesend	Barrackas	1540-2050	Post medieval to modern	Several buildings remaining from the Milton barracks complex, now mainly a housing estate. 3 buildings are an armoury, water tank and part of an enclosure wall (1860) and the officers mess, (c.1936) with some traces of the internal barracks road network.
12	MKE91591	Building	TQ 67 SW 636	Brick footings and cess tank at 3-5 Queen Street. Gravesend	Wall, Cess Pit	1540-1900	Post medieval	Brick footings and a brick cess tank were observed during an evaluation at 3-5 Queen Street, Gravesend by SWAT Archaeology in June 2011 on land prior to building work.
13	MWX0241	Monument	TQ 67 SE 1043	Wooden structure in foreshore, by Gravesham Marina	Structure	1540-1900	Post medieval	The outline of a rectangular wooden structure right to the west of the entrance of the marina. It consists of rounded wooden piles and horizontal timbers; it may be modern. Dimensions about 5m x 15m.
14	MWX18738	Monument	TQ 67 SE 1012	Groyne, Gravesend	Groyne	1850-2005	Post medieval to modern	The groyne appears well maintained, with a navigation marker in the channel at the end of the groyne structure.

15	MWX18888	Monument	TQ 67 SE 1016	Custom House Pier, Gravesend	Pier	1870-1900	Post medieval	Custom House Pier indicated on the 1st ed OS map. Custom House Pier still in use. No access onto the pier.
16	MWX18889	Monument	TQ 67 SE 1017	Watts's Pier, Gravesend	Pier	1870-1900	Post medieval	Watts's Pier indicated on the 1st ed OS map. A Port of London Authority wooden causeway. It is well maintained and in use.
17	MWX19240, MWX19241, EWX6604	Monument, Event	TQ 67 SE 1038, TQ 67 SE 1039	Post medieval remains at site of Old Sea School, Gravesend	Slipway, Revetment, Structure	1540-1900	Post medieval	Post medieval slipway and revetments. Closer to the river was a post-medieval pine slipway with 2 north-south revetments representing small scale inlets or jetties. Remains of numerous walls, drains and wells of C18 date. A three trench evaluation at the former Sea School site on Gravesend waterfront revealed a tie-back relating to an unseen revetment of probable medieval date, and a post-medieval slipway and revetments by MOLA 1998.
18	MKE104317	Monument	TQ 67 SE 1023	Holy Trinity Church, Milton Place, Milton-next-Gravesend	Place of Worship	1844-1963	Post medieval to modern	Holy Trinity C of E Church: Milton Place. The church was built in 1844 and demolished 1963.
19	MKE104362	Building	TQ 67 SE 1139	Baptist Chapel, Milton Road, Gravesend	Place of Worship	1895-2050	Post medieval to modern	Providence Chapel (Strict and Particular Baptist), Milton Road. Shown on the Ordnance Survey map 1897-52
20	MKE104364	Building	TQ 67 SW 1008	Methodist Church, Milton Road, Gravesend	Place of Worship	1812-2050	Post medieval to modern	Methodist Church, Milton Road, originally built in 1812. This building was demolished and the present building opened in 1906.
21	MKE104586	Monument	TQ 67 SW 1111	Site of St. Andrew's Presbyterian Church, The Grove, Gravesend	Place of Worship	1870-1961	Post medieval to modern	Site of St. Andrew's Presbyterian Church, The Grove was built in 1870 and demolished in 1961.
22	MKE111517	Monument	TQ 67 SW 189	Site of the National school, King Street, Gravesend	National School	1580-1970	Post medieval to modern	Site of the National school, King Street. The Free School, founded in 1580, was united with the National School. In 1835 a new building was erected on the site in King Street.
23	MKE123235	Marine	TQ 67 SE 1262	Dragon, 1740 wreck of British cargo vessel which was stranded at Gravesend,	Wreck	1740	Post medieval	1740 wreck of British cargo vessel which was stranded at Gravesend, on her arrival from Jamaica, last from the Netherlands, in great distress. Constructed of wood, she was a sailing vessel.
24	EKE4710	Event, Monument	TQ 67 SW 5	Gravesend Blockhouse, Excavation at the Clarendon Royal Hotel, 1975-6	Blockhouse	1539-1844	Post medieval	Excavation of part of the Gravesend Tudor blockhouse. Thameside Archaeological Group. Gravesend Blockhouse was built by Henry VIII on the Thames Estuary in 1539 as part of his chain of coastal defences in response to the threat of invasion.

25	MKE1546	Monument	TQ 67 SE 20	Thames and Medway Canal	Canal	1800-1934	Post medieval to modern	The Thames and Medway Canal. Originally intended as a means of avoiding coastal attacks on shipping. It was a particularly expensive undertaking and never successful, the original motivation having passed by the time of completion and all budgets being exceeded in the process. Eventually, a railway was built utilising the tunnel and the canal was effectively and subsequently actually cut into two sections. The northern half remained in use for some time whilst the southern length quickly fell out of use.
26	MKE44036	Monument	TQ 57 SE 277	NORTH KENT RAILWAY	Railway	1540-1900	Post medieval	The South Eastern Railway Company's North Kent Line was constructed between the North Kent East Junction near London Bridge via Lewisham, Woolwich, Erith and Dartford to Gravesend.
27	MKE91030	Monument	TQ 67 SW 633	Gravesend, Rosherville and Northfleet Tramways	Tramway	1883-1929	Post medieval to modern	Gravesend, Rosherville and Northfleet Tramways, later the Gravesend and Northfleet Electric Tramways. Operated from 1883 initially as a horse drawn service.
28	MKE43973	Monument	TQ 67 SE 290	Terrace Gardens, (former site), Gravesend	Garden	1835-1900	Post medieval	The former site of the Terrace Gardens, opened in 1835. Houses were built on the site of the garden in 1904.
29	MKE123620	Monument	TQ 67 SE 1264	Post-medieval chalk pit, Gravesham	Chalk Pit	862-1875	Post medieval	A post-medieval chalk pit is visible on the 1st edition OS map (1862-1875) at Gravesham.
30	EKE11160	Event		Watching brief on land off Parrock Street, Gravesend	Cellars, Structures		Post medieval	Monitoring of groundworks associated with housing construction on three areas. Extensive modern disturbance, including cellars, but no features identified that predate the 19th century.
31	EWX6613	Event		Evaluation at PLA Office Site, Royal Pier Road	Land Reclamation		Post medieval	Two evaluation trenches were excavated just east of the Henrician blockhouse (Kent SAM 379) in an area where subsequent batteries were thought to exist, but were in fact shown to be further south. Instead, a massive chalk rubble infill was identified, resting on estuarine deposits, suggesting that this area was open foreshore in the 18th century which was later reclaimed.
Modern								
32	MKE15184	Monument	TQ 67 SE 204	Air raid shelter, Wellington St, Gravesend	Air Raid Shelter	1901-2050	Modern	WW2 community air raid shelter. Rectangular surface shelter on an E-W orientations with yellow brick walls and a flat concrete roof.

33	MKE15254	Monument	TQ 67 SE 206	Gravesend Power Station	Power Station, Research Station, Building	1902-1993	Modern	Electricity generating station near Thames & Medway Canal basin built 1902-3. Further construction took place between 1906 and 1920. It became a research station in c. 1970 and finally demolished in 2004.
34	MKE15365	Monument	TQ 67 SE 207	Air raid warden post, Saddington Street	Air Raid Wardens Post	1901-1950	Modern	WW2 air raid wardens post. Rectangular brick building with flat concrete roof.
35	MKE1576, MKE41891, MKE27750, MKE116486	Monument	TQ 67 SE 50, TQ 67 SE 1202, TQ 67 SW 1157, TQ 67 SE 1261	Bofors gun, New Tavern Fort	Gun Emplacement, Anti Aircraft Battery	1540-2050	Post medieval to modern	In 1905 concrete emplacements were added. It was then purchased by Gravesend Corporation in 1930 who laid it out as a pleasure garden for the public. During WW2 the magazine was used as an air raid shelter. It remains as a public garden today. A linear earthwork is visible on the 1st edition map to the east of New Tavern Fort. It's exact history is unknown but it is believed to be part of the outer defences of the fort.
36	MKE41667	Monument	TQ 67 SE 1197	Wellington Arms Second World War air raid wardens post	Air Raid Wardens Post	1939-1941	Modern	WW2 air raid wardens post at the Wellington Arms Public House. The public house was demolished at an unknown date.
37	MKE41672	Building	TQ 67 SW 1260	King Street Second World War air raid shelter	Air Raid Shelter	1939-1945	Modern	Air raid shelter of uncertain design on shop premises at 22 King Street.
38	MKE41676	Monument	TQ 67 SE 1216	Gordon Recreation Ground Second World War air raid wardens post	Air Raid Wardens Post	1939-1945	Modern	WW2 air raid wardens post built in the Gordon Recreation Ground in 1939. Demolished in the 1980s.
39	MKE41752	Monument	TQ 67 SE 1218	Swimming Pool Second World War Emergency Water Tank, Ordnance Road	Civil Defence Building	1940-1945	Modern	WW2 emergency water tank utilising the swimming pool on Ordnance Road. The pool was infilled in about 1990.
40	MKE41751	Monument	TQ 67 SE 1218	Swimming Pool Second World War Emergency Water Tank, Gordon Pleasure Gardens	Civil Defence Building	1940-1945	Modern	WW2 emergency water tank utilising the swimming pool on Ordnance Road.
41	MKE41750	Monument	TQ 67 SE 1215	Gordon Promenade Second World War Emergency Water Tank, Gravesend	Civil Defence Building	1940-1945	Modern	Second World War Emergency Water Tank at the western end of Gordon Promenade, Gravesend. It may have been established in 1940, decommissioned in 1945 and removed by 1946.

42	MKE41789	Monument	TQ 67 SE 1178	Love Lane Second World War Police Telephone Box, Gravesend	Civil Defence Building	1939-1945	Modern	Second World War Police Telephone Box at the junction of Love Lane with Milton Road, Gravesend. This was integrated into the incident reporting system for the civil defence of Gravesend. It originated in 1939, would have been decommissioned for war emergency purposes in 1945 and removed in 1946.
43	MKE41794	Building	TQ 67 SE 1212	Gordon (now Chantry) School Second World War Emergency Feeding Centre, Ordnance Road, Gravesend	Civil Defence Building	1941-1945	Modern	Second World War Emergency Feeding Centre within the Gordon (now Chantry) School, Ordnance Road, Gravesend. This facility for the feeding of any bombed-out local residents, began at least as early as 1942 (and probably in 1941). Its details are unknown. Decommissioning would have occurred in 1945. The school building survives.
44	MKE41796	Monument	TQ 67 SE 1184	Clock Tower Second World War Emergency Water Tank, Gravesend	Civil Defence Building	1940-1945	Modern	Second World War Emergency Water Tank for supplementing the mains water supply, sited in the vicinity of the Clock Tower in Berkeley Crescent, Gravesend. Its design, date of establishment and demise are unknown but it is likely to have originated in 1940 and to have been removed in 1945
45	MKE41797	Monument	TQ 67 SW 1307	Milton Road, Second World War Emergency Water Tank, Gravesend	Civil Defence Building	1940-1945	Modern	Second World War Emergency Water Tank at the junction of Milton Road and Parrock Street, Gravesend. This supplemented the mains supply of water and was intended to provide a ready use of water for putting out fires in its neighbourhood caused by bombing. Its design is unknown. It probably originated in 1940 and removed in 1945.
46	MKE41804	Monument	TQ 67 SE 1157	East Milton Road Second World War air raid wardens post, Gravesend	Air Raid Wardens Post	1939-1945	Modern	Second World War air raid wardens post on the south side of East Milton Road, Gravesend. This was built as one of a network of such posts to serve Gravesend. Of uncertain design, it was built in 1939, decommissioned in 1945 and probably demolished c. 1948.
47	MKE41805	Monument	TQ 67 SE 1227	Promenade Second World War Police Telephone Box, Gravesend	Civil Defence Building	1939-1945	Modern	Second World War Police Telephone Box at the eastern end of Gordon Promenade, Gravesend. It was integrated into the communications network for civil defence. It originated in 1939, decommissioned for war emergency purposes in 1945 and probably removed in 1946.

48	MKE41806	Building	TQ 67 SE 1230	Harmer Street Second World War Air Raid Precautions Headquarters, Gravesend	Civil Defence Building	1939-1940	Modern	Second World War Air Raid Precautions Headquarters at 31 Harmer Street, Gravesend. Established in February, 1939, it adapted former domestic accommodation. Its functions were transferred to St. Mary's School in 1940. The building survives.
49	MKE41810	Building	TQ 67 SE 1226	Port of London Authority Cold War Thames Navigation Control Centre, Royal Pier Road, Gravesend	Command Post	1950	Modern	Cold War Thames navigation control centre at River House, Royal Pier Road, Gravesend. This utilised the peace time river navigation control room on the first floor of this office building. It appears to have originated in the 1950s and is still in use for general Thames navigation and contingency purposes. Its reserve is recorded in PUID 10167
50	MKE41819	Monument	TQ 67 SE 1164	Canal Road Second World War air raid wardens post, Gravesend	Air Raid Wardens Post	1939-1945	Modern	Second World War air raid wardens post some 80m south of Canal Road, Gravesend, one of a network of such posts serving Gravesend. Its design and form are unknown. It was probably built in 1939, to be decommissioned by 1945 and demolished post-war.
51	MKE41820	Monument	TQ 67 SE 1163	Suffolk Road Second World War air raid siren, Gravesend	Civil Defence Building	1939-1945	Modern	Second World War air raid siren in the NE angle of the junction of Suffolk and Canal Roads, Gravesend. No other details are known. It probably originated in 1939, to be decommissioned by 1945 and probably removed by 1946.
52	MKE41826	Building	TQ 67 SE 1145	Jolly Drayman Second World War air raid shelter, Wellington Street, Gravesend	Air Raid Shelter	1940-1945	Modern	Second World War air raid shelter for 200 people at the Jolly Drayman public house, on the east side of Wellington Street, Gravesend. It consists of adapted former beer cellars, with an emergency exit in a brick structure standing at the side of the public house car park above. There is also a tunnel from the cellars under Wellington Street to the former Alan G. Smith premises on the western side of the street. The shelter would have been for a combination of public house customers and the community outside. It was built by June, 1940 and decommissioned in 1945 but survives in a derelict condition.

53	MKE41828	Building	TQ 67 SW 1331	Parrock Street Second World War air raid shelter, Gravesend	Air Raid Shelter	1940-1945	Modern	Second World War public air raid shelter for 100 people in a basement at the former Featherstone building at 174 Parrock Street, Gravesend. It was established in 1940 and decommissioned by 1945. No other details are known, nor whether there is any element of survival. The site is occupied by a car sale room.
54	MKE41829	Monument	TQ 67 SE 1217	Milton Place Second World War public air raid shelter, Gravesend	Air Raid Shelter	1938-1945	Modern	Second World War public tunnel air raid shelter for 675 people under the former recreation ground (now a public car park) east of Milton Place, Gravesend. It originated as a trench shelter during the Munich Crisis of 1938, to be strengthened in 1940 and decommissioned by 1945, and probably sealed in 1946. It is probable that the shelter exists archaeologically.
55	MKE41834	Building	TQ 67 SW 1314	Brewhouse Yard Second World War air raid shelter, Gravesend	Air Raid Shelter	1939-1945	Modern	Second World War air raid shelter at 1 Brewhouse Yard, Gravesend. This was probably in the basement and would have originated c. 1939/40, decommissioned by 1945. The basement is thought still to exist.
56	MKE41844	Building	TQ 67 SE 1168	British Telecom Cold War communications bunker, Ordnance Road, Gravesend	Civil Defence Building	1960-1990	Modern	Cold War reserve Post Office communications bunker at the present British Telecom telephone exchange on the NE corner of the junction of Ordnance Road with Milton Road, Gravesend. It is thought to have consisted of a small chamber for a telephone switchboard and adjacent sleeping accommodation. No other details are known. It is believed that the bunker originated at the time the telephone exchange was built in c. 1960. It would have been decommissioned at the end of the Cold War in 1990 and is said still to exist.
57	MKE41856	Monument	TQ 67 SE 1188	Milton Place Second World War civil defence stores, Gravesend	Civil Defence Building	1940-1945	Modern	Second World War civil defence stores established in 1940 in small temporary single-storey lean-to buildings against the outside of the southern boundary wall of New Tavern Fort, Milton Place, Gravesend. They would have been decommissioned by 1945 and were demolished c. 1985.
58	MKE41875	Building	TQ 67 SE 1225	Clarendon Road Second World War public air raid shelter, Gravesend	Air Raid Shelter	1939-1945	Modern	Second World War public air raid shelter extemporised from a nineteenth century tunnel running east-west under Clarendon Road, Gravesend. The tunnel was about 10 m long, constructed of brick, and with semi-circular arch. The tunnel was originally a route through to either part of the Terrace Gardens which once existed on both sides of Clarendon Road. The tunnel was adapted in about 1939 and protective blast walls were added at either end in 1940. It would have been decommissioned

								in 1945 and still exists under the road, with the end openings permanently blocked.
59	MKE41888	Monument	TQ 67 SE 1223	HMS Gordon, Royal Navy Training Establishment, National Sea Training School, Commercial Place, Gravesend, Kent		1941-1944	Modern	Second World War Royal Navy Training Establishment at the National Sea Training School, Commercial Place, Gravesend, for conscripts who had chosen to serve in the Merchant Navy. It was commissioned Gordon 1941 and HMS Gordon in 1943. It provided basic and key skills needed for service, utilising the rooms of the 4-storey Victorian brick building and the jetty on the riverside for seamanship skills. It was decommissioned as a naval establishment in 1944 and resumed normal Merchant Navy training by late in the year or early 1945. The building was demolished c. 1980. The site is now occupied by apartments known as Heritage Quay.
60	MKE41894	Monument	TQ 67 SE 1204	Ellerslie Second World War air raid wardens post, Milton Road, Gravesend, Kent	Air Raid Wardens Post	1939-1940	Modern	Second World War temporary air raid wardens post at a large Victorian house called Ellerslie, on the south side of Milton Road, Gravesend. It is referred to in a document of October 1939 and then disappeared from mention. No other details are known.
61	MKE41896	Monument	TQ 67 SE 1211	Canal Basin Council depot Second World War decontamination centre and rescue unit base, Canal Road, Gravesend, Kent	Civil Defence Building	1939-1945	Modern	Second World War decontamination centre and rescue unit base at the former Gravesend Council depot on the south side of Canal Road, Gravesend. The decontamination centre building, of unknown design, was under construction by May, 1939. Other existing council buildings - of mainly single storey types - were utilised for the basing of mobile rescue units and first aid parties. The depot appears to have remained in use for civil defence purposes until 1945, and then resumed normal civilian council functions. The buildings of the depot were demolished in phases from the 1980s onwards and nothing remains of the civil defence past of the site which is now (in 2007) being overbuilt with private apartments.
62	MKE41900	Monument	TQ 67 SW 1251	Crooked Lane Second World War public air raid shelter, Gravesend, Kent	Civil Defence Building	1940-1945	Modern	Second World War public air raid shelter for 350 people at the side of Crooked Lane, Gravesend. Of uncertain design and form, it was built by the summer of 1940 and is assumed to have lasted in use until 1945. It was probably demolished in 1946.
63	MKE41924	Monument	TQ 67 SE 1173	Milton Road Territorial Army drill hall, Gravesend, Kent	Drill Hall	1890-1946	Post medieval to modern	Territorial Army drill hall established in the south side of Milton Road in Gravesend. This was a rectangular corrugated iron structure with a pitched roof. Used for the Territorial Army training until after the Second World War and was taken over by the Sea Cadet Corps in the 1970s, to be demolished for housing in the 1980s.

64	MKE41925	Monument	TQ 67 SE 1170	Second World War Saddington Street air raid wardens post, Gravesend	Air Raid Wardens Post	1939-1945	Post medieval to modern	Second World War air raid wardens post in a small compound at the eastern end of Saddington Street, Gravesend. It was a small rectangular building, with a flat roof and of concrete or brick construction. It was built in 1939, decommissioned in 1945 and demolished in about 1990.
65	MKE41936	Monument	TQ 67 SE 1171	Milton Barracks, Wellington Street, Gravesend, Kent	Military Camp	1861-1970	Post medieval to modern	20th century use of Milton Barracks built in the 1860s which gained garages for motor vehicles with in the 1920s or 30s a new two-storey brick officers' mess. The barracks were regularly garrisoned by visiting regiments until closure in 1970. For most of the First World War the barracks were used as a district recruiting unit at the end as a hospital, after which it resumed its function as in infantry depot. During the Second World War the barracks were used variously as a training and holding depot, local HQ for units of the anti-invasion defences and for storage of vehicles, guns and equipment. Demolition began in the 1980s for housing development, leaving only the perimeter wall and several of the buildings such as the old and new officers mess, armoury, gymnasium and water tank, intact.
66	MKE9030	Monument	TQ 67 SE 211	Barracks at gravesend	Barracks	1540-2050	Post medieval to modern	Several buildings remaining from the Milton barracks complex, now mainly a housing estate. 3 buildings are an armoury, water tank and part of an enclosure wall (1860) and the officers mess, (c.1936) with some traces of the internal barracks road network.
67	MKE98241	Monument	TQ 67 SE 1248	Military Hospital, Milton Barracks, Gravesend	Hospital	1914-1918	Modern	Site of former Military Hospital, Milton Barracks, used as VAD hospital during World War 1
68	MWX0240	Monument	TQ 67 SE 1042	Wooden wharf, by Gravesend Rowing Club	Wharf	1901-2050	Modern	A wooden wharf with fittings in poor repair by Gravesend Rowing Club. A wooden wharf structure sticking out on to muddy foreshore. It has two small derricks and the remains of two winches on large squared wooden piles with iron bolts. It is in a fairly poor state of repair. The wharf is private, and access onto the wharf is not possible.
69	MWX18738	Monument	TQ 67 SE 1012	Groyne, Gravesend	Groyne	1850-2005	Post medieval to modern	The groyne appears well maintained, with a navigation marker in the channel at the end of the groyne structure.
70	MWX19083	Monument	TQ 67 SW 1049	Wharf, Gravesend	Wharf	1930	Post medieval	Wharf marked on the 3rd ed OS map. A brick built wharf sticking out into foreshore. now a private house and garden. landing steps on the north east side.

71	MWX19084	Monument	TQ 67 SE 1027	Pier	Pier	1930	Modern	Pier marked on the 3rd ed OS map
72	MWX19085	Monument	TQ 67 SE 1028	Coastguard Station (Baggage Yard), Gravesend	Coastguard Station	1930	Modern	Coastguard Station (Baggage Yard) marked on the 3rd ed OS map. The building appears to be in use, on custom house/government land. Not possible to get close to the building for more detailed observations
73	MKE104317	Monument	TQ 67 SE 1023	Holy Trinity Church, Milton Place, Milton-next-Gravesend	Place of Worship	1844-1965	Post medieval to modern	Holy Trinity C of E Church: Milton Place. The church was built in 1844 and demolished 1963.
74	MKE104362	Building	TQ 67 SE 1139	Baptist Chapel, Milton Road, Gravesend	Place of Worship	1895-2050	Post medieval to modern	Providence Chapel (Strict and Particular Baptist), Milton Road. Shown on the Ordnance Survey map 1897-52
75	MKE104364	Building	TQ 67 SW 1008	Methodist Church, Milton Road, Gravesend	Place of Worship	1812-2050	Post medieval to modern	Methodist Church, Milton Road, originally built in 1812. This building was demolished and the present building opened in 1906.
76	MKE104586	Monument	TQ 67 SW 1111	Site of St. Andrew's Presbyterian Church, The Grove, Gravesend	Place of Worship	1870-1961	Post medieval to modern	Site of St. Andrew's Presbyterian Church, The Grove was built in 1870 and demolished in 1961.
77	MKE1546	Monument	TQ 67 SE 20	Thames and Medway Canal	Canal	1800-1934	Post medieval to modern	The Thames and Medway Canal. Originally intended as a means of avoiding coastal attacks on shipping. It was a particularly expensive undertaking and never successful, the original motivation having passed by the time of completion and all budgets being exceeded in the process. Eventually, a railway was built utilising the tunnel and the canal was effectively and subsequently actually cut into two sections. The northern half remained in use for some time whilst the southern length quickly fell out of use.
78	MKE91030	Monument	TQ 67 SW 633	Gravesend, Rosherville and Northfleet Tramways	Tramway	1883-1929	Post medieval to modern	Gravesend, Rosherville and Northfleet Tramways, later the Gravesend and Northfleet Electric Tramways. It was converted to electric in 1902 and ran until 1929.
79	MKE43966	Landscape	TQ 67 SE 289	Riverside Leisure, Gravesend	Public Park, Garden	1901-2050	Modern	A public park containing three gardens of differing character, The Gordon Garden, the Dell and The New Tavern Fort.
Unknown								
80	MWX0238	Monument	TQ 67 SW 1057	Possible landing stage, in front of Clarendon Hotel, Gravesend	Landing Stage	Unknown	Unknown	Two rows of parallel substantial vertical square piles, a possible landing stage. By the Clarendon Hotel in Gravesend. About 20m north of this point two rows of parallel substantial vertical square piles/posts run out perpendicular from the shore. About 10m long and 2-3m wide.

Negative								
81	EKE11174	Event		Watching brief during the drilling of two boreholes at Chantry Primary School, Ordnance Road, Gravesend				Monitoring of two boreholes. No archaeological finds or features were observed. Canterbury Archaeology 2007.
82	EKE22384	Event		An archaeological watching brief at Chantry Primary School, Ordnance Road, Gravesend, Kent, 2008				Site code: CPG08. Monitoring of groundworks for prefabricated school buildings recorded no archaeological activity.
83	EKE11968	Event		Watching brief at Ordnance Road for a new skateboard park, Gravesend				Monitoring of geotechnical test pits and levelling of the site. A flint core was found but was probably brought to the site in rubble dumped to fill in the swimming pool. No significant archaeological finds or features were observed.

APPENDIX 2: LANDOWNER TRANSFER FORM



PCA London Office

Unit 54 Brockley Cross Business Centre, 96 Endwell Road, Brockley, London, SE4 2PD



operations ~ 020 7732 3925

administration ~ 0207 358 2197

post-excavation services ~ 020 7639 9091



info@pre-construct.com



www.pre-construct.com

PCA Ltd is due to carry out an archaeological investigation on the site below:

Site name: Milton Place, Gravesend

Site Address: Milton Place, Gravesend, Kent DA12 2BH

Site Code KMPC25

We have been instructed / commissioned for the work by Mr and Mrs J Frith

Following completion of the site, the full site archive including artefacts worthy of retention will be deposited by PCA with a museum or repository who are committed to curate this archive.

To action this, PCA requires the name and address of the Landowner so that a Transfer of Title can be arranged for the deposition of the archive, by Deed of Transfer between the recipient museum or repository and the Landowner.

Therefore could you please complete the details below and return this letter by post or e-mail to the following:

Kathy Davidson

kdauidson@pre-construct.com

Pre-Construct Archaeology Ltd

Unit 40, Brockley Cross Business Centre

96 Endwell Road, London SE4 2PD

NAME AND ADDRESS OF SITE OWNER / FREEHOLDER

Name:

Address:

COMPANY REGISTRATION NO. *(Required for sites in Greater London)*

APPENDIX 3: DATA MANAGEMENT PLAN

Section A: Project Information			
HER# (Site Code):	KMPC25	Other Site Codes	n/a
Site Full Location	Milton Place, Gravesend, Kent DA12 2BH		
OASIS ID:	tbc	K-Code:	K9999
Museum Acc. #	tbc	NGR #	TQ 65289 74109
Planning Ref #:	20250167	Planning Authority	Gravesham Borough Council
DMP Written	20/10/2025	DMP Last Updated	n/a
Project Manager/ Primary Contact:	Kathy Davidson	Project Type:	Watching Brief
Client:	Hill Holding Ltd	Site Supervisor:	tbc
Data Sharing Agreement in Place?	no		
Data Management Responsibility	Pre-Construct Archaeology Limited	Who will take possession of the generated data at the end of the project	Archaeology Data Service (ADS)

Section B: Estimated Volume of Data			
File types generated as part of the project archive by PCA:			
Data Type	Format	Estimated Volume	Details/Comment
Spreadsheets	Excel (.xlsx), .csv	Tbc	
Database	Access (.accdb)	Tbc	
Text/Documents	.pdf, Word (.docx)	Tbc	
Images	.jpeg, .png, .DNG	Tbc	
Graphics	.dwg,	Tbc	
GIS	.shp	Tbc	
Will existing or external data be utilised?			YES

If yes, list type of data and source: External specialist reports, external images				
Data Type	Format	Estimated Volume	Source	Details/Comment
Images	.jpeg, .png, .DNG	Tbc		
Graphics	.dwg,	Tbc		
GIS	.shp	Tbc		
Text/Documents	.pdf, Word (.docx)	Tbc		

Section C.: Data Acquisition, Processing, and Analysis
What methods and data standards will be undertaken?
Field data will be collected through digital and analogue means as set out within the project design. All data that will be collected will aim to work to best practice guidelines as outlined by CIFA and the ADS, as well as any specific London guidelines, whenever possible and will be updated as the project progresses, or as guidance is modified.
What file naming/structure is in place and how will version control be maintained? Display example below.
Example file name: PCA_FGL23_Jubilee House, Stratford_Assessment_JB_rev1 Key: PCA (Organisational identifier) FGL23 (site code) Jubilee House, Stratford (Site name) Assessment (report type) JB (author identifier) rev1 (version control identifier) The project archive will be stored in a project specific folder, with sub folders being utilised to further sub-classify data as appropriate (e.g. databases, photos, reports, etc.).
What Quality Assurances of the data are in place?
All digital instruments used to capture data on site and during post-ex (e.g. cameras, GPS/RTK units, etc.) will be appropriately calibrated and checked to be in full working order prior to fieldwork and subsequent analysis to ensure accurate data capture. Site records and data will be reviewed during project delivery to guarantee all digital data is both secure and correct.

Section D: Documentation and Metadata:
How can the data be read?

Data collected during the course of the project will include standard formats as listed within section B.

What documentation and metadata will be provided when the data is archived?

A catalogue of the digital archive, material archive, paper archive, and the supporting metadata will be provided to the digital repository

Section E: Ethics and Legal Compliance:

How can the identity of individuals be protected if required

Personal data will be removed from the digital archive prior to deposition, and permission to include personal data will be gained during the project if required.

Is the data GDPR 2018 compliant?

All digital archive data is compliant with GDPR as outlined within PCA's GDPR policy.

Who owns the data generated during the course of this project?

Copyright for all data generated or collected by the project team belongs to PCA. However, if external data is utilised, formal permission or licences will be obtained prior to use, and correct citation given during reporting and when archived. Any licences agreed with external parties will be included within the project archive.

Section F: Storage and Backup:

Is sufficient storage in place?

All project data will be held on a server based at our London office. The server has sufficient space to hold all data generated during the project.

What backups are in place?

Project data will be stored on a companywide intranet and on servers located at our London office.

What data security is in place?

All project data is restricted by permission-based access and single factor authentication. The only exception to this is when external finds or data specialists are consulted, with only files pertinent to their role are shared directly.

Section G: Selection and Preservation:

Which data will be selected for inclusion within the project archive?

Selection of data that will be included within the project archive will be informed by the WSI, Project Brief, research aims, and specialist recommendations. All data selected for preservation will be logically named, identified, and structured, and will adhere to the formats listed in section B. Any deselected data will be deleted after deposition with the ADS or relevant archival repository.

What is the long-term preservation plan for the project dataset?

The digital archive will be deposited with the ADS.

If this is a larger project, has the ADS been contacted regarding accession of the project dataset?

NO

Has the Museum or depository been contacted

NO

Section H: Data Dissemination:

How will the dataset or parts of it be shared?

The final project report will be uploaded to the HER via OASIS and subsequently released onto ADS's report library. Additionally, the report will be published either through a full publication, or as a note in the regional archaeological journal. After deposition of the digital archive, the ADS and relevant depository are able to share the data under licence.

Section I: Responsibilities:

Who will manage the data?

The project manager will be responsible for implementing the data management plan and its security.

Roles and Responsibilities:

Action	Responsible Person(s)	Details/Comment
Field Data	Field team	Including initial storage and backup
Data Analysis and Interpretation	Site Supervisor/Project Manager	
Data Archiving	Archives Officer	
Data Dissemination	Project Manager/Archives Officer	Archives officer will be responsible for uploading report onto OASIS.
GDPR Compliance	Project Manager/Archives Officer/ IT Specialist	

General backup	Data	IT Specialist/Archives Officer	
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APPENDIX 4: KCC FIELDWORK NOTIFICATION FORM

Sections **A** and **B** to be sent digitally to KCC Heritage Conservation Group **in advance of the start of fieldwork**.

Section **C** to be completed and sent **at end of fieldwork**.

Section **D** to be filled in and sent with completed report.

SECTION A - PROJECT DETAILS

Site/Project Name:	Milton Place, Gravesend	NGR:	TQ 65289 74109
Site Address: Milton Place, Gravesend, Kent DA12 2BH			
Archaeological Contractor (incl. name and address of project contact):			
Pre-Construct Archaeology Limited, Kathy Davidson, Project Manager,			
Unit 54 Brockley Cross Business Centre, 96 Endwell Road, London SE4 2PD			
Commissioning Body/Client:			
Hill Holding Ltd			
Development Proposals/Reason for Fieldwork:			Planning Reference:
Construction of 76 dwellings and associated infrastructure			20250167

SECTION B - COMMENCEMENT OF FIELDWORK

Type of Archaeological Fieldwork:		Site Supervisor:	tbc	
Watching Brief		Site Contact Details: tbc		
Specification for Works:				
Local Museum Notified:		Site Code: KBRO25		
	Date:			
Local Arch Soc Notified:				
	Date:			
START DATE:		Unknown	ANTICIPATED DURATION:	tbc
				days/weeks

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

Name:	Kathy Davidson		
On behalf of:	Pre-Construct Archaeology Ltd		
Signed:	<i>K Davidson</i>	Date:	20/10/2025

SECTION C - COMPLETION OF FIELDWORK

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

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

GENERIC STANDARD SPECIFICATION FOR AN ARCHAEOLOGICAL WATCHING BRIEF

Introduction

- 1.1 This specification is concerned with an archaeological watching brief to be maintained by a ClfA recognised archaeologist. It provides the supporting details for an archaeological contractor's Written Scheme of Investigation (WSI).
- 1.2 The site has planning permission for development subject to archaeological work. More details on the development can be found on the Local Planning Authority web site and the site-specific WSI.
- 1.3 The Local Planning Authority has placed planning condition(s) for archaeological work on the planning consent. The details of the relevant conditions can be found on the Local Planning Authority web site and the site-specific WSI. This will involve archaeological monitoring of the groundworks connected with the development and recording of any features revealed, by an archaeological contractor.
- 1.4 **The watching brief will be maintained throughout the programme of ground excavation. The archaeological contractor will confirm the extent of proposed ground excavations in advance with the site developer and inform the County Archaeological Officer that arrangements are in place for appropriate monitoring.**

2. The Archaeological Potential

- 2.1 The archaeological potential is based on the proximity of archaeological remains presently recorded in the HER.
- 2.2 Further information on the above is provided in the site-specific WSI and the County Historic Environment Record held in the Heritage, Environment and Planning, Enterprise and Environment, Invicta House, County Hall, Maidstone, ME14 1XX (telephone 01622 221543).

3. Objectives

- 3.1 The objectives of the archaeological watching brief are to contribute to heritage knowledge of the area through the recording of any archaeological remains exposed by the development and where relevant to inform the need and extent for further archaeological mitigation work.

4. Proposed Groundworks

- 4.1 The development works subject of the watching brief will vary depending on the project. Details will be agreed with the developer and the County Archaeological Officer and set out in the WSI prepared by the Archaeological Contractor.

5. Method

- 5.1 The archaeological contractor will monitor the excavations for all groundworks and where appropriate any site demolition, remedial and site-preparation works. Any excavation should be undertaken using a flat bladed bucket and preferably in a single direction to enable archaeological remains to be recorded prior to disturbance from being driven over. **If possible archaeological remains are encountered, machine excavation will cease to allow the remains to be investigated further.**
- 5.2 The archaeologist will inspect the surfaces revealed. Any archaeological structures or features revealed will be recorded in plan and section as appropriate according to Section 6 below. **The main contractor will allow the archaeological contractor reasonable time and resources to undertake any inspection or recording required.**
- 5.3 Further limited excavation may be necessary to clarify the extent and nature of some archaeological deposits. In this case, the archaeological contractor will undertake the excavation by hand.
- 5.4 If significant remains are unexpectedly encountered the archaeological contractor will inform the County Archaeological Officer and the developer immediately and further mitigation measures will be agreed.

6. Recording

- 6.1 All structures, deposits and finds are to be recorded according to accepted professional standards.
- 6.2 All recording points used should be accurately tied into the National Grid and located for context to a 1:1250 map of the area.
- 6.3 Plans defining the location and extent of all archaeological features encountered are to be drawn at an appropriate scale, located on the site plan and levelled with respect to OD. An overall site plan is to be maintained at a scale of 1:100.
- 6.4 All plans are to be accurately located to a site grid/plan. Where relevant, plans and sections are to be drawn on polyester based drafting film and clearly labelled.
- 6.5 All archaeological contexts are to be recorded individually on context record sheets. A further, more general record of the work comprising a description and discussion of the archaeology is to be maintained as appropriate.
- 6.6 A photographic record is to be maintained and form part of the site archive. The archaeological contractor is to provide the County Archaeological Officer with a selection of photographic images which reflect the archaeological findings and investigations undertaken on this site if requested.

- 6.7 All artefacts recovered during the excavations on the site are the property of the Landowner. They are to be suitably bagged, boxed and marked in accordance with the relevant United Kingdom Institute for Conservation, Conservation Guidelines 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 Archaeological Officer and the Local Planning Authority.
- 6.8 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 Applicant will arrange for the archive to be deposited in a suitable museum or similar repository to be agreed with the County Archaeological Officer and the Local Planning Authority.

7. Reporting

- 7.1 On completion of the archaeological watching brief the archaeological contractor will agree with the County Archaeologist a programme for the reporting of the results of the work. The reporting of the watching brief will be commensurate with the results but as a minimum must stand as a sufficiently detailed report on the archaeological monitoring to serve both future research and inform future planning decisions taken on the site.
- 7.2 Where the watching brief is being undertaken following an earlier evaluation, the results of the evaluation should be fully integrated within the report of the watching brief. Where the watching brief is being undertaken as part of site preparation, the results may be included into the WSI for subsequent mitigation works. Where the watching brief is on groundworks where there has been historic building recording, then any relevant information from either study will be incorporated into both final reports.

Report circulation

- 7.3 Copies of all reports are to be provided to:
- the Developer
 - the County Archaeologist
 - the Local Planning Authority
 - Local Historical Society
 - the project archive.
- 7.4 When submitting the report to the County Archaeologist the archaeological contractor should provide written confirmation that the report has been submitted to the above parties.
- 7.5 If the archaeological contractor is required, contractually, to only 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 to whom it has been forwarded to. The archaeological contractor

must ensure that the developer is made aware of the need to circulate the report as in 7.3 above.

Reporting of watching briefs with limited remains

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

Reporting of watching briefs with significant archaeological remains

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

Contents of a 'Watching Brief Report'

- 7.8 The archaeological contractor may determine the general style and format of the Watching Brief 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 stand as a detailed report on the archaeological fieldwork for future research and to inform on any future planning decisions for the site.
- 7.9 Reports that do not provide 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.
- 7.10 The report is to include as a minimum:
- 7.10.1 An **Abstract** summarising the scope and results of the archaeological watching brief.
- 7.10.2 An **Introduction** including:
- the location of the site including National Grid Reference;
 - an account of the background and circumstances of the work;
 - a description of the development proposals, planning history and planning reference together with the planning condition (where appropriate);
 - the scope and date of the fieldwork, the personnel involved and who commissioned it;
 - the nature of potential impacts arising from the proposals;
- 7.10.3 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 should include a summary of the known Sites and Monuments Record entries generally within a 500m radius of the boundaries of the site. The SMR entries should be quoted with their full KSMR identifier (e.g TR36NW 12);
- summary of any previous phases of archaeological investigation at the development site;
- any constraints on the archaeological monitoring.

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

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

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

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

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

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

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

Implications for future archive, conservation or discard of environmental samples or remains should be detailed.

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

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

7.10.12 An **Interpretation** of the archaeology of the site, including its location, extent, date, condition, significance and importance. This should include, even if no archaeology is identified as present on the site, description of areas of disturbance, non-archaeological deposits and changes in geological subsoil where appropriate.

7.10.13 A **Conclusion** with a summary of the archaeological results and how any archaeology observed relates to the development site. The effects of the development works on the archaeological remains should also be described. The report should highlight any areas of significant archaeological deposits that remain preserved within the development site. Particular note should be made of any variations in the depth of overburden covering any archaeological deposits revealed.

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

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

- a site location plan tied into the Ordnance Survey at 1:1250 or in the case of larger sites at 1:2500. The plan should also include at least two National Grid points and show the site boundary;
- a plan at 1:100 or 1:200 showing the layout of the development groundworks clearly indicating the areas observed. The plan should show significant archaeological features, coloured by phases or period as related to the development site. Where possible, projection of archaeological features outside of the areas observed should be included on the plan. This plan should also include two National grid points;
- plans of the features revealed in each of the excavation areas at a larger scale e.g. 1:20 or 1:50; such plans are to also illustrate areas of disturbance, change in subsoil and location of sections; The location of significant finds and samples taken should also be indicated;
- relevant section drawings and soil trench profiles as appropriate;
- illustrations and/or photographs of significant finds should be included where appropriate.

- 7.10.16 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 should be consistent. Sections must indicate the orientation of the section and the Ordnance Datum height of the section datum.
- 7.10.17 Black & White or Colour photographs should be included where appropriate to illustrate the archaeology of the site, the development operations or the range of soil profiles encountered. All photographs should be appropriately captioned.
- 7.11 The report will be submitted to the County Archaeologist in a bound hard-copy and in digital format. The digital copy will be supplied for preference in .pdf format or alternatively in .rtf format accompanied by digital copies of images, plans and maps in .bmp, .tif or .jpg format. Whichever software is used the digital files must be supplied in a PC readable format.

Contents of a 'Watching Brief Assessment Report'

- 7.13 The 'Archaeological Watching Brief Assessment Report' will follow the format and requirements detailed in 7.8 to 7.12 above.
- 7.14 In addition, the report will include an assessment of the results of the archaeological monitoring and their potential to address both the original research aims and objectives of the project and any further research objectives identified during the course of the on-site and post excavation works.
- 7.15 The report will detail any further analysis necessary on the project records, artefact and environmental assemblages to achieve the research potential identified in the assessment. A justification should be included for each analysis proposed.
- 7.16 The report will set out a timetable for completion of analysis and reporting, detailing all individual tasks to be completed, resources required and the key personnel involved. The proposal should set out arrangements for monitoring of the post excavation process.
- 7.17 The report should include a synopsis of the proposed '**Full report**' and '**Publication**' and identify the likely destination of the publication.

8. General

- 8.1 The archaeological contractor is to allow the site records to be inspected and examined at any reasonable time, during or after the watching brief, by the developer, the County Archaeological Officer or any designated representative of the Local Planning Authority.
- 8.2 In undertaking the work the archaeological contractor is to abide by :

- all statutory provisions and by-laws relating to the work in question, especially the Health and Safety at Work etc. Act 1974.
 - The Archaeological Contractor will also follow the guidance set out in “Health and Safety in Field Archaeology” Standing Conference of Archaeological Unit Managers 1997;
 - the Institute of Field Archaeologist’s *Code of Conduct*;
 - the Institute of Field Archaeologist’s *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology*.
- 8.3 On completion of the watching brief the archaeological contractor will prepare a consideration of the methodology used, including a confidence rating.
- 8.4 The archaeological contractor is to include with their report a completed copy of the Kent County Sites and Monuments Report Form (see appendix 1)
- 8.5 Where there are particularly significant discoveries, the archaeological contractor will provide the County Archaeological Officer with a representative selection of photographs illustrating the archaeology of the site and the operations of the investigation. These will be deposited with the County SMR and will be used for presentations on aspects of the archaeology of Kent.

Heritage Conservation Group, Kent County Council
Revised draft 2021

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