

Clifton Slipways, West Street, Gravesend, Kent

Written Scheme of Investigation for stage 1 archaeological
evaluation

Project Code: CSG EV 23

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Client: Quinn Estates

NGR: 564396 174442 (centred)

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**PART A: Specification for archaeological evaluation of land at Clifton Slipways
(including West Street Pier and land to the north and south of West Street), West
Street, Gravesend**

1 INTRODUCTION

1.1 Quinn Estates Ltd, are currently making preparations for the development of land located at Clifton Slipways, West Street, Gravesend, Kent (NGR: 564396 174442; centred; Fig 1). The proposed development comprises the erection of two buildings to provide a total of 227no. dwellings with associated vehicle parking, cycle storage, highway works, and landscaping. Building 1 comprises the erection of a 23 storey tower on the north side of West Street to provide 121no. dwellings with 1no business Unit (B1a) comprising 90 sqm of floor space at ground floor level; and Building 2 from four storeys to 12 storeys on the south side of West Street which will provide 106no. dwellings. The proposal includes the restoration and adaptation of the existing pier structure to provide public and private amenity space to include the erection of 16no. Business(B1a) units comprising a total of 510 sqm of floor space; and a cafe (A1/A3) comprising up to 60 sqm of floor space.

1.2 Gravesham Borough Council, under the Town and Country Planning Acts, granted planning permission (ref 20191122) for the development on 04 December 2020, subject to the fulfilment of certain conditions. Pre-commencement condition 6 stated:

Prior to the commencement of the development the applicant, or their agents or successors in title, will commence the implementation of a programme of archaeological work in accordance with a written specification and timetable which relates to the phasing plan submitted pursuant to Condition 3 and which has been submitted to and approved by the Local Planning Authority.¹

Reason To ensure that features of archaeological interest are properly examined and recorded in accordance with Policies CS19 and CS20 Gravesham Local Plan: Core Strategy (September 2014) and Saved Policy TC3 of the Gravesham Local Plan First Review 1994.

1.3 In mitigation of the potential impact that the scheme may have on the buried archaeological resource, and in accordance with the provisions of the *National Planning Policy Framework* (NPPF 2019), Quinn Estates Ltd, on behalf of clients, has commissioned Canterbury Archaeological Trust (CAT) to produce a written scheme of investigation to form phase 1 of the archaeological works.

1.4 The phase 1 archaeological evaluation will comprise four evaluation trenches to be located across the footprint of the development which is split into two sites (north and south). It is possible that the work will be undertaken in two stages reflecting the two individual sites to which the planning consent relates, with this WSI covering both sites. Significant quantities of overburden are indicated by geotechnical

¹ See Fig 3 for phasing drawing

investigations to lie across the site. As such a test-pit will be cut at the end of each trench to examine the nature of this overburden and the potential for surviving deposits of geoarchaeological or palaeoenvironmental potential. The works will be monitored by the Kent County Council (KCC) Senior Archaeology Officer.

- 1.5 The results of the evaluation will inform on the site's potential for surviving archaeological remains, and where appropriate, enable the local authority to determine the scope of any further archaeological mitigation that may be required.
- 1.6 The present specification seeks to provide a programme and an outline methodology for undertaking the stage 1 archaeological evaluation, setting out the objectives, the standards to be attained, the nature of the monitoring and the format for reporting.

2 SITE LOCATION, DESIGNATIONS AND GEOLOGY

- 2.1 The proposed development area (PDA) is situated either side of West Street, Gravesend, adjacent to the Thames river frontage and west of Gravesend town centre. The PDA lies on made ground that is currently unoccupied with a redundant iron pier located within the northern part of the site.
- 2.2 The PDA is formed from two parcels of land (Areas 1 and 2) that straddle the north and south sides of West Street, comprising a combined total area of c 0.55ha. The north parcel is bounded to the east and west by modern riverside residential properties, whilst the south parcel is bounded to the east by Stuart Road, to the north-west and west by Thames Way, and to the south by a superstore and associated carpark.
- 2.3 The underlying bedrock geology comprises Lewes Nodular Chalk Formation, Seaford Chalk Formation and Newhaven Chalk Formation (undifferentiated) – chalk, overlain by superficial alluvium deposits of clay, silt, sand and peat².
- 2.4 The north side of the PDA lies on level ground at a height of approximately 3m Ordnance Datum (OD), whilst the south side lies on gently rising ground, rising from a height of approximately 4m OD located adjacent to the West Street frontage to a maximum height of 7m OD towards the southern boundary of the plot.

3 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

- 3.1 The archaeological potential is based on the proximity of archaeological remains presently recorded in the Kent County Council (KCC) Historic Environment Record (HER). In addition, the CAT Annual Reports on-line and grey literature report lists and reports have been checked. The HER and reports search covers a radius of 500m around the PDA (centred on NGR 564396 174442). These records have been assessed in terms of their particular relevance to the PDA and only significant evidence is cited in this report.

² <http://mapapps.bgs.ac.uk/geologyofbritain/home.html>

- 3.2 The application site is located on the foreshore of the Thames, to the west of the historic core of Gravesend – a medieval market town. There are indications of later prehistoric and Roman activity in this vicinity, but the site has particular potential in terms of the post medieval riverfront usage. There are indications of quarrying close to the Area 2 and the site itself is likely to have been partially disturbed by the construction and then removal of railway infrastructure.

Prehistoric (500,000BP – AD 43)

- 3.3 Whilst finds and features of Palaeolithic and Neolithic date are not reported within nearby vicinity of the PDA, a number of artefacts attributed to these periods have been discovered in the Gravesend area but largely remain unprovenanced. Twelve handaxes and two pieces of debitage from the general Gravesend area are stored in various museum collections but lack information on provenance or circumstances of discovery (HER: TQ67 SW436).
- 3.4 A Neolithic polished flint axe is on display in the Chantry Museum, Gravesend and is labelled ‘found at Gravesend’ but no further details are known (HER: TQ65 SE26).
- 3.5 A sequence of activity from the possible Mesolithic period to late Bronze Age into the early Iron Age was identified during archaeological excavations off Stuart Road in June 2004 (HER: TQ67 SW423), located approximately 100m south of the southern boundary of the PDA. Features included a ditch and two post-holes, and a small residual assemblage of flint characteristic of Mesolithic or early Neolithic industries was recovered.
- 3.6 Mixed lithics of mainly mid to late Bronze Age date were found on the Gravesham Community Hospital site in 2004–5 (HER: TQ67 SW373), opposite the Stuart Road excavations. One of the lithics comprised a serrated flint knife characteristic of late Mesolithic to early Neolithic culture (HER: TQ67 SW379).
- 3.7 A Bronze Age looped and socketed axe from Gravesend was presented to the British Museum by the Trustees of the Christy Collection (HER: TQ67 SE4), however no further details are known.
- 3.8 Archaeological excavations between 2004–2005 at the Gravesham Community Hospital site revealed later prehistoric activity in the form of an Iron Age ditch (HER: TQ67 SW378) which was then re-cut several times in the Romano-British period, and a number of Iron Age coins have been found in the general Gravesend area (HER: TQ67 SE5).

Romano-British (c AD 43 – 450)

- 3.9 Archaeological evidence from this period is mainly represented by finds and features identified within close to Gravesend town centre, located approximately 300m east of the PDA. Rescue excavations here in 1978–9, adjacent to St George’s Church, revealed extensive evidence of Roman settlement as represented by an area of approximately 12 hectares traversed by numerous ditch boundaries defining enclosures containing wooden structures (HER: TQ67 SW110). Traces of *opus signinum* flooring hinted at the presence of at least one small masonry building in the area, and local and imported pottery of first- to fourth-century date was

recovered. A well-metalled Roman road was traced for at least 100m on a north–south alignment across the site, possibly leading from a riverside landing-place to the small town and extensive religious complex at Springhead (*Vagniacae*) to the south-west. Activity here may originate in a military site of first-century date and continue until the fourth century AD (Willson 2003, 6).

- 3.10 Excavations off Stuart Road in June 2004 revealed a sequence of late Iron Age and Romano-British activity represented by a number of ditches, pits and post-holes (HER: TQ67 SW424). Parallel gullies and ditches on east–west alignments mainly contained pottery dating between AD 150 and 370 and appeared to represent a Roman field system of which the northernmost ditch aligned with a ditch identified on the neighbouring hospital site (HER: TQ67 SW374). The hospital site also revealed further Romano-British activity in the form of an inhumation burial and a series of dateable pit features.
- 3.11 Further artefacts and features from this period include a second-century Samian ware *patera* and other undocumented Roman remains found near Gravesend town centre in 1844 (HER: TQ67 SE3).

Anglo-Saxon (c 450–1066)

- 3.12 Whilst the Anglo-Saxon settlement of Gravesend appears to be focused over 1km south of the present town, evidence from this period is well represented within the area of the PDA in the form of a food processing site identified during the Gravesham Hospital excavations in 2004–5. Here, a uniform group of seven Anglo-Saxon fire pits were exposed and contained evidence of meat preparation and cooking (HER: TQ67 SW375). Two pits were dated archaeometrically giving dates of AD 500–530 and AD 485–510. Evidence as a whole suggests the pits were most likely used for the smoking of fish and meats. Three small pits and two post-holes of probable Anglo-Saxon date were excavated at the neighbouring Stuart Road site and were sealed by a colluvial layer containing pottery from AD 575–650 (HER: TQ67 SW424).
- 3.13 The HER records a small collection of Anglo-Saxon pennies have been discovered in the general Gravesend area (HER: TQ67, SE1239, SE1240, SE1241, SE1242, SE1243, S1244).

Medieval (c 1066–1540)

- 3.14 The original medieval settlement of *Gravesham* (Gravesend), as mentioned in Domesday (1086), was located to the south of the present-day town centre at the junction of the Old Dover Road and the old road to Wrotham. By the beginning of the medieval period there was a landing stage on the foreshore of the Thames from which early trackways ran inland. The landing place and junction of the early tracks formed the focus for the development of the post-Norman Conquest settlement by the river.
- 3.15 The Thames river dominated the life of medieval Gravesend, with a high proportion of the population being involved in waterbourne activities such as fishing, shipping and ferrying, whilst the hinterland to the south was used for agriculture (Wilson 2004, 7).

- 3.16 By 1356 the settlement of Gravesend moved to that of its present position close to the river. The site of a manorial complex, built between 1362 and 1368 by Edward III, is believed to be located in the area of the High Street, West Street and Church Street (HER: TQ67 SW233), approximately 320m east of the PDA. The manorial complex consisted of a hall and king's chamber, a chapel, gatehouse, ancillary buildings, a bakery, bridge and wharf. In 1951 a section of wall was recorded which is believed to be associated with the manorial complex. The wall was constructed from Kentish ragstone, chalk and blocks of Reigate stone. A return wall was discovered in the basement of a shop fronting West Street.
- 3.17 A service carrying passengers by water from Gravesend and Milton to London was granted by Henry IV in 1401. This service became known as the Long Ferry to distinguish it from the Cross Ferry between Gravesend and Tilbury. For many centuries thereafter the Thames between London and Gravesend was used as the main highway for those travelling to and from the Continent (Wilson 2004, 7).
- 3.18 Evidence of medieval settlement in Gravesend is limited, however during redevelopment at 81 High Street in 1998 a number of medieval cess pits were recorded (HER: TQ67 SW232), and further medieval and post-medieval pits were recorded at 43 High Street (HER: TQ67 SW131), the latter indicating that the site had been in continuous occupation from the thirteenth to the seventeenth centuries.

Post-medieval (c 1540 – 1900) and modern (1900 – present)

- 3.19 By the beginning of the post-medieval period a sizeable town had grown up by the river, centred on the High Street, West Street, East Street and the riverside where quays and wharves had developed close to a landing stage established during the earlier, medieval period (Willson 2003, 11–12). The Long Ferry played a major role in this development encouraging the growth of inns, stables, lodgings and shops for travellers. The town flourished from its position as a service point for shipping on the Thames and became part of the defensive system on the approaches to London with Block houses built in 1539 (HER: TQ67 SW5) to defend the Thames riverside and in 1778 the New Tavern Fort (List Entry no. 1261173) was built east of the town, on the site of the former Milton chantry to complement Tilbury Fort on the north bank. The Gravesend to London ferry became an increasingly important passenger route and helped to promote the town's economy.
- 3.20 Little remains of Gravesend's post-medieval legacy as the town was ravaged by fire seven times in the eighteenth and nineteenth centuries. As a result only a few buildings of this period have survived (Wilson 2004, 8) and are typically located between 350–450m west and south-west of the PDA, within Gravesend town centre. The remains of eighteenth and nineteenth century buildings have been located at Princes Street and the High Street (HER: TQ67 SW227, TQ67 SW228, TQ67 SW231), and a stretch of possible seventeenth century brickwork was revealed in a survey of a basement of 67 High Street (HER: TQ67 SW229).
- 3.21 Other surviving features from the post-medieval period include a post-medieval well in the basement of 70 High Street, found during an evaluation in 1998 (HER: TQ67 SW230); several post-medieval pits found at Gravesend and North Kent Hospital (HER: TQ67 SW376); and seventeenth to nineteenth century cess-pits, pottery and

clay tobacco pipes (HER: TQ67 SW132) found during salvage excavations at Chieseman's stores, Princes Street in 1961–62.

- 3.22 A former limeworks and chalk quarry once existed within 50m south-west of the PDA, where six kilns operated in a chalk pit (HER: TQ67 SW204). The HER records the site of a gibbet or gallows (HER: TQ67 SW129) located to the north of the former quarry where three skeletons were found in 1910, some of which were in chains.
- 3.23 Gravesend played an important role in the trade and traffic of the river Thames, shipping raw materials. The arrival of rail in the early nineteenth century saw the demise of the Long Ferry as Kent's water highway, and passenger trade between London and Gravesend changed with the introduction of steam and the establishment of Gravesend as a seaside resort. Medicinal advantages of sea-bathing and the sea air were fashionable at this time and resulted in the creation of seaside baths complexes including that of Clifton Baths (HER: TQ67 SW1024), located approximately 400m west of the PDA. Gravesend flourished in the 1830s and 1840s, with expansion of the town and the construction of several piers, along with supporting industrial activities. Tourism declined by the 1880s due to the prevalence of middle-class resorts such as Margate and Broadstairs, and pollution levels in the river.
- 3.24 During the later nineteenth century relatively small industries such as ship-repair yards, boat-building yards and small workshops grew up at Clifton Parade, within the area of the PDA. A large number of wharves of this period once existed to the east and west of the PDA including Coal Wharf (HER: TQ67 SW1036), Baltic Wharf (HER: TQ67 SW1035), Commercial Wharf (TQ67 SW1038), Union Wharf (HER: TQ67 SW1039) and Marriott's Wharf (HER: TQ67 SW1040). Most of these wharves has been built over by modern industry and residential riverside apartments.
- 3.25 The PDA was originally developed in the late nineteenth century with a new railway line opened up in 1883 by the London, Chatham and Dover Railway Company between Farningham Road and Gravesend with a station at Rosherville to cater for visitors to Rosherville Garden and a terminus at Stuart Road. This railway line was linked by a viaduct to form the terminal of the Gravesend West line of the London, Chatham and Dover Railway. The station building (HER: TQ67 SW196) was located on the south side of West Street with a line continuing across West Street by a steel bridge to reach an iron pier (HER: TQ67 SW1037), from which various passenger services operated. Railway passenger services declined after the Second World War and were eventually withdrawn in 1953 although goods traffic continued for a further 15 years (KPF 2016, 2.2). After closure, the station and viaduct arches were used as a builder's merchant yard. The land on the north side of West Street contained the Clifton Slipways which was a boat building yard with slipways either side of the pier. Beneath the viaduct on the northern side, the former railway arches were enclosed to provide workshops which were used in connection with the boat building business. Once this ceased, the land was used for storage purposes in connection with the builder's merchants. The station building was largely demolished in 1991 with the remaining section of viaduct and bridge removed in 2006. The redundant iron pier is now the only surviving element of the combined sites history as the Gravesend West Street Station and is located within the northern part of the development site.

- 3.26 The 1863 Ordnance Survey (OS) map shows the PDA and its surrounding area before it was developed as a railway terminus and indicates it comprised a 'coal wharf' on the north side and a terrace of residential properties fronting West Street and the present day Stuart Road on the south side, with a timber yard located close to the southern boundary of the PDA. A chalk quarry, limekilns and an associated tramway are mapped to the south-west.
- 3.27 The 1895 OS map shows the new railway line and associated infrastructure in place by this point following the removal of former residential properties along West Street. The railway line cuts through the lime works and a large station building is shown, located adjacent to the south-west boundary of Area 2 of the PDA. The wharf has been extended into the river and labelled the 'L.C. and D. pier' with two 'Dolphins' (marine structures extending above the water level) either side.
- 3.28 Later OS maps show no major changes to the railway arrangement, although increasing expansion of both residential and industrial activity is evident within the surrounding area.
- 3.29 Aerial photographs of the site from the 1940s clearly show the station building and the line of the former railway, carried by a bridge, terminating at the river frontage on the former wharf. By the 1960s the railway line appears to be abandoned but still present, whilst some of the station buildings have been removed. The ground forming Area 2 of the PDA is shown as a triangular-shaped road junction serving the entrance to the railway station. The railway infrastructure has disappeared by the 1990s and the ground to the south and south-west of Area 2, where the station once stood, has been developed as a superstore and carpark. An image from 1999 shows the PDA was used as a storage area for various containers and a few boats. Sometime in 2006 the bridge was demolished and by 2007 both sides of the PDA are shown as completely cleared other than the presence of the crumbling former wharf. By 2011 the PDA is shown as overgrown with vegetation and has remained in a derelict state up to the present day.
- 3.30 Full details of previous discoveries and investigations within the immediate and wider area may be found in the County Historic Environment Record. These records should be consulted prior to commencement of the fieldwork so an understanding of the surrounding archaeological resource and the general historical and topographical landscape can be made.

4 RESULTS OF GEOTECHNICAL INVESTIGATIONS AND PRELIMINARY IMPACT ASSESSMENT

- 4.1 A programme of geotechnical investigation has previously been undertaken on the site (Ecologia 2019). In total, four boreholes (CP1-4) and eighteen test-pits (TP 1-18) were cut across the site area. The geoarchaeological investigations were not archaeologically monitored.
- 4.2 Natural chalk was reached in each borehole but no evidence for overlying superficial geology was recorded. An indicative profile across the site using the borehole data can be found in Figure 2.
- 4.3 The natural chalk was sealed by between 4-8m of overburden across the site, area with the deepest sequence of overburden identified in borehole CP4 (c 8.1m). In this

location it is possible that the surface of the natural chalk (lying at 0.02 OD) may have been truncated. In boreholes CP3 and CP2 the surface of the chalk lies at approximately 1.46m OD, sealed by 4-4.5m of made ground. The surface of the chalk drops down slightly to approximately 0.54m OD in borehole CP1 (sealed by 4.5m of made ground), perhaps reflecting the natural slope toward the river.

- 4.4 The stratigraphic sequence in the test-pits consisted wholly of overburden deposits, with no test-pit being excavated to greater than 2.7m below present ground level. The character of the overburden was variable, being formed by deposits of sandy gravel, clay silt and redeposited chalk. All of the test-pits were recorded as containing post-medieval and modern material to their full depth.
- 4.5 Concrete footings were identified in Area 1, extending down to approximately 4.5m BGL. In the northern part of Area 1 was a 0.2m thick layer of concrete at 1.25m BGL.
- 4.6 Significant contamination was recorded in the northern part of area 2 and the south western portion of area 1.

5 AIMS AND OBJECTIVES

- 5.1 The purpose of an archaeological field evaluation as defined by the *Chartered Institute for Archaeologists* (CIfA 2020) is to:

- *determine and report on, as far as is reasonably possible, the nature of the archaeological resource within a specified area using appropriate methods and practises. These will satisfy the stated aims on the project and comply with the Code of conduct and other relevant regulations of CIfA.*

This is further explained as:

- *a limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts, and their research potential, within a specified area or site on land, inter-tidal zone or underwater. If such archaeological remains are present field evaluation defines their character, extent, quality and preservation, reports on them, and enables an assessment of their significance in a local, regional, national or international context as appropriate.*

- 5.2 The evaluation will thus provide sufficient information for all parties concerned, particularly the Local Planning Authority, to devise appropriate mitigation strategies. An evaluation may therefore result in the need for an agreed mitigation strategy and the implementation of further archaeological works with a further WSI potentially required to fulfil planning conditions.
- 5.3 The principal objective of the evaluation work is to determine whether any significant archaeological remains survive on site. The purpose of the evaluation is thus to ascertain the extent, depth below ground surface, depth of deposits, character, significance and condition of any archaeological remains on site.
- 5.4 More specific objectives include to:
 - understand the nature and extent of the overburden deposits and modern

- disturbances recorded during the geotechnical investigations of the site;
 - assess whether any deposits with geoarchaeological or palaeoenvironmental potential survive within the site;
 - assess whether late post-medieval remains survive within the site, for example remains associated with the coal wharf or railway recorded on historic maps;
 - understand the nature, character, date and extent of any earlier (prehistoric, Romano-British, Anglo-Saxon, medieval and post-medieval) activities present on site;
- 5.5 Place and assess any archaeological remains revealed within context of other recent investigations in the immediate area and within the setting of the local landscape and topography. Assessment of the results will provide guidance on what additional mitigation measures would be appropriate. Such measures may, for example, include preservation *in situ* and/or further detailed archaeological excavation prior to development and/or an archaeological watching brief during construction work. This specification sets out the requirements for trial trenching on the site only. Further mitigation measures will be subject to other documents or specifications which will need to be agreed with the Local Planning Authority and KCC Senior Archaeological Officer.

6 ARCHAEOLOGICAL METHODOLOGY

- 6.1 The general methodology for the archaeological evaluation is set out in Part B of this specification.
- 6.2 The archaeological evaluation will comprise the excavation by machine of four archaeological trenches located within the footprint of the proposed development. One archaeological trench is to be excavated within Area 1 and three trenches are to be excavated within Area 2. The trenches will measure up to 20m in length and 1.2–1.8m wide (subject to site constraints). A proposed trench layout is included with this document (Fig 1). Trenches will be stepped/battered where necessary.
- 6.3 A test-pit of 2-3m length and up to 5m depth (where practicable) will be cut at the end of each trench to better understand the nature of overburden deposits recorded during the geotechnical works.
- 6.4 The Archaeological Contractor should confirm the nature and location of any constraints on-site prior to the commencement of excavation and take account of these limitations when submitting their proposed trench layout plan. Particular attention will be paid to avoiding any services that are to be retained. Any subsequent amendments to the trench design must be agreed in advance with the KCC Archaeological Officer and a revised trench plan must be submitted for approval.
- 6.5 Should significant remains be exposed it may be necessary to enlarge or extend the evaluation trench to allow further investigation of any significant features or deposits that may be encountered.
- 6.6 Prior to the commencement of fieldwork the Archaeological Contractor shall agree with the developer, or their agent, any fencing required during the works and requirements for reinstatement at completion. The Archaeological Contractor shall ensure that

arrangements are in place for appropriate reinstatement prior to the commencement of any excavations.

- 6.7 Following the evaluation, the scope of further works will be agreed with the county archaeologist and the local planning authority. These may include another phase of evaluation and more detailed excavation, or, where feasible and appropriate, design measures to accommodate the preservation of archaeology.

7 SITE RECORDING

- 7.1 Site recording should be undertaken in accordance with the methodology outlined in Part B of this specification.

8 SITE REPORTING AND ARCHIVING

- 8.1 Site reporting and archiving should be undertaken in accordance with the methodology outlined in Part B of this specification.

9 MONITORING

- 9.1 Site monitoring should be arranged in accordance with the methodology outlined in Part B of this specification. As a minimum the KCC Archaeological Officer should be informed, in writing, at least one week prior to the commencement of work.

10 GENERAL

- 10.1 Prepared by the Canterbury Archaeological Trust, March 2022.

11 BIBLIOGRAPHY

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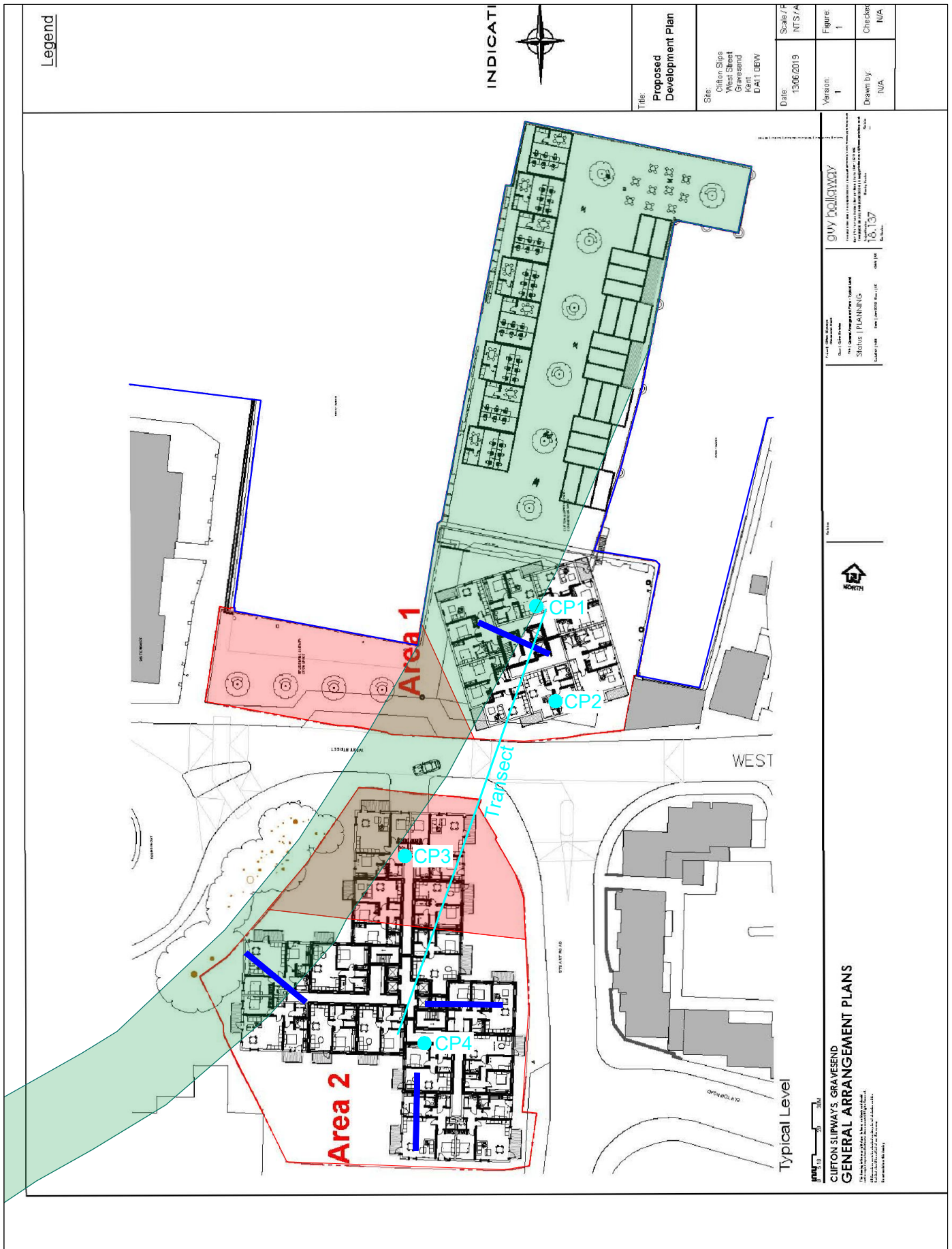
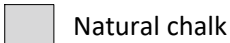


Figure 1. Clifton Slipways, Gravesend - Draft trench plan



10m



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PROJECT	Clifton Slipways, Gravesend
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COMMENTS

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Figure 2. Indicative transect across site using borehole data



Figure 3. Site phasing plan

EVALUATION – TRIAL TRENCHING REQUIREMENTS

1. Introduction

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

2. General Requirements

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

3. Pre-site Requirements

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

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

3.2 In certain circumstances the following will also be considered:

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

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

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

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

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

4. Objectives

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

4.2 The evaluation is thus to

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

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

5. Scope of trial trenching

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

6. Machine and Hand Excavations

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

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

7. Investigation and Sampling Strategy

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

Burial Remains

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

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

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

8. Finds recovery processing and treatment

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

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

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

9. Archaeological Science and Environmental Sampling

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

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

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

10. Recording

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

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

11. Reinstatement and completion of fieldwork

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

12. Reporting

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

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

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

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

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

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

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

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

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

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

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

12.7.11 Any results from the application of archaeological scientific techniques e.g. specialist dating will be included in the evaluation report.

12.7.12 An **Interpretation** of the archaeology of the site will be provided, including its location, extent, date, condition, significance and importance. This will be a synthesis of the stratigraphic, finds and environmental results of the investigation and will include, even if no archaeology is identified as present on the site, description of areas of disturbance, non-archaeological deposits and changes in geological subsoil where appropriate. This section of the report will be supported by a phased interpretative plan of the site, clearly showing the major areas and periods of archaeological activity.

12.7.13 An **Impact Assessment** will consider the potential effects of the development on the archaeological remains. This will summarise the archaeological results, describe how any identified archaeological potential identified relates to the site and how the development proposals will affect that archaeology. The report will highlight any areas of sensitivity within the site. Particular note will be made of any variations in the depth of overburden covering any archaeological deposits revealed.

12.7.14 The **Conclusion** will summarises the method, results, interpretation and impact assessment.

12.7.15 The evaluation report will assess the potential for preservation at the site to inform decisions about mitigation strategies. It will not include any recommendations on preservation measures or further work unless otherwise agreed with the County Archaeologist.

12.7.16 The evaluation report will include comments on the effectiveness of the methodology employed and the confidence of the results and interpretation.

12.7.17 **Figures / illustrations** – The report will include sufficient illustrations to support descriptions and interpretations within the report text. Figures are to be fully cross-referenced within the document text. As a minimum the evaluation report will include the following figures:

- a site location plan tied into the Ordnance Survey at 1:1250. The plan will also include at least two National Grid points to 1m accuracy and show the site boundary;
- trench location plans at an appropriate scale showing the layout of archaeological features, coloured by phases or period. The plan will show the location of all trenches and features. A copy of the plan will be overlain on the proposed development plan where this is known. Where possible, projection of archaeological features outside of the trench areas will be included on the plan. This plan will also include two National Grid points;

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

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

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

13. Archive Preparation & Deposition

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

14 Monitoring and Liaison

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

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

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

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

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

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

15. Copyright and data protection

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

16. Health and Safety

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

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

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

17. KCC HER

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

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

18 General

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

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

APPENDIX 1

Kent County Council HER summary form

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

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

Guidance for Completing the Kent Archaeological Fieldwork Notification Form

Purpose

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

Approach

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

HER & Fieldwork Notification Form



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

SECTION A - PROJECT DETAILS

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

SECTION B - COMMENCEMENT OF FIELDWORK

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

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

Name:			
On behalf of:			
Signed:		Date:	

APPENDIX 2

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

APPENDIX 2

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