



**Written Scheme of Investigation (WSI) for an  
Archaeological Watching Brief at The Golden Lion,  
Luddesdown**

**Planning reference: 20250053**

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**FIGURE 1: SITE LOCATION**

**FIGURE 2: PROPOSED SITE PLAN**

**FIGURE 3: PROPOSED CAR PARKING PLAN**

## 1. INTRODUCTION

1.1 This scheme of works sets out details of a Written Scheme of Investigation (WSI) by Invicta Archaeological Services Ltd for an archaeological watching brief at the Golden Lion, Luddesdown Road, Luddesdown, Gravesend, Kent, DA13 0XE (centred at TQ 67219 66668) at the request of the Client. Planning permission (20250053) has been granted for the erection of a rear and side extension and refurbishment of the Golden Lion pub, including landscaping, parking and associated works.

1.2 The local planning authority's planning officer has recommended that the implementation of a programme of archaeological work be carried out during invasive groundworks, to satisfy Condition 7 which states:

*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 local and national planning policy.*

1.3 This document is a written scheme of investigation (WSI) confirming the nature and methodology of a watching brief to be undertaken by the approved archaeological contractor.

## **2. THE SITE**

- 2.1 The proposed development site (PDA) lies within Luddesdown, a small village in the Gravesham District of Kent. The village is very rural, located within a dry valley to the south of Gravesend and forming part of the North Downs Area of Outstanding Beauty. The PDA occupies a prominent position on the southern side of Luddesdown Road, as it joins to Henley Street and consists of a public house with enclosed garden and parking (centred at TQ 67219 66668).
- 2.2 The solid geology of the site is New Pit Chalk Formation – Chalk, with superficial deposits of Head - Clay, silt, sand and gravel (British Geological Survey, 2025). Ground level lies at an elevation of c.46.612mOD (adjacent to the PDA on the junction of Luddesdown Road and Cutter Ridge Road).

## **3. ARCHAEOLOGICAL BACKGROUND**

- 3.1 A brief summary of the archaeological and historical background to the site is presented below, having consulted the Heritage Gateway which records data held at the NMR Excavation Index and Kent Historic Environment Record (KHER).
- 3.2 A cropmark of a linear feature is recorded c.209m southeast of the PDA (HER: TQ66NE40). The cropmark is recorded as a probable Iron Age or Roman rectilinear enclosure, visible on Historic England reconnaissance aerial photographs taken in 2008.
- 3.3 An alleged earthwork of a hillfort lies c.708m to the northeast, at Cobhambury Wood (HER: TQ66NE10). Located on high ground above the road from Cobham to Buxton. It has been suggested that there are outlines of an extensive oppidum, but the evidence for this is minimal. It is now not thought to be a suitable location for a defensive work.
- 3.4 A possible hut site is recorded c.604m southwest (HER: TQ66NE21). Pieces of wattle and daub, and sherds of what seem to be La Tene pottery, have been excavated at Luddesdown Court by Mr. W. Cobbett Barker. Situated between the church and manor house, 60ft from

- the northwestern corner of the churchyard, burnt clay showing signs of timber wattles was found with fragments of early pottery, but no human remains.
- 3.5 A gold torc was located c.808m north but no further information is available (HER: TQ66NE32).
- 3.6 Three ponds are recorded in the area, between 607-700m to the northeast. The ponds are not visible on the 1<sup>st</sup> or 2<sup>nd</sup> edition Ordnance Survey maps and were recorded during 2024 Kent Downs National Landscape Historic Ponds Project (HER: MKE127655; MKE127656; MKE127657).
- 3.7 Approximately 624m to the southwest is the site of an Oast House (HER: TQ66NE238). Twin round oasthouses appear on the 1st (1862-1875), 2nd (1897-1900) and 3rd (1906-1923) edition OS maps, but these are now demolished.
- 3.8 Three Second World War barrage balloon sites lie c.613m to the northwest and c.398-700m to the south-southwest (HER: TQ66NE177; TQ66NE182; TQ66NE189). The year of origins and removals are unknown, and no remains are recorded.
- 3.9 A Second World War anti-aircraft searchlight (HER: TQ66NE187) is situated c.700m to the southwest. Nominal dates for commissioning and disuse are 1940 and 1945. There are no obvious remains.
- 3.10 A farmstead is recorded c.23m to the southwest (HER: MKE84372). The farmstead was originally a regular multiyard farmstead, which has since been demolished.
- 3.11 Brookers Farm lies c.52m to the east (HER: TQ66NE131; MKE84371). A Grade II listed building, with its main construction periods between 1700 to 1899. A dispersed plan farmstead, with only the farmhouse remaining.

## **4. AIMS AND OBJECTIVES**

- 4.1 This WSI sets out the strategy and methodology by which the Archaeological Contractor will implement the archaeological works. It conforms with current best practice and to the guidance outlined in Management of Research Projects in the Historic Environment (MoRPHE, Historic England 2015), the Chartered Institute for Archaeologists' (CIfA)

Standards and guidance for (CIfA 2014a; 2014b; 2014c; 2014d), The Centre for Archaeological Guidelines for Environmental Archaeology (English Heritage 2002) and Kent County Councils Manual of Specifications.

4.2 The aims of the archaeological watching brief are to clarify the nature and extent of any archaeological deposits and/or features and to contribute to local and regional heritage recording, which will include the following;

- To identify and record all archaeological features, deposits and artefacts exposed during construction work
- To determine the extent and nature of the archaeological features encountered
- To recover dating evidence and environmental evidence from the archaeological features encountered
- To establish the sequence of the archaeological remains encountered
- To interpret the archaeological features and finds within the context of the surrounding area and wider region

## **5. GUIDANCE AND BEST PRACTICE**

5.1 The standards and guidance followed during archaeological fieldwork are produced by the Chartered Institute for Archaeologists (CIfA). Relevant to the current works are: Standard and guidance for an archaeological watching brief (CIfA 2014b), Standard and guidance for the collection, documentation, conservation and research of archaeological materials (CIfA 2014c) and Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (CIfA 2014d).

## **6. MONITORING**

6.1 The Archaeological Contractor will inform the Kent County Council (KCC) County Archaeologist of the commencement of fieldwork and the progress of the investigations on

the Site. Reasonable access to the Site will be arranged for representatives of KCC as appropriate for inspection and monitoring visits.

- 6.2 Variations to this WSI will be agreed in advance with the Client and the County Archaeologist.

## **7. HEALTH AND SAFETY**

- 7.1 All work will be carried out in accordance with the Health and Safety at Work Act 1974 and the Management of Health and Safety Regulations 1992, and all other relevant Health and Safety legislation, regulations and codes of practice in force at the time.
- 7.2 The Archaeological Contractor will supply a copy of their Health and Safety Policy and a Risk Assessment to the Client before the commencement of any fieldwork. The Risk Assessment will have been read and understood by all staff attending the Site before any groundwork commences.

## **8. PROPOSED GROUND WORKS**

- 8.1 Proposed groundwork details have not yet been submitted and will be clarified by the archaeological contractor prior to works commencing.

## **9. METHODOLOGY**

- 9.1 At least one competent archaeologist will closely monitor the excavations as they progress. Where possible, excavation should be undertaken using a flat bladed bucket operating in a single direction.
- 9.2 If any archaeological deposits and/or features are encountered, machine excavation will temporarily cease so that the archaeologist can inspect the surfaces. Any archaeological features will be recorded in plan and section. The main contractor will allow the archaeologist reasonable time and resources to undertake the inspection and recording.

- 9.3 If significant archaeology is encountered, machine excavation will cease, and the archaeologist will inform the County Archaeologist and the developer immediately so that further mitigation measures can be agreed.
- 9.4 In the event that complex archaeological deposits and features, including human remains are revealed, these will be identified and made clear to the County Archaeologist, the Client and their groundwork contractor, who will allow reasonable access to the archaeological staff, facilitating the excavation and recording of the archaeology present. Areas of archaeological interest will be marked up and suitably protected in advance of their investigation and clearance.
- 9.5 The watching brief will be maintained throughout initial excavations and will be concluded when, in consultation with the County Archaeologist, it is clear that the potential for archaeological remains to be exposed has been exhausted.
- 9.6 Should extensive and well-preserved remains be found requiring a contingent excavation, it will be necessary to agree with the Client and the County Archaeologist a programme for this, potentially extending the scope of archaeological works, whilst ensuring no unreasonable delay is caused to the groundwork programme.

## **10. RECORDING**

- 10.1 All structures, deposits and finds are to be recorded according to accepted professional standards.
- 10.2 A complete drawn record of excavated archaeological features and deposits will be compiled. This will include both plans and sections, drawn to appropriate scales (1:20 for plans, 1:10 for sections), and with reference to the Ordnance Survey National Grid. The Ordnance Datum (OD) height of all principal features and levels will be calculated and plans/sections will be annotated with OD heights. Archaeological features and deposits will be surveyed using GPS and tied into the Ordnance Survey National Grid and Datum.
- 10.3 All archaeological contexts are to be recorded individually on a pro forma recording sheet.
- 10.4 A full colour digital photographic record of the work is to be kept as part of the site archive.

- 10.5 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 Kent County Council.

## **11. ENVIRONMENTAL SAMPLING AND FINDS**

### **11.1 Finds**

- 11.1.1 All artefacts from excavated contexts will be retained, except those from features or deposits of obviously modern date. Where appropriate, a suitable metal detector will be used to enhance artefact recovery.

- 11.1.2 All retained artefacts will, as a minimum, be washed, weighed, counted and identified. All artefacts recovered during the excavations on the Site are the property of the landowner. They are to be suitably bagged, boxed in accordance with the guidance in accordance with the United Kingdom Institute for Conservation, Conservation Guidelines (2) and generally in accordance with the Chartered Institute for Archaeologist's Standard and guidance for the collection, documentation, conservation and research of archaeological materials (CIfA 2014c).

- 11.1.3 On completion of the archaeological post-excavation programme, and with the permission of the landowner, it is anticipated that any artefacts will be deposited with the relevant museum.

### **11.2 Environmental sampling**

- 11.2.1 Bulk environmental soil samples for the recovery of plant macro fossils, wood charcoal, small animal bones and other small artefacts will be taken as appropriate. The samples will be of an appropriate size, for charred material typically from 20-60 litres, reduced to between 10-30 litres from waterlogged deposits. Samples will not be taken from the intersection of features.

- 11.2.2 Bulk environmental soil samples will be processed by standard flotation methods and scanned to assess the environmental potential of deposits, with any finds recovered given to the appropriate specialist.
- 11.2.3 If waterlogged deposits are encountered, an appropriate environmental sampling strategy will be devised and agreed with the County Archaeologist as appropriate. These samples would then be processed by standard waterlogged flotation/wet sieving methods.
- 11.2.4 Where appropriate monolith and/or contiguous column samples will be taken for the recovery of molluscs and to consider sub-sampling for pollen and/or diatom assessment, and for consideration of soil micromorphological and soil chemical analyses. Appropriate specialist advice will be sought where needed.
- 11.2.5 Where appropriate samples may be taken and sieved to aid in artefact recovery. For both inhumations and cremation related deposits, the burial deposit will be sampled and processed following the specialist guidelines.
- 11.3 **Human remains**
  - 11.3.1 In the event of discovery of any human remains (articulated or disarticulated, cremated or unburnt), they will be left in situ, covered and protected. Following discussions with the Client and the County Archaeologist, the need for and appropriateness of their excavation/removal or sampling as part of the works will be determined. Where deemed appropriate, the human remains will be fully recorded, excavated and removed from the Site, subject to compliance with the relevant Ministry of Justice Licence which will be obtained by the Archaeological Contractor.
  - 11.3.2 Should human remains require excavation, this and post-excavation processing will be undertaken in accordance current guidance documents and in line with the standards set out in IfA Technical Paper 13 'Excavation and post excavation treatment of cremated and inhumed remains' (McKinley and Roberts 1993). Appropriate specialist guidance/site visits will be undertaken if required. The final deposition of human remains following analysis will be in accordance with the requirements of the Ministry of Justice Licence.

#### 11.4 **Treasure**

- 11.4.1 In the event of the discovery of any material covered, or potentially covered, by the Treasure Act of 1996, the archaeological contractor will immediately notify the Client and the County Archaeologist. All necessary information required by the Treasure Act (i.e. finder, location, material, date, associated items etc.) will be reported to the Coroner within 14 days.

### 12. **REPORTING**

- 12.1 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 correspond with the degree of 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.
- 12.2 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.
- 12.3 Copies of all reports are to be provided to the Developer, the County Archaeologist, and the Local Planning Authority and deposited with the project archive.
- 12.4 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. No communication to third parties including news agencies will take place without prior permission of the client and KCC.
- 12.5 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 12.3 above.
- 12.6 If the watching brief has resulted in limited archaeological remains 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.

- 12.7 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.

#### **Contents of a 'Watching Brief' Report**

- 12.8 The watching brief report is to include as a minimum:
- 12.9 An Abstract summarising the scope and results of the archaeological watching brief.
- 12.10 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
- 12.11 An account of the Archaeological Background of the development site including:
- geology, soils and topography
  - any known existing disturbances on the site
  - background archaeological potential of the site. This should include a summary of the known Historic Environment Record entries generally within a 500m radius of the boundaries of the site. The HER entries should be quoted with their full ESHER identifier (e.g. MES1234); summary of any previous phases of archaeological investigation at the development site; any constraints on the archaeological monitoring.
- 12.12 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.
- 12.13 The report should include a quantification of the archive contents, their state and future location.
- 12.14 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.
- 12.15 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.
- 12.16 The report should include a table showing the contexts, classes and quantity of artefacts recovered, together with their date and interpretation.
- 12.17 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.
- 12.18 The report should include, as appropriate, tables summarising environmental samples taken, together with the results of processing and assessment.
- 12.19 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.
- 12.20 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.
- 12.21 A Conclusion with a summary of the archaeological results and how any archaeology observed relates to the development site. The effect 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.
- 12.22 The report should include comments on the effectiveness of the methodology employed and the confidence of the results and interpretation.
- 12.23 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.

12.24 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.

12.25 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.

12.26 The report will be submitted to the County Archaeologist in digital format. The digital copy will be supplied for preference in .pdf format.

12.27 **GENERAL**

12.28 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 Institute of Field Archaeologist's Code of Conduct
- Chartered Institute for Archaeologists (CifA), 2014b, *Standard and Guidance for commissioning work on, or providing consultancy advice on, archaeology and the historic environment*

12.29 The archaeological contractor is to include with their report a completed copy of the Kent County Council HER Form (Appendix 1).

12.30 The archaeological contractor is to provide the County Archaeologist with a representative selection of digital images illustrating the archaeology of the site and the operations of the investigation. These will be deposited with the County Historic Environment Record (HER).

## REFERENCES

British Geological Survey (2025)

Chartered Institute for Field Archaeologists (CifA) 2014a. *Code of Conduct*

Chartered Institute for Archaeologists (CifA) 2014b. *Standards and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials*

Chartered Institute for Archaeologists (CifA), 2014c, *Standard and Guidance for an archaeological watching brief*

Chartered Institute for Archaeologists (CifA) 2014d. *Standards and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives.*

Chartered Institute for Archaeologists (CifA), 2014g, *Standard and Guidance for the collection, documentation, conservation and research of archaeological materials*

Chartered Institute for Archaeologists (CifA), 2014, *Standard and Guidance for commissioning work on, or providing consultancy advice on, archaeology and the historic environment*

English Heritage, 2002. *The Centre for Archaeological Guidelines for Environmental Archaeology*

Health and Safety at Work Act 1974

Historic England, 2002. *Management of Research Projects in the Historic Environment (MoRPHE)*

Kent Historic Environment Record/Heritage Gateway

Management of Health and Safety Regulations 1992

McKinley, Roberts (1993). *Excavation and post-excavation treatment of cremated and inhumed remains*. Institute for Field Archaeologists (IFA) Technical Paper 13

National Heritage List for England (NHLE)

Treasure Act 1996

United Kingdom Institute for Conservation (1983) Packaging and Storage of Freshly Excavated Artifacts from Archaeological Sites. Conservation Guidelines No. 2. Walker K (1990) Guidelines for the preparation of excavation archives for long term storage. United Kingdom Institute for Conservation.

## APPENDIX 1: KENT COUNTY COUNCIL HER SUMMARY FORM

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

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## Kent Archaeology Fieldwork Notification Form

KCC logo

(Section **A** and **B** to be filled in and sent either digitally or by fax to KCC Heritage Conservation Group (01622 221636) in advance of 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?:

|                                                                                                                                                                                                                                                                                                                                    |                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <b>Local Museum Notified:</b><br><br><b>Date:</b><br><b>Local Arch Soc Notified:</b><br><br><b>Date:</b>                                                                                                                                                                                                                           | <b>Site Code:</b>                  |
| <b>START DATE:</b>                                                                                                                                                                                                                                                                                                                 | <b>ANTICIPATED DURATION:</b> weeks |
| <p>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.</p> <p><b>Name:</b><br/> <b>On behalf</b><br/> <b>of:</b><br/> <b>Signed:</b> <b>Date:</b></p> |                                    |

| SECTION C - COMPLETION OF FIELDWORK                                                                   |                                                                    |
|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| <b>Date Fieldwork</b><br><br><b>Completed:</b><br><b>Further Fieldwork</b><br><br><b>Anticipated:</b> | <b>Was fieldwork monitored by KCC/EH/Other?</b><br><br><b>Who?</b> |
| <b>Brief summary of archaeological finds:</b> (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 |
|                                                                |                     |     |          |        |    |       |                |
|                                                                |                     |     |          |        |    |       |                |
|                                                                |                     |     |          |        |    |       |                |
|                                                                |                     |     |          |        |    |       |                |

|                                             |   |   |        |
|---------------------------------------------|---|---|--------|
| <b>SMR Data</b>                             |   |   |        |
| <b>SMR Summary Form?</b>                    | Y | N | Notes: |
| <b>Digital images?</b>                      | Y | N |        |
| <b>Digital Mapping Data?</b>                | Y | N |        |
| <b>Location and Destination of Archive:</b> |   |   |        |

**Name:**

**On behalf of:**

**Signed:**

**Date:**

## **APPENDIX 2 – KCC SPECIFICATION FOR AN ARCHAEOLOGICAL WATCHING BRIEF IN KENT**

### **Introduction**

- 1.1 This specification is concerned with an archaeological watching brief to be maintained by a recognised archaeologist agreed with the County Archaeologist.
- 1.2 The site has planning permission for some minor redevelopment works. More details on the development can be found on the Local Planning Authority web site.
- 1.3 The Local Planning Authority has placed a watching brief condition on the planning consent in view of the archaeological potential of the site.
- 1.4 This will involve archaeological monitoring of all works including alterations to a current building, groundworks for foundations, services, landscaping etc and recording of any features revealed, by an archaeological contractor.
- 1.5 **The watching brief should be maintained throughout the programme of all works; building alterations, ground excavation and landscaping. The archaeological contractor will confirm the extent of proposed works in advance with the site developer and inform the County Archaeological Officer that arrangements are in place for appropriate monitoring.**
- 1.6 **The frequency of archaeological monitoring visits, ground works observed and any constraints experienced while carrying out the monitoring should be detailed. In the watching brief report, the archaeological contractor will provide a schedule of visits, date and duration.**

### **2. The Archaeological Potential**

- 2.1 The archaeological potential is based on the proximity of archaeological remains presently recorded in the HER. The archaeological contractor will consult the HER for background information on this site and will take note of the planning application comments provided by the Archaeological Adviser for the scheme.
- 2.2 Further information on the above is provided in the County Historic Environment Record held in the Heritage, Environment and Planning, Environment, Growth and Enforcement, Invicta House, County Hall, Maidstone, ME14 1XX (telephone 03000 413358).

### **3. Objectives**

- 3.1 The objectives of the archaeological watching brief are to contribute to heritage knowledge of the area through the recording of the archaeological remains exposed as a result of excavations/alterations in connection with the scheme.

#### **3.2 Proposed Works**

- 3.3 The works are fairly minor but may include building alterations, foundations, any associated access, landscaping or service works etc.
- 3.4 No details of works have been submitted and the archaeological contractor should clarify the extent of the works with the developer before work begins.

#### 4. Method

- 4.1 The archaeological contractor will monitor alterations and intrusions into current building fabric, excavations for all groundworks and landscaping. 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, building works and machine excavation will cease to allow the remains to be investigated further.**
- 4.2 The archaeologist will inspect exposed walls, foundations and 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.**
- 4.3 Further limited archaeological investigation may be necessary to clarify the extent and nature of some archaeological deposits or features of historic interest. In this case, the archaeological contractor will undertake the investigation by hand.
- 4.4 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. If appropriate, more detailed archaeological excavation and recording work will need to be agreed and set out in a brief.
- 4.5 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.

- 5. **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

#### 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, preferably by theodolite, and located on to the 1:1250 map of the area.
- 6.3 Plans indicating the location of all archaeological features encountered are to be drawn at an appropriate scale, located on the site plan and levelled with respect to OD. An overall site plan is to be maintained at a scale of 1:100.
- 6.4 All plans are to be accurately tied in to the site grid. All plans and sections are to be drawn on polyester based drafting film and clearly labelled.
- 6.5 All archaeological contexts are to be recorded individually on context record sheets. 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 digital colour photographic record of the work is to be kept. The photographic record is to be regarded as part of the site archive. The archaeological contractor is to provide the County Archaeological Officer with a selection of photographic images which reflect the archaeological findings and investigations undertaken on this site.
- 6.7 All artefacts recovered during the excavations on the site are the property of the Landowner. They are to be suitably bagged, boxed and marked in accordance with the United Kingdom Institute for Conservation, Conservation Guidelines nos. 2 and on completion of the archaeological post-excavation programme the landowner will arrange for them to be deposited in a museum or similar repository agreed with the 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.

### ***Report circulation***

- 7.3 Copies of all reports are to be provided within 3 weeks of completion of work on site 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. 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.
- 7.9 The report is to include as a minimum:
- 7.9.1 An **Abstract** summarising the scope and results of the archaeological watching brief.
- 7.9.2 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;
- 7.9.3 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.
- 7.9.4 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.
- 7.9.5 The report should include a quantification of the archive contents, their state and future location.
- 7.9.6 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.
- 7.9.7 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.
- 7.9.8 The report should include a table showing the contexts, classes and quantity of artefacts recovered, together with their date and interpretation.
- 7.9.9 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.
- 7.9.10 The report should include, as appropriate, tables summarising environmental samples taken, together with the results of processing and assessment.
- 7.9.11 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.
- 7.9.12 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.

- 7.9.13 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.
- 7.9.14 The report should include comments on the effectiveness of the methodology employed and the confidence of the results and interpretation.
- 7.9.15 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.
- 7.9.16 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.
- 7.9.17 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.
- 7.10 The report will be submitted to the County Archaeologist 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.

#### ***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.
8. The report should include a synopsis of the proposed '**Full report**' and '**Publication**' and identify the likely destination of the publication.**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 The archaeological contractor will produce a risk assessment.
- 8.3 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 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*.
- 8.4 On completion of the watching brief the archaeological contractor will prepare a consideration of the methodology used, including a confidence rating.
- 8.5 The archaeological contractor is to include with their report a completed copy of the Kent County Historic Environment Record Report Form.

**Heritage Conservation Group, Kent County  
Council 2020**



Figure 1 Site location (Planning Application)

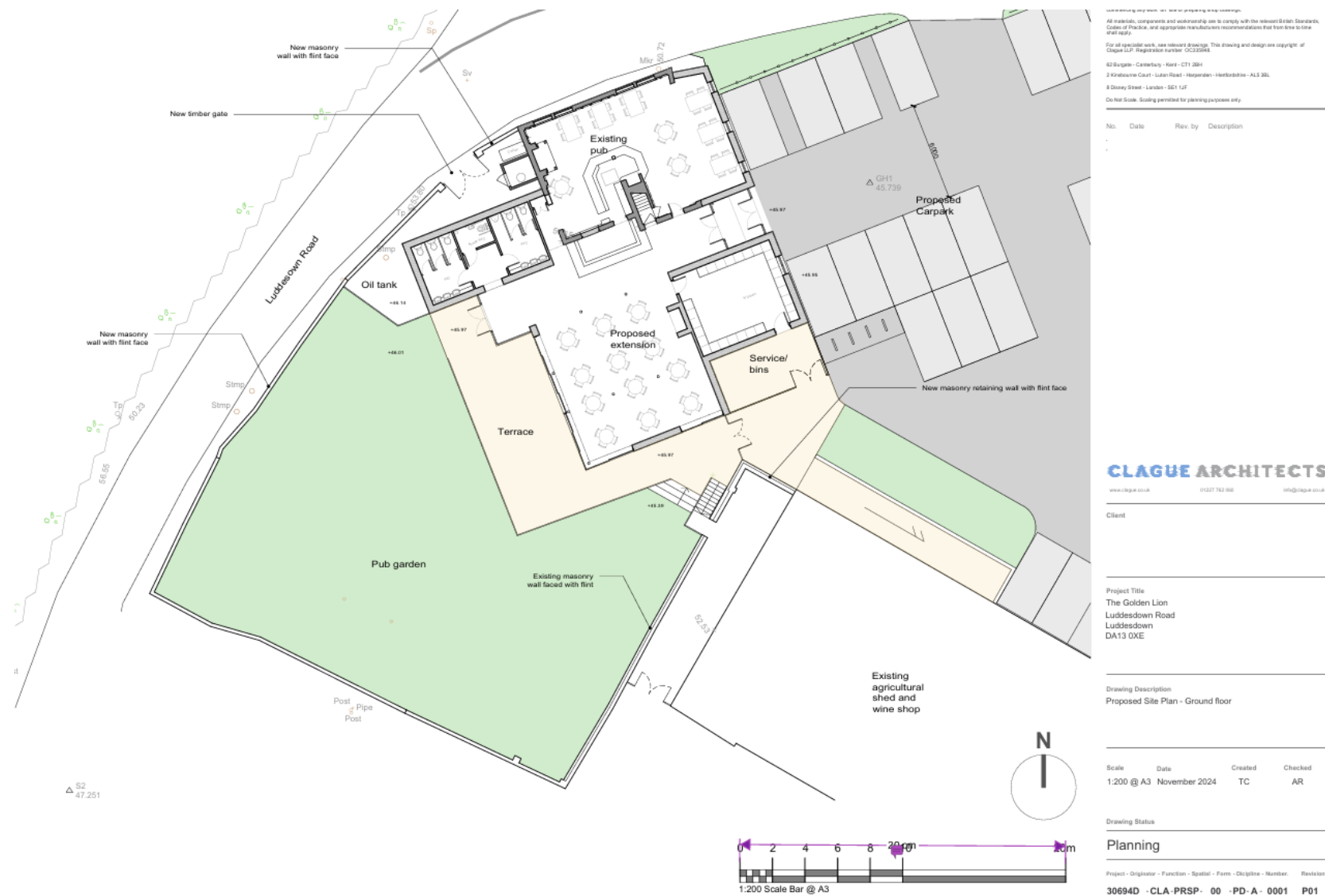


Figure 2 Proposed site plan



Figure 3 Proposed car parking plan