



**Shorne Mead
Pear Tree Lane
Shorne
Gravesend
Kent DA13 3JT**

Written Scheme of Investigation for an Archaeological Watching Brief

NGR: 570404 170836

RAS Site Code: 34710

Planning Application Number: 20241166

Prepared for:

Mr Gavin Coward

Prepared by:

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Report Ref: 34710.01

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Pear Tree Lane

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Written Scheme of Investigation for an Archaeological Watching Brief

1 INTRODUCTION

1.1 Project Background

1.1.1 Ravelin Archaeological Services (RAS) has been commissioned by Mr Gavin Coward (the Client), to produce a Written Scheme of Investigation (WSI) to undertake a programme of archaeological works during the proposed development on land at Shorne Mead, Pear Tree Lane, Shorne, Gravesend, Kent DA13 3JT, hereafter 'the site' (Figure 1).

1.1.2 This Written Scheme of Investigation has been prepared under the recommendations and requirements of the Senior Archaeological Officer at Kent County Council, who advises the local planning authority.

1.1.3 Development proposals comprise the demolition of existing dwelling, garage and outbuilding, erection of a self-build detached two-storey dwelling with submersed basement for parking and entertainment facilities (Figure 2). In acknowledgement of the archaeological potential of the site, archaeological issues have been addressed as a condition attached to planning consent (Planning Application Number: 20241166) granted by Gravesend Borough Council on the 13th of February 2025 subject to Condition 14 which states that:

To ensure that heritage assets with archaeological interest are properly examined and recorded during development works:

A) Prior to any development works the applicant (or their agents or successors in title) shall secure the implementation of an Archaeological Watching Brief so that excavations and other development works are observed and items of interest and finds are recorded. The Archaeological Watching Brief shall be undertaken by an archaeologist approved by the Local Planning Authority

and in accordance with a Written Scheme of Investigation (WSI) 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 approved Written Scheme of Investigation.

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.*

1.1.4 This Written Scheme of Investigation (WSI) sets out a method statement for the Watching Brief and has been prepared in accordance with the relevant standards and guidance issued by *The Chartered Institute for Archaeologists (CIfA 2023)*, *The Management of Research Projects in the Historic Environment (MoRPHE, Historic England 2015a)* and with generic *Archaeological Watching Brief Guidelines* produced by KCC and attached to this document as Appendix 2.

1.1.5 This document will be submitted to the Kent County Council (KCC) Senior Archaeological Advisor and the Local Planning Authority for approval prior to commencement of the Watching Brief.

1.2 Location, Topography and Geology

1.2.1 The site is centred on NGR 570404 170836, on the northern side of Pear Tree Lane, 1.5km southeast of the village of Shorne, 0.8km southwest of Higham, approximately 6.3km southeast of Gravesend in the county of Kent (Figure 1). The application site measures approximately 6,481sq.m in area with the proposed development, which includes a large basement area having a footprint measuring approximately 604sq.m. The proposed development area is relatively flat at levels of approximately 106m OD (Ordnance Datum).

1.2.2 According to the British Geological Society, the site is situated on Lambeth Group - sand, silt and clay, sedimentary bedrock formed between 59.2 and 47.8 million years ago during the Palaeogene period. No superficial geology is recorded (BGS Online, accessed 10/04/2025).

2 ARCHAEOLOGICAL BACKGROUND AND POTENTIAL

2.1 Introduction

2.1.1 The proposed development site is located within an area of archaeological significance, with remains dating to the prehistoric, Roman, medieval and post-medieval periods.

2.2 Historic Environment Record (Accessed 22/04/2025)

- 2.2.1 A search of the KCC HER records five sites within a 1km radius, which include a wood bank enclosure, earthworks, a possible Roman cremation site, and the presence of Gadshill Place, built in 1779 by Thomas Stevens; former Mayor of Rochester, owned and occupied by Charles Dickens from 1857 until his death 1870.

HER Number	Name
TQ 77 SW 1086	Wood bank enclosures, Court Wood
TQ 77 SW 203	A group of earthworks of uncertain date can be seen in Court Wood on lidar taken in 2007
TQ 67 SE 1289	The earthworks of a possible post medieval chalk pit can be seen on aerial photographs taken in 2007
TQ 67 SE 21	Romano-British cremation (fd 1935)
TQ 77 SW 1020	Gadshill Place

Table 1 Historic Environmental Record (1km radius)

- 2.2.2 The Romano-British cremation site was found in 1935 during the construction of a rockery at High Ridge on Peartree Lane in Shorne, and consisted of a large urn, containing calcined bones, together with a number of small urns and paterae, which was found at a depth of c. 0.15m below the ground level. The find was not reported until early in 1951. The earthworks were recorded as part of the Hoo Peninsula Landscape Project.
- 2.2.3 Medieval remains are located further afield, closer to the historic core of Shorne and the Church of St Peter and St Paul (KCC HER TQ 67 SE 1136), which is 12th century with later additions, possibly founded on an earlier Saxon church. The church is a designated Grade II Listed Building which, among other points of interest, houses the effigy of Sir Henry de Cobham, Lord of Randall Manor, which has been part of ongoing archaeological investigations carried out as part of KCC outreach programmes. The church is located approximately 1.4km west of the development site.

2.3 Consultation (Kent County Council, Heritage & Conservation)

- 2.3.1 As part of the planning application consultation process the Senior Archaeological Officer at KCC provided the following comments:

'The application site lies within an area of multi-period archaeological potential with evidence for prehistoric, Romano-British and medieval settlement in the surrounding area. Despite the presence of an existing building, the proposed development groundworks including and basement, have the potential to impact on any below-ground archaeological remains at the site.'

3 AIMS & OBJECTIVES

3.1 Watching Brief

3.1.1 The aims and objectives of the Archaeological Watching Brief is to identify, excavate, record, and analyse archaeological and historical remains that may be disturbed by the proposed development. The aim is to contribute to the historical and archaeological knowledge of the site through the recording of archaeological remains exposed as a result of excavations in connection with the proposed development.

3.1.2 The objectives of the monitoring are therefore:

- To ensure the archaeological excavation and monitoring of all aspects of the development programme likely to affect buried archaeological remains;
- To secure the adequate recording of any archaeological/historical remains revealed by the development programme;
- To determine the level of impact caused through previous development;
- To secure the full analysis and interpretation of the site archive and the appropriate publication of the project results, if required; and
- To secure the analysis, long term conservation and storage of the project archive.

3.1.3 The specific archaeological requirements of the project are summarised below:

- Mitigation by a programme of archaeological excavation and recording in the event that archaeological remains are encountered.

4 METHODOLOGY

4.1 Monitoring of Development

4.1.1 It is proposed here that the programme for the Archaeological Watching Brief will be carried out on the commencement of any works that may have an impact on any buried archaeological

features and deposits. An archaeological presence will be maintained during the works associated with the development ensuring all work is conducted in accordance with methods included in this WSI.

- 4.1.2 Demolition and excavation works will be determined by the Principal Groundworks Contractor (see Section 5 below). The demolition works are not considered to have any archaeological value and will therefore be carried out prior to any archaeological monitoring. At least one qualified Senior Archaeologist will be present on site during the groundwork excavations, which will be continuously monitored during operation by the attending Archaeologist.
- 4.1.3 The Client will afford reasonable access in order that all archaeological features and deposits revealed during excavations and groundwork can be investigated and recorded appropriately.
- 4.1.4 All recording will be undertaken using a *pro forma* recording system based on Museum of London's *Archaeological Site Manual* (1994), supported by a digital photographic record. A sufficient sample of each feature type/deposit will be examined to establish the date, nature, extent, and condition of the archaeological remains.
- 4.1.5 Should unexpectedly complex and widespread archaeological remains be revealed, the Client and the Senior Archaeological Officer at KCC will be informed, in writing, in order that the provisions of this method statement may be reviewed and implemented, as necessary.

5 METHOD STATEMENT

5.1 Introduction

- 5.1.1 The proposed demolition and construction works will be carried out by the groundworks contractor and monitored by a Senior Archaeologist. Should archaeological remains (or any other unexpected remains) be encountered, excavation will cease, and archaeological investigation will take place. This will include as a minimum the cleaning, identification, and excavation/recording comprising a fully digital photographic record and location survey, prior to any dismantling, should this be required.
- 5.1.2 Ravelin Archaeological Services will inform the Senior Archaeological Officer at KCC of the start date of the work (at least five working days before) and arrange for monitoring visits to be undertaken. Ravelin Archaeological Services will continue to keep the Senior Archaeological Officer at KCC informed of the progress of work and will notify them immediately if particularly

important remains or evidence that greatly enhances the significance of a structure are encountered.

5.2 Excavation Works (Soil Movement)

5.2.1 Archaeological monitoring will be carried during all excavation works and works which involve soil movement. Although a confirmed methodology is yet to be agreed, the following tasks are assumed:

- The removal of any ground floors/slabs and the removal of existing foundations, should they be present; and
- The excavation of basement footprint associated with the new build. The footprint of the proposed basement measures approximately 604sq.m

5.2.2 Where practical, excavation will be carried out using flat bladed (toothless) buckets. Excavation plant will, at all times, work away from, and not track across, the machined surface.

5.3 Recording

5.3.1 Archaeological monitoring will be carried out in accordance with the relevant guidance given in the *Chartered Institute for Archaeologists (CIfA) Standard and Guidance for an Standard and Guidance for Archaeological Monitoring and Recording* (CIfA 2023).

5.3.2 All exposed archaeological deposits will be recorded. A more general record of the work comprising a description and discussion of archaeological deposits/sequences/finds will be maintained as appropriate. Context sheets will be filled in by the archaeologist excavating the feature or deposit.

5.3.3 A digital photographic record will be maintained. The photographic record will illustrate both the detail and the general context of the principal features, finds excavated, and the site as a whole.

5.3.4 A complete drawn record of mapped 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 a site grid tied to the Ordnance Survey National Grid.

5.3.5 All plans and sections are to be drawn on polyester based drafting film and clearly labelled.

- 5.3.6 The complete site archive, including finds and environmental samples, will be kept in a secure place throughout the period of fieldwork and post excavation works.

6 FINDS AND ENVIRONMENTAL SAMPLES

- 6.1.1 Finds will be treated in accordance with the relevant guidance given in the *Chartered Institute for Archaeologists (CIfA) Standard and Guidance for Archaeological Standard and Guidance for Archaeological Monitoring and Recording* (CIfA 2023) excepting where they are superseded by statements made below.
- 6.1.2 All artefacts will be retained from excavated contexts, except features or deposits undoubtedly of modern date. In these circumstances, sufficient artefacts will only be retained to elucidate the date and function of the feature or deposit.
- 6.1.3 All artefacts from the watching brief will, as a minimum, be washed, marked, counted, weighed and identified. Suitable material will be scanned to assess the date range of the assemblage. The results of this scan will be included within the Watching Brief report.
- 6.1.4 Bulk environmental soil samples for plant macro fossils, small animal bones, and other small artefacts will be taken from appropriate sealed and dateable archaeological contexts. The Historic England Regional Science Advisor should be consulted on the sampling strategy, where samples are required for environmental or dating purposes.
- 6.1.5 Bulk environmental soil samples will be processed by flotation and scanned to assess the environmental potential of deposits but will not be fully analysed. The residues and sieved fractions will be recorded and retained with the project archive. A statement on the environmental potential of excavated deposits will be included within the Watching Brief report.

Human Remains

- 6.1.6 In the event of discovery of any human remains, the Senior Archaeological Officer at KCC will be informed immediately, and a Burial Licence sought from the Ministry of Justice (this is required for investigating human remains, even if they are not to be lifted).
- 6.1.7 Should human remains be excavated during the Watching Brief, all excavation and post-excavation will be carried out in accordance with the standards set out in CIfA Technical Paper 13 *Excavation and post-excavation treatment of cremated and inhumed remains*. Appropriate specialist guidance/site visits will be undertaken by the Kent Osteological Research & Analysis

(KORA), based at the University of Kent or Archaeological Research Services (see section 9.1). The final placing of human remains following analysis will be subject to the requirements of the Ministry of Justice Licence.

Treasure

- 6.1.8 Finds 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 Finds Liaison Officer (FLO), the landowner, and the Inspector of Ancient Monuments at HE. 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.

7 POST-EXCAVATION AND REPORTING

7.1 Watching Brief Report

- 7.1.1 The report will be produced within four weeks of completion of all fieldwork and will be forwarded to the Client for approval. Following approval, a draft copy will be submitted to KCC for comments prior to final submission.
- 7.1.2 The Watching Brief report will be prepared in accordance with the guidance given in the *Chartered Institute for Archaeologists Standard and Guidance for Standard and Guidance for Archaeological Monitoring and Recording* (CIfA 2023) and may also include generic layout elements required by KCC. As a minimum these will include:
- 7.1.3 An **Abstract** summarising the scope and results of the Archaeological Watching Brief.
- 7.1.4 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; and
 - The nature of potential impacts arising from the proposals;
- 7.1.5 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;
- A summary of any previous phases of archaeological investigation at the development site;
and
- Any constraints on the archaeological monitoring.

7.1.6 The **Methodology** employed during the Watching Brief will be detailed in the report. Any aims and objectives specified within this document will be included as will any further objectives identified during the course of the Watching Brief. The frequency of monitoring visits, groundworks observed, and any constraints experienced while carrying out the monitoring will be detailed.

7.1.7 A description of the **Results** of the archaeological monitoring that will include for each area observed:

- The dimensions of the area observed;
- The nature and depth of overburden soils encountered;
- A 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; and
- For complex remains a Harris Matrix diagram may be provided.

7.1.8 The **Finds** recovered during the watching brief will be described, quantified, and assessed by artefact type within the 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 may also be detailed.

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

- 7.1.10 Depending on the nature of the deposits revealed the report may include an assessment of the **Environmental** potential of the site, adhering to guidance set out by Historic England (2011 and 2015b). 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 monitoring will be described. Implications for future archive, conservation or discard of environmental samples or remains may also be detailed.

Environmental soil samples, which contain plant macrofossils, wood charcoal, small animal bones, and other small artefacts, will be taken as appropriate from well-sealed and dateable contexts. In general, features directly associated with particular activities (e.g., pits, latrines, cesspits, hearths, ovens, kilns, and corn driers) should be prioritised for sampling over features, such as ditches or postholes, which are likely to contain reworked and residual material. Specialist advice will be sought as appropriate.

- 7.1.11 An **Interpretation** of the archaeological features/find/deposits recorded during proposed works on the site, including its location, extent, date, condition, significance, and importance will be discussed. This will include descriptions of areas of disturbance, non-archaeological deposits, and changes in geological subsoil where appropriate.
- 7.1.12 A **Conclusion** with a summary of the archaeological results and how any archaeology observed relates to the development site will be included. The effect of the development works on the archaeological remains will also be described. The report will highlight any areas of significant archaeological deposits that remain preserved within the development site. Particular note will be made of any variations in the depth of overburden covering any archaeological deposits revealed.
- 7.1.13 **Figures/illustrations:** The report will include sufficient illustrations to support descriptions and interpretations within the report text. Figures will be fully cross-referenced within the document text. As a minimum, the report will 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 will 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 will 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 will be included on the plan. This plan will 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 will 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 soil trench profiles as appropriate; and
- Illustrations and/or photographs of significant finds will be included where appropriate.

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

7.1.15 Following review, the report will be submitted to the Senior Archaeological Officer at KCC 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. The medium will be in a PC readable format.

7.1.16 A final copy of the report will be deposited with the HER.

7.1.17 Where appropriate and dependent on the significance of findings, publication of the results may be appropriate in the form of a summary note in an appropriate journal.

8 ARCHIVE

8.1.1 Following completion of the Watching Brief the site archive will be prepared to the relevant standards set out in Appendix 3 of English Heritage (1991) Management of Archaeological Projects and required by the appropriate receiving museum.

8.1.2 Should treasure be found, it is recommended that any objects covered by the Treasure Act 1996 be transferred to the museum ownership following written permission being granted. Any artefacts or ecofacts should also have a transfer of title signed by the owner to support a future archive deposit with the LAARC.

- 8.1.3 The complete archive will be presented to the nominated museum following nationally recognised guidelines (SMA 1995; ClfA 2011. Brown 2011, ADS 2013) and their specific guidance to ensure artifacts that have potential for future study be retained.
- 8.1.4 The Data Management Plan created under the guidance of Dig Digital sets out how data will be collected, managed, selected, and transferred for long-term preservation (Appendix I).
- 8.1.5 Prior to the project's completion an OASIS entry will be submitted with the project's findings. This will allow the digital project report to be deposited with the Archaeological Data Service.

9 RESOURCES

9.1 Personnel

- 9.1.1 The site direction will be undertaken by David Britchfield BA MCIfA, Archaeological Director for Ravelin Archaeological Services, who has considerable experience in carrying out archaeological works. CV and insurance details are available on request.
- 9.1.2 In the event that specialist services are required the following personnel will be consulted:

Find Type	Specialist
<i>Flint</i>	<i>Chris Butler (CBAS) Paul Hart (Freelance)</i>
<i>Ceramics</i>	<i>Paul Hart (Freelance)</i>
<i>Ceramic building material</i>	<i>Luke Barber BA MCIfA (Freelance)</i>
<i>Coins and metalwork</i>	<i>Simon Holmes MA (Freelance)</i>
<i>Small finds</i>	<i>Simon Holmes MA (Freelance)</i>
<i>Conservation support and x-ray photography</i>	<i>Dana Goodburn-Brown MSc (Freelance)</i>
<i>Faunal remains</i>	<i>Lisa Gray MSc AIFA (Freelance)</i>
<i>Plant macrofossils</i>	<i>Lisa Grey MSc AIFA (Freelance)</i>
<i>Animal Remains</i>	<i>Dr Rebecca Gordon (Freelance)</i>
<i>Human Remains</i>	<i>Milena Grzybowska (Archaeological Research Services) Kent Osteological Research & Analysis (KORA)</i>
<i>Cremation</i>	<i>Milena Grzybowska (Archaeological Research Services) Kent Osteological Research & Analysis (KORA)</i>
<i>Dendrochronology</i>	<i>Mike Bamforth BA (Freelance)</i>

Table 2 Specialist personnel

9.2 Timetable

- 9.2.1 The start date of the project is to be confirmed, although it is expected that works will commence in the summer of 2025.

9.3 Monitoring

- 9.3.1 Reasonable access to the site will be arranged for representatives of Gravesham Borough Council and KCC who may wish to make site visits to inspect and monitor the archaeological investigations as they progress. Variations to the WSI will be agreed in advance with the Client and the Senior Archaeological Officer at KCC.

10 HEALTH AND SAFETY

10.1 Policy and Risk Assessment

- 10.1.1 Ravelin Archaeological Services will ensure that all archaeological monitoring work is carried out to standards defined in *The Health and Safety at Work Act 1974* and *The Management of Health and Safety Regulations 1992*, and in accordance with the *FAME (Federation of Archaeological Managers & Employers) Manual of Health & Safety in Field Archaeology* (2010).
- 10.1.2 Prior to attendance, a Risk Assessment will be prepared to ensure that potential hazards have been identified, and mitigation or control measures will be implemented.

11 COPYRIGHT

11.1 Copyright, Designs and Patents Act 1988

- 11.1.1 Ravelin Archaeological Services shall retain full copyright of any report under the *Copyright, Designs and Patents Act 1988* with all rights reserved. Excepting that it hereby provides an exclusive licence to the client for the use of the report by the client in all matters directly relating to the project as described in the specification. Any document produced to meet planning requirements may be copied for planning purposes by the Local Planning Authority.
- 11.1.2 A licence will also be granted to Heritage England, for the use of all documents arising from this project in all matters relating directly to the project, as well as for *bona fide* research purposes.

REFERENCES

11.2 Bibliography

Brown, D.H., 2007. *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation*.

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Chartered Institute for Archaeologists, 2023a, *Universal Guidance for Archaeological Monitoring and Recording*.

Historic England 2015. *Management of Archaeological Projects*. London, English Heritage

Historic England, 2019, *Dig Digital: A guide to managing digital data generated from archaeological investigations*.

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McKinley, J.I., & Roberts, C., 1993. *Excavation and Post-excavation Treatment of Cremated and Inhumed Human Remains*. Institute for Archaeologists Technical Paper No 13.

Museum and Galleries Commission (MGC), 1992. *Standards in the Museum Care of Archaeological Collections*.

United Kingdom Institute of Conservation (UKIC) 2001. *Guidelines for the Preparation of Excavation Archives for Long Term Storage*.

Watkinson, D., and Neal, V. (eds.), 1998. *First Aid for Finds: Practical Guide for Archaeologists*. United Kingdom Institute for Conservation of Historic & Artistic Works, Archaeology Section; 3rd Revised Edition.

12 APPENDIX I – DATA MANAGEMENT PLAN

1. Project Administration			
RAS Project number: 34710	Site Code: SMS-WB-25	OASIS ID: TBC	Museum Code: NA
Project Name: <i>Shorne Mead, Pear Tree Lane, Shorne, Gravesend, Kent</i>		Project Type: Watching Brief	
Project Funding: Landowner		Project Manager: David Britchfield MCIfA	
Date Created: 10/04/2025	Last Update: 22/04/2025		Version: v01

Related Data Management Policies:
Archaeology Data Service, 2015: Guidelines for Depositors: V3.0 Brown, DH, 2011: Archaeological Archives: A Guide to Best Practice in Creation, Compilation Transfer and Curation CifA, 2014: Standards and Guidance for the creation, compilation, transfer and deposition of archaeological archives Dig Digital: A guide to managing digital data generated from archaeological investigations, 2019, Historic England, Chartered Institute for Archaeologists, DigVentures

2. Data Collection
The original data copyright resides with Ravelin Archaeological Services unless otherwise specified. The table below (2.4) provides a summary of the data types, formats and estimated archive volume for data collected/created as part of this project. As the project progresses, more detail regarding files will be added to this DMP.

2.1 Data Standards/Methods
1. Standard methods of data collection will be applied throughout the project, working to best practice guidance where applicable / available. In general, data acquisition standards are defined against ADS. Guides to Good Practice. Specific or additional guidance relevant to this project are listed below and will be updated as the project progresses. Methods of collection are specified within the WSI Britchfield, D, 2025 Ravelin Archaeological Services 2. And will meet the requirement set out in the Project Brief, the organisation-recording manual and relevant CifA Standards and guidance. 3. Where appropriate, project contributors external to the organization will be required to include data standards, collection methodology and metadata with individual reports and data. 4. Specific guidance: HE Digital Image Capture and File Storage: Guidelines for Best Practice 2015

2.1 Data Standards/Methods

HES Applied Digital Documentation in the Historic Environment 2018

2.2 Data Storage/file naming

1. The working project archive will be stored in a project specific folder or data specific folder on the organisational server. The organisation uses dropbox to maintain an up-to-date security copy of the organisation wide data.
2. Project folders are named following established organisational procedures.
3. Data collected will be downloaded and raw data will be stored in the appropriate folder.
4. File naming conventions following established organisational procedures, based on ADS file naming guidance, and include version control management.
5. All files included as part of this project archive will include an organisational identifier (RAS), the Site ID (MPHC-WB-24), the file descriptor (e.g., WSI) and Version number (e.g., v01).
6. Final versions of files will include 'FINAL' within the filename.

2.3 Quality Assurance

1. Instruments used in the collection of data are calibrated prior to use and checked to ensure they are in full working order.
2. All site records and data collected will be reviewed during project delivery to ensure data is accurate and secure.
3. Data collection and management are reviewed regularly as part of the organisational Quality Policy. This includes a quarterly review of internal project folders to ensure our organisational data management standards are being met.

2.4 Archive Data Table

Type	Format	Estimated Volume	Contents
Spreadsheets	Excel (.xlsx/.csv)	No. of objects: 1 Total MB: <2MB	1 Context Register 1 Finds & Samples Register 1 Photo Register 1 Drawing Register 1 Specialist Data Tables 1 Metadata Tables
Text/Documents	Word (.docx) PDF (.pdf/a)	No. of objects: 5 Total MB:<100MB	1 WSI 1 HER Summary Sheet 1 OASIS Summary Sheet 1 Final Report 0 Specialist Report
Vector Graphics	Adobe Illustrator (.dwg/.svg)	No. of objects: 1 Total MB: <10MB	1 Plan 1 Section drawing
Images	Photographs (.jpeg/.tiff)	No. of objects: 20	1 Site Plan

2.4 Archive Data Table

Type	Format	Estimated Volume	Contents
		Total MB: <10MB	1 Aerial Image 20 Photographs
GIS	ESRI Shapefile (.shp/.shx/.dbf)	No. of objects: 10 Total MB: <10MB	5 GIS files 5 Shape layers

3. Documentation and Metadata

1. Data collected will include standard formats which maximise opportunities for use and reuse in the future (see Section 2, above).
2. A Collection Level Metadata Summary is included in all standard archaeological projects and will be completed as the project is delivered. A working copy will be kept on the organisational server in the Project Folder. The Collection Level Metadata Summary brings together the overarching project details and includes a register of data types and number of objects included in the archive, along with all other archive components.
3. Metadata tables for each data type will be populated as the project progresses and will use the standard format for each data type as recommended by ADS, who are the intended repository for the digital data archive.
4. Data documentation will meet the requirement of the Project Brief, Museum Deposition Guidelines, Digital Repository Guidelines and the methodology described in the WSI methodology.
5. An archive catalogue documenting both physical and digital archive products will be maintained and submitted with both Saffron Walden Museum and Trusted Digital Repository

4. Ethics and Legal Compliance

1. The project archive will include the names and contact details of individuals who intend to volunteer or participate in the excavation and post excavation stages. We have a GDPR compliant Privacy Policy, which underpins the management of personal data; any personal data is managed through a secure cloud-based database and not retained on the project specific folders.
2. Personal data will be removed from the archaeological project archive and permission to include individual's names in any reporting is gained prior to use.
3. Copyright for all data collected by the project team belongs to the organisation, and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.
4. Where formal permissions and/or license agreements are linked to data sharing, they will be included in the project documentation folders and will accompany the archaeological project archive.

5. Storage and Backup

1. Organisational IT is managed in-house.
2. Sufficient data storage space is available via the organisational server, which includes permissions-based access. The server is accessible by staff on and offsite through a secure log-in.
3. Off-site access to the project files on the organisation's server is provided to support back-up of raw data while fieldwork is on-going. Where internet access for data back-up is not possible, the raw data will be backed up to a separate media device (such as laptop and portable external hard drive).
4. Project files will be shared with external specialists and contractors directly using the same system, with the wider project team gaining access to only the files needed using permissions-based access.

6. Selection and Preservation

1. The Selection Strategy and DMP will be reviewed and updated as part of the Post Excavation Assessment and updated WSI and following full analysis. Updated documentation will be included in all reporting stages.
2. Prior to deposition, the Selection Strategy and DMP will be updated and finalised in agreement with all project stakeholders (including the Local Planning Archaeologist, Client, Museum, ADS).
3. Selection will be informed by the WSI, defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results.
4. The project will be published as an online technical report (accessible via OASIS and as part of this the archive), with full access to research data.
5. The project results are likely to provide new research data which can be included in the Historic Environment Record and will contribute to the knowledge of the local area.
6. The data archive will be ordered, with files named and structured in a logical manner, and accompanied by relevant documentation and metadata, as outlined in Sections 2 and 3 of this DMP.
7. Where applicable, the digital archive will be deposited with the Archaeology Data Service, which is a certified repository with Core Trust Seal.
8. The archive will be prepared for deposition by the project team and the costs for the time needed for preparation, and the cost of deposition have been included in the project budget.
9. The relevant Museum has been contacted during project initiation.
10. ADS have not yet been contacted as the intended repository for digital data.
11. A costing estimate has been produced and sufficient resources to cover these costs, and to allow for the preparation of the archive, have been included in the project budget.

7. Data Sharing and Accessibility

1. A summary of the project has been included on the OASIS Index of Archaeological Investigation and the Museum and digital archive repository and will be updated as the project progresses.
2. The investigations are likely to result in a number of documents: WSI, Post Excavation Assessment, Final Report.

7. Data Sharing and Accessibility

3. The final report is expected to be completed within 12 months of the completion of fieldwork.
4. As the project progresses reports will be attached to the project OASIS record.
5. A final version of the project report will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly.
6. The location (s) of the final Archaeological Archive will be added to OASIS when appropriate.
7. Where the archive is deposited with ADS, ADS will disseminate the digital elements of the Archaeological Archive online under a creative commons licence and the dataset will receive a unique identifier.
8. A temporary embargo may be required on the sharing of the project results. If this is the case, specific details once agreed will be included in the updated version of this DMP and will be documented in the overarching Project Collection Metadata.
9. Data specific requirements, ethical issues or embargos which are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive.

8. Responsibilities

1. The Project Manager will be responsible for implementing the DMP, and ensuring it is reviewed and revised at each stage of the project.
2. Data capture, metadata production and data quality are the responsibility of the Project Team, assured by the Project Manager.
3. Storage and backup of data in the field is the responsibility of the field team.
4. Once data is incorporated into the organisations project server, storage and backup is managed internally.
5. Data archiving is undertaken by the project team under the guidance of the Project Manager, who is responsible for the transfer of the Archaeological Project Archive to the agreed repository.
6. Details of the core project team can be found in the WSI.

13 APPENDIX II – KCC GENERIC GUIDELINES

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.

4. Proposed Works

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

5. Method

- 5.1 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.**
- 5.2 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.**
- 5.3 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.
- 5.4 If significant remains are unexpectedly encountered the archaeological contractor will inform the County Archaeological Officer and the developer immediately and further mitigation measures will be agreed. If appropriate, more detailed archaeological excavation and recording work will need to be agreed and set out in a brief.
- 5.5 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.
- 5.6 **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.

- 7.9 Reports that do not provide sufficient information or that have not been compiled in accordance with the relevant sections of this specification will be returned to the archaeological contractor for revision and resubmission.
- 7.10 The report is to include as a minimum:
- 7.10.1 An **Abstract** summarising the scope and results of the archaeological watching brief.
- 7.10.2 An **Introduction** including:
- the location of the site including National Grid Reference;
 - an account of the background and circumstances of the work;
 - a description of the development proposals, planning history and planning reference together with the planning condition (where appropriate);
 - the scope and date of the fieldwork, the personnel involved and who commissioned it;
 - the nature of potential impacts arising from the proposals;
- 7.10.3 An account of the **Archaeological Background** of the development site including:
- geology, soils and topography;
 - any known existing disturbances on the site;
 - background archaeological potential of the site. This should include a summary of the known Sites and Monuments Record entries generally within a 500m radius of the boundaries of the site. The SMR entries should be quoted with their full KSMR identifier (e.g TR36NW 12);
 - summary of any previous phases of archaeological investigation at the development site;
 - any constraints on the archaeological monitoring.
- 7.10.4 The **Methodology** employed during the watching brief must be detailed in the report. Simply referring to the methodology outlined in the specification is not acceptable. Any aims and objectives specified in the specification should be included as should any further objectives identified during the course of the watching brief. The frequency of monitoring visits, ground works observed and any constraints experienced while carrying out the monitoring should be detailed.
- 7.10.5 The report should include a quantification of the archive contents, their state and future location.
- 7.10.6 A description of the **Results** of the archaeological monitoring. This description must include for each area observed:
- the dimensions of the area observed;
 - the nature and depth of overburden soils encountered;
 - description of all archaeological features and finds encountered in each area observed, their dimensions, states of preservation and interpretation;
 - a description of the geological subsoil encountered across the site;
 - heights related to Ordnance Datum should be provided for each feature and deposit.
 - for complex remains a Harris Matrix diagram should be provided.

- 7.10.7 The **Finds** recovered during the course of the watching brief should be described, quantified and assessed by artefact type within the report. The report should also provide an indication of the potential of each category of artefact for further analysis and research. For each category of artefact the report should describe the method of processing, any sub-sampling, conservation and assessment undertaken. Where appropriate local reference collections will be referred to for descriptive and analytical consistency. Any implications for future archive, conservation or discard of the artefacts should also be detailed.
- 7.10.8 The report should include a table showing the contexts, classes and quantity of artefacts recovered, together with their date and interpretation.
- 7.10.9 The report must include an assessment of the **Environmental** potential of the site. Details should be provided of any environmental sampling undertaken in connection with the fieldwork and the results of any processing and assessment of the samples. The report should describe the method of processing, any sub-sampling and assessment. Any potential for future analysis of the samples or environmental remains recovered from the evaluation should be described. Implications for future archive, conservation or discard of environmental samples or remains should be detailed.
- 7.10.10 The report should include, as appropriate, tables summarising environmental samples taken, together with the results of processing and assessment.
- 7.10.11 Any results from the watching brief involving the application of archaeological scientific techniques e.g. specialist dating should be included in the watching brief report.
- 7.10.12 An **Interpretation** of the archaeology of the site, including its location, extent, date, condition, significance and importance. This should include, even if no archaeology is identified as present on the site, description of areas of disturbance, non-archaeological deposits and changes in geological subsoil where appropriate.
- 7.10.13 A **Conclusion** with a summary of the archaeological results and how any archaeology observed relates to the development site. The effects of the development works on the archaeological remains should also be described. The report should highlight any areas of significant archaeological deposits that remain preserved within the development site. Particular note should be made of any variations in the depth of overburden covering any archaeological deposits revealed.
- 7.10.14 The report should include comments on the effectiveness of the methodology employed and the confidence of the results and interpretation.
- 7.10.15 Figures / illustrations – The report should include sufficient illustrations to support descriptions and interpretations within the report text. Figures are to be fully cross-referenced within the document text. As a minimum the report should include the following figures:
- a site location plan tied into the Ordnance Survey at 1:1250 or in the case of larger sites at 1:2500. The plan should also include at least two National Grid points and show the site boundary;

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

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

7.10.17 Black & White or Colour photographs should be included where appropriate to illustrate the archaeology of the site, the development operations or the range of soil profiles encountered. All photographs should be appropriately captioned.

7.11 The report will be submitted to the County Archaeologist in 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.

7.17 The report should include a synopsis of the proposed '**Full report**' and '**Publication**' and identify the likely destination of the publication.

8. General

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

8.2 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*.

8.3 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***

APPENDIX 1**Kent County Council HER summary form**

Site Name:		
Site Address:		
Summary:		
District/Unitary:	Parish:	
Period(s):		
NGR (centre of site : 8 figures): (NB if large or linear site give multiple NGRs)		
Type of archaeological work (delete)		
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)		
(cont. on attached sheet)		
Location of archive/finds:		
Contact at Unit:	Date:	



Mr and Mrs. Coward
Shorne Mead
Pear Tree Lane, Shorne
Gravesend, Kent
DA12 3JT

Additional information

Key

— Site Boundary

0m 50m

Project No.
34710

Date
10/04/2025

Drawn by
PDW

Checked by
DB



**Ravelin
Archaeological Services**

54 High Street
Wouldham, Rochester
Kent
ME1 3UT

Tel: 07702 587630
admin@ravelinarchservices.com

Figure 1 Site Location

Additional information

- Site Boundary
- Area of Existing Development
- Area of Proposed Development (above ground)
- Area of Proposed Basement

Ravelin Archaeological Services
54 High Street
Woolham
Rochester
Kent
ME1 3UT
Tel: 07702 587630
admin@ravelinarchservices.com

Mr and Mrs Coward
Shorne Mead,
Pear Tree Lane
Gravesend
Kent
DA12 3JT
Project No. 34710

Scale	As shown
Date	10/04/2025
Drawn by	PDW
Checked by	DB

Figure 2 Site Plan

