

**WRITTEN SCHEME OF INVESTIGATION FOR AN
ARCHAEOLOGICAL WATCHING BRIEF AT 2,
ABBAY FARM COTTAGES, CHURCH STREET,
HIGHAM, ROCHESTER, KENT ME3 7LS**



2, Abbey Farm Cottages, Church
Street, Higham, Rochester, Kent
Written Scheme of Investigation

Report reference: BAL23-062

© Brook Archaeology Limited

13 September 2023





2, Abbey Farm Cottages, Church Street, Higham, Rochester, Kent

Planning Reference: 20230219

NGR: TQ71697421

BAL Site Code: BAL23-062

Written Scheme of Investigation for an Archaeological Watching Brief

Report prepared for Mr David Smith

By Brook Archaeology Limited

F. Birkbeck BA (Hons)

13 September 2023

TABLE OF CONTENTS

1	Introduction
2	Location, Topography and Geology
3	Archaeological and Historical Background
4	Aims and Objectives
5	Fieldwork Methods
6	Recording
7	Survey
8	Finds
9	Reporting
19	Archive, Storage & Curation
11	Health and Safety
12	Personnel
13	Insurance
14	Sources Consulted
15	Figures

Figure 1: 1:25000 Site Location for AFC23-WB

Figure 2: 1:2500 Site Location for AFC23-WB

Figure 3: Scheduled Ancient Monument Area and HER Assets within 200m of the PDS

Figure 4: HER Assets within the study area for AFC23-WB – KCC Heritage

Figure 5: Georeferenced Plan of Proposed Development Groundworks - AFC23-WB

Appendix 1 – Gazetteer of Heritage Assets within a 200m – 1km radius of the PDS

Appendix 2 – KCC Specification for an Archaeological Watching Brief in Kent

Document Control

Component:	Name:	Date:
Report prepared by:	Fred Birkbeck	07/09/2023
Illustrations prepared by:	Brook Archaeology Limited	
Report edited by:	N/A	
Report reviewed by:		
Version no:	1.2	13/09/2023

1. Introduction

- 1.1. Brook Archaeology has been commissioned by Mr. David Smith (the client) to write a Written Scheme of Investigation (WSI) for a watching brief at 2, Abbey Farm Cottages, Church Street, Higham, Rochester, Kent, ME3 7LS centre on NGR: 571694, 174212.
- 1.2. Planning permission has been granted for application 20230219 with Gravesham Borough Council to erect a single storey rear extension and front porch. An archaeological watching brief has been requested (condition 4) by the local planning authority (LPA). The watching brief will protect the architectural and historic character of the area and to ensure that features of archaeological interest are properly examined and recorded in accordance with Policy CS20 of the Local Plan Core Strategy 2014 and Paragraph 203 of the National Planning Policy Framework (2021).
- 1.3. This WSI sets out the project's background, the aims and objectives, the methods and standards to be employed on-site, the scope of post-excavation activities, and archiving methods. The WSI conforms to MoRPHE guidelines (Historic England 2015) and sets out a methodology for following best practice procedures as set out by Historic England and CIFA (2014a)
- 1.4. This WSI will be submitted to the client. All reports will be forwarded to the Local Planning Authority, KCCHC and archived to the local archaeological society or another suitable custodian. The client will be consulted if any significant finds are made during the excavations.
- 1.5. This document will form the written specification stating the aims and methodology of the archaeological monitoring based upon the *KCC Specification for an Archaeological Watching Brief in Kent* (**Appendix 2**).

2. Location, Topography, and Geology

- 2.1. Abbey Farm Cottages, Church Street, Higham, Rochester, Kent, is located in the County of Kent in the Civil Parish of Higham within the unitary district of Gravesham. The shore of the Thames estuary lies approximately 2km north west of the Proposed Development Site (PDS) and the A289 lies approximately 3.5km south. The town of Gravesend lies approximately 6.5 km to the west and the city of Rochester, 6.5km to the south east.
- 2.2. The development of Higham has consisted of two parts, the first is the earliest Saxon village of Higham to the north and the more recent settlement to the south (Lower Higham). The PDS is situated in the north part of Higham within the conservation area of Church Street, Higham. The PDS itself lies approximately 30m west of the scheduled monument of St Mary's Priory and lies approximately 50m to the east of Grade I listed St Mary's Church.

- 2.3. The PDS is located within the National Character Area (NCA) 21: The Greater Thames Estuary which forms the eastern edge of the London Basin encompassing the coastlines of South Essex and North Kent along with a narrow strip of land following the path of the Thames into London. The settlement pattern is low-density with very few major settlements considering the proximity to London and consists mainly of medieval patterns of small villages and hamlets on higher ground and the marsh edges. Sea defences protect large areas of reclaimed grazing marsh and its associated ancient fleet and ditch systems, and productive arable farmland. Historic military landmarks are characteristic features of the coastal landscape (Natural England, 2013).
- 2.4. The bedrock geology at the PDS according to the British Geological Survey 1:50,000 scale geological map is Lambeth Group - Sand, silt and clay. Sedimentary bedrock formed between 59.2 and 47.8 million years ago during the Palaeogene period. There is no superficial deposit recorded although it is surrounded to the north east and west by a superficial bedrock of Alluvium - Clay, silt, sand and peat.
- 2.5. The site is approximately 4m (+/- 1m) aOD with the site boundary.

3. Archaeological and Historical Background

- 3.1. The following is a summary of the known archaeological and heritage assets recorded within a 1km radius of the PDS. A full contextualized background will be included in the final report. This section is to inform the archaeologist on site what may be encountered during the project.
- 3.2. The archaeological condition was recommended by the Case Officer and not referred to KCC for consultation. The wording of the condition is as follows:
- “The applicant shall undertake a watching brief during construction in case any historic and medieval fabric is encountered during the demolition required to create the opening. If during development any historic or medieval fabric is found, the Local Planning Authority (LPA) should be informed as soon as practical and the work shall not continue until written agreement is provided by the LPA.”*
- 3.3. Abbey Farm Cottage is not listed or otherwise designated as a Heritage Asset. However, the property lies within 30m of the scheduled monument of St Mary’s Priory (HER Ref: TQ 77 SW 8) and within 50m of the grade I listed church of St Mary’s, Higham (TQ 77 SW 1009). Both designated heritage assets indicate an area of high potential for settlement over a significant period of time. There is multi-period archaeological potential within the study area which is discussed in this section.

- 3.4. A number of development projects have taken place within the study area which have contributed to knowledge of the archaeological landscape. There have also been findspots, cropmark identifications and there are several designated heritage assets within the conservation area of Church Street. These are included in a gazetteer in **Appendix 1**, those in immediate vicinity (200m) of the PDS are commented on below.

Prehistoric

Prehistoric archaeology in the area is restricted to a single findspot of palaeolithic hand axes (TQ 77 SW 173) recorded in the field approximately 100m south east of the PDS. However, the listing on the HER records the findspot as unknown and findspots are rarely exact for security purposes rendering the recorded location unreliable.

Roman

Remains of a Roman cremation cemetery (TQ 77 SW 1003) and kiln (TQ 77 SW 4) were discovered by A H. Burkitt approximately 120m – 150m south west of the PDS as well as Roman tile fragment (TQ 77 SW 95) during work at St Mary's Church (TQ 77 SW 1009). There may have been a Roman settlement in the area supporting the putative ford (TQ 77 SW 34) which has been speculated to have been located at the site of where both Abbey Farm Cottages now sit west of Church Street. This may have been the reason why a priory was established at the site later. Excavations by Alan Ward (Ward, 2013) failed to find evidence of the ford.

Early Medieval/Anglo-Saxon

During excavations for an extension to the adjacent property of 1, Abbey Farm Cottages, an archaeological watching brief was carried out by Alan Ward of AW Heritage. The ground works consisted of one trench east – west c.4m long and one north – south c.8m long; both trenches were dug to a depth of approximately 0.85m. The southern trench revealed a chalk foundation under which, a pit was revealed which contained pottery sherds dating from approximately 800- 900 CE. The land the cottages occupy was formerly an orchard; many pits and shallow disturbances identified during the monitoring were attributed to tree bowls or root invasion. The pit also contained bone and oyster shell fragments. Evidence of occupation in this period is extremely rare in Kent.

The church of St Mary's, which lies approximately 40m west of the PDS, has Early Medieval origins dating back to as far as c.600 CE. The church is constructed of ragstone and flint with a tile roof and was church was remodelled in 1357. The windows were renewed in 1863.

Medieval

The aforementioned foundation (TQ 77 SW 192) located in the foundation trench at 1, Abbey Farm Cottage was chalk-constructed and bonded by coarse mortar and is concluded by Ward as being most likely the dwarf wall for a timber-framed building of the Medieval period. Ward speculates the building would have extended south of the excavation area as it was not present in the trenches north of the southernmost foundation trench for the extension. Three designated grade II listed heritage assets are present within the 200m radius of the PDS: two timber framed houses dating from the 16th century, Clerk's Cottage (TQ 77 SW 1013) approximately 125 m south west of the PDS and The Old Vicarage (TQ 77 SW 1030) approximately 100m south west and a 16th century timber-framed barn approximately 50m north west of the PDS. Previous investigations have failed to find evidence of the Medieval causeway during the watching brief at the adjacent 1, Abbey Farm Cottages.

The boundary of the PDS lies only 12m west of the boundary of the Scheduled Ancient Monument boundary of St Mary's Priory. The priory was established in 1148 as an alien priory until it became independent at c.1227. The Priory was eventually suppressed during the reformation in 1521-22. The priory complex was excavated in 1966 by P.J. Tester and results published in *Archaeologia Cantiana* Vol. LXXXII 1967. A resistivity survey was conducted over the site and the priory walls were located and partially excavated. No priory remains or trenches were located in the vicinity of the PDS.

HER Reference	Description	Monument Type	Period
TQ 77 SW 173	Palaeolithic handaxes and debitage from "Odgers Street, Higham"	FINDSPOT	Lower Palaeolithic to Middle Palaeolithic
TQ 77 SW 5	Roman burial	VASE; INHUMATION; SITE	Roman
TQ 77 SW 95	Roman Tile Fragment, old St Mary's Church, Higham	FINDSPOT	Roman
TQ 77 SW 1003	Roman cemetery site, associated with kiln site (TQ 77 SW 4)	CREMATION CEMETERY; SITE	Roman



TQ 77 SW 4	Roman kiln site	POTTERY KILN; CREMATION CEMETERY; SITE	Roman
TQ 77 SW 34	Medieval ferry, causeway and putative Roman ford	POSSIBLE FORD; FERRY CROSSING; CAUSEWAY	Roman to Medieval
TQ 77 SW 191	Early medieval pit, Abbey Farm Cottages, Higham	PIT	Early Medieval or Anglo-Saxon
TQ 77 SW 1009	CHURCH OF ST MARY	CHURCH; CHEST TOMB; CHEST TOMB; CHURCH	Early Medieval or Anglo-Saxon to Modern
TQ 77 SW 192	Medieval foundations, Abbey Farm Cottages, Higham	WALL	Medieval
TQ 77 SW 1013	CLERK'S COTTAGE	SITE; TIMBER FRAMED HOUSE	Medieval to Post Medieval
TQ 77 SW 1040	BARN ADJOINING CHURCH	SITE; TIMBER FRAMED BARN	Medieval to Post Medieval
TQ 77 SW 1030	THE OLD VICARAGE	SITE; TIMBER FRAMED HOUSE; HOUSE; VICARAGE	Medieval to Modern
MKE83228	Farmstead south west of Abbey Farm	FARMSTEAD	Post Medieval
TQ 77 SW 1043	Church Street barrage balloon site, Higham	BARRAGE BALLOON SITE	Modern
TQ 77 SW 1098	Anglo-Saxon pit, Higham		Unknown
MKE83227	Abbey Farm	FARMSTEAD	Unknown

Table 1: HER listings within 200m of the PDS

- 3.5. A full Gazetteer of HER Listings within a 200m – 1km radius of the PDS has been included in Appendix 1



4. Aims & Objectives

- 4.1. Brook Archaeology Limited compiled a monitoring strategy to observe the work being undertaken by the main contractor conducting the groundworks as part of the client's proposed development, providing complete details of the Watching Brief methodology.
- 4.2. In accordance with the KCC specification, the objectives of the archaeological watching brief are to contribute to heritage knowledge of the area through the recording of any archaeological remains exposed by the development and where relevant to inform the need and extent for further archaeological mitigation work (**Appendix 2**).
- 4.3. Planning application 20230219 details the proposed single-storey extension and rear porch. The archaeological monitoring of the groundworks associated with the proposed development is required as a condition of the planning decision.
- 4.4. **The aims of this Watching Brief are to:**
 - **Ensure that the planned excavations at the site are observed and that features of archaeological interest are correctly examined and recorded, as per planning application 20230219**
- 4.5. **The objectives of this development project are to:**
 - **View and record the excavation of groundworks for the new building(s) and services**
- 4.6. **Specific objectives of this project are:**
 - **To establish if associated Roman and Medieval remains, related to known sites within close vicinity of the PDS, could extend into and survive in the development area**
 - **To ensure that artefacts, deposits and features associated specifically with the Early and High Medieval period are recorded and the results widely disseminated and made available for access.**

5. Fieldwork Methods

- 5.1. All work will be undertaken following the methods set out within this WSI, according to best practice as set out by ClfA. All excavations carried out form part of the ground works associated with planning application 20230219. Any significant variation on these methods will be agreed

upon with the Client, Gravesham Borough Council and KCC before excavation.

Setting out the excavation areas

- 5.2. The excavation areas will be set out according to the plans (**Figure 5**). Locations will be recorded using GNSS connected to a corrections service.

Excavation

- 5.3. All groundworks will be excavated using a machine and a flat-bladed ditching bucket. However, any contexts or features of archaeological interest will be excavated by hand. A suitably qualified professional archaeologist will supervise all excavation areas.
- 5.4. Any archaeological features will be hand excavated in a manner that permits detailed recording and sampling (e.g., half or quarter sectioning all features).

6. Recording

- 6.1. Recording standards will be the same as for all formal excavations.
- 6.2. Archaeological features will be recorded in plan at an appropriate scale and accurately located to the National Grid.
- 6.3. Each context will be recorded on proforma records, which should include the following minimum details: character; contextual relationships; detailed description (dimensions and shape; soil components, colour, texture and consistency); associated finds; interpretation and phasing as well as cross-references to the drawn, photographic and finds registers. Each context will be recorded on an individual record.
- 6.4. Sections will be drawn through all significant cut features and levelled to ordnance datum.
- 6.5. All excavation areas will be assigned a trench number before excavation.
- 6.6. A complete drawn record of excavated archaeological features and deposits will be made, including plans and sections drawn to appropriate scales (1:20 for plans, 1:10 for sections). All drawings will be tied into the OS National Grid by GNSS. All OD heights of features will be recorded.
- 6.7. A digital photographic record will be maintained throughout the investigation, to include:
 - site prior to fieldwork;
 - site during work, including working shots and specific stages of fieldwork;



- the layout of any archaeological features, including plans and section drawings;
- site following backfilling

7. Survey

- 7.1. All excavated areas and features will be surveyed using a South GNSS connected to an NTrip corrections service.

8. Finds

- 8.1. All stratified finds will be collected by context or, where appropriate, individually recorded in 3 dimensions.
- 8.2. Unstratified finds will only be collected were they to contribute significantly to the project objectives or be of intrinsic value.
- 8.3. All artefacts recovered during the excavations on the site are the property of the Landowner. They are to be suitably bagged, boxed and marked in accordance with the United Kingdom Institute for Conservation, *Conservation Guidelines no.2* and on completion of the archaeological post-excavation programme the landowner will arrange for them to be deposited in a museum or similar repository agreed with the County Archaeologist and the Local Planning Authority.

- **Small Finds**

All small finds will be initially retained and bagged by context or spit for assessment at the post-fieldwork stage. Small finds will be handled, packed and stored following the guidelines in *First Aid for Finds* (Watkinson and Neal 1998). If finds of 'treasure' are uncovered, the local Coroner will be informed, and the correct procedures will be followed as outlined under the Treasure Act 1996.

- **Treasure**

Finds of "treasure" will be reported under the Treasure Act procedures. Upon discovering any treasure as defined by the *Treasure Act 1996*, the Portable Antiquities Scheme (PAS) and the landowner will be notified immediately. All information required by the Treasure Act (finder, location, material, date,

associated items, etc.) will be reported to the PAS, who will discuss the treasure with the landowner.

- **Human Remains**

If human remains are uncovered, including evidence of cremations, these will be initially left in situ, protected and covered from view. Should removal of the remains be deemed necessary, a licence will be obtained from the Ministry of Justice (MoJ) before excavation proceeds. Exhumation of human remains will proceed following the MoJ licence and all health and safety regulations and guidance.

- **Conservation and Sampling**

Provision should be made within the contingency for conservation (lifting and treatment) of fragile objects and collecting and analysing environmental and scientific (including dating) samples. Sampling is to be carried out under a strategy that is related to the project objectives. **Dana Goodburn** will carry out conservation work on behalf of Brook Archaeology.

- **Contingency Fund**

The client should consider the nature of possible "unexpected discoveries" and the likely impact of the development upon them. Arrangements should include the demarcation of the area for excavation, the period of temporary cessation of construction works within this area and the resources (expressed in person-days, specialist input etc.) available to undertake the excavation. Brook Archaeology's terms and conditions contain details of the charging structure.

- **Post-excavation Methods and Reporting**

The archive will be maintained and consolidated on-site. All written and drawn records from the excavation collated, checked for consistency and stratigraphic relationships. Preliminary phasing of the site will be based on recorded stratigraphic relationships on context sheets, site drawings, pottery spot-dates, and other relevant information.

- **Finds Evidence**

All retained finds will be washed, weighed, counted, and identified on-site. They will be recorded to a level appropriate to the aims and objectives of the excavation. Artefacts and other finds will be suitably bagged and boxed following the standards of the ClfA.

- **Pottery**

Pottery from the Prehistoric – Early Medieval periods will be analysed by **Paul Hart** of the Trust for Thanet Archaeology. Finds from later periods will be analysed by **Dr Elizabeth Blanning**.

9. Reporting

9.1. Following fieldwork, the assessment of stratigraphic, artefactual and ecofactual evidence report will be submitted to the HER, with a full OASIS entry. The report will include:

- Non-technical summary;
- Project background;
- Archaeological and historical context;
- Aims and objectives;
- Methods;
- Results – stratigraphic, finds and environmental;
- Statement of potential – of the stratigraphic, finds and environmental data – the extent to which the archive might be able to meet the original aims and research objectives of the project;
- Updated Project Design, including a summary of recommendations for any further analyses and updated project aims, with proposals for any publication (including a task list scheduling the personnel and resources required for analyses);
- Archive preparation and deposition arrangements;
- Appendices;
- Illustrations; and
- References

10. Archive Storage and Curation

- 10.1. It is recommended that any significant project archive resulting from the excavation is prepared in accordance with *Guidelines for the preparation of excavation archives for long term storage* (UKIC, 1990). On completion, the Archaeological contractor will arrange for the archive to be deposited with the local archaeological society, an appropriate museum or the Kent Archaeological Society. The complete archive will include paper records, graphics, artefacts and digital data, which will be prepared following the standard conditions for the acceptance of excavated archaeological material by a suitable museum and following nationally recommended guidelines (Historic England, 2015). If a suitable museum or repository cannot receive the archive, suitable arrangements will be agreed with the County Archaeologist.
- 10.2. The archaeological material and paper archive produced during the project will be stored by Brook Archaeology until transfer to a museum or similar repository is arranged or an appropriate archive opened in the county.

11. Health & Safety

- 11.1. All projects must be carried out following safe working practices and under a defined Health and Safety Policy.
- 11.2. Risk Assessments will be carried out for the investigation. If the risk assessment indicates it is necessary, the requirements of the Watching Brief can be varied in the interests of health and safety.

12. Personnel

- 12.1. The fieldwork will be directed and supervised by experienced archaeologists with long track records in professional archaeology and ClfA certified organisations. The archaeological contractor holds the overall responsibility for the investigation and post-excavation activities:
- **Fred Birkbeck** is a qualified archaeologist. He runs the project management at Brook Archaeology Limited. Fred was formerly the Brand and Communication Manager at the Kent Archaeological Society and subsequently Fund Raiser. Fred has worked extensively on project management, fieldwork and report writing for developments in Kent and the South East
 - Contractors - when appropriate, suitably qualified specialists and sub-contractors will be appointed. These sub-contractors will be suitably qualified and experienced for their project roles, and employed in line with relevant legislation and ClfA regulations

13. Insurance

- 13.1. The work undertaken at 2 Abbey Farm Cottages, Church Street, Higham, Rochester, as described in this Written Scheme of Investigation, will be covered by Brook Archaeology Limited Archaeologists and Heritage Combined Policy (Policy No. UN/9000975) and Professional Indemnity Insurance (Policy No. Policy Ref: TG0315) with Towergate Insurance Brokers

14. Sources Consulted

14.1. References

British Geological Survey, 2021, <https://webapps.bgs.ac.uk/lexicon/lexicon.cfm?pub=HCK>, [accessed: 23/08/2023]

Chartered Institute for Archaeologists [ClfA], 2014a *Standard and Guidance for Archaeological Excavation*. Reading, ClfA

ClfA, 2014e *Regulations for Professional Conduct*. Reading, ClfA

English Heritage, 2011, *Environmental Archaeology: A Guide to the Theory, Practice of Methods, from Sampling and Recovery to Post-excavation* (second edition). Portsmouth, English Heritage

Historic England, 2015, *Management of Research Projects in the Historic Environment: the MoRPHE project managers' guide*. Swindon, Historic England

KCC, 2020, *Specification for an Archaeological Watching Brief in Kent*, Kent County Council

Natural England, 2013
<https://publications.naturalengland.org.uk/publication/7036466?category=587130>
[accessed 16/08/23]

Ward, A., 2013, *An archaeological watching brief at No.1 Abbey Farm Cottages, Church Street, Higham, Kent*, AW Heritage

14.2. Maps and Heritage data

The Kent Historic Environment Record, KCC, 2023

Google Earth, 2023

15. Figures



Figure 1: 1:25000 Site Location for AFC23-WB

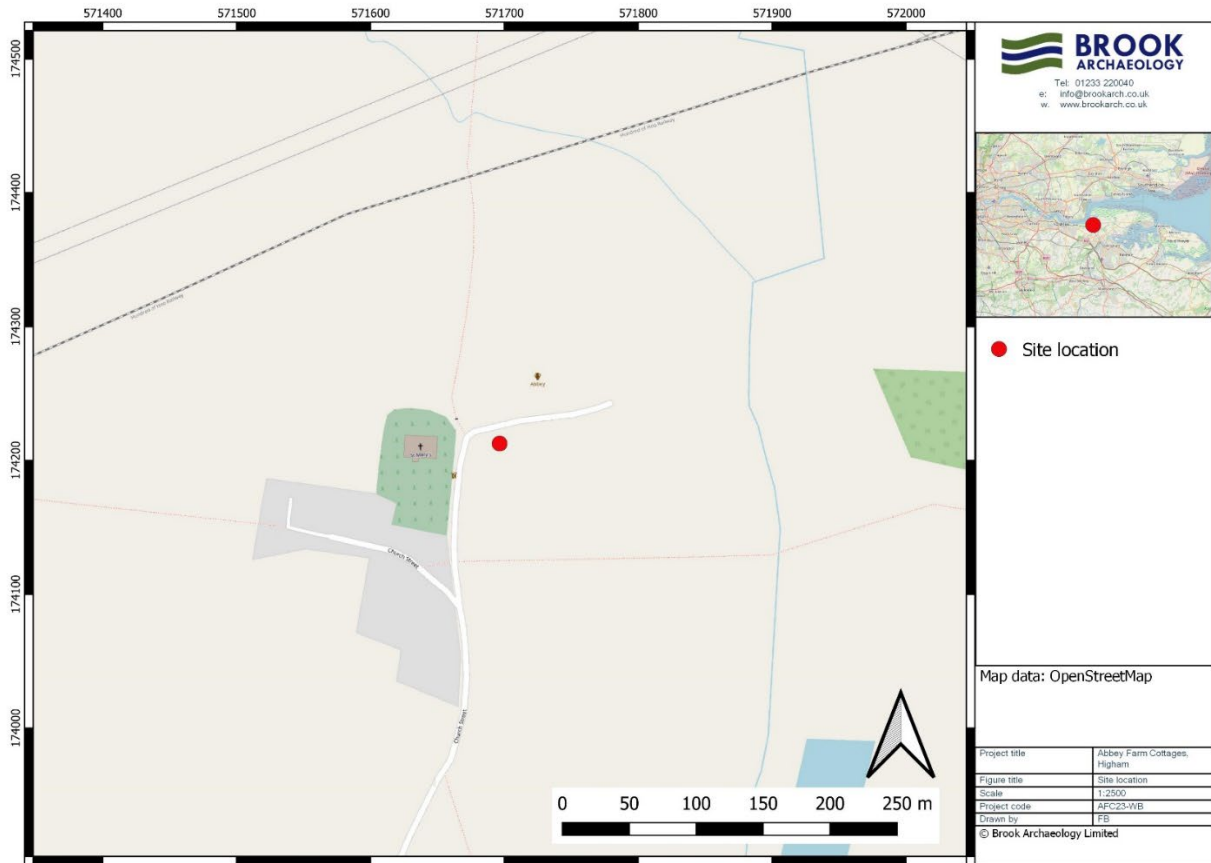


Figure 2: 1:2500 Site Location for AFC23-WB

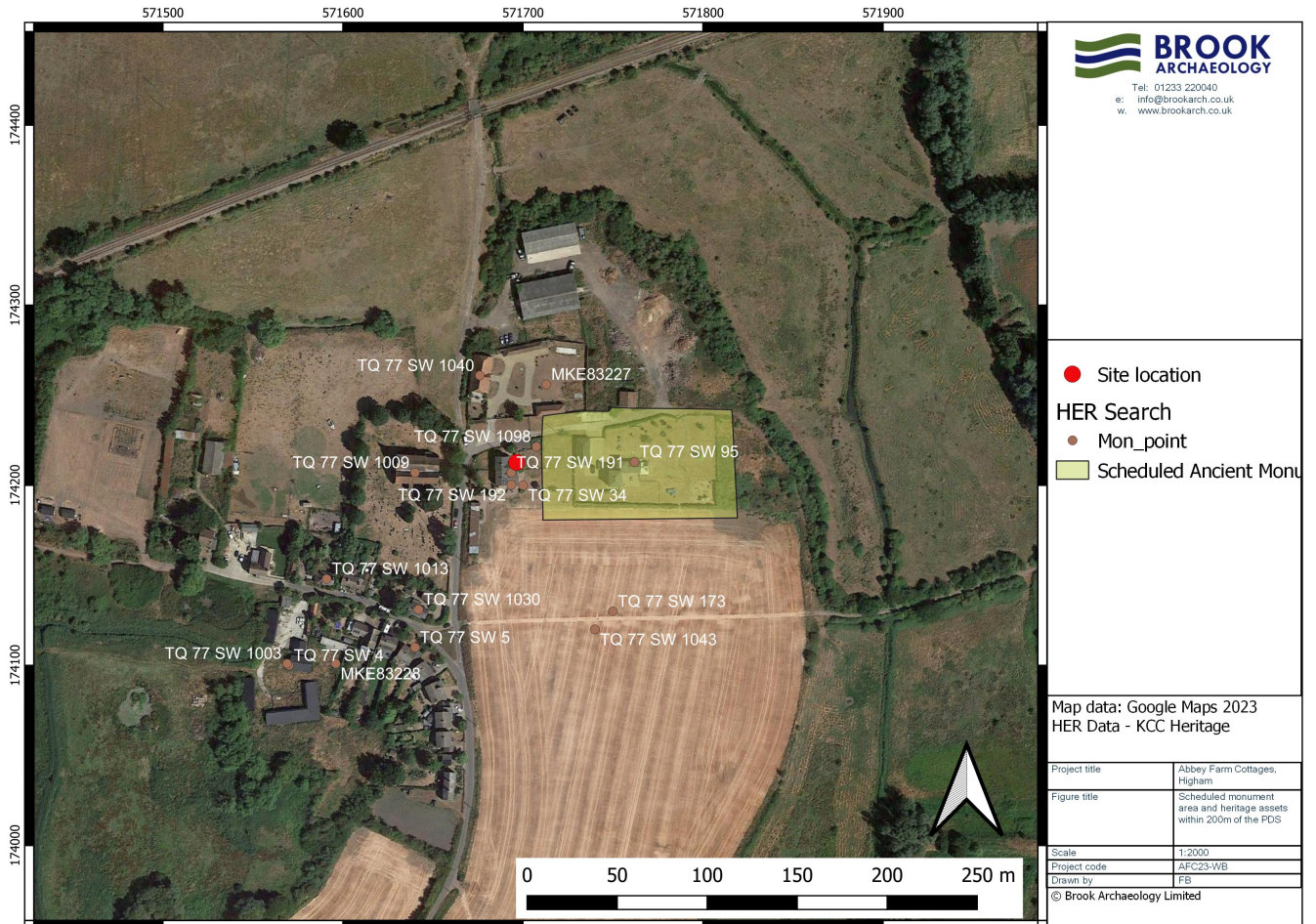


Figure 3: Scheduled Ancient Monument Area and HER Assets within 200m of the PDS – KCC HER

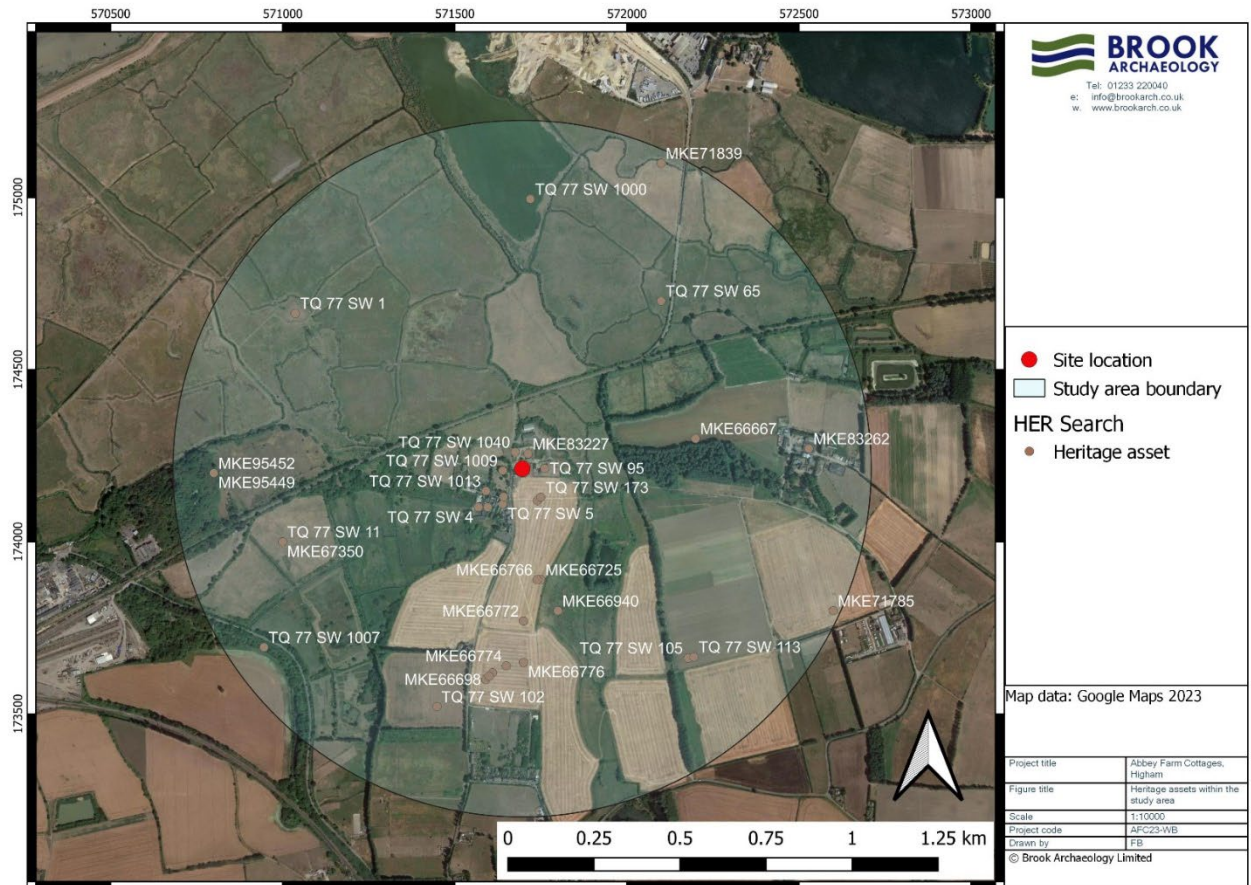


Figure 4: HER Assets within the study area for AFC23-WB – KCC Heritage



Figure 5 – Georeferenced Plan of Proposed Development – AFC23-WB

Appendix 1 - Gazetteer of Heritage Assets within a 200m – 1km radius of the PDA

HER Reference	Description	Monument Type	Period
TQ 77 SW 11	Bronze Age cist burial, Higham Marshes	CROUCHED INHUMATION; CIST; SITE	Bronze Age
MKE71785	Bronze Age copper alloy rapier	FINDSPOT	Bronze Age
MKE67349	Iron Age copper alloy coin	FINDSPOT	Iron Age



MKE67350	Iron Age copper alloy coin	FINDSPOT	Iron Age
TQ 77 SW 102	Feature recorded in Plot 10.1 on the Grain-Shorne Pipeline watching brief	PIT	Later Prehistoric
TQ 77 SW 105	Late Iron Age/early Roman enclosure, quarry and pits, Lower Higham	DITCH; QUARRY; PIT	Late Iron Age to Roman
MKE71839	Roman copper alloy brooch	FINDSPOT	Roman
MKE95445	Early Medieval Copper alloy brooch	FINDSPOT	Roman to Early Medieval or Anglo-Saxon
TQ 77 SW 93	Anglo-Saxon bucket, Higham	FINDSPOT	Early Medieval or Anglo-Saxon
MKE95451	Early Medieval Copper alloy strap end	FINDSPOT	Early Medieval or Anglo-Saxon
MKE66697	Medieval copper alloy brooch	FINDSPOT	Medieval
MKE66725	Medieval copper alloy brooch	FINDSPOT	Medieval
MKE66726	Medieval lead bulla	FINDSPOT	Medieval
MKE66766	Medieval copper alloy seal matrix	FINDSPOT	Medieval
MKE66772	Medieval copper alloy harness fitting	FINDSPOT	Medieval
MKE66774	Medieval copper alloy thimble	FINDSPOT	Medieval
MKE66776	Medieval copper alloy jetton	FINDSPOT	Medieval
TQ 77 SW 113	Early medieval enclosure, Lower Higham	ENCLOSURE; DITCH; PIT	Medieval
MKE95447	Medieval Lead Alloy bulla	FINDSPOT	Medieval





MKE95449	Medieval Copper alloy harness pendant	FINDSPOT	Medieval
MKE95450	Medieval Copper alloy harness pendant	FINDSPOT	Medieval
MKE95452	Medieval Copper alloy strap end	FINDSPOT	Medieval
MKE66698	Medieval copper alloy dress fastener (unknown)	FINDSPOT	Medieval to Post Medieval
MKE66940	Medieval copper alloy bell	FINDSPOT	Medieval to Post Medieval
MKE95444	Medieval Copper alloy chape	FINDSPOT	Medieval to Post Medieval
MKE66667	Post Medieval silver coin	FINDSPOT	Post Medieval
MKE83262	Oakleigh	FARMSTEAD	Post Medieval
TQ 77 SW 1007	THE OBELISK	SITE; BOUNDARY MARKER; OBELISK; COAT OF ARMS	Post Medieval to Modern
TQ 77 SW 65	Possible wick near Church Street	SHIELING	Unknown
TQ 77 SW 1	Barrow Hill, Higham	NATURAL FEATURE; SITE?	Unknown
TQ 77 SW 1000	Ring ditch	RING DITCH; SITE	Unknown



Appendix 2 - KCC Specification for an Archaeological Watching Brief in Kent

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:	