



St Mildred's Church, Nurstead Church Lane, Meopham, Kent

Archaeological Watching Brief Written Scheme of Investigation (WSI)

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NGR: TQ 64127 68276 (centred)

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ARCHAEOLOGICAL WATCHING BRIEF AT ST MILDRED'S CHURCH, NURSTEAD CHURCH LANE, NURSTEAD, KENT DA13 9AD.

1 Introduction

Planning matters

- 1.1 This specification is concerned with an archaeological watching brief to be maintained at St Mildred's Church, Nurstead Church Lane, Nurstead, Kent DA13 9AD (NGR: TQ 64127 68276). The church of St Mildred's, Nurstead, despite not directly forming part of this development, is a Grade II* Listed Building entered on the National Heritage List for England (NHLE on-line, 1096351) and the Kent Historical Environment Record (KHER: TQ66 NW13).
- 1.2 The Parochial Church Council of St Mildred's church, Nurstead, Nurstead Church Lane, Nurstead, Kent DA13 9AD, through his appointed architect Mr J. Rowland of DAC Architects (21 Stone street, Gravesend, Kent DA11 0NP), is preparing for the *'Installation of an external, detached, and prefabricated module to provide toilet facilities for visitors to the church, with associated works'*. These works will include the excavation groundworks associated with the module toilet structure as well as surrounding infrastructure associated with the formation of a new footpath alignment from the west end of the tower to the northern front of the toilet structure all of which is southwest of the present church building and contained within the churchyard.
- 1.3 The Local Planning Authority (LPA) is Gravesham Borough Council who, under the Town and Country Planning Acts, in accordance with the provisions of the National Planning Policy Framework (NPPF 2021) and following consultation with the KCC Archaeological Officer (Heritage Conservation, Environment, Planning & Enforcement, Kent County Council, Invicta House, County Hall, Maidstone, Kent ME14 1XX), granted Planning Consent (Planning Ref: 20220931) for the proposed works, with recommendations of:

Archaeology

'No development shall take place until the applicant, or their agents or successors in title, has secured the implementation of an archaeological watching brief to be undertaken by an archaeologist approved by the Local Planning Authority so that groundworks are observed, and human remains, graves and any archaeological features or finds are recorded, and impacts minimised. The watching brief shall be in accordance with a written scheme of investigation, which has been submitted to and approved by the Local Planning Authority

REASON: 'To ensure that development impacts are appropriately mitigated, and features of archaeological interest are properly examined and recorded in accordance with adopted Gravesham Local Plan Core Strategy Policies CS19 (Development and Design Principles) and CS20 (Heritage and the Historic Environment), saved policies TC2 (Listed Buildings) and TC7 (Other Archaeological Sites) of the Gravesham Local Plan First Review Policy 1994 and section 16 (Conserving and Enhancing the Historic Environment) of the National Planning Policy Framework (NPPF), 2021'.

- 1.4 The present specification, commissioned of Canterbury Archaeological Trust (CAT), seeks to provide a programme and an outline methodology for undertaking the archaeological works requested by the Local Planning Authority and KCC Heritage setting out the objectives, the standards to be attained, the nature of the monitoring and the format for reporting.
- 1.5 This Written Scheme of Investigation (WSI) document seeks to provide a programme and an outline methodology for undertaking the archaeological watching brief works, setting out the objectives, the standards to be attained, the nature of the monitoring and recording, and the format for reporting. This document, produced by Canterbury Archaeological Trust (CAT), should be read in conjunction with the attached KCC Specification for an Archaeological Watching Brief in Kent (Appendix 1).

2 Archaeological matters

- 2.1 The site is mapped as overlying archaeologically sterile Lewes Nodular Formation, Seaford Chalk Formation and Newhaven Chalk Formation – Chalk Bedrock (93.9 – 72.1 million years ago). There are no Superficial Geological deposits recorded beneath the church, or its churchyard, though a roughly north – south aligned linear spread of Head – Clay, Silt, Sand and Gravel (2.588 million years to present) Superficial Geology is recorded roughly 300m to the east and possibly represent a former spring fed stream bed (British Geological Society on-line).
- 2.2 The origin of Nurstead as a nucleated settlement is largely unknown with archaeological information in the Kent County Council's Historic Environment Record (KHER) being poorly represented. Nearly all entries relate either to listed buildings Nurstead Court: KHER: TQ66 NW7; Listed Building Grade I 1350239; Nurstead Lodge: KHER: TQ66 NW69; Listed Building Grade II 1350240; Meopham Railway Station: KHER: TQ66 NW58) or relict monuments of the Second World War (Barrage Balloon site: KHER: TQ66 NW113). Despite this, a pair of recorded findspots clearly indicate the presence of Roman activity in the form of a single Romano British coin find to the north of Nurstead Court (KHER: TQ66 NW16) and a small collection of Roman pottery recovered from the top of the subsoil during a previous scheme of test pit evaluations to the north of the church (TQ66 NW123).
- 2.3 It is recorded on the KHER that the church of St Mildred's at Nurstead is regarded as being *'fifteenth century perhaps earlier with later windows. Flint and ragstone. West tower fifteenth century all Ragstone. Windows renewed. Chancel and nave without division. Braced trussed rafter roof without tie beams: hence buttresses on north and south walls. Vestry and north porch added nineteenth century, roof tiled'* (KHER TQ66 NW13; Listed Building Grade II* 1096351). However, an earlier scheme of Archaeological Evaluation, and subsequent Archaeological Watching Brief associated with the installation of services within, and across, the churchyard provided a glimpse of the church's underlying masonry foundations as well as a reassessment of its standing fabric, which concluded that the main body of the church was built in the twelfth – thirteenth century utilising materials from an earlier structure. The entire building was extensively refurbished in the fifteenth century, which included the addition of the west tower.

- 2.4 Despite this, its ancient origins can be traced back to at least the Domesday Book, a late eleventh-century fiscal survey compiled in 1086 following the Norman Conquest. Known as *Notestede* at this time, the spelling of its name had changed very little by the compilation of the Domesday Monachorum in c. 1100, a further survey detailing the estates of the Archbishops of Canterbury and Rochester, when it had regressed to *Notstede*. The Archbishop of Rochester's Textus Roffensis estates survey, compiled between 1122 and 1124, uses a similar spelling, but with the addition of an 'h' at the front, whilst replacing the 'o' with a 'u'. This is almost certainly due to a phonetic style of spelling even by the clerics who created most of the legal documents of the time. By the beginning of the thirteenth century, a series of land rent agreements indicate several different versions of the same name (*Nuttestede* 1221, *Nutstede* 1226, *Nutsted* 1232, 1240 and 1254, *Nutstede* 1242-3 and by 1253-4 *Nut(te)stede*). These also clearly reflect the phonetic style of spelling throughout the mid medieval period, which was further altered by the development of the language into an Anglo-French dialect. Proven wills in Rochester diocesan chancery court between 1448 and 1558 show that despite slight alterations in the spelling it remained virtually unaltered. It is suggested that the meaning of the name refers to the old English word for nut '*hnute*' and place '*stede*', combined to become the 'place of the nuts'.
- 2.5 Today the church of St Mildred stands alone surrounded by farmland with only later buildings as its nearest neighbours (Fig 1). To the north is Nurstead Court, a mainly early nineteenth-century structure incorporating one end of a fourteenth century stone hall, which survived complete until the construction of the present building (Smith 1955, 84-86). In *Cozenden Woods*, approximately 800m to the north-west are the ditches and embankments of a deserted village assumed to be the manor of Cossington known to have been in existence during the fifteenth century. At this time, it was purchased by Edward IV coupled with the manors of Ifield and Welles from a member of the Cossington family of Aylesford. Commonly referred to as Little Cossington to distinguish it from Great Cossington in Aylesford its earliest reference can be traced to the mid fourteenth century (c.1365) where it is shown as a thriving community.
- 2.6 According to John Newman and Nikolaus Pevsner, St Mildred's Church possesses a relatively simple structural development (Newman and Pevsner 1980, 439). In this it is proposed that the entire structure is of fifteenth-century date due to the lack of division between the nave and chancel and the square-headed windows, or cinque foiled one-lighter under hood-moulds. Little attention is given to the fabric of the structure except to say the nave and chancel are of flint and the unbuttressed western tower being of Ragstone. Closer inspection of the exterior face to the nave south wall's western end reveals several pieces of roughly hewn blocks of Tufa, a material largely utilized in the Roman and early Norman periods.
- 2.7 A watercolour by H. Petrie of St Mildred's Church, Nurstead from the north-east, dated A.D. 1807, shows the north wall of the nave with a small two-pointed arched north door and a single narrow pointed lancet window immediately to the east. This is in clear contrast to a further water colour painting entitled Nurstead Church, Kent in the possession of the British Museum, dating from the 1790s, which shows the church from

the northwest. In this image, of which the perspective is slightly distorted, the tower is shown slightly foreshortened, but correct in detail including its adjoining north stair turret. The difference here is that the tower is shown possessing two diagonal buttresses, one each on its northwest and southwest corners, a constructional feature not surviving today. A further problem arises with the positioning of the present north porch and door, which in the illustration is occupied by a triple light, hood-moulded and labelled window with no evidence of a doorway suggesting the present doorway has been inserted. The fact that the path across the churchyard extends to the west door of the tower implying this forms the church's main entrance as there is no evidence for a south entrance in the present structure. East of the present north door position, the next two structural bays of the north nave wall are shown to only possess two smaller 'Norman' Style windows, one in each bay.

3 Objectives

- 3.1 The general objective of the archaeological watching brief is to contribute to heritage knowledge of the area through the recording of any archaeological remains exposed resulting from the installation groundworks works.
- 3.2 More specific objectives are:
 - identification of any evidence for an earlier use of the site of St Mildred's church and its encircling churchyard.
 - identification and clarification this sites of any unmarked burial positions within the area of the toilet installation and its footpath route extending from the west end of the church and the immediate and adjacent areas.
 - identification of any evidence relating to the construction of the present church to add to the current understanding of its structural phasing with emphasise on later structural phasing.

4 Scope of works

- 4.1 In view of the alterations and groundworks involved in the proposed development it has been approved by the Local Planning Authority, through consultation with the Heritage Conservation Group, that an archaeological watching brief is the appropriate form of mitigation. If significant remains are revealed during the watching brief, further archaeological measures may be required to secure mitigation on the site.
- 4.2 The watching brief should be maintained throughout the programme of ground excavation. The archaeological contractor will confirm the extent of proposed ground excavations and building alterations in advance with the site developer and inform the Heritage Conservation Group representative that arrangements are in place for appropriate archaeological groundworks monitoring.
- 4.3 Currently, it is understood that the proposed groundworks are associated with proposed new toilet pod with associated footpath within the churchyard of St Mildred's church, Nurstead. Should it prove that other groundworks are intended, their scope will be notified to the Heritage Conservation Group representative and an appropriate monitoring and recording methodology agreed.

5 Methodology

- 5.1 Subject to contraindication by the Heritage Conservation Group representative, the archaeological contractor will monitor all groundworks. If archaeological remains are encountered, machine excavation will cease to allow the remains to be investigated further.
- 5.2 All stages of the project will be carried out in accordance with the procedures laid down in *Management of Research Projects in the Historic Environment: the MoRPHE project managers' guide* (HE 2015). The monitoring archaeologist should confirm, before site work begins, that an agreement provides for the full implementation of the approved programme of archaeological work, including provision for post-excavation analysis, publication and archiving of the site, has been signed by the relevant parties. The archaeological contractor will monitor the excavations for all groundworks.
- 5.3 If machinery is to be utilised for groundworks, all excavations should be undertaken using a flat-bladed bucket, unless with prior agreement with the archaeological contractor, 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, excavation will cease to allow the remains to be investigated further.
- 5.4 The archaeologist will inspect the surfaces revealed. Any archaeological structures or features revealed will be recorded in plan and section as appropriate. The main contractor will allow the archaeological contractor reasonable time and resources to undertake any inspection or recording required.
- 5.5 Further limited excavation may be necessary to clarify the extent and nature of some archaeological deposits. In this case, the archaeological contractor will undertake the excavation by hand.
- 5.6 Initially, any finds of human remains should be left *in situ*, covered, and protected. If excavation is necessary, the remains will be treated in accordance with the relevant sections of *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England* (APABE 2017). However, as any burials encountered will be within the boundary of the churchyard of St Mildred's church, Nurstead and thus are covered by the faculty of works provided by and approved by the Rochester DAC under Ecclesiastical jurisdiction.
- 5.7 If significant remains are unexpectedly encountered, the archaeological contractor will inform the Heritage Conservation Group representative, the developer and the Rochester DAC Archaeological advisor immediately and further mitigation measures to safeguard the archaeological resource will be agreed.

6 Recording

- 6.1 All structures, deposits, finds and features will be recorded according to accepted professional standards.
- 6.2 All recording points used will be accurately tied into the National Grid, preferably by

theodolite, and located on to a 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 Ordnance Datum. An overall site plan is to be maintained at a scale of 1:100, or less if required.
- 6.4 All plans are to be accurately tied into 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. Furthermore, a general record of the work comprising a description and discussion of the archaeology is to be maintained as appropriate.
- 6.6 A fully digital 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 Heritage Conservation Group representative 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 accepted guidelines (UKIC 1985) 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 Heritage Conservation Group representative.
- 6.8 During the works, finds discovered by CAT and falling under the statutory definition of Treasure (as defined by the 1996 *Treasure Act* 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, Historic England, and the Heritage Conservation Group representative. 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 fourteen days of understanding the find is Treasure. Failure to report within fourteen days is a criminal offence. The Treasure Receipt and Report must include the date and circumstances of the discovery, the identity of the finder (in this case, Canterbury Archaeological Trust) and, as exactly as possible, the location of the find.
- 6.9 The site archive, to include all project records and cultural material produced by the project, is to be prepared in accordance with relevant guidelines (CIfA 2020a). On completion of the project the developer will arrange for the archive to be deposited in a suitable museum or similar repository to be agreed with the HCG.

7 General reporting requirements

- 7.1 On completion of the archaeological watching brief the archaeological contractor will agree with the Heritage Conservation Group representative, 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 Copies of all reports are to be provided to:
- the developer for formal submission to the Local Planning authority
 - the Heritage Conservation Group representative
 - the project archives
 - the Rochester DAC Archaeological Advisor
- 7.3 When submitting the report to the Heritage Conservation Group representative, the archaeological contractor should provide written confirmation that the report has been submitted to the above parties.
- 7.4 If the archaeological contractor is required, contractually, to submit reports only directly to the developer or their agent, the archaeological contractor must inform the Heritage Conservation Group representative in writing that they have completed the report and to whom it has been forwarded. The archaeological contractor must ensure that the developer is made aware of the need to circulate the report as mentioned above.
- 7.5 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 an 'Archaeological Watching Brief Final Report' within four weeks of the completion of the watching brief.
- 7.6 If significant archaeological remains are recorded, then within three months of completion of the Watching Brief, the archaeological contractor will undertake an assessment of the results and produce a 'Post-excavation Assessment Report'. This report will set out a programme of post excavation works through to completion of a 'Full Report' and, where appropriate, publication of the findings.

8 Contents of an 'Archaeological Watching Brief Report'

- 8.1 The archaeological contractor may determine the general style and format of the Archaeological Watching Brief Final Report, but it must be completed in accordance with this specification. The report must provide enough information and assessment to stand as a detailed report on the archaeological fieldwork for future research and to inform the Local Planning Authority on any future planning decisions for the site.
- 8.2 Reports that do not provide enough 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.
- 8.3 The report is to include the following as a minimum.

An Abstract summarising the scope and results of the archaeological watching brief.

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.

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, including a summary of the known Historic Environment Record entries, generally within a 500m radius of the boundaries of the site;
- summary of any previous phases of archaeological investigation at the development site;
- any constraints on the archaeological monitoring.

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 watching brief. The frequency of monitoring visits, ground works observed, and any constraints experienced while carrying out the monitoring should be detailed.

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

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.

The Finds recovered during 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 subsampling, 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.

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

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.

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

Any results from the watching brief involving the application of archaeological scientific techniques, such as specialist dating, should be included in the watching brief report.

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.

A Conclusion with a summary of the archaeological results and how any archaeology observed relates to the development site. The effects of the development work 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.

Note should be made of any variations in the depth of overburden covering any archaeological deposits revealed.

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

The report should include sufficient Illustrations to support descriptions and interpretations within the report text. Illustrations 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 and showing 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.

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 indicated.

9 Contents of a ‘Watching Brief Assessment Report’

- 9.1 The 'Archaeological Watching Brief Assessment Report' will follow the format and requirements detailed above.
- 9.2 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 on-site and post excavation works.
- 9.3 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.
- 9.4 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 in production of a 'Full Report' and, where appropriate, publication. The proposal should set out arrangements for monitoring of the post-excavation process.
- 9.5 The report should include a synopsis of the proposed 'Full report' and publication and identify the likely destination of the publication.

10 General

- 10.1 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 Heritage Conservation Group representative, or any designated representative of the Local Planning Authority.
- 10.2 In undertaking the work the archaeological contractor is to abide by:
 - all statutory provisions and by-laws relating to the work in question, especially the *Health and Safety at Work Act 1974*;
 - relevant standards and guidelines of Institute of Field Archaeologists (CIfA 2020a–d).
- 10.3 On completion of the archaeological monitoring works the archaeological contractor will prepare a consideration of the methodology used, including a confidence rating.

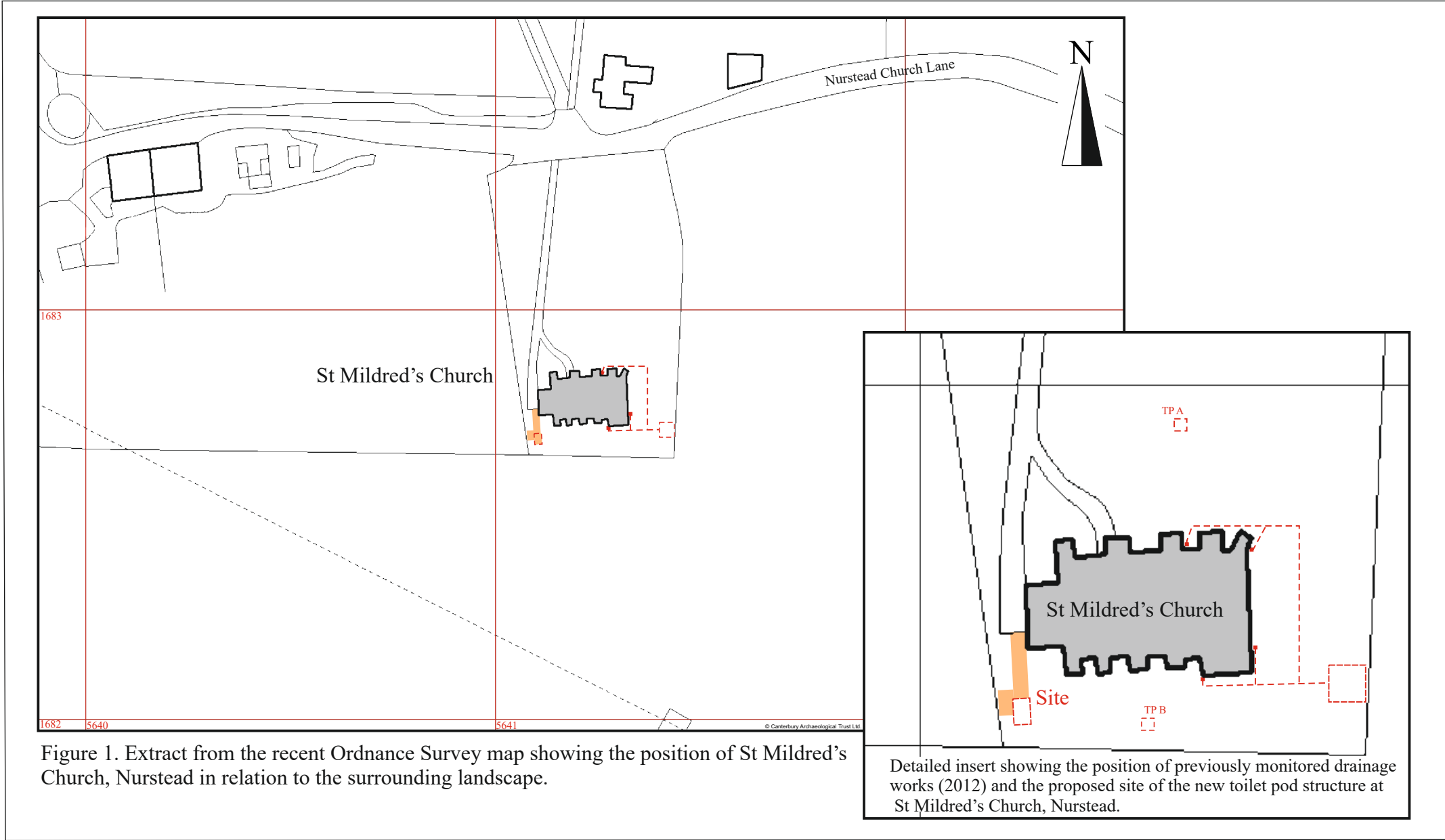
References

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- Chartered Institute for Archaeologists 2014 (updated 2020) *Standard and Guidance for an archaeological watching brief*
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APPENDIX 1:

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*.

8.4 On completion of the watching brief the archaeological contractor will prepare a consideration of the methodology used, including a confidence rating.

8.5 The archaeological contractor is to include with their report a completed copy of the Kent County Historic Environment Record Report Form.

Heritage Conservation Group, Kent County Council
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