



Land at RSPB Shorne Marshes, Queens Farm Road, Shorne, Gravesend Kent DA12 3HU

Archaeological Watching Brief Written Scheme of Investigation

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**WRITTEN SCHEME OF INVESTIGATION FOR AN ARCHAEOLOGICAL WATCHING BRIEF
DURING GROUNDWORKS ON LAND AT RSPB SHORNE MARSHES, QUEENS FARM
ROAD, SHORNE, GRAVESEND, KENT**

1 INTRODUCTION

1.1 This specification sets out the requirements for an archaeological watching brief to be undertaken during groundworks on land at RSPB Shorne Marshes, Queens Farm Road, Shorne, Gravesend, Kent (NGR 568945 174227 centred; Figs 1 and 2).

1.2 The Client (the Royal Society for the Protection of Birds (RSPB England)) is seeking planning permission from the Local Planning Authority (Gravesend Borough Council) for *'improvements and enhancements to the Nature Reserve, including the restoration of wetland grazing marsh and reedbed by creating hydrological features to enhance wetland habitat by creating pools, scrapes, and rills'* (Planning ref 20240312). The planning application was made on 4 April 2024 and permission for development is pending consideration.

1.3 The proposed development is to be located within an area of archaeological potential. RSPB England has commissioned Canterbury Archaeological Trust (CAT) to undertake a programme of archaeological works. The works are to comprise archaeological monitoring of all intrusive groundworks associated with the construction of hydrological features at the site to ensure that any deposits and features, artefacts and ecofacts of archaeological interest, are recorded and interpreted to appropriate standards.

1.4 The archaeological works will be monitored by the Kent County Council (KCC) Heritage Conservation Group (HCG) who oversee all archaeological works in Kent.

1.5 This Written Scheme of Investigation (WSI) seeks to provide a programme and an outline methodology for undertaking the archaeological work, setting out the objectives, the standards to be attained, the nature of the monitoring and recording, and the format for reporting. This WSI, produced by CAT, should be read in conjunction with the attached KCC Specification for an Archaeological Watching Brief in Kent (Appendix 1).

1.6 The watching brief should be maintained throughout the programme of ground excavation. The **archaeological contractor** will confirm the extent of proposed ground excavations in advance with the site developer/contractor and inform the KCC HCG that arrangements are in place for appropriate monitoring. If significant remains are revealed during the watching brief, further archaeological measures may be required to secure mitigation on the site.

1.7 The KCC HCG will be notified when a date for the commencement of archaeological monitoring has been confirmed. CAT will keep the KCC HCG informed of the progress of work and will notify the KCC HCG immediately if particularly important archaeological remains are encountered.

1.8 All archaeological work will be carried out in accordance with the accepted professional standards set out in the Chartered Institute for Archaeologists' *Standard and Guidance for archaeological watching brief* (updated 2020). CAT is a Registered Organisation with the Chartered Institute for Archaeologists and conforms to their by-laws, standards, and policy statements.

2 SITE LOCATION, DESIGNATIONS AND GEOLOGY

2.1 The site is formed from two separate parcels of ground (hereafter named East Site and West Site) that form part of RSPB Shorne Marshes which lie to the east of Gravesend, on the Hoo Peninsula in north Kent. Shorne Marshes are bounded to the south by the disused Thames and Medway Canal, North Kent Railway Line and Hoo Junction, to the north by the Thames foreshore, to the west by the Metropolitan Police Specialist Training Centre and to the east by a further area of marshland (Higham Marshes).

2.2 A single Scheduled Monument is located within close proximity to the East Site and comprises Shornemead Fort (National Heritage List for England (NHLE) no. 1484434) which was built in the 1860s as part of a scheme to remodel the forward defences of the Thames to protect the river route to London. It is located within 150m west of the East Site.

2.3 The underlying bedrock geology of the East Site is mapped as Thanet formation sand, silt, and clay, whilst within the West Site it is mapped as Lewes Nodular Chalk Formation, Seaford Chalk Formation and Newhaven Chalk Formation (British Geological Survey (BGS) on-line). Bedrock geology within each site is overlain by superficial deposits of alluvial clay, silt, sand, and peat (*ibid*).

2.4 Each site lies on low ground located adjacent to the River Thames on the edge of the north coast of Kent and is formed from wet grassland/scrub and reedbeds. Ground within the overall site of Shorne Marshes is relatively level and is generally located at approximately 1.5–2.5m above Ordnance Datum (OD).

3 ARCHAEOLOGICAL BACKGROUND AND POTENTIAL

3.1 The archaeological potential is based on the proximity of archaeological remains and historical sites presently recorded in the Kent Historic Environment Record (HER) which lie within the boundaries, or in nearby vicinity, of each site. An Archaeological Desk-based Assessment (DBA) was recently produced for proposed

development at Shorne Marshes (CAT 2023) and concluded that archaeological remains, particularly of potential Romano-British, medieval, post-medieval and modern date, might be extant within the proposed development sites. The archaeological background from the 2023 report has been part reproduced here along with an overview of the archaeological potential of each site.

Prehistoric

3.2 No archaeological remains or features of prehistoric or possible prehistoric date are recorded within the boundaries of, or in immediate proximity to either Site. However, Shorne Marshes is located within an area of floodplain with, according to current mapping (BGS on-line), superficial deposits of alluvium present within each Site. Alluvial deposits can contain buried land surfaces and they hold great potential for the recovery of prehistoric artefacts and paleoenvironmental remains, due to the presence of waterlogged conditions, ensuring good preservation of many materials, including those of organic composition. Deposits of Pleistocene and Holocene origin have been identified during geotechnical investigations within close proximity of the East Site (KHER: EKE12719) and peat deposits of possible prehistoric date have been recorded on the foreshore (KHER: TQ67 SE1053, TQ67 SE1046 and TQ67 NE1012).

3.3 Aerial photographs of the wider area have revealed a large number of cropmarks within Shorne Marshes and the surrounding area. The cropmarks include a group of nine ring-ditches, some possible enclosure fragments, and a possible trackway. The cropmarks suggest extensive activity, although some features may instead be of natural origin or even relate to modern drainage activities.

3.4 Prehistoric artefacts of flint and animal bone implements of Palaeolithic, Mesolithic, Neolithic, and Bronze Age date have been recovered from the wider area. Other finds include a late Bronze Age founders hoard and a large number of Iron Age coins.

3.5 Existing evidence suggests there is low potential for prehistoric archaeology surviving within each Site, as there is limited evidence of prehistoric activity within close proximity to either Site. However, a large number of cropmarks have been identified within Shorne Marshes, some of which are of potential prehistoric date, and the presence of alluvial deposits within the marshland increases the possibility for the recovery of potentially well-preserved prehistoric finds.

Romano-British

3.6 The marshlands in this part of north Kent are known to have considerable potential for surviving archaeological remains of Romano-British date. This potential is thought to mainly relate to the use of the area for pottery kilns and salt-working activities during this period. Roman period finds tend to be found from lower deposits within the marsh areas due to post-Roman flooding and silt deposition

across the Hoo Peninsula. Therefore, many Romano-British sites are likely to lie submerged and well below present ground surface.

3.7 A possible Roman-period kiln site, containing pottery and brick of first- to second-century date, was identified within the marshes during a watching brief in 1977–9 (KHER: TQ77 SW20; EKE4549) and Roman-period kiln wasters were recovered during pipe laying and drainage works between Shorne and Stoke (KHER: TQ67 SE60; EKE4519 and 4521). Part of these works took place within the East Site with the kiln wasters recovered from the southern end of the Site and the pottery kiln site located just south-east of the boundaries of the East Site.

3.8 A Romano-British occupation site was identified within the marshes during excavations in the summer of 1970 (KHER: TQ67 SE35; EKE4520), located roughly 700m west of the centre of the East Site. Pottery was found along with a layer of reddish clay which suggested the possible presence of a Red Hill type saltern site. A large amorphous mound was also identified here, measuring 60m by 90m, but is thought to be of later, medieval date. Roman finds from saltern sites are believed to be from earlier, lower levels of deposition and not associated with the mounds due to post-Roman flooding events across this area.

3.9 Pottery kilns have been identified elsewhere within the marshes. The site of a Romano-British pottery kiln, later reused as a rubbish pit, was discovered at Hoo Junction in 1926, but it was destroyed before it could be excavated (KHER: TQ67 SE28). A pottery kiln was discovered in the nineteenth century, during the cutting of the North Kent railway (KHER: TQ67 SE29) and another pottery kiln is recorded as having been found near the railway alignment in 1861 (KHER: TQ67 SE30).

3.10 Romano-British burials have been recorded in the nearby vicinity and include a group of Roman-period ceramics, comprising an urn, a flagon, a beaker, a vase, and a cup of early second-century date, that were found on the Thames foreshore in 1964, to the north-east of the former Shorne Lighthouse. This group of ceramics formed evidence of a cremation cemetery, exposed along the riverbank (KHER: TQ67 NE12).

3.11 A Romano-British field system has been recorded at Queen's Farm (KHER: TQ67 SE337), to the south of the East Site, and contained finds dated from the late first to the early third century.

3.12 A large assemblage of Romano-British artefacts have been found around the former Shornemead Lighthouse and across Shorne Marshes and the surrounding area, including along the foreshore.

3.13 Existing evidence suggests there is moderate potential for Romano-British archaeology surviving within each Site, particularly within the East Site given the presence of Roman-period material recovered from within the site boundaries and a general focus of recovered Romano-British material in nearby proximity. There is

also considerable evidence for Romano-British activity in the wider marshland area, in particular evidence associated with pottery production and salt workings.

Anglo-Saxon

3.14 There is limited Anglo-Saxon evidence in the nearby locale. However, some wooden posts at Shornemead Fort (KHER: TQ67 SE1060) and a row of parallel wooden stakes in the saltmarsh at Higham Saltings (KHER: TQ67 SE1061) could be as early as Anglo-Saxon in date, although they could also be as late as modern.

3.15 Existing evidence suggests there is very low potential for Anglo-Saxon archaeology surviving within each Site. It is likely that the focus of Anglo-Saxon activity and settlement lay farther afield, to the south, south-west and south-east of Shorne Marshes, as very few Anglo-Saxon remains have been recorded within proximity to either Site.

Medieval

3.16 The marshland areas of the Hoo Peninsula are dominated by probable salterns; earthworks and soil marks associated with salt production that were common in coastal and estuarine localities. Although salt-working activities may have been present in the local area since the late prehistoric and Romano-British periods, salterns were more commonplace in the medieval period and include a range of features connected with the collection and evaporation processes, of which the most visually distinctive are the oval or kidney-shaped middens of waste material which may cover areas of 2ha or more. The principal features of a medieval saltern are the remains of a series of low platforms, pits or tanks dug into the marsh clay and adjacent mounds. These mounds are the result of large-scale salt manufacturing where brine was extracted from salt-rich sediments, concentrated, and evaporated using a process known as '*sleeching*'. The discarded waste material from the process built up around the production area into a sizeable mound, often with a hollow in the centre where a hut stood. They often occur in clusters around former and surviving tidal watercourses within the marsh. Many of these mounds were subsequently utilised as sheepfolds, sheep washes and stock refuges in the post-medieval period because of their slightly elevated position in the readily flooded marshes.

3.17 A potential salt mound or saltern of medieval origin, with associated banks and possible evaporation channels, has been identified close to the eastern end of the East Site (KHER: TQ67 SE1255), and a group of salterns have been identified within Shorne Marshes, roughly 800m–1km west of the centre of the East Site (KHER: TQ67 SE301 and TQ67 SE1022), as part of a landscape project in 2009–12 (KHER: EKE15020 and 15021).

3.18 Other possible salt mounds and salt workings have been identified across the marshes (KHER: TQ67 SE302 and TQ67 SE1014), and include a very large amorphous mound, c 90m by 60m, surrounded by drainage ditches, which could form the remains of a medieval saltern mound located within an earlier Romano-British site (KHER: TQ67 SE35).

3.19 Other evidence of medieval activity is recorded as find-spots only, mostly found by metal detector and during mudlarking activities, from Shorne, Gravesend and Higham. These finds include copper alloy and silver buckles, jettons, coins, and fittings.

3.20 Existing evidence suggests there is moderate potential for medieval archaeology surviving within each Site. The Hoo Peninsula is dominated by probable medieval salterns, with several such features identified within Shorne Marshes, including within the East Site where a possible saltern has been identified close to the eastern site boundary. In addition, there is potential within each Site for evidence of land reclamation activities, including the cutting of drainage features, which may be traced to as early as the medieval period.

Post-medieval and modern

3.21 It was during the early part of the post-medieval period when a programme of strategic, coastal defences was constructed across southern England. The possible site of the Higham Blockhouse (KHER: TQ77 NW149) is located to the north-east of the East Site, close to the Thames foreshore. It was built by Henry VIII in 1539 as part of a chain of coastal defences in response to the threat of foreign invasion and was one of five blockhouses built along this stretch of the Thames to defend the approach to London and the dockyards at Woolwich and Deptford. It was decommissioned in 1553 and demolished in 1557–8. Nothing remains of the blockhouse and its precise location is not known although it may have stood on the west bank of Shorne Creek where it meets the River Thames.

3.22 Shornemead Fort (KHER: TQ67 SE63), located to the north-west of the East Site, was built in the 1860s as part of a scheme to remodel the forward defences of the Thames and protect the river route to London. A concrete jetty by the fort is first mentioned c. 1870 (KHER: TQ67 SE226). The fort, due to its partial demolition, offers a cross-sectional view of a Palmerston Fort (a group of forts and associated structures around the coasts of the UK and Ireland, built during the Victorian period due to concerns about the strength of the French Navy) with the potential for buried remains of earlier fortifications. A watching brief during groundworks at Shornemead Fort revealed evidence of the creation of an earthen ramp to the rear of the casemates (KHER: EKE12169).

3.23 The Milton Rifle Range at Eastcourt Marshes (KHER: TQ67 SE1185) was built in 1862 and consists of a succession of low earthen mound firing points, a target

mound and marker's gallery as well as a weather shelter. The West Site is located within an area of this former nineteenth-century rifle range, with 'butts' located to the immediate west and east. The butts were modified in the 1890s and perhaps again later. Between the gallery and the target mound was a light tramway (now covered with a concrete path), to take damaged targets to a now vanished target repair shop to the south of the butts. About 150m south of the southern extremity of the range is an east-west orientated brick building with a pitched roof, which originated in 1862 as a weather shelter. The range saw continuous use and was used intensively for rifle practice during the First and Second World Wars, and mortar firing practice during the Second World War. It continued for military rifle training until around 1980 and perhaps afterwards, when there was certainly private use. The site is owned by the Royal Society for the Protection of Birds, but it is now the firing range element of the Metropolitan Police Training Facility. Although the formation of the latter has involved some further modifications to the southern end of the butts and to some of the firing points, there are substantial survivals of the original range structures. Extant remains of the shooting butts form both the western and eastern boundaries of the West Site.

3.24 A drainage pattern in the fields at Shorne Marshes, within the Metropolitan Police firing range likely relates to land reclamation of possible medieval or post-medieval date (KHER: TQ77 SW1001). Other features recorded on the foreshore by Shorne Marshes include a circular embankment within the firing range (KHER: TQ67 SE1020).

3.25 A programme of archaeological monitoring and survey in 2013 at RSPB Shorne Marshes during the excavation of a 950m long security ditch in the vicinity of Shornemead Fort revealed evidence of shooting butts, with finds of bullets from a range of calibres of British Army issue, associated with an old rifle range (KHER: TQ67 SE1252; EKE16356). The remains comprised a low mound and the top of a concrete wall, as well as demolition deposits. The butts were opened in 1859/60 and became disused by the late nineteenth century when they were replaced by those at the adjacent Milton Ranges. The work also uncovered some post-medieval pottery and brick fragments.

3.26 A large cluster of circular part water-filled holes lie adjacent to the earlier firing range by Shornemead Fort and are likely shell holes of either nineteenth- and/or twentieth-century date (KHER: TQ67 SE1010). This area lies within the north-western area of the East Site.

3.27 Features of post-medieval or modern date are located along the foreshore and mainly comprise remains of wooden stakes, beams and fence posts that are likely to relate to former enclosures and previous attempts to make firm platforms on marshland deposits. Other evidence of post-medieval and modern activity is recorded as find-spots only, mostly found by metal detector and during mudlarking activities.

3.28 Work began in 1809 on the Thames and Medway Canal (KHER: TQ67 SE20) which was originally intended as a means of avoiding coastal attacks on shipping. The canal would link the Thames River to that of the Medway, providing safe access between the dockyards of Deptford, Woolwich, and Chatham, but it was an expensive venture and by 1840 the shareholders decided it would be more profitable to build a railway. Eventually a railway was built utilising the tunnel and the canal was cut into two sections. A stretch of the canal is located 250m south of the centre of PDA West.

3.29 The South Eastern Railway Company's North Kent Line (KHER: TQ57 SE277) was fully opened in 1849 and was constructed between the North Kent East Junction near London Bridge via Lewisham, Woolwich, Erith and Dartford to Gravesend. Beyond there it joined the 7 miles of line operated by the Thames and Medway Canal Company, utilising the tunnels it had built between Higham and Strood. It then terminated at the canal basin at Strood. The company wanted to extend its operation to Dover, but its plans were thwarted in 1855 by the London Chatham and Dover Railway (the Chatham Line), built by the East Kent Railway Company between 1853-8. A stretch of the railway line runs within 260m south of the centre of the West Site.

3.30 Existing evidence suggests there is moderate potential for post-medieval archaeology surviving within each PDA, with moderate to high potential for evidence of activity associated with the mid to late nineteenth-century Milton Firing Range within the West Site. In addition, nineteenth century and later activity associated with Shornemead Fort, and the old rifle range may extend to within the East Site which borders an area of apparent former ammunition practice.

3.31 Several anti-invasion features associated with the Second World War remain extant within Shorne Marshes, many of which are centred around Shornemead Fort and along the foreshore. Features sited around the northern perimeter of Shorne Marshes include two octagonal Second World War pillboxes (KHER: TQ67 SE1199 and TQ67 SE1200) and a line of anti-tank pimples (KHER: TQ67 SE1256), located c 330m west-northwest of the centre of the East Site, are almost certainly ex situ and possibly from a nearby former road block.

3.32 A military concrete road (KHER: TQ67 SE1233), built as part of Operation Overlord, runs on a north-south axis from Shornemead Fort across the marshes, connecting the Operation Overlord embarkation hard (KHER: TQ67 SE1011) on the riverbank in front of Shornemead Fort with the road network of the hinterland. It was probably laid in late 1943. The concrete road forms part of the western boundary of the East Site.

3.33 Within the middle of Shorne Marshes, the crash site of a Messerschmitt aircraft (KHER: TQ67 SE339; DKE21744), which crashed 31 August 1940, is located roughly equidistant between each Site.

3.34 Existing evidence suggests there is low to moderate potential for modern archaeology surviving within each Site. The Milton Firing Range was used as a training ground during both World Wars and up until 1980, so there remains potential for stray finds, particularly of spent ammunition, to exist within the West Site. Similarly with the East Site which is in proximity to an area that saw modifications and the construction of additional defences during the Second World War. However, no wartime features are recorded within the boundaries of either Site.

3.35 Further details of previous discoveries and investigations within the immediate and wider area may be found in the Kent Historic Environment Record. These records should be consulted by the appointed archaeological contractor prior to commencement of the fieldwork so an understanding of the surrounding archaeological resource and the general historical and topographical landscape can be made.

4 AIMS AND OBJECTIVES

4.1 The purpose of an archaeological watching brief as defined by the Chartered Institute for Archaeologists (CIfA 2020) is *'to allow, within the resources available, the preservation by record of archaeological deposits, the presence and nature of which could not be established (or established with sufficient accuracy) in advance of development or other potentially disruptive works; and to provide an opportunity, if needed, for the watching archaeologist to signal to all interested parties before the destruction of the material in question that an archaeological find has been made for which the resources allocated to the watching brief itself are not sufficient to support treatment to a satisfactory and proper standard'*

4.2 The principal objective of the archaeological fieldwork is to ensure the preservation by record by archaeological recording and excavation of the buried archaeological resource where the proposed infrastructure work will result in its permanent loss.

4.3 A further objective of the archaeological watching brief work is to contribute to heritage knowledge of the area through the recording of any archaeological remains exposed in connection with the groundworks.

4.4 Particular attention will be made to the character, height below ground level, condition, date, and significance of the deposits.

4.5 The aims of the archaeological watching brief are to

- establish the presence/absence of archaeological remains within each Site (particularly any remains which relate to the use of the Sites within the prehistoric, Romano-British, medieval and post-medieval periods);

- determine the extent, condition, nature, character, quality and date of any archaeological remains encountered;
- sample excavate and record any archaeological remains encountered within the confines of the construction impacts;
- assess the ecofactual and environmental potential of any archaeological features and deposits and analyse the results where appropriate.

5 ARCHAEOLOGICAL METHODOLOGY

5.1 The general methodology for archaeological watching brief will be carried out in accordance with this method statement.

5.2 The archaeological contractor will monitor the excavations for all groundworks associated with the development which will comprise the construction of pools, scrapes, and rills. Supporting planning documents indicate that many of the excavations associated with groundworks are likely to be shallow with cross sections of rills suggesting excavations of between 100–700mm in depth. However, deeper excavation profiles are anticipated for some of the groundworks, with suggested depths of at least 1.4m in places. However, it may be possible that slightly greater depths may be achieved during some of these proposed groundworks.

5.3 Machine or hand excavation groundworks will be continually monitored by the attendant archaeologist. **If archaeological remains are encountered, excavation will cease to allow the remains to be investigated further.**

5.4 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* (MoRPHE) *PPN3: Archaeological Excavation* 2008. The monitoring archaeologist should confirm, before site work begins, that an agreement that 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. All archaeological work will be carried out in accordance with the accepted professional standards set out in the Chartered Institute for Archaeologists' *Standard and guidance for archaeological excavation* (2020) and in the Chartered Institute for Archaeologists' *Standard and guidance for an archaeological watching brief* (2020). Canterbury Archaeological Trust is a Registered Organisation with the Chartered Institute for Archaeologists and conforms to their by-laws, standards, and policy statements.

5.5 It is anticipated that groundwork excavations will be undertaken using a machine utilising a flat bladed bucket, though only with the agreement of the attending archaeologist, a toothed bucket can be used to removed compacted deposits, or natural geology. During groundworks excavations, which will preferably be in a single direction to enable archaeological remains to be recorded prior to further disturbance from continuing development works, it may be necessary for hand tools to be used to

enable clarification of exposed finds, features, or deposits of an archaeological nature. **If possible archaeological remains are encountered, excavation will cease to allow the remains to be investigated further.**

5.6 The archaeologist will inspect the 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.**

5.7 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.

5.8 If significant remains are unexpectedly encountered, the archaeological contractor will inform the KCC HCG and the developer immediately and further mitigation measures to safeguard the archaeological resource will be agreed.

6 SITE 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 GPS, 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 Ordnance Datum. An overall site plan is to be maintained at a scale of 1:100.

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 KCC HCG 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 KCC HCG.

6.8 Treatment of treasure – Finds discovered by Canterbury Archaeological Trust during the works 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 KCC HCG. 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 Canterbury Archaeological Trust) and (as exactly as possible) the location of the find.

6.9 Should human remains be encountered, they will be recorded and left *in situ*, covered, and protected, and the KCC HCG and the client informed. If excavation is necessary, though not in a recognised cemetery, 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). Approval for the excavation of burials will be sought from the Ministry of Justice (MoJ) and will comply with current and appropriate Environmental Health Regulations in relation to the 2015 amendment of the 1857 *Burial Act*.

7 SITE REPORTING AND ARCHIVING

7.1 On completion of the archaeological watching brief the archaeological contractor will agree with the KCC HCG, a programme for the reporting of the results of the work.

7.2 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.

Report circulation

7.3 Copies of all reports are to be provided to:

- the Developer
- the Client
- the Kent Historic Environment Record (HER)
- the project archives

7.4 When submitting the report to the KCC HCG, the archaeological contractor should provide written confirmation that the report has been submitted to the above parties.

7.5 As the archaeological contractor is required, contractually, to only submit reports directly to the developer or their agent, and the archaeological contractor must inform the KCC HCG 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 an 'Archaeological Watching Brief Report'

7.8 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 enable 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 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.

7.10 The report is to include 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. This should include 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 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.

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 e.g., 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.

Figures/illustrations – The report should include enough 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 in 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 included.

7.11 ***Contents of a 'Watching Brief Assessment Report'***

The 'Archaeological Watching Brief Assessment Report' will follow the format and requirements detailed in 7.8 to 7.12 above.

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.

The report will detail any further analysis necessary on the project records, artefacts, and environmental assemblages to achieve the research potential identified in the assessment. A justification should be included for each analysis proposed.

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.

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

7.12 Canterbury Archaeological Trust shall complete and submit an entry on OASIS (on-line Access to the Index of Archaeological Investigations – <http://oasis.ac.uk/england/>) prior to project completion and shall deposit any digital project report with the Archaeology Data Service, via the OASIS form, upon completion.

7.13 In undertaking the work, the archaeological contractor will abide by the *Code of conduct*- and the *Code of approved practice for the regulation of contractual arrangements in field archaeology* of the Chartered Institute for Archaeologists.

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, and the KCC HCG.

8.2 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 *etc.* Act 1974;
- the Chartered Institute for Archaeologist's *Code of Conduct*;
- the Chartered Institute of 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.

REFERENCES

BGS on-line, *Geology of Britain Viewer*, British Geological Survey
(<http://mapapps.bgs.ac.uk/geologyofbritain/home.html>).

CAT 2023, Shorne Marshes, Gravesend, Kent DA12 3HU. Archaeological desk-based assessment. Unpublished CAT client report no. 2023/142

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(<https://www.archaeologists.net/sites/default/files/CIfASGWatchingbrief.pdf>).

Kent County Council Historic Environment Record:
<http://www.kent.gov.uk/ExploringKentsPast/advancedsearch.aspx>

NPPF 2023, *National Planning Policy Framework*, Ministry of Housing,
Communities and Local Government, HMSO
(https://assets.publishing.service.gov.uk/media/65a11af7e8f5ec000f1f8c46/NPPF_December_2023.pdf).

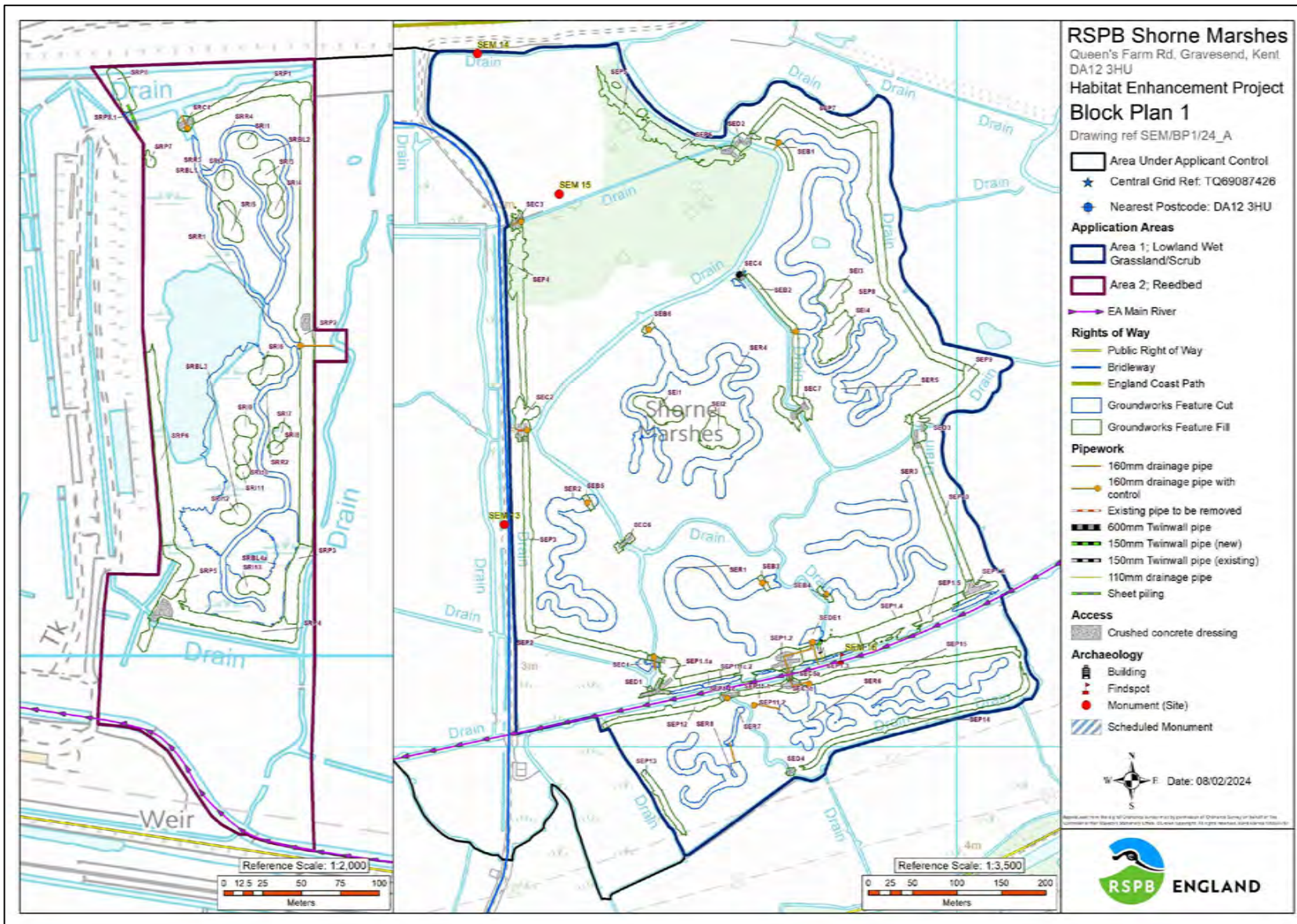


Figure 2. Details of proposed development works