



Goldsmith Mews Houses Gravesham, Kent

Written Scheme of Investigation for Archaeological Watching Brief

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On behalf of Stem Homes LTD
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Chalk
Gravesham

County Kent
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Written Scheme of Investigation for Archaeological Watching Brief

1 INTRODUCTION

1.1 Project and planning background

1.1.1 Wessex Archaeology has been commissioned by Office S&M LLP ('the client') to produce a written scheme of investigation (WSI) for a proposed archaeological watching brief during groundworks for the construction of 4 dwellings and associated facilities. The works to be monitored cover an area of 538 square meters centred on NGR 566932 173006, at Lower Higham Road, Chalk, Gravesham, Kent (Fig. 1).

1.1.2 The development comprises the construction of four no., three-storey terraced dwellings, with associated parking, gardens, access, refuse and bike storage, and boundary treatments.

1.1.3 A planning application (20211415) submitted to Gravesham Borough Council, was granted February 2022, subject to conditions. The following conditions relate to archaeology:

Condition 7 No development shall take place until the applicant, or their agents or successors in title, has secured the implementation of:

- i. Archaeological field evaluation works in accordance with a Written Scheme of Investigation (WSI) and timetable, which has been submitted to and approved in writing by the Local Planning Authority; and*
- ii. Following on from the evaluation, any safeguarding measures to ensure preservation in situ of important archaeological remains and/or further archaeological investigation and recording in accordance with a Written Scheme of Investigation and timetable, which has been submitted to and approved in writing by the Local Planning Authority.*

Reason: To ensure appropriate evaluation of the archaeological implications of any development proposals and the subsequent mitigation of adverse impacts through preservation in situ or by record in accordance with adopted Gravesham Local Plan Core Strategy Policies CS19 and Policy CS20 and saved Gravesham Local Plan First Review Policy TC7 and the National Planning Policy Framework (NPPF).

1.1.4 Following the archaeological evaluation, the Senior Archaeologist to Kent County Council determined the requirement for archaeological watching brief;

Field evaluation of the site was undertaken by Wessex Archaeology in the summer of 2022 and the submitted document is helpful in demonstrating that the top of the chalk natural was in a condition that suggested that there had been no truncation by modern development, and therefore the potential for archaeology to have survived elsewhere on the site is good. The field evaluation was limited to one small trench, as little of the site was accessible due to the existing garages.

I would be happy to recommend that part (i) of Condition 5 could be discharged and that given the results of the evaluation that part (ii) should take the form of an archaeological watching brief during groundworks for which a Written Scheme of Investigation will need to be submitted (pers. comms. Senior Archaeologist to Kent County Council).

- 1.1.5 This watching brief is part of a programme of archaeological works, which has included a desk-based assessment (Wessex Archaeology 2020) and archaeological evaluation (Wessex Archaeology 2022).

1.2 Scope of document

- 1.2.1 This WSI sets out the aims of the watching brief, and the methods and standards that will be employed. In format and content, it conforms to current best practice, as well as to the guidance in *Management of Research Projects in the Historic Environment* (MoRPHE, Historic England 2015a) and the Chartered Institute for Archaeologists' (CIfA) *Standard and guidance for an archaeological watching brief* (CIfA 2014a).
- 1.2.2 This document will be submitted to Senior Archaeological Officer, archaeological advisor to the Local Planning Authority (LPA), for approval, prior to the start of the watching brief.

1.3 Location, topography and geology

- 1.3.1 The proposed watching brief is located within an 'L'-shaped parcel of land to the east of Gravesend, in the suburb of Chalk. The development site currently comprises a series of garages with hardstanding and access to and from Lower Higham Road via a concrete ramp.
- 1.3.2 Chalk Parish Hall bounds the site to the east, with a public car parking facility providing the north and western boundaries. Lower Higham Road also bounds the site to the north. To the south gardens of residential properties border the site.
- 1.3.3 The site occupies a natural slope, rising from 15 m above Ordnance Datum (aOD) in the north to 17 m aOD in the south.
- 1.3.4 The underlying geology is mapped as Cretaceous chalk of the Lewes Nodular, Seaford and Newhaven Chalk Formations (undifferentiated) overlain by Palaeocene sands, silts and clays of the Thanet Formation. No superficial deposits are recorded (British Geological Survey 2023; Wessex Archaeology 2020).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Introduction

- 2.1.1 The archaeological and historical background was assessed in a prior desk-based assessment (DBA: Wessex Archaeology 2020), which considered the recorded historic environment resource within a 1 km study area of the development. A summary of the results is presented below, with relevant entry numbers from the Kent Historic Environment Record (KHER) and the National Heritage List for England (NHLE) included. Additional sources of information are referenced, as appropriate.

2.2 Previous investigations related to the development

Archaeological evaluation (2022)

- 2.2.1 The evaluation comprised the excavation, investigation and recording of a single trial trench measuring 7 m by 2 m. No archaeological feature, deposits or artefacts were uncovered.

The top of the chalk natural was in a condition that suggested that there had been no truncation by modern development.

2.3 Archaeological and historical context

Pleistocene and Holocene geoarchaeological background

2.3.1 Although no Quaternary deposits are recorded within the site bounds, such deposits are present 300 m to the east. Comprising Pleistocene Head silts, sands and gravels, these deposits infill a dry valley system incised into the Chalk and Thanet bedrock. Deposits such as these may contain eroded and redeposited artefacts and seal underlying stratigraphy in the form of buried former land surfaces. Such land surfaces have the potential to be associated with minimally disturbed archaeology and paleoenvironmental remains.

2.3.2 Whilst the possibility of significant Head sequences associated with such remains occurring within the site bounds is considered low (Wessex Archaeology 2020), the site is located on chalk spur forming an interfluvium between dry valley systems. Such locations can include areas where dissolution of the chalk bedrock has formed solution features. These geological low points can locally preserve Pleistocene and Holocene deposits and Palaeolithic and later archaeology (Cook and Killick 1924; Parfitt and Halliwell 1996; Bailiff et al. 2013).

Palaeolithic (970,000 – 9,500 BC)

2.3.3 Evidence pertaining to Palaeolithic activity within the study area is limited, though a handaxe and possible flake tool was recovered from a dry valley approximately 1 km to the west of the proposed development. These artefacts are likely associated with those Head sequences mapped within the dry valley by the British Geological Survey.

2.3.4 Within the wider area, artefacts indicative of Palaeolithic land use have been recovered outside of dry valleys, within chalk upland areas and those lacking mapped Pleistocene deposits. It is possible that these artefacts originate from such Pleistocene deposits present within solution features.

Mesolithic and Neolithic (8,500 – 2,400 BC)

2.3.5 No records pertaining to the Mesolithic period were identified within the study area. Neolithic evidence was also limited, comprising pottery sherds recovered alongside later prehistoric artefacts and ecofacts during investigations undertaken 750 m north of the development area (TQ67SE286).

Bronze Age (2,400 – 700 BC)

2.3.6 A curvilinear enclosed settlement with an entrance was identified through the study of aerial photography approximately 960 m to the south-east of the development site (TQ67SE78) and is believed to originate from the Bronze Age. The same feature was evident within the Hoo Peninsula NMP Survey.

2.3.7 Cropmarks at Westcourt Marshes (approximately 620 m to the north of the site) comprising four circular enclosures are also believed to be of Bronze Age date (TQ67SE277).

2.3.8 Artefactual evidence in proximity to the site has also been recorded, consisting of pottery sherds recovered alongside Neolithic pottery fragments and later prehistoric artefacts and ecofacts 750 m to the north of the site (TQ67SE286).

Iron Age (700 BC – AD 43)

2.3.9 Approximately 400 m to the east of the site archaeological investigation revealed a fragment of human skull, a brooch, fragments of loom weight and an assemblage of Iron Age pottery

suggesting the presence of burial activity. Two or three possible hearths were also discovered indicating possible settlement activity (TQ67SE40).

- 2.3.10 A circular enclosure with the potential to comprise enclosed settlement with an entrance in the west, identified from aerial photographs, was noted as part of the Hoo Peninsula NMP Survey, located approximately 580 m to the south-east of the site (TQ67SE74).
- 2.3.11 A late Iron Age pit was discovered during an evaluation carried out to the north of the site. Measuring 3.5 m in diameter the pit contained fragments of Iron Age pottery, daub and animal bone (TQ67SE238). Late Iron Age – Roman evidence was also revealed in the form of a sequence of ditches forming a 1st century field system containing 2nd-3rd century Roman pottery, thus indicating the continuation of agricultural land use from the 1st to 3rd centuries (TQ67SE239). Indeed, continuation of land use from the Iron Age into the Romano-British period was also evident east of the site where an Iron Age ditch was found containing pottery dating no later than the 1st century, with a later Romano-British building likely pertaining to a 2nd century bathhouse (TQ67SE15; further details in section 2.3.13).
- 2.3.12 Investigations undertaken 750 m north of the proposed works revealed a series of later prehistoric finds including worked flint, burnt flint, animal bones and waterlogged plant remains and charcoal (TQ67SE286). Neolithic and Bronze Age pottery fragments were also recovered.

Romano-British (AD 43 – 410)

- 2.3.13 The remains of a building likely dating to the 2nd century was located approximately 690 m to the east of the development site. The presence of a hypocaust system has led to the postulation that the remains pertain to a bathhouse, later developed into a series of small rooms prior to being destroyed by fire in the late 3rd century. Three infant graves were revealed cut into the chalk floor. During the 4th century activity continued, with the site being used for rubbish disposal by a nearby dwelling (TQ67SE15).
- 2.3.14 Both the bathhouse (TQ67SE15) and field system(s) to the north (TQ67SE239, discussed in section 2.2.11) indicate continuous use of the landscape throughout the later Iron Age and Romano-British periods, with both sites comprising earlier ditches alongside later evidence of activity.
- 2.3.15 Additional evidence for activity during the Romano-British period within the vicinity of the development area include a dump of pottery at Denton Marshes (970 m to the north), and pottery and a human skull recovered during works approximately 750 m to the east (TQ67SE36; TQ67SE18; Allen 1959). Five miniature pots, a poppy head breaker and pottery sherds bearing Roman graffiti have also been recorded within the general area, though the precise location from which they were recovered remains uncertain (TQ67SE43 44).
- 2.3.16 Features within the area comprise a ditch located during an evaluation and subsequent watching brief at Dalefield Way, during which alluvial layers with residual finds dating from the Bronze Age were also identified (TQ67SE382; Wessex Archaeology 2016), and a possible feature of indeterminate character revealed during excavations associated with the Denton Relied Road (TQ67SE1003).

Anglo-Saxon and Medieval (AD 410 – 1500)

- 2.3.17 From the Old English 'Caelc', referring to the natural chalk geology, Chalk became 'Chalke' from c.1215, having previously been known as Celca (1086) and Chalca (1164). The

settlement is mentioned within the Domesday Book, comprising a large village of 24 households within the hundred of Shamwell (Domesday online).

- 2.3.18 Although limited within the study area, the recovery of two silver pennies of Anglo-Saxon origin 50 m to the east of the site suggests the presence of at least a background of activity within the immediate vicinity.
- 2.3.19 Medieval remains are more extensive, indicating ongoing development of the area during the period. Foundations believed to pertain to a medieval manor were recorded 400 m to the north of the evaluation area. The building underwent alterations in the 16th and 17th centuries, prior to its demolition which is known to have occurred before being replaced by West Court in 1739 (TQ67SE242).
- 2.3.20 Grade II listed buildings within the area, including Readers (TQ67SE1114) and the former parish church of St Mary, Denton (TQ67SE1100) also pertain to development during this period. The latter is known to have fallen into ruin, with a replacement built in the 14th century. The original parish church was then restored in the 20th century.

Post-medieval and 19th century (AD 1500 – 1900)

- 2.3.21 Post-medieval Chalk is characterised by rural settlement, attested to by the presence of numerous farmsteads (MKE84360-63).
- 2.3.22 The Thames and Medway Canal was first put forward in 1778 as a canal to connect Deptford and Woolwich Dockyards with Chatham Dockyard via a shortcut across Hoo Peninsula rather than travelling around it. This was intended to be used in case of enemy attack on the dockyards via the Thames Estuary but had the dual purpose of also being used for commercial transport to recoup some of the construction costs via a canal toll. Work started on the canal in 1799 and was expected to take 2 years to build. After some delays for financial reasons and a revision to the route the canal finally opened in 1824. The Canal in its original form suffered operating problems and the Higham and Strood tunnel was constructed to rectify delays in passing other barges on the canal (TQ67SE20).
- 2.3.23 By 1840 investors decided that it would be more profitable to build a railway. From 1845 the newly built railway between Gravesend and Strood shared the tunnel with the canal, a single track resting partially on the towpath and partially on wooden stakes within the water. In 1846 the canal company sold the tunnel to the South East Railway company which filled the canal and laid a double track railway over it becoming part of the North Kent Line (TQ57SE227). The North Kent Line was constructed between the North East Kent Junction near London Bridge, via Lewisham, Woolwich, Erith and Dartford to Gravesend. The Canal was finally abandoned in 1934.

Modern (1900 – present day)

- 2.3.24 During the World Wars the River Thames was a key transportation route both for the entry of supplies and communication, but also for the potential target and route of advance of enemy invader(s). As such the banks of the river Thames had been used defensively since the medieval period, with a large number of World War II defences recorded in particular on the HER. These were used to impede any enemy advances from the riverbank and to obstruct progress along adjacent roads, railways and other suitable routes. One such roadblock is recorded within the study area at TQ67SE1254). The area also became a focus for air defence systems to protect the capital and surrounding industrial areas, power stations and other potential military targets, many of which had grown in importance during the war.

- 2.3.25 Civil defences were strengthened due to the outbreak of war and Gravesend became a 'Blitzmerge' area for rapid civil defence reinforcement in the event of catastrophic air raids. Fire services were expanded (TQ 67 SE 1165), as well as emergency water supplies, First Aid posts in a variety of existing and new buildings, rest and feeding centres (TQ67SE1229) for those displaced by bombing. Three defended localities were known to have existed at TQ67SE1158, TQ671176 and TQ67SE1229. The aid raid warden network was expanded with posts within existing buildings such as public houses or private residence or purpose-built structures (TQ67SE346 & TQ67SE1146). Two Battle headquarters were situated at Chalk (TQ67SE1196) and two police telephone boxes were also installed (TQ67SE1153 and TQ67SE1148).
- 2.3.26 The anti-aircraft gun defence was enlarged and strengthened and the airfield at Gravesend became the fighter jet satellite of RAF Biggin Hill, which was utilised during the Battle of Britain between July and October 1940, becoming an independent station from November of that year (TQ67SE221). Anti-aircraft defences within the vicinity of the site include the Denton Heavy anti-aircraft battery (TQ67SE1209), and two searchlight batteries (TQ67SE89 and TQ67SE1156). Anti-aircraft headquarters were located on the southern side of Rochester Road, Chalk (TQ67SE1214).
- 2.3.27 The protected military remains of a crash site of a Hawker Hurricane I, which crashed in October 1940, is also recorded within the study area (TQ67SE357), as are George V and George VI Pillar Boxes, one of which lies adjacent to the Site (TQ67SE307), and the Mission Hall at Denton (TQ67SE1).
- 2.3.28 The site itself is shown on historic mapping to have comprised its current form, occupied by a series of garages to serve the increased numbers of residents in the area, by 1970, previously comprising the garden of the Lord Nelson Public House, the main building of which is shown adjacent to the site on mapping dating from the 1842 Tithe map of the Parish of Chalk. The public house appears to have been demolished by mapping produced in 1950.

3 AIMS AND OBJECTIVES

3.1 Aims

- 3.1.1 The aims (or purpose) of the watching brief, as defined in the *ClfA Standard and guidance for an archaeological watching brief* (ClfA 2014a), are 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 the development or other works;
 - 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; and
 - guide, not replace, any requirement for contingent excavation or preservation of possible deposits.

3.2 Objectives

- 3.2.1 In order to achieve the above aims, the objectives of the watching brief are to:



- determine the presence or absence of archaeological features, deposits, structures, artefacts or ecofacts within the specified works area;
- record and establish, within the constraints of the works, the extent, character, date, condition and quality of any surviving archaeological remains (a preservation by record);
- place any identified archaeological remains within a wider historical and archaeological context in order to assess their significance; and
- make available information about the archaeological resource on the site by preparing a report on the results of the watching brief.

4 FIELDWORK METHODS

4.1 Introduction

- 4.1.1 Health and safety will override archaeological considerations in all works since, as stated in ClfA guidance, *Health and Safety regulations and requirements cannot be ignored no matter how imperative the need to record archaeological information; hence Health and Safety will take priority over archaeological matters* (ClfA 2014a, 10).
- 4.1.2 All works will be undertaken in accordance with the detailed methods set out within this WSI. Any significant variations to these methods will be agreed in writing with the Senior Archaeologist and the client prior to being implemented.
- 4.1.3 The watching brief will monitor all groundworks associated with the development, including but not limited to, service and utility trenches, footings and landscaping, and any other works that have the potential to disturb the archaeological horizon.

4.2 Service location and other constraints

- 4.2.1 The client and/or their principal contactor will be responsible for the identification and protection of any above- and below-ground services within the watching brief area/s. The client and/or their principal contactor will also be responsible for informing Wessex Archaeology of, and delimiting, any other areas of environmental, ecological or other constraints.

4.3 Watching brief methods

- 4.3.1 The watching brief will be undertaken by at least one archaeologist, subject to the number of site operations being carried out at any one time. All mechanical excavation will, where possible, be undertaken using a toothless ditching bucket and will be constantly monitored by the watching archaeologist.
- 4.3.2 Without causing unnecessary delay to the groundwork programme, the archaeologist may ask for the groundwork to be temporarily halted whilst investigations are carried out. If appropriate, areas of archaeological interest will be defined and suitably protected in advance of their investigation and recording.
- 4.3.3 Where necessary, the surface of archaeological deposits will be cleaned by hand. A sample of the archaeological features and deposits identified will be hand-excavated and recorded, sufficient to address the aims of the watching brief. Spoil derived from both machine stripping and hand-excavation will be visually scanned for the purposes of finds retrieval. Artefacts and other finds will be collected and bagged by context.

4.3.4 If extensive, complex or well-preserved archaeological remains are identified, for which the scope of the approved watching brief WSI is insufficient, the watching archaeologist will halt the groundwork, delimit the area of archaeological interest, and report immediately to the Wessex Archaeology project manager. Wessex Archaeology will then inform the groundwork contractor, the client and the Senior Archaeologist, as a contingent excavation or revised strategy may be required. The programme, and additional resources, for any contingent excavation will be agreed with the client. Accordingly, this WSI will need revising before any further fieldwork proceeds – the revised WSI will need the approval of the Senior Archaeologist, on behalf of the LPA.

4.3.5 If human remains are uncovered, the specific methods outlined below (section 4.7.2) will be followed.

4.4 Recording

4.4.1 All exposed archaeological deposits and features will be recorded using Wessex Archaeology's pro forma recording system.

4.4.2 A complete record of excavated archaeological features and deposits will be made. This will include plans and sections, drawn to appropriate scales (generally 1:20 or 1:50 for plans, 1:10 for sections) and tied to the Ordnance Survey (OS) National Grid.

4.4.3 A full photographic record will be made using digital cameras equipped with an image sensor of not less than 10 megapixels. This will record both the detail and the general context of the principal features and the site. Digital images will be subject to managed quality control and curation processes which will embed appropriate metadata within the image and ensure long term accessibility of the image set.

4.5 Survey

4.5.1 The real time kinematic (RTK) survey of all archaeological features will be carried out using a Leica Global Navigation Satellite System (GNSS) connected to Leica's SmartNet service. All survey data will be recorded in OS National Grid coordinates and heights above OD (Newlyn), as defined by OSTN15 and OSGM15, with a three-dimensional accuracy of at least 50 mm.

4.5.2 If, due to unforeseen circumstances, it is not possible to survey using survey equipment prior to the destruction of the material, archaeological features will be located to either client plans that are related to OS mapping or structures/features that appear on OS mapping. This will be achieved using hand-held measuring tapes and the basic principles of triangulation.

4.6 Monitoring

4.6.1 The client will inform the Senior Archaeologist of the start of the watching brief and its progress. Reasonable access will be arranged for the Senior Archaeologist to make site visits to inspect and monitor the progress of the watching brief. Any variations to the WSI, if required to better address the project aims, will be agreed in advance with the client and the Senior Archaeologist.

4.7 Finds

General

4.7.1 All archaeological finds will be retained, although those of clearly very recent origin with negligible potential to provide information relevant to the project aims and objectives may

be recorded on site and not retained. Where appropriate, soil samples may be taken and sieved to aid in finds recovery. Any finds requiring conservation or specific storage conditions will be dealt with immediately in line with *First Aid for Finds* (Watkinson and Neal 1998).

Human remains

- 4.7.2 In the event of discovery of any human remains (articulated or disarticulated, cremated or unburnt), all excavation of the deposit(s) will cease pending Wessex Archaeology obtaining a Ministry of Justice licence (this includes cases where remains are to be left *in situ*).
- 4.7.3 Initially the remains will be left *in situ*, covered and protected, pending discussions between the client, Wessex Archaeology's osteoarchaeologist and the Senior Archaeologist regarding the need for excavation/removal or sampling. Where this is deemed appropriate, the human remains will be fully recorded, excavated and removed from site in compliance with the Ministry of Justice licence.
- 4.7.4 Excavation and post-excavation processing of human remains will be in accordance with Wessex Archaeology protocols and in-line with current guidance documents (e.g., McKinley 2013) and the standards set out in ClfA Technical Paper 13 (McKinley and Roberts 1993). Appropriate specialist guidance/site visits will be undertaken if required.
- 4.7.5 The final deposition of human remains subsequent to the appropriate level of osteological analysis and other specialist sampling/examinations will follow the requirements set out in the Ministry of Justice licence.

Treasure

- 4.7.6 Wessex Archaeology will immediately notify the client and the Senior Archaeologist on discovery of any material covered, or potentially covered, by the *Treasure Act 1996*. All information required by the *Treasure Act* (i.e., finder, location, material, date, associated items etc.) will be reported to the Coroner within 14 days.

4.8 Environmental sampling

- 4.8.1 All sampling will be undertaken following Wessex Archaeology's in-house guidance, which adheres to the principles outlined in Historic England's guidance (English Heritage 2011 and Historic England 2015b).
- 4.8.2 Bulk environmental soil samples, for the recovery of plant macrofossils, wood charcoal, small animal bones and other small artefacts, will be taken as appropriate from well-sealed and dateable contexts. In general, features directly associated with particular activities (e.g., pits, latrines, cesspits, hearths, ovens, kilns, and corn driers) should be prioritised for sampling over features, such as ditches or postholes, which are likely to contain reworked and residual material.
- 4.8.3 If waterlogged or mineralised deposits are encountered, an environmental sampling strategy will be devised and agreed with the Senior Archaeologist as appropriate. Specialist guidance will be provided by a member of Wessex Archaeology's geoarchaeological and environmental team, with site visits undertaken if required.
- 4.8.4 Any samples will be of an appropriate size – typically 40 litres for the recovery of environmental evidence from dry contexts, and 10 litres from waterlogged deposits.

- 4.8.5 Following specialist advice, other sampling methods such as monolith, Kubiena or contiguous small bulk (column) samples may be employed to enable investigation of deposits with regard to microfossils (e.g., pollen, diatoms) and macrofossils (e.g., molluscs, insects), soil micromorphological or soil chemical analyses.

5 POST-EXCAVATION METHODS AND REPORTING

5.1 Stratigraphic evidence

- 5.1.1 All written and drawn records from the watching brief will be collated, checked for consistency and stratigraphic relationships. Key data will usually be transcribed into a database, which can be updated during any further analysis. The preliminary phasing of archaeological features and deposits will be undertaken using stratigraphic relationships and the spot dating from finds, particularly pottery.
- 5.1.2 A written description will be made of all archaeologically significant features and deposits that were exposed and excavated, ordered by period and/or feature group as appropriate.

5.2 Finds evidence

- 5.2.1 All retained finds will, as a minimum, be washed, weighed, counted and identified. They will then be recorded to a level appropriate to the aims and objectives of the watching brief. Recording and reporting will conform to the Type 1 (Description) level according to ClfA's *Toolkit for Specialist Reporting*, to include appropriate quantification and characterisation. The report will include a table of finds by feature/context.
- 5.2.2 Metalwork from stratified contexts will be X-rayed and, along with other fragile and delicate materials, stored in a stable environment. The X-raying of objects and other conservation needs will be undertaken by Wessex Archaeology in-house conservation staff, or by another approved conservation centre.
- 5.2.3 Finds will be suitably bagged and boxed in accordance with the guidance given by the relevant museum and generally in accordance with the standards of the ClfA (2014b).

5.3 Environmental evidence

- 5.3.1 Bulk environmental soil samples will be processed by standard flotation methods. The residues will be fractionated into 5.6/4 mm and 1 mm and dried if necessary. The coarse residue fraction (>5.6/4 mm), and the fine fraction when appropriate, will be sorted and discarded, with any finds recovered given to the appropriate specialist. The flot will be retained on a 0.25 mm mesh and scanned to assess the range of environmental remains present and their preservation. Unsorted fine residues will be retained until after any analyses and discarded following final reporting (in accordance with the Selection policy, below).
- 5.3.2 In the case of samples from cremation-related deposits the flots will be retained on a 0.25 mm mesh, with residues fractionated into 4 mm, 2 mm and 1 mm. In the case of samples from inhumation burial deposits, the sample will be wet-sieved through 9.5 mm and 1 mm mesh sizes. The coarse fractions (9.5 mm) will be sorted with any finds recovered given to the appropriate specialist together with the finer residues.
- 5.3.3 Any waterlogged samples will be processed by standard waterlogged flotation methods.
- 5.3.4 Recording and reporting will conform to the Type 1 (Description) level according to ClfA's *Toolkit for Specialist Reporting*, to include appropriate quantification and characterisation.



5.4 Reporting

5.4.1 Following completion of the fieldwork and the assessment of the stratigraphic, artefactual and ecofactual evidence, a draft report will be submitted for approval to the client and the Senior Archaeologist for comment. Once approved, a final version will be submitted.

5.4.2 The report will include the following elements:

- Non-technical summary;
- Project background;
- Archaeological and historical context;
- Aims and objectives;
- Methods;
- Results – stratigraphic, finds and environmental;
- Conclusions in relation to the project aims and objectives, and discussion in relation to the wider local, regional or other archaeological contexts and research frameworks etc;
- Archive preparation and deposition arrangements;
- Appendices;
- Illustrations; and
- References.

5.4.3 A copy of the final report will be deposited with the HER, along with surveyed spatial digital data (.dxf or shapefile format) relating to watching brief.

Publication

5.4.4 If no further excavation works are undertaken, a short report on the results of the watching brief will be prepared for publication in a suitable journal, if considered appropriate and agreed with the client and the Senior Archaeologist.

OASIS

5.4.5 An OASIS (online access to the index of archaeological investigations) record (<http://oasis.ac.uk>) will be created, with key fields completed, and a .pdf version of the final report submitted. Subject to any contractual requirements on confidentiality, copies of the OASIS record will be integrated into the relevant local and national records and published through the Archaeology Data Service (ADS) ArchSearch catalogue.

6 ARCHIVE STORAGE AND CURATION

6.1 Museum

6.1.1 The site falls within an area where there is currently no collecting museum. Every effort will be made to identify a suitable repository for the archive resulting from the fieldwork, and if this is not possible, Wessex Archaeology will initiate discussions with the local planning authority in an attempt to resolve the issue. If no suitable repository is identified, Wessex Archaeology will continue to store the archive, but may institute a charge to the client for ongoing storage beyond a set period.

6.2 Transfer of title

- 6.2.1 On completion of the watching brief (or extended fieldwork programme), every effort will be made to persuade the legal owner of any finds recovered (i.e., the landowner), with the exception of human remains and any objects covered by the *Treasure Act 1996*, to transfer their ownership to the museum in a written agreement.

6.3 Preparation of archive

Physical archive

- 6.3.1 The complete physical archive, which may include paper records, graphics, artefacts and ecofacts, will be prepared following the standard conditions for the acceptance of excavated archaeological material following nationally recommended guidelines (Brown 2011; ClfA 2014c; SMA 1995). The archive will usually be deposited within one year of the completion of the project, with the agreement of the client.

Digital archive

- 6.3.2 The digital archive generated by the project will be deposited with a Trusted Digital Repository, in this instance the Archaeology Data Service (ADS), to ensure its long-term curation. Digital data will be prepared following ADS guidelines (ADS 2013 and online guidance) and accompanied by metadata.

6.4 Selection strategy

- 6.4.1 It is widely accepted that not all the records and materials (artefacts and ecofacts) collected or created during the course of an archaeological project require preservation in perpetuity. These records and materials will be subject to selection in order to establish what will be retained for long-term curation, with the aim of ensuring that all elements selected to be retained are appropriate to establish the significance of the project and support future research, outreach, engagement, display and learning activities, i.e., the retained archive should fulfil the requirements of future researchers and the receiving Museum.
- 6.4.2 The selection strategy, which details the project-specific selection process, is underpinned by national guidelines on selection and retention (Brown 2011, section 4) and generic selection policies (SMA 1993; Wessex Archaeology's internal selection policy) and follows ClfA's *Toolkit for Selecting Archaeological Archives*. It should be agreed by all stakeholders (Wessex Archaeology's internal specialists, external specialists, local authority, museum) and fully documented in the project archive.
- 6.4.3 In this instance, given that the level of finds recovery is expected to be relatively low, decisions on selection will be deferred until after the fieldwork stage, and no detailed strategy is presented here. Any material not selected for retention may be used for teaching or reference collections by the museum, or by Wessex Archaeology.

6.5 Security copy

- 6.5.1 In line with current best practice (e.g., Brown 2011), on completion of the project a security copy of the written records will be prepared in the form of a digital PDF/A file. PDF/A is an ISO-standardised version of the Portable Document Format (PDF) designed for the digital preservation of electronic documents through omission of features ill-suited to long-term archiving.

7 COPYRIGHT

7.1 Archive and report copyright

- 7.1.1 The full copyright of the written/illustrative/digital archive relating to the project will be retained by Wessex Archaeology under the *Copyright, Designs and Patents Act 1988* with all rights reserved. The client will be licenced to use each report for the purposes that it was produced in relation to the project as described in the specification. The museum, however, will be granted an exclusive licence for the use of the archive for educational purposes, including academic research, providing that such use conforms to the *Copyright and Related Rights Regulations 2003*.
- 7.1.2 Information relating to the project will be deposited with the Historic Environment Record (HER) where it can be freely copied without reference to Wessex Archaeology for the purposes of archaeological research, or development control within the planning process.

7.2 Third party data copyright

- 7.2.1 This document, the watching brief report and the project archive may contain material that is non-Wessex Archaeology copyright (e.g., Ordnance Survey, British Geological Survey, Crown Copyright), or the intellectual property of third parties, which Wessex Archaeology are able to provide for limited reproduction under the terms of our own copyright licences, but for which copyright itself is non-transferable by Wessex Archaeology. Users remain bound by the conditions of the *Copyright, Designs and Patents Act 1988* with regard to multiple copying and electronic dissemination of such material.

8 WESSEX ARCHAEOLOGY PROCEDURES

8.1 External quality standards

- 8.1.1 Wessex Archaeology is registered as an archaeological organisation with the Chartered Institute for Archaeologists (CIfA) and fully endorses its *Code of conduct* (CIfA 2014d) and *Regulations for professional conduct* (CIfA 2014e). All staff directly employed or subcontracted by Wessex Archaeology will be of a standard approved by Wessex Archaeology, and archaeological staff will be employed in line with the CIfA codes of practice, and will normally be members of the CIfA.

8.2 Personnel

- 8.2.1 The fieldwork will be directed and supervised by an experienced archaeologist from Wessex Archaeology's core staff. The overall responsibility for the conduct and management of the project will be held by one of Wessex Archaeology's project managers, who will visit the fieldwork as appropriate to monitor progress and to ensure that the scope of works is adhered to. Where required, monitoring visits may also be undertaken by Wessex Archaeology's Health and Safety manager. The appointed project manager and fieldwork director will be involved in all phases of the investigation through to its completion.
- 8.2.2 The analysis of any finds and environmental data will be undertaken by Wessex Archaeology core staff or external specialists, using Wessex Archaeology's standard methods, under the supervision of the departmental managers and the overall direction of the project manager. A complete list of finds and environmental specialists is provided in Appendix 1.
- 8.2.3 The following key staff are proposed:



- Project Manager Martin Banikov
- Fieldwork Director TBC

8.2.4 Wessex Archaeology reserves the right, where necessary due to unforeseen circumstances, to replace nominated personnel with alternative members of staff of comparable expertise and experience.

8.3 Internal quality standards

8.3.1 Wessex Archaeology is an ISO 9001 accredited organisation (certificate number FS 606559), confirming the operation of a Quality Management System which complies with the requirements of ISO 9001:2015 – covering professional archaeological and heritage advice and services. The award of the ISO 9001 certificate, independently audited by the British Standards Institution (BSI), demonstrates Wessex Archaeology's commitment to providing quality heritage services to our clients.

8.3.2 Wessex Archaeology assigns responsibility to individual managers for the successful completion of all aspects of a project including reporting. This includes monitoring progress and quality; controlling the budget from inception to completion; and all aspects of health and safety for the project. At all stages, the project manager will carefully assess and monitor performance of staff and adherence to objectives, timetables and budgets, while the manager's own performance is monitored by the team leader or regional director. The technical managers in the Graphics, Research, GeoServices and IT sections provide additional assistance and advice.

8.3.3 All staff are responsible for following Wessex Archaeology's quality standards but the overall adherence to and setting of these standards is the responsibility of the senior management team who, in consultation with the team leaders/regional directors, also ensure projects are adequately programmed and resourced within Wessex Archaeology's portfolio of project commitments.

8.4 Health and safety

8.4.1 All works will be undertaken in accordance with the *Health and Safety at Work Act 1974*; the *Management of Health and Safety at Work Regulations 1999* and all other applicable health and safety legislation.

8.4.2 Wessex Archaeology is an ISO 45001 accredited organisation (certificate number OHS 744383), confirming the operation of an Occupational Health and Safety Management System that complies with the requirements of ISO 45001:2018. The award of the ISO 45001 certificate, independently audited by the British Standards Institution (BSI), demonstrates Wessex Archaeology's commitment to delivering effective risk management across all its activities.

8.4.3 Wessex Archaeology will, for all projects, produce one or more task and site-specific risk assessments and method statements (RAMS), which will ensure our staff can work safely on the site. A copy of the RAMS and our Health and Safety Policy can be provided to the client. All staff on our sites will be made fully familiar with the RAMS before work commences.

8.4.4 We aim to work collaboratively on health and safety with clients and, where separately appointed, with principal contractors. We expect clients to provide in good time all the necessary risk information about a site that may affect the archaeological work, such as locations of utilities or any known ground contamination. We will comply with the project



specific Personal Protective Equipment (PPE) requirements, and any other specific additional requirements of the Principal Contractor.

- 8.4.5 All fieldwork staff are certified through the Construction Skills Certification Scheme (CSCS) and have undergone UKATA Asbestos Awareness Training. Staff who carry out specific tasks are suitably trained and competent to do so through training accredited by the Construction Industry Training Board (CITB), Institution of Occupational Safety & Health (IOSH) and the National Plant Operators Recognitions Scheme (NPORS).

8.5 Insurance

- 8.5.1 Wessex Archaeology holds Employers Liability (£15,000,000), Public Liability (£15,000,000) and Professional Indemnity (£10,000,000) policies.

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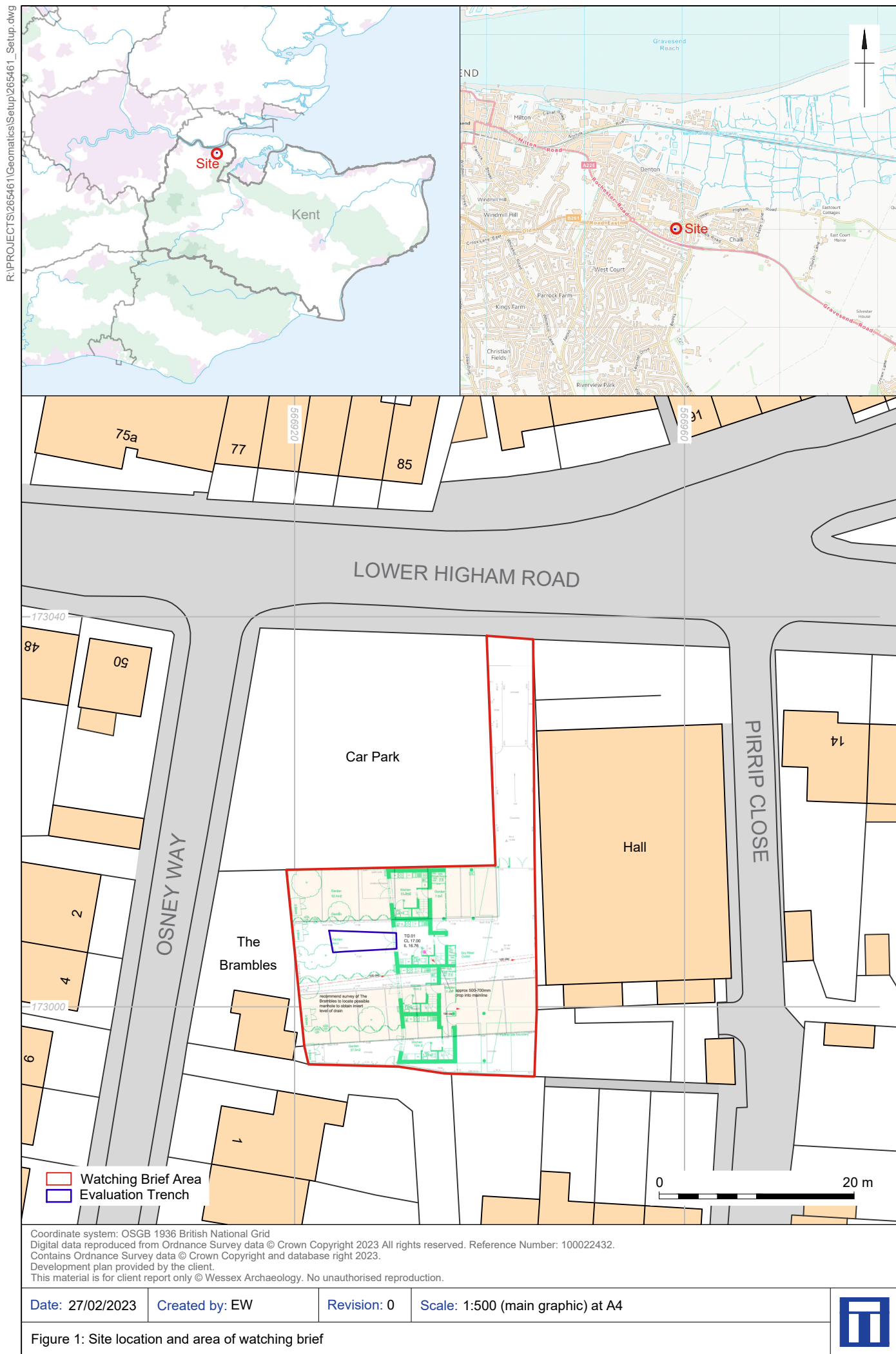
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APPENDICES

Appendix 1 Finds and environmental specialists

Name	Qualifications	Specialism
Sander Aerts	BA, MSc	Archaeoentomological remains, animal bone, marine shell and archaeobotanical remains (carbonised)
Phil Andrews	BSc; FSA; MCIfA	Slag and metal working debris
Ceridwen Boston	BSocSc; MA; MSc; DPhil	Osteoarchaeology; funerary archaeology
Elina Brook	BA; MA; PCIfA	Later prehistoric and Romano-British pottery, and small finds
Alex Brown	BA; MSc; PhD	Geoarchaeology, palynology
Kirsten Egging Dinwiddy	BA; MA; MCIfA	Human remains (inhumations)
Erica Gittins	BA; MA; PhD	Prehistoric flint
Phil Harding	PhD	Prehistoric flint, particularly Palaeolithic flint
Lorrain Higbee	BSc; MSc; MCIfA	Animal bone
Matt Leivers	BA; PhD; ACIfA	Prehistoric pottery and flint
Inés López-Dóriga	BA; MA; PhD	Archaeobotanical remains
Erica Macey-Bracken	BA; ACIfA	Post-medieval finds, ceramic building material and worked wood
Katie Marsden	BSc	Pottery from prehistoric to post-medieval/modern. Metalwork of all periods, including coins. Small and bulk finds including fired clay, ceramic building material, worked bone
Jacqueline McKinley	BTech; FSA	Human remains (inhumations and cremations)
Lorraine Mephram	BA; MCIfA	Pottery and other ceramic finds of all dates, concentrating on later prehistoric and post-Roman; ceramic building material; clay tobacco pipe; glass of Saxon or later date; small finds
Nicki Mulhall		Geoarchaeology and archaeobotanical remains
Richard Payne	BSc; MSc; MPhil	Geoarchaeology
Emma Robertson	BA; MSc	Human remains (inhumations)
Megan Scantlebury	BA, MSc	Archaeobotanical remains
Rachael Seager Smith	BA; MCIfA	Pottery with particular emphasis on Roman ceramics; and metalwork, fired clay, ceramic building material, stone, worked bone, shale, glass, and wall plaster
Andrew Shaw	BA; MA; PhD	Palaeolithic lithic artefacts and Pleistocene geoarchaeology
Amy Thorp	BA; MA	Pottery with emphasis on Roman ceramics, small finds
Ed Treasure	BSc; MRes; PhD	Archaeobotanical remains, including plant remains and charcoal/wood





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