



KENT ARCHAEOLOGICAL PROJECTS

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**Custom House, The Terrace, Gravesend, Kent DA12 2BW:
A Written Scheme of Investigation
for an Archaeological Watching Brief
with provision for bulk sampling and analysis**

**National Grid Reference: 565194/174318
Gravesham Borough Planning Reference: 20210757**

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July 2024

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1) Introduction and planning background

In January 2024 Kent Archaeological Projects (KAP) was instructed by Mr Michael Keckes of Mile Property Group Ltd to undertake an archaeological evaluation on land to be impacted on by groundworks associated with a development described in Gravesham Borough Council Planning Application 20210757 as follows:

The demolition of the southern part of the workshop building and existing corridor link at first floor level between Custom House and the outbuildings and conversion of Custom House, the coach house and outbuildings to include extensions, the Old Boathouse and the Boathouse with external alterations and erection of a new three- storey building to provide 27 residential units (6 x 1 bed, 15 x 2 bed and 6 x 3 bed) with associated landscaping and parking.

The development is due to take place on land for the most part lying north of Custom House, The Terrace, Gravesend, and south of a substantial concrete revetment and embankment separating the site from the River Thames (see **Figures 1 & 2**). Archaeological evaluation undertaken prior to development was undertaken by Kent Archaeological Projects according to an approved Written Scheme of Investigation from the 13th April to the 15th April 2024, the results of which were presented in the required evaluation report (KAP, March 2024). The evaluation was commissioned in compliance with Condition 5 of the consent for Planning Application 20210757, which condition requires that:

No development shall take place until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work in accordance with a written specification and timetable which has been submitted to and approved in writing by the Local Planning Authority.

Reason: To ensure that features of archaeological interest are properly examined and recorded in accordance with Policy CS20 of the Gravesham Local Plan Core Strategy (September 2014), saved Policy TC7 of the Gravesham Local Plan First Review (1994) and section 16 of the National Planning Policy Framework (2023).

The results of the evaluation, during which five investigatory trial trenches (see **Figure 4**) were excavated, were as follows:

Two main sets of evidence were exposed, the earliest indicating that, up to 1801 at the latest, the original south bank of the Thames lay some 35m south of the present concrete river wall in this area. Evidence in the form of alluvial deposits, some within channels with wooden stake revetments, suggested that, when the channels were cut, the northern part of the development site lay within the Thames intertidal zone. This preceded a large-scale

programme of reclamation, levelling-up and building on the site, almost certainly during the late eighteenth century, the archaeological evidence in this case being supported by cartographic and documentary evidence.

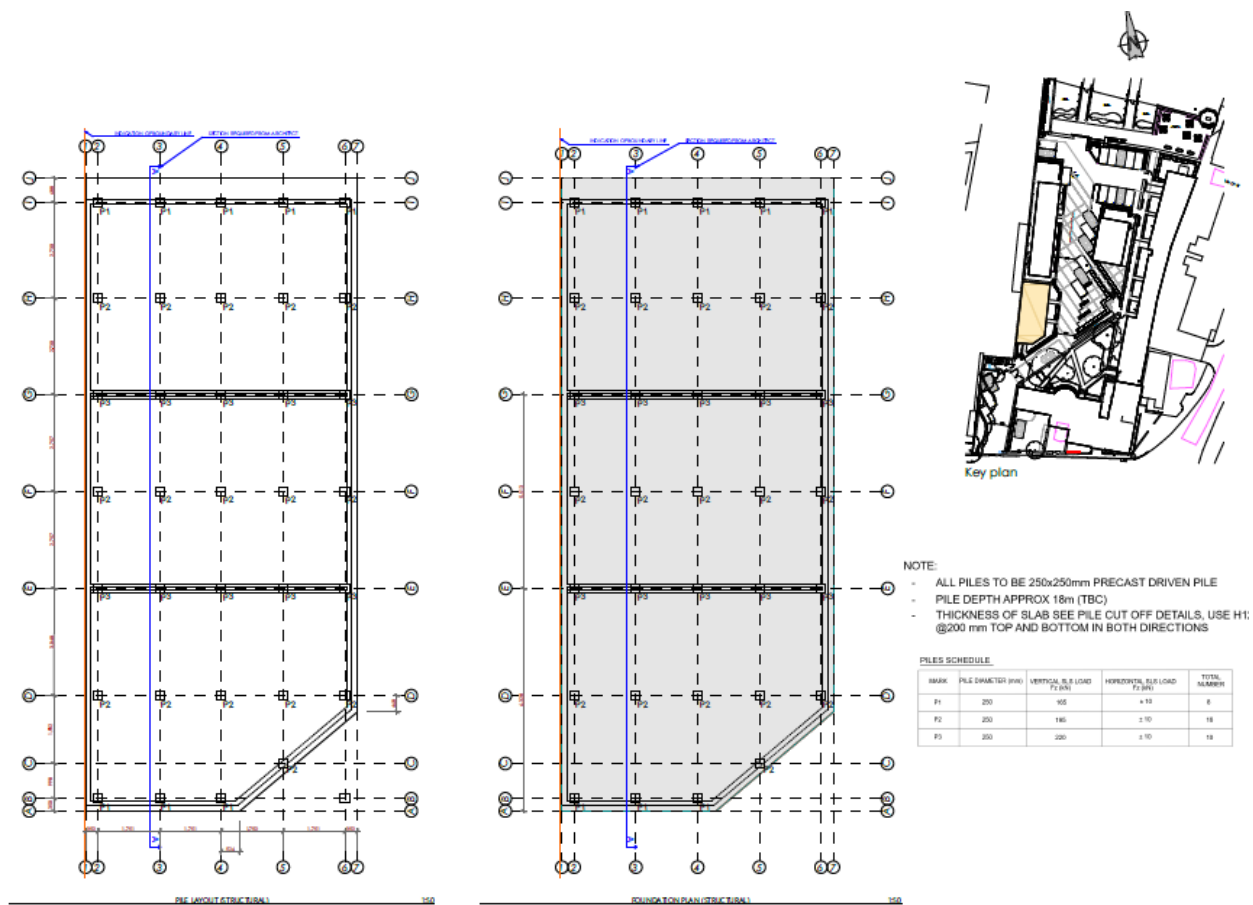
The second set of evidence consisted principally of the stratigraphic sequence of compacted horizontally laminated levelling-up layers laid down during that programme of reclamation. Exposed in all trenches and up to 1.35m thick, the deposit sequence consisted of up to eight layers of between 500mm to 0.3m thickness and consisting variously of mixed flint fragments, orange-brown clay-silt, crushed chalk, building rubble (mostly fragmented tile and brick), humic clay-silt and rock fragments. Apart from the brick fragments, which were all of standard post-medieval size and form, and a small assemblage of clay-pipe stems, no datable cultural materials were recovered. However, as a map of 1801 shows the site's northern boundary to be in approximately the same position as at present, with the site's northern part shown as a rectangle area projecting for a short distance into the intertidal zone, it can be assumed that the site had been reclaimed, consolidated and developed by that time. This was also suggested by the presence shown on the 1801 map of a large rectangular building and other structures in the reclaimed area, none of which are shown on later nineteenth-century maps.

It was concluded on this basis that a process of land reclamation took place on what had been part of a marginal Thames intertidal area in the late eighteenth century. The work almost certainly took place as part of major modifications to the Gravesend river defences undertaken after a 1778 governmental report, which recommended alterations to the blockhouse, the remodelling of the gun platforms and the construction of the new, larger New Tavern Fort to the east. As the present development as shown on the 1801 map lies between a 'D'-shaped building with a circular bastion (identified by some historians as the Blockhouse, which lie to the west) and the New Tavern Fort to the east, it can be assumed that the present development site was reclaimed as part of the late eighteenth-century extension and modification of the Gravesend defences, probably to provide secure access to the river within the new defensive complex.

The first set of evidence indicated that Trench 5, cut in the approximate centre of the development area (see **Figure 3**), exposed a steeply rising deposit of brickearth interpreted with confidence as the remains of part of the now-buried southern bank of the Thames (see **Figure 3, 4 & 5** and **Plate 1**). The brickearth was abutted (to the south) and underlay (to the north) silty-clay riverine deposits. The Kent County Council Senior Archaeological Officer determined that these sediments (interpreted provisionally as alluvial and/or colluvial) exposed in this trench (and to a lesser extent in Trench 2

some 6m to the north) represented potentially significant evidence in determining the extent of the southern Thames intertidal zone in this area during the late medieval and early post-medieval periods (see Part 4 of KAP, March 2024 for details).

On this basis it was recommended that these sediments should be sampled following exposure during the watching brief and subject to specialist lithic analysis. It is proposed that this work will take place in those places where it is determine that new build will impact on them using conventional block sampling techniques (see Methodology below) undertaken by Quaternary Scientific (Quest) of the University of Reading under the direction of Dr Rob Batchelor. The new build in this case will impact on the area of new build as shown below in yellow.



2) Site location and topographic description

The site lies on what is now flat, slightly sloping (from south to north) land located immediately adjacent to the south bank of the River Thames, from which it is separated by a substantial modern concrete barrier wall. It was noted during a previous site visit that the northern part of the site would probably have been subject to estuarine alluvial deposition before the levelling-up of the ground and construction of that wall in that area. Consistent

with that assumption, such alluvial deposits were exposed during the evaluation in the site's northern part, where deposits exposed in Trench 1 indicated that this area originally lay within the southern margin of the Thames intertidal zone.

3) Geology

The British Geological Survey (see figure below) shows the area as Chalk, with sand, silt and silt deposits attributed variously to the Lambeth Group and the Harwich and Thanet formations shown to the south, east and west, with an outcrop of London Clay indicated to the southwest. However, in contrast to the alluvial deposits in the north part of the site as mentioned above, higher lying deposits exposed to the south during the evaluation consisted of Chalk, the surface of which was punctuated by linear hollows filled with mid orange-brown Brickearth, defined in the Geological Survey as Quaternary Head Brickearth.



Bedrock geology

- HARWICH FORMATION - SAND AND GRAVEL
- LONDON CLAY FORMATION - CLAY AND SILT
- LAMBETH GROUP - SAND, SILT AND CLAY
- THANET FORMATION - SAND
- THANET FORMATION - SAND, SILT AND CLAY
- SEAFORD CHALK FORMATION - CHALK
- LEWES NODULAR CHALK FORMATION
- SEAFORD CHALK FORMATION AND NEWHAVEN
- CHALK FORMATION (UNDIFFERENTIATED) - CHALK

4) Archaeological and historical background

ii) Archaeological and historical background

A search of the Kent Historic Environment Record (HER) was undertaken within a 500m radius around the site centre. This search returned 205 results for archaeological sites, find-spots and listed buildings. A full gazetteer of these results is presented in Appendix I of the desk-based assessment undertaken prior to the present work (KAP March 2021). The following archaeological and historical background represents a summary of the HER data, documentary, cartographic and aerial photograph research, and a study of material held by the Kent History and Library Centre archives.

Prehistoric (700,000 BC to AD 43)

The KHER holds one record of finds of this period. Twelve Palaeolithic hand axes and 12 pieces of debitage have been recovered from the general Gravesend area (TQ67SW436).

Roman (AD 43 to 410)

The KHER records one site of this period. A settlement site was excavated by the Kent Archaeological Rescue Unit in August 1978. Extensive evidence of Roman-period settlement was found across the whole five acres and it is clear that it extends beyond the available area on all four sides. Numerous ditches, some very large, were found crossing the area and these probably define the limits of extensive enclosures containing wooden structures. Traces of *opus signinum* hint at the presence of at least one small masonry building somewhere in the area. The finds include quantities of local and imported Roman pottery ranging in date from the first to the fourth centuries. This includes material of mid-first century date and a Roman military origin is be considered plausible for this site (TQ 67SW110).

Saxon (AD 410 to 1066)

Two records of this period are held in the KHER. A watching brief and excavation during groundworks associated with the development of the Sensory Gardens site, Transport Quarter, Gravesend, was undertaken by Archaeology South East between 20th October 2010 and 22th February 2011. A 0.35m thick loose dark orange brown silty sand colluvium deposit, containing moderate charcoal flecking, with occasional artefacts and the partial skeleton of a cow, including a sherd of Saxon pottery from 5th/6th Century (TQ67SW642).

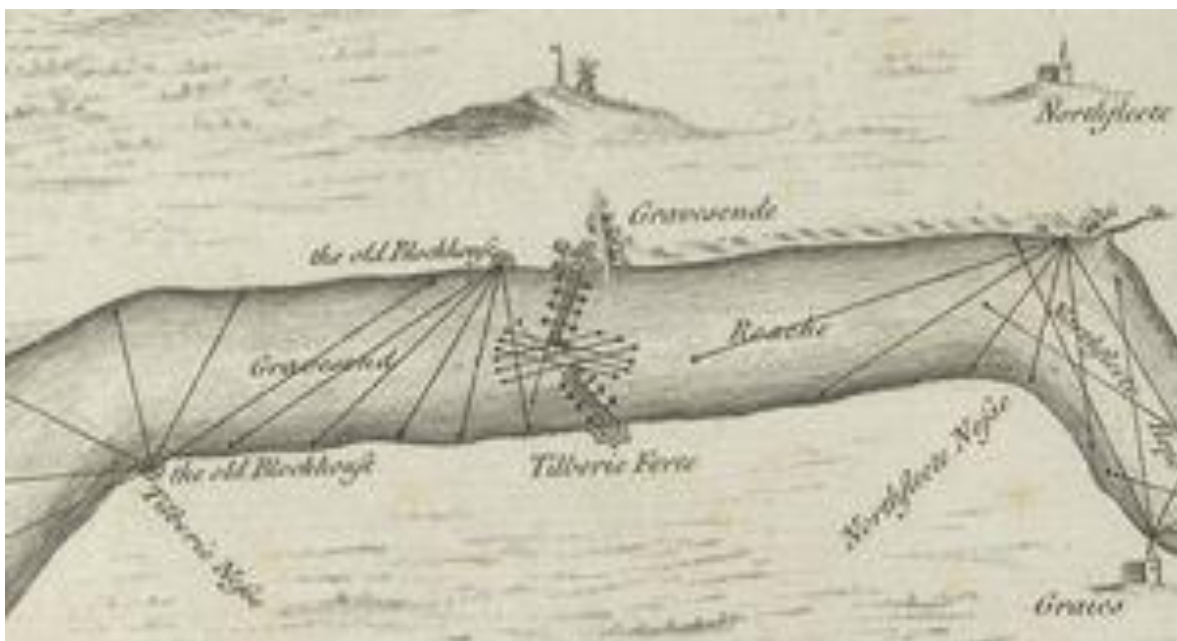
The second record is of a find-spot of an Anglo-Saxon 'Sceat' silver penny dated to between 1059 and 1062 (TQ67SE1241).

Medieval (1066 to 1540)

The KHER holds six records of this period as follows: An Anglo-Norman silver penny dated to 1135-1154 (TQ67SE1245); Milton Chantry (TQ67SE1107), founded c. 1155 (now a Grade II Listed Building housing a museum; the remains of Gravesend Blockhouse (TQ67SW5), built in 1539; the site of a manorial complex (TQ67SW233), built between 1362 and 1368 by Edward III (the complex consisted of a hall and king's chamber, a chapel, a gatehouse, two houses next to the gate and as ancillary buildings a kitchen, three houses with latrines, two ovens and a bakery, two granges, a bridge and a wharf); excavations at No.43 High Street, Gravesend in 1963 (TQ67SW131) uncovered five pits of varying depth in an area behind a cobbler's shop. The pits produced many vessels including storage vessels, jugs and tankards ranging from the thirteenth to eighteenth century in date, and the site of 81 High Street, Gravesend, (TQ67SW232), where medieval cesspits were discovered.

Post-Medieval (c. 1540 to 1901)

The HER lists 105 entries for this period, all of which are Listed Buildings dating from the later medieval period to the early twentieth century. However, of direct relevance to the present development site is a strategic walled river defensive complex built by order of Henry VIII in 1539 and which became operational in 1540.



An engraving from 1588 showing the Henrician defences during the Elizabethan period. The defences lie along the south bank of the Thames, which is spanned by a boom. Interestingly, the Gravesend Blockhouse was already known as the Old Blockhouse in this period. It is shown slightly left of centre of 'Gravesende', on this map, above and therefore south of the Thames.

In 1797 it was noted that:

King Henry VIII built two bulwarks or platforms, one at this town and the other somewhat lower down on the river at Milton, and mounted them with cannon, as a defence to the mouth of the Thames, and so late as 1782 an act passed for the better securing the river Thames at Gravesend and Tilbury (Hasted 1797, 319-335).

Hasted also stated that:

'Queen Elizabeth, consulting the honour and grandeur of the nation, and of the city of London in particular, ordered the mayor, aldermen and companies of it, to receive all eminent strangers and ambassadors at this place [Gravesend], in their formalities, and so to attend them to London in their barges if they came by water.' (ibid)

Often referred to, sometimes confusingly, as the Gravesend Blockhouse, the defensive complex at Gravesend is described as follows in Thompson & Smith, 1977, 153–177:

'Gravesend Blockhouse was an artillery fortification constructed as part of Henry VIII's Device plan of 1539, in response to fears of an imminent invasion of England by European countries. It was built at Gravesend in Kent at a strategic point along the River Thames and was operational by 1540. A two-storey, D-shaped building built from brick and stone, it had a circular bastion overlooking the river and gun platforms extending out to the east and west. It functioned in conjunction with Tilbury Fort on the other side of the river, and was repaired in 1588 to deal with the threat of Spanish invasion, and again in 1667 when the Dutch navy raided the Thames. A 1778 report recommended alterations to the blockhouse and its defences, leading to the remodelling of the gun platforms and the construction of the new, larger New Tavern Fort alongside it. In the 1830s the government decided to rely entirely on the newer fort and the old blockhouse was demolished in 1844. Its remains were

uncovered in archaeological excavations between 1975 and 1976 (see plate below). The site, which lies in the grounds of the Clarendon Royal Hotel, was protected under UK law as a scheduled monument in 1979.'

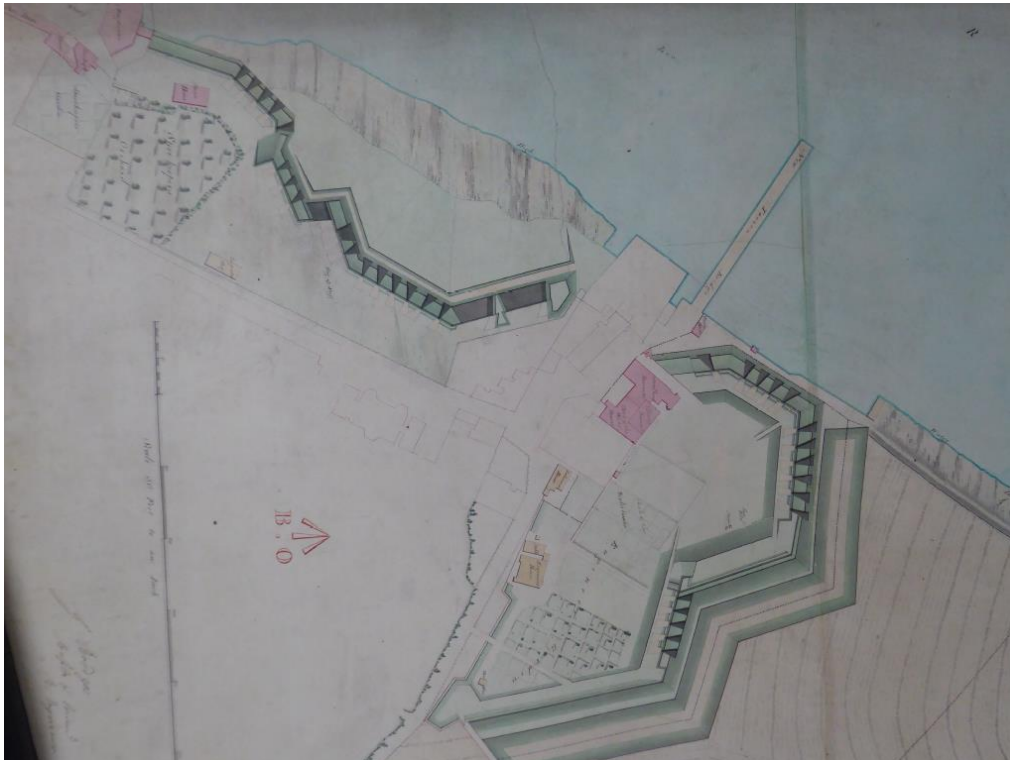
The Clarendon Royal Hotel is located on Royal Pier Road, about 360m west of the present development site. It should be noted that the remains of the 'D'-shaped building with a circular bastion identified above as the Blockhouse remodelled and altered after 1778 lies almost adjacent and west of the present development site if it is the roughly 'D'-shaped structure shown on the 1801 plan (see below).



Photograph by Ben Sutherland – Flickr: Remains of Gravesend Blockhouse in the grounds of the Clarendon Royal Hotel

As discussed above, of direct relevance to the present site is the map dated 1801 (see below) showing the results of the modifications and extensions recommended in the 1778 report as described by Thompson and Smith (the modifications also pre-date the construction of Custom House in the early nineteenth century). The map shows the up-dated defensive structures outlined in bold, with adjacent and presumably non-defensive buildings delineated in faint lines. Significantly, it shows the present development site to lie between two sets of defensive structures, with a rectangular building picked out faintly within it. The presence of an adjacent jetty suggests the site may have been reclaimed with the express purpose of establishing a secure embarkment and disembarkment point for the newly upgraded defences.

This 1801 plan also shows the site boundary in approximately the same position as at present, with the northern part of the area shown as rectangular and projecting out for a short distance into the intertidal zone just northwest of a narrow jetty (compare the 1801 map with Figure 1 in Part 7 below).



1801 plan of the Gravesend defences (see also below)

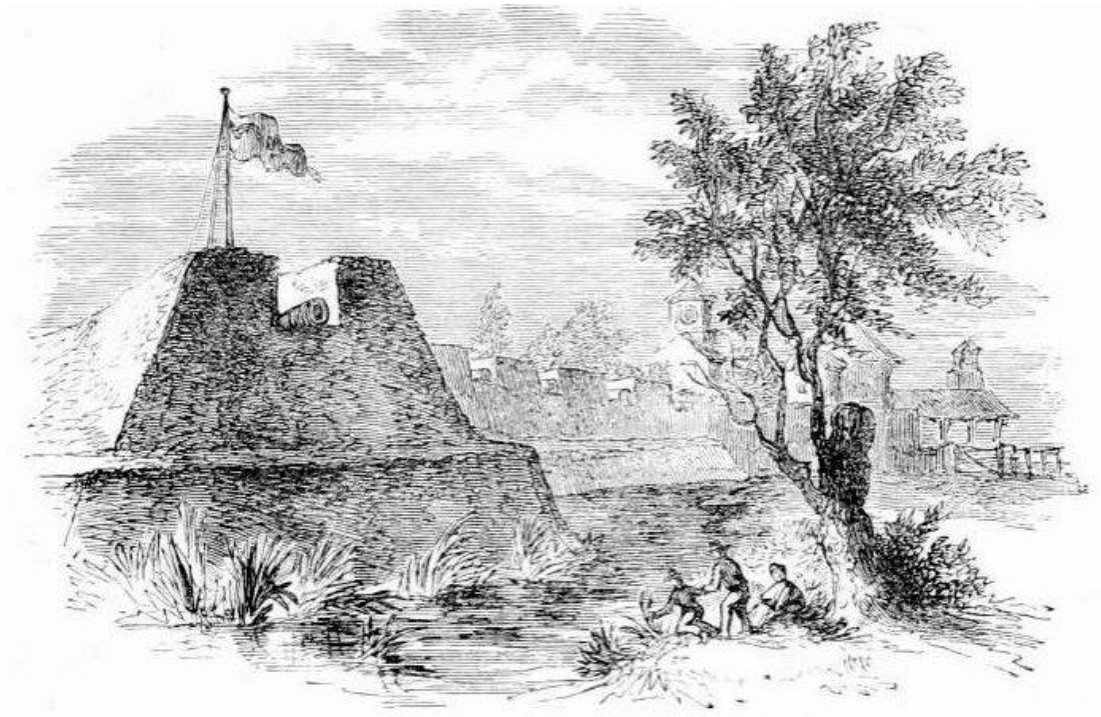


Image of *Fortifications at Gravesend*, 1859, from Hall, Samuel Carter, and A. M. Hall. *The Book of the Thames from its Rise to its Fall*. London: Arthur Hall, Virtue, and Co., 1859. [Internet Archive version](#) of a copy in the William and Mary Darlington Memorial Library, the University of Pittsburgh. Web. 10 March 2012.

5) Methodology

The watching brief will take place according to the requirements of a generic standard specification for an archaeological watching brief as issued by Kent County Council (see Appendix II, Part B below).

The deposit sampling as discussed in the last paragraph of Part 1 above will be conducted by qualified operatives of Quaternary Scientific (QUEST) using opaque plastic tubing, which will be hammered into exposed, trowel-cleaned sections in areas where riverine alluvial and/or colluvial deposits are identified. These samples will then be extracted and wrapped at each end using several layers of opaque duct tape, followed by wrapping in cling film and sealing each end again using duct tape. The samples will then be examined, with lithostratigraphic descriptions undertaken using standard procedures for recording unconsolidated sediment and organic sediments, noting the physical properties (colour), composition (gravel, sand, clay, silt and organic matter) and inclusions (e.g. artefacts).

The procedure involved comprise : (1) cleaning the section using a trowel; (2) recording the physical properties, most notably colour; (3) recording the composition; e.g. gravel, fine sand, silt and clay; and (4) recording the unit boundaries e.g. sharp or diffuse. The samples will then be transported to the Quest laboratory at Reading University for further analysis, including microscopic examination prior to the preparation of a report presenting the results and significance of the lithographic analysis.

6) References

Edward Hasted, 'Parishes: Gravesend', in *The History and Topographical Survey of the County of Kent: Volume 3*, (Canterbury, 1797), 319-335

Kent Archaeological Projects, March 2021, *The Custom House, The Terrace, Gravesend, Kent DA12 2BW: Archaeological Desk-based Assessment (pre-planning)*. Unpublished client report

Kent Archaeological Projects, March 2024, *An archaeological site-specific written scheme of investigation (Part A) for an archaeological evaluation by trial trench prior to development on land at The Custom House, The Terrace, Gravesend, Kent DA12 2BW (Planning Reference 20210757)*

Kent Archaeological Projects March 2024, *The results of an archaeological evaluation by trial trench prior to development on land adjacent to Custom House, The Terrace, Gravesend, Kent DA12 2BW*

Hall, A., *The Book of the Thames from its Rise to its Fall*. London: Virtue, and Co., 1859. Internet Archive version of a copy accessible in the William and Mary Darlington Memorial Library, the University of Pittsburgh. Web. 10 March 2012.

Thompson, D., Smith, V., 1977, "The Excavation of the Gravesend Blockhouse". *Archaeologia Cantiana*. **93**: 153–177

Appendix I - Figures



Figure 1. Site location

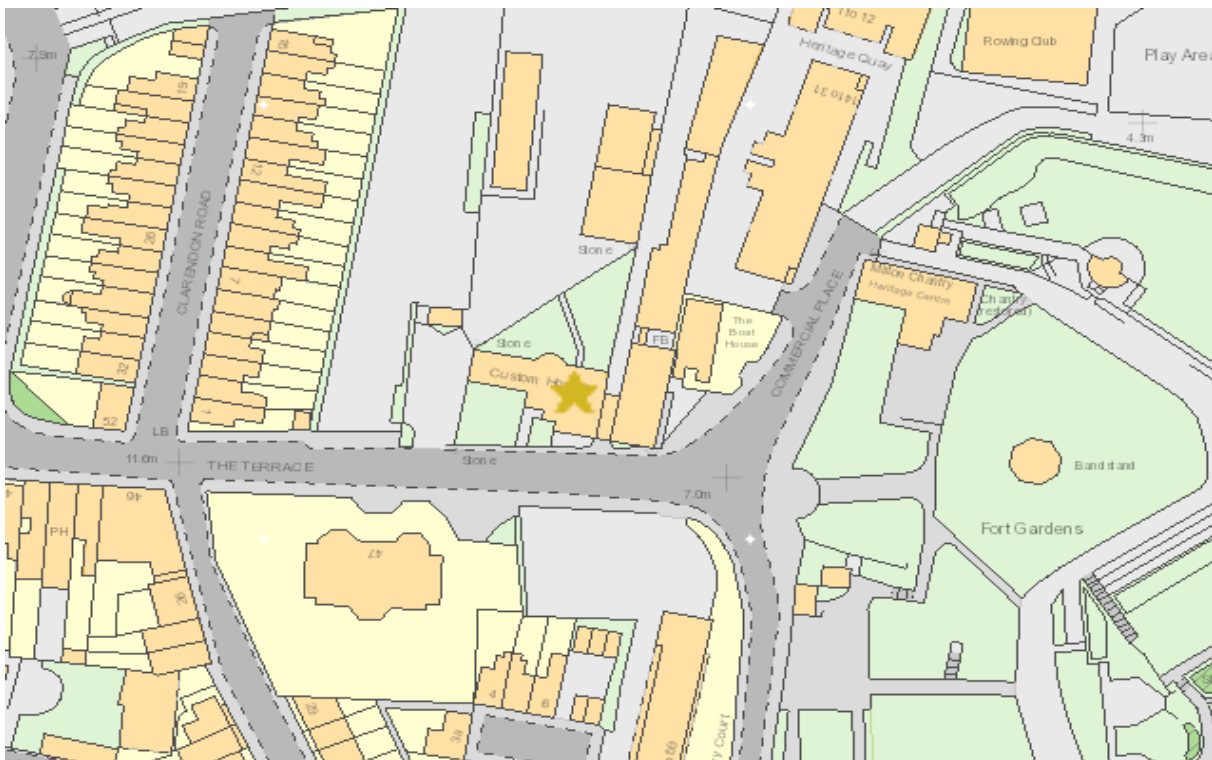


Figure 2. Site location showing The Custom House and its surrounding grounds

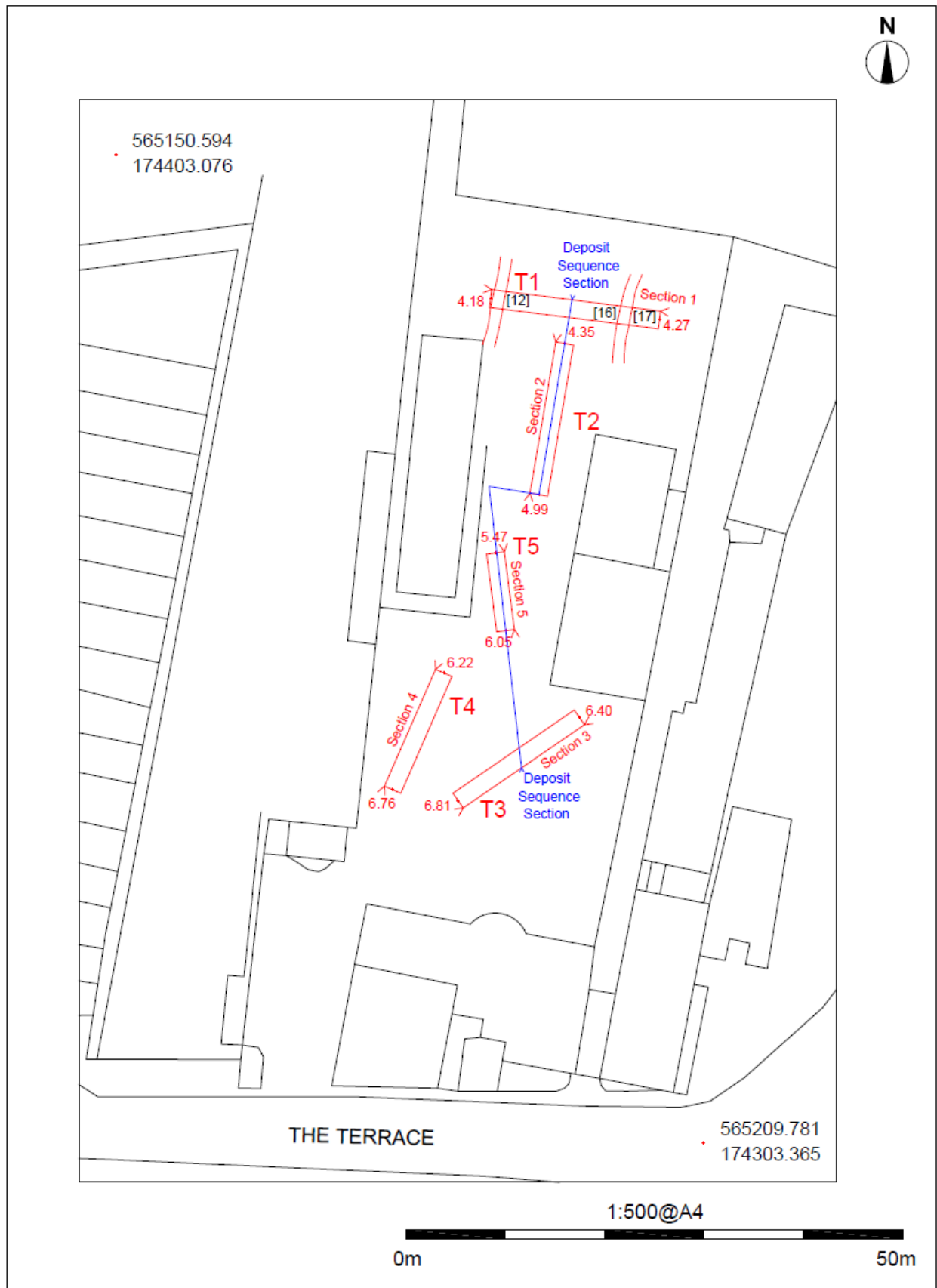


Figure 3. Evaluation trench plan and line of reconstructed north-south deposit sequence

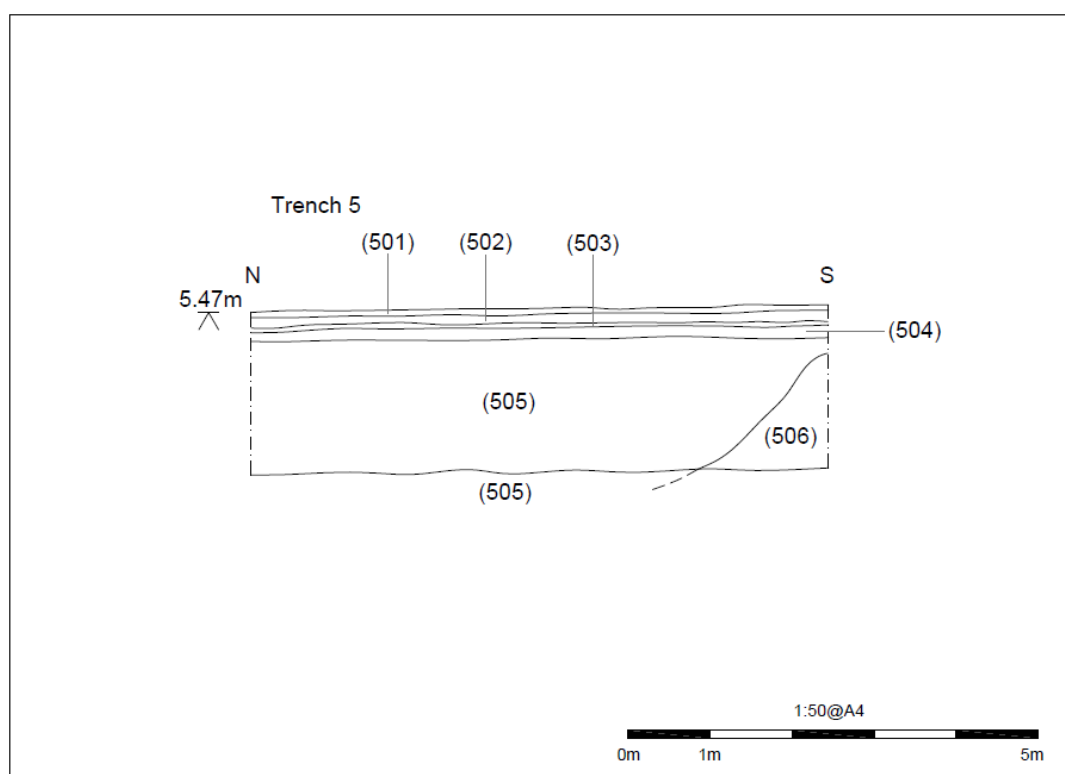


Figure 4. Trench 5 section showing the steeply southward rising brickearth deposit (506) interpreted as part of a buried southern Thames river bank

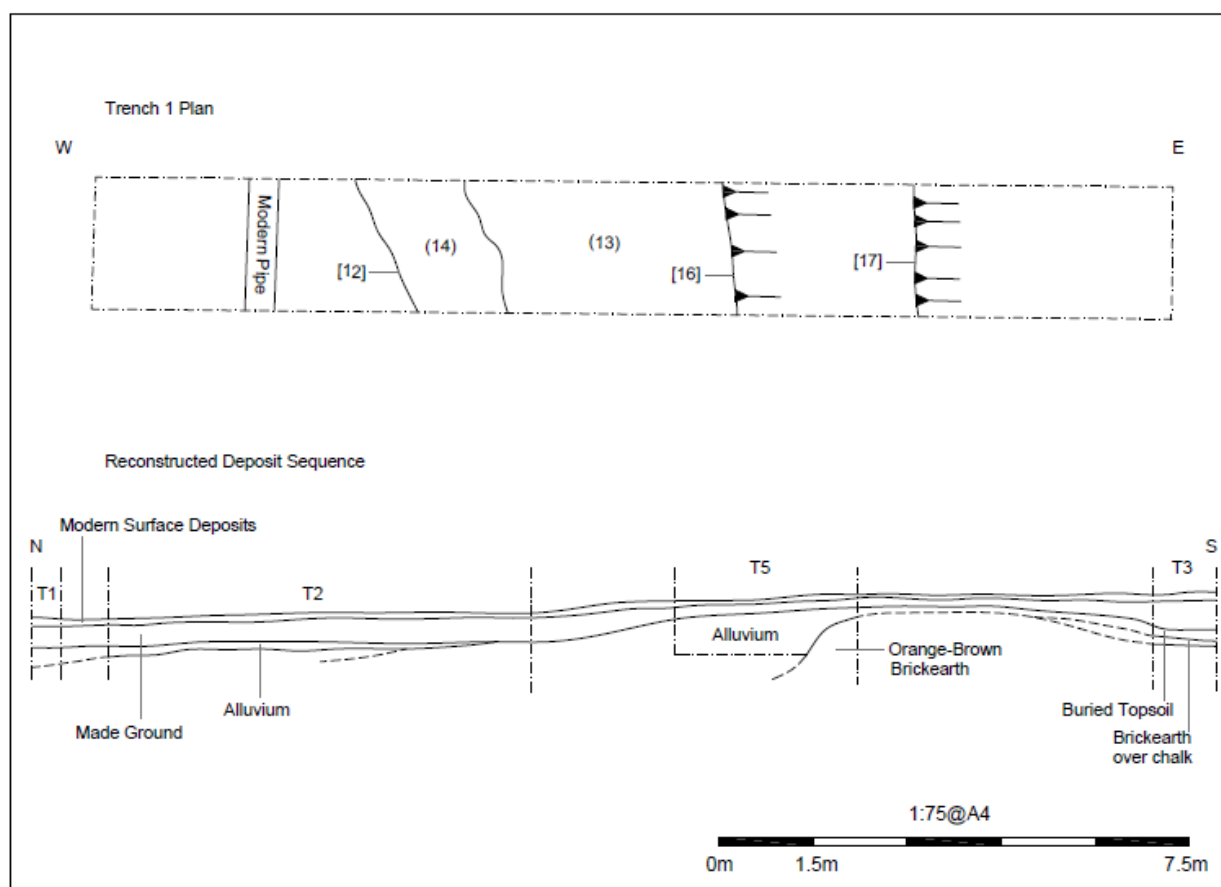


Figure 5. North-south section through the site's depositional sequence



Plate 1. The southern end of Trench 5 showing alluvial (riverine) clay-clay silt overlying/abutting steeply southward rising natural orange-brown brickearth (1.4m scale)



Figure 6. Block plan and proposed landscape layout

Appendix II

Part B

GENERIC STANDARD SPECIFICATION FOR AN ARCHAEOLOGICAL WATCHING BRIEF

Introduction

- 1.1 This specification is concerned with an archaeological watching brief to be maintained by a CIfA recognised archaeologist. It provides the supporting details for an archaeological contractor's Written Scheme of Investigation (WSI).
- 1.2 The site has planning permission for development subject to archaeological work. More details on the development can be found on the Local Planning Authority web site and the site-specific WSI.
- 1.3 The Local Planning Authority has placed planning condition(s) for archaeological work on the planning consent. The details of the relevant conditions can be found on the Local Planning Authority web site and the site-specific WSI. This will involve archaeological monitoring of the groundworks connected with the development and recording of any features revealed, by an archaeological contractor.
- 1.4 **The watching brief will 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 and inform the County Archaeological Officer that arrangements are in place for appropriate monitoring.**

2. The Archaeological Potential

- 2.1 The archaeological potential is based on the proximity of archaeological remains presently recorded in the HER.
- 2.2 Further information on the above is provided in the site-specific WSI and the County Historic Environment Record held in the Heritage, Environment and Planning, Enterprise and Environment, Invicta House, County Hall, Maidstone, ME14 1XX (telephone 01622 221543).

3. Objectives

- 3.1 The objectives of the archaeological watching brief are to contribute to heritage knowledge of the area through the recording of any archaeological remains exposed by the development and where relevant to inform the need and extent for further archaeological mitigation work.

Proposed Groundworks

- 4.1 The development works subject of the watching brief will vary depending on the project. Details will be agreed with the developer and the County Archaeological Officer and set out in the WSI prepared by the Archaeological Contractor.

5. Method

- 5.1 The archaeological contractor will monitor the excavations for all groundworks and where appropriate any site demolition, remedial and site-preparation works. Any 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, machine excavation will cease to allow the remains to be investigated further.**
- 5.2 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.**
- 5.3 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.
- 5.4 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.

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 and located for context to a 1:1250 map of the area.
- 6.3 Plans defining the location and extent 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 located to a site grid/plan. Where relevant, 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 photographic record is to be maintained and form 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 if requested.

- 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 relevant United Kingdom Institute for Conservation, Conservation Guidelines 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. Where the watching brief is being undertaken as part of site preparation, the results may be included into the WSI for subsequent mitigation works. Where the watching brief is on groundworks where there has been historic building recording, then any relevant information from either study will be incorporated into both final reports.

Report circulation

- 7.3 Copies of all reports are to be provided 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.

7.10.13A **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.

7.10.14The report should include comments on the effectiveness of the methodology employed and the confidence of the results and interpretation.

7.10.15Figures / 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.

7.10.16All 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.

7.10.17Black & 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 a bound hard-copy and 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. Whichever software is used the digital files must be supplied in a PC readable 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 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 Archaeological Contractor will also follow the guidance set out in "Health and Safety in Field Archaeology" Standing Conference of Archaeological Unit Managers 1997;
 - the Institute of Field Archaeologist's *Code of Conduct*;
 - the Institute of Field Archaeologist's *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology*.
- 8.3 On completion of the watching brief the archaeological contractor will prepare a consideration of the methodology used, including a confidence rating.
- 8.4 The archaeological contractor is to include with their report a completed copy of the Kent County Sites and Monuments Report Form (see appendix 1)
- 8.5 Where there are particularly significant discoveries, the archaeological contractor will provide the County Archaeological Officer with a representative selection of photographs

illustrating the archaeology of the site and the operations of the investigation. These will be deposited with the County SMR and will be used for presentations on aspects of the archaeology of Kent.

Heritage Conservation Group, Kent County Council
Revised draft 2021

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

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Site Name:		
Site Address:		
Summary:		
District/Unitary:	Parish:	
Period(s):		
NGR (centre of site : 8 figures): (NB if large or linear site give multiple NGRs)		
Type of archaeological work (delete)		
Evaluation:	Watching Brief	Field Walking
Documentary study	Building recording	Earthwork survey
Excavation:	Geophysical Survey	Field Survey
Geoarchaeological investigation		
Date of Recording:		
Unit undertaking recording:		
Geology:		
Title and author of accompanying report:		
Summary of fieldwork results (begin with earliest period first, add NGRs where appropriate)		
(cont. on attached sheet)		
Location of archive/finds:		
Contact at Unit:	Date:	