

**Former Police Station, 133 Windmill
Street, Gravesend, DA12 1DB**

**Written Scheme of Investigation for
Archaeological Watching Brief**

Churchill Retirement Living

January 2023

Ecus Ltd

Report to: Churchill Retirement Living

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– Written Scheme of Investigation for Archaeological Watching Brief

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FIGURES

Figure 1: Site location

1. Introduction

1.1 Project Background

- 1.1.1 Ecus Ltd was commissioned by Mr Paul Hunt, on behalf of Churchill Retirement Living, in January 2023 to prepare a Written Scheme of Investigation for an archaeological watching brief at 133 Windmill Street, Gravesend, DA12 1DB (hereafter 'the Site'). The Site is located at National Grid Reference (NGR) 564695, 173808.
- 1.1.2 This Written Scheme of Investigation (WSI) presents the proposed methodology and standards for an archaeological watching brief to mitigate the impact of groundworks on any archaeological remains. The archaeological work is required as Condition 7 of Planning Application ref. 20220432.
- 1.1.3 The archaeological watching brief will observe any below groundworks conducted during the excavation of the foundations for the proposed retirement living accommodation, including overseeing the removal of the main slab and cleaning and recording of below-ground structures, and any other ground works that have the potential to damage or disturb buried remains.

1.2 Site Description

- 1.2.1 The Site is located within the townscape of Gravesend, c. 700 m south of the River Thames. The Site is square in shaped and surrounded by Windmill Street to the east, Zion Place to the south, Woodville Place to the north and Wrotham Road to the west. The Site is c. 3,520 sqm in extent.
- 1.2.2 The Site comprised a former police station which was demolished by 2016. It now comprises an undeveloped parcel of land with a thick, reinforced concrete slab surface. Along the boundaries of the Site is a boundary wall constructed of brick with brick surfacing on the exterior and within the west of the Site is a layby. Access into the Site is principally afforded from Woodville Place, to the north..
- 1.2.3 The Site lies broadly flat at a ground level of approximately between 19-22m above Ordnance datum (aOD).

2. Archaeological and Historical Background

2.1 Introduction

- 2.1.1 An archaeological desk-based assessment (ADBA) was produced by Ecus Ltd (ref. 18582.2) in March 2022 to inform the planning application for the Site (Planning Application ref. 20220432). A summary of the historic and archaeological baseline of the Site, informed by the ADBA, is provided below. The summary should be read in conjunction with the ADBA.

2.2 Geotechnical Investigations

- 2.2.1 The underlying geology is recorded on the British Geological Survey (BGS) as sand of the Thanet Formation, a sedimentary bedrock formed during the Palaeogene Period between 56 and 59 million years ago. No superficial deposits are recorded within the Site (BGS 2023).
- 2.2.2 In November 2021 Crossfield Consulting Ltd undertook desk-top and ground investigation (one test pit and nine boreholes) work in order to provide information relating to the Site's stratigraphy and geology. A summary of the stratigraphy encountered is provided below.

Buried Foundations

- 2.2.3 Buried foundations identified in the Site include a reinforced concrete slab up to 400 mm thick across the Site and piles in the southern area. Voids, comprising basement structures, were identified beneath the concrete slab were identified in the north, south west and west of the Site.

Made Ground

- 2.2.4 Made ground was identified across the entire Site with concrete to depths of 0.28 to 0.35 m below ground level (bgl). The made ground recorded underlying the concrete extended to a depth of 2 m in the basement area and up to 3.9 m in the higher level. The materials were reworked and included fragments of man-made inclusions including brick and concrete. Possible Thanet Formation.
- 2.2.5 Locally, in one location, Thanet Formation deposits were identified below the made ground with depths recorded of 2.5 m. These deposits comprises orange brown gravelly sandy clay.

Lewes Nodular Chalk Formation

- 2.2.6 Underlying the made ground, weathered Lewes Nodular Chalk Formation strata was encountered comprising creamish white gravelly silt/clay with chalk and flint down to the maximum investigated depth (over 20 m; Ecus Ltd 2022, p. 8).

2.3 Historic and Archaeological Baseline

Prehistoric and Romano-British

- 2.3.1 Evidence of prehistoric activity in the landscape surrounding the Site is limited, mostly comprising individual findspots of prehistoric date. Four struck flints of Mesolithic and Neolithic date, three in the hillwash and a residual one in cemetery soil, were recorded during previous archaeological investigations c. 160 m north of the Site. These investigations also recorded ceramic building material of Roman date. Within the wider landscape, a Roman agricultural estate comprising timber and stone buildings with evidence of occupation is located c. 520 m north of the Site.

Early Medieval and Medieval

- 2.3.2 During the late early medieval period Gravesend comprised a small market town and river staging point. Its placename suggests Saxon origins and the investigations c. 160 m north of the Site recorded a sherd of pottery of either fifth or sixth century date was recovered from a hillwash deposit; the sherd was unabraded suggesting it might be contemporary with the final deposition of the deposit. Its presence indicates activity within the vicinity of this area.
- 2.3.3 In 1086 Gravesend was held as a single manor, prior to this it was split into three estates (Ecus Ltd 2022). No archaeological evidence for medieval activity have been previously recorded within the Site or the surrounding vicinity.

Post-Medieval and Twentieth Century

- 2.3.4 By the post-medieval period Gravesend had developed into a sizeable town centred on the High Street, East Street, West Street and riverside. The majority of the Kent Historic Environment Records (KHER) data records relate to post-medieval and twentieth century buildings, World War II and Cold War activity as well as transport infrastructure.
- 2.3.5 OS mapping from the late nineteenth century onwards records the development of the Site, with the presence of residential buildings, semi-detached buildings with gardens to the rear, along the eastern and western boundaries of the Site.
- 2.3.6 The Site was redeveloped into a fire and police station during the mid-twentieth century. The fire and police station is understood to have been built by 1942.
- 2.3.7 During the Second World War, a Civil Defence Control Centre occupied the basement of the Site, which was decommissioned in 1945. By 1973 the fire and police station had been demolished.
- 2.3.8 By 1975 the Site was in use solely as a police station and the buildings on site has been

redeveloped to the orientation which was present until its demolition in 2016. Although demolished, the boundary wall still features the foundation stone of the earlier Civil Defence Control Centre. Although the Site has since been used as an impromptu builder's yard, it comprised a vacant brownfield site in 2022.

2.4 Archaeological Potential

2.4.1 The ADBA summarised the archaeological potential of the Site as follows:

'Based on the results of the historic environment baseline presented above, and the results of the geotechnical investigations, there is considered to a negligible potential for archaeological remains of prehistoric to post-medieval date to be present within the Site.

It is considered that the surviving remains associated with the former 1970s police station are of no heritage interest' (Ecus Ltd 2022, p. 11).

2.4.2 In consultee comments dated 23rd June 2022 for Planning Application ref. 20220432, the Senior Archaeological Officer to KCC, stated that:

'We have seen on other sites in Gravesend (e.g. The Charter) that significant evidence for post-medieval and modern development can survive below and between areas of 20th century impacts and the surviving archaeological evidence can sometimes challenge the historic map and documentary records and provide useful insights into how the site was developed and used. There is the potential for this site to contain such post-medieval and early modern remains which should be recorded before removal. It is also possible that pockets of earlier deposits, with pre-modern archaeological potential, above bedrock may also survive on the site. Remains associated with the Civil Defence Control Centre would also be important to record as would surviving remains of the combined police and fire station. I assume that the site will be subject to remedial works (removal of concrete slab and other below-ground obstructions) to enable a development platform to be constructed and for subsequent piling. Assuming that this is the case, I think that the most pragmatic way to make a record would be by means of a controlled archaeological watching brief on the remedial works. This would commence by monitoring the removal of the main slab followed by removal, cleaning and recording of below-ground structures'.

3. Methodology for Archaeological Watching Brief

3.1 Standards

- 3.1.1 The project will conform to the current national guidance as set out in the Chartered Institute for Archaeologists' *Standard and Guidance for Archaeological Watching Brief* (CIfA 2020a); *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (CIfA, 2020b); and *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives* (CIfA, 2020c).
- 3.1.2 The watching brief will be carried out in accordance with the *Chartered Institute of Archaeologist' Code of Conduct* (CIfA 2019) and the *Generic Standard Specification for an Archaeological Watching Brief* (KCC 2021; Appendix 1).

3.2 Aims and Objectives

- 3.2.1 As stated in the *Generic Standard Specification for an Archaeological Watching Brief* (Appendix 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' (KCC 2021).

- 3.2.2 The specific aims of the watching brief are:

- To identify and record any archaeological deposits, structures or built fabric within the identified areas of interest;
- To determine the extent, condition, character, significance and date or any encountered or exposed archaeological remains;
- To recover artefacts disturbed by the site works;
- To prepare a comprehensive record of and report on archaeological observations during the site work; and
- To identify mitigation strategies to ensure the recording, preservation or management of archaeological remains within the Site.

- 3.2.3 The objectives of the project are:

- To preserve through record any archaeological remains impacted by the proposed works;

- To identify and record any structural archaeological remains; and
- To contribute to the understanding of the use and development of the area.

3.3 Methodology

- 3.3.1 The watching brief will be carried out in accordance with the *Generic Standard Specification for an Archaeological Watching Brief* (KCC 2021; Appendix 1) and the following sections (Section 3.3-3.11) should be read in conjunction with it.

General

- 3.3.2 All work will be undertaken by experienced Ecus staff who are corporate members of the ClfA or who demonstrably work to an equivalent standard for fieldwork.
- 3.3.3 Ecus will ensure that contracts are in place, and that availability is confirmed, with external specialists to cover all necessary processing, conservation and specialist analysis through assessment and analysis stages of the project.

3.4 Excavation and Recording Methodology

- 3.4.1 The archaeological watching brief will be undertaken during the remedial works undertaken on Site. This includes the removal of the main slab followed by removal, cleaning and recording of below-ground structures/obstructions.
- 3.4.2 Machine excavation shall take place under continuous archaeological supervision. The mechanical excavator will be fitted with a toothless ditching bucket, to allow any surviving archaeological remains to be observed. Any excavation should be undertaken 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.
- 3.4.3 All surfaces revealed will be inspected. Any archaeological structures or features revealed will be recorded in plan and section. Ecus staff will be allowed reasonable time and resources, where appropriate, to undertake inspection and recording.
- 3.4.4 Further limited excavation may be necessary to clarify the extent and nature of some archaeological deposits. If required, Ecus staff will undertake the excavation by hand.
- 3.4.5 All archaeological deposits are to be recorded using a continuous numbered context system on pro-forma recording system in accordance with industry standards. The written record is to be hierarchically based and centred on the context record. Each context record will fully describe the

location, extent, composition and relationship of the subject and will be cross-referenced to all other assigned records.

3.4.6 All archaeological features will be sampled sufficiently to characterise and date them. However, the following strategy will be employed as a typical sample level for excavated features:

- 50% (by plan area) of each posthole;
- 50% (by plan area) of each pit; and
- 20% (by plan area) of each linear feature (minimum 1m sample); and
- 100% of ditch terminals.

3.4.7 Excavated features will appear on at least one detailed plan at 1:50 or 1:20 scale and/or one section at 1:20 or 1:10 and co-ordinated on to an overall site plan. Drawings will be made in pencil on permanent drafting film.

3.4.8 The spot height of all principal features and levels shall be established in metres relative to Ordnance Datum, correct to two decimal places. Plans, sections and elevations will be annotated with spot heights as appropriate.

3.4.9 A full photographic record will be maintained, using a digital camera equipped with an image sensor of not less than 10 megapixels. 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. Output will be in TIFF/JPEG format. Digital records created as part of the project should comply with specific data standards (Historic England 2015).

3.4.10 Should features of potentially national importance and possibly of schedulable quality be observed, fieldwork will cease until the remains have been inspected by the Senior Archaeological Officer to KCC and the appropriate Historic England Regional Inspector of Ancient Monuments.

3.5 Finds

3.5.1 Finds will be treated and cleaned in accordance with the relevant guidance given the Chartered Institute for Archaeologists 'Standard and guidance for the collection, documentation, conservation and research of archaeological materials' (CIfA 2020b), excepting where they are superseded by statements made below.

3.5.2 All artefacts from excavated contexts will be retained and recorded by context, except those from features or deposits of obviously modern date. In such circumstances, sufficient artefacts will be retained in order to elucidate the date and/or function of the feature or deposit. Any earlier residual

artefacts of potential archaeological/historical value from modern features will be retained.

- 3.5.3 All finds and samples will be exposed, lifted, processed, cleaned, conserved, marked, bagged and boxed in accordance with the requirements of the suitable Kent Museum or similar repository and relevant United Kingdom Institute for Conservation (UKIC)'s conservation guidelines.
- 3.5.4 Any artefacts requiring conservation or specific storage conditions will be dealt with immediately in line with *First Aid for Finds* (Watkinson and Neal 1998).

3.6 Environmental Sampling

- 3.6.1 The development of an appropriate sampling strategy will depend upon the survival and condition of the deposits identified. If necessary the Historic England Regional Science Advisor will be consulted for site-specific guidance at the earliest possible opportunity. In general terms, it is anticipated that the following strategies will be followed.
- 3.6.2 Bulk environmental soil samples for plant macro-fossils, small animal and fish bones and other small artefacts will be taken from appropriate well-sealed and dated/datable archaeological deposits. The collection and processing of environmental samples will be undertaken in accordance with Historic England guidelines (Historic England 2011).
- 3.6.3 If industrial activity of any scale is detected, industrial samples and process residues will also be collected. Separate samples (c. 10 l) will be collected for micro-slugs (hammer-scale and spherical droplets).
- 3.6.4 The residues and sieved fractions of the bulk environmental soil samples will be recorded and retained with the project archive. For charred material, bulk samples of 40-60 litres in volume will be taken for processing by flotation. All samples will be floated on a 250-300 mm mesh and the heavy residues washed over a 0.5-1 mm mesh. The heavy residues will be scanned with a magnet to recover micro-slugs. A statement on the environmental potential of excavated deposits will be appended to the final report. Samples identified of further analysis will be fully processed.

3.7 Human Remains

- 3.7.1 In the unlikely event of discovery of any human remains, it is proposed that they will be left in situ, covered and protected until the Client, Coroner, and the Senior Archaeological Officer to KCC have been informed. Where groundworks will unavoidably disturb them they will be fully recorded, excavated and removed from the Site subject to compliance with the relevant Ministry of Justice Licence which will be obtained by the archaeological contractor under the Burial Act 1857.
- 3.7.2 Should it be necessary to excavate human remains, all excavation and post-excavation will be in

accordance with the standards set out in *ClfA Updated Guidelines to the Standards for Recording Human Remains* (Mitchell and Brickley 2017). The final placing of human remains following analysis will be subject to the requirements of the Ministry of Justice Licence.

3.8 Treasure

3.8.1 All finds identified in the Treasure Act (1996) and the Treasure (Designation) Order (2002) as being treasure will be recorded, removed to a safe place and reported to the local Finds Liaison Officer or Coroner according to the procedures relating to the Act. Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.

3.9 Report

3.9.1 Following the completion of the final fieldwork element, a full report setting out the results will be prepared and submitted to the Client who will submit the report to the Senior Archaeological Officer to KCC for approval.

3.9.2 If the watching brief has resulted in limited archaeological remains being, the report will be produced within four weeks of the completion of the watching brief. Should there be a delay, this would be communicated to the Senior Archaeological Officer to KCC.

3.9.3 If significant archaeological remains are recorded, then within three months of completion of the watching brief Ecus will undertake an assessment of the results and produce a more detailed report (see Appendix 1).

3.9.4 The report will be prepared in accordance with the guidance given in the *Chartered Institute for Archaeologist's Standards and guidance: archaeological watching brief* (2020a) except where superseded by the statements below.

3.9.5 The report will contain, at a minimum, the following:

- A non-technical summary;
- Introduction;
- Planning background including relevant references;
- Relevant historical and archaeological background;
- Geology and topography of each intervention;
- Research aims and objectives;

- Methodology of site-based and off-site work;
- Results of archaeological watching brief, including specialist reports where relevant;
- Plans, sections and photographs as appropriate;
- Assessment of the results against the original expectations;
- Statement of potential of the archaeology;
- Conclusions and if required recommendations for an appropriate mitigation strategy;
- Publication and dissemination proposals, if relevant at this stage;
- Archive details, including date of deposition and deposition statement;
- Bibliography;
- Acknowledgements;
- Detailed context index; and
- OASIS form.

3.9.6 Further details relating to reporting and what will be incorporated are included in Appendix 1. A KHER Monuments Report Form will also be included.

3.10 Dissemination

3.10.1 Once approved the report will be issued as a final document, and a hard copy and PDF (of PDF/A standard) will be submitted to the KHER for file within their HER within two months of completion.

3.10.2 Copies of the report will also be sent to the following audiences, followed by an email to the Senior Archaeological Officer to KCC providing written confirmation that this has been undertaken:

- Client;
- the Senior Archaeological Officer to KCC;
- the Local Planning Authority;
- Local History Society; and
- Project Archive.

3.10.3 If Ecus is required, contractually, to only submit reports directly to the Client, they will inform the Senior Archaeological Officer to KCC that the report has been completed and to whom it has been sent to.

- 3.10.4 Details of the Site will be submitted online to the OASIS (Online Access to the Index of Archaeological Investigations) database within two months of completion.
- 3.10.5 Publication of the results, at least to a summary level (to a relevant journal) and beyond if justified, shall take place in the year following the archaeological fieldwork.
- 3.10.6 If feasible and with Client approval, Ecus will engage with local stakeholders in order to disseminate the results of the work through community engagement events, social media and local and national press releases. Client confidentiality, archaeological integrity and health and safety will take precedent over any proposed events.

3.11 Archive

Physical Archive

- 3.11.1 The Site archive will include all project records and cultural material produced by the project and prepared in accordance with *Guidelines for the preparation of excavation archives for long-term storage* (UKIC 1990).
- 3.11.2 The Site archive will be deposited with a suitable Kent Museum or similar repository within six months of the completion of fieldwork, subject to any additional stages of archaeological mitigation. This will be agreed with the Senior Archaeological Officer to KCC.
- 3.11.3 Before work begins on Site the archaeological contractor will contact the landowner to endeavour to reach an agreement in principle regarding the deposition of finds.
- 3.11.4 A digital, paper and artefactual archive will be prepared, consisting of all primary written documents, plans, sections, photographs and electronic data arising from the archaeological monitoring in accordance to industry standards (ClfA 2020c). This will be offered to the relevant archive for deposition.
- 3.11.5 All artefacts and associated material will be cleaned, recorded properly stored and deposited in the archive (see above). If any specialist assessment and further analysis is required of artefactual or environmental material, an appropriate specialist will undertake the work. Full details of all appointed specialists will be provided to the Senior Archaeological Officer to KCC.
- 3.11.6 At the start of work (immediately before fieldwork commences) an OASIS online record (<http://ads.ahds.ac.uk/project/oasis/>) will be initiated and key fields completed on Details, Location and Creators forms. All parts of the OASIS online form will be completed for submission to the Kent Historic Environment Record / Archaeological Data Service (ADS). This will include an uploaded .pdf version of the assessment report and any subsequent reports (a paper copy will also be

included within the archive).

Digital Archive

3.11.7 If appropriate a digital archive will be deposited with the ADS and made publicly accessible. The digital archive must be compiled in accordance with the standards and requirements of the ADS, which may be accessed through the ADS website.

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4. Monitoring

4.1 Summary

- 4.1.1 Access will be permitted to the Senior Archaeologist to KCC to monitor any fieldwork, as well as the progress of any agreed post-fieldwork analysis and reporting programmes.
- 4.1.2 The work shall be carried out by appropriately qualified and experienced Ecus staff. Details of staff and their relevant experience will be discussed and agreed prior to the work being carried out. A minimum of one week's notice of the commencement of fieldwork will be given by the Ecus to the Senior Archaeologist to KCC in order that arrangements for monitoring the fieldwork may be made.
- 4.1.3 An Ecus project manager will be responsible for monitoring the works, on behalf of the Client, to ensure compliance with the agreed WSI. They will provide regular updates on progress to the to the Senior Archaeologist to KCC and the Client.
- 4.1.4 All work will be undertaken in accordance with sector standards and regulations and H&S policy and procedures (see Appendix 1).
- 4.1.5 In the event of the discovery of archaeological remains which are of a greater number or extent than anticipated, work will cease and the to the senior archaeologist and a representative of the Client will be notified. An assessment will be made of the importance of the remains and any provision for their recording or preservation in situ as appropriate.

5. Health & Safety Arrangements

5.1 General

- 5.1.1 Health and Safety considerations will be of paramount importance in conducting all fieldwork. Safe working practices will override archaeological considerations at all times.
- 5.1.2 All work will be carried out in accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety Regulations 1992, and all other relevant Health and Safety legislation, regulations and codes of practice in force at the time for the fieldwork.
- 5.1.3 A Risk Assessment and Method Statement (RAMS) for the work will be prepared prior to the commencement of fieldwork.
- 5.1.4 Full Personal Protective Equipment (PPE) will be worn by all archaeologists and monitoring visitors while on site and in line with Health & Safety requirements.
- 5.1.5 All archaeological staff and visitors attending site will attend an Ecus site induction.
- 5.1.6 Ecus will provide all relevant Risk Assessments, Method Statements and Health and Safety Plans to the Client as required.
- 5.1.7 The Client will be responsible for ensuring site access has been secured prior to the commencement of site works and that the perimeter is secure.
- 5.1.8 Ecus hold appropriate Employer's Liability and Public Liability Insurance.
- 5.1.9 All work equipment must be suitable for the purpose and in sound condition and be inspected, maintained and examined in line with the requirements of the Provision and Use of Work Equipment Regulations and if applicable the Lifting Operation and Lifting Equipment Regulations and any other applicable legislation. Inspection and maintenance records must be provided and those using it must be trained and competent to do so.
- 5.1.10 Health and safety must always take priority over archaeological matters. All archaeologists undertaking fieldwork (e.g. a site visit) must do so under a defined Health and Safety policy. Archaeologists undertaking fieldwork must observe safe working practices; the Health and Safety arrangements must be agreed and understood by all relevant parties before work commences. (CIfA 2020a).

6. Copyright

6.1 Paper and Digital Archive

- 6.1.1 The copyright and ownership of the paper and digital archive from the archaeological work will rest with the originating body (the archaeological organisation undertaking the work). The originating body will deposit the material with the recipient museum or repository on completion of the contracted works, whereupon and to whom they will transfer title and/or licence the use of the records.

6.2 Report

- 6.2.1 Full copyright of each report shall be retained by the originating body (the archaeological organisation undertaking the work) under the Copyright, Designs and Patents Act 1988 with all rights reserved, excepting that the Developer will be licensed: to use each report in all matters directly relating to the scheme; and to make each report available for public dissemination as part of the dissemination measures identified in section 3.10.

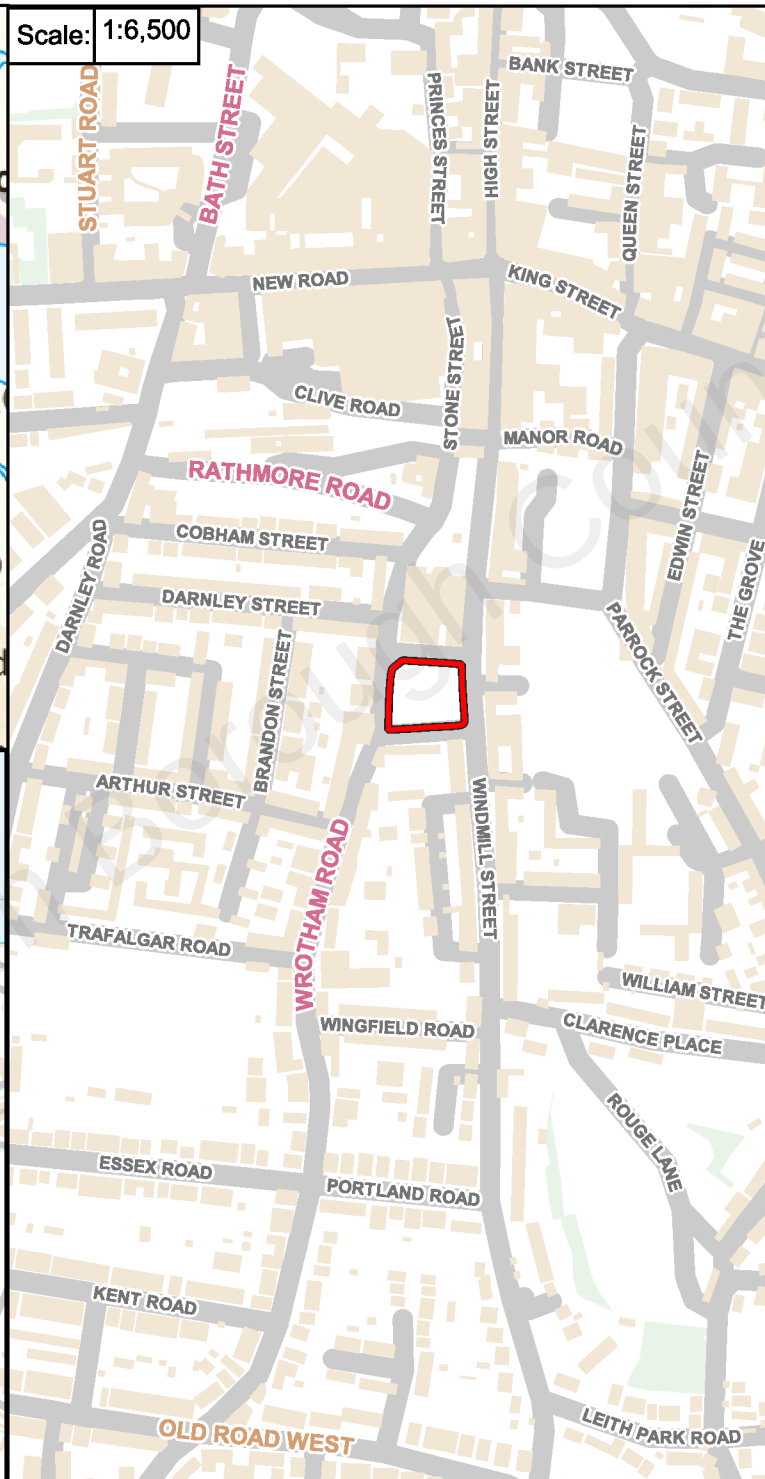
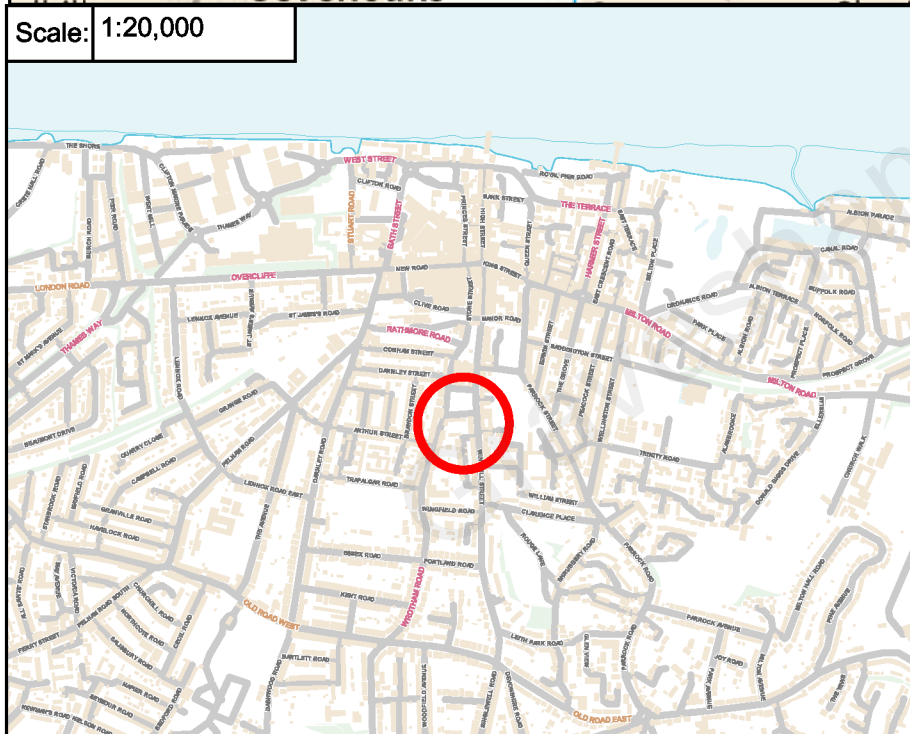
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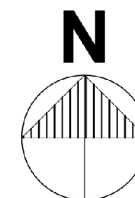
Figure 1: Site Location

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Key

 Site Location



Churchill Retirement Living

Former Police Station, 133
Windmill Street, Gravesend,
DA12 1DB - Written Scheme of
Investigation for Archaeological
Watching Brief

Figure 1: Site Location

• Unit 1 • Woodland Business Park • Coronation Road •
Basingstoke • RG21 4JX
• tel: 01256 224588 • www.ecusltd.co.uk

Appendix 1: KCC Watching Brief Specification

Gravesend Borough Council

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 ClfA 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.

4. 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.

7.10.13 A **Conclusion** with a summary of the archaeological results and how any archaeology observed relates to the development site. The effects of the development works on the archaeological remains should also be described. The report should highlight any areas of significant archaeological deposits that remain preserved within the development site. Particular note should be made of any variations in the depth of overburden covering any archaeological deposits revealed.

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

7.10.15 Figures / illustrations – The report should include sufficient illustrations to support descriptions and interpretations within the report text. Figures are to be fully cross-referenced within the document text. As a minimum the report should include the following figures:

- a site location plan tied into the Ordnance Survey at 1:1250 or in the case of larger sites at 1:2500. The plan should also include at least two National Grid points and show the site boundary;
- a plan at 1:100 or 1:200 showing the layout of the development groundworks clearly indicating the areas observed. The plan should show significant archaeological features, coloured by phases or period as related to the development site. Where possible, projection of archaeological features outside of the areas observed should be included on the plan. This plan should also include two National grid points;
- plans of the features revealed in each of the excavation areas at a larger scale e.g. 1:20 or 1:50; such plans are to also illustrate areas of

disturbance, change in subsoil and location of sections; The location of significant finds and samples taken should also be indicated;

- relevant section drawings and soil trench profiles as appropriate;
- illustrations and/or photographs of significant finds should be included where appropriate.

7.10.16 All report illustrations must be fully captioned and scale drawings must include a bar scale. Standard archaeological drawing conventions must be used. Plan and section illustrations must include the numbers of all contexts illustrated. North must be included on all plans and should be consistent. Sections must indicate the orientation of the section and the Ordnance Datum height of the section datum.

7.10.17 Black & White or Colour photographs should be included where appropriate to illustrate the archaeology of the site, the development operations or the range of soil profiles encountered. All photographs should be appropriately captioned.

7.11 The report will be submitted to the County Archaeologist in 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.

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

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

Gravesham Borough Council