



BROOK
ARCHAEOLOGY

**WRITTEN SCHEME OF INVESTIGATION
(WSI) FOR AN ARCHAEOLOGICAL
EVALUATION**

**Chalk Scout Group, Castle Lane,
Gravesend, Kent DA12 4TQ**



Chalk Scout Group, Castle Lane,
Gravesend - Evaluation

Written Scheme of Investigation

Report reference: BAL23-066

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WRITTEN SCHEME OF INVESTIGATION FOR AN ARCHAEOLOGICAL EVALUATION AT CHALK SCOUT GROUP, CASTLE LANE, GRAVESEND, KENT DA12 4TQ

Planning Reference: 20210514

NGR: TQ 6776 7282

BAL Site Code: CLG23-EV

Written Scheme of Investigation for an Archaeological Evaluation

Report prepared for Jamie Masters (client)

By Brook Archaeology Limited

7 November 2023

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Document Control

Component:	Name:	Date:
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Illustrations prepared by:	Brook Archaeology Limited	
Report edited by:		
Report reviewed by:		
Version no:	1.0	

1. Introduction

- 1.1. Brook Archaeology has been commissioned by Jamie Masters (client) to produce a written scheme of investigation (WSI) for an evaluation, consisting of three 25m x 1.8m trenches on land at the Chalk Scout Group, Castle Lane, Gravesend. The location is centered on NGR: TQ 6776 7282.
- 1.2. Planning permission was granted on 7th April 2022 for the demolition of the existing building and erection of two detached 3/4 bedroom chalet style bungalows.
- 1.3. The archaeological evaluation proposed in this document will establish the presence/ absence of archaeological remains within the development area and clarify the nature and significance of the archaeology. The results of this evaluation will inform Kent County Council Heritage Conservation (KCCHC) of the impact the development may have on the archaeological horizon and guide the decision for the potential for future mitigation.
- 1.4. This document outlines the overall project design including the aims and requirements of the proposed evaluation and conforms to MoRPHE guidelines (Historic England 2015). The WSI sets out a methodology for following best practice procedures as set out by Historic England and CIFA (2014a). It should be noted that any further works, such as watching briefs or excavation, if deemed necessary by KCCHC following the results of the evaluation, will need to have separate written specifications.
- 1.5. This WSI will be forwarded to the client. The WSI and all subsequent reports will be submitted by the applicant to the LPA for discharging of the relevant planning condition (in this case the WSI submission will allow for condition 6 part (i) to be discharged. The reports will be submitted to KCC and archived to the local archaeological society or another suitable custodian for access and dissemination. The client and KCCHC will be immediately consulted if any significant finds are made during the excavations.

2. Location, Topography, and Geology

- 2.1. The Proposed Development Site (PDS) is located at the east of the village of Chalk in the Civil Parish of Shorne in the district of Gravesham. The village of Chalk lies approximately 3.3km to the east of the centre of the town of Gravesend and merges with its eastern boundary. The PDS lies approximately 750m east of the centre of Chalk village on the eastern edge of the residential development of the village. The PDS is located 1.5km south of the bank of the Thames estuary and is bounded on the east and south by arable land, A226 (Rochester Road)

runs east – west . It lies on the west side of Castle Lane and is the former site of the Chalk Scout Group.

- 2.2. The PDS does not lie within a conservation area and there are no historic parks and gardens or scheduled ancient monuments within the study area
- 2.3. The PDS is on top of bedrock geology of Lewes Nodular Chalk Formation, Seaford Chalk Formation and Newhaven Chalk Formation - Chalk. Sedimentary bedrock formed between 93.9 and 72.1 million years ago during the Cretaceous period. There is no superficial geology recorded at the location on the BGS survey. However, a geoarchaeological transect (13) conducted by Oxford Archaeology 150m – 170m north east of the site revealed “coarse chalky flint gravel/rubble” overlaying the chalk geology in the higher ground and recorded evaluation trenching carried out by Oxford Archaeology immediately to the east and north east of the PDS revealed occasional deposits of colluvium over the natural white chalk sealed by plough soil. Two dry river beds run to the west of the site and a significant dry valley to the north east of the field directly east of the PDS. The slope down from the PDS towards the Thames has resulted in significant colluvial activity which has carried archaeological features and redeposited them out of context and altered the sequence in some cases.
- 2.4. The PDS is relatively level, with the site boundary at a consistent 17m (+/- 1m) aOD. The topography slopes down towards the River Thames floodplain north of the site.

3. Archaeological and Historical Background

- 3.1. The following is a summary of the known archaeological and heritage assets recorded on the Historic Environment Record (HER) within a 1km radius of the development area. A full contextualized background will be provided in the final evaluation report. This section is to inform the archaeological contractor on site of the potential archaeology that may be encountered during the project.
- 3.2. The PDS lies within a multi-period archaeological landscape. There have been discoveries within a 500m radius of the PDS ranging from the prehistoric to Post-Medieval periods. The PDS is located within the Post 1810 settlement (general) historic land classification.
- 3.3. In addition to the assets recorded on the Historic Environment Record, recent investigations carried out as part of the Rapid Coastal Zone Assessment Survey, Hoo Peninsula, North Kent Coast, Thames Estuary: 45 A Palaeoenvironmental Review of the Development of the Peninsula, Hoo Peninsula Historic Landscape Project and Lower Thames Crossing archaeological evaluations. There is an abundance of further evidence of multi period settlement within the

study area which would be impossible to cover in full In this document. Therefore, this section will focus on the area immediately surrounding the PDS and the potential for archaeological remains to the PDS.

- 3.4. Castle Lane takes its name from the Lisle Castle Public House which was previously named the Horseshoe and Castle, the earliest reference of which is from 1668, when the road was named Prettywick Lane, later Petticoat Lane. The pub was located on the corner of Castle Lane and Rochester Road and was rebuilt some time in its history. It was situated directly south of the PDS and was destroyed during an air raid in 1940 after which a residential detached dwelling was built in its place. The first edition Ordnance Survey displays evidence of a structure at the PDS which is referred to in the KCCHC consultation as a 19th century dwelling (**Figure 6**).

- 3.5. Below is an assessment of the archaeological potential by period:

Prehistoric – An archaeological evaluation conducted by Oxford Archaeology as part of the Lower Thames Crossing investigations (HE, 2021) revealed colluvial deposits in several dry valleys in the north of the field to the east of the PDS which contained artefacts and features likely to have been of possible Mesolithic early Neolithic date (NH, 2022 p. 93). Sherds of a Bronze Age globular urn were found in a ditch in the centre of this field and in several ring ditches excavated in the field south of Rochester Road. A potential Bronze Age ring ditch listed on the HER (TQ 67 SE 91) has been ground-truthed and is confirmed to be of Early Bronze Age date. At the southern end of the field within an area from Rochester Road to 250m north, possible field boundary ditches and pits were revealed which contained EBA/LIA and LIA/Roman pottery as well as struck flint, animal bones, oyster shells and slag (NH, 2022, pp. 91-95).

Roman – There is evidence of substantial Roman activity in the study area and beyond. Immediately north west of the PDS, during the construction of the Readers housing estate in the 1960s, a ‘substantial’ Roman building (TQ 67 SE 15) was revealed and excavated with subsequent recording and reporting by the Ministry of Works. The building was identified as a bath house originally with a date likely to be from the second century AD and destroyed by a fire in the third century. Subsequently the building was substantially altered and it is thought the building may have served another function and been an outbuilding for a larger villa. The remains are now built over and nothing is visible above ground. The evidence of this building along with a burial 140m north west of the building dated to the 2nd century AD and a Romano British settlement associated with tile making (TQ 67 SE 8) located just outside the study area 800m north west of the PDS indicate the **moderate/high** possibility of Roman remains being present in the area of the PDS.

Post-Medieval - Approximately 400m north west of the PDS lies a grade II listed 15th/16th century timber-framed building, possibly a hall house, named Readers (TQ 67 SE 1113). There



was a Post-Medieval farmstead directly north of Readers (MKE84363) of which only the courtyard remains, the buildings having been completely demolished. The OS First Edition map of the PDS shows a building directly west of the location of the scout headquarters which is no longer there. There is a possibility that remains of the buildings listed on the OS 1st edition map may be present at the site.

Modern – Three assets associated with World War II are located within the study area located at the sides of the road running directly south of the PDS. One of these (TQ 67 SE 1214) was the headquarters during the war of the 12 Light anti-aircraft Regiment RA and the building and grounds are extant. There is a potential therefore for archaeological remains associated with defences during WWII to be present on the site.

The PDS has been truncated during the building of the scout headquarters and associated ground works. The site has been levelled by digging into the chalk to the east of the PDS by up to five metres (to be verified). The site is relatively level with the road to the west of the PDS, therefore the soil horizons and earlier structures may remain. The activity revealed during the evaluation trenching in the field east of the site suggest that there is a **moderate/high** possibility of finding remains relating to the Prehistoric/Roman and early medieval periods and possible field boundaries from the Medieval/Post-Medieval periods. Many features originally present at the location may have been compromised by colluvial action, the building of the structures, tree plantation as indicated on the OS map (**Figure 6**) and the surfacing of the hard-standing area and road layout to the west of the site.

Reference	Description	MonType	Period
TQ 67 SE 91	Curvilinear enclosed settlement - cropmark	ENCLOSED SETTLEMENT; BARROW?; PIT	Bronze Age
TQ 67 SE 92	Ring-ditch - poss. round barrow; pit - cropmarks	ROUND BARROW; PIT	Bronze Age
TQ 67 SE 15	Chalk Roman villa	DITCH; INHUMATION; PIT; VILLA; BATHS	Early Iron Age to Roman
TQ 67 SE 18	Romano-British burial found AD 1959	BURIAL	Roman
TQ 67 SE 44	Roman beaker	FINDSPOT	Roman
TQ 67 SE 1114	READERS	SITE; TIMBER FRAMED HOUSE; HALL HOUSE; HOUSE	Medieval to Modern



MKE84363	Yard north of Readers	FARMSTEAD	Post Medieval
TQ 67 SE 1214	Polperro' Second World War, anti-aircraft headquarters, Rochester Road, Chalk	ANTI AIRCRAFT OPERATIONS ROOM	Modern
TQ 67 SE 1158	Chalk Second World War Defended Locality DL20	FORTIFICATION	Modern
TQ 67 SE 1148	Rochester Road Second World War Police Telephone Box, Chalk, Nr. Gravesend	CIVIL DEFENCE SITE	Modern
TQ 67 SE 1161	Lower Higham Road Second World War road block, Chalk	ROADBLOCK	Modern
TQ 67 SE 385	Possible round barrow seen in aerial photographs	ROUND BARROW	Unknown
TQ 67 SE 79	Pits, Cropmark	PIT	Unknown
MKE113306	hoard	FINDSPOT	Unknown

Table 1: HER Assets listed in the study area

4. Planning Background

- 4.1. A planning application 20210514 was originally submitted to Gravesham Borough Council (GBC) on 26th April 2021 for the demolition of the existing building and erection of two detached 3/4 bedroom chalet style bungalows at Chalk Scout Group, Castle Lane, Gravesend, Kent. Following consultation with KCC Heritage Conservation (KCCHC), who provide an advisory service to GBC, it was recommended in May 2021 that an archaeological condition (6) be placed on any forthcoming consent due to the area having multi-period archaeological potential and the site being the location of a former dwelling in the 19th century.
- 4.2. This document will form the written specification stating the aims and methodology of the initial evaluation phase of the archaeological investigations, based upon the KCC specification for trial trenching (**Appendix 2**).

5. Guidance

- 5.1. Guidance during the preparation of this document and the fieldwork and post-excavation work, the following guidance documents will be referred to, where relevant:
 - Conservation Principles, Policies and Guidance (EH 2008)
 - Management of Research Projects in the Historic Environment (EH 2006a)



- Management of Research Projects in the Historic Environment (MoRPHE) Technical Guide 1 Digital
- Archiving and Digital Dissemination (EH 2006b)
- Environment Archaeology: A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation (Second Edition) (EH 2011)
- Standard and guidance for archaeological excavation (ClfA 2014a)
- Standard and guidance for archaeological field evaluation (ClfA 2020a)
- Standard and guidance for the collection, documentation, conservation and research of archaeological materials (ClfA 2014b)
- Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (ClfA 2020b)

5.2. The evaluation will be carried out according to the method and practices outlined in the KCC *Manual of specifications Part B: Evaluation – trial trenching requirements* (**Appendix 2**)

6. Aims & Objectives

6.1. The general aims of this evaluation are:

- **To establish whether there are any significant archaeological deposits at the site that may be affected by the proposed development.**
- **To ascertain the extent, depth below ground surface, depth of deposit, character, date, significance and condition of any archaeological remains on the site.**
- **To establish the extent to which previous developments and/or other processes have affected archaeological deposits at the site.**
- **To establish the key likely impact on archaeological deposits of the proposed development**
- **To record soil levels, deposit levels and soil horizons to help establish the impact of past events**

6.2. The general objectives of this development project are:

- **To establish the date, character, and condition of any archaeological remains.**
- **To contribute to our understanding of the development of Hythe during the Medieval/Post-Medieval periods**
- **To assess the survival level of archaeological remains within the development area and understand how the future development may impact them.**
- **To place the results into context within the wider archaeological and historical landscape.**

- To contribute to the Regional Southeast Research Framework where possible
- To ensure there is a permanent record of the work undertaken deposited with the local Historic Environment Record (HER) and made available online.
- To ensure all work is undertaken in compliance with the Code of Conduct of the Chartered Institute for Archaeologists (CIfA) (2019) and relevant Historic England and CIfA standards and guidance.
- To ensure the results of the work are appropriately reported and disseminated
- To ensure compliance with the WSI (this document)

A specific objective of the development project is to establish if associated Roman/Early Medieval remains, related to known sites within close vicinity of the site, could extend into and survive in the development area and to identify archaeological remains by which to establish the nature and extent of any structures identified at the PDS in historical maps.

7. Fieldwork Methods

- 7.1. All work will be undertaken following the methods set out within this WSI, according to best practice as set out by CIfA. Any significant variation on these methods will be agreed upon with the Client, Folkestone and Hythe District Council and KCCHC before excavation. A RAMS (Risk Assessment and Method Statement) will be produced prior to the commencement of the archaeological fieldwork.

Machine excavation of trenches

- 7.2. The evaluation will comprise of three 25m x 1.8m trenches that target the proposed groundwork area. Trench locations are shown in **Figure 5**. The senior archaeological officer at KCCH will be notified one week in advance of start of works.
- 7.3. Prior to the excavation of the trenches the archaeological contractor will agree on appropriate fencing and site security with the developer/ landowner.
- 7.4. The trenches will be excavated using a tracked 360 excavator and a toothless ditching bucket. Overburden will be reduced in spits of no more than 200mm until either the archaeological horizon or the natural geology whichever is encountered first. Machine excavation will be supervised at all times by a suitably qualified archaeologist, who will also will also monitor machined overburden for finds retrieval.

- 7.5. Spoil generated during the machine excavation of the trenches will be stored alongside the trenches with topsoil and subsoil being separated to allow for sequential reinstatement once the trenches have been signed off by KCCHC.
- 7.6. Where necessary features or areas will be hand cleaned.
- 7.7. Trench locations will be scanned with a CAT4 depth locator prior to excavation to identify the presence unknown live services.

Setting out the excavation areas

- 7.8. The excavation areas will be set out according to the plans (**Figure 5**). Locations will be recorded using GNSS.
- 7.9. There will be an allowance for C.10m of contingency trenching which will be used if on-site constraints are identified during the fieldwork. KCCHC will be promptly notified of any major deviance from the agreed trench layout.

Excavation

- 7.10. Prior to the hand excavation the archaeological features will be mapped using GNSS, if an unexpected number of features/ complexity of features are encountered then the archaeological contractor will discuss with KCCHC a strategy for excavating a sample of the features, in order to still fulfil the aims and objectives of the evaluation but not be intrusive of any potential future phases of archaeological mitigation.
- 7.11. Archaeological features identified during the evaluation will be hand excavated following the proposed strategy:
- Pits and postholes will be 50% excavated, unless particularly deep where they may be excavated in quadrants.
 - 10% of the length of linear features will be excavated (linear interventions will be at least 1m in width where possible), if terminal ends are encountered these will be excavated.
 - Interventions, where necessary, will be placed to ascertain stratigraphic relationships between features.
 - If complex deposits, structures, burials etc. are encountered the archaeological contractor will discuss with KCCHC the viability of preserving these until later archaeological mitigation phases.

- 7.12. Archaeological features will be hand excavated unless machine excavation is necessary and agreed with KCCHC.
- 7.13. Where interventions may be particularly deep the archaeological contractor will ensure stepping of section or trench sides to allow for safe entry and to prevent collapse. Ideally deeper features and deposits will be investigated with a hand auger prior to stepping the feature.
- 7.14. It should be noted that poor weather conditions may temporarily halt or slow work on site. Provisions will be made to protect/ cover exposed archaeological features is determined necessary.

8. Recording

- 8.1. All site recording will be undertaken in accordance with the methodology stated in the KCC Part B Specification for trial trenching (Appendix 2). The archive will comprise of survey, drawn, written and photographic data.
- 8.2. A register of all trenches, including features, drawings, photographs and small finds will be kept during the duration of the project and may be made available to KCCHC at request.
- 8.3. All excavation areas will be assigned a trench number before excavation. Each context will be recorded on proforma records, which should include the following minimum details: character; contextual relationships; detailed description (dimensions and shape; soil components, colour, texture and consistency); associated finds; interpretation and phasing as well as cross-references to the drawn, photographic and finds registers. Each context will be recorded on an individual record and a Harris Matrix will be compiled during the course of the project.
- 8.4. Archaeological features will be recorded in plan at a scale of 1:20 and accurately located to the National Grid via GNSS. If necessary larger features may be planned at a scale of 1:50. Sections will be drawn at a scale of 1:10 through all significant cut features and levelled to ordnance datum. All drawings will be labelled with site code, drawing number, scale, relevant keys and will be entered into a drawing register.
- 8.5. A digital photographic record will be maintained throughout the investigation, to include:
- site prior to fieldwork,



- site during work, including working shots and specific stages of fieldwork,
- the layout of any archaeological features, including plans and section of interventions (photos of interventions should include a scale, north arrow and photo board displaying the relevant context numbers).
- site following backfilling

9. Survey

- 9.1. All excavated areas and features will be surveyed using a South GNSS connected to a corrections service.

10. Finds

- 10.1. All stratified finds will be retained and recorded, though finds of a clearly modern origin will not be retained but recorded if important to the site narrative. All finds will be marked with context numbers and site code.

- 10.2. Unstratified finds will only be collected were they to contribute significantly to the project objectives or be of intrinsic value.

10.3. Small Finds

All small finds will be initially retained and bagged by context or spit for assessment at the post-fieldwork stage. Small finds will be handled, packed and stored following the guidelines in First Aid for Finds (Watkinson and Neal 1998). If finds of 'treasure' are uncovered, the local Coroner will be informed, and the correct procedures will be followed as outlined under the Treasure Act 1996.

The location of stratified small finds will be recorded using GNSS.

10.4. Treasure

Finds of "treasure" will be reported under the Treasure Act procedures. Upon discovering any treasure as defined by the Treasure Act 1996 and the Treasure (Designation) (Amendment) Order 2023, the Portable Antiquities Scheme (PAS) and the landowner will be notified immediately. All information required by the Treasure Act (finder, location, material, date, associated items, etc.) will be reported to the PAS, who will discuss the treasure with the landowner.

10.5. **Human Remains**

If human remains are uncovered, including evidence of cremations, these will be initially left in situ, protected and covered from view. Should removal of the remains be deemed necessary, a licence will be obtained from the Ministry of Justice (MoJ) before excavation proceeds. Exhumation of human remains will proceed following the MoJ licence and all health and safety regulations and guidance.

10.6. **Conservation and Sampling**

Provision should be made within the contingency for conservation (lifting and treatment) of fragile objects and collecting and analysing environmental and scientific (including dating) samples. Environmental sampling is to be carried out under a strategy that is related to the project objectives and in accordance Historic England's (2011) guidance.

If deemed necessary bulk samples ranging between 40-60L (or 100% is less is available) will be retained from suitable deposits for flotation processing to identify mineralised plant remains, charcoal and smaller finds. If waterlogged deposit samples/ specialist environmental samples are required to be taken the archaeological contractor will agree with KCCHC a suitable sampling strategy which may require guidance from external environmental/ geological specialists. Samples will be labelled with a site code, context numbers, samples numbers and will be entered into an environmental sample register that forms part of the archive. **Dana Goodburn-Brown** will carry out conservation work on behalf of Brook Archaeology.

10.7. **Contingency Fund**

The client should consider the nature of possible "unexpected discoveries" and the likely impact of the development upon them. Arrangements should include the demarcation of the area for excavation, the period of temporary cessation of construction works within this area and the resources (expressed in person-days, specialist input etc.) available to undertake the excavation. Brook Archaeology's terms and conditions contain details of the charging structure.

10.8. **Monitoring**

The archaeological contractor will closely liaise with the county archaeological officer at KCCHC throughout the project and will provide progress updates where necessary.

Once excavation and recording of the trenches has been completed the archaeological contractor will contact KCCHC to arrange the opportunity of an on-site meeting to discuss the initial assessment of the results, if reinstatement of the trenches can begin or further work

during the evaluation phase is required.

10.9. **Post-excavation Methods and Reporting**

The archive will be maintained and consolidated on-site. All written and drawn records from the excavation collated, checked for consistency and stratigraphic relationships. Preliminary phasing of the site will be based on recorded stratigraphic relationships on context sheets, site drawings, pottery spot-dates, and other relevant information. All site recording should be undertaken in accordance with the methodology outlined in KCC Part B Specification for trial trenching (Appendix 2). A draft copy of the report will be provided to KCCHC for comment, once approved the report will then be submitted to the LPA and HER.

10.10. **Finds Evidence**

All retained finds will be washed, weighed, counted, and identified on-site. They will be recorded to a level appropriate to the aims and objectives of the excavation. Artefacts and other finds will be suitably bagged and boxed following the standards of the ClfA.

10.11. **Pottery**

Pottery from the Prehistoric – Early Medieval periods will be analysed by **Paul Hart** of the Trust for Thanet Archaeology. Finds from later periods will be analysed by **Dr Elizabeth Blanning**.

11. **Reporting**

11.1. Following fieldwork, the assessment of stratigraphic, artefactual and ecofactual evidence report will be submitted to as a minimum; the developer, the county archaeologist at KCCHC, the local planning authority and the HER, with a full OASIS entry. The report will include:

- Non-technical summary
- Project background
- Archaeological and historical context
- Aims and objectives
- Methods
- Results – stratigraphic, finds and environmental;
- Statement of potential – of the stratigraphic, finds and environmental data – the extent to which the archive might be able to meet the original aims and research objectives of the project

- Updated Project Design, including a summary of recommendations for any further analyses and updated project aims, with proposals for any publication (including a task list scheduling the personnel and resources required for analyses)
- Archive preparation and deposition arrangements
- Appendices
- Illustrations
- References

12. Archive Storage and Curation

- 12.1. It is recommended that any significant project archive resulting from the excavation is deposited with the local archaeological society, a suitable Kent museum or the Kent Archaeological Society. The complete archive will include paper records, graphics, artefacts and digital data, which will be prepared following the standard conditions for the acceptance of excavated archaeological material by Museums and following nationally recommended guidelines (Historic England, 2015).
- 12.2. The archaeological material and paper archive produced during the project will be stored by Brook Archaeology until transfer to a museum is arranged. If the landowner wishes to retain items produced during the evaluation, said items will be extensively drawn and photographed, identified, documented and catalogued in order to preserve the integrity of the archive once it is deposited to a museum.

13. Health & Safety

- 13.1. All projects must be carried out following safe working practices in accordance with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. Health and safety will take precedence over archaeological considerations.
- 13.2. Risk Assessments will be carried out for the investigation and compiled into a Risk Assessment and Methods Statement (RAMS) that will take into consideration site specific risks.

14. Personnel

- 14.1. The fieldwork will be directed and supervised by experienced archaeologists with track records in professional archaeology and ClfA certified organisations. The archaeological contractor holds the overall responsibility for the investigation and post-excavation activities:

- **Fred Birkbeck** is a qualified archaeologist. He runs the project management at Brook Archaeology Limited. Fred was formerly the Brand and Communication Manager at the Kent Archaeological Society and subsequently Fund Raiser. Fred has worked extensively on project management, fieldwork and report writing for developments in Kent and the South East
- **Contractors** - when appropriate, suitably qualified specialists and sub-contractors will be appointed. These sub-contractors will be suitably qualified and experienced for their project roles, and employed in line with relevant legislation and ClfA regulations

15. Insurance

- 15.1. The work undertaken at Land to the rear of High Street, Hythe, as described in this Written Scheme of Investigation, will be covered by Brook Archaeology Limited Archaeologists and Heritage Combined Policy (Policy No. UN/001786) and Professional Indemnity Insurance (Policy Ref: RG BDX 7059494/TG0315) with Towergate Insurance Brokers

16. Sources Consulted

16.1. References

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Gollop A. (2004), *Archaeological Watching Brief of land at Hythe Forge, Chapel Street, Hythe, Kent (2004/201)*

Highways England, 2021, *Lower Thames Crossing Archaeological Evaluation Report for Trial Trenching of Land Parcels 71, 72 and 75 Land east of Gravesend and either side of the A226, Chalk, Kent*, Highways England Company Limited

Historic England, 2015, *Management of Research Projects in the Historic Environment: the MoRPHE project managers' guide*. Swindon, Historic England

Johnston D. E., Arthur J. R. B., Metcalfe C. R., Eastham A., Morgan G. C., Woodhead A. G., Reece R and Lowther A. W. G., 1972, A Roman Building at Chalk, near Gravesend, *Britannia*, Vol3 pp112-148, Society for the Promotion of Roman Studies

KCC Manual of specifications Part B: Evaluation – trial trenching requirements

16.2. **Maps**

KCC Heritage, 2021,

Google Earth, 2021

OSGB Crown Copyright 2023

Appendix 1 – Figures

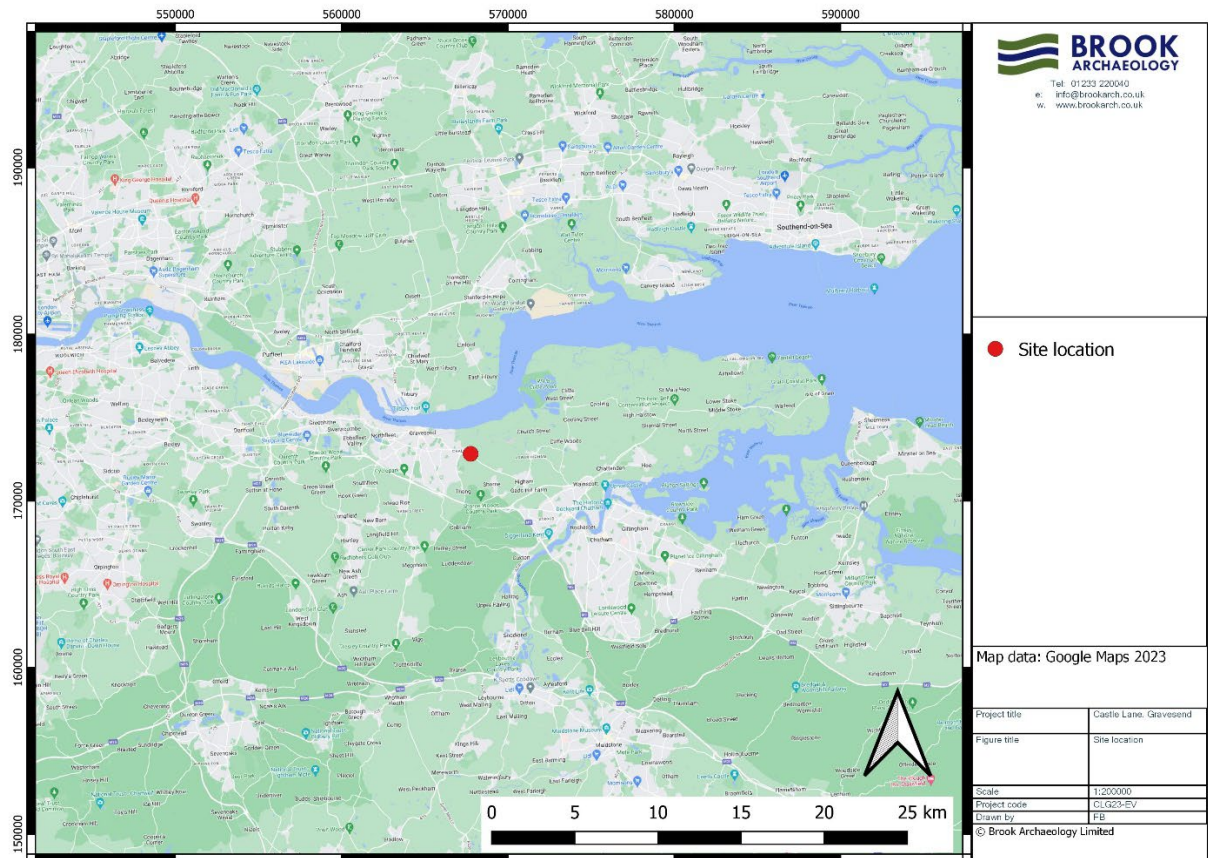


Figure 1: CLG23-EV PDS Location 1:200000

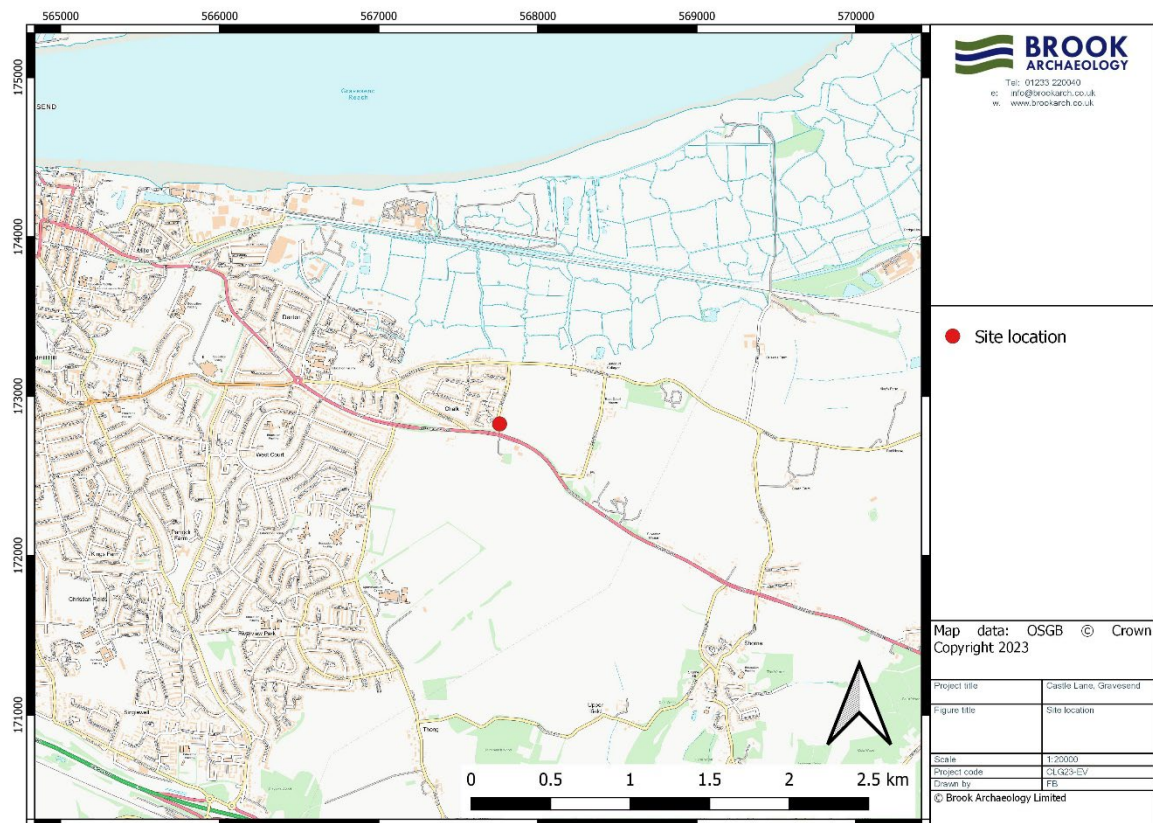


Figure 2: CLG23-EV PDS Location 1:20000

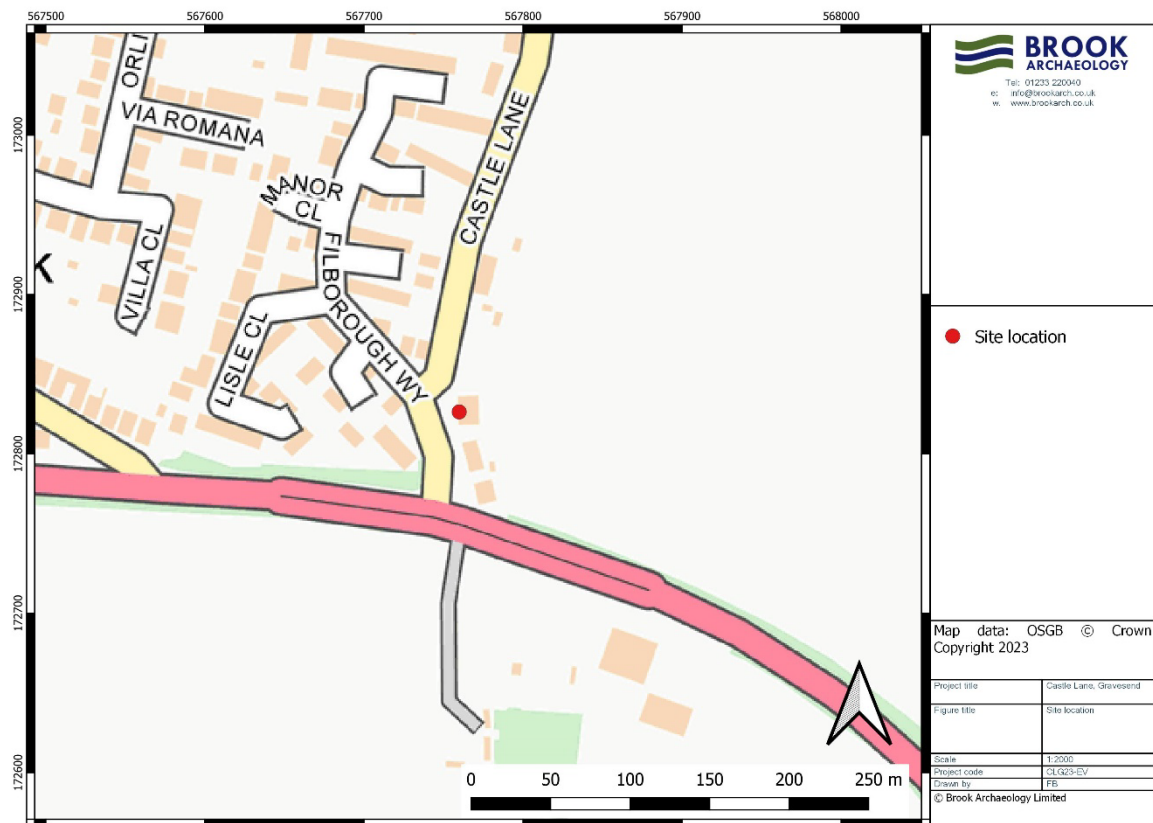


Figure 3: CLG23-EV PDS Location 1:2000



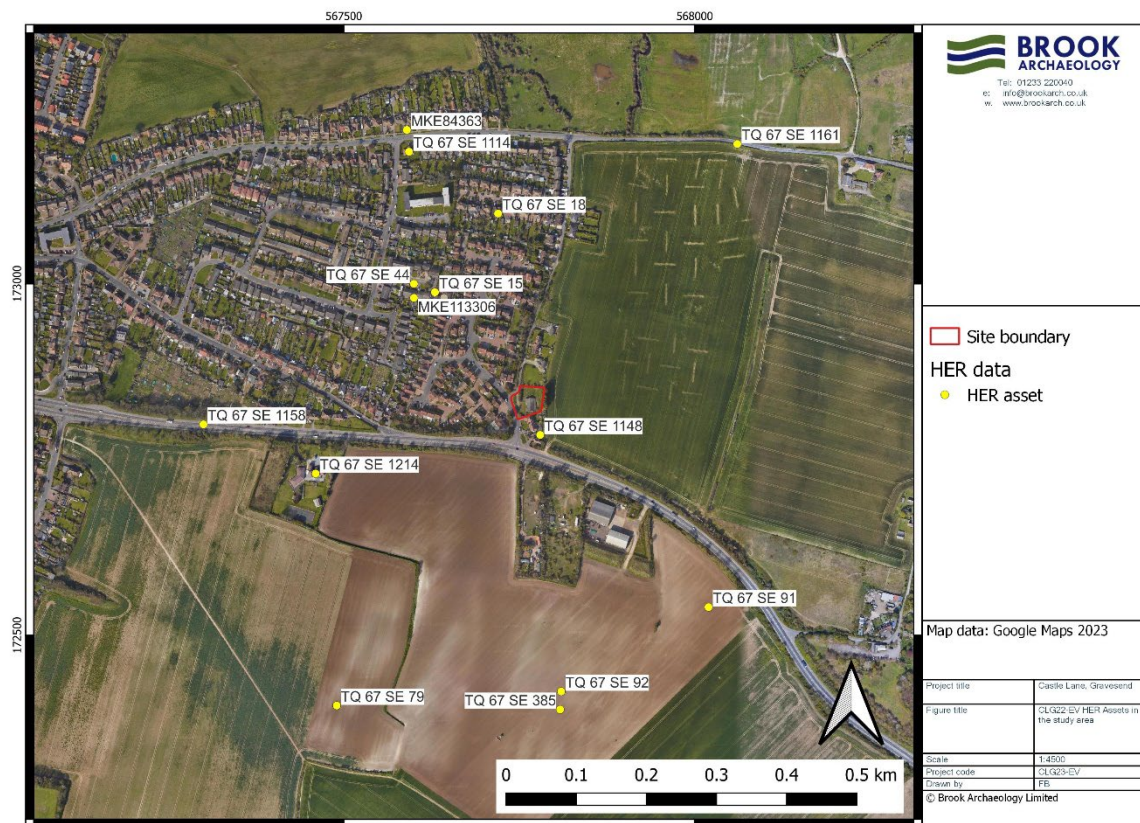


Figure 4: CLG23-EV HER Assets within the study area – KCC Heritage Conservation

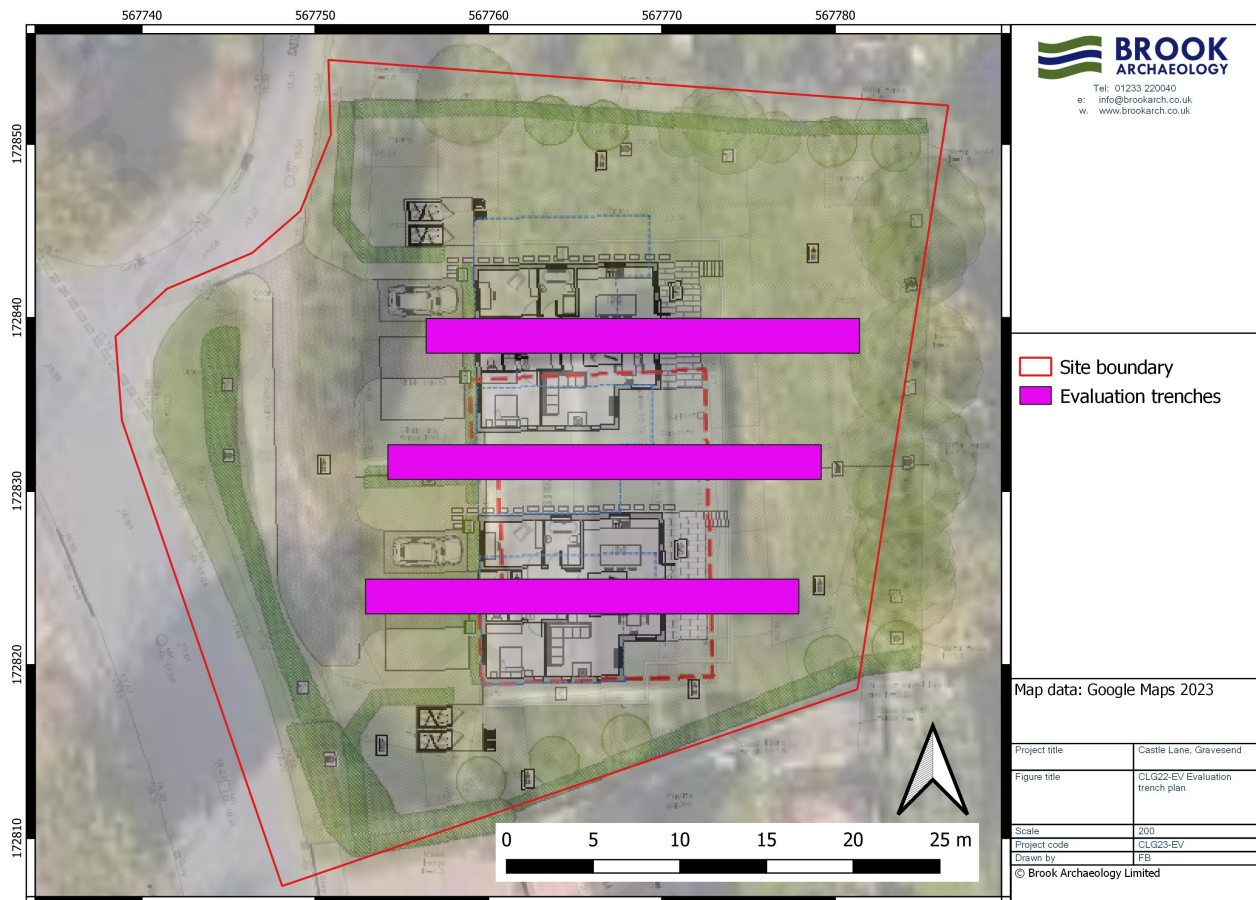


Figure 5: CLG23-EV Evaluation trench plan





Figure 6: CLG23-EV Evaluation trench plan on 1st Ed. OS map

EVALUATION – TRIAL TRENCHING REQUIREMENTS**1. Introduction**

- 1.1 Archaeological trial trenching involves the sampling of a site to determine whether archaeological remains are present and if so, to assess their character, extent, date, condition and potential importance. Trial trenching will aim to determine, as far as is practicable and without comprising the integrity of important archaeological deposits, the full stratigraphic sequence at the site, including information on the 'natural' substrate and soil conditions.

2. General Requirements

- 2.1 Trial trenching will be carried out by archaeological organisations (from here on referred to as 'the Archaeological Contractor') acceptable to the relevant Local Planning Authority, with recognised experience and expertise in the specified type of work to be undertaken. Registration with the Institute of Field Archaeologists (IFA) as a Registered Archaeological Organisation (RAO) will normally be considered as an indicator, but not a prerequisite, of such expertise and experience. A good working knowledge of the archaeology of Kent will also be considered highly desirable.
- 2.2 Prior to any work being undertaken the Archaeological Contractor will inform the County Archaeologist and communicate details of the proposed team, including (if required) CVs for senior staff and specialists. Senior staff and specialists will need to demonstrate an appropriate level of experience and expertise and should preferably be, where appropriate, Members of the Institute of Field Archaeologists (IFA).
- 2.3 Prior to undertaking the trial trenching the Archaeological Contractor will need to demonstrate that the necessary resources are in place to undertake the work, through to reporting. The Archaeological Contractor will have available appropriate specialists necessary to support the successful completion of the archaeological fieldwork and post-excavation work.
- 2.4 The work will be supervised on site at all times by a member of staff with the required level of experience and who will be responsible for the conduct of on-site work.

3. Pre-site Requirements

- 3.1 Prior to undertaking trial trenching the Archaeological Contractor will have gathered and considered the following information:
- Relevant information on the County Historic Environment Record (HER) held by Kent County Council and maintained by the Heritage Conservation Team;
 - Any earlier reports of fieldwork relevant to the site;

- Solid and drift geology;
- Geotechnical site investigation data (if available);
- Any desk-based studies of the site.

3.2 In certain circumstances the following will also be considered:

- Relevant published secondary sources
- Relevant historic maps held at the Centre for Kentish Studies
- Aerial photographs where cropmarks are considered to indicate archaeology on or close to the site.

3.3 The Archaeological Contractor will ensure that all reasonable measures have been taken to identify any constraints to undertaking the evaluation trenching. The Archaeological Contractor will seek information on the presence of services, any ecological constraints, the presence of Public Rights of Way, the presence of contaminated land or any other risks to health and safety.

3.4 The Archaeological Contractor will make provisional arrangements for the deposition of the site archive with an appropriate museum or suitable repository agreed with the County Archaeologist. The Archaeological Contractor will obtain a provisional accession number for the site archive from the recipient museum (except where the museum prefers to issue an accession number following completion of fieldwork) and any guidelines from the recipient museum regarding deposition of the site archive.

3.5 Full copies of the Specification must be issued to the field officer responsible for on-site work and a copy of the agreed Specification and any additional method statements must be available on site at all times. The team carrying out the trial trenching must be familiar with the Specification and have access on site to any previous evaluation or survey reports.

3.6 The Archaeological Contractor will inform the County Archaeologist of the start date of the work (at least five working days before) and arrange for monitoring visits to be undertaken, using the Site Fieldwork Notification Form (see Appendix II). The Archaeological Contractor will continue to keep the County Archaeologist informed of the progress of work and will notify the County Archaeologist immediately if particularly important archaeological remains are encountered.

4. Objectives

4.1 The purpose of the evaluation is to establish whether there are any significant archaeological deposits at the site that may be affected by the proposed development.

4.2 The evaluation is thus to
a) ascertain the extent, depth below ground surface, depth of deposit, character, date, significance and condition of any archaeological remains on site;

- b) establish the extent to which previous development and/or other processes have affected archaeological deposits at the site; and
- c) establish the likely impact on archaeological deposits of the proposed development.

5. Scope of trial trenching

- 5.1 The layout and number of trenches excavated will be in accordance with the Specification, details of which are given in Part A. Any amendment to trench design due to on-site constraints will be agreed with the County Archaeologist in advance of the work being undertaken.
- 5.2 Particular issues that will be addressed by the evaluation are set out in part A of this specification.

6. Machine and Hand Excavations

- 6.1 All machine excavation of trial trenches will be carried out under constant archaeological direction by a suitably experienced archaeologist familiar with the ground conditions anticipated on the investigation site.
- 6.2 Machine excavation of trial trenches will be undertaken by a mechanical excavator using a flat-bladed bucket. No mechanical excavators, earthmoving or other vehicles will travel within any excavated trench until it has been signed off by the County Archaeologist or specific agreement has been reached to enable re-stripping.
- 6.3 The Archaeological Contractor will maintain a constant watch and closely inspect on an ongoing basis surfaces exposed during the course of machining. Surfaces will be maintained clear of loose spoil.
- 6.4 Subject to additional requirements of the landowner or client, turf, topsoil and other distinct deposits will be stored separately and at least 1 metre from the edge of the evaluation trench.
- 6.5 Machine-excavated deposits and the exposed surface will be regularly scanned for the presence and collection of artefacts. Exposed surfaces and excavated spoil will be scanned by metal detector.
- 6.6 The excavation by machine is to be taken down to the top of any significant archaeological level or to the top of 'natural' subsoil where no archaeological deposits have been found at a higher level. In the event of significant archaeological deposits being encountered the County Archaeologist is to be informed immediately. Some further limited excavation may be required to clarify the nature, character and date of the archaeological deposits but the primary objective is to establish the presence/absence of archaeological deposits, their depth and extent.

- 6.7 Where complex archaeological stratification is encountered, deposits will be left in situ and measures to assess the depth of this stratification agreed with the County Archaeologist. Where modern features are seen to truncate the archaeological stratification, then these will be carefully removed without damage to surrounding deposits to enable the depth of stratification to be assessed.
- 6.8 If archaeological remains of limited significance are found to be present cutting through or overlying soils (e.g. colluvium) which conceal lower archaeological horizons then these will need to be recorded and investigated prior to removal of the underlying soil with the agreement of the County Archaeologist.
- 6.9 Machine excavation from the surface must be taken down in spits of no more than 100mm thickness to ensure that deposits and features are not over-excavated and that any artefacts/biological evidence in the soil are recorded.
- 6.10 Test sondages may need to be excavated through 'natural' subsoil in trial trenches to confirm that the solid geology has been reached. Such sondages will be positioned to avoid damage to archaeological remains.

7. Investigation and Sampling Strategy

- 7.1 Archaeological features will generally only be sampled sufficiently to characterise and date them. Full excavation of features will not be undertaken at this stage unless otherwise agreed with the County Archaeologist. Care will be taken not to damage archaeological deposits through excessive use of mechanical excavation.
- 7.2 Where necessary the surface and sections of trenches will be hand cleaned to define archaeological deposits and features clearly.
- 7.3 Measures will be taken to protect particularly significant, valuable or sensitive archaeological remains from exposure, accidental damage and / or theft.
- 7.4 Exposed surfaces will be left for a minimum of 48 hours to allow weathering-out of features to occur. No trenches will be backfilled until agreed with the County Archaeologist.

Burial Remains

- 7.5 Inhumation and cremation burials will normally be left in-situ for the purposes of evaluation. Subject to agreement with the County Archaeologist, graves may be partially excavated to confirm the presence of human remains and their state of preservation but skeletal remains will be left in situ. Graves will be scanned by metal detector to assess whether any grave objects are likely to be present.
- 7.6 Inhumation and cremation burials which are in a fragile state and are likely to

be damaged by the reinstatement of evaluation trenches will be excavated and lifted subject to agreement with the County Archaeologist.

- 7.7 The Archaeological Contractor will put in place arrangements to ensure the security, protection from deterioration and damage, and the respectful treatment of human remains and burial goods.
- 7.8 On sites where burial remains are expected the Archaeological Contractor will submit to and agree with the County Archaeologist detailed procedures for the assessment, recording and, where necessary, the excavation of inhumation and cremation burials.
- 7.9 The Archaeological Contractor will have available within the team or on call an appropriately qualified and experienced osteoarchaeologist to supervise the excavation and removal of any human remains (where this is necessary) from the site. The Archaeological Contractor will use an appropriately qualified and experienced archaeological conservator to assist, where appropriate, the lifting of human remains and grave goods / cremation vessels.
- 7.10 In the event that human burials are discovered, a Ministry of Justice Licence will be required (in accordance with Section 25 of the Burial Act 1857) before the remains can be lifted. The need for a Ministry of Justice Licence applies to both inhumation and cremated remains. Application for a Licence will be made by the Archaeological Contractor. The Archaeological Contractor is to comply with the conditions of the Licence and discuss any requirements of that Licence which conflict with the agreed method of investigation with the County Archaeologist.

8. Finds recovery processing and treatment

- 8.1 All artefacts recovered during the excavations on the site are the property of the Landowner. They are to be suitably bagged, boxed and marked in accordance with the United Kingdom Institute for Conservation, *Conservation Guidelines no.2* and on completion of the archaeological post-excavation programme the landowner will arrange for them to be deposited in a museum or similar repository agreed with the County Archaeologist and the Local Planning Authority.
- 8.2 Artefacts will be excavated carefully by hand. The Archaeological Contractor will use an appropriately qualified and experienced archaeological conservator to assist in the lifting of fragile finds of significance and / or value.
- 8.3 Artefacts will be collected and bagged by archaeological context. The location of special finds will be recorded in three dimensions. Three-dimensional recording of in-situ flint working deposits will be carried out.
- 8.4 Where appropriate to address the research objectives of the archaeological evaluation, sieving of deposits will be undertaken to maximise recovery of

small artefacts. A strategy for such sieving will be agreed in advance with the County Archaeologist.

- 8.5 Records of artefact assemblages will clearly state how they have been recovered, sub-sampled and processed.
- 8.6 Excavated artefacts will be bagged upon recovery or placed in finds trays. They must not be left loose on site.
- 8.7 **Treatment of treasure** - Finds, discovered by the Archaeological Contractor, falling under the statutory definition of Treasure (as defined by the Treasure Act of 1996 and its revision of 2002) will be reported immediately to the relevant Coroner's Office, the Kent Finds Liaison Officer (FLO) who is the designated treasure co-ordinator for Kent, the landowner and the County Archaeologist. A Treasure Receipt (obtainable from either the FLO or the DCMS website) must be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding the find is Treasure. Failure to report within 14 days is a criminal offence. The Treasure Receipt and Report must include the date and circumstances of the discovery, the identity of the finder (put as unit/contractor) and (as exactly as possible) the location of the find.
- 8.8 All metal objects, other than late post medieval objects, will be X-rayed unless otherwise agreed with the County Archaeologist.

9. Archaeological Science and Environmental Sampling

- 9.1 A structured programme of environmental sampling appropriate to the aims of the evaluation will be implemented. The strategy and methodology for the sampling, recording, processing, assessment, analysis and reporting of deposits with environmental archaeology potential will be in accordance with English Heritage Centre for Archaeology Guidelines "Environmental Archaeology – A guide to the theory and practice of methods, from sampling and recovery to post-excavation" (March 2002). Any variation to this guidance will be agreed in advance with both the County Archaeologist and the English Heritage Regional Scientific Advisor. Particular note will be taken of the following requirements.
- 9.2 The Archaeological Contractor will use an appropriately qualified and experienced geo-archaeologist to record any deposits of particular significance such as buried soils or advise on depositional processes.
- 9.3 An appropriately qualified and experienced environmental archaeologist will devise and supervise the implementation of the environmental sampling strategy.
- 9.4 The advice of the English Heritage Regional Scientific Advisor is to be sought regarding specialist sampling requirements and any scientific applications relevant to the archaeological evaluation of this site.

- 9.5 Where deposits are dry, bulk samples for the recovery of charred plant remains, small bones and finds, will be taken from sealed and datable features such as pits, ditches, hearths and floors. Each context will normally be sampled. The size of the sample is expected to be in the range of 40-60 litres per context or 100% of smaller contexts. Samples will not be taken from the intersection of features.
- 9.6 For large features / spreads appropriate consideration will be given to sampling on a grid system if this fits in with the aims of the evaluation.
- 9.7 Where good conditions for the preservation of bone have been identified, all large bones will be collected by hand and sieving of bulk samples up to 100 litres will be undertaken as appropriate.
- 9.8 Mollusc samples of 2 litres each will be taken vertically from appropriate sections to investigate the changes of vegetation through time.
- 9.9 Where deposits are wet, waterlogged or peaty, monoliths will be taken along cleaned vertical surfaces for the retrieval of pollen, diatoms, ostracods and foraminifera. The numbers to be taken will be agreed with the County Archaeologist.
- 9.10 For wet, waterlogged or peaty deposits, bulk samples of 20 litres will be taken from visible layers or spits for the retrieval of plant macro-remains and insects.
- 9.11 Environmental samples from dry deposits will normally be processed by flotation following the evaluation fieldwork and the residues will be sorted to retrieve small bones, small finds and charcoal that has not floated. Environmental samples from wet deposits will normally be sent to specialists for processing in laboratory conditions. The Archaeological Contractor will agree with the County Archaeologist any necessary delay in completion of the reporting of the evaluation to enable provisional results to be included.
- 9.12 The Archaeological Contractor will make appropriate provision for the application of scientific dating techniques such as radiocarbon, dendrochronology, archaeomagnetic dating, OSL and thermoluminescence dating. The advice of the English heritage regional Scientific Advisor will be sought in advance of the application of these techniques. The Archaeological Contractor will agree with the County Archaeologist any necessary delay in completion of the reporting of the evaluation to enable provisional results to be included.
- 9.13 Where appropriate the guidance in the following English Heritage papers will be followed:
- "Guidelines on the recording, sampling, conservation, and curation of waterlogged wood" 1996

- “Dendrochronology – guidelines on producing and interpreting dendrochronological dates” 1997
- “Archaeometallurgy” 2001
- “Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation” 2002
- “Human bones from Archaeological Sites: Guidelines for Producing Assessment Documents and Analytical Reports” 2004
- “Geoarchaeology” 2004
- “Wet Wood and Leather”
- “Archaeomagnetic Dating: Guidelines on producing and interpreting archaeomagnetic dates” 2006
- “Guidelines on the X-radiography of archaeological metalwork” 2006

10. Recording

- 10.1 All trenches, structures, deposits and finds will be recorded according to accepted professional standards. Sufficient data must be recorded to allow the required level of assessment and reporting (see section 11).
- 10.2 Recording must be carried out to a sufficiently high standard to provide a full record of the deposits evaluated, including in trenches where no archaeology is identified.
- 10.3 All features, deposits and finds are to be recorded according to accepted professional standards.
- 10.4 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. Context sheets are to be primarily filled in by the archaeologist excavating the feature or deposit.
- 10.5 A plan to indicate the location of the boundaries of the evaluated area and the site grid is to be drawn at a scale of 1:1250 (or a similar appropriate scale). Plans indicating the location of the excavated trenches and the location of all archaeological features encountered are to be drawn at an appropriate scale. An overall site plan is to be maintained at a scale of 1:100 or larger scale where appropriate. Sections will be drawn at a scale of 1:10. Significant archaeological features will normally be drawn in plan at a scale of 1:20 or 1:10 if appropriate. All detailed plans and sections are to be related to the 1:100 or 1:1250 plans. The 1:1250 and 1:100 plans are to be accurately related to the National Grid.
- 10.6 Long Sections indicating the full stratigraphic sequence will be drawn for all trenches. Where a very simple sequence is revealed representative sections (minimum 1m wide) at each end of the trench will be sufficient, but where more complex stratigraphy is encountered, complete trench sections will be drawn. In the case of complex stratigraphy, all four sections will be drawn.

- 10.7 All plans and sections are to be levelled with respect to OD.
- 10.8 All plans and sections are to be drawn on polyester based drafting film and clearly labelled.
- 10.9 A full black and white and colour (35mm transparency) photographic record of the work is to be kept. The photographic record is to be regarded as part of the site archive.
- 10.10 The Archaeological Contractor will keep a day to day digital photographic record of the investigation.
- 10.11 The Archaeological Contractor will ensure that the complete site archive including finds and environmental samples are kept in a secure place throughout the period of evaluation and post excavation works.
- 10.12 The site archive is to be consolidated after completion of the evaluation, with all site drawings inked-in, and records and finds collated and ordered as a permanent record.

11. Reinstatement and completion of fieldwork

- 11.1 On completion, trenches will be backfilled, reinstated and left in a safe state to the requirements of the landowner / client.
- 11.2 Where vulnerable archaeological deposits remain within trial trenches these will be appropriately protected from damage as part of the reinstatement. Consideration will be given to providing a marker in backfilled trenches to highlight vulnerable archaeological deposits should re-excavation be necessary.
- 11.3 On completion of fieldwork the Archaeological Contractor will complete the relevant section of the Fieldwork Notification Form and submit it to the County Archaeologist.

12. Reporting

- 12.1 Within three weeks of completion of the evaluation fieldwork (or longer in case of complex sites as agreed with the County Archaeologist) the Archaeological Contractor will produce a report, copies of which (as a minimum) are to be provided to:
 - the Developer
 - the County Archaeologist
 - the Local Planning Authority
 - the Local Archaeological Society

- 12.2 When submitting the report to the County Archaeologist the Archaeological Contractor will provide written confirmation that the report has been submitted to the above parties.
- 12.3 If the Archaeological Contractor is required, contractually, only to 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 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 12.1 above.
- 12.4 The Archaeological Contractor may determine the general style and format of the evaluation 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 reach an informed decision regarding any further mitigation measures that may be required and to stand as an appropriately detailed report on the archaeological fieldwork for future research.
- 12.5 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.
- 12.6 The report will be submitted to the County Archaeologist in a heat-bound hard-copy and in digital format. The digital copy will be supplied in .pdf format and will contain all text, images and plans present in the hard-copy report in a single .pdf file. The medium will be a CD-ROM formatted according to ISO 9660:1999.
- 12.7 **Report Format** - The final evaluation report will include as a minimum:
- 12.7.1 An **Abstract** summarising the scope and results of the archaeological evaluation.
- 12.7.2 An **Introduction** including:
- the location of the site with a National Grid Reference for the centre sufficient to locate the site to 1m accuracy (e.g. TQ 55555 77777 or easting: 555555, northing: 177777);
 - an account of the background and circumstances of the work;
 - a description of the development proposals, planning history and planning reference together with the archaeological condition (where appropriate);
 - the nature of potential impacts arising from the proposals;
 - the scope and date of the fieldwork, the personnel involved and who commissioned it;
- 12.7.3 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 will include a summary of the known Historic Environment Record entries within 500m of the boundaries of the site (or wider where appropriate). The HER entries will be quoted with their full KHER identifier (e.g. TR 36 NW 12);
- summary of any previous phases of archaeological investigation at the development site;

12.7.4 The **Methodology** employed during the evaluation must be detailed in the report. Any aims and objectives specified in the specification will be included as will any further objectives identified during the course of the evaluation. Constraints on the evaluation will also be described.

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

12.7.6 The **Results** of the evaluation field work will be described trench by trench. This description must include for each trench:

- the dimensions of the trench;
- the nature and depth of overburden soils encountered;
- description of all archaeological features and finds encountered in each trench, their dimensions, states of preservation and interpretation;
- a description of the geological subsoil encountered in each trench;
- heights related to Ordnance Datum for a sufficient number of features and deposits. Where the trench results are complex a table showing the dimensions and heights of features and deposits will be included for each trench.
- for complex stratigraphy a Harris Matrix diagram.

12.7.7 The **Finds** recovered during the course of the evaluation will be described, quantified and assessed by artefact type within the evaluation report. The report will also provide an indication of the potential of each category of artefact for further analysis and research. For each category of artefact the report will 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 will also be set out.

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

12.7.9 The evaluation report will include an assessment of the **Environmental** potential of the site. Details will 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 will 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 will be described. Implications for future archive, conservation or discard of environmental samples or remains will be detailed.

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

12.7.11 Any results from the application of archaeological scientific techniques e.g. specialist dating will be included in the evaluation report.

12.7.12 An **Interpretation** of the archaeology of the site will be provided, including its location, extent, date, condition, significance and importance. This will be a synthesis of the stratigraphic, finds and environmental results of the investigation and will 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. This section of the report will be supported by a phased interpretative plan of the site, clearly showing the major areas and periods of archaeological activity.

12.7.13 An **Impact Assessment** will consider the potential effects of the development on the archaeological remains. This will summarise the archaeological results, describe how any identified archaeological potential identified relates to the site and how the development proposals will affect that archaeology. The report will highlight any areas of sensitivity within the site. Particular note will be made of any variations in the depth of overburden covering any archaeological deposits revealed.

12.7.14 The **Conclusion** will summarises the method, results, interpretation and impact assessment.

12.7.15 The evaluation report will assess the potential for preservation at the site to inform decisions about mitigation strategies. It will not include any recommendations on preservation measures or further work unless otherwise agreed with the County Archaeologist.

12.7.16 The evaluation report will include comments on the effectiveness of the methodology employed and the confidence of the results and interpretation.

12.7.17 **Figures / illustrations** – The report will 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 evaluation report will include the following figures:

- a site location plan tied into the Ordnance Survey at 1:1250. The plan will also include at least two National Grid points to 1m accuracy and show the site boundary;
- trench location plans at an appropriate scale showing the layout of archaeological features, coloured by phases or period. The plan will show the location of all trenches and features. A copy of the plan will be overlain on the proposed development plan where this is known. Where possible, projection of archaeological features outside of the trench areas will be included on the plan. This plan will also include two National Grid points;

- plans of the features revealed in each of the trenches 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 will also be indicated;
- relevant section drawings and trench soil profiles as appropriate;
- illustrations and/or photographs of significant finds.

12.7.18 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 will be consistent. Sections must indicate the orientation of the section and the Ordnance Datum height of the section datum.

12.7.19 Black & White or Colour photographs will be included to illustrate key archaeological features, trenches and site operations. All photographs will be appropriately captioned.

13. Archive Preparation & Deposition

13.1 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 Archaeological Contractor will arrange for the archive to be deposited in accordance with the provisional arrangements made with a suitable museum or repository at the onset of fieldwork. Any alternative arrangements will be agreed with the County Archaeologist and the Local Planning Authority.

14 Monitoring and Liaison

14.1 The Archaeological Contractor is to allow the site records to be inspected and examined at any reasonable time, during or after the evaluation fieldwork, by the client/developer, the County Archaeologist or any designated representative of the Local Planning Authority

14.2 Once the trenches have been evaluated and an initial assessment of the archaeology carried out, there will be an on-site meeting with the County Archaeologist to determine if further evaluation work is appropriate in order to meet the objectives.

14.3 The Archaeological Contractor will liaise closely with the County Archaeologist throughout the course of the evaluation and will arrange for on-site meetings at key decision points.

14.4 The Archaeological Contractor is to make contact with the local archaeological society and keep them informed on the progress of the evaluation. Subject to

health and safety constraints the Archaeological Contractor will afford opportunity to the local archaeological society to visit the evaluation site. Copies of all reports will be provided to the local archaeological society.

- 14.5 The Archaeological Contractor is to circulate a completed Fieldwork Notification Form (Appendix 2) at the start and completion of fieldwork and at the completion of post excavation reporting stages.

15. Copyright and data protection

- 15.1 Information submitted to the County Archaeologist in conjunction with planning applications automatically becomes publicly accessible and can be viewed by anyone at any time. In addition, the Local Planning Authority and Kent County Council are subject to the requirements of the Freedom of Information Act (2000) and Environmental Information Regulations (2004). Information may be subject to FoI or EIR requests and any documentation submitted in connection with the project may be made publicly available unless doing so contravenes the Data Protection Act (1998).
- 15.2 While copyright of reports and other information arising from the fieldwork remains with the originator, the Archaeological Contractor will undertake to make this information available to interested parties. The Archaeological Contractor will agree to allow reports of the fieldwork to be copied and made available to interested parties for archaeological research. The reports may be made available on the Internet no sooner than three months after the submission of the report. Archaeological Contractors who believe that there are special reasons for not publishing the report on the Internet should reach a separate agreement with the County Archaeologist.

16. Health and Safety

- 16.1 The Archaeological Contractor will conduct the work in compliance with 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.
- 16.2 The Archaeological Contractor is expected to maintain a Health and Safety Policy and a procedures manual and have available appropriate expertise in Health and Safety advice. Site staff will have an appropriate level of training to enable them to carry out fieldwork safely.
- 16.3 The Archaeological Contractor will maintain the site in a safe condition. All hazards will be appropriately identified and managed. Deep excavations will be appropriately fenced.
- 16.4 The Archaeological Contractor will carry out a risk assessment prior to commencement of fieldwork and where appropriate a COSHH assessment.

Risks and measures to reduce risk will be communicated to all working on and visiting the site.

- 16.5 The Archaeological Contractor will have available suitable site accommodation, welfare and toilet facilities.

17. KCC HER

- 17.1 The Archaeological Contractor is to provide the Kent Historic Environment Record with copies of all reports in both heat-bound hard-copy and digital format (see 12.6 above).
- 17.2 Upon completion of the excavation the Archaeological Contractor will supply the Kent Historic Environment Record with a completed HER form (see Appendix 1)
- 17.3 The Archaeological Contractor will supply the Kent Historic Environment Record with the following digital datasets:
- A .dxf file containing polygon data that describes in detail all excavated/ watched area boundaries, whether trenches, test pits, excavated areas or areas examined by watching brief. This .dxf file must be internally geo-referenced (i.e. the co-ordinate system used in the file must be the Ordnance Survey co-ordinate system).
 - A separate .dxf file that contains a number of Layers. Each Layer should represent a different phase of the archaeological remains on site. The name of each Layer must be the phase number used on the site accompanied by a date range (e.g. “2, from –2000 to –800”, “7A, from 410 to 700” etc). Each layer must contain only the features relevant to that phase digitized as polylines. Where the dating is based on scientific dating methods such as radiocarbon, the dates must be calibrated calendar dates.
- 17.4 A guidance document has been produced for Kent County Council that will inform contractors as to how this information can be produced within AutoCad. This document is available from the County Archaeologist and Kent County Council Historic Environment Record.
- 17.5 The Archaeological Contractor should also provide a representative selection of digital site photographs illustrating the archaeology of the site and the operations of the investigation. These will be in .jpg format at a minimum 300dpi. These will be deposited with the County HER and will be used for presentations on aspects of the archaeology of Kent.
- 17.6 It is to be understood that photographs and notes taken by KCC Archaeological Officers in connection with the work that do not identify individuals or site locations may be used by KCC for outreach and publicity purposes, including on social media sites such as Facebook, Twitter etc. The Archaeological

Contractor should, **preferably in advance** of the works, raise with the KCC Archaeological Officer any concerns that they or their client may have over the use and dissemination of images or information for outreach purposes. In such cases the Archaeological Contractor and their client will agree a protocol with the KCC Archaeological Officer for the appropriate dissemination and use of images and information which balances the concerns of the contractor and/or client with the objective of ensuring that the people of Kent are kept informed of the archaeological discoveries in the county.'

18 General

18.1 In carrying out the work the Archaeological Contractor is to abide by:

- all statutory provisions and by-laws relating to the work in question,
- the Institute of Field Archaeologists *Code of Conduct*,
- the Institute of Field Archaeologists *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology*.

APPENDIX 1

Kent County Council HER summary form

Site Name:		
Site Address:		
Summary: (50 words max)		
District/Unitary:		Parish:
Period(s):		
NGR (centre of site : 8 figures): (NB if large or linear site give multiple NGRs)		
Type of archaeological work (underline)		
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) (200 words max)		
		(cont on attached sheet)
Location of archive/finds:		
Contact at Unit:	Date:	

APPENDIX 2 - FIELDWORK NOTIFICATION FORM

Guidance for Completing the Kent Archaeological Fieldwork Notification Form

Purpose

The purpose of the form is to improve the notification, tracking and monitoring of archaeological fieldwork in Kent. Its primary purpose relates to archaeological work being undertaken for the purposes of planning and development but it is hoped that it will be also usable by archaeological societies and other bodies undertaking fieldwork in the county.

Approach

- The archaeological body undertaking the fieldwork should fill in the form. Sections A and B should be filled in before fieldwork starts and submitted to the County Archaeologist. This may be submitted in digital copy to speed things along but a signed copy should follow in the post.
- Section A contains details of the project while Section B refers specifically to the onset of the phase of fieldwork. In signing section B the Archaeological Contractor is confirming that the necessary funds and resources to complete the works to the specification have been made available.
- The form should not be filled in separately for each period of an intermittent watching brief but should be filled in for major stages of fieldwork, for example separate phases of evaluation and excavation.
- Section C should be submitted at the completion of the fieldwork stage and should if known indicate whether further work is anticipated. This section sets out a brief summary of findings and what reports are to be submitted. For excavations these will include interim, assessment and full reports. Again the form may be submitted digitally with a signed copy to follow in the post. (The details of Sections A and B should remain filled in on the same form).
- Section D should be submitted as reports are submitted to the County Archaeologist. For excavations the form need not be submitted with interim reports but should be submitted with assessment and full reports.