Great Grovehurst Farm, Kemsley, Sittingbourne, Kent

Project specification for an archaeological excavation

Planning Reference: 18/502372/EIOUT

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Site code 21s50exc

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Great Grovehurst Farm, Kemsley, Sittingbourne, Kent
Method Statement for an archaeological excavation

1.0 INTRODUCTION

1.1 Planning permission (18/502372/EIOUT) has been gained from Swale Borough Council to erect new housing on land at Great Grovehurst Farm, Kemsley, Sittingbourne, Kent (NGR TQ 9058 6659) (Fig. 1). Prior to development, the brickearth will be removed as a valuable mineral asset. Due to the known below ground archaeological resource an archaeological excavation is required to record the resource before development. The consent is subject to a condition relating to archaeology:

> *'No development (including prior brickearth extraction) shall take place until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work in accordance with a written specification and timetable which has been submitted to and approved by the Local Planning Authority. Reason: To ensure that features of archaeological interest are properly examined and recorded'*

1.2 The archaeological potential of the site has been highlighted in a desk-based assessment (CgMs 2006) and subsequent evaluation (WA 2017) In summary the site lies in an area of archaeological interest with the evaluation revealing deposits of prehistoric (Bronze Age) date with a number of undated linear features mainly in the eastern part of the site. In the general area, the Kent Historic Environment Record notes numerous finds spots and sites of various periods combining both old records and those of modern interventions. For example, fieldwork in advance of new housing and a distributor road to the north and north east of the site have revealed Late Bronze Age occupation, Middle Iron Age settlement and Roman field ditches. Further afield multiperiod deposits hav been recorded in Iwade village to the north (Bishop and Bagwell 2012) with Late Iron Age occupaton and Bronze Age occupation and field system to the west of Iwade (Hull 2018; Rouard 2019; 2021). Records of 19th century findings include that of a Neolithic ceremonial site? on the electricity substation site to the north east.

1.3 As a result of the possibility of damage or destruction of archaeological deposits during development of the site it is proposed to carry out a field recording action on the site as detailed in the *National Planning Policy Framework* (NPPF 2012) and the Borough's policies on archaeology. This work will be carried out to comply with the Kent County Council requirements (Manual Part B, Strip, and Sample requirements v7) for archaeological fieldwork, and in accordance with the relevant guidelines of the Chartered Institute for Archaeologists (CIfA 2020a).

2.0 AIMS AND OBJECTIVES OF THE EXCAVATION

2.1 Background

A number of countrywide policy documents for archaeological research such as Historic England Research Agenda (HE 2017; James and Millett 2001) consider the full range of deposits that might be encountered on the site. More specific aims are presented in the *South East Research Framework Resource Assessment and Research Agenda* (Champion, 2019) covering the Bronze Age and Iron Age.

2.2 General objectives

The general objectives of the project are to:

Record and, as necessary, excavate and record all archaeological deposits and features within two defined areas as shown on Figure 1.

Produce relative and absolute dating and phasing for deposits and features recorded on the site.

Establish the character of these deposits in attempt to define functional areas on the site such as industrial, domestic, etc.

Produce information on the economy and local environment and compare and contrast this with the results of other excavations in the region.

2.3 Specific research objectives

Are the cluster of Bronze Age deposits part of a settlement complex, with the nearby linear features part of a field system or are they dispersed deposits located well away from settled areas?

Are the pit deposits representative of an occupation site, or part of a wider use of the landscape?

What is the significance of the undated deposits? Do they reflect artefact-poor occupation deposits or are they remote from settlement areas?

3.0 METHODOLOGY

3.1 Site clearance and topsoil removal

3.1.1 Two areas are proposed for excavation as shown on Figure 1. as set out in the county archaeological officer's brief. These are Area A: c. 1ha centred on the eastern area of the site (ev trenches 7,8,10,11,14-16)and Area B 0.1ha on the north eastern area of the site (ev trench 5). The areas will be stripped of overburden, down to the top of the archaeologically relevant level, here expected to be the top of the natural geology, under constant archaeological supervision.

3.1.2 Topsoil will be removed under continuous archaeological supervision by a digger fitted with a toothless bucket to expose the uppermost surface of archaeological deposits.

3.1.3 Where appropriate and necessary, hand cleaning of the stripped surface will take place.

3.1.4 A contingency to extend the areas by c. 5% until a 5m distance between the last discrete feature and the baulk is achieved (or the limit of the development reached).

3.2 Excavation methodology

3.2.1 All archaeological features will be planned and sectioned as a minimum objective. Pre-excavation plans will be prepared and forwarded to Kent Heritage before the first monitoring visit.

3.2.2 Sampling of features will be carried out using the below as guidelines.

3.2.3 Isolated, discrete features such as pits and postholes not belonging to structures or activities discussed in para 3.2.5 (below) will be half-sectioned as a minimum. Full excavation will take place if half sectioning fails to provide sufficient artefactual dating evidence.

3.2.4. Sampling of linear features such as ditches and gullies relating to agricultural activity will be up to 10% of their length with a minimum of 10m of each ditch being dug. The linear features will be excavated in 1-3 m. wide slots. All termini and intersections will be examined. Linear features unambiguously of post-medieval date will be sampled at 1% of their length. Should any areas of unexpected complexity or interest be encountered, the level of sampling may be increased to 20%. This will be implemented in consultation with the County Archaeological Officer.

3.2.5 Any deposits relating to funerary/ritual activities such as burials and cremation deposits and domestic/industrial activity such as walls, postholes floors, middens, walls, hearths, ring gullies) will be fully excavated. Discrete features such as cremation deposits will be 100% sampled for subsequent analysis.

3.2.5 Area deposits such as buried soils will be hand excavated to a minimum of 5%. Subsequent excavation by machine will be considered in consultation with the County Archaeological Officer.

3.2.6 Area deposits such as large, artefact-rich, prehistoric middens will be hand excavated to a minimum of 50%. Subsequent excavation by machine will be considered in consultation with the County Archaeological Officer.

3.2.7 Discovery of any human remains will be reported to the coroner and will be excavated following guidelines issued by the Ministry of Justice. Recovery and recording methodologies for human remains follow standard procedures identified by Mitchell and Brickley 2017 and TVAS Field Recording Manual (8th edition 2018). Any human bone recovered of archaeological significance will be deposited with A local museum acceptable to Kent Heritage and will not be reinterred in earth.

3.2.8 A proportion (up to 5% of the total) of what may be considered to be tree holes will be examined to confirm this interpretation.

3.3 Recording Methodology

3.3.1 A single context recording system will be used in accordance with the TVAS Field Recording Manual (8th edition 2018). Descriptions of individual deposits and features will be recorded on pro-forma context recording sheets.

3.3.2 Sections and some plans will be drawn in pencil on drafting film, normally at scales of 1:100, 1:20 and 1:10 respectively. Digital (GPS real time) planning will be employed. Where appropriate, eg for the recording of inhumations, more detailed plans will be drawn at a scale of 1:10. Plans and sections will be accurately located in relation to the National Grid. Overall plans at 1:100 will also be used.

3.3.3 Heights above OD will be taken and recorded on all plans and sections.

3.3.4 A Harris matrix stratification diagram will be employed to record all stratigraphic relationships.

3.3.5 The photographic record will consist of digital image. It will record the principal features and finds discovered, both in detail and in their general context. The photographic record will also include 'working shots' and, where applicable, aerial photographs to illustrate the nature of the archaeological fieldwork programme. All feature shots will include appropriate scales and a photo board, the latter positioned in such a way that the writing is legible and including the context number and site code. Digital images are taken on Canon EOS 4000D cameras with APS-C sensors taking 16-megapixel images. Digital working shots will also be taken during the fieldwork which will be forwarded to the Kent County Council Archaeological Officer for training and outreach purposes, if requested.

3.4 Finds Retrieval

3.4.1 In general, all identified finds and artefacts pre-dating 1750 will be retained. Samples of later material may be retained if of intrinsic interest or significant for dating purposes. All but a sample of most classes of building material will be discarded after recording but the specific guidance of the recipient museum collecting policy will be followed.

3.4.2 Metal detectors will be used to enhance the recovery of metal finds. It is proposed that this work will either be carried out by in-house staff and with no removal of finds without reference to contextual information. No title will be assumed by the finder. Gold, silver prehistoric base metal or other treasure will be reported to the Coroner and county finds liaison officer and kept in a secure place as required by the Treasure Act (1996) and its subsequent amendments.

3.4.3 Finds recovered from fills of cut features will be recorded under the appropriate context number.

3.4.4 All finds discovered in layers and surfaces will be recorded in two horizontal dimensions. This spatial distribution will generally be within a 1m grid square but for particularly sensitive areas a grid of 0.1m will be used. Three-dimensional recording will be used for significant finds such as chronologically distinctive metalwork.

3.4.5 According to our standard practice, features will be spot-dated by their finds on-site, so that any appropriate adjustment can be made to excavation or retrieval strategies in order to maximise the information available to answer the research aims of the project.

3.4.6 Conservation on site will follow guidelines in First Aid for Finds with any other specialist conservation work sub-contracted to the project conservator.

3.5 Environmental sampling and scientific dating

3.5.1 Well-defined, closely-dated contexts will be bulk sampled for the recovery of carbonised botanical remains (HE 2015b)

3.5.2 Sieving will take place to enhance the recovery of small bones and artefacts as advised by our faunal remains specialist. Provision is made for sampling 200-250 deposits. Up to 40 litres of their fill will be wet-sieved using a 2mm mesh. Charred plant remains will be recovered using floatation and a 0.25mm sieve. In addition, unusual and rich contexts will be sieved in a similar manner.

3.5.3 Bulk samples from dry contexts will be in the order of 40 litres except in cases where the volume of the features is below this threshold. Deposits of earlier prehistoric date (Neolithic/Bronze Age) will be sampled at 40 litres or above. Variations to sample volumes and collection strategies will be discussed on site with our palaeobotanical specialist and the County Archaeological Officer as necessary.

3.5.4 The presence of waterlogged deposits is unlikely and is only possible in very deep or large features. Should these be encountered the sampling strategy will be discussed with our environmental specialists and the Kent Heritage Archaeological Officer as necessary.

3.5.5 Samples for pollen analysis and micromorphology will be taken under the guidance of the appropriate specialists on-site if appropriate.

3.5.6 Where appropriate, samples will be taken for radiocarbon dating, dendrochronology, thermoluminescence, archaeomagnetic dating or for any other less common scientific analyses as necessary.

3.5.7 Provision is made for radiocarbon determinations should Saxon or prehistoric deposits be encountered.

4.0 POST-FIELDWORK ASSESSMENT

4.1 Following the ordering of the site archive, a short summary will be prepared giving a preliminary account of the excavation findings and brief outlines of the artefactual and environmental data collected, as set out in MoRPHE (HE 2015a). Post-fieldwork will be completed according to TVAS post-fieldwork manual (6th edition 2013).

4.2 Discussion will take place between all specialist members of the Project Team (see 8.0 below), to assess the quality, character, and significance of the various data collected, and the degree to which it will enable the research aims to be addressed.

4.3 At this stage it may be possible to identify classes of material which will not fulfil their potential for information retrieval and allow resources to be re-allocated where they will be most beneficial.

4.4 Formal post excavation assessment documents or interim reports will be produced following completion of the fieldwork depending on the scale of any findings made and forwarded to Kent Heritage Archaeological Officer for comment

4.5 A copy of the results will be supplied to the Kent HER in digital format (.pdfA) on the understanding that the report can be copied for *bona fide* research or planning purposes without the explicit permission of the copyright holder. Non-published report(s) will be made available for inspection or download on the TVAS web site. A copy of the report will also be forwarded to the local planning authority.

4.6 The Kent Historic Environment Record will be supplied with digital (GIS shapefiles) of the principal final report excavation plans.

4.7 A post excavation plan will be provided in advance of a request to sign off areas.

4.8 A digital version of the report will be provided to the OASIS project.

4.9 A summary report of c. 150-300 words will be sent to the Kent County Council archaeological officer on completion of the fieldwork, which will contain a brief description of the results of the project, with particular emphasis on the distribution of archaeological features found across the site.

4.10 Information will be made available to interested local historical or archaeological societies, along with members of the local community, including the opportunity to visit the fieldwork should this be requested, although due to health and safety considerations, and the possible issue of commercial confidentiality, any dissemination of information or arranging of site visits will only take place following consultation with the client and the Kent County Council Archaeological Officer.

5.0 POST-EXCAVATION ANALYSIS AND ARCHIVE PREPARATION

5.1 Post-fieldwork will be completed according to TVAS post-fieldwork manual (6th edition 2013).

5.2 The aims of the post-fieldwork phase of the project are to:

5.3 Prepare an orderly archive of the records of the fieldwork.

5.4 Clean, conserve and prepare artefacts/ecofacts for long term museum storage.

5.5 Prepare specialist reports on the artefacts recovered. Particular attention will be paid to tying in the pottery recovered to the local or regional fabric sequences that are available. Metal finds will be x-rayed where appropriate to aid identification.

5.6 Prepare specialist reports on environmental studies.

5.7 Prepare a report describing the basic nature of the archaeological deposits discovered.

5.8 Draw together the information in sections 5.3-5.7 to place the site in its local, regional and national setting as appropriate.

5.9 The finds and site archive will be prepared in accordance with guidelines in MoRPHE (HE 2015a), CIfA guidance (CIfA 2020a) and after consultation with the recipient museum. Guidance produced by the Museum and Galleries Commission's Standards in the Museum Care of Archaeological Collections (1992), the Society of Museum Archaeologist's Selection, Retention and Dispersal of Archaeological Collections (1993) and the United Kingdom Institute for Conservation Guidelines for the preparation of excavation archives for long term storage (1990) will be followed. The records will be copied onto microfiche and a copy sent to the National Archaeological Record.

5.10 The site archive will be deposited with a local museum approved by Kent Heritage and and if possible accession number will be obtained prior to a commencement on site.

5.11 The site finds will be deposited with a local museum approved by Kent Heritage with the agreement of the landowner.

5.12 An electronic security copy of the field records will be made shortly after completion of the fieldwork.

5.13 The digital component of the archive will be managed according to TVAS digital archive and backup recording policies.

5.14 A selection of digital images showing the site location and principal features will be provided to the a local museum approved by Kent Heritage for educational and planning purposes if requested.

6.0 PUBLICATION AND DISSEMINATION

6.1 Within 12-15 months of the completion of all fieldwork a comprehensive report to publication standard will be produced. This will comprise a descriptive text and illustrations of the stratigraphic sequence with its interpretation, catalogues, specialist reports, distribution plans of the finds, and any available environmental information followed by a discussion and interpretation of the results.

6.2 The findings will be published in an appropriate journal such as *Archaeologia Cantiana* or the TVAS monograph series.

6.3 A sum will be allocated within the resourcing of the project for full editing and publication costs.

7.0 PROJECT TEAM

Project Management	Dr. Steve Ford, Joanna Pine, Andy Taylor or Sean Wallis
Fieldwork director	(from) Dr. Pierre Manisse, Anne Huvig, Andy Taylor, David Sanchez, Kyle Beaverstock, Maisie Foster or Will Attard
Pottery Specialist	Dr. Jane Timby or Ms. Alice Lyons, Dr. Barbara McNee, Luke Barber (consultants) or Dr. Richard Tabor (TVAS)
Struck Flint Specialist	Dr. Steve Ford (TVAS)
Stone Specialist	Dr. David Williams (Southampton University)
Metalwork Specialist	Aidan Colyer (TVAS) or Dr. David Dungworth (consultant)
Coins	Dr Pierre-Damien Manisse (TVAS)
Slag	Dr. David Dungworth (consultant)
Carbonised Plant Remains	Professor Mark Robinson (University of Oxford) or Rossy McKenna (consultant)
Mollusc Remains	Professor Mark Robinson, (University of Oxford)
Faunal Remains	Dr Matilda Holmes (consultants) or Dr. Ceri Falys (TVAS)
Human Remains	Dr Ceri Falys (TVAS)
Pollen Remains	Mr D Young (Quest, Reading University)
Radiocarbon dating	Queens University, Belfast
dendrochronology	Dr A Moir, (Tree-ring Services)
Archaeomagnetic dating	Dr. C Batt, (Bradford University)
Conservation	Wiltshire County Council Conservation Centre

8.0 GENERAL ITEMS

8.1 Health and Safety

All site operations will be carried out in a safe manner in accordance with TVAS health and safety policy and current Health and Safety legislation. A risk assessment will be prepared before commencement on site.

8.2 Timetable

Supervised topsoil stripping is expected to take c. 5 weeks with fieldwork expected to roll along before all stripping is complete and take 5 staff about 7 weeks to complete.

8.3 Professional standards

The project will be carried out in accordance with the CIfA Standard and Guidance for archaeological excavation (2020b) and Code of Conduct (2019) and the quality control mechanisms set out in the TVAS fieldwork and post-fieldwork manuals.

8.4 Insurance Cover

Insurance cover comprises £10m for public liability, £10m for employee liability, cover for any hired-in plant and professional indemnity cover for £5m.

8.5 Reinstatement

Not Applicable

8.6 Press Release

Should any significant archaeological deposits be located, a press release will be prepared in consultation with the Kent Heritage Archaeological Officer and the client.

8.7 Monitoring

The fieldwork and post-fieldwork will be monitored by the Kent Heritage Archaeological Officer and all reasonable access will be provided to the works. Two weeks notice of the start of the works will be given in order to facilitate site monitoring visits. Any changes in the agreed project design will be discussed and agreed with the Kent Heritage Archaeological Officer and project consultant before implementation.

9.0 REFERENCES

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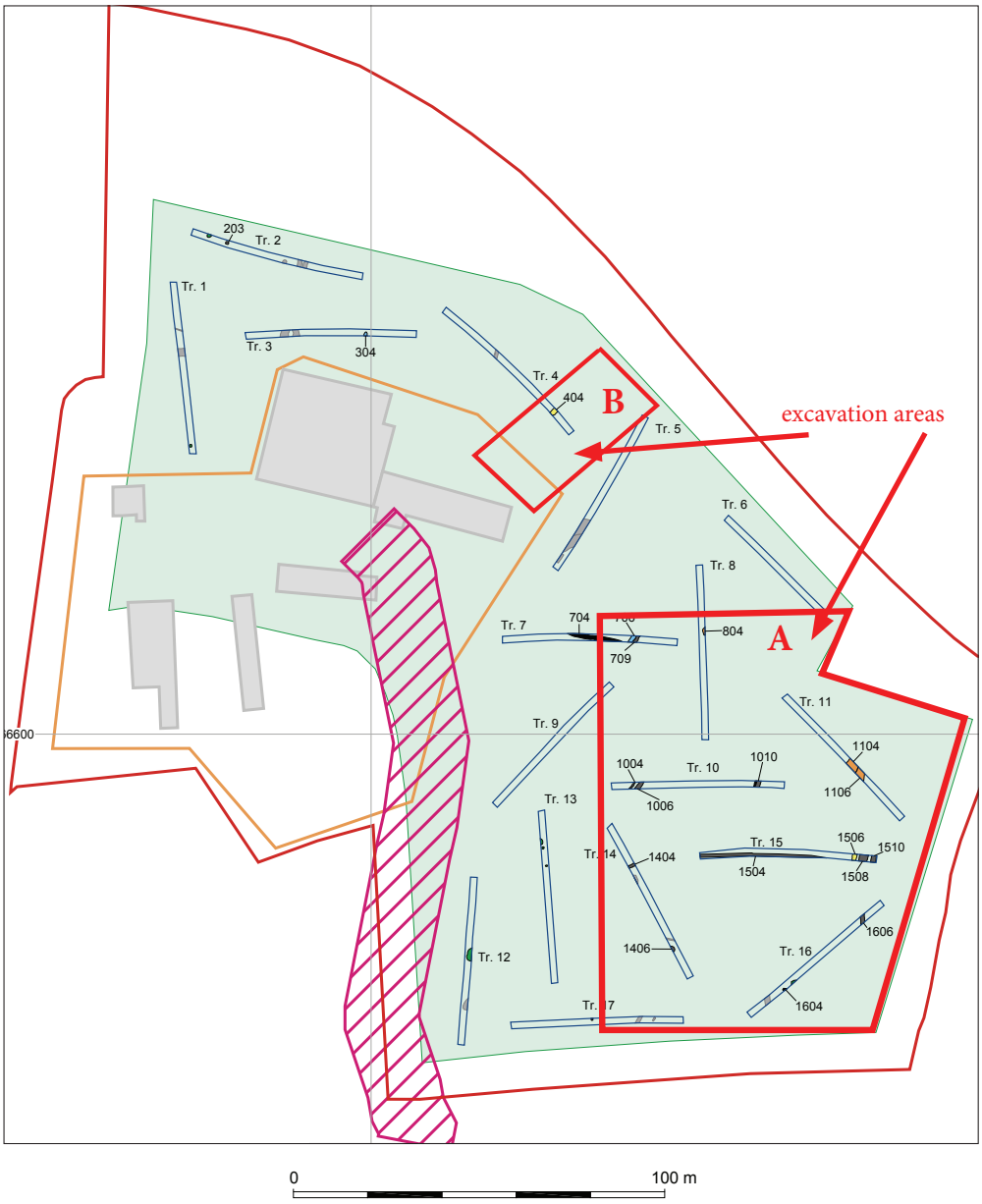

21s50exc

Great Grovehurst Farm, Sittingbourne, Kemsley, Kent
Proposal for Archaeological Excavation

Figure 1. Location of excavation areas (on WA trench plan)

TVAS SOUTH

MITIGATION – STRIP, MAP AND SAMPLE REQUIREMENTS

1. Introduction

1.1 A key objective of field archaeology is to see how sites and features relate to each other spatially and chronologically - the dynamics of settlement evolution. At one level it is about sites and features and their immediate surroundings but it can be about the wider use of the landscape. Accordingly in undertaking archaeological investigations of more extensive sites it is important to relate site-specific work to a broader context. Here Strip, Map and Sample archaeological excavation is a key tool.

1.2 In Strip, Map and Sample a major focus of the investigation will be on removing the overburden and establishing a phased plan of the archaeology which has been revealed, with further work then being based on an appreciation of this complete plan rather than on those more limited insights revealed from trial trenching and limited area excavation. The overall phased plan is paramount and subsequent sampling will be targeted to answering questions about the chronology and function of the component elements of the site and how they relate to each other. Relatively blank areas may also be significant.

1.3 Key stages in Strip, Map and Sample, all to be agreed with the curator, are:

- The careful stripping of the site to the agreed level, in order to reveal the site plan.
- Immediate planning of the site while the uncovered surface is fresh. The site should be regularly checked subsequently to see if weathering reveals further features and the plan updated.
- Following planning, sampling should proceed. Initially this is likely to concentrate on establishing a relative chronology through the investigation of feature intersections. Secondly an attempt should be made to establish a more precise chronology.
- Key areas and nodes should then be investigated in sufficient detail to understand them both in respect of themselves and also in relation to their surroundings.
- Additional work should be focused on adding to the spatial, chronological, functional and environmental context of the investigated area.

1.4 Excavation should be an iterative process relating to an agreed strategy which will be refined as new information emerges. At all stages of the investigation it is essential that an overall phase plan is maintained, incorporating what is being revealed through excavation.

2. General Requirements

2.1 Strip, Map and Sample archaeological excavation 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 necessary.

2.2 Prior to any work being undertaken in Kent, the Archaeological Contractor will inform the County Archaeologist and communicate details of the proposed team, including (if required) CVs for senior staff and specialists. Such staff will be able to demonstrate an appropriate level of experience and expertise and should preferably, where appropriate, be Members of the Institute of Field Archaeologists (IFA).

2.3 Prior to undertaking the Strip, Map and Sample the Archaeological Contractor will demonstrate that appropriate provision has been made for the resources needed to undertake the work, through to and completion of 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 During fieldwork, the Archaeological Contractor will be represented 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-fieldwork Requirements

3.1 Prior to undertaking the investigation the Archaeological Contractor will have gathered and considered the following information:

- Relevant information on the Kent County Council Sites and Monuments Record (SMR) 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 documentary sources;
- Relevant historic maps held at the Centre for Kentish Studies, Maidstone;
- 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 investigation. 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 investigation 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 their appointment, the start date (at least two working weeks 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. Objective

4.1 The objective of the archaeological mitigation is to identify, excavate, record and analyse any significant archaeological remains that will be disturbed by the proposed development. The physical archaeological remains will be replaced by a detailed record and a better understanding of the past activities that have taken place on the site, thereby contributing to an increased knowledge of Kent's past and providing a resource for future research and education.

4.2 The objective of the Strip, Map and Sample approach is to understand the broad pattern of settlement dynamics and how key elements of the archaeological landscape (sites, activities, deposits and finds) relate to each other spatially, functionally and chronologically.

4.3 Strip, Map and Sample will seek to :

- Establish a broad phased plan of the archaeology revealed following the stripping of the site;
- Provide a refined chronology of the archaeological phasing;
- Investigate the function of structural remains and the activities taking place within and close to the site.

4.4 The archaeological investigation will seek to understand the context of the findings in relationship to the wider settlement pattern, landscape, economy and environment.

4.5 Specific aims are detailed in Part A of this specification.

5. Scope of Strip, Map and Sample Archaeological Excavation

5.1 The site area subject to Strip, Map and Sample, as set out in Part A of this specification will be machine-stripped of overburden and mapped and then archaeologically investigated following an agreed sample excavation strategy. Any amendment to the area proposed for stripping due to on-site constraints must be agreed with the County Archaeologist in advance of the work being undertaken.

5.2 Particular issues that will be addressed during the course of the Strip, Map and Sample

archaeological excavation are set out in Part A of this specification.

6. Machine Stripping

6.1 All machine stripping of overburden soils 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 A mechanical excavator using a large flat bladed, toothless, bucket of no less than 1.8m-width will carry out machine stripping of overburden soils. The machine stripping will be carried out by one or more large 360^0 tracked excavators working back from one or several fronts.

6.3 No mechanical excavators, earthmoving and other vehicles will travel on the freshly stripped subsoil surface and any identified areas of archaeological investigation until these areas have been signed off by the County Archaeologist or specific agreement has been reached to enable re-stripping.

6.4 Care will be taken to avoid damage to buried surfaces by manoeuvring of plant on unstripped areas of the site. The supervising archaeologist will monitor the effects of plant manouvering on the site and will suspend operations that are potentially damaging to underlying archaeological deposits.

6.5 The excavation by machine is to be taken down to the top of the archaeological level or to the top of 'natural' subsoil where no archaeological deposits are found at a higher level. Care will be taken not to damage archaeological deposits through excessive use of mechanical excavation. 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.

6.6 The Archaeological Contractor will maintain a constant watch and regularly closely inspect exposed surfaces during the course of machining. If archaeological remains are found to be present cutting through soils (e.g. colluvium) which conceal lower archaeological horizons then the upper levels will be mapped and investigated prior to removal of deposits overlying the lower levels.

6.7 Topsoil and subsoil and fills from archaeological features will be removed from the excavation area and stored in areas agreed with the developer and the County Archaeologist (where appropriate). Spoil heaps will be set back at least 1 metre from the edge of excavation areas.

6.8 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 regularly scanned by metal detector.

6.9 The supervising archaeologist will ensure that the machine exposed surface has been left in a clean state suitable for the proper identification of archaeological features. If following the stripping, there remain any areas where it is not clear that archaeological

features have been adequately exposed or defined these will be hand cleaned to further define the archaeology.

6.10 Mechanical excavators will not be used to re-clean areas of excavation that have been obscured through weathering. Such areas will be cleaned by hand tools.

6.11 Measures will be taken to protect particularly significant, valuable or sensitive archaeological remains from exposure, accidental damage and / or theft.

7. Mapping

7.1 A site grid is to be established, using an EDM or theodolite, and this tied into the Ordnance Survey National Grid at the outset of the project.

7.2 On completion of, or during, machine-stripping, the resultant surface will be accurately planned at an appropriate scale (1:50 or 1:100 dependent upon complexity). Some hand-cleaning may be necessary to clarify features, particularly in areas of complexity, but generally it is hoped that a sufficiently clear surface can be gained from machine stripping.

7.3 The archaeological team is to be structured to ensure that the hand-cleaning and planning operations run in close sequence. The exposing and planning of archaeological features is to be undertaken on the same or consecutive days while the uncovered surface is fresh, whether or not those features are exposed by machine or handcleaning. Where particularly vulnerable deposits are apparent such as graves or cremations these will be given special priority.

7.4 The exposed surface will be regularly monitored during the course of the investigation to identify any further features that may appear due to weathering. Any additional features revealed will be added to the overall pre-excavation site plan.

7.5 Use will be made of spray line paint marker to record the unexcavated form of features prior to mapping.

7.6 Where initial plan data for a stripped site is captured electronically, through use of EDM, Total Stations, theodolite or GPS, the Archaeological Contractor will ensure that sufficient points are taken on any feature to provide a true reflection of its form in plan. A print out of the plan will be checked for accuracy on site.

7.7 In addition to capturing plan data, sufficient levels will be taken across the stripped surface to support future topographic modelling of the investigation site.

7.8 An overall plan of the stripped site will be prepared and provided to the County Archaeologist within one week of the completion of machine stripping. The plan is an essential pre-requisite of agreeing a suitable sampling strategy for the exposed archaeology.

8. Investigation and Sampling Strategy

8.1 The excavation strategy will be agreed with the County Archaeologist following a site meeting on the completion of machine stripping and provision of a suitable site mapping plan. A written record of the agreed strategy should be provided by the Archaeological Contractor to the County Archaeologist within one week of agreement.

8.2 The revealed features will be excavated and recorded in accordance with the agreed excavation sampling strategy. The sampling strategy will continue to be developed throughout the investigation period in consultation with the County Archaeologist in light of the results of the field work. The excavation will include initially as a minimum:

- The investigation of the intersections of features of archaeological date to obtain a phasing of the site;
- A robust spatial framework of excavation to provide an understanding of the spatial distribution of past activities across the investigation area including any 'special' deposits and any patterning in artefact distribution. Such a framework will take into account the inter-relationship of major features.
- Structural remains and other areas of significant and specific activity (domestic, industrial, religious, hearths, 'special'/ patterned deposits etc) will be fully excavated and recorded.
- Where appropriate, for instance where the stratigraphy is complex, single context planning will be used.
- Non-structural linear cut features will be sample excavated and recorded with a sufficient number of sections to establish the feature's character, date and morphology and to provide information on activities taking place in close proximity to the feature. All terminal ends will be investigated. Sections will normally be at least 1m wide.
- Non-structural pits will be half-sectioned unless the character, number or size of the pits makes this unpractical. For instance, if a pit contains several intersections and re-cuts, it would not always be appropriate to half-section it. In this situation, the Archaeological Contractor will consider 'quadranting' or single context planning. Equally if 'special' deposits are expected pits may need to be excavated in plan rather than being half-sectioned. The strategy will need to be agreed with the County Archaeologist.
- Non-structural post and stake-holes will be half-sectioned sufficiently to clarify character, relationships and chronology.
- All burial deposits and associated remains will be fully excavated and recorded in accordance with an agreed methodology (see below).

8.3 The sampling excavation strategy will be reviewed continuously throughout the course of fieldwork and, if necessary, amended in order to take account of changing circumstances and understanding. Any changes or amendments will be agreed in advance of implementation with the County Archaeologist.

8.4 Where insufficient dating material or information has been gathered from a partially or half-sectioned feature, further sampling will be undertaken unless agreed otherwise with the County Archaeologist.

8.5 Archaeological features will be hand cleaned prior to excavation to provide a more accurate dimension than was obtained through the initial mapping. For linear features such hand cleaning will be targeted at sample excavation points.

Burial Remains

8.6 Inhumation and cremation burials will be fully excavated by hand within 24 hours of exposure unless otherwise agreed with the County Archaeologist.

8.7 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.

8.8 Where burial remains are expected the Archaeological Contractor will submit to and agree with the County Archaeologist detailed procedures for the excavation and recording of inhumation and cremation burials.

8.9 The Archaeological Contractor will have available within the team or on call an appropriately qualified and experienced osteo-archaeologist to supervise the excavation and removal of human remains from the site. The Archaeological Contractor will use an appropriately qualified and experienced archaeological conservator to assist where appropriate in the lifting of human remains and grave goods / cremation vessels.

8.10 In the event that human burials are discovered, a Home Office Licence will be required (in accordance with Section 25 of the Burial Act 1857) before the remains can be lifted. The need for a Home Office 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.

9. Finds recovery processing and treatment

9.1 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.

9.2 Artefacts will be excavated carefully by hand. The Archaeological Contractor will use an appropriately qualified and experienced archaeological conservator to assist where appropriate in the lifting of fragile finds of significance and / or value.

9.3 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.

9.4 Where appropriate to address the research objectives of the archaeological investigation, 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.

9.5 Records of artefact assemblages will clearly state how they have been recovered, sub-sampled and processed.

9.6 Excavated artefacts will be bagged upon recovery or placed in finds trays. They must not be left loose on site.

9.7 **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.

9.8 Finds processing will normally be carried out during the course of the archaeological fieldwork and provisional spot dating fed back to inform investigation strategy.

9.9 All metal objects, other than late post medieval objects, will be X-rayed unless otherwise agreed with the County Archaeologist.

10. Archaeological Science and Environmental Sampling

10.1 An appropriate and structured programme of environmental sampling 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.

10.2 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.

10.3 An appropriately qualified and experienced environmental archaeologist will devise and supervise the implementation of the environmental sampling strategy.

10.4 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 investigation of this site.

10.5 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.

10.6 For large features / spreads appropriate consideration will be given to sampling on a grid system.

10.7 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.

10.8 Mollusc samples of 2 litres each will be taken vertically from appropriate sections to investigate the changes of vegetation through time.

10.9 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.

10.10 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.

10.11 Environmental samples from dry deposits will normally be processed by flotation during the course of the archaeological 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. Provisional results should be fed back to the on site team to inform subsequent investigation strategy.

10.12 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.

10.13 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

11. Recording

11.1 All features, deposits and finds are to be recorded according to accepted professional standards.

11.2 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.

11.3 A plan to indicate the location of the boundaries of the excavated area and the site grid is to be drawn at a scale of 1:1250 (or a similar appropriate scale). 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 plan (see 7.2 above). The 1:1250 and 1:100 plans are to be related accurately to the National Grid.

11.4 All plans and sections are to be levelled with respect to OD.

11.5 All plans and sections are to be drawn on polyester based drafting film and clearly labelled.

11.6 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.

11.7 The Archaeological Contractor will keep a day to day digital photographic record of the investigation. Consideration will be given to maintaining a video record of key features, findings and operations during the fieldwork

11.8 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 excavation and post excavation works.

11.9 The site archive is to be consolidated after completion of the whole project, with all site drawings inked-in, and records and finds collated and ordered as a permanent record.

12. Completion of fieldwork

12.1 On completion of fieldwork the site will be left in a safe state and in accordance with the requirements of the landowner / client.

12.2 On completion of fieldwork the Archaeological Contractor will complete the relevant section of the Fieldwork Notification Form and submit to the County Archaeologist.

13. Reporting

13.1 Within 4 weeks of completion of the work on site, the Archaeological Contractor will carry out an initial assessment of the results and produce an **Interim Report**. This will comprise a basic description of the archaeology and a plan at an appropriate scale (e.g. 1:500), one copy of which will be provided to:

- the County Archaeologist,
- the site developer
- the Local Planning Authority.
- Local Archaeological Society

13.2 Within 3 months of completion of the work on the site the Archaeological Contractor will carry out an assessment of the results and produce a MAP2 '**Post-excavation Assessment Report**', copies of which are to be provided as in 13.1 above. An additional copy will be provided to the English Heritage Regional Scientific Advisor. This report will include a '**Proposal'** to be agreed with the County Archaeologist that sets out a programme of post excavation analysis through to completion of a '**Full Report**' and '**Publication**' of the findings.

13.3 The Archaeological Contractor may determine the general style and format of the '**Post-excavation Assessment Report'** and the '**Full Report'** but they must be completed in accordance with this specification. The reports must provide sufficient information and assessment to stand as a detailed report on the archaeological fieldwork for future research and to inform on further stages of the post excavation programme.

13.4 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.

13.5 The **Post Excavation Assessment Report** is to include as a minimum:

13.5.1 An **Abstract** summarising the scope and results of the archaeological investigation.

13.5.2 An **Introduction** including:

- the location of the site including 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 planning 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;

13.5.3 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 Sites and Monuments Record entries within 500m of the boundaries of the site (or wider where appropriate). The SMR entries should be quoted with their full KSMR identifier (e.g. TR 36 NW 12);
- summary of any previous phases of archaeological investigation at the development site;
- any constraints on the archaeological investigation.

13.5.4 The **Methodology** employed during the investigation 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 will be included, as will any further objectives identified during the course of the investigation.

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

13.5.6 A description of the **Results** of the archaeological investigation. This description must include:

- the nature and depth of overburden soils encountered;
- a description of the geological subsoil encountered across the site;
- description of all archaeological features and finds encountered, their dimensions, states of preservation and interpretation;
- heights related to Ordnance Datum will be provided for each feature and deposit.
- For complex remains a Harris Matrix diagram will be provided

13.5.7 The **Finds** recovered during the course of the investigation will be described, quantified and assessed by artefact type within the report. The report will also indicate 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 detailed.

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

13.5.9 The 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 investigation will be described. Implications for future archive, conservation or discard of

environmental samples or remains will be detailed.

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

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

13.5.12 An **Interpretation** of the archaeology of the site. This will be a synthesis of the stratigraphic, finds and environmental results of the investigation and a consideration of the site in its wider context as appropriate. This section will be supported by a phased interpretative plan of the site, clearly showing the major areas and periods of archaeological activity.

13.5.13 The report will include an assessment of the results of the archaeological investigations 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.

13.5.14 The report will include a detailed proposal for any further analysis necessary on the project records, artefact and environmental assemblages to achieve the research potential of the site. A justification will be included for each analysis proposed.

13.5.15 The proposal 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 will set out arrangements for monitoring of the post excavation process.

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

13.5.17 Figures - as a minimum the assessment report will 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 will also include at least two National Grid points and show the site boundary;
- a plan at 1:1250, or a scale to be agreed with the County Archaeologist, showing the layout of the development groundworks clearly indicating the areas investigated. The plan will show significant archaeological features, coloured by phases or period as related to the development site. This plan will also include two National grid points;
- plans of the features revealed in each of the investigation 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 will also be indicated;
- relevant section drawings and soil trench profiles as appropriate;
- illustrations and/or photographs of significant finds will be included where appropriate.

13.5.18 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. Sections must indicate the orientation of the section and the Ordnance Datum height of the section datum.

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

13.6 The report will be submitted to the County Archaeologist in a 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 should be a CD-ROM formatted according to ISO 9660:1999.

13.7 **Full Report and Publication** – Following submission of the Assessment Report and proposal for analysis and publication, the Archaeological Contractor will discuss and agree with the County Archaeologist the scope of the Full Report and the format and destination of subsequent publication(s) arising from excavation and post-excavation work on the site. The Archaeological Contractor will be expected to produce a paper suitable for publication within 18 months of completion of work on the site.

14. Archive Preparation & Deposition

14.1 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.

15 Monitoring and Liaison

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

15.2 Once the site has been stripped and mapped and an initial assessment of the archaeology carried out, there will be an on-site meeting with the County Archaeologist to determine the scope of subsequent investigation.

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

15.4 The Archaeological Contractor is to make contact with the local archaeological society and keep them informed on the progress of the investigation. Subject to health and safety constraints the Archaeological Contractor will afford opportunity to the local archaeological society to visit the investigation site. Copies of all reports will be provided

to the local archaeological society.

15.5 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.

16. Copyright and data protection

16.1 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).

16.2 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.

17. Health and Safety

17.1 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.

17.2 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.

17.3 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.

17.4 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.

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

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*.

19. KCC SMR/HER

19.1 The Archaeological Contractor is to provide the Kent Sites and Monuments Record with copies of all reports in both hard copy and digital format (see 11.6 above).

19.2 Upon completion of the excavation the Archaeological Contractor will supply the Kent Sites and Monuments Record with a completed SMR form (see Appendix 1)

19.3 The Archaeological Contractor will supply the Kent Sites and Monuments 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.

19.4 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 Sites and Monuments Record.

19.5.1 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 SMR and will be used for presentations on aspects of the archaeology of Kent.

19.6 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.'

APPENDIX 1 Kent County Council SMR summary form

Site Name:	
Site Address:	
Summary of discoveries:	
District/Unitary:	**Parish:**
Period(s):	
NGR (centre of site to nearest 1m): **(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 fieldwork (dd/mm/yy) From: To:	
Unit/contractor 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:**

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 used 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.