



# **SPECIFICATION FOR A PROGRAMME OF ARCHAEOLOGICAL STRIP, MAP AND SAMPLE OF LAND AT TANYARD FARM, LENHAM, KENT**

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## **1 Introduction and Summary**

1.1 The Landowners are currently making preparations for the development of land at Tanyard Farm, Lenham in Kent. A planning application for the proposed development has been approved (Application No. 17/500357).

1.2 In mitigation of the potential impact that the development may have on the buried archaeological resource and in accordance with the provisions of National Planning Policy 2018, the landowners intend to carry out an additional programme of archaeological works following an archaeological evaluation of the proposed development site.

*1.3 The Planning Condition (4) states that: No development shall take place on the detailed and outline phases until the applicant, or their agents or successors in title, has secured the implementation of the following for that phase:*

*Archaeological field evaluation works in accordance with a specification and written timetable which has been submitted to and approved by the Local Planning Authority;  
and:*

*Following on from the evaluation, any safeguarding measures to ensure preservation in situ of important archaeological remains and/or further archaeological investigation and recording in accordance with a 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 and that due regard is had to the preservation in situ of important archaeological remains.*

*The present specification seeks to provide a programme and methodology for undertaking the strip, map and sample works, setting out the objectives, the standards to be attained and the format for reporting through to publication.*

1.4 The present specification seeks to provide a programme and methodology for undertaking the strip, map and sample works, setting out the objectives, the standards to be attained and the format for reporting through to publication.

1.5 The archaeological works are to be monitored by the Kent County Council Senior Archaeological Officer.

1.6 The present specification seeks to provide a programme and methodology for undertaking the Archaeological Strip, Map and Sample, setting out the objectives, the standards to be attained and the format for reporting through to publication. The archaeological works are being undertaken to expose, sample and record all archaeological features, deposits and finds of archaeological interest which are at risk from the proposed development.

All works will be carried out to standards set out in the KCC Generic Specification for Archaeological Excavations (Part B). A copy of the Specification is included at the end of this document.

## **2 Archaeological and Historical Background**

The archaeological evaluation has been successful in identifying the presence of ditches, postholes and compact floor surfaces associated with the Roman-British period. Archaeological features were recorded in Trenches 1, 2, 3, 4, 5, 7, 10, 11, 13, 14 and 15.

Trenches 4, 5, 7, 10 and 11 identified the presence of a small ditched enclosure, which is likely to continue to the west, and with a convincing a V-shaped profile common with features of a Roman- British date. Finds from the ditch have suggested that the enclosure dates from the late 3rd-4th century. No evidence for any

associated structures were found within this enclosure. The corners of the enclosure seem not to be rounded, as may be expected if the earthwork was associated with military works (Dr Paul Wilkinson *per comm*), but more likely to be agricultural/pastoral such as a smallholding or a farm with the used for the management and use of livestock.

Pre-dating the enclosure, a single ditch is initially orientated NW-SE before turning through 90° and heading towards the northeast. This ditch is cut by the small enclosure, although both do share the same location and orientation along the southern extent of the site. The stratigraphic relationship between the two features is confirmed by the dating of finds which suggest that the larger field system dates to the late 2nd century.

Directly adjacent to the southern corner of the larger field system and within Trench 2 and Trench 3 are the remains of a post-built timber framed Roman building with six large postholes has also been dated by Roman pottery found within the post holes and on the cobbled surfaces associated with the building.

To summarise, the archaeological evaluation has recorded the presence of a small enclosure dating to the late 3rd-4th century which has replaced a larger open field system that dates to the latter part of the 2nd century. An area within the southern extent of the site contains at least two floors, one on top of the other, that are formed around a series of structural post holes, in alignment, that were probably associated with a structure of some kind. The dating for the structure seems to favour late 2nd-3rd century so it is plausible to suggest a contemporary relationship with the open field system to the immediate north.

There is nothing to suggest a high status or military settlement and that evidence to date suggests a small Romano-British farmstead within the western extent of the proposed development site. Given the known layout and methodology of Roman farms (villas) in Britain it is likely the main buildings will be clustered downslope and off site around the freshwater springs with the main house situated in the south west area of the complex facing south east whilst the farm buildings (one onsite) will be situated to the north east with the prevailing south west winds ensuring farmyard 'smells' do not permeate the residential areas of the farm.

### **3 Aims and Objectives**

- 3.1 In the event that finished ground levels remain constant, the depth of impact associated with future development is likely to require the excavation of material exceeding 0.50m in depth. In the absence of ground raising, proposed impacts to archaeological horizons throughout the site are expected.
- 3.2 *The principle objective of the archaeological strip, map and sample is to understand the broad pattern of settlement dynamics as indicated by the geophysical survey and how key elements of the archaeological landscape at this site relate to each other spatially, functionally and chronologically.*
- 3.3 To establish a phased plan of the archaeology revealed during the phased stripping of part of the site (Figure 1).
- 3.4 To provide a refined chronology of the archaeological phasing.
- 3.5 The opportunity will also be taken during the course of the strip, map and sample to place and assess any archaeology revealed within the context of other recent archaeological investigations in the immediate area and within the setting of the local landscape and topography.

### **4 Methodology**

- 4.1 An archaeological strip, map and sample is to be undertaken by the mechanical excavation, using a flat-bladed ditching bucket across part of the footprint of the proposed development. This work will take place in one phase and stopping on the dotted lines shown in Figure 1. If additional archaeology is revealed to continue beyond the dotted line archaeological investigation will continue but only to the west of the footpath (Figure 1). A small area 4m x 4m at the location of Trench 33 will be undertaken to ensure the prehistoric archaeology revealed in Trench 33 is an isolated feature (Figure 1).
- 4.2 Mechanical excavation will be limited to the removal of topsoil/overburden to expose the uppermost archaeological deposits or the natural geological surface whichever is the higher. Following the mechanical clearance of overburden, excavation in all instances will be undertaken by hand. The area will be hand cleaned

using a trowel, hoe or other suitable tool and any archaeological features exposed mapped, recorded and photographed.

- 4.3 Within the limits of the strip, map and sample objectives, a soil sampling programme for bulk screening, palaeo-environmental analysis, and soil micromorphology is to be undertaken if suitable deposits are identified from which data can be retrieved.
- 4.4 Generally, bulk soil samples and sub-samples will be taken from the unexcavated fills of all archaeological features for bulk screening, palaeo-environmental analysis and soil micromorphology. In addition, further soil samples will be taken where required in the form of monolith samples. The stratigraphic position of such samples will be fully recorded.
- 4.5 The strategy for sampling archaeological and environmental deposits and structures, which can include soils, timbers, animal bone and human burials will be developed with reference to English Heritage guidelines for environmental archaeology (English Heritage 2011), and waterlogged wood (English Heritage 2010a) and will comply with the KCC Generic Specification (Part B) Section 9 Archaeological Science and Environmental Sampling. Bulk samples will be collected from suitable excavated contexts, including dated/datable buried soils, well-sealed slowly silting features, sealed hearths, and sealed features containing evident carbonised remains, peats, water-logged or cess deposits. soil samples (generally of 40 litres where possible or 100% of the context if smaller) will be taken to target the recovery of plant remains (including wood charcoal and macrobotanicals), fish, bird, small mammal and amphibian bone, and small artifacts.
- 4.6 Specialist samples may also be taken to target recovery of pollen (using monolith tins), fish and small bone, molluscs, foraminifera, parasites and insects (in small <20 litre samples) or large mammal bones and marine molluscs (in large samples of 80-100 litres). When taken, large samples will be extracted wholesale from deposits to maximize the range of bone recovered. As a general rule, waterlogged wood specimens will be photographed and recorded in detail in their original location prior to being lifted or sampled for more detailed assessment.

- 4.7 Other scientific dating and geoarchaeological techniques will be considered and employed where appropriate. In all instances deposits with clear intrusive material shall be avoided. If human remains are found, work will cease and all necessary statutory provisions followed. The KCC Archaeological Officer and the Client will be informed immediately. Any finds believed to fall potentially within the statutory definition of Treasure, as defined by the Treasure Act 1996 (amended 2003), shall be reported to the Finds Liaison Officer (based at Invicta House, Maidstone, Kent). Should the find's status as treasure be confirmed the Coroner, the landowner and the KCC Archaeological Officer will also be informed. A record shall be provided to the Coroner and to the KCC Archaeological Officer of the date and circumstances of discovery, the identity of the finder, and the exact location of the find(s) (OS map reference to within 1 metre, and find spot(s) marked onto a site plan).
- 4.8 A general site safety strategy will be agreed, if necessary in writing, and implemented prior to the commencement of all fieldworks, to include if necessary a risk assessment, a methods statement, safety plans and procedures for safety inspections and the reporting of accidents. Safety procedures are to follow the guidelines established by the Institute of Field Archaeologists in: *Policy statement of Health and Safety* and in the *Standards and guidance* and the practical guidance in the SCAUM manual *Health and Safety in the field archaeology*.
- 4.9 All necessary precautions to the satisfaction of the Statutory or other Service Authorities and the landowner concerned will be taken to avoid interference with or damage to their services, and to comply with any of their codes of Practice that may be applicable. Should any pipes, cables, ducts or other apparatus be uncovered during the archaeological works the Statutory or other Service Authorities and landowner concerned will be informed immediately and further works will cease until adequate precautions have been taken for re-instatement or protection of any apparatus.
- 4.10 Any water drains which may be interfered with, or cut through, will be preserved and pipes or other means be provided so as not to stop or diminish their present usage. Should any drain be uncovered appropriate measures will be provided to convey the

water and soil to a suitable outlet and every reasonable precaution taken to protect all property from damage. Temporary or permanent connections to any mains drains pipes or other services will only be made with the prior permission of the relevant Statutory Authority.

- 4.11 Enquiries as to the position and line of any existing services will be made. Excavation will not commence until the presence or otherwise of all such services has been established. The positions, depths and dimensions of all services encountered will be measured and recorded.
- 4.12 On completion of machine clearance the area of archaeological investigation will be enclosed with appropriate barriers to appropriate safety standards and maintenance. Appropriate hazard signs will also be displayed.
- 4.13 Appropriate security will be provided. Particular care will be taken to avoid the loss of data by unauthorized excavation for archaeological artefacts. Should security problems arise a permanent presence on the site of the excavation may be required.
- 4.14 Adverse weather may temporarily halt archaeological excavation. It may be appropriate therefore to provide cover and protection over exposed archaeological features and deposits. Time should be allowed for delays due to bad weather.
- 4.15 A detailed calendar for the implementation and completion of the archaeological excavations will be arranged between SWAT Archaeology and the KCC Archaeological Officer and the dates for both the commencement and completion of the archaeological investigation will be notified to the KCC Archaeological Officer.

## **5 Recording**

- 5.1 Notwithstanding the requirements detailed above, the following general procedures will be followed:
- 5.2 All structures, deposits and finds will be recorded according to accepted professional standards using appropriate recording systems. The recording systems used will be compatible with those used on other similar archaeological excavations within Kent. The records are to be integrated into the Kent County Council HER and SWAT Archaeology will allocate site codes and archive numbers. The site archive will be

prepared according to the guidelines set out in: *Management of Archaeological of Projects: Appendix 3* (English Heritage, 2<sup>nd</sup> Edn, 1991).

- 5.3 All archaeological contexts are to be recorded individually on context record sheets. A furthermore general record of the work, comprising a description and discussion of the archaeology is to be maintained as appropriate.
- 5.4 Supplementary recording systems will be compiled for investigations and samples taken for bulk screening, palaeo-environmental analysis, and soil micromorphology.
- 5.5 A full colour and b/w photographic digital record of all phases of the excavation works will be kept. The photographic film and digital record, as well as the written record of the same, will comprise part of the site archive. Record digital photographs taken as part of the primary site archive will include a scale, north indicator and header board detailing the site code and context number. More general photography and area and feature photographs taken for publicity, educational or publication purposes may exclude these items. SWAT Archaeology will provide the KCC Archaeological Officer with a selection of photographic images which reflect the archaeological findings and investigations undertaken on this site.
- 5.6 The site archive, to include all project records and cultural material produced by the project, is to be prepared in accordance with Guidelines for the preparation of excavation archives for long-term storage (UKIC 1990). On completion of the project the Applicant will arrange for the archive to be deposited in a suitable museum or similar repository to be agreed with the KCC Archaeological Officer.
- 5.7 A site plan to indicate the location of the boundaries of the proposed development site and the position of archaeological features is to be drawn at a scale of 1:100. Plans to indicate the locations of archaeological features are to be drawn to a scale of 1:50, with more detailed plans as necessary. Detailed plans should normally be drawn at a scale of 1:20 and sections at a scale of 1:10. All detailed plans and sections are to be related to the site plans.
- 5.8 All plans and sections will be drawn on polyester based drawing film, and each plan and/or section will be clearly labelled.



5.9 A GPS site grid will be established across the areas subject to excavation. All field surveying will be preceded by a site visit to clarify the site-specific surveying methodology, determine lines of sight and locate appropriate survey points.

5.10 All recording points will be accurately surveyed with a GPS or Total Station to a horizontal accuracy of +/- 500mm, and located to the National Grid.

## **6 Post-Excavation and Reporting**

6.1 Following completion of the on-site works, SWAT Archaeology will produce a full assessment report on the results of the investigations. The report will include, as a minimum:

- A front sheet (setting out the site name, National Grid Reference to minimum eight figures, description of task undertaken, date and duration of the fieldwork, site code/number);
- A non-technical summary of the work including the results;
- Identity of the organization and individuals carrying out the work (in particular the names of the project director, site supervisor and any specialists);
- A general introduction to the project including site description;
- Aims and objectives;
- Methodologies employed to undertake the works;
- Descriptive text presenting the Results of the works including finds and environmental data where appropriate;
- Interpretation and discussion of the results;
- Assessment of the significance of any archaeological remains identified;
- Assessment of the potential of any data for further analysis;
- Proposals, if appropriate, for further analysis and dissemination;

- Details of the scale, nature and location of the archive and the intended place of deposition;
- Report bibliography;
- Sufficient illustrations to support the text including figures to show the location of the site in a regional and local context, location of all trial trenches, detailed trench plans and sections as appropriate; and
- Appropriate appendices containing context etc. information.

6.2 The report will also contain detailed proposals for the analysis phase. These proposals will be outlined in an updated Project Design which will define the objectives of the analysis stage and the resources needed to achieve them. This will also include proposals for integrating the results of previous investigations on the site.

6.3 The assessment report will be produced within six months of the completion of the fieldwork. Following agreement of the report with the Client, two copies of the report will be provided to the Archaeological Advisor for comment.

6.4 Copyright of the report will be retained by SWAT Archaeology. Reports submitted in support of planning applications are considered to be public documents and will be made available for public consultation through the Historic Environment Record.

6.5 Copies of all reports will be deposited with the Historic England Archive where they can be freely copied without reference to the authors for archaeological research.

6.6 Details of the archaeological remains recorded at the Site will be submitted online to the OASIS (Online Access to the Index of Archaeological Investigations) database.

## **7 General**

7.1 Any enquiries or complaints made to the archaeological team during the course of any phase of the fieldworks or subsequent post-excavation analysis and assessment from the press, Statutory Authorities or the public shall be recorded in writing and forwarded immediately to the landowner. SWAT Archaeology will not enter into any

written, verbal or electronic communication with the press, Statutory Authorities or the public without the prior consent of the landowner.

- 7.2 All artefacts recovered during the excavation shall remain the property of the landowner. The finds may be retained by SWAT Archaeology for a period not exceeding 2 years for post-excavation analysis. The artefacts are to be suitably bagged, boxed and marked in accordance with: Walker, K. *Guidelines for the preparation of excavation archives for long-term storage and conservation* (United Kingdom Institute for Conservation, Archaeology Section, 1990) and: *Standards in the museum care of archaeological collections* (Museum and Galleries Commission, 1992).
- 7.3 On completion of the project, SWAT Archaeology will arrange for the transfer, subject to the landowners consent, of the documentary, photographic and material archive to a Kent Museum, and to ensure that the appropriate level of resources for cataloguing, boxing and long term storage are available.
- 7.4 SWAT Archaeology will allow the site records to be inspected and examined at any reasonable time, during or after the excavation, by the landowners, and the KCC Archaeological Officer.
- 7.5 Copies of all reports compiled as a result of the evaluation, excavation and post-excavation archaeological works will be submitted to the landowner as CD containing a .pdf version.
- 7.6 In undertaking the work SWAT Archaeology will abide by the: *Code of conduct* and the: *Codes of approved practice for the regulation of contractual arrangements in field archaeology* of the Chartered Institute of Field Archaeologists.

## **8 References**

Kent County Council (undated) Mitigation – Strip, Map and Sample Requirements. Manual of Specifications Part B.

Figure 1  
Area of SMS



Figure 2: Lenham, Evaluation trenches

## **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 Historic Environment Record (HER) 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° 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 manoeuvring 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 osteoarchaeologist 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 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.

**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 Historic Environment Record entries within 500m of the boundaries of the site (or wider where appropriate). The HER entries should 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;
- 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 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 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 HER**

- 19.1 The Archaeological Contractor is to provide the Kent Historic Environment Record with copies of all reports in both heat-bound hardcopy and digital format (see 13.6 above).

- 19.2 Upon completion of the excavation the Archaeological Contractor will supply the Kent Historic Environment Record with a completed HER form (see Appendix 1)
- 19.3 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.
- 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 Historic Environment 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 HER 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 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 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.