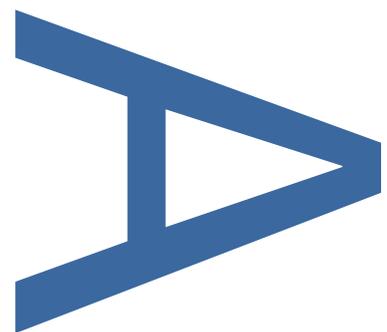
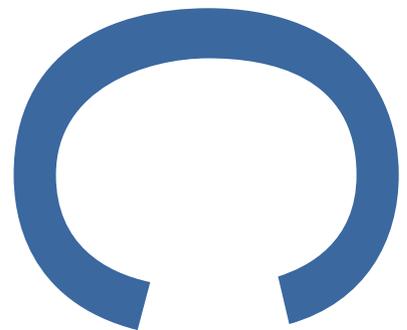


**LAND SOUTH-WEST  
OF SANDWICH ROAD,  
SHOLDEN,  
KENT**

**WRITTEN SCHEME OF  
INVESTIGATION  
FOR AN ARCHAEOLOGICAL  
EVALUATION**

**JUNE 2021**



**PRE-CONSTRUCT ARCHAEOLOGY**

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**LAND SOUTH-WEST OF SANDWICH ROAD, SHOLDEN, KENT**

**WRITTEN SCHEME OF INVESTIGATION**

**FOR AN ARCHAEOLOGICAL EVALUATION**

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**SITE CODE:** KSSR21

**LOCAL PLANNING AUTHORITY:** DOVER DISTRICT COUNCIL

**PLANNING APPLICATION NUMBER:** 21/00402

**SITE CENTRAL NGR:** TR 35344 52541

**COMMISSIONING CLIENT:** PEGASUS GROUP ON BEHALF OF RICHBOROUGH  
ESTATES LTD

**PREPARED BY:** ZBIGNIEW POZORSKI MCIFA, PCA

**VERSION:** 3.0 WITH KCC COMMENTS

---

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**June 2021**

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## 1 INTRODUCTION

- 1.1 Pre-Construct Archaeology Limited (PCA) has been commissioned to undertake an archaeological evaluation at land south-west of Sandwich Road, Sholden, Kent (Figure 1). The proposed works will be located within the current agricultural land, centred at National Grid Reference TR 35344 52541.
- 1.2 An outline planning application has been submitted for the erection of up to 117 dwellings with associated parking and means of access (all matters reserved except for access) (Dover District Council Planning Ref: 21/00402).



Plate 1: Proposed development

©Edge Urban Design

- 1.3 Consultation between Pegasus Group and Kent County Council (KCC), archaeological advisors to Dover District Council, confirmed that the archaeological evaluation in form of trial trenching should be implemented should be implemented on the site prior to the determination of the outline planning application to inform decision taking.
- 1.4 This document forms the Written Scheme of Investigation (specification) for the project and details the methodology by which the archaeological evaluation (trial trenching) will be undertaken.
- 1.5 The works will be undertaken by a full-time archaeological supervisor and other archaeological staff working for PCA. The works will be monitored by KCC. PCA have been instructed for the project by Pegasus Group on behalf of Richborough Estates Ltd.
- 1.6 All works will be undertaken in accordance with the following documents:

- This Written Scheme of Investigation (pending approval from the Archaeology Advisor to the Local Planning Authority)
- *Manual of Specifications* of the Kent County Council
- *Management of Research Projects in the Historic Environment* (MoRPHE Historic England 2015)
- *Standard and guidance for archaeological field evaluation* (Chartered Institute for Archaeologists ClfA 2020).

1.7 PCA is a Registered Archaeological Organisation (number 23) with the Chartered Institute for Archaeologists and will operate within the Institute's 'Code of Conduct'.

1.8 PCA has the following accreditations:

- ISO9001 registration
- Construction Line registration
- Achilles registration
- CHAS registration

1.9 PCA carries the following insurance policies:

<b>Policy</b>	<b>Limit of Indemnity</b>	<b>Policy Number</b>	<b>Insurer</b>
Public & Products Liability	£10,000,000	PC007887 & 24765101CHC/000133	Zurich & Aviva
Employers Liability	£10,000,000	24765101CHC/000133	Aviva
Professional Indemnity	£5,000,000	PL-PSC100002112906/02	Hiscox
Hired in Plant & Equipment	£500,000	24765101CHC/000133	Aviva

## **2 BACKGROUND**

### **2.1 Geology, Topography and Site Description**

- 2.1.1 The British Geological Survey (BGS online) indicates the natural geology on the site is on Seaford Chalk Formation. The north-eastern part of the site lies within area of recorded superficial deposits of the Head clay and silt.
- 2.1.2 The site at c. 5m OD in the western extent rising to c. 20m OD toward the north and east.
- 2.1.3 The site occupies an area of c. 4.99ha located to the south-west of Sandwich Road. The site is currently an unoccupied agricultural land (Figures 1 & 2).

### **2.2 Archaeological and Historical Background**

- 2.3 A heritage statement has been prepared for the site (Pegasus 2020) to accompany the planning application. The statement provides detailed historical and archaeological background for the site. In summary:
- 2.4 A geophysical survey of the site was carried out in 2020 and it recorded anomalies indicative of a potential enclosure and linear features which had been recorded within the site during aerial photograph assessment as part of the National Mapping Programme. A concentration of ring ditches, mainly focused to the west of the site, may be contemporary with the cropmark enclosure in the site, though the nature of the feature indicates that it may have originated during the Iron Age, and continued use into the Roman period.
  - 2.4.1 There is a low potential for Palaeolithic, Mesolithic and Neolithic remains to be found on the site.
  - 2.4.2 The National Mapping Programme recorded an enclosure and part of a linear feature within the site on aerial photographs and later during the geophysical survey. Seven ring ditches were also recorded to the immediate west of the site and those may have been contemporary to the cropmark enclosure. Based on their form and nature, they have been presumed to be of possibly Iron Age/Roman date. Iron Age round barrow cemetery was also present to the south-west and more ring ditched to the west of the site.
  - 2.4.3 A Roman villa with concrete foundations and frescos was recorded to the north-east at Hull Place c. 350m from the site. It was excavated in 2005-7 (Parfitt 2009) and the works concluded that at least two separate, successive flint-built structures existed on the site. Those buildings would have been constructed over an earlier pre-Roman settlement and most likely represented a centre of a larger villa complex. Further features were also found in that area indicating field boundaries and other activity. A trackway was also identified to the east, as well as cremation burial and other features. The trackway led to Sholden villa at Hull Place. Roman ditches were also found adjacent to the site, to the north-east.
  - 2.4.4 Early medieval and medieval findings are common from the area to the south and west of the site. The 13<sup>th</sup> century church of St Nicholas was built to the south-east of the site as chapelry of Northbourne, a settlement to the north-west of the site. The site itself was located likely within agricultural hinterland.

2.4.5 Post-medieval period brought also agricultural use of land on the site with earlier parcel divisions being reduced over the 19<sup>th</sup> century.

### **3 RESEARCH DESIGN**

3.1 The archaeological evaluation by trial trenching is designed to determine the presence or absence of surviving deposits and features at the site and, if present, to investigate and record them.

3.2 The investigations will also seek to clarify the nature and extent of existing disturbance and intrusions and hence assess the degree of archaeological survival.

3.3 The following site-specific research questions are also posed:

- What is a natural deposit sequence on the site and how it relates to the data obtained from sites in the wider area?
- Are cropmarks and possible archaeological features, particularly a potential ring enclosure, identified earlier on the site during the surveys present on the site, and what is their date and character?
- Is there any other evidence for prehistoric activity at the site, particularly of the Iron Age origin, and if so, what is the nature of this activity, and does it relate to any findings from the area?
- Are Roman remains present on the site and do they relate to finding in the area, e.g. a villa or a trackway with nearby features?
- Is there any evidence of activity in other periods and of what character?

## **4 SITE METHODOLOGY**

**4.1** The archaeological investigations should determine, as far as is reasonably possible, the location extent, date, character, condition, significance and quality of any surviving archaeological remains, and attention should be given to sites and remains of all periods. In addition to the excavation of human made deposits a record of any 'naturally deposited' levels will be made, especially when these are organically preserved and laid down within archaeological periods.

### **4.2 Evaluation**

**4.2.1** 46 trenches are to be excavated on the site covering 5% sample of the site (Figure 2). The trenches will also target a recorded cropmarks in the centre/south-east of the site. The trenches will measure 30m x 1.80m each and are designed to reach 1.20m of depth maximum. Deeper geoarchaeological sondages/test pits will also be excavated within the trenches, if natural deposits have not been reached and to investigate sequence of natural deposits. The test pits will be maximum 0.50m deeper than maximum depth of the impact of the proposed development. The trench locations and dimensions may be adjusted to accommodate site conditions. The details of any potential changes to the scheme will be consulted and agreed between Pegasus Group and KCC.

- A CAT scanner will be used by PCA prior to the opening of the trench, and continuous throughout excavation at intervals of 300mm until archaeological or natural deposits are encountered, to identify and avoid live services.
- Excavation will be carried out by a mechanical excavator fitted with a toothless ditching bucket. The plant and operator will be provided by the client. The excavation will be undertaken under a strict PCA's supervision. Spoil will be mounded at least 1m from the edges of the trenches.
- If required, any hardstanding will be removed from trenches footprints using a hydraulic breaker attached to the mechanical excavator.
- Machine excavation will continue in spits of 100mm at a time until either significant archaeological strata are found or natural ground exposed, whichever is encountered first. Each trench will be fully investigated and recorded, and features will be tested to ascertain their function, date and significance.
- The proposed trenches are designed to reach a maximum depth of approximately 1.2m below existing ground level (BGL) depending on the stability of the trench edges. If the excavation needs to progress further, then the trench will be stepped to provided safe access and secure the sides and excavation will continue to allow recording of the structures. The steps will be 1.2m wide on each side of the trench.
- All arisings from each trench will be carefully inspected to ensure that any artefacts are recovered.
- The trenches and spoil heaps will be scanned with a metal-detector at regular intervals to enable finds recovery.
- No exhumation of human remains is permitted or will be undertaken. If archaeological features

are found which are suspected to be graves, they will either all be tested to confirm the presence of burials or a select example will be tested.

- The trenches will be backfilled by PCA using the same type of machine as for opening the trenches, replacing the excavated arisings in the reverse order of excavation; however, PCA will undertake no post-backfilling attendance to the site to re-instate or maintain the surfaces. Excess arisings, if present, will be left on site at a place to be agreed.

### **4.3 Investigation and Recording Techniques**

- 4.3.1 All archaeological features (stratigraphical layers, cuts, fills, structures) will be excavated by hand tools and recorded in plan at 1:20 or in section at 1:10 using standard single context recording methods. Photographs will also be taken as appropriate.
- 4.3.2 Archaeological features, structures and deposits will be identified, cleaned, recorded and excavated by the attendant archaeological team using appropriate hand tools. All relationships between features or deposits will be investigated and recorded in order to properly understand the date and nature of the archaeological remains on the site and to recover sufficient finds assemblages to assess the chronological development and socio-economic character of the site over time.
- 4.3.3 Archaeological excavation will require work by 'pick and shovel'; however, such techniques will be used only for the removal of homogeneous and 'low grade' layers where it can reasonably be argued that more detailed attention would not produce information of value. They will not be employed on complex stratigraphy, and the deposits to be removed must have been properly recorded first.
- 4.3.4 The strategy for sampling archaeological and environmental deposits and structures will be developed by PCA as necessary. If appropriate, KCC and the Historic England Regional Archaeological Science Advisor will be consulted.
- 4.3.5 If articulated human remains are identified, the client, Pegasus Group and KCC will be notified immediately. If it is deemed that they can be left in situ, this will be the preferred option. The removal of human remains can only take place following the issuing of appropriate licenses from the Ministry of Justice. Should the removal of human remains not pose a risk to the completion of the work and should further archaeological mitigation be necessary at the site, then any remains will be left in situ, with the agreement of the Kent County Council Archaeological Officer. It is not proposed that any exhumation will be undertaken during the current phase of work unless additional arrangements have been agreed. However, if to complete the project objectives exhumation is unavoidable, then agreement will be sought from all necessary parties to do so. Assuming that this is granted then PCA will apply on behalf of the overall client for a Burial Licence to the Ministry of Justice. If this is granted, human remains must be excavated in the manner specified in the licence and screened from public view. Human remains will be excavated within the area of proposed impact only. Burials will not be 'chased' beyond the edges or base of the trench, beyond construction impact depth. Excavation will be carried out in accordance with the English Heritage *Guidance for Best Practice for Treatment of Human Remains Excavated from Christian Burial*

*Grounds in England* (2005). Burials will be excavated by hand and recorded using standard recording techniques. A rectified photograph of the excavated burial will be taken to assist in digitisation in post-excavation. Charnel will be collected by hand and its location noted.

- 4.3.6 All gold and silver will be removed to a safe place and reported to the local coroner according to the procedures relating to the Treasure Act 1996. Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.
- 4.3.7 PCA will notify the KCC of the commencement of fieldwork one week in advance.

#### **4.4 Access and Safety**

- 4.4.1 Site security is the responsibility of the overall client. The trenches will be demarcated, as required, by PCA using netlon fencing and road pins.
- 4.4.2 Reasonable access to the site will be granted to Kent County Council and representatives of the client, advisory bodies or local planning authority who wish to be satisfied, through site inspections, that the archaeological works are being conducted to proper professional standards and in accordance with the agreements made. Full access is also provided for the client and its agents. If any of the above parties cannot attend the site, e.g. due to restrictions related to the coronavirus pandemic, then alternative arrangements will be made by PCA to allow remote site monitoring. This may involve live video calls and meetings, online provision of digital photographs and other means of communication.
- 4.4.3 All relevant health and safety legislation, CDM, COSHH regulations and codes of practice will be respected. This requirement constitutes one of the non-archaeological requirements on the excavation design. PCAs H&S Policy Statement (2019) and Site Rules (2019) will be followed at all times. A site-specific Risk Assessment will be prepared; this will be reviewed and updated daily by the site supervisor.
- 4.4.4 There is a duty of care for the overall client to provide all information reasonably obtainable on contamination and the location of live services before site works commence. Should services be encountered during excavation, it will be the assumption of PCA that they are live and will be avoided at all costs.
- 4.4.5 The welfare/toilet facilities will be provided by the client.
- 4.4.6 Minimum PPE for work on the site will comprise safety helmet, safety boots and high-visibility vest. Gloves shall be kept at the ready. Contamination-appropriate PPE (such as disposable suits, impermeable gloves, wellington safety boots and dust masks (P3 or half-filter)) will be available if suspected contaminants are encountered. Information on ground contamination has not been provided.
- 4.4.7 If asbestos material (suspected or confirmed) is encountered during the excavations its location will be marked, photographed and left in situ. The client will be informed as soon as possible. PCA will not remove any asbestos from site.
- 4.4.8 If during the course of the archaeological investigation items are observed or found which are

considered to be potential UXO objects, all work in the vicinity of the excavation will cease and the client and Pegasus Group will be informed immediately. They will notify relevant bodies and arrange for appropriate attendance from specialists and/or emergency services.

4.4.9 If groundwater is present within the excavated trench, and requires removal to allow work to proceed safely, it will be pumped from the trenches by PCA by means of a puddle pump (or similar) and generator. The water will be released in location given by the client.

4.4.10 All PCA's staff are CSCS card holders.

## **5 RECORDING SYSTEMS**

### **5.1 Site Code**

5.1.1 PCA assigned a unique 'site code' KSSR21 that will serve to identify the site archive, including written, drawn, and electronic records, as well as artefacts.

### **5.2 Site Records**

5.2.1 The recording systems adopted during the investigations will be fully compatible with those most widely used elsewhere in Dover District and Kent, which are those presented in PCAs *Operations Manual 1* (Taylor and Brown 2009, updated 2018). No alternative recording system will be adopted without the prior agreement of KCC.

5.2.2 The site archive will be so organised as to be compatible with the other archaeological archives produced for work within Kent. Individual descriptions of all archaeological strata and features excavated and exposed will be entered onto prepared *pro-forma* recording sheets which include the same fields of entry as are found on the recording sheets of the Museum of London. Sample recording sheets, sample registers, finds recording sheets, accession catalogues, and the photography record cards will follow the Museum of London equivalents. This requirement for archival compatibility extends to the use of computerised databases.

5.2.3 A 'site location plan' indicating the site north and based on the current Ordnance Survey 1:1250 map (reproduced with the permission of the Controller of HMSO) will be prepared. This will be supplemented by a trench plan at 1:200 (or 1:100), which will show the location of the areas investigated in relation to the investigation area and National Grid Reference. All sections should be located on plan with OS co-ordinates. The location of the OS benchmarks used and the site TBM will also be indicated.

5.2.4 A record of the full extent in plan of all archaeological deposits as revealed in the investigation will be made; these plans will be on polyester-based drawing film, will be related to the site grid and at a scale of 1:10 or 1:20. 'Single context planning' will be used on site, and the information will be digitised for eventual CAD application.

5.2.5 At least one long section of the evaluation trench will be drawn or a representative part including a profile of the top of the natural deposits (extrapolated from cut features etc., if the trench has not been fully excavated). Other sections, including the half-sections of individual layers or features may be drawn as appropriate to 1:10 or 1:20.

5.2.6 The OD height of all principal strata and features will be calculated and indicated on the appropriate plans and sections.

### **5.3 Stratigraphic Matrix**

5.3.1 A 'Harris Matrix' stratification diagram will be used to record stratigraphic relationships. This record will be compiled and fully checked during the course of the excavations. Spot dating should be incorporated where applicable during the course of the excavation.

## **5.4 Photographic Record**

5.4.1 An adequate photographic record of the investigations will be prepared. This will consist of high quality, colour digital photographs taken in jpeg and RAW formats by an appropriately trained individual, illustrating in both detail and general context the principal features and finds discovered. The photographic record will also include 'working shots' to illustrate more generally the nature of the archaeological operation mounted. The digital images will be preserved on a dedicated and backed up server. The RAW files will be converted to high quality tiff images for eventual preservation by local depository.

## **5.5 Survey**

5.5.1 Trench positions and OS datums will be established on site by PCA using a GPS-system or using the Principal Contractor's engineering records.

## **6 TREATMENT OF FINDS AND SAMPLES**

### **6.1 General**

6.1.1 All processing will take place at PCA's Brockley premises, or, if appropriate, those of our environmental consultants.

### **6.2 Environmental**

6.2.1 Different sampling strategies may be employed according to the perceived importance of the deposit or feature under investigation. Close attention will be given to sampling for date, structure and environment. Sample size should take into account the frequency with which material is likely to occur. Bulk sieving should be employed both for recovery of environmental evidence to ensure that complete samples of artefactual evidence are collected for significant deposits.

6.2.2 Bulk samples will be taken from deposits containing prehistoric findings and column samples may be taken through deposits, if accessible. It is expected that 100l bulk samples will be taken from gravel deposits and any fine-grained deposits (sands, silts, brickearth) encountered within the gravels. Peat and other alluvial deposits will also be sampled. More detailed strategy for sampling archaeological and environmental deposits and structures (which can include soils, timbers, pollen, diatoms, animal bone and human burials) will be developed in consultation with KCC, and if necessary, the Historic England Regional Archaeological Science Advisor. Subsequent on-site work and analysis of the processed samples and remains will be undertaken by our own consultants and specialist sub-contractors.

6.2.3 A high priority will be given to sampling river and other anaerobic deposits, such as peat, where organic materials may be preserved. Organic samples will be subject to appropriate specialist analysis.

### **6.3 Artefactual**

6.3.1 All finds retrieval policies of the Museum of London will be adopted and all identified finds and artefacts will be retained according to the stated selection retention and retrieval policy appropriate to the material type and date. No finds will be discarded without the prior approval of the archaeological officer of Kent County Council.

6.3.2 All finds will be treated in a proper manner and to standards agreed in advance with the recipient museum. They will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in the United Kingdom Institute for Conservation's '*Conservation Guidelines No.2*' and the Museum of London's '*Standards for the Preparation of Finds to be Permanently Retained by the Museum of London*'. All metal objects will be x-rayed and then selected for conservation (except in those cases where KCC agrees that this will not be necessary).

6.3.3 Ceramic (pottery, clay tobacco, building material fabric and brick form) reference collections, housed at the Museum of London should be referred to for descriptive and analytical purposes in order to ensure that terminology is consistent.

## **7 ARCHIVES AND REPORTS**

### **7.1 Report**

7.1.1 All fieldwork and results will be fully recorded, and a report prepared. Copies of the report will be forwarded to the client and the KCC.

7.1.2 The report will include the following items:

- Non-technical summary;
- Introduction;
- Planning Background;
- Previous archaeological work relevant to the project;
- Topography of the site;
- Research objectives;
- Methodology;
- The results of the fieldwork and their significance;
- An assessment of the results against original expectations and a review of the effectiveness of the fieldwork strategy;
- Statement of potential of the archaeology;
- Conclusions and recommendations, if appropriate;
- Quantification of the archaeological archive;
- Bibliography;
- Acknowledgements;
- OASIS form.

### **7.2 Site Archive Destination**

7.2.1 After all reporting and when it is known that no further work is required for this phase of work, the resultant site archive will be deposited with the appropriate local museum/archive depository.

7.2.2 The deposition of the archive will be achieved by means of a “Deed of Transfer” which is to be signed by the landowner. This will be organised by PCA as part of its commission to the client.

### **7.3 General**

7.3.1 The integrity of the site archive will be maintained. The finds and records will be available for public consultation. Appropriate guidance is set out in the Museum and Galleries Commission’s *Standards in the Museum Care of Archaeological Collections* (1992) and *Towards an Accessible Archaeological Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland Scotland and Wales* (SMA 1995). For deposition with local museum, the *Guidelines for the Preparation of Archaeological Archives* will be followed.

7.3.2 If the finds are not to be donated to the local depository, arrangements will be made for a comprehensive record of all relevant materials (including detailed drawings, photographs and descriptions of individual finds), which can instead constitute the archaeological archive.

7.3.3 The minimum acceptable standard for the site archive is defined in the MoRPHE 2015. It will include

all materials recovered, (or the comprehensive records of such materials as referred to above) and all written, drawn, and photographic records, including a copy of all reports relating to the investigations undertaken. It will be quantified, ordered, indexed, and internally consistent before transfer to appropriate depository. It will also contain a site matrix, a site summary and brief written observations on the artefactual and environmental data.

- 7.3.4 United Kingdom Institute for Conservation guidelines for the preparation of excavation archives for long term storage (1990) will be followed.
- 7.3.5 A short summary of the results of the work, even if negative, will be bound into the client report for submission to the client and the Kent HER along with the OASIS report form as soon as possible after the completion of archaeological works.
- 7.3.6 Minimum requirements for public dissemination are for OASIS report forms to be submitted to the OASIS Project as soon as possible of within 6 months of completion of fieldwork, and the provision of a short paragraph summary of the results for publication in the *London Archaeologist: Excavation Round-Up*. Such publications will meet the minimum requirements set out in *Management of Research Projects in the Historic Environment* (MoRPHE 2015). There is a need to format reports so that the details of the proposed development impact can be separated from the information and enable all archaeological information to be made available to the GLHER within 6 months of the completion of fieldwork.
- 7.3.7 Where the review of the project indicates the need for further assessment and analysis the recommendations set out in the MoRPHE 2015 will be followed.

## **8 SIZE AND STRUCTURE OF EXCAVATION TEAM**

- 8.1 The investigations will be supervised by a full-time member of PCA's staff who has considerable experience of working in archaeology, and who has understanding of the issues associated with this site.
- 8.2 The supervisor will be assisted as necessary by one full-time archaeologists in the employment of PCA in addition to other support staff, such as archaeological geoarchaeologist, photographers, surveyors, finds specialists and logistics.
- 8.3 A standard working day is 08.00 - 16.30. A morning and afternoon tea break and 45-minute lunch break are included within this period.

## **9 PROGRAMMING**

- 9.1 It is intended that the work can progress once this WSI is approved by the KCC and once the client is able to grant access to the site. It is currently anticipated this will be on 12/07/2021. The precise date will be advised to the KCC by Pegasus Group in advance.
- 9.2 The on-site fieldwork is programmed for ten working days. A report will be produced within approximately 2 weeks of the completion of the fieldwork.

## 10 BIBLIOGRAPHY

Chartered Institute for Archaeologists, 2014, *Standard and guidance for archaeological field evaluation*. CIfA 2020

Historic England, 2015, *Management of Research Projects in the Historic Environment MoRPHE*

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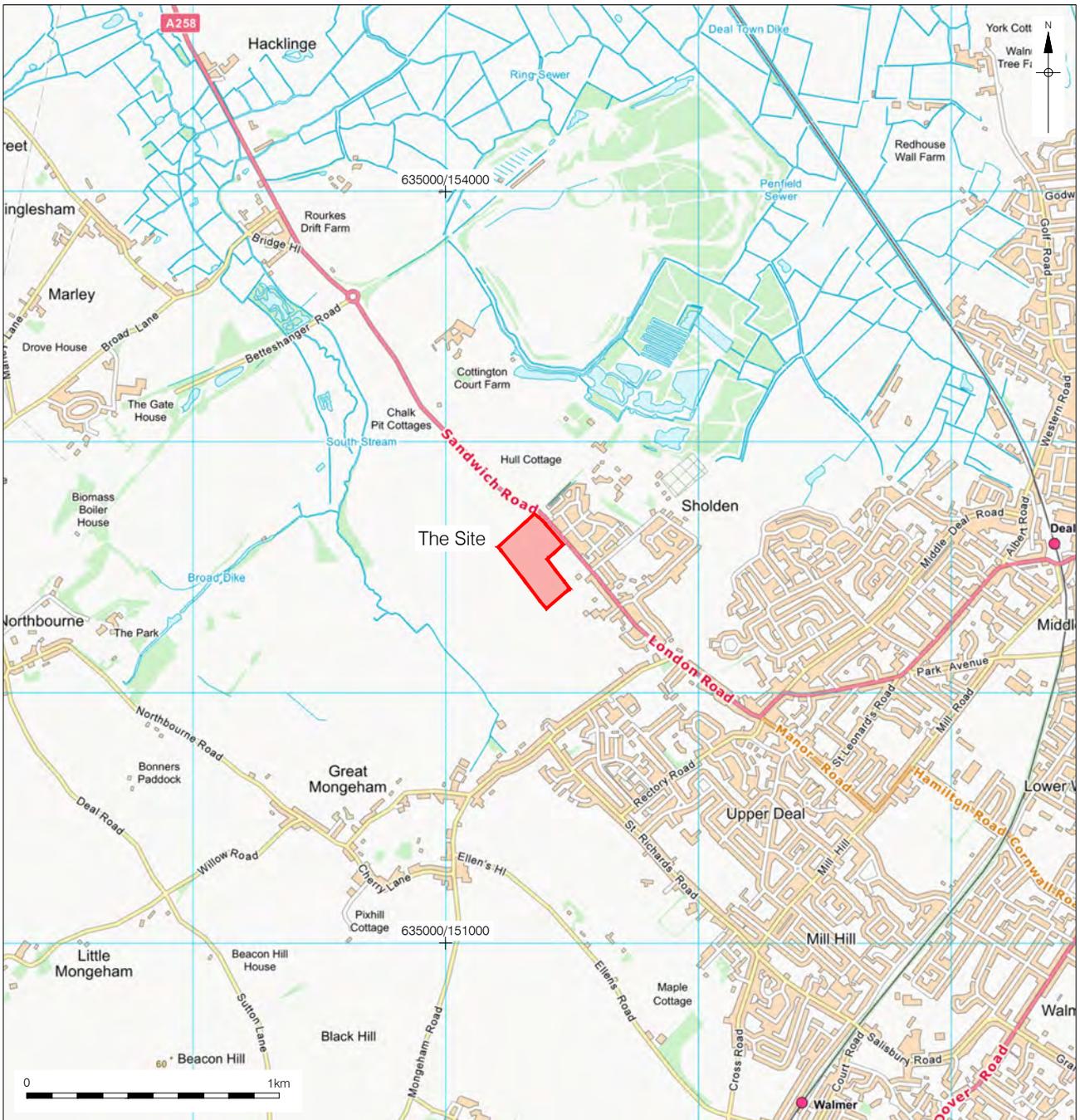
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Pre-Construct Archaeology Limited

Websites:

[www.bgs.ac.uk](http://www.bgs.ac.uk) British Geological Survey



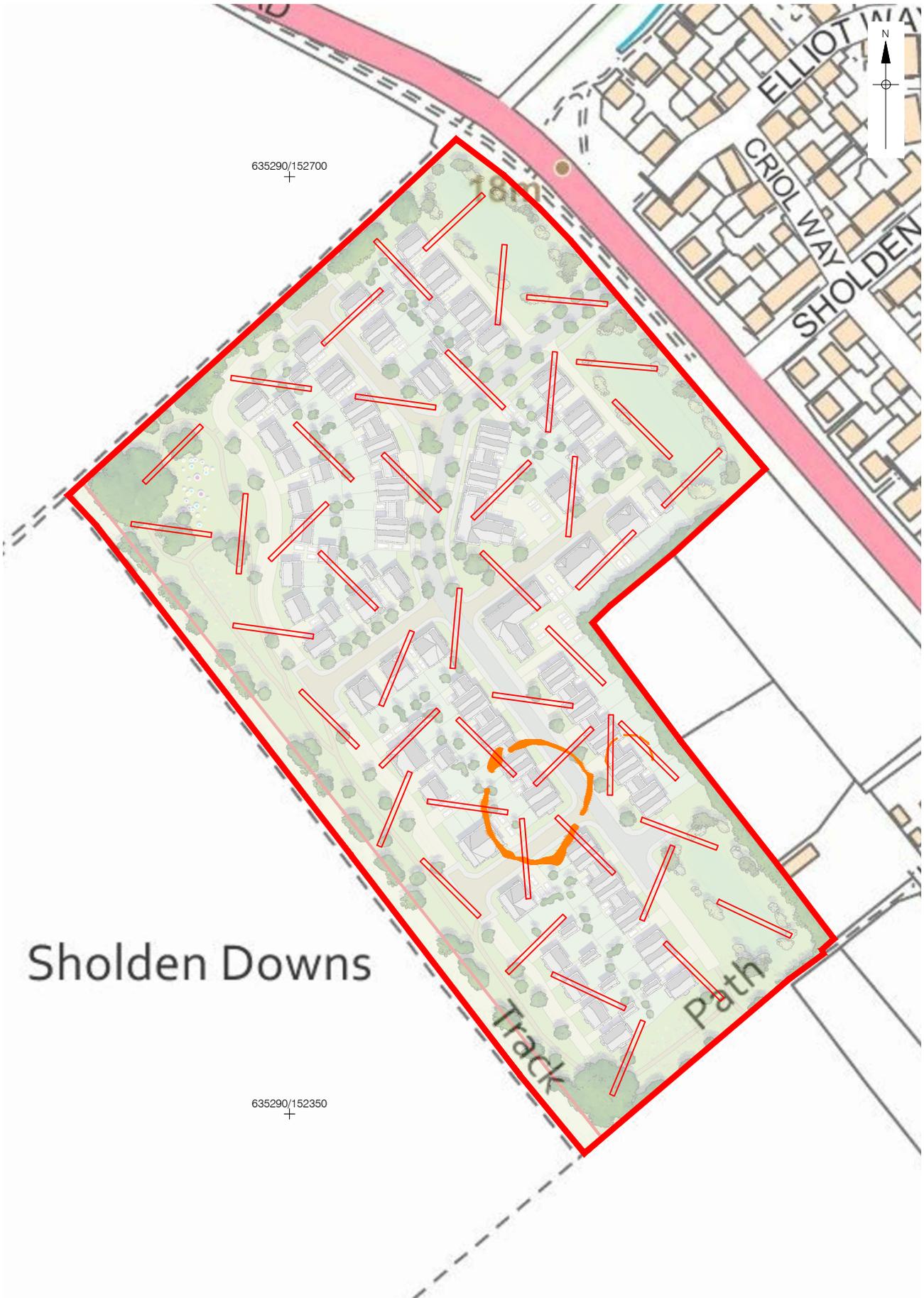


Figure 2  
Proposed Trench Locations overlain on  
Illustrative Masterplan showing the location of  
geophysical anomalies  
1:2,000 at A4

## APPENDIX 1: LANDOWNER TRANSFER FORM



### PCA London Office

Unit 54 Brockley Cross Business Centre, 96 Endwell Road, Brockley, London, SE4 2PD

t operations ~ 020 7732 3925  
administration ~ 0207 358 2197  
post-excavation services ~ 020 7639 9091

e info@pre-construct.com  
w www.pre-construct.com

PCA Ltd is due to carry out an archaeological investigation on the site below:

Site name: Land south-west of Sandwich Road, Sholden, Kent

Site Address: As above

Site Code KSSR21

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We have been instructed / commissioned for the work by Pegasus Group, contact: Rebecca Gilbey, [Rebecca.Gilbey@pegasus.co.uk](mailto:Rebecca.Gilbey@pegasus.co.uk), tel. 01223 202100.

Following completion of the site, the full site archive including artefacts worthy of retention will be deposited by PCA with a museum or repository who are committed to curate this archive.

To action this, PCA requires the name and address of the Landowner so that a Transfer of Title can be arranged for the deposition of the archive, by Deed of Transfer between the recipient museum or repository and the Landowner.

Therefore, could you please complete the details below and return this letter by post or e-mail to the following:

Zbigniew Pozorski

zpozorski@pre-construct.com

Pre-Construct Archaeology Ltd

Unit 40, Brockley Cross Business Centre  
96 Endwell Road, London SE4 2PD

### NAME AND ADDRESS OF SITE OWNER / FREEHOLDER

Name:

Address:

.....  
.....  
.....  
.....  
.....  
.....

**COMPANY REGISTRATION NO.** (Required for sites in Greater London)

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## APPENDIX 2: KCC FIELDWORK NOTIFICATION FORM

Sections <b>A</b> and <b>B</b> to be sent digitally to KCC Heritage Conservation Group <b><u>in advance of the start of fieldwork</u></b> . Section <b>C</b> to be completed and sent <b><u>at end of fieldwork</u></b> . Section <b>D</b> to be filled in and sent with completed report.				
<b>SECTION A - PROJECT DETAILS</b>				
<b>Site/Project Name:</b>	Land south-west of Sandwich Road,	<b>NGR:</b>	TR 35344 52541	
	Sholden, Kent,			
<b>Site Address:</b> 33 St Mary's Road, Stone, Kent, DA9 9AS				
<b>Archaeological Contractor (inc name and address of project contact):</b>				
Pre-Construct Archaeology Limited, Zbigniew Pozorski, Project Manager,				
Unit 54 Brockley Cross Business Centre, 96 Endwell Road, London SE4 2PD				
<b>Commissioning Body/Client:</b>				
Pegasus Group				
<b>Development Proposals/Reason for Fieldwork:</b>			<b>Planning Reference:</b>	
			21/00402	
<b>SECTION B - COMMENCEMENT OF FIELDWORK</b>				
<b>Type of Archaeological Fieldwork:</b>		<b>Site Supervisor:</b>	G Seddon	
Evaluation		<b>Site Contact Details:</b>		
<b>Specification for Works:</b>				
<b>Local Museum Notified:</b>		<b>Site Code: KSSR21</b>		
	<b>Date:</b>			
<b>Local Arch Soc Notified:</b>				
	<b>Date:</b>			
<b>START DATE:</b>	12/07/21	<b>ANTICIPATED DURATION:</b>	10	days/ <del>weeks</del>
I (archaeological contractor) confirm that all necessary provision has been made for the resources to complete the archaeological fieldwork, post-excavation analysis and reporting in accordance with the agreed specification.				
<b>Name:</b>	Zbigniew Pozorski			
<b>On behalf of:</b>	Pre-Construct Archaeology Ltd			
<b>Signed:</b>	Z Pozorski	<b>Date:</b>	14/06/21	
<b>SECTION C - COMPLETION OF FIELDWORK</b>				

<b>Date Fieldwork Completed:</b>		<b>Was fieldwork monitored by KCC/EH/Other?</b>	
<b>Further Fieldwork Anticipated:</b>		<b>Who?</b>	
<b>Map attached showing site location and extent of intervention?</b>			
<b>Summary of results (Continue on separate sheet if necessary):</b>			
<b>Agreed Reporting Stages and Program:</b>			
<b>Name:</b>			
<b>On behalf of:</b>			
<b>Signed:</b>		<b>Date:</b>	
<b>SECTION D - COMPLETION OF POST-EXCAVATION ANALYSIS &amp; REPORTING</b>			
	Copies to: (Number)		

Reports Submitted (Titles)	KCC	LPA	Arch Soc	Client	EH	Other	Digital Copies
<b>HER Data:</b>							
<b>Digital Mapping Data?</b>		<b>Notes:</b>					
<b>Location and Destination of Archive:</b>							
<b>Name:</b>							
<b>On behalf of:</b>							
<b>Signed:</b>					<b>Date:</b>		

## EVALUATION – TRIAL TRENCHING REQUIREMENTS

### 1. Introduction

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

### 2. General Requirements

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

### 3. Pre-site Requirements

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

- Solid and drift geology;
  - Geotechnical site investigation data (if available);
  - Any desk-based studies of the site.
- 3.2 In certain circumstances the following will also be considered:
- Relevant published secondary sources
  - Relevant historic maps held at the Centre for Kentish Studies
  - Aerial photographs where cropmarks are considered to indicate archaeology on or close to the site.
- 3.3 The Archaeological Contractor will ensure that all reasonable measures have been taken to identify any constraints to undertaking the evaluation trenching. The Archaeological Contractor will seek information on the presence of services, any ecological constraints, the presence of Public Rights of Way, the presence of contaminated land or any other risks to health and safety.
- 3.4 The Archaeological Contractor will make provisional arrangements for the deposition of the site archive with an appropriate museum or suitable repository agreed with the County Archaeologist. The Archaeological Contractor will obtain a provisional accession number for the site archive from the recipient museum (except where the museum prefers to issue an accession number following completion of fieldwork) and any guidelines from the recipient museum regarding deposition of the site archive.
- 3.5 Full copies of the Specification must be issued to the field officer responsible for on-site work and a copy of the agreed Specification and any additional method statements must be available on site at all times. The team carrying out the trial trenching must be familiar with the Specification and have access on site to any previous evaluation or survey reports.
- 3.6 The Archaeological Contractor will inform the County Archaeologist of the start date of the work (at least five working days before) and arrange for monitoring visits to be undertaken, using the Site Fieldwork Notification Form (see Appendix II). The Archaeological Contractor will continue to keep the County Archaeologist informed of the progress of work and will notify the County Archaeologist immediately if particularly important archaeological remains are encountered.

#### **4. Objectives**

- 4.1 The purpose of the evaluation is to establish whether there are any significant archaeological deposits at the site that may be affected by the proposed development.
- 4.2 The evaluation is thus to
- a) ascertain the extent, depth below ground surface, depth of deposit, character, date, significance and condition of any archaeological remains on site;

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

## **5. Scope of trial trenching**

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

## **6. Machine and Hand Excavations**

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

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

## **7. Investigation and Sampling Strategy**

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

### ***Burial Remains***

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

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

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

## **8. Finds recovery processing and treatment**

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

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

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

## 9. Archaeological Science and Environmental Sampling

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

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

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

## **10. Recording**

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

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

## **11. Reinstatement and completion of fieldwork**

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

## **12. Reporting**

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

- 12.2 When submitting the report to the County Archaeologist the Archaeological Contractor will provide written confirmation that the report has been submitted to the above parties.
- 12.3 If the Archaeological Contractor is required, contractually, only to submit reports directly to the developer or their agent, the Archaeological Contractor must inform the County Archaeologist in writing that they have completed the report and whom it has been forwarded to. The Archaeological Contractor must ensure that the developer is made aware of the need to circulate the report as in 12.1 above.
- 12.4 The Archaeological Contractor may determine the general style and format of the evaluation report but it must be completed in accordance with this specification. The report must provide sufficient information and assessment to enable the County Archaeologist and the Local Planning Authority to reach an informed decision regarding any further mitigation measures that may be required and to stand as an appropriately detailed report on the archaeological fieldwork for future research.
- 12.5 Reports that do not provide sufficient information or that have not been compiled in accordance with the relevant sections of this specification will be returned to the Archaeological Contractor for revision and resubmission.
- 12.6 The report will be submitted to the County Archaeologist in a heat-bound hard-copy and in digital format. The digital copy will be supplied in .pdf format and will contain all text, images and plans present in the hard-copy report in a single .pdf file. The medium will be a CD-ROM formatted according to ISO 9660:1999.
- 12.7 **Report Format** - The final evaluation report will include as a minimum:
- 12.7.1 An **Abstract** summarising the scope and results of the archaeological evaluation.
- 12.7.2 An **Introduction** including:
- the location of the site with a National Grid Reference for the centre sufficient to locate the site to 1m accuracy (e.g. TQ 55555 77777 or easting: 555555, northing: 177777);
  - an account of the background and circumstances of the work;
  - a description of the development proposals, planning history and planning reference together with the archaeological condition (where appropriate);
  - the nature of potential impacts arising from the proposals;
  - the scope and date of the fieldwork, the personnel involved and who commissioned it;
- 12.7.3 An account of the **Archaeological Background** of the development site including:
- geology, soils and topography;

- any known existing disturbances on the site;
- background archaeological potential of the site. This will include a summary of the known Historic Environment Record entries within 500m of the boundaries of the site (or wider where appropriate). The HER entries will be quoted with their full KHER identifier (e.g. TR 36 NW 12);
- summary of any previous phases of archaeological investigation at the development site;

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

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

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

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

12.7.7 The **Finds** recovered during the course of the evaluation will be described, quantified and assessed by artefact type within the evaluation report. The report will also provide an indication of the potential of each category of artefact for further analysis and research. For each category of artefact the report will describe the method of processing, any sub-sampling, conservation and assessment undertaken. Where appropriate local reference collections will be referred to for descriptive and analytical consistency. Any implications for future archive, conservation or discard of the artefacts will also be set out.

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

12.7.9 The evaluation report will include an assessment of the **Environmental** potential of the site. Details will be provided of any environmental sampling undertaken in connection with the fieldwork and the results of any processing and assessment of the samples. The report will describe the method of processing, any sub-sampling and assessment. Any potential for future analysis of the samples or environmental remains recovered from the evaluation will be described. Implications for future archive, conservation or discard of environmental samples or remains will be detailed.

- 12.7.10 The report will include, as appropriate, tables summarising environmental samples taken, together with the results of processing and assessment.
- 12.7.11 Any results from the application of archaeological scientific techniques e.g. specialist dating will be included in the evaluation report.
- 12.7.12 An **Interpretation** of the archaeology of the site will be provided, including its location, extent, date, condition, significance and importance. This will be a synthesis of the stratigraphic, finds and environmental results of the investigation and will include, even if no archaeology is identified as present on the site, description of areas of disturbance, non-archaeological deposits and changes in geological subsoil where appropriate. This section of the report will be supported by a phased interpretative plan of the site, clearly showing the major areas and periods of archaeological activity.
- 12.7.13 An **Impact Assessment** will consider the potential effects of the development on the archaeological remains. This will summarise the archaeological results, describe how any identified archaeological potential identified relates to the site and how the development proposals will affect that archaeology. The report will highlight any areas of sensitivity within the site. Particular note will be made of any variations in the depth of overburden covering any archaeological deposits revealed.
- 12.7.14 The **Conclusion** will summarises the method, results, interpretation and impact assessment.
- 12.7.15 The evaluation report will assess the potential for preservation at the site to inform decisions about mitigation strategies. It will not include any recommendations on preservation measures or further work unless otherwise agreed with the County Archaeologist.
- 12.7.16 The evaluation report will include comments on the effectiveness of the methodology employed and the confidence of the results and interpretation.
- 12.7.17 **Figures / illustrations** – The report will include sufficient illustrations to support descriptions and interpretations within the report text. Figures are to be fully cross-referenced within the document text. As a minimum the evaluation report will include the following figures:
- a site location plan tied into the Ordnance Survey at 1:1250. The plan will also include at least two National Grid points to 1m accuracy and show the site boundary;
  - trench location plans at an appropriate scale showing the layout of archaeological features, coloured by phases or period. The plan will show the location of all trenches and features. A copy of the plan will be overlain on the proposed development plan where this is known. Where possible, projection of archaeological features outside of the trench areas will be included on the plan. This plan will also include two National Grid points;

- plans of the features revealed in each of the trenches at a larger scale e.g. 1:20 or 1:50; such plans are to also illustrate areas of disturbance, change in subsoil and location of sections; The location of significant finds and samples taken will also be indicated;
- relevant section drawings and trench soil profiles as appropriate;
- illustrations and/or photographs of significant finds.

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

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

### **13. Archive Preparation & Deposition**

13.1 The site archive, to include all project records and cultural material produced by the project, is to be prepared in accordance with *Guidelines for the preparation of excavation archives for long-term storage (UKIC 1990)*. On completion of the project the Archaeological Contractor will arrange for the archive to be deposited in accordance with the provisional arrangements made with a suitable museum or repository at the onset of fieldwork. Any alternative arrangements will be agreed with the County Archaeologist and the Local Planning Authority.

### **14 Monitoring and Liaison**

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

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

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

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

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

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

## **15. Copyright and data protection**

- 15.1 Information submitted to the County Archaeologist in conjunction with planning applications automatically becomes publicly accessible and can be viewed by anyone at any time. In addition, the Local Planning Authority and Kent County Council are subject to the requirements of the Freedom of Information Act (2000) and Environmental Information Regulations (2004). Information may be subject to Fol or EIR requests and any documentation submitted in connection with the project may be made publicly available unless doing so contravenes the Data Protection Act (1998).

- 15.2 While copyright of reports and other information arising from the fieldwork remains with the originator, the Archaeological Contractor will undertake to make this information available to interested parties. The Archaeological Contractor will agree to allow reports of the fieldwork to be copied and made available to interested parties for archaeological research. The reports may be made available on the Internet no sooner than three months after the submission of the report. Archaeological Contractors who believe that there are special reasons for not publishing the report on the Internet should reach a separate agreement with the County Archaeologist.

## **16. Health and Safety**

- 16.1 The Archaeological Contractor will conduct the work in compliance with the Health and Safety at Work etc Act 1974. The Archaeological Contractor will also follow the guidance set out in "Health and Safety in Field Archaeology" Standing Conference of Archaeological Unit Managers 1997.
- 16.2 The Archaeological Contractor is expected to maintain a Health and Safety Policy and a procedures manual and have available appropriate expertise in Health and Safety advice. Site staff will have an appropriate level of training to enable them to carry out fieldwork safely.
- 16.3 The Archaeological Contractor will maintain the site in a safe condition. All hazards will be appropriately identified and managed. Deep excavations will be appropriately fenced.
- 16.4 The Archaeological Contractor will carry out a risk assessment prior to commencement of fieldwork and where appropriate a COSHH assessment.

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

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

## **17. KCC HER**

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

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

## 18 General

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

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

# PCA

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