

**STONEWALL, EAST STREET, HUNTON, KENT, ME15 0RB**

**NGR 572918 148953**


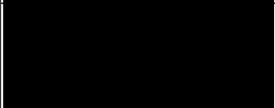
**HISTORIC BUILDING RECORD**

**Written Scheme of Investigation**

**Planning ref: 22/505899/LBC**

**ASE project no: 30217**

**Site code: SES23**

<b>Prepared by:</b>	Amy Williamson	Project Manager	
<b>Reviewed and approved by:</b>	Ron Humphrey	Assistant Director	
<b>Date of Issue:</b>	May 2023		
<b>Version:</b>	1		

**Archaeology South-East  
Units 1 & 2  
2 Chapel Place  
Portslade  
East Sussex  
BN41 1DR**

## **1.0 INTRODUCTION**

- 1.1 Archaeology South-East (ASE), the contracting division of The Centre for Applied Archaeology at the Institute of Archaeology, University College London, has been commissioned by Alex de Meyrick to undertake a programme of historic building recording of Stonewall, East Street, Hunton, Kent (Figures 1 & 2; NGR 572918 148953).
- 1.2 Stonewall is situated within the Wealden parish of Hunton, Kent, whose village centre lies a little over a kilometre to the west. The site is located on the southern side of East Street, which to the south-east continues as Hunton Road to the village of Chainhurst, and to the north-west links to the main road to Hunton. The house forms the west, south and east sides of a courtyard which borders East Street on its northern side: the buildings of its historically associated farmstead lie on the opposite side of the road, and to the west of the house.
- 1.3 Stonewall is statutorily listed at Grade II\* (National Heritage List for England, ref. 1249763; Appendix 1). A mounting block and the garden wall to the east of the house are also specifically mentioned in the listing.
- 1.4 Listed building consent has recently been granted by Maidstone Borough Council for internal and external repairs and alterations (ref. 22/505899/LBC; Figures 5-10). The following has been made a condition of the consent:

*(3) No works shall take place until a descriptive record in accordance with level 3 of Historic England's document entitled "Understanding Historic Buildings A Guide to Good Recording Practice" has been submitted to and approved in writing by, the local planning authority. The approved descriptive record shall also be submitted to the relevant Historic Environment Record office within one month of the date of its approval;*

*Reason: To ensure that any evidence of historic significance is appropriately recorded.*

- 1.5 A further condition relating to archaeological monitoring during proposed works to the floors has also been made:

*(14) No works to floors shall take place until a programme of archaeological monitoring, has been submitted to, and approved in writing by, the local planning authority. The works shall thereafter be undertaken strictly in accordance with the approved details;*

*Reason: In order to protect fabric and features of archaeological significance.*

- 1.6 Advice issued by the conservation officer for Maidstone Borough Council provided further information on this:

*As part of the works, it is proposed to lift the existing floor finish to the ground floor and install an insulated, limecrete floor with underfloor heating. The existing ground floor finishes are relatively modern (most replaced in the past 50 years). It is recommended that there is archaeological support when the lifting the existing floor and where any proposed digging is undertaken to ensure that any further disturbance is protected and, where appropriate, recorded.*

- 1.7 This document is a written scheme of investigation, which sets out the approach for the programme of historic building recording required by Condition 3 and any follow-on recording work necessary under Condition 14. It will be submitted for approval to Maidstone Borough Council. Any variations to the scope of work will be agreed with the client and Maidstone Borough Council prior to implementation.
- 1.8 All work will be carried out in accordance with this WSI, as well as the relevant Chartered Institute for Archaeologists (CIfA) procedural documents (CIfA 2019) and Historic England guidelines (Historic England 2016). Reference will also be made to Historic England's Kent Farmsteads Guidance.

## **2.0 HISTORICAL BACKGROUND**

- 2.1 The list description for the building notes that the core of the building dates to the 15<sup>th</sup> century, having originated as a two-bay open hall with storeyed end bays. This occupies the eastern range of the courtyard plan, with later ranges dating to the 17<sup>th</sup> century forming the southern and western ranges. At some point in the 17<sup>th</sup> century, a clothier named James Allen is understood to have occupied Stonewall (Stephen Langer Architects 2022).
- 2.2 The site is first depicted on Andrew and Dury's map of Kent, dated 1769 (Figure 3). Although this does not provide a detailed representation of the site, it is possible to make out the U-shaped form of the house on the south side of the road.
- 2.3 The Ordnance Survey mapping provides a much more detailed depiction of the site. In 1897 the site was known as Stonewall Farm and included the U-shaped farmhouse, with a yard bordered by farm buildings to the immediate west, and further buildings beyond including an oast-house with three kilns (Figure 4). A further group of buildings was arranged around a yard on the opposite side of the road, including a large barn, which is statutorily listed in its own right at Grade II and described as dating to the mid-17<sup>th</sup> century (National Heritage List for England, ref. 1249782). Several orchards / hop gardens are shown surrounding the site.

- 2.4 By the 1930s, a few of the farm buildings seem to have been removed and by the 1960s the oast house and some of the associated structures had been separated off and converted for residential use.
- 2.5 Stonewall was purchased by Mr and Mrs Manley in the 1970s, by which time it was in need of repair. They embarked on the restoration of the house, which was to take the next 50 years, and even then was not complete (Stephen Langer Associates 2022).

### **3.0 RESEARCH AIMS AND OBJECTIVES**

- 3.1 The South East Research Framework (SERF) sets out a draft research agenda for improving the understanding of the post-medieval/modern and industrial period in the region (Barber 2013). The SERF recognises the importance of archaeological excavation/recording of buildings, particularly social aspects of post-medieval rural housing and material culture. The SERF recommends that 'it should still be a priority to collect data before it is lost thus accruing a full and balanced dataset for future researchers'. The research agenda also highlights the importance of the study of post-medieval modification to existing structures and better dating thereof.
- 3.2 The Kent Farmsteads Guidance (English Heritage et al 2012) also poses a series of research questions, of which the following may be of relevance to Stonewall:
- *The dating of buildings in combination with an understanding of the plan form of farmsteads provides an indication of how farmsteads have developed.*
  - *The location and orientation of the farmhouse may reflect the status of the owner or tenant of the farm, if for example it faces away from the working buildings into its own driveway or garden, with a prospect over a landscape in their ownership or tenancy. Some houses were remodelled and reorientated in order to face away from working buildings. To what extent are houses earlier than, contemporary with or later than their associated farm buildings? How is reflected in their siting – as detached houses that face away from the working farm, as houses that are attached to their working buildings or those sited gable-end or side-on to the yard?*
- .3.3 In pursuit of the above, the aim of the historic building recording is to record the structure as existing, prior to its alteration. The record will allow the formulation of a more detailed understanding of the origins and development of the structure within its historical context, before any surviving features are removed, altered or hidden.

- 3.4 In addition, the general objectives are to ensure compliance with the requirements of any relevant planning condition and to make available the results of the work by publication of the results in accordance with the requirements of this WSI. Consideration will also be given to publication of the results in a local journal and/or presentation to local historical and archaeological societies should the results be of sufficient interest.

#### **4.0 METHODOLOGY**

- 4.1 All work will be undertaken in line with a risk assessment prepared for the work. Archaeology South-East staff will not enter any structures deemed unsafe for any reason. Should certain areas be unsafe to approach (due to structural failure or other reasons) then an external record would be made from a safe distance.
- 4.2 The written record will note the location of the structure and any statutory designations. It will provide an account of its overall form, structure, materials, layout and successive phases of development / alteration with evidence to support, and details of any relevant fixtures and fittings. The record will be augmented by historical background research, including consultation of historic maps.
- 4.3 The drawn record will include a location plan, measured floor plans and elevation drawings. These will be based on those submitted with the listed building consent application.
- 4.4 The photographic record will comprise high-quality digital photography and will include general images of the structure, to give an overall impression of its form and construction, images to place the structure in context, elevations, and detailed shots to illustrate details relating to phasing and other relevant features.
- 4.5 Provision has been made to monitor the proposed work to the floors and ground floor level. All intrusive work to the floors will be observed by a monitoring historic buildings archaeologist and any new information will be recorded and presented as part of the historic building record report. The watching brief will follow the Kent standard specification for watching briefs (Appendix 2).

#### *Reporting and Archiving*

- 4.6 The report will include a list of contents, non-technical summary or abstract, and will cover the background and introduction to the investigations, which will include details of the history of the site, a methodology, historical evidence, analysis and any acknowledgments.

- 4.7 The report will include drawings consisting of a site location plan, measured floor plans and elevations. All illustrations will be provided with appropriate scales.
- 4.8 Digital colour photographs will also be included where appropriate to illustrate the text. All photographs will be appropriately captioned and their locations plotted on the floor plans of the building.
- 4.9 Upon completion of the fieldwork an OASIS (Online Access to the Index of Archaeological Investigations) form will be completed for the project. A print-out of the form will be included as an appendix to the final report.
- 4.10 Following internal review a draft report will be submitted to the client for onward submission to Maidstone Borough Council for their comments and approval. Once any necessary changes have been made, the approved final report (including plans, illustrations and photographs) will be supplied to the Kent HER on CD-ROM in a .pdf format.
- 4.11 A further copy of the report, together with the written and drawn archive will be deposited with the Kent Record Office, pending discussion. The archive will be prepared according to the principles of Management of Research Projects in the Historic Environment (MoRPHE; Historic England 2015) and the requirements of the Kent Record Office.

## **5.0 HEALTH AND SAFETY**

- 5.1 A risk assessment for the project will be prepared prior to the commencement of work. All relevant health and safety regulations will be adhered to.

## **6.0 INSURANCE**

- 6.1 Archaeology South-East is insured against claims for: employer's liability to the value of £50,000,000; public liability to the value of £50,000,000 any one occurrence and in the aggregate for products liability, with an extension for no fault compensation up to £10,000,000 in the aggregate; professional indemnity to the value of £10,000,000 any one occurrence.

## **7.0 PROJECT MANAGEMENT**

- 7.1 This project will be managed by Amy Williamson.

## REFERENCES

Barber, L (with contributions by Baker, P and Pelling, R), (2013 with revisions in 2019). *South East Research Framework Resource Assessment and Research Agenda for Post-medieval, Modern and Industrial periods.*

ClfA, 2019. *Standard and guidance for the archaeological investigation and recording of standing buildings or structures*

English Heritage, Kent County Council and Kent Downs Area of Outstanding Natural Beauty (AONB) 2012. *Part 6 of the Kent Farmsteads Guidance: Recording and Research Guidance.*

Historic England, 2015. *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide.*

Historic England 2016. *Understanding Historic Buildings: A Guide to Good Recording Practice.*

National Heritage List for England

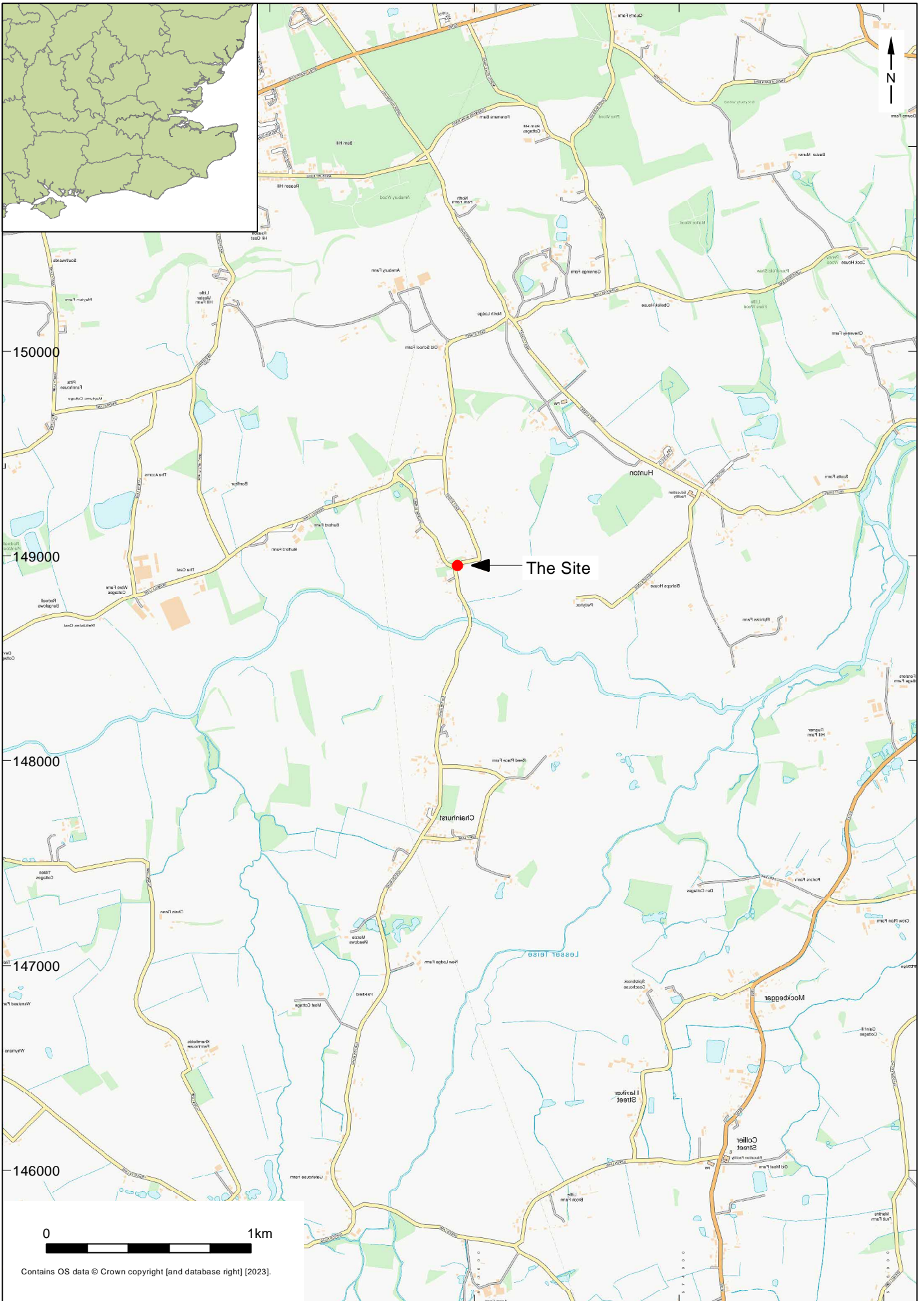
<https://historicengland.org.uk/listing/the-list/list-entry/1249763?section=official-list-entry> (House)

<https://historicengland.org.uk/listing/the-list/list-entry/1249782?section=official-list-entry> (Barn)

Accessed 16.5.23

Stephen Langer Architects, December 2022. *Heritage Statement Incorporating Planning, Design and Access Statement for Listed Building Application for: Repairs, Internal Alterations and External Alterations at Stonewall, East Street, Hunton, Kent ME15 0RB.*





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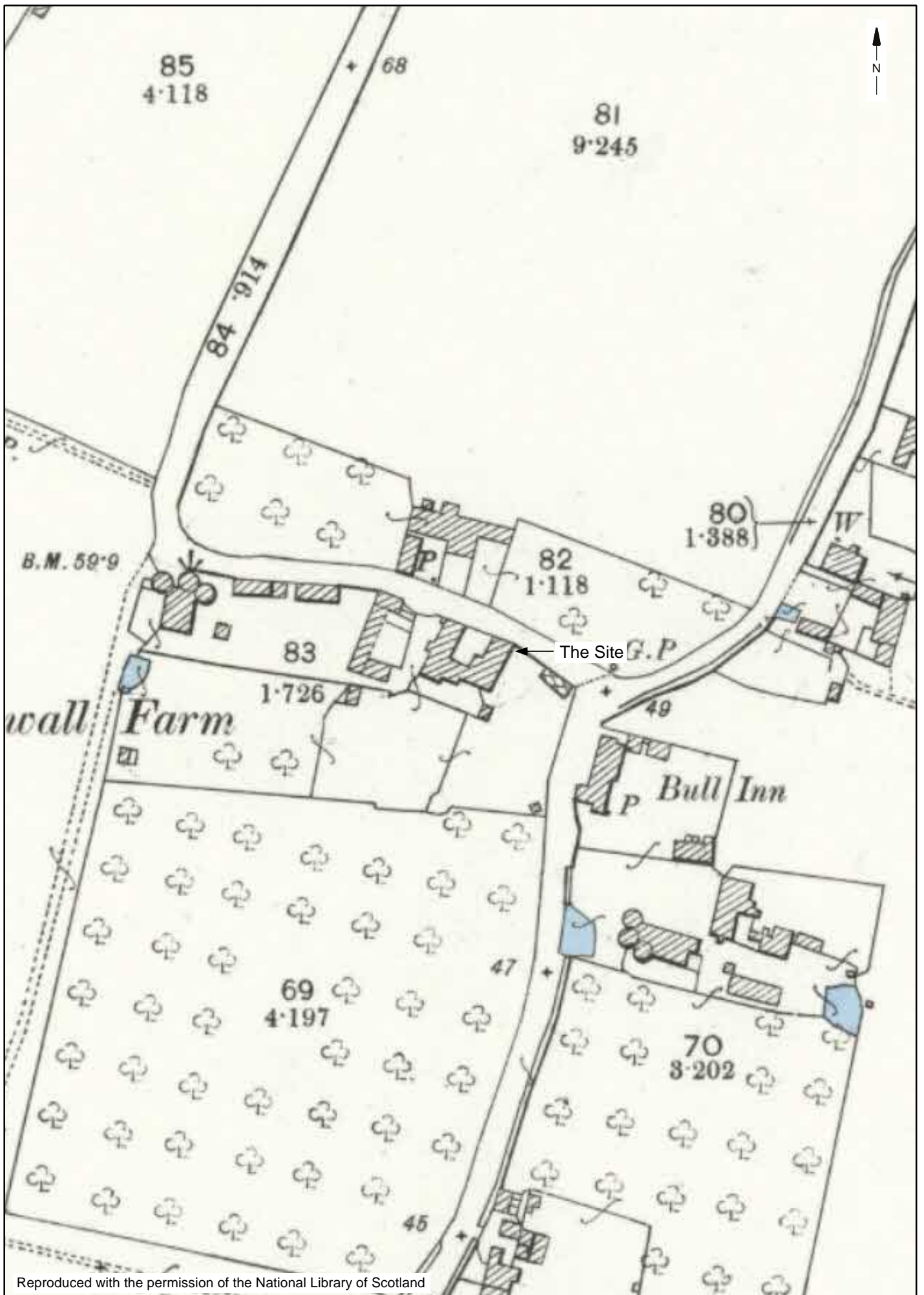
© Archaeology South-East		Stonewall, Hunton, Kent	Fig. 1
Project Ref: 230217	May 2023	Site Location	
Report Ref: WSI	Drawn by: HLF		





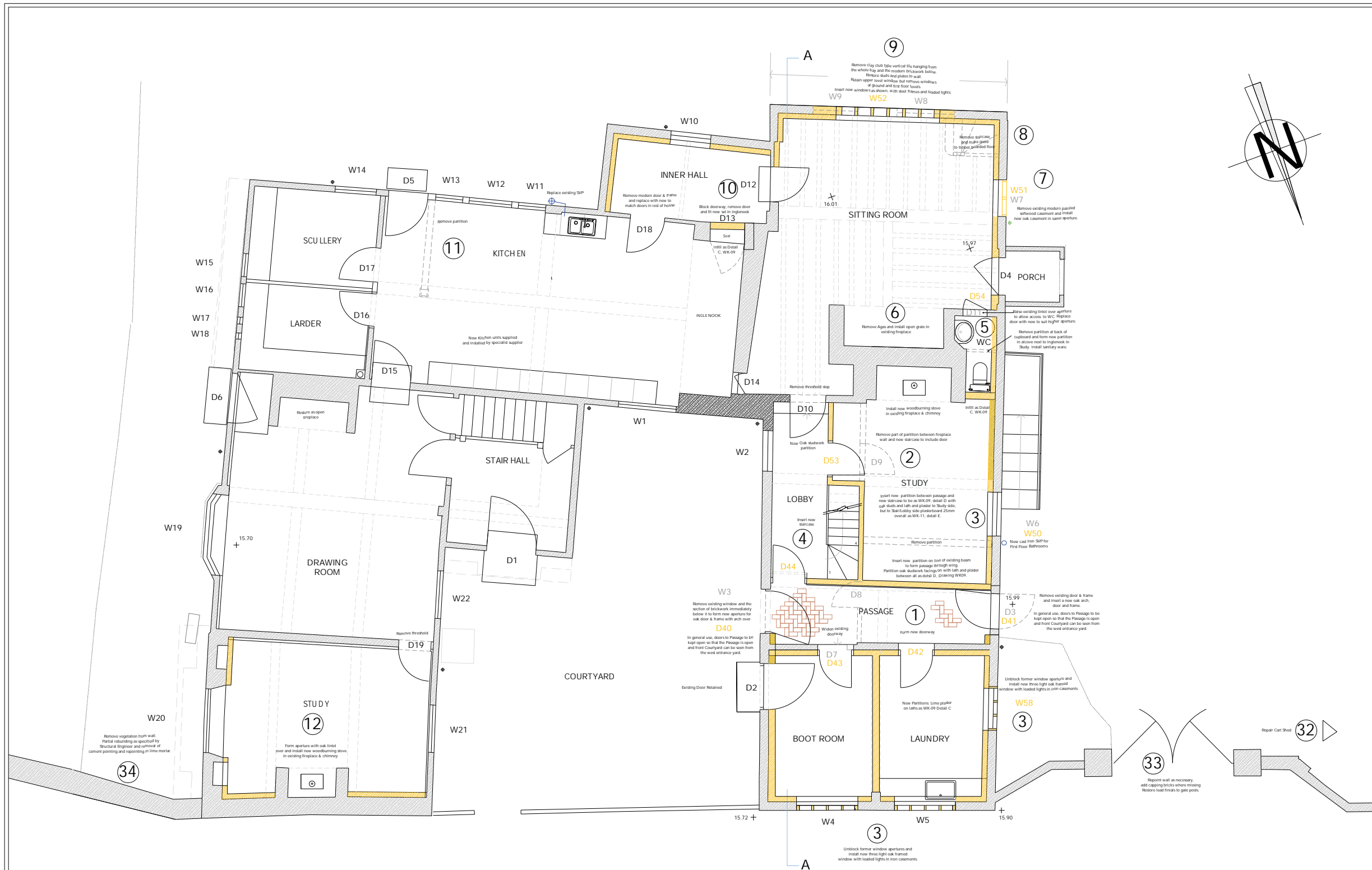
© Archaeology South-East		Stonewall, Hunton, Kent	Fig. 2
Project Ref: 230217	May 2023	Detailed site location	
Report Ref: WSI	Drawn by: AW		





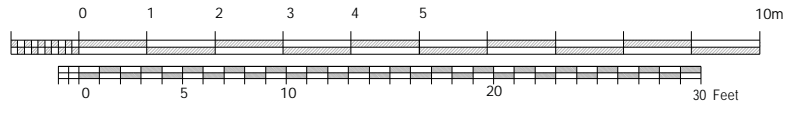
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© Archaeology South-East		Stonewall, Hunton, Kent	Fig. 4
Project Ref: 230217	May 2023	Ordnance Survey map, 1897	
Report Ref: WSI	Drawn by: AW		



Ground Floor

1:50



• Existing RWP  
⊕ New SVP

**LEGEND**

**WALLS**  
 Existing Walls  
 New Walls

**DOORS**  
 D10 Existing doors to be retained and repaired (see schedule)  
 D10 New doors  
 D10 Remove existing door

**WINDOWS**  
 W10 Existing Windows to be retained and repaired (see schedule)  
 W10 New Windows  
 W10 Remove existing window

**NOTES**  
 3 Items of work as identified and detailed in the Heritage Statement

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B	Amendments following Conservation Officer's comment	8/3/2022
A	Minor amendments	4/11/2022

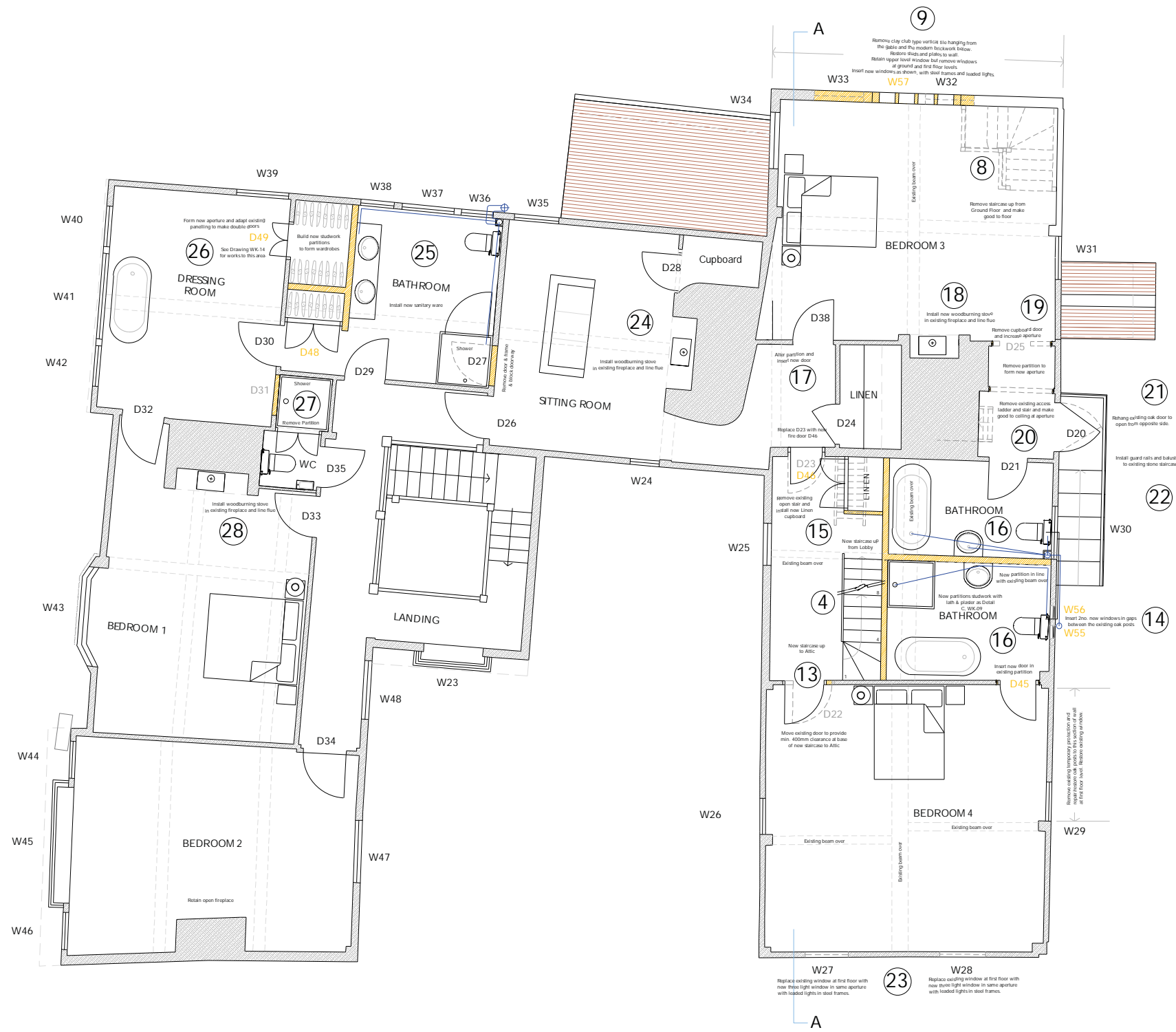
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**RIBA CHARTERED PRACTICE**

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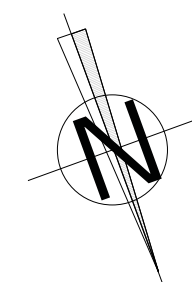
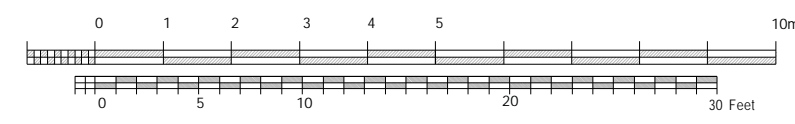
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Date: 2/11/2022	Drawn by: AC
Scale: 1:50 @ A1, 1:100 @ A3	
Drawing Number: 21113-PL-09	Rev. B





First Floor

1:50



**LEGEND**

WALLS  
 Existing Walls  
 New Walls

DOORS  
 Existing doors to be retained and repaired (see schedule)  
 D10 New doors  
 D10 Remove existing door

WINDOWS  
 Existing Windows to be retained and repaired (see schedule)  
 W10 New Windows  
 W10 Remove existing window

**NOTES** ③ Items of work as identified and detailed in the Heritage Statement

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B	Amendments following Conservation Officer's comments	8/3/2022
A	Minor amendments	4/11/2022

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 Stonewall  
 East Street, Hunton,  
 Kent ME15 0RB

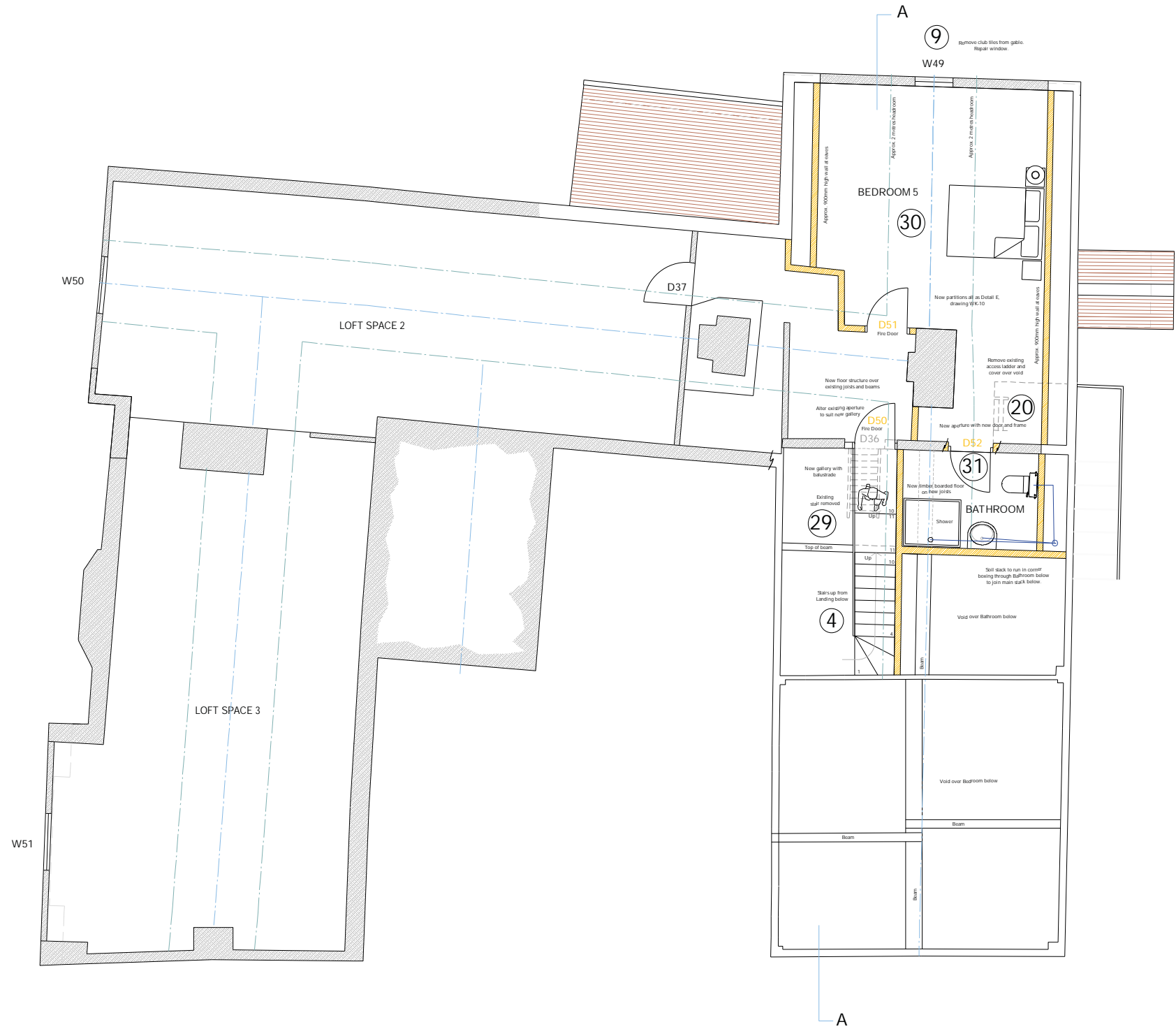
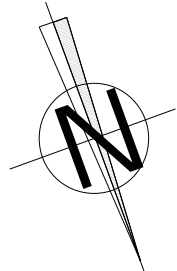
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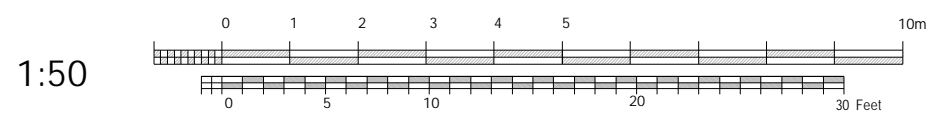
Drawn by:  
 AC

Drawing Number:  
 21113-PL-10

Rev.  
 B



Attics



**LEGEND**

**WALLS**  
 Existing Walls  
 New Walls

**DOORS**  
 D10 Existing doors to be retained and repaired (see schedule)  
 D10 New doors  
 D10 Remove existing door

**WINDOWS**  
 W10 Existing Windows to be retained and repaired (see schedule)  
 W10 New Windows  
 W10 Remove existing window

**NOTES**  
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Rev.	Description	Date
A	Amendments following Conservation Officer's comments	8/3/2022

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Project:  
 Stonewall  
 East Street, Hunton,  
 Kent ME15 0RB

Drawing Description:  
 Attic Plan as Proposed

Date: 2/11/2022  
 Scale: 1:50 @ A1, 1:100 @ A3  
 Drawing Number: 21113-PL-11

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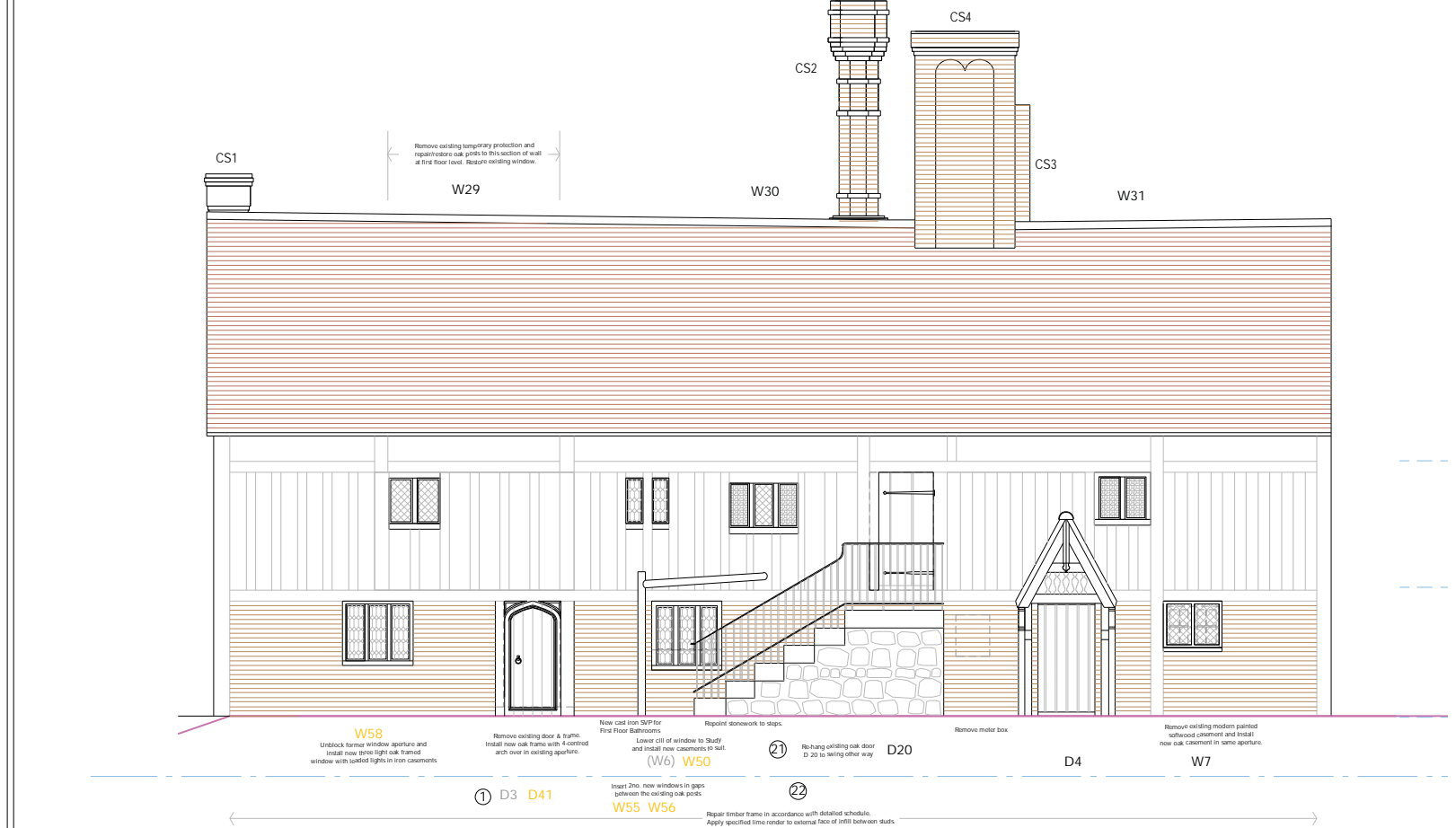
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A: North Elevation (Street Front)



D: West Elevation

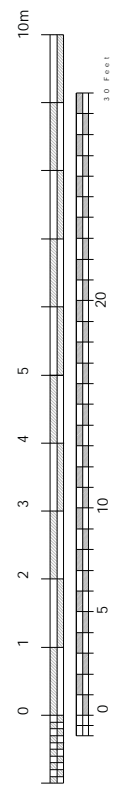
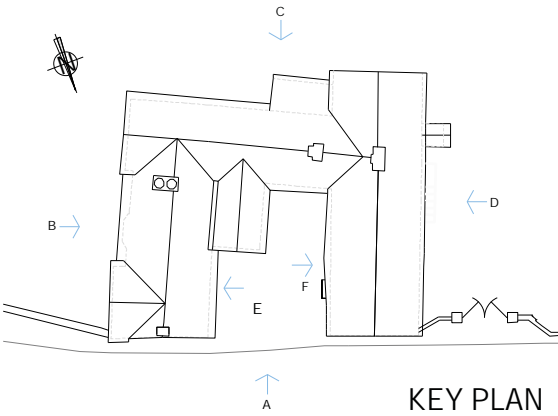
**LEGEND**

WALLS  
 Existing Walls  
 New Walls

DOORS  
 D10 Existing doors to be retained and repaired (see schedule)  
 D10 New doors  
 D10 Remove existing door

WINDOWS  
 W10 Existing Windows to be retained and repaired (see schedule)  
 W10 New Windows  
 W10 Remove existing window

**NOTES**  
 ③ Items of work as identified and detailed in the Heritage Statement



Rev.	Description	Date
C	Amendments following Conservation Officer's comments	8/3/2022
B	Minor amendments	4/11/2022
A	Minor amendments	4/11/2022

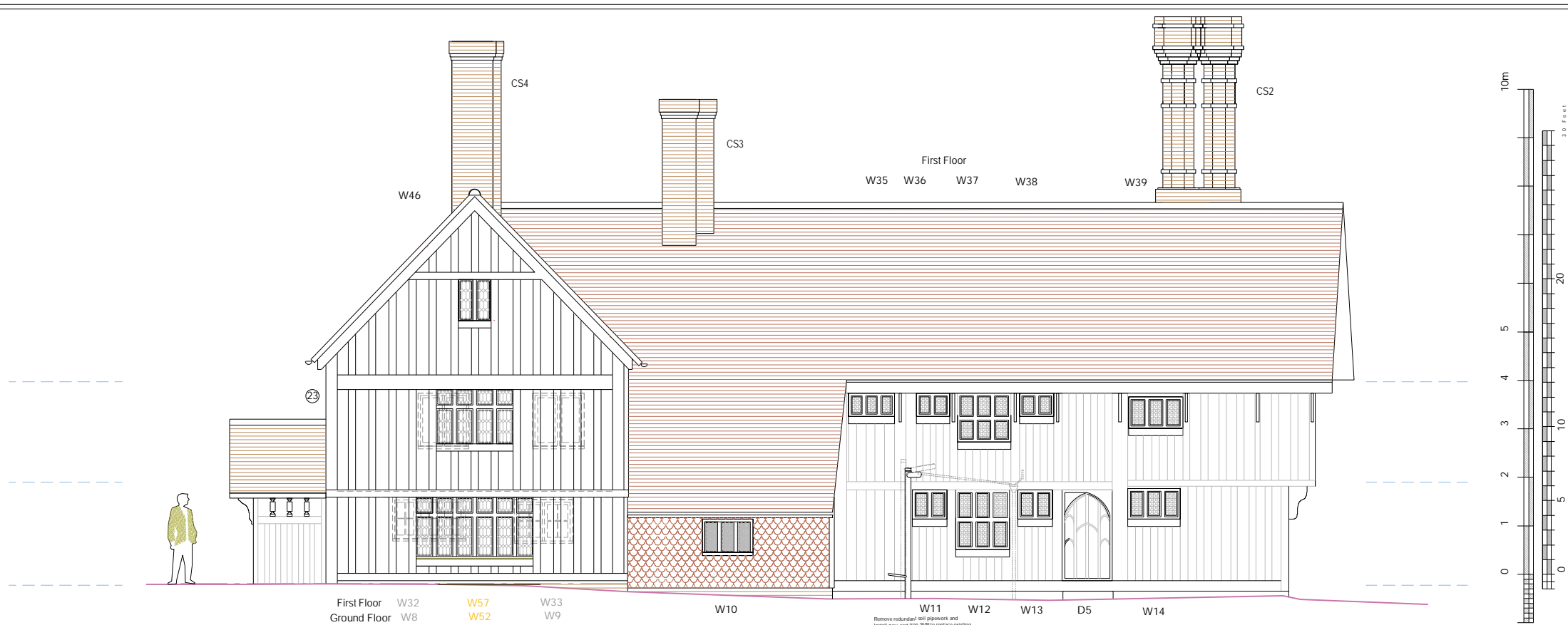
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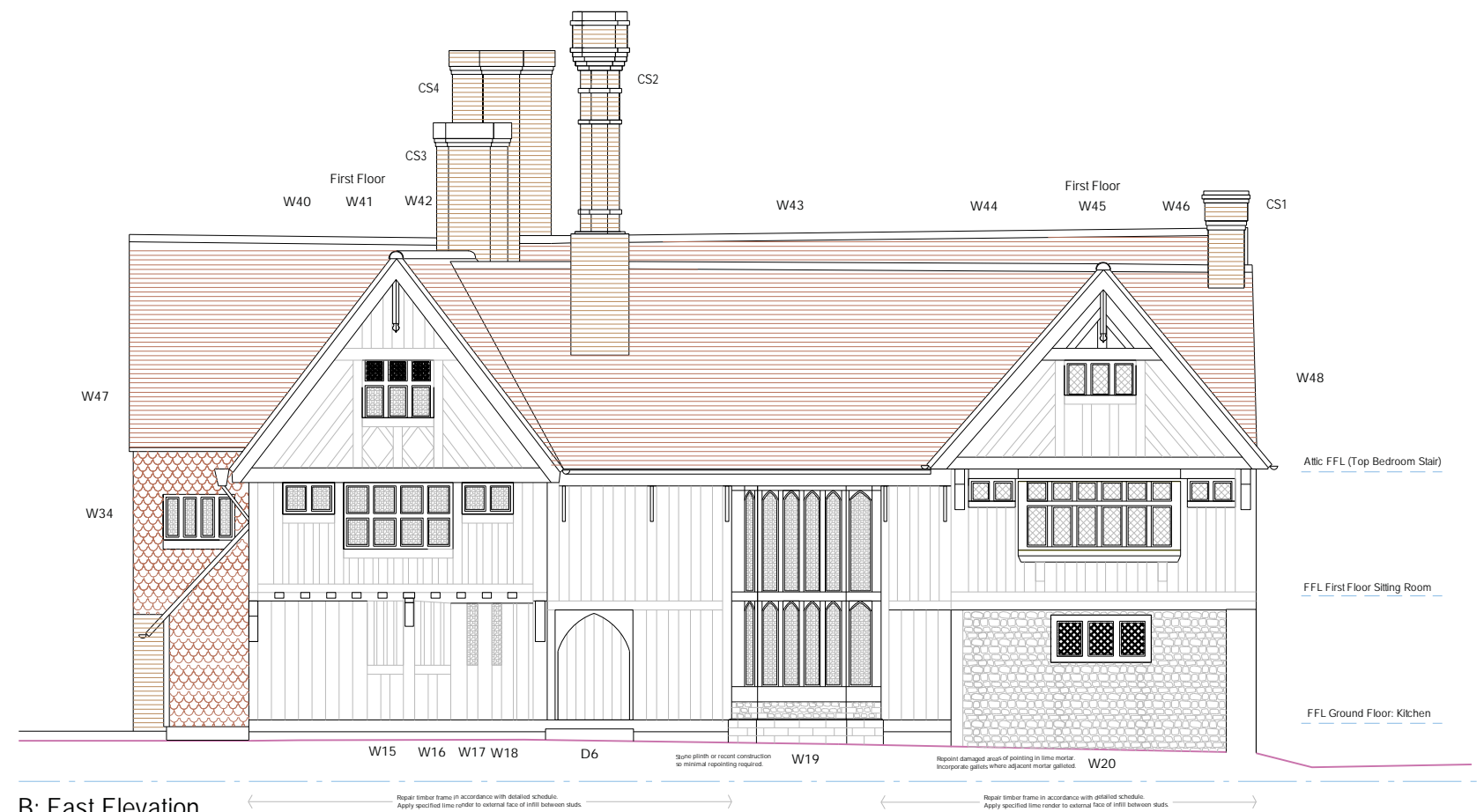
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Drawing Number: 21113-PL-13	Rev. C





C: South Elevation



B: East Elevation

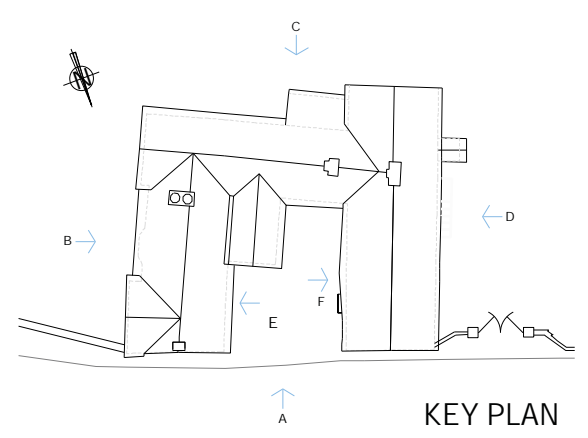
**LEGEND**

**WALLS**  
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 New Walls

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Sanitaryware is indicative only. Drainage is indicative and final design by contractor. Final electric design by contractor and to be installed by NICEIC registered contractor. Plumbing and heating final design by contractor and should only be installed by a registered contractor. Gas connections to be installed by a Gas Safe engineer and any stoves, fires and Agas etc by a HEATAS registered body. All above to be reviewed by Stephen Langer Associates Ltd (not approved) prior to installation.

Listed Buildings may need underpinning and this will require Listed Building Consent.

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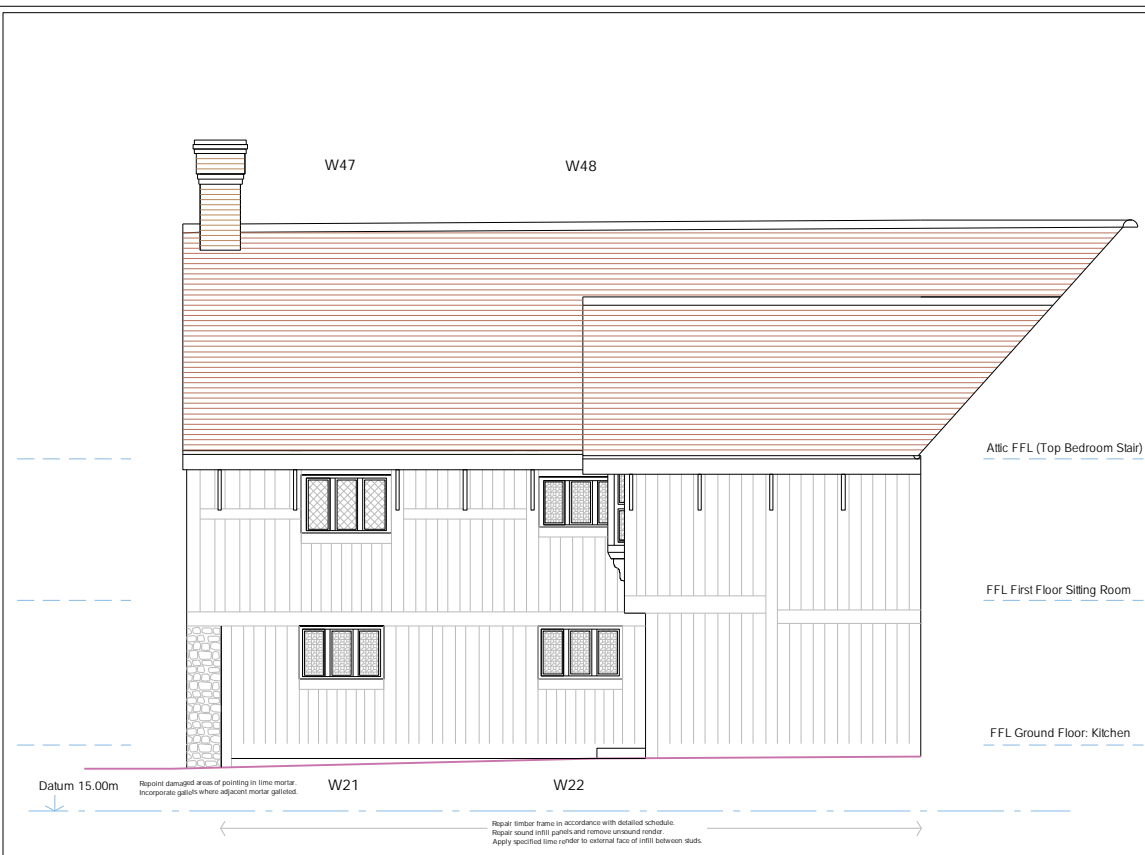
Rev.	Description	Date
B	Amendments following Conservation Officer's comments	8/3/2022
A	Minor amendments	4/11/2022

**STEPHEN LANGER ARCHITECTS**  
**RIBA CHARTERED PRACTICE**

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 Template version: 2.00 - 05.07.2018

Project: Stonewall East Street, Hunton, Kent ME15 0RB	
Drawing Description: S & E Elevations as Proposed	
Date: 2/11/2022	Drawn by: AC
Scale: 1:50 @ A1, 1:100 @ A3	
Drawing Number: 21113-PL-14	Rev. B



E: Courtyard: West Elevation



F: Courtyard: East Elevation

DO NOT SCALE FROM DRAWINGS EXCEPT FOR PLANNING PURPOSES.

Check and verify all dimensions on working drawings before commencing work on site. All measurements are to structural elements unless otherwise stated.

Report all discrepancies, errors or omissions between drawings, site conditions and all other documents to Stephen Langer Associates Ltd.

Please read this drawing in conjunction with all other architects', consultants' and subcontractors' drawings.

Materials, components & workmanship are to meet or exceed the requirements of current Building Regulations, British Standards codes of practice, and the appropriate manufacturer's recommendations.

Sanitaryware is indicative only. Drainage is indicative and final design by contractor. Final electric design by contractor and to be installed by NICEIC registered contractor. Plumbing and heating final design by contractor and should only be installed by a registered contractor. Gas connections to be installed by a Gas Safe engineer and any stoves, fires and Agas etc by a HEATAS registered body. All above to be reviewed by Stephen Langer Associates Ltd (not approved) prior to installation.

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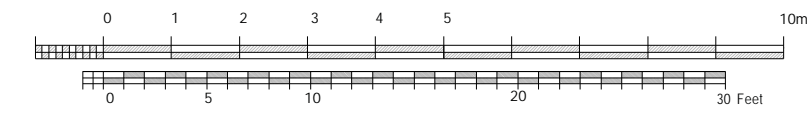
Please ensure drawings are printed to correct scale (check against scale bar on drawing) - Stephen Langer Associates Ltd are not responsible for printing errors.

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**LEGEND**

**WALLS**

- Existing Walls
- New Walls

**DOORS**

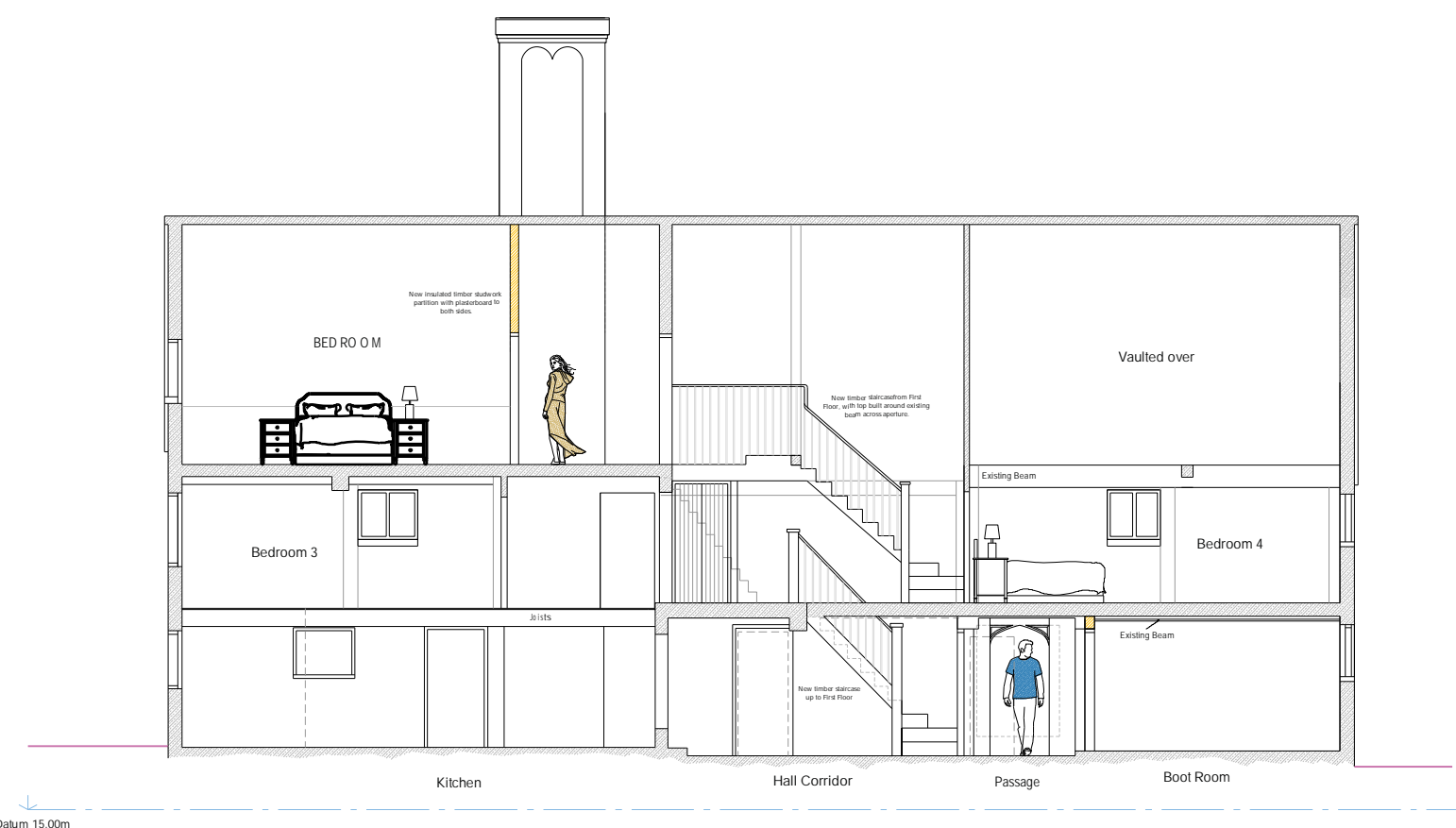
- D10 Existing doors to be retained and repaired (see schedule)
- D10 New doors
- D10 Remove existing door

**WINDOWS**

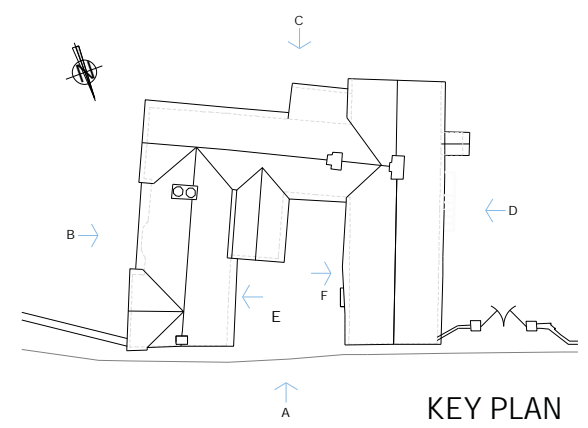
- W10 Existing Windows to be retained and repaired (see schedule)
- W10 New Windows
- W10 Remove existing window

**NOTES**

③ Items of work as identified and detailed in the Heritage Statement



Section A as Proposed



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Template version: 2.00 - 05.07.2018

Project: Stonewall East Street, Hunton, Kent ME15 0RB		
Drawing Description: Courtyard E & W Elevations & Section A as Proposed		
Date: 2/11/2022	Drawn by: AC	
Scale: 1:50 @ A1, 1:100 @ A3		
Drawing Number: 21113-PL-15	Rev. A	

## APPENDIX 1: BUILDING LIST DESCRIPTION

Grade: II\*

List Entry Number: 1249763

Date first listed: 25-Jul-1952

List Entry Name: STONEWALL FARMHOUSE MOUNTING BLOCK AND GARDEN WALL TO EAST

Statutory Address: STONEWALL FARMHOUSE MOUNTING BLOCK AND GARDEN WALL TO EAST, EAST STREET

County: Kent

District: Maidstone (District Authority)

Parish: Hunton

National Grid Reference: TQ 72914 48954

### Details

EAST STREET TQ 74 NW HUNTON (South Side) 4/68 Stonewall Farmhouse Mounting Block, 25.7.52 and Garden Wall to East GV II\* Farmhouse, now house. C15, early C17, 1634 and mid C17. Timber framed, with exposed framing and daub infilling. Ground floor of north-east section coursed galleted stone. 3 sides of courtyard, north side open. East side (formerly east-facing) comprises C15 open hall of 2 timber- framed bays, with storeyed north end bay rebuilt with east gable in 1634. Storeyed south end bay rebuilt with east gable in early C17, with rear return wing to west of 2] timber-framed bays [forming south side of courtyard). Mid C17 west range of 5 timber-framed bays running north from west gable end of late C16 range. East elevation: 2 storeys and attic on stone plinth. Close-studded, with decorative framing to gables. First floor of north and south end bays jettied to front [east). Eaves of both gable ends jettied to front on differently-moulded tie-beams and shaped brackets. Moulded bargeboards and pendants, that to right dated 1634. Red and grey brick ridge stack to left end of hall, in English bond, with 2 octagonal flues with moulded plinths and cornices and projecting brick knob to each angle of cornices. Corbelled brick stack to right gable end. 3-light casement to each gable, that to left with ovolo-moulded mullions. Irregular fenestration of 3 windows; one deep central 3-light casement to left gable, with 2-light ovolo-moulded mullion frieze windows; one 4-light casement to right hall bay; one 12- light rectangular ovolo-moulded mullioned and transomed oriel window to right end bay, with moulded cill on shaped brackets and with 2-light ovolo-moulded mullion frieze windows. Rectangular 3-light chamfered stone window to ground floor of right end bay. Traces of blocked doorway under stack. South elevation: hung with fishscale tiles. Multiple corbelled brick ridge stack towards west end. One 2-light casement and one horizontally-sliding sash to first floor. Half-glazed door towards east end with floating corniced hood. Tile-hung lean-to towards west end. South gable end of west range projects south of lean- to. West elevation: ground floor red and grey brick in Flemish bond, first floor close-studded with lath and daub infilling and internally- visible arch-braces. 2 storeys and attic, with dropped tie-beam. Panelled brick ridge stack to second bay from south. 2 casements and one ovolo-moulded mullion window. Boarded first-floor door under

stack. Boarded ground-floor doors below, with porch, and to fourth bay from south. Use of most of this range probably non-domestic. North elevation: panelled door in porch within re-entrant angle of east and south ranges. Interior: exposed framing. Evidence for crown-post roof to hall. Clasped purlin roof to south range with diminishing principal rafters, windbraces, and intermediate collars. Staggered butt purlin roof to west range with interrupted tie-beams and vertical queen-struts to rafters. Moulded cross-beam to ground floor of hall. Shaped brackets to ground-floor beams of south range. Chamfered stone ground-floor fireplace to west end of south range, occupying full width of room (access to west range via lean-to). 4-centred arched stone fireplace to first floor above, with vase stops, and shields to spandrels. Smaller fireplace to south end of east range, with chamfered stone jambs. Inglenook fireplace to south end of west range. Mounting block: 4 stone steps against east end of north gable of west range. Garden wall: ragstone, about 2 1/2 metres high, with rounded ragstone coping. Runs east for about 23 metres from north gable end of east range, then turns south for about 30 metres.

Listing NGR: TQ7291448954

## APPENDIX 2

### SPECIFICATION FOR AN ARCHAEOLOGICAL WATCHING BRIEF IN KENT

#### Introduction

- 1.1 This specification is concerned with an archaeological watching brief to be maintained by a recognised archaeologist.
- 1.2 The site has planning permission for some minor redevelopment works. More details on the development can be found on the Local Planning Authority web site.
- 1.3 The Local Planning Authority has placed the following condition on the planning consent:

*No development shall take place until the applicant, or their agents or successors in title, has secured the implementation of a watching brief to be undertaken by an archaeologist approved by the Local Planning Authority so that the excavation is observed and items of interest and finds are recorded. The watching brief shall be in accordance with a written programme and specification, which has been submitted to and approved by the Local Planning Authority.*

*Reason: To ensure that features of archaeological interest are properly examined and recorded.*

- 1.4 This will involve archaeological monitoring of the groundworks connected with the development and recording of any features revealed, by an archaeological contractor.
- 1.5 **The watching brief should be maintained throughout the programme of ground excavation. The archaeological contractor will confirm the extent of proposed ground excavations in advance with the site developer and inform the County Archaeological Officer that arrangements are in place for appropriate monitoring.**

#### 2. The Archaeological Potential

- 2.1 The archaeological potential is based on the proximity of archaeological remains presently recorded in the HER.
- 2.2 Further information on the above is provided in the County Historic Environment Record held in the Heritage, Environment and Planning, Enterprise and Environment, Invicta House, County Hall, Maidstone, ME14 1XX (telephone 01622 221543).

#### 3. Objectives

- 3.1 The objectives of the archaeological watching brief are to contribute to heritage knowledge of the area through the recording of the archaeological remains exposed as a result of excavations in connection with the groundworks

#### 4. Proposed Groundworks

4.1 The groundworks are fairly minor but may include foundations any associated access or service works.

4.2 No details of groundworks have been submitted and the archaeological contractor should clarify the extent of the works with the developer before work begins.

## 5. Method

5.1 The archaeological contractor will monitor the excavations for all groundworks. Excavation should be undertaken using a flat bladed bucket and preferably in a single direction to enable archaeological remains to be recorded prior to disturbance from being driven over. **If possible archaeological remains are encountered, machine excavation will cease to allow the remains to be investigated further.**

5.2 The archaeologist will inspect the surfaces revealed. Any archaeological structures or features revealed will be recorded in plan and section as appropriate according to Section 6 below. **The main contractor will allow the archaeological contractor reasonable time and resources to undertake any inspection or recording required.**

5.3 Further limited excavation may be necessary to clarify the extent and nature of some archaeological deposits. In this case, the archaeological contractor will undertake the excavation by hand.

5.4 If significant remains are unexpectedly encountered the archaeological contractor will inform the County Archaeological Officer and the developer immediately and further mitigation measures will be agreed.

## 6. Recording

6.1 All structures, deposits and finds are to be recorded according to accepted professional standards.

6.2 All recording points used should be accurately tied into the National Grid, preferably by theodolite, and located on to the 1:1250 map of the area.

6.3 Plans indicating the location of all archaeological features encountered are to be drawn at an appropriate scale, located on the site plan and levelled with respect to OD. An overall site plan is to be maintained at a scale of 1:100.

6.4 All plans are to be accurately tied in to the site grid. All plans and sections are to be drawn on polyester based drafting film and clearly labelled.

6.5 All archaeological contexts are to be recorded individually on context record sheets. A further more general record of the work comprising a description and discussion of the archaeology is to be maintained as appropriate.

6.6 A 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. The archaeological contractor is to provide the County Archaeological Officer with a

selection of photographic images which reflect the archaeological findings and investigations undertaken on this site.

- 6.7 All artefacts recovered during the excavations on the site are the property of the Landowner. They are to be suitably bagged, boxed and marked in accordance with the United Kingdom Institute for Conservation, Conservation Guidelines nos. 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 Archaeological Officer and the Local Planning Authority.
- 6.8 The site archive, to include all project records and cultural material produced by the project, is to be prepared in accordance with *Guidelines for the preparation of excavation archives for long-term storage (UKIC 1990)*. On completion of the project the Applicant will arrange for the archive to be deposited in a suitable museum or similar repository to be agreed with the County Archaeological Officer and the Local Planning Authority.

## **7. Reporting**

- 7.1 On completion of the archaeological watching brief the archaeological contractor will agree with the County Archaeologist a programme for the reporting of the results of the work. The reporting of the watching brief will be commensurate with the results but as a minimum must stand as a sufficiently detailed report on the archaeological monitoring to serve both future research and inform future planning decisions taken on the site.
- 7.2 Where the watching brief is being undertaken following an earlier evaluation, the results of the evaluation should be fully integrated within the report of the watching brief.

### ***Report circulation***

- 7.3 Copies of all reports are to be provided to:
- the Developer
  - the County Archaeologist
  - the Local Planning Authority
  - Local Historical Society
  - the project archive.
- 7.4 When submitting the report to the County Archaeologist the archaeological contractor should provide written confirmation that the report has been submitted to the above parties.
- 7.5 If the archaeological contractor is required, contractually, to only submit reports directly to the developer or their agent, the archaeological contractor must inform the County Archaeologist in writing that they have completed the report and to whom it has been forwarded to. The archaeological contractor must ensure that the developer is made aware of the need to circulate the report as in 7.3 above.



### *Reporting of watching briefs with limited remains*

- 7.6 If the watching brief has resulted in limited archaeological remains being recorded then the archaeological contractor will complete the necessary post excavation works and produce a '**Watching Brief Report**' within 4 weeks of the completion of the watching brief (see sections 7.8 to 7.12 below).

### *Reporting of watching briefs with significant archaeological remains*

- 7.7 If significant archaeological remains are recorded then within 3 months of completion of the watching brief the archaeological contractor will undertake an assessment of the results and produce a MAP2 '**Post-excavation Assessment Report**'. This report will set out a programme of post excavation works through to completion of a '**Full Report**' and '**Publication**' of the findings (see sections 7.13 to 7.17 below).

### *Contents of a 'Watching Brief Report'*

- 7.8 The archaeological contractor may determine the general style and format of the Watching Brief Report but it must be completed in accordance with this specification. The report must provide sufficient information and assessment to enable the County Archaeologist and the Local Planning Authority to stand as a detailed report on the archaeological fieldwork for future research and to inform on any future planning decisions for the site.
- 7.9 Reports that do not provide sufficient information or that have not been compiled in accordance with the relevant sections of this specification will be returned to the archaeological contractor for revision and resubmission.
- 7.10 The report is to include as a minimum:
- 7.10.1 An **Abstract** summarising the scope and results of the archaeological watching brief.
- 7.10.2 An **Introduction** including:
- the location of the site including National Grid Reference;
  - an account of the background and circumstances of the work;
  - a description of the development proposals, planning history and planning reference together with the planning condition (where appropriate);
  - the scope and date of the fieldwork, the personnel involved and who commissioned it;
  - the nature of potential impacts arising from the proposals;
- 7.10.3 An account of the **Archaeological Background** of the development site including:
- geology, soils and topography;
  - any known existing disturbances on the site;
  - background archaeological potential of the site. This should include a summary of the known Sites and Monuments Record entries generally within a 500m radius of

the boundaries of the site. The SMR entries should be quoted with their full KSMR identifier (e.g TR36NW 12);

- summary of any previous phases of archaeological investigation at the development site;
- any constraints on the archaeological monitoring.

7.10.4 The **Methodology** employed during the watching brief must be detailed in the report. Simply referring to the methodology outlined in the specification is not acceptable. Any aims and objectives specified in the specification should be included as should any further objectives identified during the course of the watching brief. The frequency of monitoring visits, ground works observed and any constraints experienced while carrying out the monitoring should be detailed.

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

7.10.6 A description of the **Results** of the archaeological monitoring. This description must include for each area observed:

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

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

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

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

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

7.10.11 Any results from the watching brief involving the application of archaeological scientific techniques e.g. specialist dating should be included in the watching brief report.

7.10.12 An **Interpretation** of the archaeology of the site, including its location, extent, date, condition, significance and importance. This should include, even if no archaeology is identified as present on the site, description of areas of disturbance, non-archaeological deposits and changes in geological subsoil where appropriate.

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

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

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

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

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

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

7.11 The report will be submitted to the County Archaeologist in a bound hard-copy and in digital format. The digital copy will be supplied for preference in .pdf format or alternatively in .rtf format accompanied by digital copies of images, plans and maps in .bmp, .tif or .jpg format. The medium should be either on a PC-formatted floppy disk, on a PC CD-ROM (CD-R format only). Whichever software is used the digital files must be supplied in a PC readable format.

### ***Contents of a 'Watching Brief Assessment Report'***

7.13 The 'Archaeological Watching Brief Assessment Report' will follow the format and requirements detailed in 7.8 to 7.12 above.

7.14 In addition the report will include an assessment of the results of the archaeological monitoring and their potential to address both the original research aims and objectives of the project and any further research objectives identified during the course of the on-site and post excavation works.

7.15 The report will detail any further analysis necessary on the project records, artefact and environmental assemblages to achieve the research potential identified in the assessment. A justification should be included for each analysis proposed.

7.16 The report will set out a timetable for completion of analysis and reporting, detailing all individual tasks to be completed, resources required and the key personnel involved. The proposal should set out arrangements for monitoring of the post excavation process.

7.17 The report should include a synopsis of the proposed '**Full report**' and '**Publication**' and identify the likely destination of the publication.

## **8. General**

8.1 The archaeological contractor is to allow the site records to be inspected and examined at any reasonable time, during or after the watching brief, by the developer, the County Archaeological Officer or any designated representative of the Local Planning Authority.

8.2 In undertaking the work the archaeological contractor is to abide by :

- all statutory provisions and by-laws relating to the work in question, especially the Health and Safety at Work *etc.* Act 1974;
- the Institute of Field Archaeologist's *Code of Conduct*;
- the Institute of Field Archaeologist's *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology*.

- 8.3 On completion of the watching brief the archaeological contractor will prepare a consideration of the methodology used, including a confidence rating.
- 8.4 The archaeological contractor is to include with their report a completed copy of the Kent County Sites and Monuments Report Form (see appendix 1)
- 8.5 The archaeological contractor is to provide the County Archaeological Officer with a representative selection of transparencies illustrating the archaeology of the site and the operations of the investigation. These will be deposited with the County SMR and will be used for presentations on aspects of the archaeology of Kent.

***Heritage Conservation Group, Kent County Council  
2011***

**APPENDIX 1**

**Kent County Council HER summary form**

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



## INSTITUTE OF ARCHAEOLOGY

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