

INVICTA ARCHAEOLOGICAL



S E R V I C E S L T D

**Written Scheme of Investigation (WSI) for an
archaeological watching brief at Rectory Orchard,
Church Lane, Kingston**

Planning reference: CA/23/00683

Date of issue: 24/10/2023

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FIGURE 1: SITE LOCATION 1:25000

1. INTRODUCTION

1.1 This scheme of works sets out details of a Written Scheme of Investigation (WSI) by Invicta Archaeological Services Ltd for an archaeological watching brief at 3 Rectory Orchard, Church Lane, Kingston, Canterbury, Kent, CT4 6HY. (centred at TR 19853 51315) at the request of the Client. Planning permission (CA/23/00683) has been granted for the erection of a single-storey front and side extension, single-storey rear extension and detached garage following demolition of existing attached garage/storeroom.

1.2 The local planning authority's planning officer has recommended that an archaeological watching brief be carried out during invasive groundworks, to satisfy Condition 4 which states;

Prior to the commencement of the development hereby approved, the applicant, or their agents or successors in title, shall secure 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 in writing by the Local Planning Authority.

Reason: To ensure that features of archaeological interest are properly examined and recorded in accordance with policies HE11 and HE12 of the Canterbury District Local Plan 2017 and the National Planning Policy Framework.

1.3 Kent County Council Principal Archaeological Officer Simon Mason stated that 'The property lies close to the Grade 1 Church of St Giles that has Saxon origins. Construction of the extensions and garage may potentially impact archaeological remains associated with the historic village'.

1.4 This document is a written scheme of investigation (WSI) confirming the nature and methodology of the watching brief to be undertaken by the approved archaeological contractor.

2. THE SITE

2.1 The proposed site lies on the bend of Church Lane in the village of Kingston, southeast of the city of Canterbury. The village sits on the southern side of Barham Downs, through which the River

Nailbourne runs. Immediately surrounding the PDA are residential dwellings surrounded with arable fields.

2.2 Kingston comes from the Old English ‘*cyning*’ meaning a ‘king’ with ‘*tūn*’ as an ‘enclosure, a farmstead, a village’; therefore, the ‘king’s farm/settlement’. The village sits c.600m from the former Watling Street (now the A2), which was the Roman road from Dover (Portus Dubris) to Canterbury (Durovernum) Route 1a (Margary, 1965).

2.3 The solid geology of the site is Lewes Nodular Chalk Formation - Chalk. Sedimentary bedrock formed between 93.9 and 86.3 million years ago during the Cretaceous period. Superficial deposits are recorded as Head - Clay and silt. Sedimentary superficial deposit formed between 2.588 million years ago and the present during the Quaternary period. (British Geological Society 2023).

3. ARCHAEOLOGICAL BACKGROUND

3.1 A brief summary of the archaeological and historical background to the site is presented below, having consulted the Heritage Gateway which records data held at the NMR Excavation Index and Kent Historic Environment Record (KHER).

3.2 The PDA lies close to 7 listed buildings including;

- Rectory Cottage (HER: TR15SE309) Grade II listed (1833-1866)
- Ally Cottage (HER: TR15SE279) Grade II listed (1730-1799)
- Rectory (HER: MKE86430) Regular courtyard farmstead (Post-Medieval)
- Church of St Giles (HER: TR15SE13)
- Little Court (HER: TR15SE252) Grade II listed (1600AD-1980AD)
- Kingston Court (HER: TR15SE253; MKE86431) Grade II listed (1800-1832) and loose courtyard plan farmstead (Post-Medieval)

3.3 The Church of St Giles lies c.64m southwest of the PDA and is a Grade I listed building with the main construction periods between 600AD to 1899AD (HER: TR15SE13). The Saxon church has later alterations including a 12th century (or possibly Saxon) nave and walls of the chancel, with the church being largely rebuilt in the 14th century. The tower is 15th century in date and the north porch

is 19th century. The plan of the nave and western part of the chancel suggest an early Norman date for the earliest part of the church, the chancel being extended eastwards in the early 13th century.

3.4 There are cropmarks of two indistinct linear features visible on aerial imaging c.39m northeast of the PDA, between Bonny Bush Hill and Robin Lane (HER: TR25SW95). Approximately 400m northwest of the PDA are visible cropmarks of linear features, somewhat disjointed, with a subdivided incomplete D-shaped enclosure and pits (HER: TR15SE127) with a palaeolithic hand axe recovered nearby from a quarry by the old railway line (HER: TR15SE355).

4. AIMS AND OBJECTIVES

4.1 This WSI sets out the strategy and methodology by which the Archaeological Contractor will implement the archaeological works. It conforms with current best practice and to the guidance outlined in Management of Research Projects in the Historic Environment (MoRPHE, Historic England 2015), the Chartered Institute for Archaeologists' (CIfA) Standards and guidance for (CIfA 2014a; 2014b; 2014c; 2014d) and The Centre for Archaeological Guidelines for Environmental Archaeology (English Heritage 2002).

4.2 The aims of the archaeological watching brief are to clarify the nature and extent of any archaeological deposits and/or features and to contribute to local and regional heritage recording, which will include the following;

- To identify and record all archaeological features, deposits and artefacts exposed during construction work
- To determine the extent and nature of the archaeological features encountered
- To recover dating evidence and environmental evidence from the archaeological features encountered
- To establish the sequence of the archaeological remains encountered
- To interpret the archaeological features and finds within the context of the surrounding area and wider region

5. GUIDANCE AND BEST PRACTICE

5.1 The standards and guidance followed during archaeological fieldwork are produced by the Chartered Institute for Archaeologists (CIfA). Relevant to the current works are: Standard and guidance for an archaeological watching brief (CIfA 2014b), Standard and guidance for the collection, documentation, conservation and research of archaeological materials (CIfA 2014c) and Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (CIfA 2014d).

6. MONITORING

6.1 The Archaeological Contractor will inform the Kent County Council (KCC) County Archaeologist of the commencement of fieldwork and the progress of the investigations on the Site. Reasonable access to the Site will be arranged for representatives of KCC as appropriate for inspection and monitoring visits.

6.2 Variations to this WSI will be agreed in advance with the Client and the County Archaeologist.

7. HEALTH AND SAFETY

7.1 All work will be carried out in accordance with the Health and Safety at Work Act 1974 and the Management of Health and Safety Regulations 1992, and all other relevant Health and Safety legislation, regulations and codes of practice in force at the time.

7.2 The Archaeological Contractor will supply a copy of their Health and Safety Policy and a Risk Assessment to the Client before the commencement of any fieldwork. The Risk Assessment will have been read and understood by all staff attending the Site before any groundwork commences.

8. PROPOSED GROUND WORKS

8.1 Proposed groundwork details have not yet been submitted and will be clarified by the archaeological contractor prior to works commencing.

9. METHODOLOGY

9.1 At least one competent archaeologist will closely monitor the excavations as they progress. Where possible, excavation should be undertaken using a flat bladed bucket operating in a single direction.

9.2 If any archaeological deposits and/or features are encountered, machine excavation will temporarily cease so that the archaeologist can inspect the surfaces. Any archaeological features will be

recorded in plan and section. The main contractor will allow the archaeologist reasonable time and resources to undertake the inspection and recording.

9.3 If significant archaeology is encountered, machine excavation will cease and the archaeologist will inform the County Archaeologist and the developer immediately so that further mitigation measures can be agreed.

9.4 In the event that complex archaeological deposits and features, including human remains are revealed, these will be identified and made clear to the County Archaeologist, the Client and their groundwork contractor, who will allow reasonable access to the archaeological staff, facilitating the excavation and recording of the archaeology present. Areas of archaeological interest will be marked up and suitably protected in advance of their investigation and clearance.

9.5 The watching brief will be maintained throughout initial excavations and will be concluded when, in consultation with the County Archaeologist, it is clear that the potential for archaeological remains to be exposed has been exhausted.

9.6 Should extensive and well-preserved remains be found requiring a contingent excavation, it will be necessary to agree with the Client and the County Archaeologist a programme for this, potentially extending the scope of archaeological works, whilst ensuring no unreasonable delay is caused to the groundwork programme.

10. RECORDING

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

10.2 A complete drawn record of excavated archaeological features and deposits will be compiled. This will include both plans and sections, drawn to appropriate scales (1:20 for plans, 1:10 for sections), and with reference to the Ordnance Survey National Grid. The Ordnance Datum (OD) height of all principal features and levels will be calculated and plans/sections will be annotated with OD heights. Archaeological features and deposits will be surveyed using GPS and tied into the Ordnance Survey National Grid and Datum.

10.3 All archaeological contexts are to be recorded individually on a pro forma recording sheet.

10.4 A full colour digital photographic record of the work is to be kept as part of the site archive.

10.5 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 Kent County Council.

11. ENVIRONMENTAL SAMPLING AND FINDS

11.1 Finds

11.1.1 All artefacts from excavated contexts will be retained, except those from features or deposits of obviously modern date. Where appropriate, a suitable metal detector will be used to enhance artefact recovery.

11.1.2 All retained artefacts will, as a minimum, be washed, weighed, counted and identified. All artefacts recovered during the excavations on the Site are the property of the landowner. They are to be suitably bagged, boxed in accordance with the guidance in accordance with the United Kingdom Institute for Conservation, Conservation Guidelines (2) and generally in accordance with the Chartered Institute for Archaeologist's Standard and guidance for the collection, documentation, conservation and research of archaeological materials (CIFA 2014c).

11.1.3 On completion of the archaeological post-excavation programme, and with the permission of the landowner, it is anticipated that any artefacts will be deposited with the relevant museum.

11.2 Environmental sampling

11.2.1 Bulk environmental soil samples for the recovery of plant macro fossils, wood charcoal, small animal bones and other small artefacts will be taken as appropriate. The samples will be of an appropriate size, for charred material typically from 20-60 litres, reduced to between 10-30 litres from waterlogged deposits. Samples will not be taken from the intersection of features.

11.2.2 Bulk environmental soil samples will be processed by standard flotation methods and scanned to assess the environmental potential of deposits, with any finds recovered given to the appropriate specialist.

11.2.3 If waterlogged deposits are encountered, an appropriate environmental sampling strategy will be devised and agreed with the County Archaeologist as appropriate. These samples would then be processed by standard waterlogged flotation/wet sieving methods.

11.2.4 Where appropriate monolith and/or contiguous column samples will be taken for the recovery of molluscs and to consider sub-sampling for pollen and/or diatom assessment, and for consideration of soil micromorphological and soil chemical analyses. Appropriate specialist advice will be sought where needed.

11.2.5 Where appropriate samples may be taken and sieved to aid in artefact recovery. For both inhumations and cremation related deposits, the burial deposit will be sampled and processed following the specialist guidelines.

11.3 **Human remains**

11.3.1 In the event of discovery of any human remains (articulated or disarticulated, cremated or unburnt), they will be left in situ, covered and protected. Following discussions with the Client and the County Archaeologist, the need for and appropriateness of their excavation/removal or sampling as part of the works will be determined. Where deemed appropriate, the human remains will be fully recorded, excavated and removed from the Site, subject to compliance with the relevant Ministry of Justice Licence which will be obtained by the Archaeological Contractor.

11.3.2 Should human remains require excavation, this and post-excavation processing will be undertaken in accordance current guidance documents and in line with the standards set out in IfA Technical Paper 13 'Excavation and post excavation treatment of cremated and inhumed remains' (McKinley and Roberts 1993). Appropriate specialist guidance/site visits will be undertaken if required. The final deposition of human remains following analysis will be in accordance with the requirements of the Ministry of Justice Licence.

11.4 **Treasure**

11.4.1 In the event of the discovery of any material covered, or potentially covered, by the Treasure Act of 1996, the archaeological contractor will immediately notify the Client and the County Archaeologist. All necessary information required by the Treasure Act (i.e. finder, location, material, date, associated items etc.) will be reported to the Coroner within 14 days.

12. REPORTING

- 12.1 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 correspond with the degree of 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.
- 12.2 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.
- 12.3 Copies of all reports are to be provided to: the Developer, the County Archaeologist, and the Local Planning Authority and deposited with the project archive.
- 12.4 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. No communication to third parties including news agencies will take place without prior permission of the client and KCC.
- 12.5 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 12.3 above.
- 12.6 If the watching brief has resulted in limited archaeological remains 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.
- 12.7 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.

Contents of a 'Watching Brief' Report

12.8 The watching brief report is to include as a minimum:

12.9 An Abstract summarising the scope and results of the archaeological watching brief.

12.10 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

12.11 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 Historic Environment Record entries generally within a 500m radius of the boundaries of the site. The HER entries should be quoted with their full ESHER identifier (e.g. MES1234); summary of any previous phases of archaeological investigation at the development site; any constraints on the archaeological monitoring.

12.12 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.

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

12.14 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.

12.15 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.

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

12.17 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.

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

12.19 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.

12.20 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.

12.21 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.

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

12.23 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.

12.24 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.

12.25 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.

12.26 The report will be submitted to the County Archaeologist in digital format. The digital copy will be supplied for preference in .pdf format.

12.27 Kent County Council is able to provide the archaeological contractor with digital Ordnance Survey tiles of the area of the site in .dxf format. This can be supplied on the understanding that the tile will be used solely for the purposes of the project and to improve the quality of the submission of site data to the Historic Environment Record. In return the archaeological contractor must provide the Kent HER with fully geo-referenced (to Ordnance Survey National Grid) digital mapping of the locations of the investigation site, trench layout and significant archaeological features. The mapping should be supplied to the HER in a CAD readable format.

12.28 **General**

12.29 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
- Chartered Institute for Archaeologists (CIfA), 2014b, Standard and Guidance for commissioning work on, or providing consultancy advice on, archaeology and the historic environment

12.30 The archaeological contractor is to include with their report a completed copy of the Kent County Sites and Monuments Report Form (Appendix 1).

12.31 The archaeological contractor is to provide the County Archaeologist with a representative selection of transparencies or digital images illustrating the archaeology of the site and the operations of the investigation. These will be deposited with the County Historic Environment Record (HER).

References

British Geological Survey (2022)

Chartered Institute for Field Archaeologists (CifA) 2014a. *Code of Conduct*

Chartered Institute for Archaeologists (CifA) 2014b. *Standards and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials*

Chartered Institute for Archaeologists (CifA), 2014c, *Standard and Guidance for an archaeological watching brief*

Chartered Institute for Archaeologists (CifA) 2014d. *Standards and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives.*

Chartered Institute for Archaeologists (CifA), 2014g, *Standard and Guidance for the collection, documentation, conservation and research of archaeological materials*

Chartered Institute for Archaeologists (CifA), 2014, *Standard and Guidance for commissioning work on, or providing consultancy advice on, archaeology and the historic environment*

English Heritage, 2002. *The Centre for Archaeological Guidelines for Environmental Archaeology*

Health and Safety at Work Act 1974

Historic England, 2002. *Management of Research Projects in the Historic Environment (MoRPHE)*

Kent Historic Environment Record/Heritage Gateway

Management of Health and Safety Regulations 1992

Margary, Ivans. D. (1965) Roman roads in Britain. Maps adapted by saxonhistory.co.uk

McKinley, Roberts (1993). *Excavation and post-excavation treatment of cremated and inhumed remains*. Institute for Field Archaeologists (IFA) Technical Paper 13

National Heritage List for England (NHLE)

Treasure Act 1996

United Kingdom Institute for Conservation (1983) Packaging and Storage of Freshly Excavated Artifacts from Archaeological Sites. Conservation Guidelines No. 2. Walker K (1990) Guidelines for the preparation of excavation archives for long term storage. United Kingdom Institute for Conservation.

APPENDIX 1 Kent County Council SMR summary form

| | | | | | | | | | | | | | |
|---|---------------------------|-------------------------|-----------------------|----------------------|--------------------------|---------------------------|-------------------------|--------------------|---------------------------|---------------------|--|--|--|
| Site Name: | | | | | | | | | | | | | |
| Site Address: | | | | | | | | | | | | | |
| Summary: | | | | | | | | | | | | | |
| District/Unitary: | Parish: | | | | | | | | | | | | |
| Period(s): | | | | | | | | | | | | | |
| NGR (centre of site : 8 figures): (NB if large or linear site give multiple NGRs) | | | | | | | | | | | | | |
| Type of archaeological work (delete) <table border="0"> <tr> <td>Evaluation:</td> <td>Watching Brief</td> <td>Field Walking</td> </tr> <tr> <td>Documentary study</td> <td>Building recording</td> <td>Earthwork survey</td> </tr> <tr> <td>Excavation:</td> <td>Geophysical Survey</td> <td>Field Survey</td> </tr> <tr> <td colspan="3">Geoarchaeological investigation</td> </tr> </table> | | Evaluation: | Watching Brief | Field Walking | Documentary study | Building recording | Earthwork survey | Excavation: | Geophysical Survey | Field Survey | Geoarchaeological investigation | | |
| Evaluation: | Watching Brief | Field Walking | | | | | | | | | | | |
| Documentary study | Building recording | Earthwork survey | | | | | | | | | | | |
| Excavation: | Geophysical Survey | Field Survey | | | | | | | | | | | |
| Geoarchaeological investigation | | | | | | | | | | | | | |
| Date of Recording: | | | | | | | | | | | | | |
| Unit undertaking recording: | | | | | | | | | | | | | |
| Geology: | | | | | | | | | | | | | |
| Title and author of accompanying report: | | | | | | | | | | | | | |
| Summary of fieldwork results (begin with earliest period first, add NGRs where appropriate) | | | | | | | | | | | | | |
| (cont. on attached sheet) | | | | | | | | | | | | | |
| Location of archive/finds: | | | | | | | | | | | | | |
| Contact at Unit: | Date: | | | | | | | | | | | | |



Kent Archaeology Fieldwork Notification Form

KCC logo

(Section **A** and **B** to be filled in and sent either digitally or by fax to KCC Heritage Conservation Group (01622 221636) in advance of start of fieldwork. Section **C** to be completed and sent at end of fieldwork. Section **D** to be filled in and sent with completed report.)

SECTION A - PROJECT DETAILS

Site/Project
Name:

NGR:

Site Address:

Archaeological Contractor (inc name and address of project contact):

Commissioning Body/Client:

Development Proposals/Reason for Fieldwork:

Planning Reference:

SECTION B - COMMENCEMENT OF FIELDWORK

Type of Archaeological Fieldwork:

Site Supervisor:
Site Contact Details:

Specification for Works?:

| | |
|--|---------------------------|
| Local Museum Notified: <p style="text-align: right;">Date:</p> Local Arch Soc Notified: <p style="text-align: right;">Date:</p> | Site Code: |
| START DATE: ANTICIPATED DURATION: weeks | |
| <p>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.</p> Name: On behalf of: Signed: Date: | |

| | |
|---|--|
| SECTION C - COMPLETION OF FIELDWORK | |
| Date Fieldwork Completed: Further Fieldwork Anticipated: | Was fieldwork monitored by KCC/EH/Other? Who? |
| Brief summary of archaeological (Continue on separate finds: sheet if necessary) | |

Agreed Reporting Stages and Program:

Name:
On behalf of:

Signed: _____ **Date:** _____

| SECTION D - COMPLETION OF POST-EXCAVATION ANALYSIS & REPORTING | | | | | | | |
|---|---------------------|-----|----------|--------|----|-------|----------------|
| Reports Submitted (Titles) | Copies to: (Number) | | | | | | Digital Copies |
| | KCC | LPA | Arch Soc | Client | EH | Other | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| SMR Data | | | | | | | |
| SMR Summary Form? | Y | N | Notes: | | | | |
| Digital images? | Y | N | | | | | |
| Digital Mapping Data? | Y | N | | | | | |
| Location and Destination of Archive: | | | | | | | |

Name:

On behalf of:

Signed:

Date:

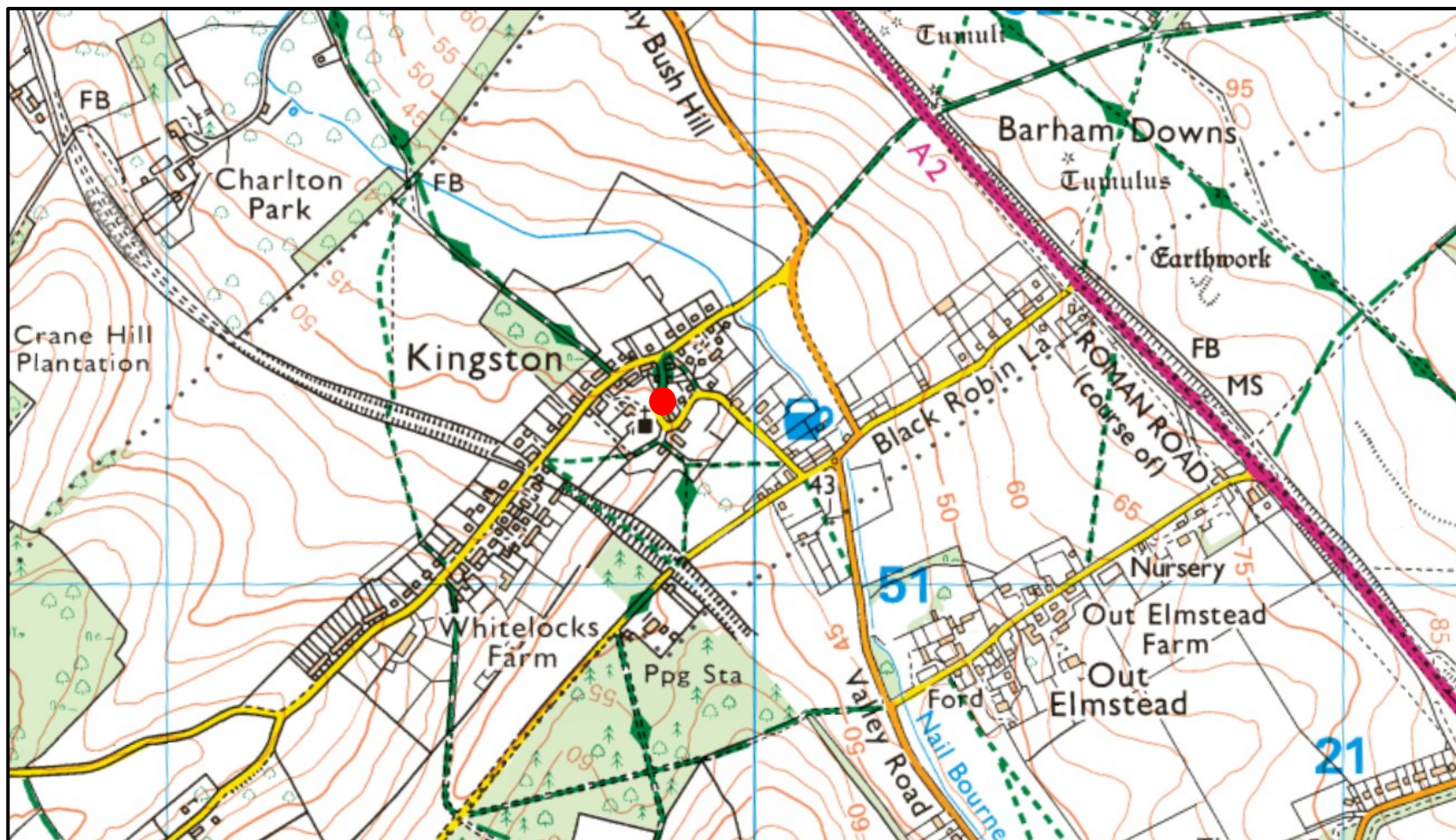


Figure 1 Site location Ordnance Survey 1:25000. PDA indicated in red

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