



**Chris Butler MCIfA
Archaeological Services Ltd**

**Written Scheme of Investigation
for an Archaeological Building Recording
at
3 Wickham Field, Pilgrims Way,
West Otford, Sevenoaks,
Kent,
TN14 5JJ.**

TQ 51607 59310

Planning Ref: 23/02094/HOUSE

Project No: CBAS1467

By
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October 2023

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1.0 Introduction

- 1.1 Chris Butler Archaeological Services Ltd (CBAS Ltd) has been commissioned by Daniel Princewill (The Client) to carry out an archaeological building at 3 Wickham Field, Pilgrims Way, West Otford, Sevenoaks, Kent (hereafter the Site; Figs. 1 & 2; Appendix 1), in connection with a planning application (Planning Ref: 23/02094/HOUSE) for demolition of existing garage and southern bedroom; remodelling of existing house to include single storey extensions and roof alterations including solar panels; linked annex to north side of property, integral garage with associated works (Fig. 3; Appendix 2).
- 1.2 The Site (centre point TQ 51607 59310) lies in the northern outskirts of West Otford and is located to the north of Pilgrims Way, being accessed via Wickham Field. The Site comprises a sub-rectangular plot containing the existing building of 3 Wickham Field set centrally in its garden. A garage is present in the west of the Site. Further residential plots are present to the north, south and west while land to the east is in agricultural use.
- 1.3 The Site lies on the east-facing hillslope of the Darent Valley and lies at a height of *c.* 72m aOD¹. The geology of the Site is chalk of the West Melbury Marly Chalk Formation and Zig Zag Chalk Formation².
- 1.4 The Site contains one of the original buildings of an early 20th century Isolation Hospital. The standing building may contain evidence for the construction, use and significance of the Isolation Hospital. For this reason the following condition was placed on the planning approval³:
4. *Prior to commencement of development, the applicant, or their agents or successors in title, will secure the implementation of a phased programme of archaeological building recording in accordance with a written specification and timetable which has been submitted to and approved by the Local Planning Authority.*
- Reason: To ensure that archaeological and historic building features are properly examined and recorded in accordance with Policy EN4 of the Sevenoaks Allocations and Development Management Plan.*
- 1.5 This Written Scheme of Investigation (WSI) covers a phased programme of archaeological building recording. The first phase will comprise an appraisal to provide an initial record of the historic building (as outlined in Appendix 3). This

¹ <https://www.daftlogic.com/sandbox-google-maps-find-altitude.htm> accessed 19/10/23

² https://geologyviewer.bgs.ac.uk/?_ga=2.59991597.1827486960.1697700127-1287126686.1697700127 accessed 19/10/23

³ Grant of planning permission: Application number: 23/02094/HOUSE. 19 October 2023

will inform the appropriate level needed for further detailed mitigation. The WSI will be submitted to Sevenoaks District Council for formal approval.

- 1.6** The building recording will be carried out in accordance with the Chartered Institute for Archaeologists' *Code of Conduct*⁴, *Historic Building Recording Requirements – Basic Photographic Survey for Appraisal*⁵, and Historic England's *Understanding Historic Buildings: A guide to Good Recording Practice*⁶.

- 1.7** The project will be managed by Stewart Angell. The field officer allocated to the project will be notified to the County Archaeologist at least 24 hours in advance of the watching brief commencing.

⁴ Chartered Institute for Archaeologists 2019. *Code of Conduct*.

⁵ Kent County Council. Basic Photographic Survey For Appraisal Specification - Part B

⁶ Historic England. 2016. *Understanding Historic Buildings: A Guide to Good Recording Practice*.

2.0 Archaeological and Historical Background

- 2.1** The Kent Historic Environment Record (HER dated 10/10/2023; Fig. 4) was consulted for a 1km radius from the Site (the Study Area). The results are discussed below where relevant to the Site.
- 2.2** A prehistoric trackway follows the route of Pilgrim's Way (TQ 55 SE 124).
- 2.3** The findspot of a Bronze Age – Roman alloy awl (MKE79874) is reported *c.* 230m to the north-west of the Site. Findspots of Late Iron Age and Roman coins and other metal objects are common in the Study Area (e.g., MKE96432, MKE72661, MKE72666, MKE72863, MKE73021, MKE73022, MKE79895, MKE79927). The closest findspots to the Site are those of an Iron Age copper alloy coin (MKE72849) *c.* 100m to the north and a Roman copper alloy brooch (MKE79822) found *c.* 130m to the north-west.
- 2.4** A significant concentration of Late Iron Age and Romano-British finds (MKE114713) has been found along Twitton Brook *c.* 250m to the north-west of the Site. The nature of the finds indicates a votive site. A cluster of Roman features adjacent to the Brook (TQ 55 NW 421) are suggested to represent part of a larger site, perhaps related to the votive site. The grid reference given on the HER however, places these features to the north of Frog Farm, which is located *c.* 200m to the east of the Site. Two Roman refuse pits (TQ 55 NW 332) were found during a 2008 research excavation in at Lympe Field *c.* 420m to the north-west of the Site. The pits were dated from the mid-2nd century to the late 4th century and may also relate to the votive site.
- 2.5** Several archaeological excavations have taken place in and around the former grounds of the Isolation Hospital and at Frog Farm (TQ 55 NW 9), but it is unknown if any of these took place within the Site itself as the associated publications are either unavailable or do not give a precise location for the fieldwork. A grid reference provided by the HER does place a 1975 excavation (EKE3789; Fig. 5) within the Site but this may be the same event as described in 2.7 below to have taken place 100m to the west.
- 2.6** It is known that various investigations took place between 1927 and 1937. The excavations uncovered Roman material dated from the 1st to the 3rd centuries including flue and roof tiles, fibulae, many nails and a great amount of pottery covering an area at least 500ft. square. A Patch Grove vessel found at the hospital was used as a cinerary urn. No conclusion was reached as to the nature of the site, beyond suggesting the existence of a "settlement". In 1966, test pits were opened in the hospital grounds, revealing a series of rubbish pits dated to 60-100 A.D. A large amount of pottery was recovered.

- 2.7** In 1976 further excavation, centred c. 100m to the west of the Site; was undertaken on the Otford Isolation Hospital site. A second-century rubbish pit was investigated which produced a quantity of pottery.
- 2.8** A large Romano-British cemetery (TQ 55 NW 36) is known c. 250m to the south-east of the Site. During early excavations the cemetery produced a total of 74 cremation burial-groups, many consisting of coarse cooking pots used as burial urns accompanied by food vessels, platters etc. The remains of a building thought to be a mausoleum or monument were also recorded. A further 43 cremation burials were found to the north of Frog Farm during a 2005 evaluation. The majority of the burials are dated to the 1st/2nd century AD.
- 2.9** OS maps place the supposed site of a 773 A.D. battle between King Offa and King Aldric in the location of Frog Farm, but this event is not recorded on the HER.
- 2.10** A Saxon presence in the Study Area is indicated by findspots of metal objects (e.g., MKE72546, MKE72627, MKE110446). Medieval metal artifacts have also been recovered (e.g., MKE72653, MKE72894, MKE72922, MKE72894).
- 2.11** A particular concentration of findspots of multiple periods, including many of those mentioned above, is located along Twitten Brook. Presumably this area has been intensively surveyed by metal detectorists.
- 2.12** Frog Farm (MKE83700) was in existence by c. 1800.
- 2.13** The 1st Edition OS Map of 1871 (Fig. 6) shows the site to lie across the boundary separating two fields. The tree-lined route of Pilgrims Way is present to the south. The field boundary is no longer present on the 2nd Edition OS map of 1898 (Fig. 7).
- 2.14** By 1909 and the OS map Edition (Fig. 8) an isolation hospital had been built. The hospital consisted of four buildings set around a yard, with one of the buildings being present within the Site. The local authority institution operated between 1902 and 1916⁷. It mainly dealt with children with scarlet fever or diphtheria and had two wards for them and a number of smaller complete isolation units⁸.
- 2.15** The OS map of 1938 (Fig. 9) shows the four main hospital buildings to remain standing. Two ancillary buildings had been constructed within the Site, to the north of the hospital building, and further additional buildings are present in the wider hospital grounds.

⁷ <https://discovery.nationalarchives.gov.uk/details/r/C1870606>

⁸ https://edithsstreets.blogspot.com/2010/01/thames-tributary-darent-otford_9862.html

- 2.16** The main hospital buildings, and wards, etc. were converted into single-storey private dwellings and two-storey flats c. 1960⁹. The OS map of 1963 (Fig. 10) appears to confirm this, with the buildings now being numbered and set in individual plots. The building within the Site is labelled no. 3. The ancillary buildings had been removed from the Site by this time.
- 2.17** The modern site plan (Fig. 2) shows a garage to have been constructed to the west of the main house.

⁹ https://www.otford.info/vds/56-61_Appendix_3_Roads_Oxford_VDS.pdf

3.0 Aims and Objectives

3.1 The aims and objectives of the building appraisal and standing building survey are to:

1. provide an initial record of historic buildings, structures and other features to inform decision making. This will comprise:
 - A basic written description
 - An annotated ground plan
 - General photographic coverage and selected detailed photographs

2. record the historic fabric of the building especially with regard to that part affected by the works, and to determine the phasing and extent of previous modifications to the building. The level of the survey will be determined by the results of the building appraisal.

3.2 The specific aims and objectives are to:

1. identify any features or phasing from the standing building recording which may enhance our knowledge of the development and use of the Isolation Hospital.

4.0 Methodology

4.1 The building appraisal shall be carried out in accordance with KCCs *Historic Building Recording Requirements – Basic Photographic Survey for Appraisal* (Appendix 3).

4.2.1 The Historic Building Recording will be carried out prior to any renovation/demolition works in accordance with Historic England's guidelines for recording historic buildings¹⁰.

4.2.2 The Client shall give CBAS Ltd access to the Site to undertake the Historic Building Recording prior to any demolition works and internal alterations on the building. There may also be an element of recording required during demolition/stripping/refurbishment in order to record areas / features not accessible during the initial survey. This will include all works which impact upon the historic fabric of the buildings.

¹⁰ Historic England 2016. *Understanding Historic Buildings: A Guide to Good Recording Practice*.

5.0 Health and Safety

5.1 Adherence to standard health and safety requirements, together with any constraints imposed by the contractor's health and safety practices, will be paramount. Recording of deep excavations, including any which exceed 1.2m in depth or which are judged to be unsafe, shall only be undertaken from the ground level.

6.0 Monitoring and Standards

6.1 CBAS Ltd is to allow the KCC Senior Archaeological Officer, or any designated representative of Sevenoaks District Council, to inspect and examine the Site's records at any reasonable time, during or after the survey work.

6.2 The project will be managed by Stewart Angell who will be responsible for ensuring that the works are implemented correctly in accordance with the following:

1. All statutory provisions and by-laws relating to the work in question, especially the *Health and Safety at Work Act 1974*;
2. The Chartered Institute for Archaeologists *Code of Conduct* (2019)

7.0 Insurance

7.1 CBAS Ltd is insured for public liability to the sum of £5,000,000 for any one occurrence.

7.2 CBAS Ltd is insured for professional indemnity to the sum of £1,000,000 for any one occurrence.

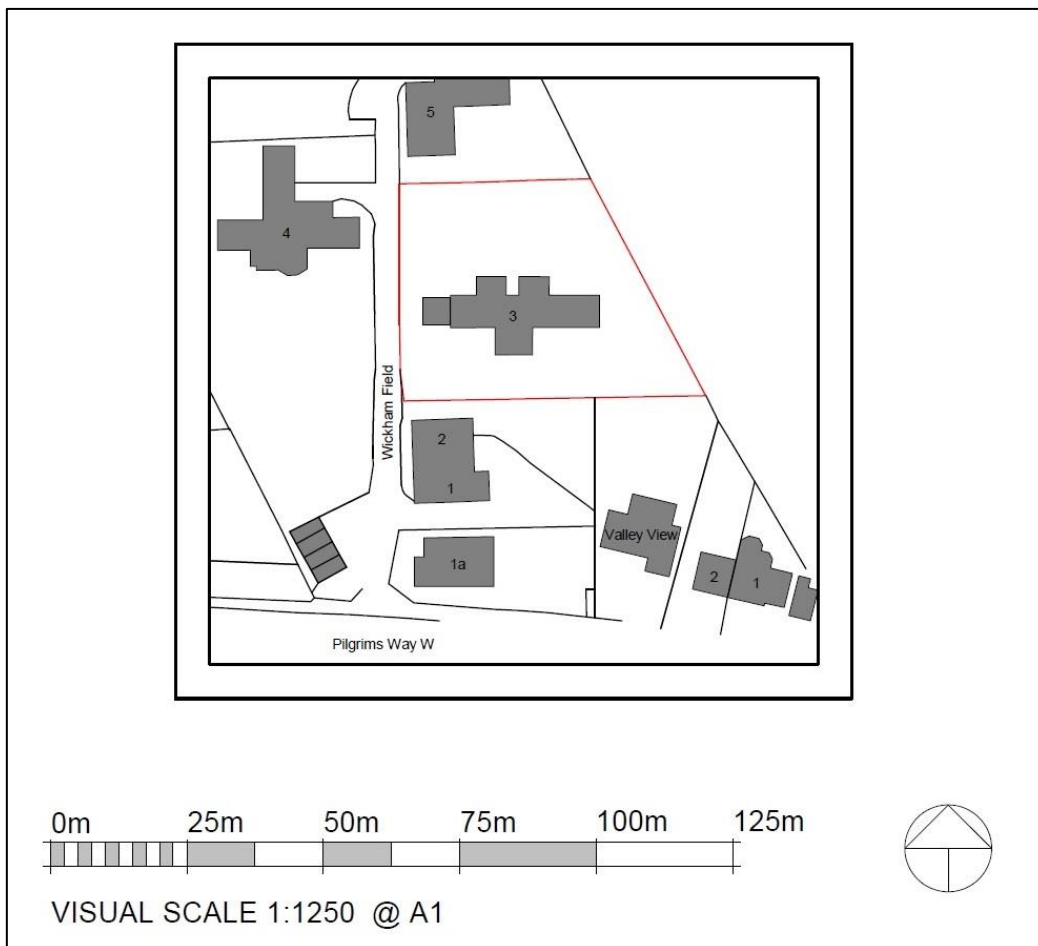


Fig. 1: Site location
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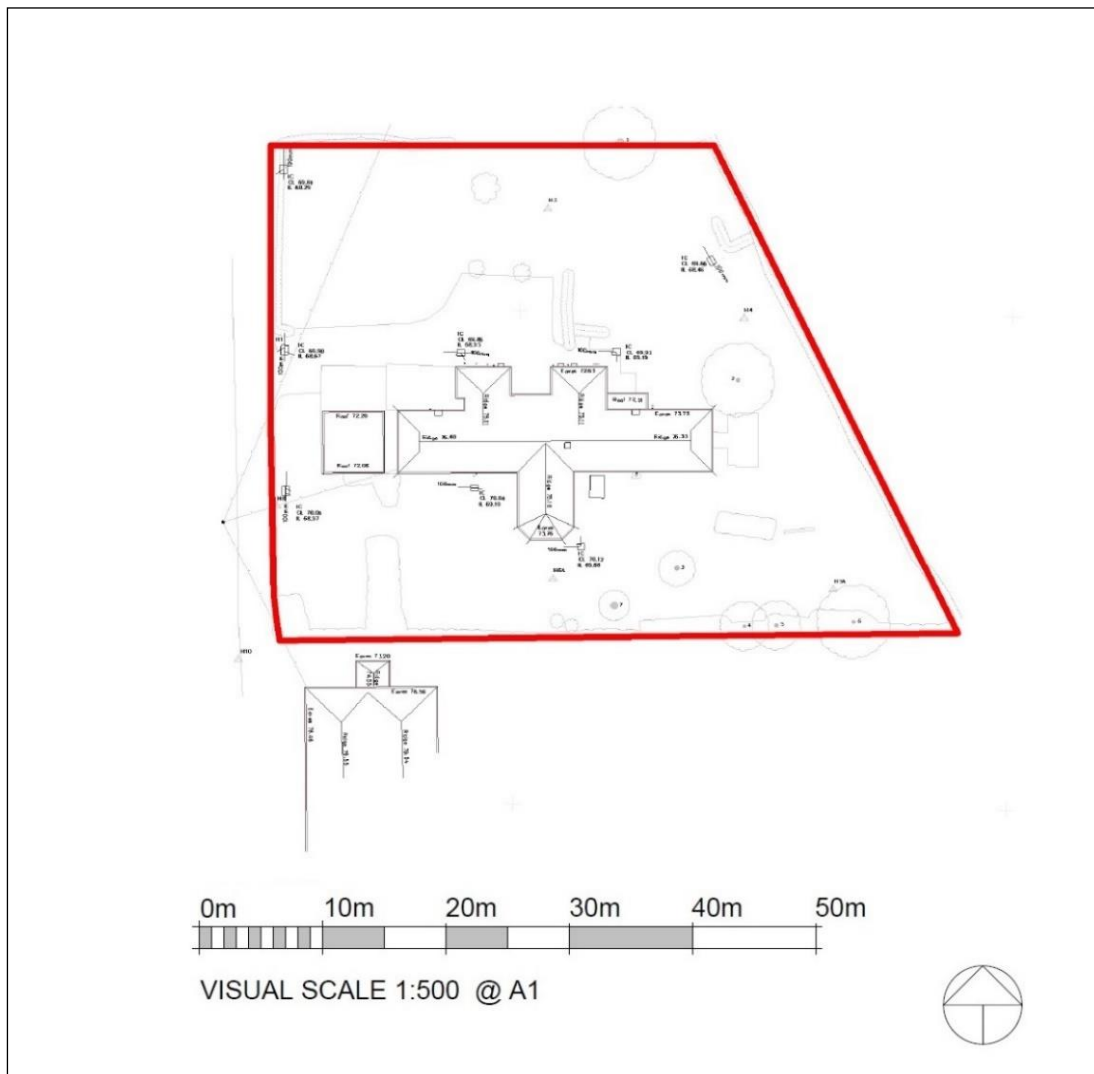


Fig. 2: Existing Site Plan
Adapted from architects' plans

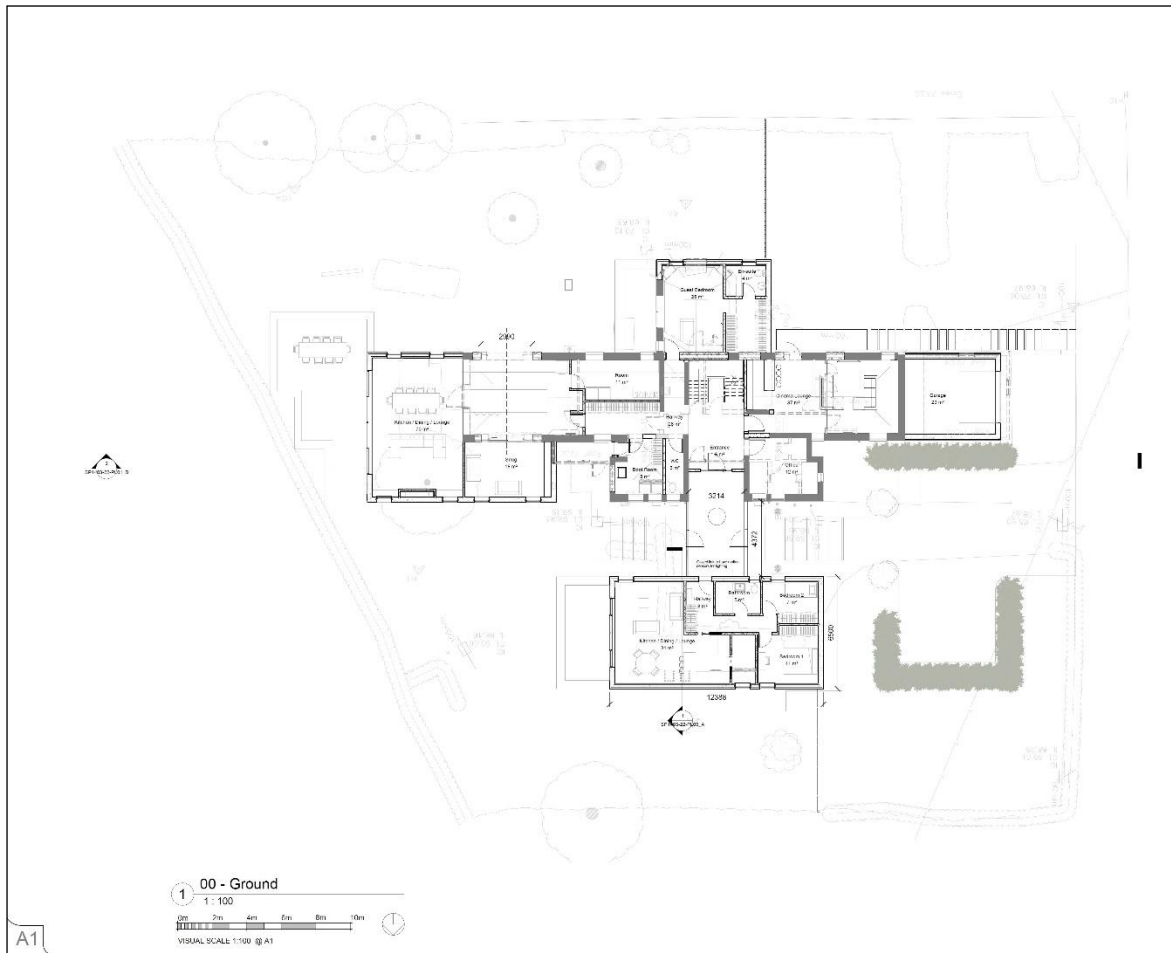


Fig. 3: Proposed Ground Floor Plan
Adapted from architects' plans

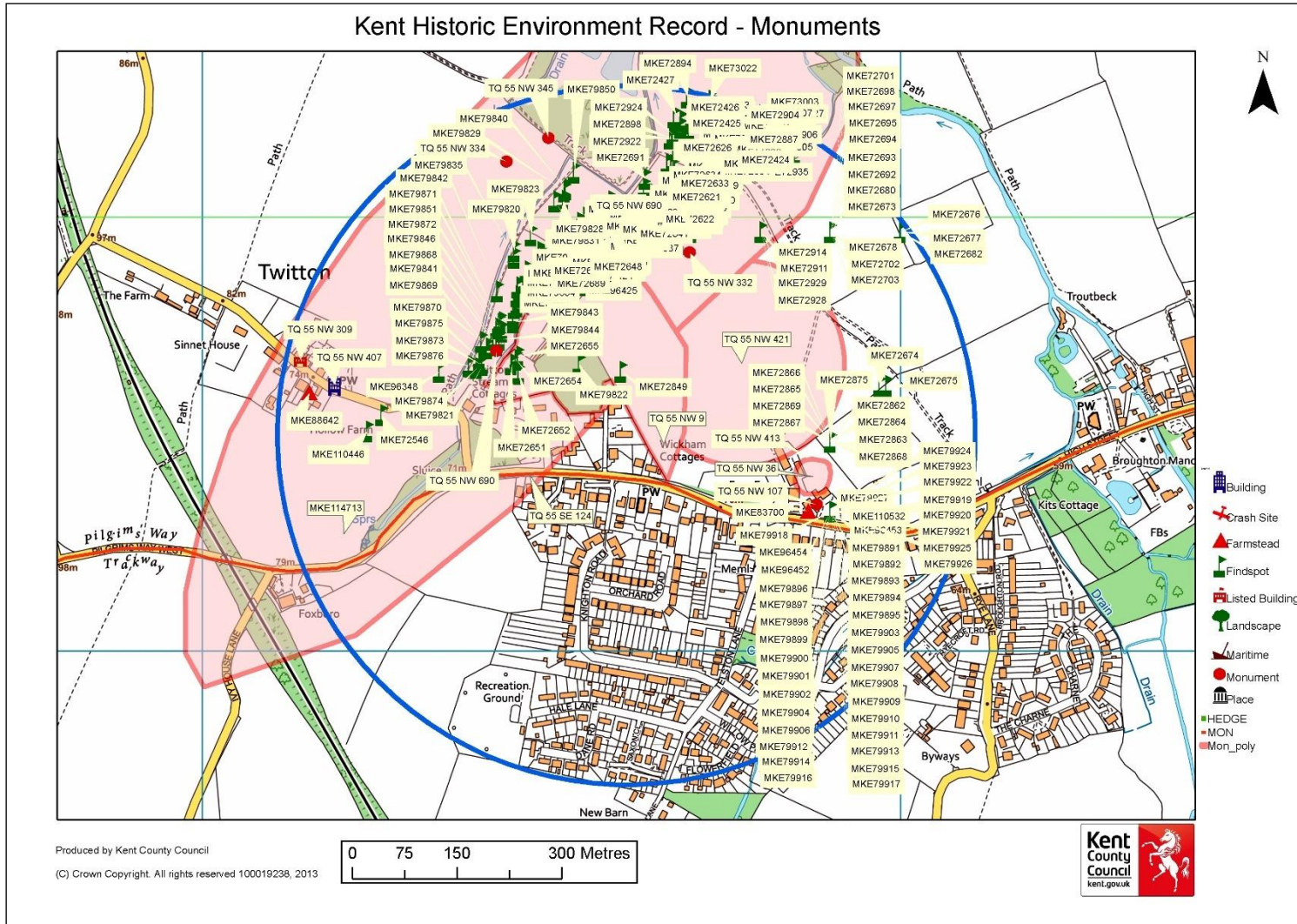


Fig. 4: HER map
(Adapted from map provided by KCC)
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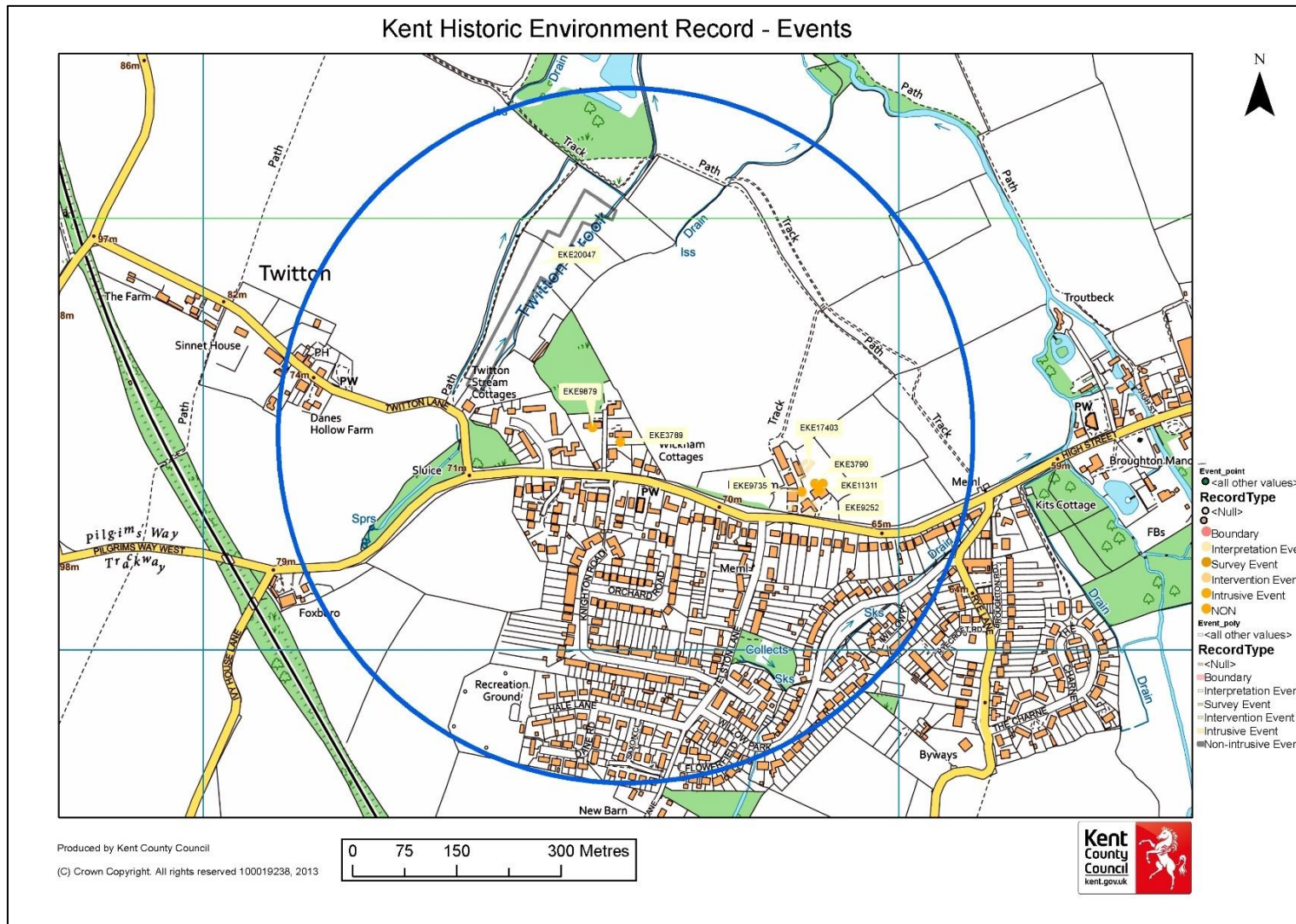


Fig. 5: Event map

(Adapted from map
provided by KCC)

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Fig. 6: 1st Edition OS Map 1871

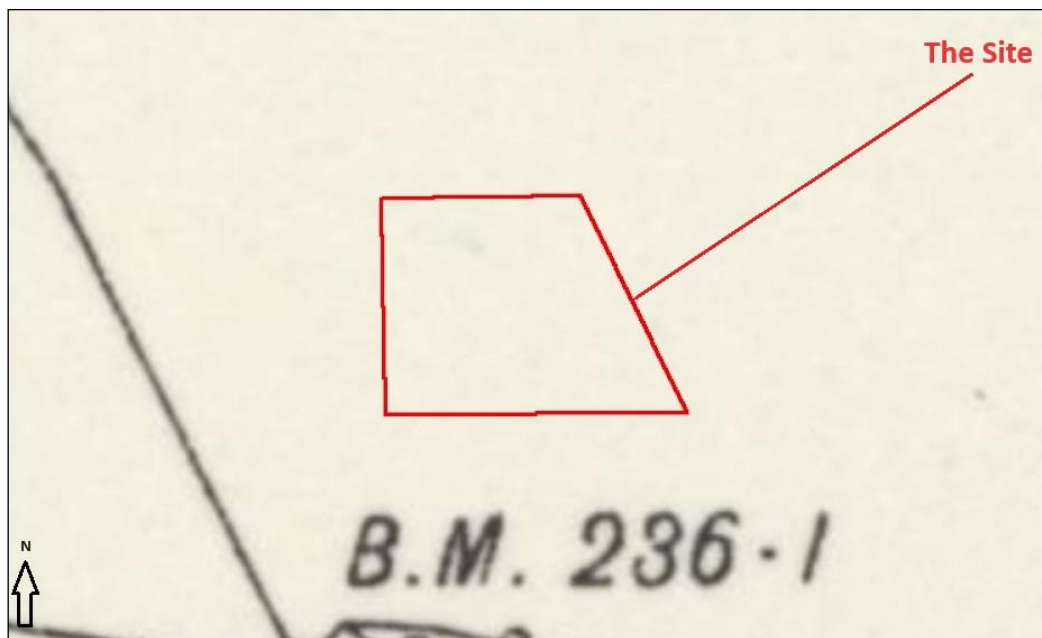


Fig. 7: 2nd Edition OS Map 1897

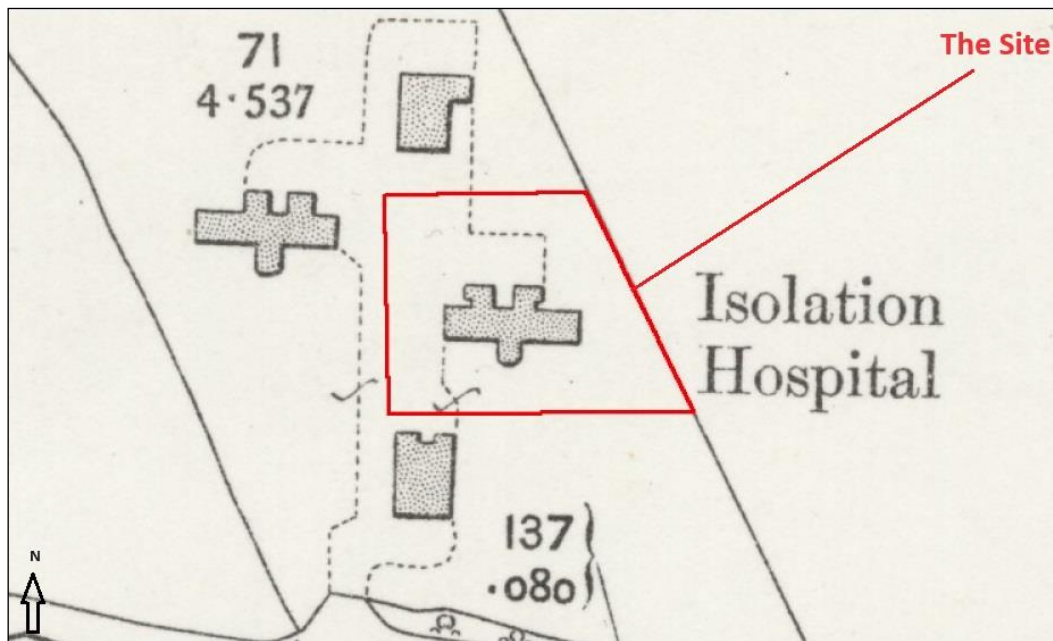


Fig. 8: 1909 OS Map

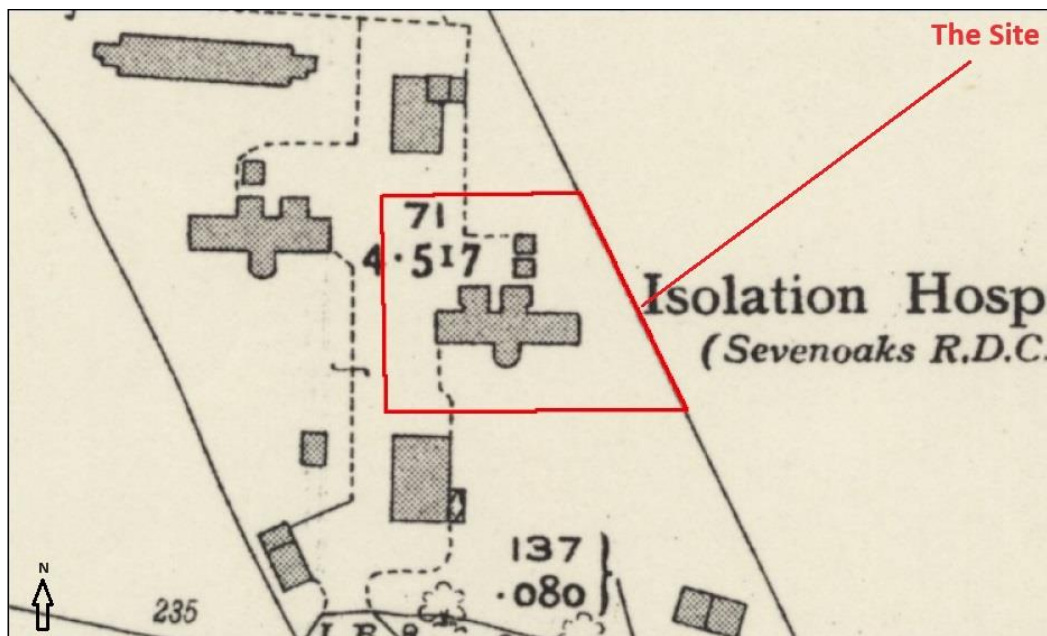


Fig. 9: 1938 OS Map

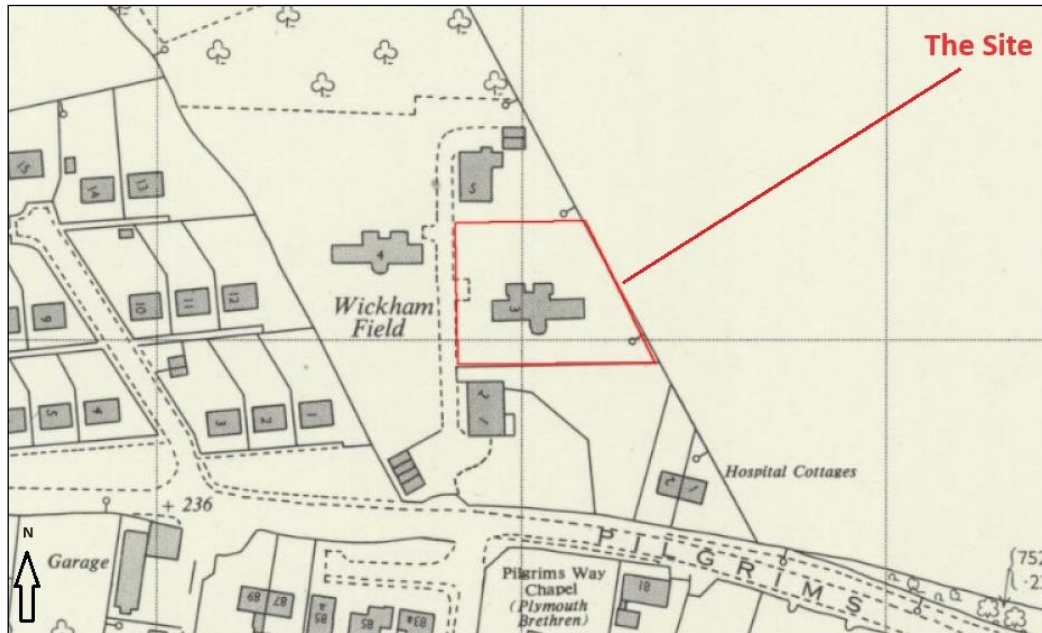
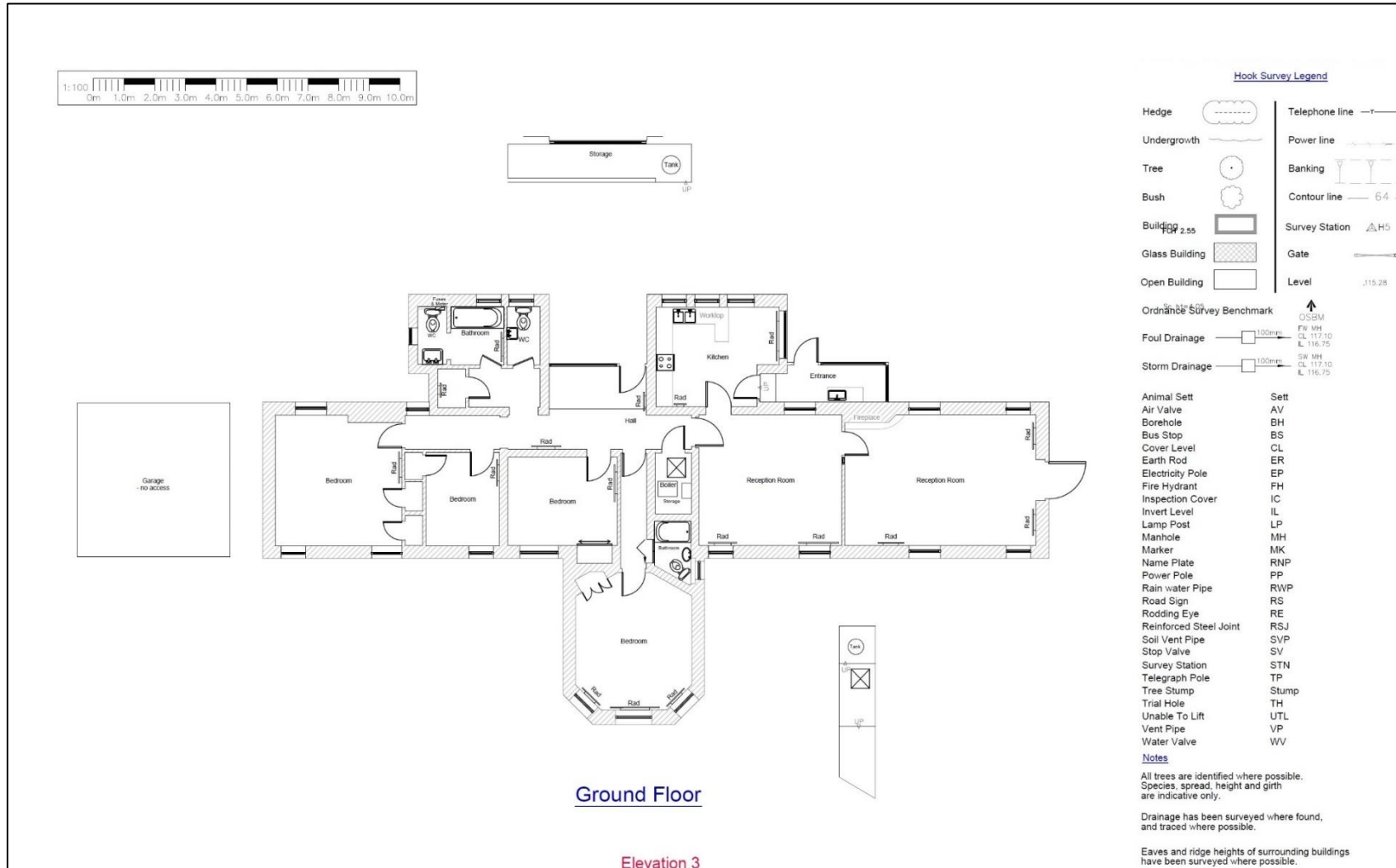
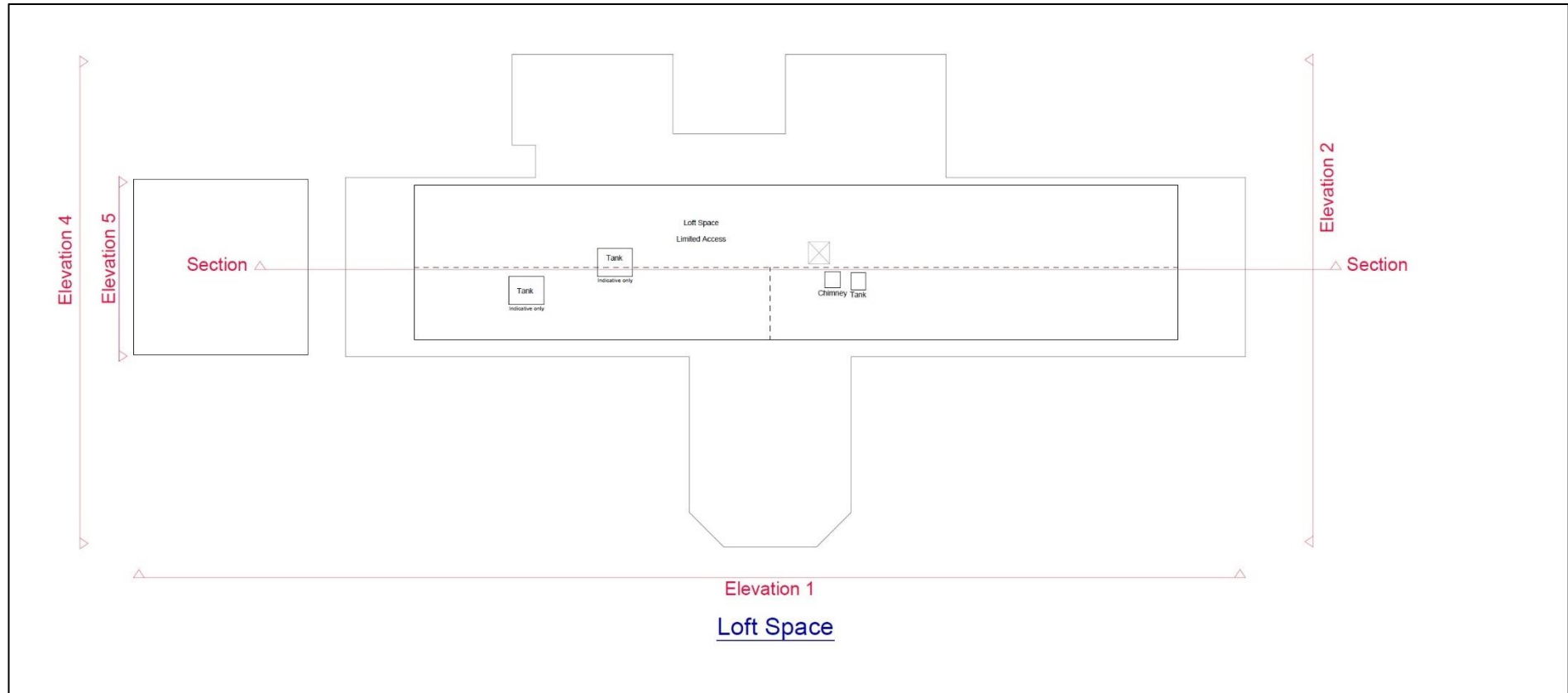


Fig. 10: 1963 OS Map

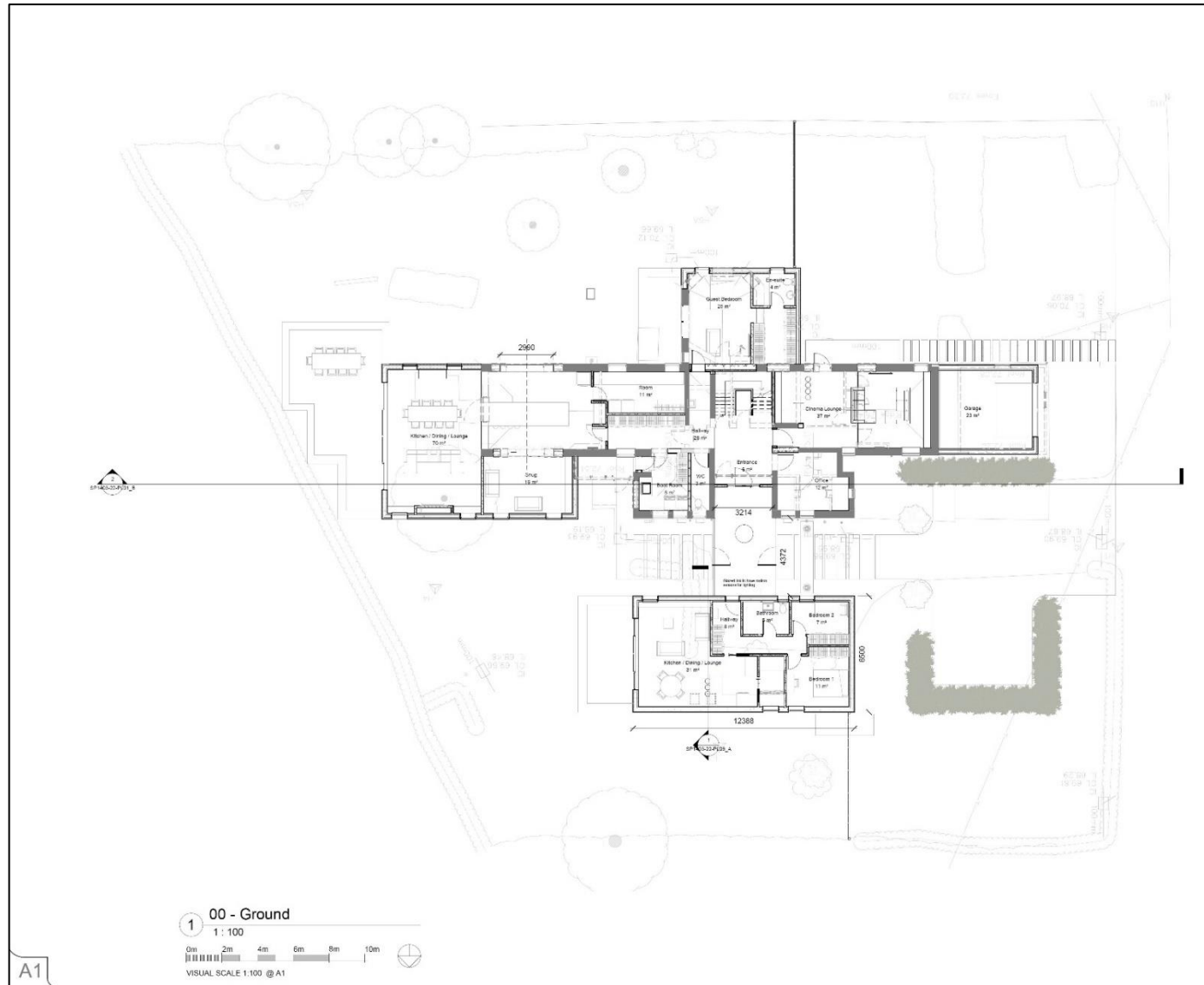
Appendix 1: Existing Floor Plans and Elevations

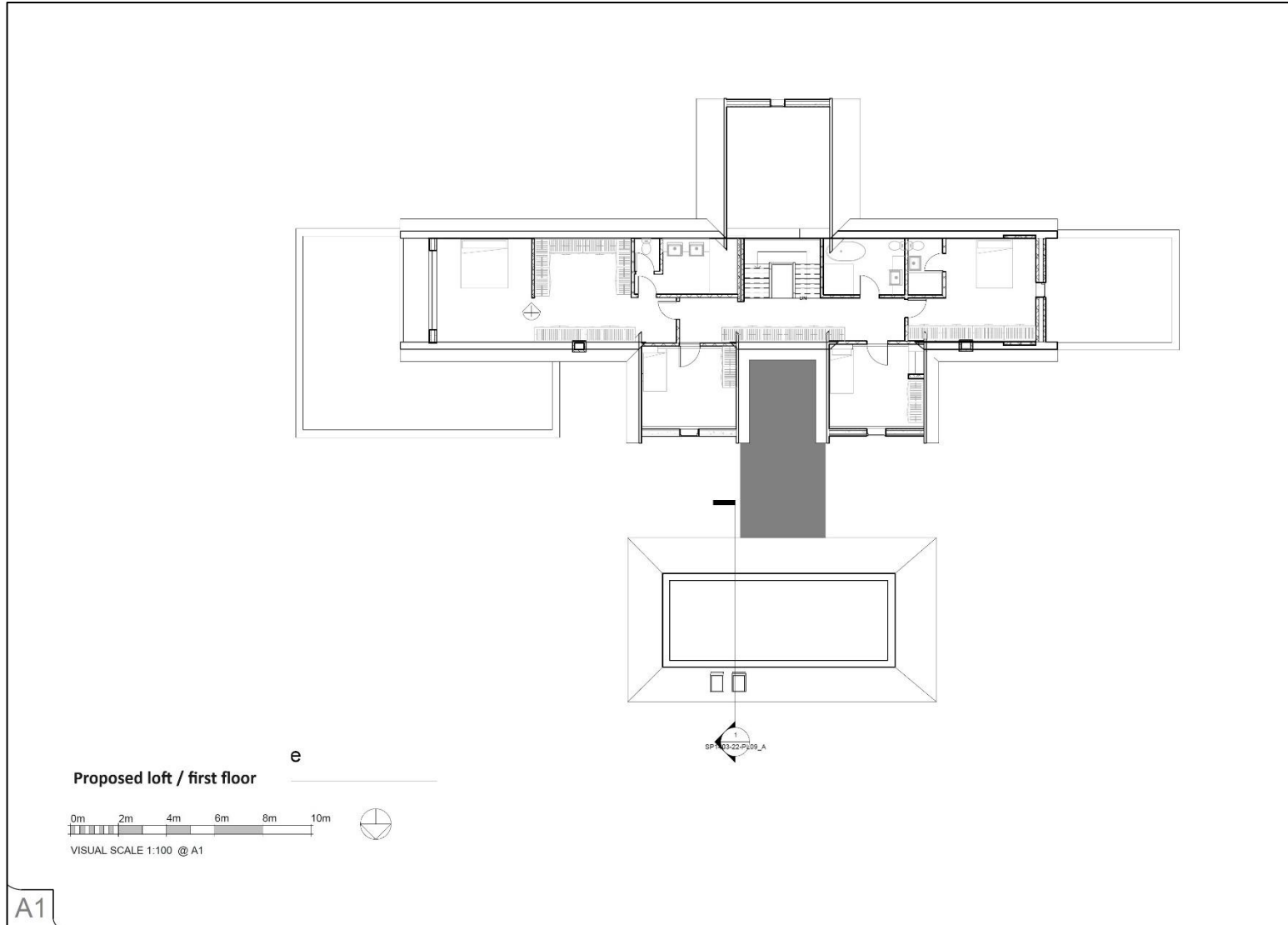


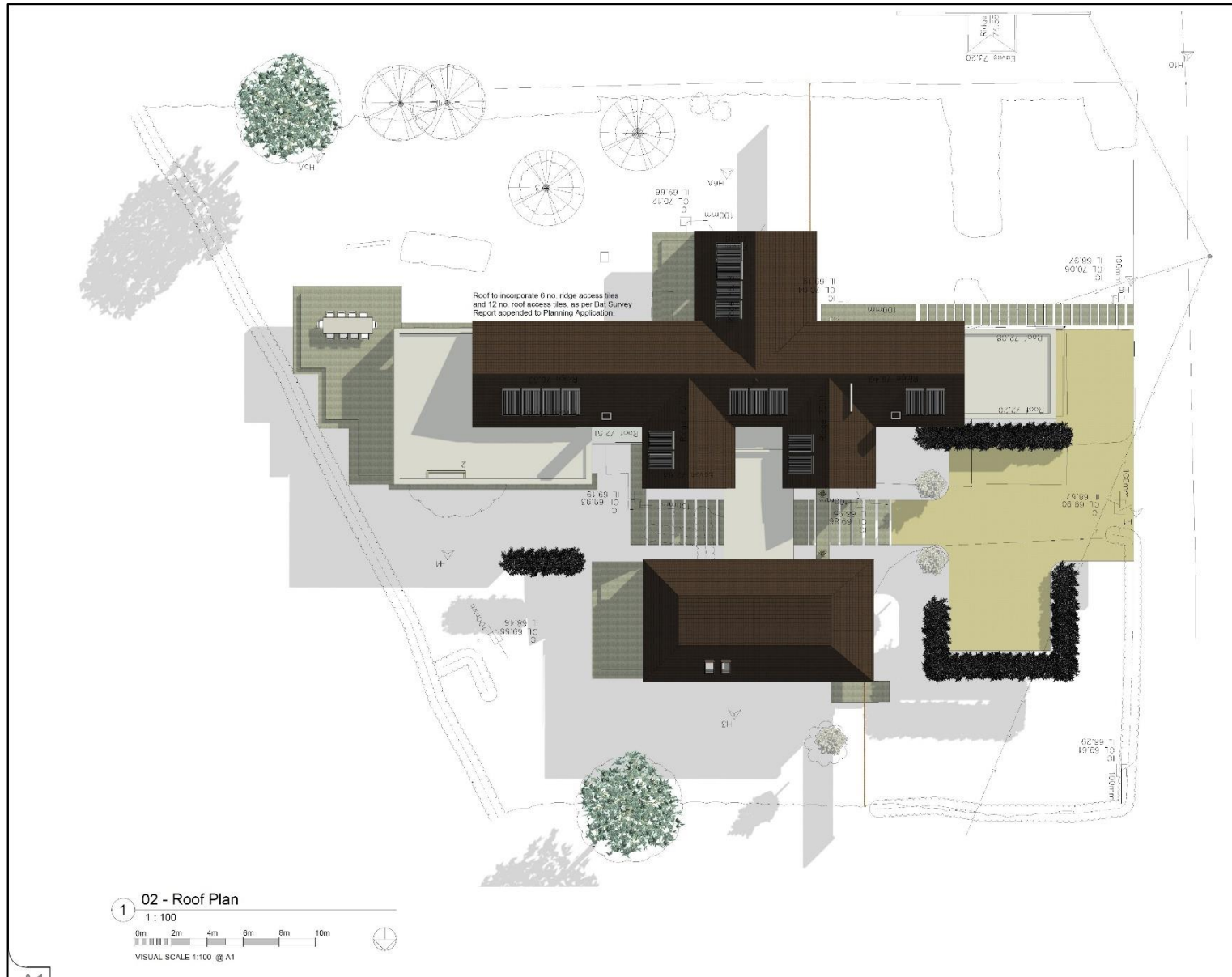




Appendix 2: Proposed Floor Plans and Elevations







Appendix 3 - HISTORIC BUILDING RECORDING REQUIREMENTS – BASIC PHOTOGRAPHIC SURVEY FOR APPRAISAL

1. Introduction

1.1 The following specification sets out a set of standards and requirements for the completion of a basic photographic survey for appraisal purposes. The intention is to provide an initial record of historic buildings, structures and other features to inform decision making. More detailed forms of photographic recording for both appraisal and mitigation purposes are covered by separate specifications. The basic survey comprises three elements:

- A basic written description
- An annotated ground plan
- General photographic coverage and selected detailed photographs

2. General Requirements

2.1 The survey will be carried out by an individual or organisation (from here on referred to as ‘the Surveyor’) acceptable to the relevant Local Planning Authority, with recognised experience and expertise in the type of survey to be undertaken. A good working knowledge of the type of buildings or structures to be surveyed will also be considered highly desirable.

3. Pre-survey Requirements

3.1 Prior to undertaking the photographic survey, the Surveyor will confirm with the Local Planning Authority’s Conservation Officer and / or the County Archaeologist (whichever is appropriate) the level of survey work that is required and specific aspects that should be recorded by the survey.

3.2 The Surveyor will ensure that all reasonable measures have been taken to identify any constraints to undertaking the photographic survey. The Surveyor will seek information on any risks to health and safety.

3.3 Full copies of the Specification must be issued to the Surveyor.

4. Objectives

4.1 The purpose of the survey is to provide a basic descriptive record of historic buildings, structures and other features that may be affected by development proposals. Sufficient information should be recorded and described to be able to inform planning decisions and the development design process where appropriate.

5. Scope of Survey

5.1 The survey will comprise a written, drawn and photographic record. The following sections detail general standards and requirements for recording and reporting that should be followed.

5.2 Particular issues that will be addressed by the survey are set out in Part A of this specification.

5.3 Any amendment to the scope of the survey should be agreed with the Conservation Officer / County Archaeologist in advance of the work being undertaken.

6. Photographic Survey

6.1 Photographs will be taken to not only show a building or structure's appearance but also to record the evidence on which the analysis of its historic development is based.

6.2 Photographs will normally be taken in 35mm format, although good definition digital photography may be adequate for assessment purposes. While black and white photography is preferable for permanent, archival purposes, colour photography should be used to record decoration and significant structural detail. Where digital photography is used image resolution must exceed five megapixels.

6.3 The survey will include:

- Photographs of each building or structure in its setting;
- Oblique photographs of all principal exterior elevations;
- Where an exterior elevation embodies complex historical information, photographs taken at right angles to the elevation.
- Photographs to demonstrate the overall appearance of the principal rooms and circulation areas.
- Photographs to illustrate specific historic details or features relevant to the proposals under consideration. These should include relevant details of construction, fittings, machinery, architectural detailing and finishes.

6.4 Each photograph should be printed on archival quality photographic paper and clearly labelled with the subject, the orientation and date taken. The photograph should be cross-referenced to a negative or digital file name.

7. Drawn Survey

7.1 Wherever possible, the Surveyor should make use of existing plans available for the site and building.

7.2 A site location plan tied into the Ordnance Survey at a scale of 1:1250 should be drawn.

7.3 A site plan at a scale of 1:500 or better should be produced showing the principal buildings and structures and clearly identifying those included within the photographic survey.

7.4 A site plan at a scale of 1:500 or better showing the position from which photographs have been taken and their direction of view.

7.5 Internal plans of buildings at a scale of 1:200 or better showing the position from which photographs have been taken and their direction of view.

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

7.7 Plans must be fully captioned and scale drawings must include a bar scale. Standard drawing conventions must be used. North must be included on all plans and will be consistent.

8. Written Survey

8.1 A general written description should be made for each building, structure, room or feature identified in the survey. The written description should include the type of building or structure; its scale / approximate size; its place in the wider site; materials used in its construction, any visible alterations or additions.

8.2 A register of photographic images should be maintained.

9. Reporting

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

9.2 Within three weeks of completion of the survey (or longer in case of complex sites as agreed with the Conservation Officer / County Archaeologist) the Surveyor will produce a report, copies of which (as a minimum) are to be provided to:

- the Developer
- the County Archaeologist
- the Local Planning Authority's Conservation Officer / Planning Team
- a copy should remain with the project archive

9.3 When submitting the report to the Local Planning Authority / County Archaeologist the Surveyor will provide written confirmation that the report has been submitted to the above parties.

9.4 If the Surveyor is required, contractually, only to submit reports directly to the developer or their agent, the Surveyor must inform the Local Planning Authority / County Archaeologist in writing that they have completed the report and whom it has been forwarded to. The Surveyor must ensure that the developer is made aware of the need to circulate the report as in 9.2 above.

9.5 The Surveyor may determine the general style and format of the report but it must be completed in accordance with this specification. The report must provide sufficient information 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 survey of the property for future research.

9.6 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 Surveyor for revision and resubmission.

9.7 The report will be submitted to the Local Planning Authority / 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.

9.8 **Report Format** - The final survey report will include as a minimum:

9.8.1 An **Abstract** summarising the scope and results of the survey.

9.8.2 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 a planning condition (where appropriate);
- the nature of potential impacts arising from the proposals;
- the scope and date of the survey, the personnel involved and who commissioned it;

9.8.3 A brief account of the **Historical Background** of the development site including any designations. A map regression using readily available historic maps of the development site

(including as a minimum all available Ordnance Survey editions and the Tithe Map) should be included in the report and the site development described.

9.8.4 The **Methodology** employed during the survey 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 survey. Constraints on the survey will also be described.

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

9.8.6 The report will include a descriptive summary of the site layout and topography.

9.8.7 The report will include a general description of each building, structure or identified feature (see section 8.1 above) cross referenced to plans and illustrations.

9.8.8 A short narrative **Discussion** of the site describing the significance of the findings and the potential impact of development proposals on historic elements.

9.8.9 **Figures** – The report will include copies of the maps and plans detailed above in sections 7.2 to 7.5 above. Figures are to be fully cross-referenced within the document text. Any relevant historic maps should also be included.

9.8.10 Photographs illustrating the general descriptions (see 10.8.7 above) of each historic building, structure or feature will be selected from the survey archive and reproduced in the report. All photographs will be appropriately captioned.

9.8.11 Photographs not illustrated in the report will be listed, with subject matter, as an appendix to the report. Copies of all photographs should be provided separately in digital format on CD-ROM or alternatively on a printed contact sheet.

10. Archive Preparation & Deposition

10.1 The site archive, to include all project records, 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 Surveyor will arrange for the archive to be deposited with a suitable record office. Any alternative arrangements will be agreed with the County Archaeologist and the Local Planning Authority.

11 Monitoring and Liaison

11.1 The Surveyor will liaise closely with the Local Planning Authority / County Archaeologist throughout the course of the survey and will arrange for on-site meetings if clarification on any particular issue is required.

12. Copyright and data protection

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

12.2 While copyright of reports and other information arising from the survey remains with the originator, the Surveyor will undertake to make this information available to interested parties. The Surveyor will agree to allow reports of the survey to be copied and made available to interested parties for historical research. The reports may be made available on the Internet no sooner than three months after the submission of the report. Surveyors who believe that there are special reasons for not publishing the report on the Internet should reach a separate agreement with the Local Planning Authority / County Archaeologist.

12.3 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.'

13. Health and Safety

13.1 The Surveyor will conduct the work in compliance with the Health and Safety at Work etc Act 1974 and will carry out a risk assessment before commencing survey work.

14. KCC HER

14.1 The Surveyor is to provide the Kent Historic Environment Record with copies of all reports in both heat-bound hard-copy and digital format (see above).

Chris Butler Archaeological Services Ltd

Chris Butler has been an archaeologist since 1985 and formed the Mid Sussex Field Archaeological Team in 1987, since when it has carried out numerous fieldwork projects, and was runner up in the Pitt-Rivers Award at the British Archaeological Awards in 1996. Having previously worked as a Pensions Technical Manager and Administration Director in the financial services industry, Chris formed **Chris Butler Archaeological Services** at the beginning of 2002.

Chris is a Member of the Chartered Institute for Archaeologists, and a Fellow of the Society of Antiquaries of London He was a part time lecturer in Archaeology at the University of Sussex, and taught A-Level Archaeology at Bexhill 6th Form College having qualified (Cert. Ed.) as a teacher in 2006.

Chris specialises in prehistoric flintwork analysis, but has directed excavations, landscape surveys and watching briefs, including the excavation of a Beaker Bowl Barrow, a Saxon cemetery and settlement, Roman pottery kilns, and a Mesolithic hunting camp. He has recently undertaken large landscape surveys of Ashdown Forest and Broadwater Warren and is Co-Director of the Barcombe Roman Villa excavation project.

His publications include *Prehistoric Flintwork*, *East Sussex Under Attack* and *West Sussex Under Attack*, all of which are published by Tempus Publishing Ltd.

Chris Butler Archaeological Services Ltd is available for Flintwork Analysis, Project Management, Military Archaeology, Desktop Assessments, Field Evaluations, Excavation work, Watching Briefs, Building Surveys, Landscape and Woodland Surveys & Fieldwalking, Post Excavation Services and Report Writing.

Chris Butler MCIfA Archaeological Services Ltd Prehistoric Flintwork Specialist

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