



**Chris Butler MCI(A)  
Archaeological Services Ltd**

**Written Scheme of Investigation  
for an Archaeological  
Watching Brief  
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 watching brief 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 aOD<sup>1</sup>. The geology of the Site is chalk of the West Melbury Marly Chalk Formation and Zig Zag Chalk Formation<sup>2</sup>.
- 1.4 The Site contains one of the original buildings of an early 20th century Isolation Hospital. Remains associated with the construction and use of the hospital buildings may survive on Site. Additionally, excavations in the immediate surroundings of the Site have revealed evidence for extensive Roman activity including a settlement site and related cemetery. For these the following conditions were placed on the planning approval<sup>3</sup>:
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.*
5. *Prior to commencement of development, the applicant, or their agents or successors in title, will secure the implementation of a watching brief to be undertaken by an archaeologist approved by the Local Planning Authority so*

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

<sup>2</sup> [https://geologyviewer.bgs.ac.uk/?\\_ga=2.59991597.1827486960.1697700127-1287126686.1697700127](https://geologyviewer.bgs.ac.uk/?_ga=2.59991597.1827486960.1697700127-1287126686.1697700127) accessed 19/10/23

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

*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 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 an archaeological watching brief to monitor all groundworks associated with the development. The WSI will be submitted to Sevenoaks District Council for formal approval.
  
- 1.6** The archaeological work will be carried out in accordance with the Chartered Institute for Archaeologists' *Code of Conduct*<sup>4</sup> and *Standard and Guidance for Archaeological Watching Briefs*<sup>5</sup>, *Specification for an Archaeological Watching Brief in Kent 2016* (Recommended Standards); and the *Treasure Act*<sup>6</sup>.
  
- 1.7** The project will be managed by Stewart Angell. The Post-excavation assessment will be managed by Jan Oldham. 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.

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<sup>4</sup> Chartered Institute for Archaeologists 2019. *Code of Conduct*.

<sup>5</sup> Chartered Institute for Archaeologists 2014. *Standard and guidance for an archaeological watching brief*.

<sup>6</sup> UK Parliament 1996. *Treasure Act 1996*.

## **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 1<sup>st</sup> 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 2<sup>nd</sup> 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 1916<sup>7</sup>. It mainly dealt with children with scarlet fever or diphtheria and had two wards for them and a number of smaller complete isolation units<sup>8</sup>.
- 2.15** The OS map of 1938 (Fig. 9) shows the four main hospital buildings to remain standing. Two ancillary buildings had been constructed to the north of the building within the Site, and further additional buildings are present in the wider hospital grounds.

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

<sup>8</sup> [https://edithsstreets.blogspot.com/2010/01/thames-tributary-darent-otford\\_9862.html](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. 1960<sup>9</sup>. 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.

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<sup>9</sup> [https://www.otford.info/vds/56-61\\_Appendix\\_3\\_Roads\\_Oxford\\_VDS.pdf](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 watching brief are to:

1. establish whether there are any archaeological features present within the footprint of all groundworks; and
2. ensure the excavation, environmental sampling and recording of any archaeological remains that may be affected by the groundworks.

3.2 The specific aims and objectives are to:

1. Identify, excavate and record any archaeological remains that may relate to prehistoric to Roman activity, as previously recorded in the vicinity, including within the grounds of the Isolation Hospital.
2. Identify, excavate and record any archaeological remains relating to the development and use of the Isolation Hospital.

## **4.0 Methodology**

- 4.1** A standard watching brief as per the Recommended Standards, (Appendix 3) will be conducted on all groundworks associated with the development including those for foundations, services, access and landscaping. A site code of WFS23 has been assigned.



## **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 excavation 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); and
3. KCC Specification for an Archaeological Watching Brief in Kent

## **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.

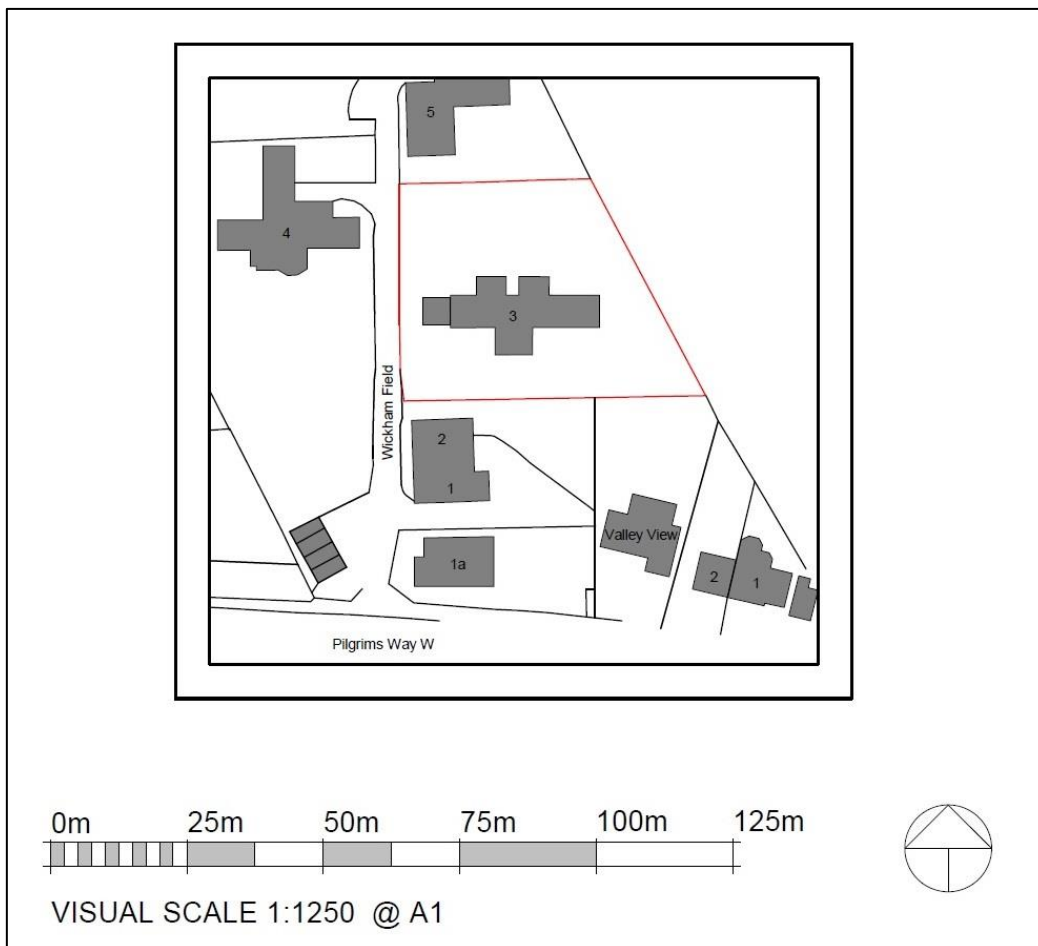
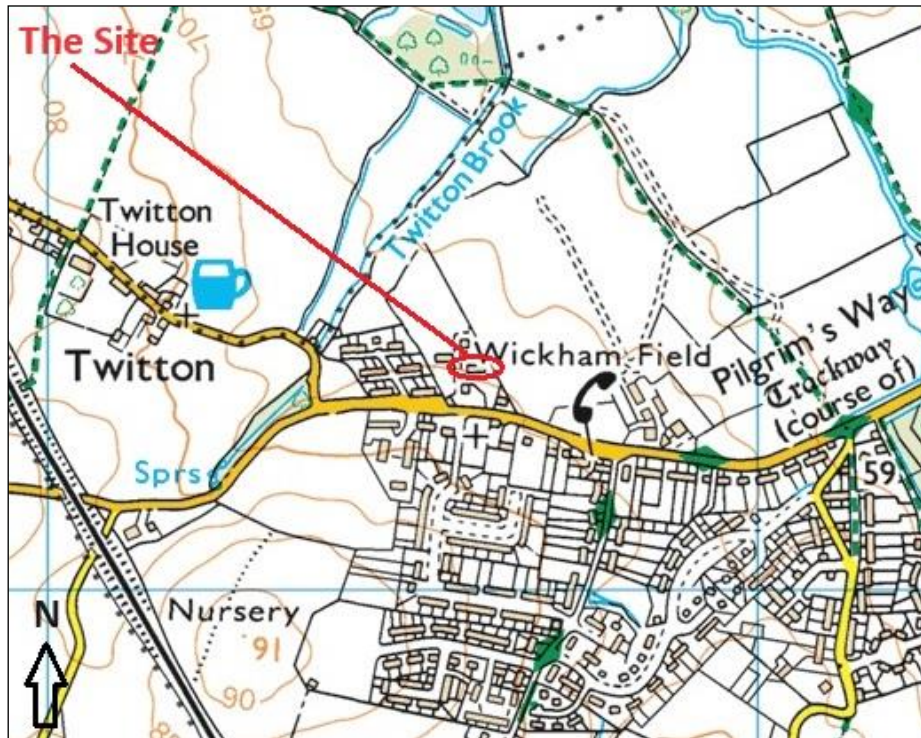


Fig. 1: Site location  
Ordnance Survey © Crown copyright All rights reserved. Licence number 100037471

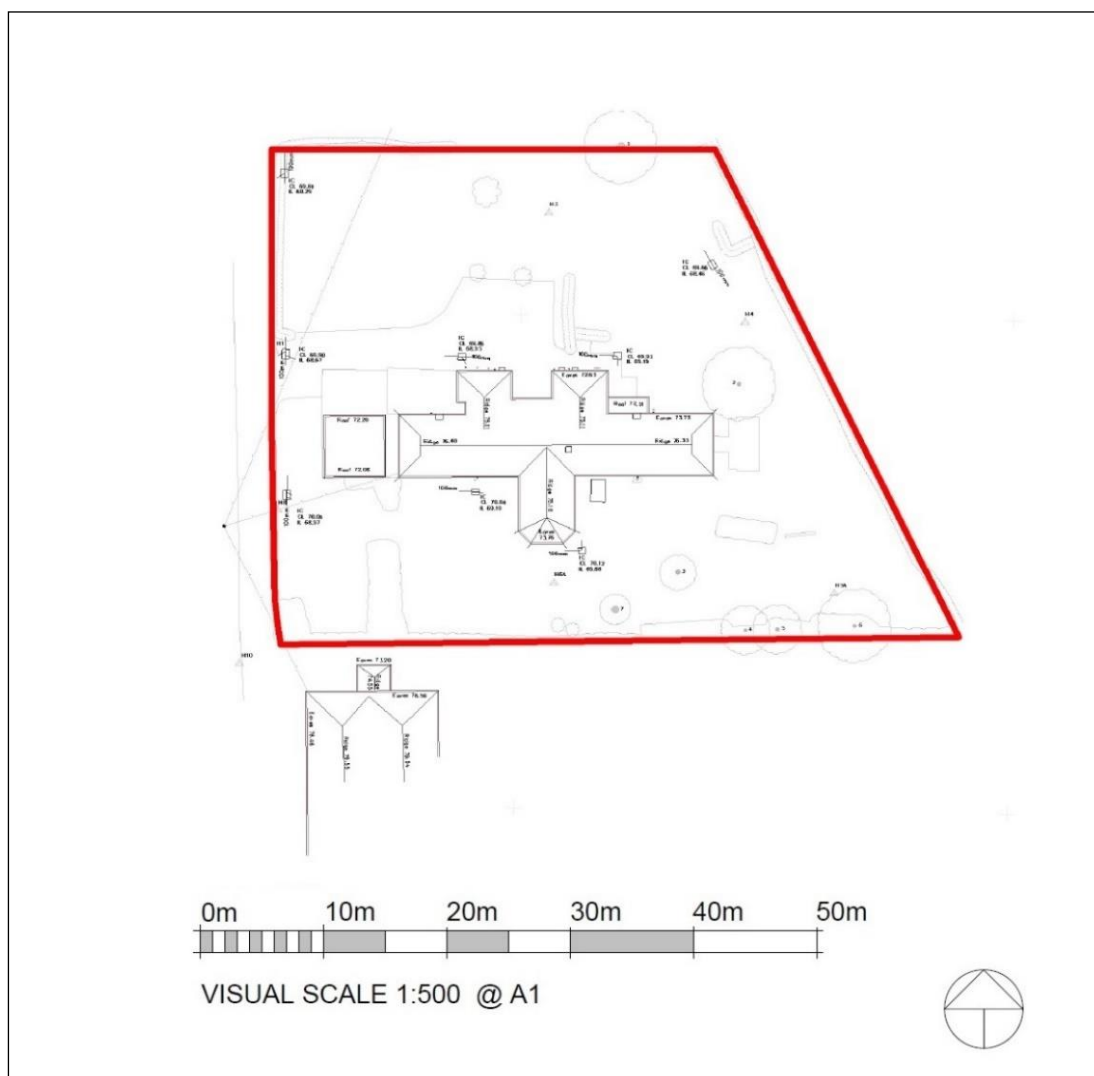


Fig. 2: Existing Site Plan  
Adapted from architects' plans

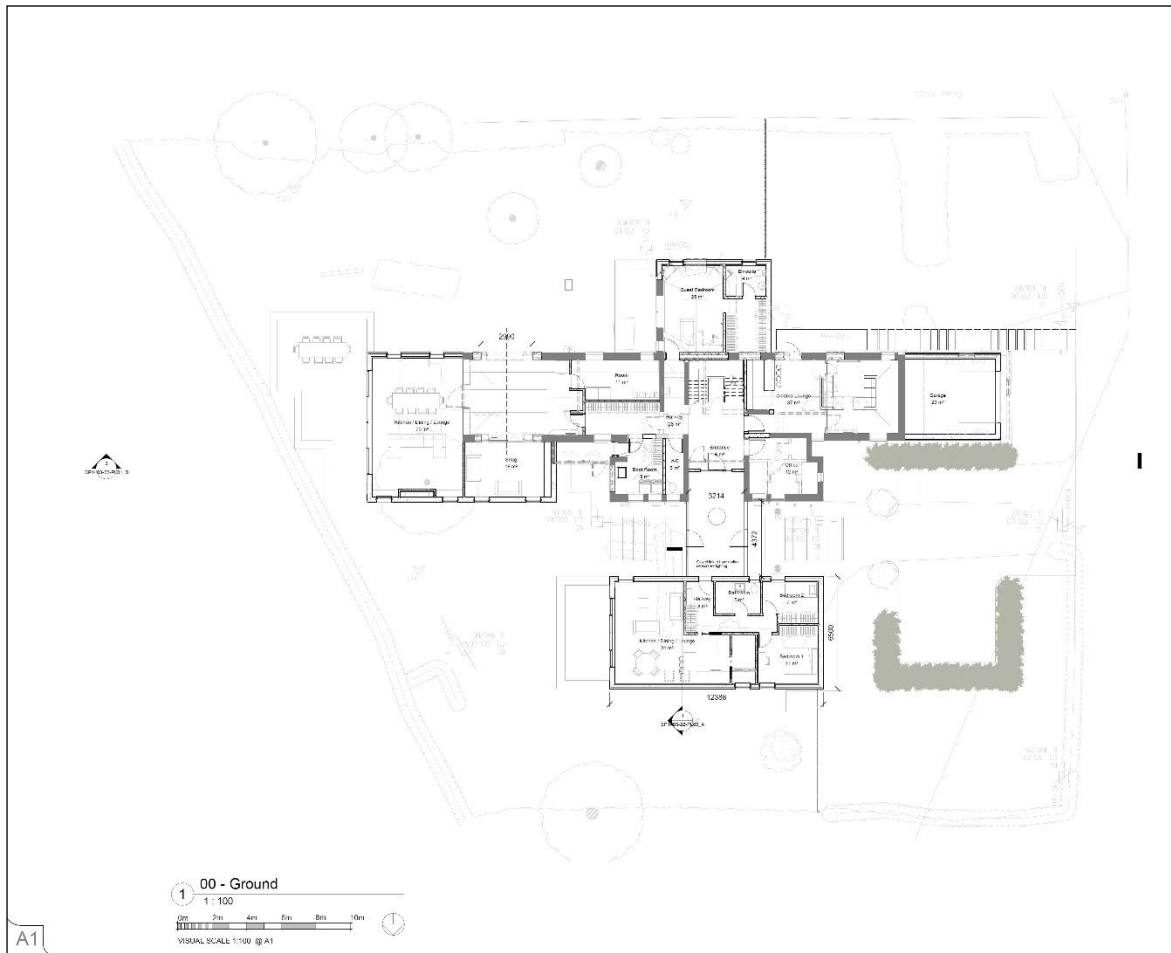


Fig. 3: Proposed Ground Floor Plan  
Adapted from architects' plans

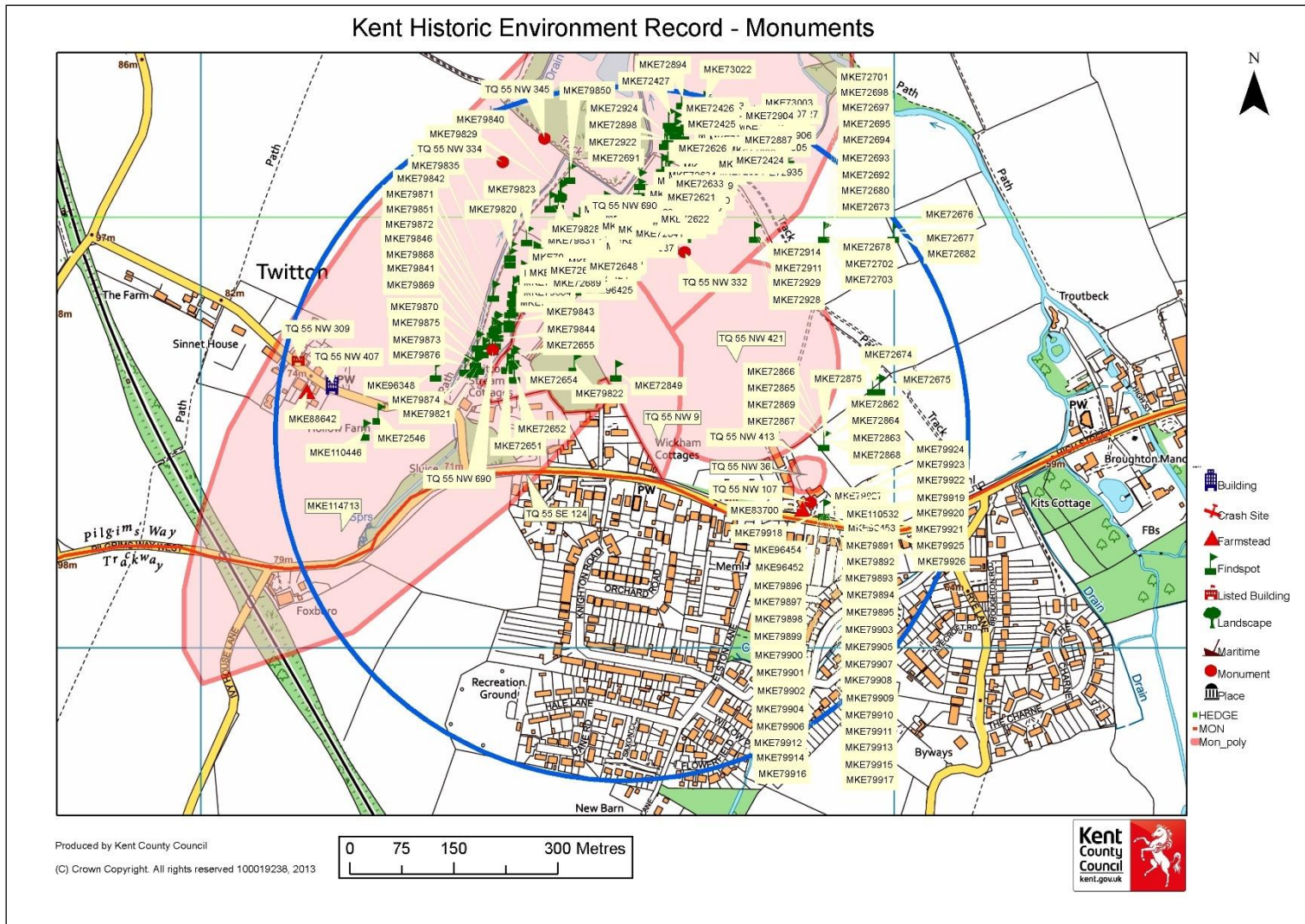


Fig. 4: HER map  
(Adapted from map provided by KCC)  
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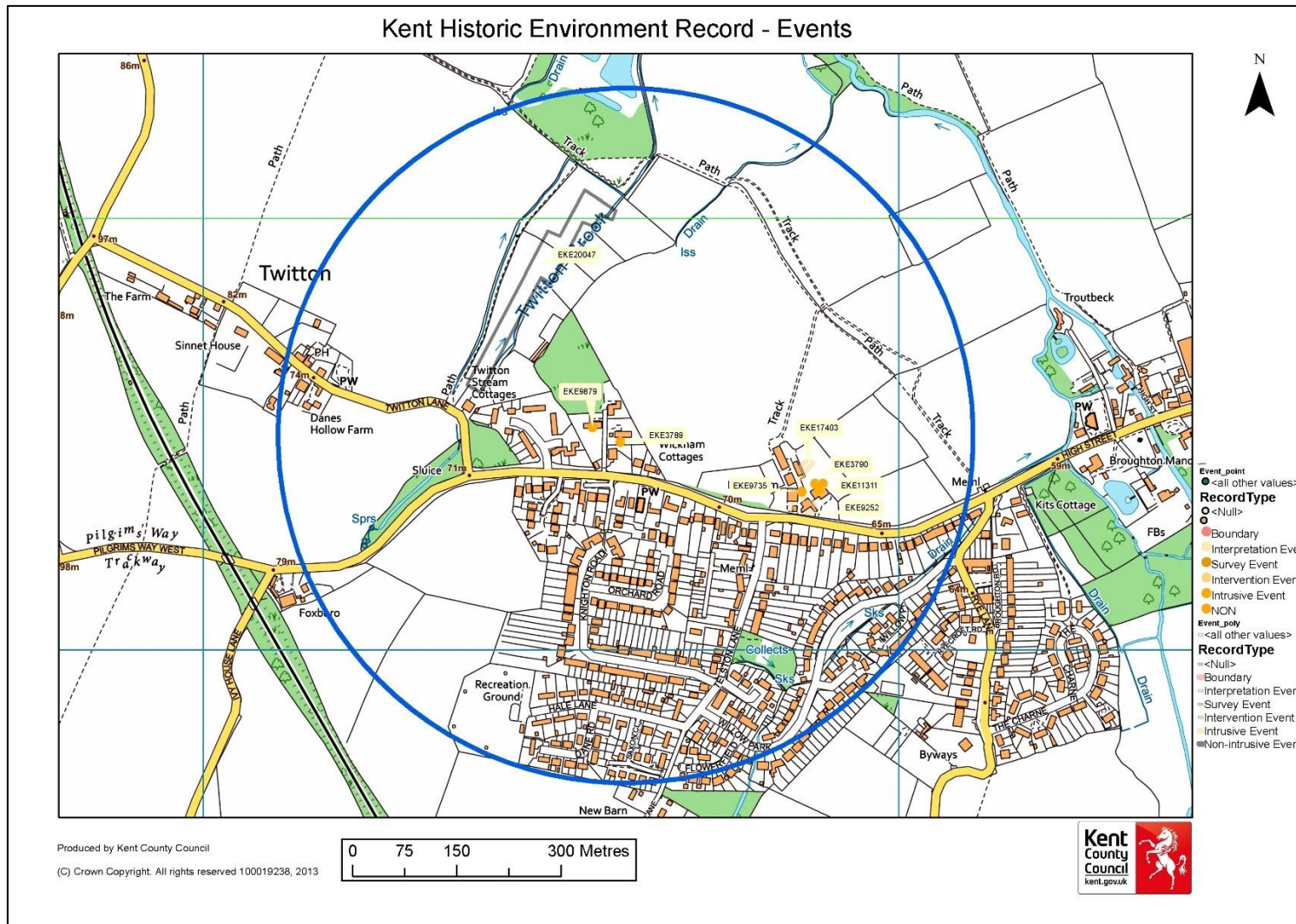


Fig. 5: Event map

(Adapted from map  
provided by KCC)

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Fig. 6: 1<sup>st</sup> Edition OS Map 1871

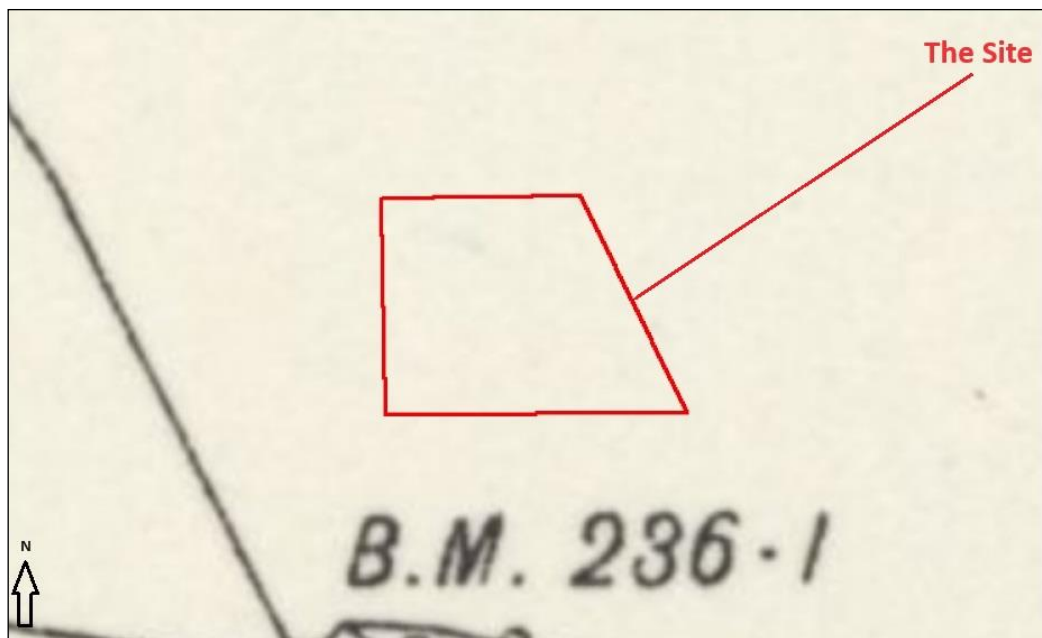


Fig. 7: 2<sup>nd</sup> Edition OS Map 1897

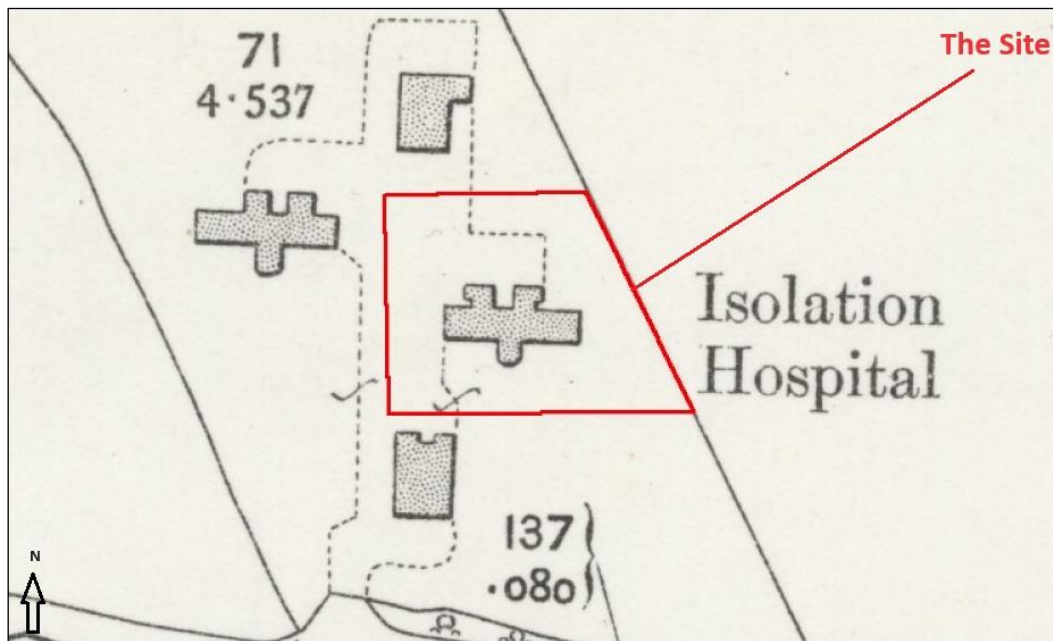


Fig. 8: 1909 OS Map

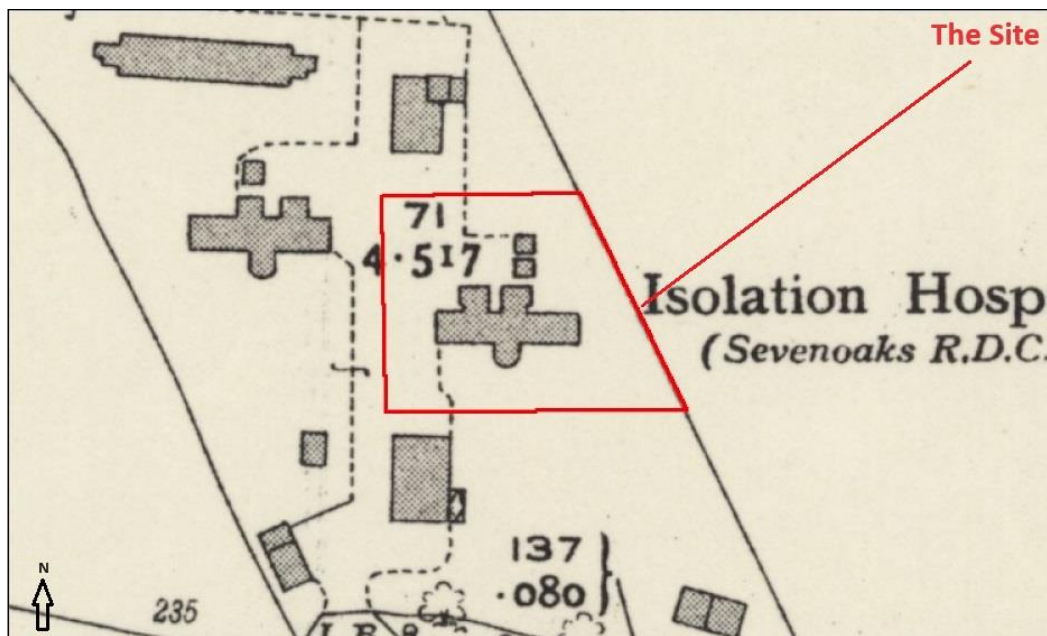


Fig. 9: 1938 OS Map



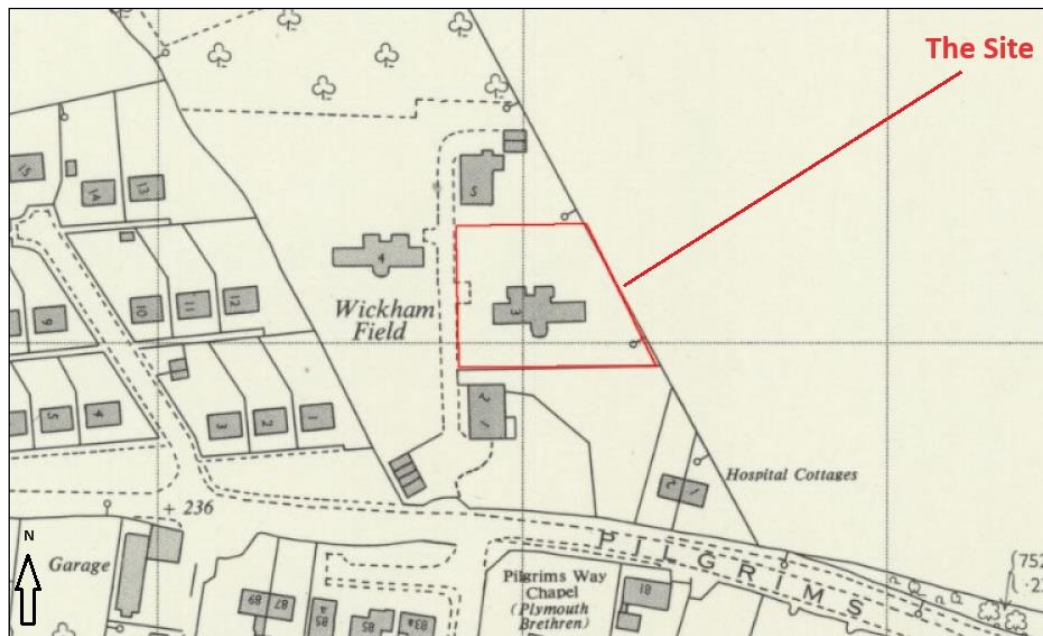
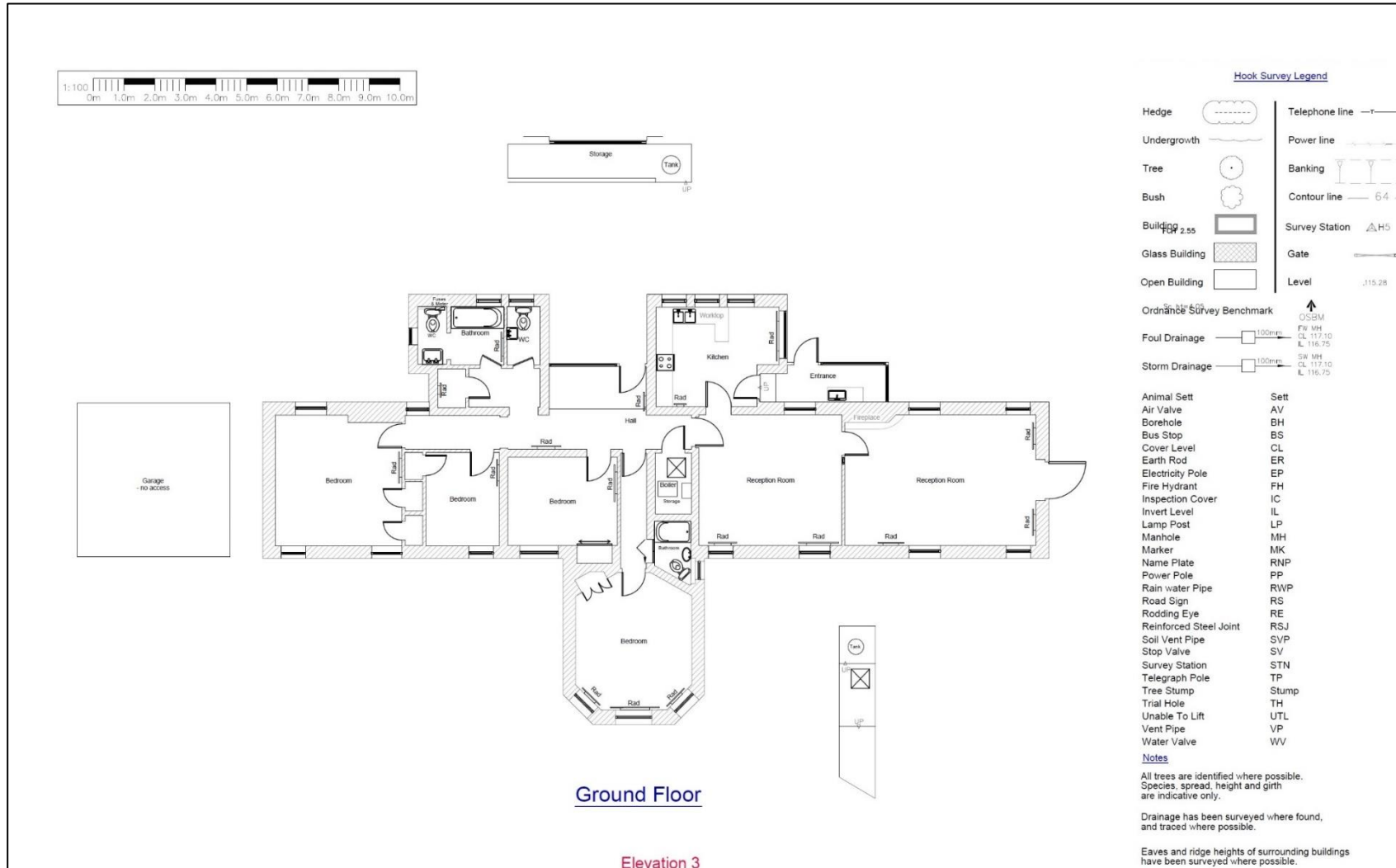
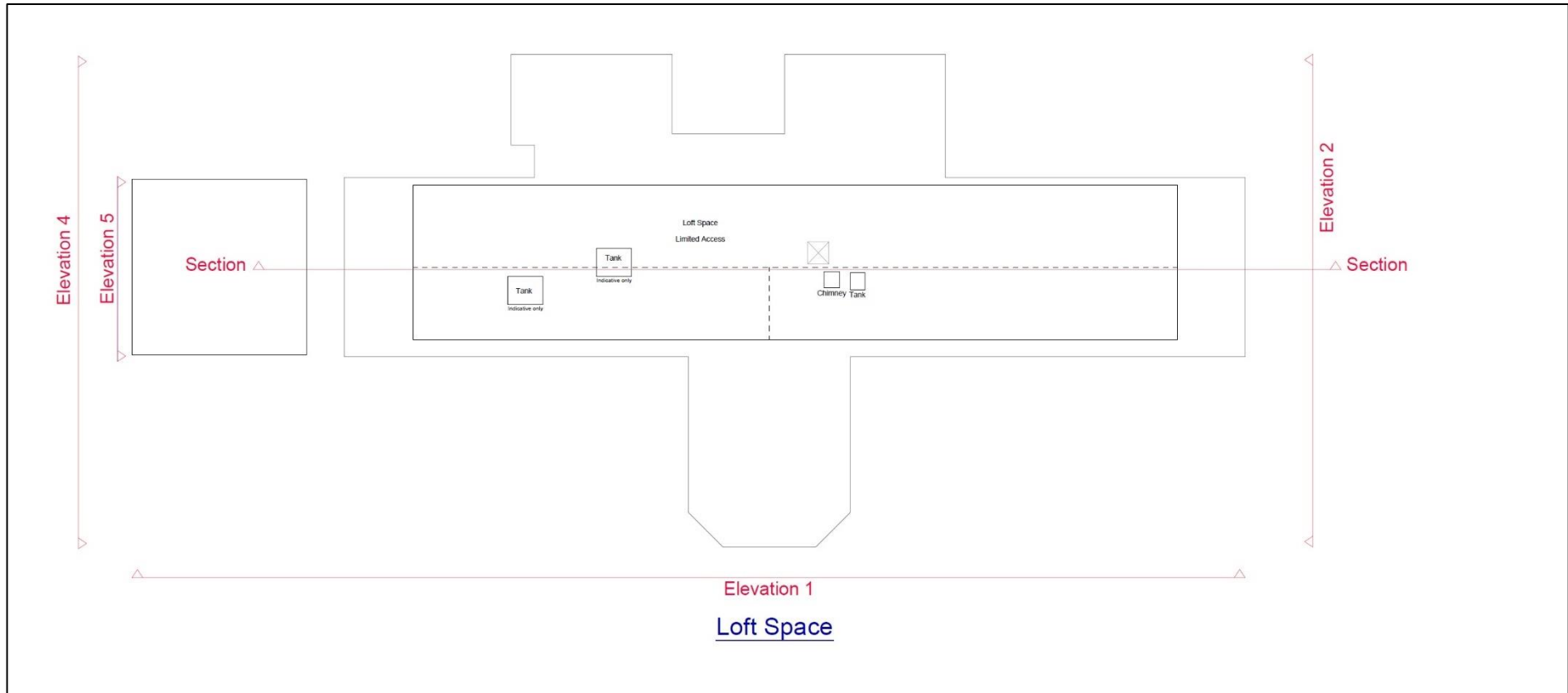


Fig. 10: 1963 OS Map

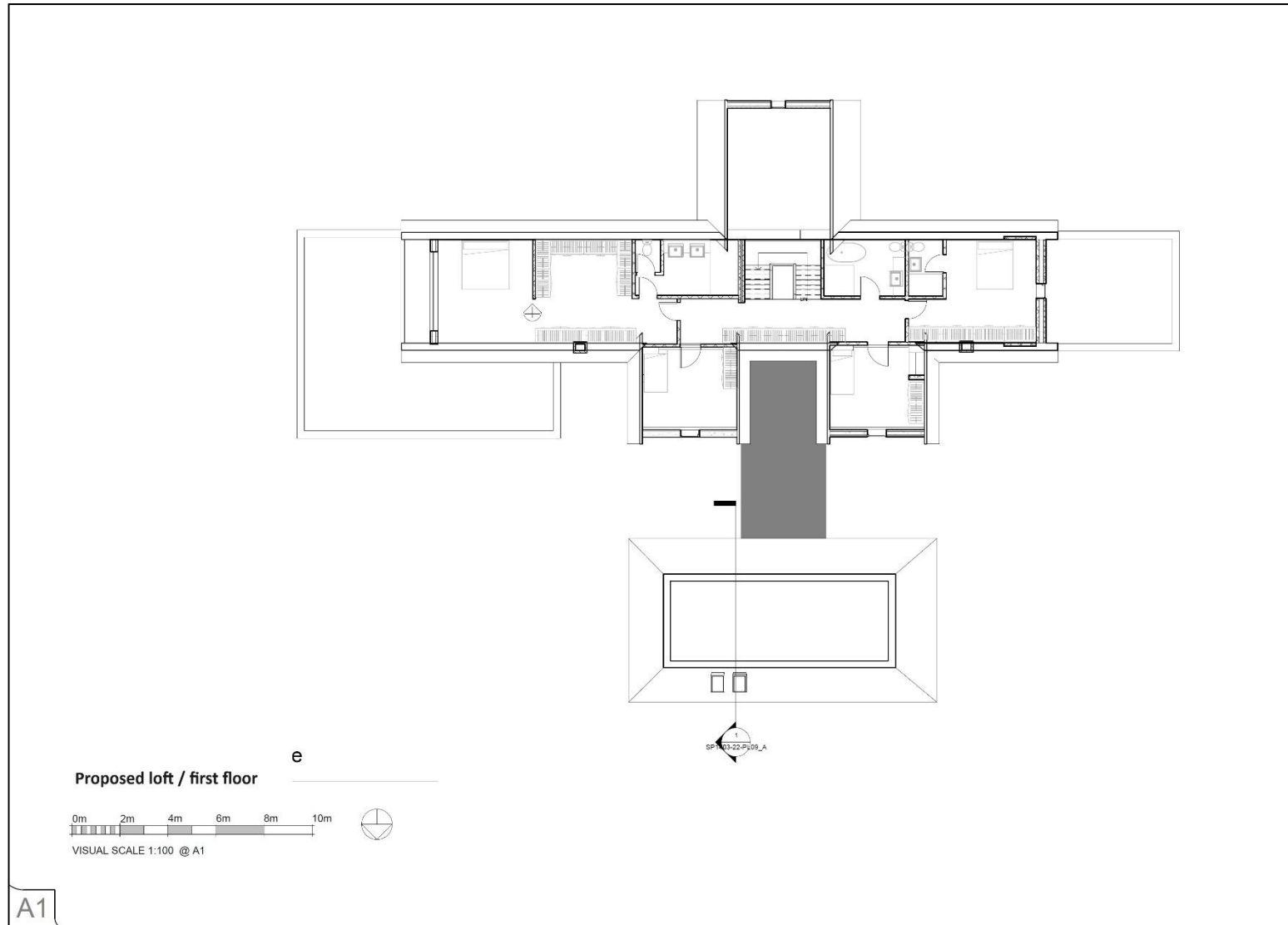
### Appendix 1: Existing Floor Plans and Elevations













## **Appendix 3 - 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 agreed with the County 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 a watching brief condition on the planning consent in view of the archaeological potential of the site.
- 1.4 This will involve archaeological monitoring of all works including alterations to a current building, groundworks for foundations, services, landscaping etc and recording of any features revealed, by an archaeological contractor.
- 1.5 **The watching brief should be maintained throughout the programme of all works; building alterations, ground excavation and landscaping. The archaeological contractor will confirm the extent of proposed works in advance with the site developer and inform the County Archaeological Officer that arrangements are in place for appropriate monitoring.**
- 1.6 **The frequency of archaeological monitoring visits, ground works observed and any constraints experienced while carrying out the monitoring should be detailed. In the watching brief report, the archaeological contractor will provide a schedule of visits, date and duration.**

### **2. The Archaeological Potential**

- 2.1 The archaeological potential is based on the proximity of archaeological remains presently recorded in the HER. The archaeological contractor will consult the HER for background information on this site and will take note of the planning application comments provided by the Archaeological Adviser for the scheme.
- 2.2 Further information on the above is provided in the County Historic Environment Record held in the Heritage, Environment and Planning, Environment, Growth and Enforcement, Invicta House, County Hall, Maidstone, ME14 1XX (telephone 03000 413358).

### **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/alterations in connection with the scheme.

#### **4. Proposed Works**

- 4.1 The works are fairly minor but may include building alterations, foundations, any associated access, landscaping or service works etc.
- 4.2 No details of works 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 alterations and intrusions into current building fabric, excavations for all groundworks and landscaping. 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, building works and machine excavation will cease to allow the remains to be investigated further.**
- 5.2 The archaeologist will inspect exposed walls, foundations and 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 archaeological investigation may be necessary to clarify the extent and nature of some archaeological deposits or features of historic interest. In this case, the archaeological contractor will undertake the investigation 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. If appropriate, more detailed archaeological excavation and recording work will need to be agreed and set out in a brief.

#### **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 digital colour 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 within 3 weeks of completion of work on site 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 effect 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 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.

### ***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 The archaeological contractor will produce a risk assessment.
- 8.3 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.
- 8.5 The archaeological contractor is to include with their report a completed copy of the Kent County Historic Environment Record Report Form.



## **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 6<sup>th</sup> 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.

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