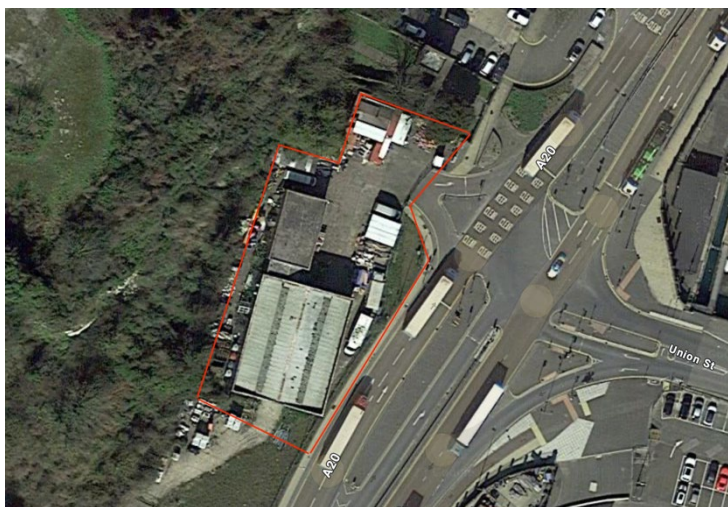


**REPORT FOR AN ARCHAEOLOGICAL WATCHING BRIEF AT COSTA
DRIVE THROUGH, SNARGATE STREET, DOVER, KENT, CT17 9DA.**



Costa Drive Through, Snargate Street,
Dover, Kent, CT17 9DA

Written Scheme of Investigation for an
Archaeological Watching Brief

Report reference: BAL23-070

© Brook Archaeology Limited

**Report for an Archaeological Watching
Brief at Costa Drive Through, Snargate
Street, Dover, Kent, CT17 9DA**

PLANNING REFERENCE: 22/00830

NGR: 631643, 140845

BAL SITE CODE: SSD23-WB

Report prepared for Avita Developments (Snargate) Ltd

By Brook Archaeology Limited, Company No 14397861

Report Number BAL23-070

Table of Contents

PROJECT BACKGROUND	1.0
LOCATION, TOPOGRAPHY AND GEOLOGY	2.0
ARCHAEOLOGICAL & HISTORICAL BACKGROUND	3.0
AIMS & OBJECTIVES	4.0
METHODOLOGY	5.0
FINDS AND ENVIRONMENTAL SAMPLING	6.0
MONITORING	7.0
REPORTING	8.0
ARCHIVE STORAGE AND CURATION	9.0
ACKNOWLEDGEMENTS	10.0
REFERENCES	11.0

APPENDIX 1 – KCCHC Specifications for an Archaeological Watching Brief.

List of Figures

Figure 1 – Site Location Plan
 Figure 2 – Existing Site Plan
 Figure 3 – Proposed Development Plans

Document Control

Component:	Name:	Date:
Report prepared by:	Dan Worsley BA MA	03/12/23
Illustrations prepared by:	Brook Archaeology Limited	03/12/23
Report edited by:	Brook Archaeology Limited	08/12/23
Report reviewed by:	Fred Birkbeck	08/12/23
Version no:	1	



1. PROJECT BACKGROUND

- 1.1. Brook Archaeology Limited has been commissioned by Avita Developments LTD (the client) to produce a Written Scheme of Investigation (WSI) to undertake a programme of archaeological works during the development at 101 Snargate Street, Dover, Kent, CT17 9DA.
- 1.2. The development area covers approximately 1.10 acres and includes a large Workshop and Office building with an outbuilding. The superstructure of the existing building is proposed to be demolished and the existing slab retained and adjusted to suit the new use.
- 1.3. Planning Permission was granted in July 2023 (planning reference 22/00830) by Dover District Council (DDC) for the erection of a building for use as a coffee shop with drive-through facility, EVC spaces, bin storage, fencing, retaining wall, transformer and switchboard (existing building and walls/steps demolished).
- 1.4. Upon Planning Permission being granted Planning Reference 22/00830 had a number of conditions attached to the planning consent, of which Condition 14 addressed the archaeological potential of the site:

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

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

- 1.5. This document sets out a method statement for the programme of archaeological works (watching brief) and is in accordance with the guidelines set out within Kent County Council Heritage and Conservation (KCCHC) specification for an archaeological watching brief, which forms Appendix 1.
- 1.6. The construction work requiring archaeological monitoring is expected to commence on or around the 8th April 2024 and carry out through to the third week in May 2024.

2. LOCATION, TOPOGRAPHY AND GEOLOGY

- 2.1. The site is centered of NGR 631643 140845, approximately 700m south of the center of Dover, 107m northeast of the Wellington Dock Marina (Figure 1). The levels on site range

from 12m aOD (Ordnance Datum) at the rear of the property to 8m towards the Snargate Street frontage.

- 2.2. The proposed development area measures approximately 1.10 acres and currently includes a large Workshop and Office building with an outbuilding. The superstructure of the existing building is proposed to be demolished and the existing slab retained and adjusted to suit the new use.
- 2.3. According to the British Geological Society (BGS) 1:50,000 scale geological map the site is situated upon a bedrock of New Pit Chalk Formation with superficial deposits of Beach Storm Deposits – Sand and Gravel.

3. ARCHAEOLOGICAL & HISTORICAL BACKGROUND

3.1. Introduction

- 3.1.1. The town of Dover is a rich and complex archaeological resource that has led it to become one of 35 towns in Britain to be appropriate for an Urban Archaeological Database, alongside places like Chester and York. Dover contains many nationally and internationally important remains dating to the Bronze Age, Roman, Medieval, Post-Medieval and Modern periods (Hosegood *et al.* 2021).
- 3.1.2. There are 544 records in the KCCHC Historical Environment Record (HER) within a 500m radius of the site, reinforcing the density of archaeological remains within the area. This document will highlight archaeological sites of note with a 250m radius of the site, of which there are 172 records of archaeological sites. In some cases where evidence for a period is sparse within a 250m radius the study area has been extended to 500m.

3.2. Archaeological and historical context

Prehistory

- 3.2.1. Dover's historical significance derives primarily from it being a gateway into England from Continental Europe. The Topography of the town provided a natural harbour that has been in use from prehistory onwards (Hosegood *et al.* 2021).
- 3.2.2. The only HER record associated with Paleolithic activity within a 500m radius of the development area is a Mammoth Tooth (TR 34 SW 2786) which was found approximately 300m east of the site during 2015 excavations at the Dover Western Docks.
- 3.2.3. There are no records of Mesolithic activity within the study area.

- 3.2.4. Evidence for nearby Neolithic activity comes from a Late Neolithic lithic assemblage (TR 34 SW 1985) that was recorded during a 2017 watching brief at the Grand Shaft Barracks, some 100m northwest of the site. Although no other previous discoveries of prehistoric flint work have been made within the Western Heights Fortress.
- 3.2.5. During the same 2017 watching brief at the Grand Shaft, conducted by Canterbury Archaeological Trust, a large piece of Bronze Age pottery was uncovered, suggesting Bronze Age activity within the immediate vicinity of the development area. It should also be noted that approximately 550m northeast of the site the internationally significant Dover Bronze Age Boat (TR 34 SW 467) was recovered, one of the most complete prehistoric vessels in Britain. Thought to have been capable of crossing the Channel, the vessel illustrates Dover's continual use as an important harbour and crossing point to continental Europe since prehistory.
- 3.2.6. In the Dover area evidence of Iron Age settlement is fairly sparse compared with some other areas of east Kent such as Canterbury or Thanet. The densest evidence for settlement during this period is at the heart of the town (Hosegood *et al.* 2021). Within a 500m radius of the site there are two HER records for Iron Age activity. The first being two pieces of pottery (TR 34 SW 1982) also recorded during the 2017 watching brief at the Grand Shaft Barracks. The second being an Iron Age silver coin of Durotriges (TR 34 SW 62) that was found approximately 260m northeast of the site.

Roman

- 3.2.7. Within a 500m radius of the development area there are 80 HER records relating to this period. Dover contains evidence of extensive Roman occupation which includes numerous nationally and internationally important sites such as the Roman lighthouse on the eastern headland which is one of the tallest Roman buildings in Britain and the 'Painted House' which is one of the best preserved Mansio in northwestern Europe (Hosegood *et al.* 2021).
- 3.2.8. In a 250m radius of the site there are three HER records associated with the period. In the 19th century two Roman flasks (TR 34 SW 1869) were found 50m northeast of the site at the entrance to the Grand Shaft on Snargate Street. Evidence of Roman activity within the immediate vicinity of the site is also reinforced by pottery (TR 34 SW 1983) that was also recovered during the 2017 watching brief at the Grand Shaft Barracks.
- 3.2.9. Approximately 181m northeast of the site, traces of a north-south aligned Roman road *TR 34 SW 101) were excavated during the 1950's north of Snargate Street.

Anglo Saxon

- 3.2.10. A string of settlements appear to have spread up the valley of the River Dour that shows the Dover area was quite extensively occupied during the Anglo-Saxon period (Hosegood *et al.* 2021). Within the area there are five substantial Anglo-Saxon Burial sites, the most extensive being at Buckland, 1km northwest of the site. Though the center of the Anglo-Saxon activity within the town of Dover is not so well understood.
- 3.2.11. Within a 500m radius of the site there are eight HER records associated with the period, most of which are findspots. The nearest evidence for settlement activity is approximately 450m (Albany Place) to 570m (Bench Street) northwest of the site. Trial excavations at Albany Place (TR 34 SW 141) in 1979-1980 discovered four adult inhumations. Whilst excavations associated with the A20 and sewer scheme recorded evidence for Anglo-Saxon occupation (TR 34 SW 1442 at Bench Street, which comprised of thin ashy occupation layers and a small number of postholes resting upon a thick layer of sand filling the old harbour location.
- 3.2.12. Notable findspots within the study area include the base of an Anglo-Saxon glass beaker or 'Palm Cup' (TR 34 SW 1864) that was found in the 19th century at the adjacent entrance to the grand Shaft Barracks, as well as a 'Claw beaker' (TR 34 SW 157) and a Saucer Brooch (TR 34 SW 164).

Medieval

- 3.2.13. Dover continued to expand as a town during the Medieval period, even after attacks from the Normans. Due to the town's location and use as a port, the town expanded by the end of the 13th century to a point where it required 21 administrative wards (Hosegood *et al.* 2021). During this period there are also further fortifications and defenses built to protect the town.
- 3.2.14. There are 55 HER records from the Medieval period recorded within a 500m radius of the site. Though within the immediate 250m surrounding area there are two records for activity during this period. The first of which is the possible site of the Tudor Bulwarke (TR 34 SW 2793) the precise location of which is not yet known, though it is assumed to have been located somewhere on the cliff above Snargate Street. The other is Medieval pottery (TR SW 34 1894) uncovered during the 2017 watching brief at the Grand Shaft Barracks.

Post-Medieval and Modern

- 3.2.15. Dover played a key role during the Napoleonic period as well as the First and Second World Wars due to it being the gateway to continental Europe. During these periods the town

became even more heavily fortified and became a key administrative center for wartime activity.

3.2.16. There are 300-400 HER records relating to the Post-Medieval and Modern periods within a 500m radius of the site, which are predominantly associated with the docks and fortifications of the town. Within the immediate vicinity (250m) of the site there are still 131 HER records for the period.

3.2.17. Following the outbreak of war with France in 1778 a number of defenses/ fortifications and barracks were constructed in the town. The nearest of which are the Western Heights Defenses (TR 34 SW 82) which are situated immediately behind the development area, overlooking it. The Western Heights Napoleonic Defenses were designed to prevent the enemy from capturing Dover. Construction of the permanent defenses began towards the end of the 18th century and the Grand Shaft Barracks, the entrance of which is adjacent to the development area and Drop Redoubt, were completed in the 19th century. The Great Shaft being built to facilitate the quick movement of troops from the top of the cliff to the seafront. These defenses were later reused, and Dover became an important wartime administrative center with the Western Heights being used as barrack accommodation during the First World War, then later again during the Second World War where gun sites, pill boxes and blast shelters were added.

3.2.18. As discussed in this chapter the vicinity of the development area has been occupied potentially since the Neolithic and therefore there is a moderate to high change of buried archaeological remains being encountered during works. However, it is not yet known if previous use of the site has already impacted or destroyed this potential archaeological resource. Also, proposed groundworks may have limited impact on the archaeological horizon as the existing slab will form part of the foundations for the building.

4. **AIMS AND OBJECTIVES**

4.1. **General aims and objectives**

4.1.1. The general aims and objectives of the archaeological watching brief are to identify, excavate and record any buried archaeological remains that may be disturbed by the development in order to contribute to the heritage knowledge of the area.

4.2. **General objectives**

4.2.1. To achieve the above the watching brief seeks to:

- Identify if archaeological remains survive within the proposed development area and to determine to what extent the development may impact the archaeological horizon.

- To ensure that all development work that may impact buried archaeological remains is monitored at all times by an experienced archaeologist and where necessary create a programme of archaeological excavation to appropriately investigate archaeological remains that may be encountered.
- To record any buried archaeological remains that may be encountered during the project, creating a full project archive.
- To produce a report at the end of the project containing, if appropriate, a full analysis of the results which puts them into context with the known wider archaeological landscape of the surrounding area. (See section 8)

5. METHODOLOGY

5.1. Introduction

5.1.1. All excavations, site demolition, remedial and site preparation works conducted by the Principal Groundworks Contractor that may impact any potential buried archaeological resource will be monitored at all times by an experienced archaeologist.

5.2. Fieldwork methods

5.2.1. As mentioned, a suitably experienced archaeologist will monitor groundworks that may impact the potential buried archaeological resource within the PDA. At this stage in the project the key elements of groundworks that the watching brief will monitor include:

- The existing slab to be cut out to be accurately marked out in accordance with foundation and services details.
- The slab to be cut to the full depth of the concrete with a large diameter disc cutter
- Waste material to be carefully broken up and removed
- Foundations to be dug using excavators in accordance with foundation and service details
- Area around the trees to the north of the site and along the western flank to be excavated by hand/ hard standing (where present broken up using a hand-held pneumatic breaker to avoid damage to the tree root protection zones.

5.2.2. If possible, machine excavation should be undertaken using a toothless bladed bucket to allow for archaeological remains to be more easily identifiable. If archaeological remains are encountered the client should allow reasonable time for the features to be appropriately investigated, excavated and recorded, which may result in a pause in groundworks whilst this is undertaken.

- 5.2.3. If unexpectedly complex or significant remains are encountered during the project work should cease and the archaeological contractor will notify the client and the County Archaeological Officer at KCCHC in order to discuss if a review of the agreed methodology and potentially further mitigation is necessary.
- 5.2.4. All site recording will be undertaken in accordance with the methodology stated in KCCHC specification for an archaeological watching brief (Appendix 1). The archive will comprise of surveys, drawn, written and photographic data which will be maintained for the duration of the project and may be made available to KCCHC at request.

5.3. **RECORDING**

- 5.3.1. Where necessary each context will be recorded on proforma records which should include the following minimum details: character; contextual relationships; detailed description (dimensions and shape; soil components, colour, texture and consistency); associated finds; interpretation and phasing as well as cross-references to the drawn, photographic and finds registers. Each context will be recorded on an individual record and a Harris Matrix will be compiled during the course of the project.
- 5.3.2. If encountered archaeological features will be recorded in plan at a scale of 1:20 and accurately located to the National Grid via GNSS. If necessary larger features may be planned at a scale of 1:50. Sections will be drawn at a scale of 1:10 through all significant cut features and levelled to ordnance datum. All drawings will be labelled with a site code, drawing number, scale, relevant keys and will be entered into a drawing register.
- 5.3.3. A photographic record will be maintained throughout the investigation, to include:
- The site prior to fieldwork
 - Working shots and specific stages of fieldwork
 - The layout of any archaeological features encountered, including plans and sections of interventions (photos of interventions should include a scale, north arrow and photo board displaying the relevant context numbers)

6. **FINDS AND ENVIRONMENTAL SAMPLING**

- 6.1.1. All stratified finds will be retained and recorded, though finds of a clearly modern origin will not be retained but recorded if important to the site narrative. All finds will be marked with context numbers and site code.
- 6.1.2. Unstratified finds will only be collected where they to contribute significantly to the project objectives or be of intrinsic value.

6.2. **Small Finds**

6.2.1. All small finds will be initially retained and bagged by context or spit for assessment at the post-fieldwork stage. Small finds will be handled, packed, and stored following the guidelines in First Aid for Finds (Watkinson and Neal 1998). If finds of 'treasure' are uncovered, the local Coroner will be informed, and the correct procedures will be followed as outlined under the Treasure Act 1996. The location of stratified small finds will be recorded using GNSS.

6.3. **Treasure**

6.3.1. Finds of “treasure” will be reported under the Treasure Act procedures. Upon discovering any treasure as defined by the *Treasure Act 1996* and The Treasure (Designation) (Amendment) Order (July 2023) the Portable Antiquities Scheme (PAS) and the landowner will be notified immediately. All information required by the Treasure Act (finder, location, material, date, associated items, etc.) will be reported to the PAS, who will discuss the treasure with the landowner.

6.4. **Human Remains**

6.4.1. If human remains are encountered, including evidence of cremations, these will be initially left in situ, protected and covered from view, the archaeological contractor will then discuss with KCCHC the viability of leaving hand excavation of such features to a later stage of archaeological mitigation. Should removal of the remains be deemed necessary, a license will be obtained from the Ministry of Justice (MoJ) before excavation proceeds. Exhumation of human remains will proceed following the MoJ license and all health and safety regulations and guidance.

6.5. **Conservation and Sampling**

6.5.1. Provision should be made within the contingency for conservation (lifting and treatment) of fragile objects and collecting and analysing environmental and scientific (including dating) samples. Conservation work will be carried out by **Dana Goodburn-Brown**.

6.5.2. Environmental sampling is to be carried out under a strategy that is related to the project objectives and in accordance Historic England’s (2011) guidance.

6.5.3. If deemed necessary bulk samples, ranging between 40-60L (or 100% if less is available), will be retained from suitable deposits for flotation processing to identify charred/mineralised plant remains, charcoal and smaller finds. If waterlogged deposit samples/ specialist environmental samples are required to be taken the archaeological contractor will agree with KCCHC a suitable sampling strategy which may require guidance from external environmental/ geological

specialists. Samples will be labelled with a site code, context numbers, samples numbers and will be entered into an environmental sample register that forms part of the archive.

6.6. Contingency Fund

6.6.1. The client should consider the nature of possible "unexpected discoveries" and the likely impact of the development upon them. Arrangements should include the demarcation of the area for excavation, the period of temporary cessation of construction works within this area and the resources (expressed in person-days, specialist input etc.) available to undertake the excavation. Brook Archaeology's terms and conditions contain details of the charging structure.

6.7. Finds Evidence

6.7.1. All retained finds will be washed, weighed, counted, and identified on-site. They will be recorded to a level appropriate to the aims and objectives of the excavation. Artefacts and other finds will be suitably bagged and boxed following the standards of the ClfA.

7. MONITORING

7.1. The archaeological contractor will closely liaise with the County Archaeological Officer at KCCHC throughout the project and will provide progress updates where necessary.

8. REPORTING

8.1. On completion of the archaeological watching brief the archaeological contractor will produce a report that will be circulated to the client, the Local Planning Authority and KCCHC.

8.2. If the watching brief results in limited archaeological remains being recorded or is negative the archaeological contractor will seek to complete the necessary post-excavation works and produce a 'Watching Brief Report' within four weeks of completion of the fieldwork.

8.3. However, if extensive or significant archaeological remains are encountered then the archaeological contractor will seek to undertake the assessment of the results and produce a 'Post-Excavation Assessment Report' within three months of completion of the fieldwork and will contain an updated project design that outlines a programme of post-excavation work through to publication.

- 8.4. As a minimum the report should contain, section 7 of Appendix 1 provides a detailed breakdown of which each item below entails:
- An Abstract summarizing the scope and results of the watching brief
 - An introduction and project background
 - An account of the Archaeological and Historical Background of the development site and surrounding area.
 - Methodology of the fieldwork
 - Results of the fieldwork
 - Assessment of the finds including the environmental potential
 - Interpretation of the archaeology encountered
 - Conclusion, which places any archaeology encountered into a wider context
 - Figures/illustrations and plates

9. ARCHIVE STORAGE AND CURATION

9.1. Museum

- 9.1.1. The archive resulting from the evaluation is currently held at the office of Brook Archaeology Limited in Charing. No museum has agreed as yet to accept the archive on completion of the project. If the watching brief is negative or limited remains are encountered, the archive will likely be transferred to the client.

9.2. Preparation of the archive

- 9.2.1. The archive, which will include paper records and digital data, will be prepared following the standard conditions for accepting excavated archaeological material following the nationally recommended guidelines (SMA 1995; ClfA 2014c; ADS 2013).
- 9.2.2. All archive elements will be marked with the site code **SSD23-WB**, and a complete index will be prepared.

9.3. OASIS

- 9.3.1. An OASIS online record will be initiated, with key fields and a .pdf version of the final report submitted. Subject to any contractual requirements on confidentiality, copies of the OASIS record will be integrated into the relevant local and national records and published through the Archaeological Data Service ArchSearch catalogue. A .pdf version of the final report will also be submitted to the Kent Archaeological Society.

10. ACKNOWLEDGEMENTS

- 10.1. Many thanks to the client Charlie Lockhart for commissioning Brook Archaeology Limited to carry out the archaeological evaluation and to KCCHC for their guidance.

11. REFERENCES

ADS 2013. *Caring for Digital Data in Archaeology: a guide to good practice.*

Chartered Institute for Archaeologists, 2014. *Standard and Guidance for the completion, transfer and deposition of archaeological archives.*

Historic England, 2011. *Environmental Archaeology; a guide to theory and practice of methods from sampling to recovery to post-excavation.*

Hosegood, V. Cuming, P. Parfitt, K. Iveson, J. Found, B. Dyson, L and Cummings, A. 2021. *An Archaeological Characterization of Dover*

SMA 1995. *Towards an Accessible Archaeological Archive, Society of Museum Archaeologists.*

Watkinson, D and Neal, V. 1998. *First Aid for Finds: Practical Guide for Archaeologists.*

Websites

British Geological Survey, 2023 – <https://webapps.bgs.ac.uk> [Accessed 19/12/23]

FIGURES

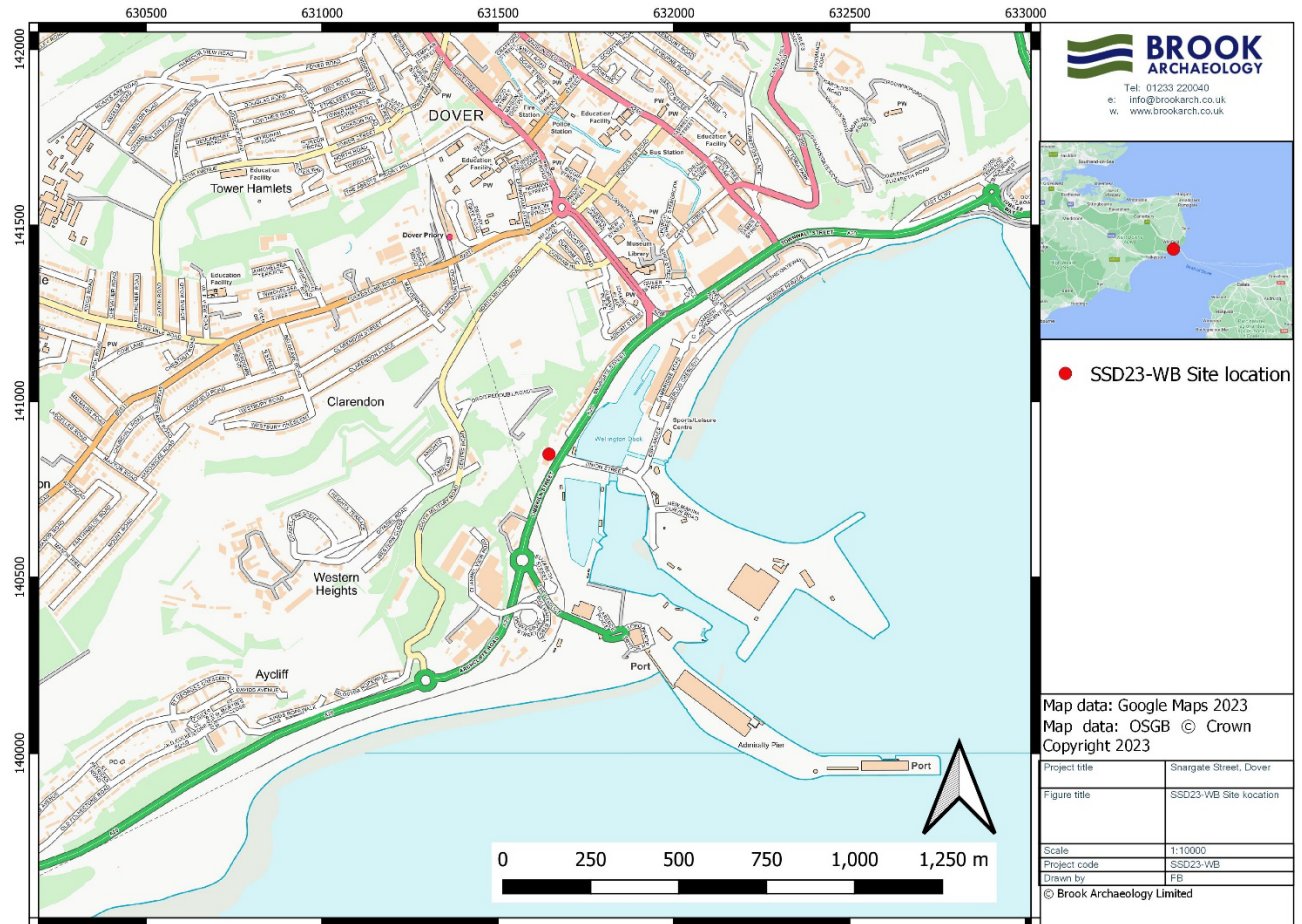


Figure 1: Site Location Plan





Figure 2: Existing site plan



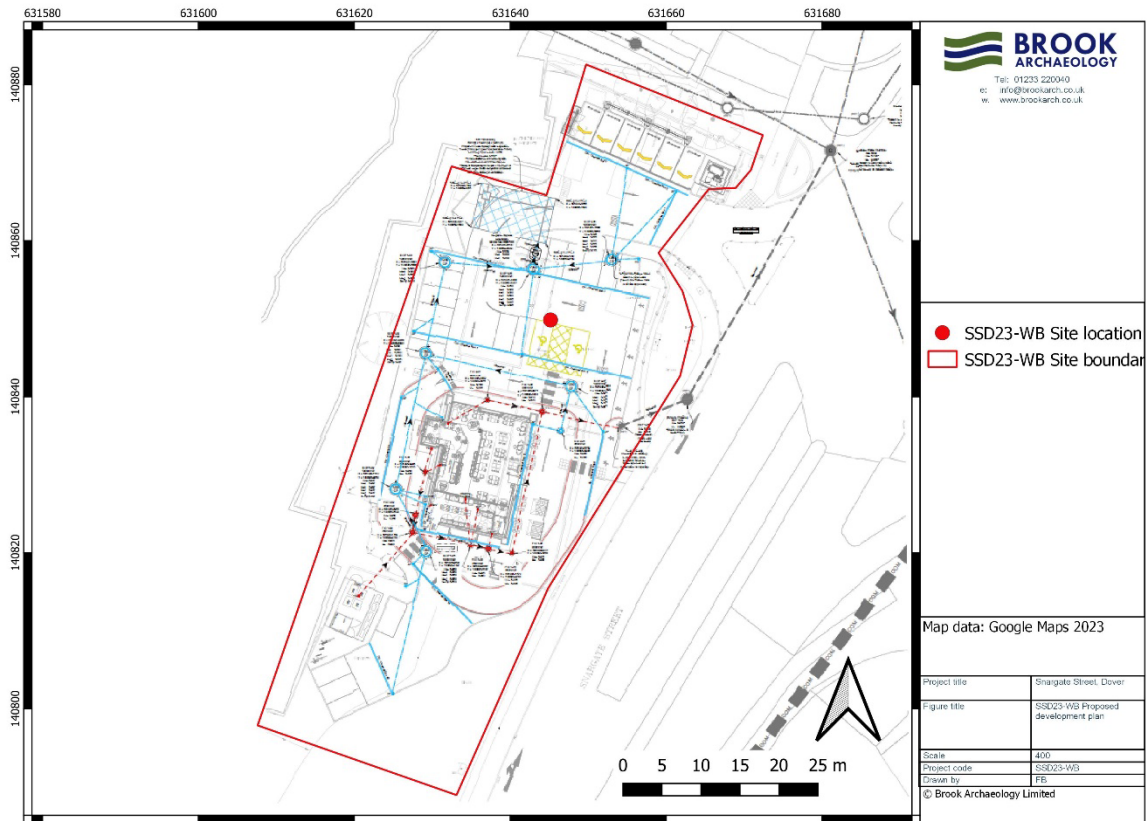


Figure 3: Proposed development plans



Appendix 1

GENERIC STANDARD SPECIFICATION FOR AN ARCHAEOLOGICAL WATCHING BRIEF

Introduction

- 1.1 This specification is concerned with an archaeological watching brief to be maintained by a ClfA recognised archaeologist. It provides the supporting details for an archaeological contractor's Written Scheme of Investigation (WSI).
- 1.2 The site has planning permission for development subject to archaeological work. More details on the development can be found on the Local Planning Authority web site and the site-specific WSI.
- 1.3 The Local Planning Authority has placed planning condition(s) for archaeological work on the planning consent. The details of the relevant conditions can be found on the Local Planning Authority web site and the site-specific WSI. This will involve archaeological monitoring of the groundworks connected with the development and recording of any features revealed, by an archaeological contractor.
- 1.4 **The watching brief will be maintained throughout the programme of ground excavation. The archaeological contractor will confirm the extent of proposed ground excavations in advance with the site developer and inform the County Archaeological Officer that arrangements are in place for appropriate monitoring.**

2. The Archaeological Potential

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

3. Objectives

- 3.1 The objectives of the archaeological watching brief are to contribute to heritage knowledge of the area through the recording of any archaeological remains exposed by the development and where relevant to inform the need and extent for further archaeological mitigation work.

4. Proposed Groundworks

- 4.1 The development works subject of the watching brief will vary depending on the project. Details will be agreed with the developer and the County

Archaeological Officer and set out in the WSI prepared by the Archaeological Contractor.

5. Method

- 5.1 The archaeological contractor will monitor the excavations for all groundworks and where appropriate any site demolition, remedial and site-preparation works. Any excavation should be undertaken using a flat bladed bucket and preferably in a single direction to enable archaeological remains to be recorded prior to disturbance from being driven over. **If possible archaeological remains are encountered, machine excavation will cease to allow the remains to be investigated further.**
- 5.2 The archaeologist will inspect the surfaces revealed. Any archaeological structures or features revealed will be recorded in plan and section as appropriate according to Section 6 below. **The main contractor will allow the archaeological contractor reasonable time and resources to undertake any inspection or recording required.**
- 5.3 Further limited excavation may be necessary to clarify the extent and nature of some archaeological deposits. In this case, the archaeological contractor will undertake the excavation by hand.
- 5.4 If significant remains are unexpectedly encountered the archaeological contractor will inform the County Archaeological Officer and the developer immediately and further mitigation measures will be agreed.

6. Recording

- 6.1 All structures, deposits and finds are to be recorded according to accepted professional standards.
- 6.2 All recording points used should be accurately tied into the National Grid and located for context to a 1:1250 map of the area.
- 6.3 Plans defining the location and extent 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 located to a site grid/plan. Where relevant, 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 photographic record is to be maintained and form 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 if requested.

- 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 relevant United Kingdom Institute for Conservation, Conservation Guidelines 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. Where the watching brief is being undertaken as part of site preparation, the results may be included into the WSI for subsequent mitigation works. Where the watching brief is on groundworks where there has been historic building recording, then any relevant information from either study will be incorporated into both final reports.

Report circulation

- 7.3 Copies of all reports are to be provided to:
- the Developer
 - the County Archaeologist
 - the Local Planning Authority
 - Local Historical Society
 - the project archive.
- 7.4 When submitting the report to the County Archaeologist the archaeological contractor should provide written confirmation that the report has been submitted to the above parties.

- 7.5 If the archaeological contractor is required, contractually, to only submit reports directly to the developer or their agent, the archaeological contractor must inform the County Archaeologist in writing that they have completed the report and to whom it has been forwarded to. The archaeological contractor must ensure that the developer is made aware of the need to circulate the report as in 7.3 above.

Reporting of watching briefs with limited remains

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

Reporting of watching briefs with significant archaeological remains

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

Contents of a 'Watching Brief Report'

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

7.10.3 An account of the **Archaeological Background** of the development site including:

- geology, soils and topography;
- any known existing disturbances on the site;
- background archaeological potential of the site. This should include a summary of the known Sites and Monuments Record entries generally within a 500m radius of the boundaries of the site. The SMR entries should be quoted with their full KSMR identifier (e.g TR36NW 12);
- summary of any previous phases of archaeological investigation at the development site;
- any constraints on the archaeological monitoring.

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

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

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

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

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

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

7.10.9 The report must include an assessment of the **Environmental** potential of the site. Details should be provided of any environmental sampling undertaken in

connection with the fieldwork and the results of any processing and assessment of the samples. The report should describe the method of processing, any sub-sampling and assessment. Any potential for future analysis of the samples or environmental remains recovered from the evaluation should be described. Implications for future archive, conservation or discard of environmental samples or remains should be detailed.

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

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

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

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

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

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

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

disturbance, change in subsoil and location of sections; The location of significant finds and samples taken should also be indicated;

- relevant section drawings and soil trench profiles as appropriate;
- illustrations and/or photographs of significant finds should be included where appropriate.

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

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

7.11 The report will be submitted to the County Archaeologist in a bound hard-copy and in digital format. The digital copy will be supplied for preference in .pdf format or alternatively in .rtf format accompanied by digital copies of images, plans and maps in .bmp, .tif or .jpg format. Whichever software is used the digital files must be supplied in a PC readable format.

Contents of a 'Watching Brief Assessment Report'

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

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

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

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

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

8. General

- 8.1 The archaeological contractor is to allow the site records to be inspected and examined at any reasonable time, during or after the watching brief, by the developer, the County Archaeological Officer or any designated representative of the Local Planning Authority.
- 8.2 In undertaking the work the archaeological contractor is to abide by :
- all statutory provisions and by-laws relating to the work in question, especially the Health and Safety at Work *etc.* Act 1974.
 - The Archaeological Contractor will also follow the guidance set out in “Health and Safety in Field Archaeology” Standing Conference of Archaeological Unit Managers 1997;
 - the Institute of Field Archaeologist’s *Code of Conduct*;
 - the Institute of Field Archaeologist’s *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology*.
- 8.3 On completion of the watching brief the archaeological contractor will prepare a consideration of the methodology used, including a confidence rating.
- 8.4 The archaeological contractor is to include with their report a completed copy of the Kent County Sites and Monuments Report Form (see appendix 1)
- 8.5 Where there are particularly significant discoveries, the archaeological contractor will provide the County Archaeological Officer with a representative selection of photographs illustrating the archaeology of the site and the operations of the investigation. These will be deposited with the County SMR and will be used for presentations on aspects of the archaeology of Kent.

APPENDIX 1

Kent County Council HER 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)	
Evaluation:	Watching Brief
Documentary study	Building recording
Excavation:	Geophysical Survey
Geoarchaeological investigation	Field Walking
	Earthwork survey
	Field Survey
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: