

# 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.
- 5.5 In the event that **human burials** are discovered, a Ministry of Justice Licence will be required (in accordance with Section 25 of the Burial Act 1857) before the remains can be lifted. The need for a Ministry of Justice Licence applies to both inhumation and cremated remains. Application for a Licence will be made by the Archaeological Contractor. The Archaeological Contractor is to comply with the conditions of the Licence and discuss any requirements of that Licence which conflict with the agreed method of investigation with the County Archaeologist.
- 5.6 **Treatment of treasure** - Finds, discovered by the Archaeological Contractor, falling under the statutory definition of Treasure (as defined by the Treasure Act of 1996 and its revision of 2002) will be reported immediately to the relevant Coroner's Office, the Kent Finds Liaison Officer (FLO) who is the designated treasure co-ordinator for Kent, the landowner and the County Archaeologist. A Treasure Receipt (obtainable from either the FLO or the DCMS website) must be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding the find is Treasure. Failure to report within 14 days is a criminal offence. The Treasure Receipt and Report must include the date and circumstances of the discovery, the identity of the finder (put as unit/contractor) and (as exactly as possible) the location of the find

## **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 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 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.

*Heritage Conservation Group, Kent County Council  
2020*



**APPENDIX 1**

**Kent County Council HER summary form**

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