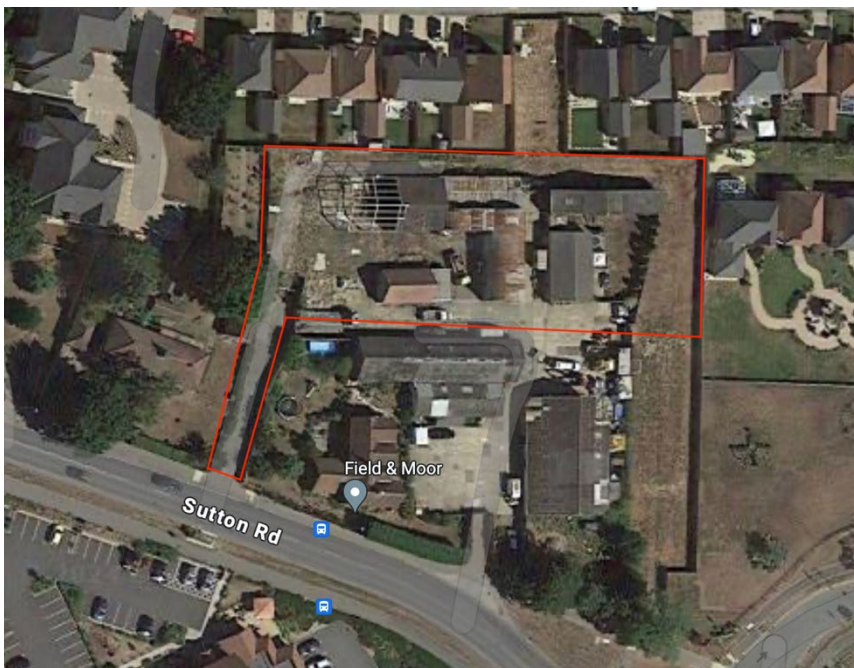




**BROOK**  
ARCHAEOLOGY

**WRITTEN SCHEME OF INVESTIGATION FOR AN ARCHAEOLOGICAL  
EVALUATION OF LAND AT BICKNOR FARM, SUTTON ROAD,  
LANGLEY, KENT.**



Written Scheme of Investigation for an  
Archaeological Evaluation of Land at  
Bicknor Farm, Sutton Road, Langley, Kent,  
ME17 3NG.

Report reference: BAL24-078

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**Written Scheme of  
Investigation for an  
Archaeological Evaluation of  
Land at Bicknor Farm, Sutton  
Road, Langley, Kent, ME17  
3NG.**

**PLANNING REFERENCE: 23/503950/FULL**

**NGR: 579445, 152257**

**BAL SITE CODE: BFL23-EV**

**March 2024**

**Report prepared for Miss C. Nolan**

**By Brook Archaeology Limited, Company No 14397861**

**Report Number BAL24-0078**

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### Document Control

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## 1. Project and planning background

- 1.1. Brook Archaeology Limited has been commissioned by Miss C. Nolan to produce a Written Scheme of Investigation (WSI) for an evaluation, consisting of three 30m x 2m trenches, of land at Bicknor Farm, Sutton Road, Langley, Kent. The Site is centered on NGR: 579445, 152257.
- 1.2. The Site is approximately 0.32ha in size and lies in the village of Langley, approximately 4.7km southeast of Maidstone.
- 1.3. Planning permission has been granted by Maidstone Borough Council (MBC) for application 23/503950/FULL for the demolition of existing residential and commercial units and erection of eight residential dwellings and all associated landscape and parking. The Site has been subject to prior planning applications (21/500123/FULL and 20/500713/FULL) which have since been superseded by the current application (23/5039/50/FULL).
- 1.4. Kent County Council Heritage Conservation (KCCHC), who provide an advisory service to MBC, requested in October of 2023 that the Site be subject to a programme of archaeological investigation prior to the commencement of the development due to the fact that the Site is a Post-medieval farm complex set within a wider area of Prehistoric, Roman and Medieval activity.
- 1.5. Following this, in November 2023, as part of the Decision Notice, MBC placed Condition 3 on the application:

*(3) Prior to the commencement of the development hereby approved, the applicant, or their agents or successors in title, will secure:*

*(i) archaeological field evaluation works in accordance with a specification and written timetable which has been submitted to and approved by the Local Planning Authority;*

*(ii) further archaeological investigation, recording and reporting, determined by the results of the evaluation, in accordance with a specification and timetable which has been submitted to and approved by the Local Planning Authority; and*

*(iii) programme of post excavation assessment and publication*

**Reason:** *To ensure that features of archaeological interest are properly examined, recorded, reported and disseminated.*

- 1.6. Planning application 23/503950/FULL also includes application 23/503951/LBC, Listed Building Consent for the demolition of curtilage listed building, which was granted by MBC in October 2023. The Initial Listed Building Consent application was refused by the Council at Planning Committee however, consent was granted on appeal, with the inspector concluding that the building had minimal intrinsic value as a heritage asset and made no contribution to the setting or the significance of the listed building on Site (KHER TQ 75 SE 158).
- 1.7. The proposed evaluation is the first stage of a phased archaeological programme that will address Condition 3 of planning application (23/503950/FULL). The evaluation will comprise of three machine excavated trenches, measuring 30m by 2m, evaluating approximately 6% of the development area. This initial evaluation phase will seek to establish the presence/ absence of archaeological remains within the development area and clarify the nature and significance of the archaeology. The results of this evaluation will inform Kent County Council Heritage Conservation (KCCHC) of the impact the development may have on the archaeological horizon and guide the decision for the potential for future mitigation.
- 1.8. Although areas of the wider Bicknor Farm Site have been subject to previous archaeological investigation (Wessex Archaeology, 2021), detailed in section 2 of this document, the PDA concerned with application 23/503950/FULL has not yet been archaeologically evaluated.

## **2. Scope of the report**

- 2.1. This document outlines the overall project design including the aims and requirements of the proposed evaluation and conforms to MoRPHE guidelines (Historic England, 2015) The WSI sets out a methodology for following best practice procedures as set out by Historic England and CIFA (2014a). It should be noted that any further works, such as watching briefs or excavation, if deemed necessary by KCCHC following the results of the evaluation, will need to have separate written specifications.
- 2.2. This WSI will be submitted to the client. All reports will be forwarded to the Local Planning Authority, KCC and archived to the local archaeological society or another suitable custodian. The client and KCCHC will be consulted if any significant finds and made during the excavations.

## **3. Location, topography, and geology**

- 3.1. Land at Bicknor Farm, Sutton Road, Langley is located in the County of Kent within the district of Maidstone. The PDA is approximately 0.32ha in size and is accessed via Sutton Road, located to the

south of the Site. The Site is centered on NGR: 579445, 152257, with relatively flat existing ground levels of approximately 104m aOD.

- 3.2.** The southern boundary of the Site is formed by the remaining half of Bicknor Farm with the remainder of the Site bounded by the Monchelsea Park development (ref: 19/503912/FUL). The village of Langley is situated approximately 4.7km southeast of Maidstone.
- 3.3.** Langley is situated within the National Character Area (NCA) 120; Wealden Greensand. The Wealden Greensand NCA forms a long, narrow belt of Greensand, typified by scarp and dip slope topography, running parallel to the North Downs (NCA 119). In terms of the built heritage resources within the NCA there are a range of historic landscape feature, including field monuments, old military defenses, Prehistoric tumuli, Iron Age hill forts, Roman forts, the Royal Military Canal, small quarries, and relics of the iron industry (Natural England, 2013). The geology has also influenced the built heritage of the NCA with local built vernacular including the use of Greensand, ragstone, malmstone, bargate stone and dark carrstone (Natural England, 2013).
- 3.4.** According to the British Geological Survey (BGS) 1:50,000 scale geological map, the Site is situated on a bedrock of Hythe Formation sandstone and limestone, interbedded. To the north of the PDA there are recorded superficial Head deposits of clay and silt. Previous excavations (Wessex Archaeology, 2021) conducted elsewhere within Bicknor Farm, as part of superseded planning applications, which do not overlap with the PDA, confirmed the geology however, identified areas of modern truncation suggesting previous stripping of the Site.

## **4. Archaeological and Historical Background**

### **4.1. Introduction**

- 4.1.1.** The following is a summary of the known archaeological and heritage assets recorded on the Historic Environment Record (HER) within a 1km radius of the development area. A full contextualized background will be provided in the final evaluation report. Where deemed appropriate, sites of note from a wider catchment area have been included. This section is to inform the archaeological contractor on Site of the potential archaeology that may be encountered during the project.
- 4.1.2.** It was highlighted by KCCHC that the Site is located within a wider area known for its Prehistoric, Roman, and Medieval activity and therefore there is the potential for a buried archaeological resource to be encountered within the development areas.

4.1.3. The PDA forms part of a Post-Medieval dispersed plan farmstead (KHER MKE88665) associated with Bicknor Farmhouse (KHER TQ 75 SE 158), a 17<sup>th</sup> century Grade II listed building. The PDA is situated approximately 30-40m north of the farmhouse.

#### **4.2. Previous Archaeological investigations within the Site and adjacent area.**

4.2.1. As previously discussed, areas of the wider Bicknor Farm Site have been previously subject to partial archaeological evaluations as part of superseded planning applications (21/500123/FULL and 20/500713/FULL).

4.2.2. Between the 12<sup>th</sup> and 13<sup>th</sup> July 2023, Wessex Archaeology conducted two evaluations. Firstly, a single trench evaluation located to the immediate north of the PDA associated with planning application 21/500123/FULL, which was negative for archaeological features, though did identify two deposits of modern made ground likely the result of previous developments on the Site and subsequent re-levelling (Wessex Archaeology, 2021).

4.2.3. The second, located immediately southeast of the PDA in the half of Bicknor Farm that fronts the Sutton Road, comprised three evaluation trenches that again were negative for archaeological remains, though did record a single curvilinear feature, thought to be geological in nature and formed through erosion and infilled with a sterile waterborne deposit (Wessex Archaeology, 2021). The evaluation also identified evidence that parts of the Site had been previously stripped down to the geological horizon.

4.2.4. Although not related to the current development of Bicknor Farm, the archaeological investigation of the Monchelsea Park Development (19/503912/FUL), which envelopes and bounds the north of the site, is discussed in detail here due to its proximity to the Site and the potential for its observed archaeological landscape to extend into the PDA. This development was centered on NGR:579528, 152518 and was located 160m north and east of the PDA.

4.2.5. Following the results of a 48-trench evaluation of the Monchelsea Park Development site conducted by SWAT Archaeology in June of 2018, further mitigation of the development was requested in the form of a targeted Strip, Map and Sample (SMS) over five designated areas. The excavation was undertaken by SWAT Archaeology during the summer of 2020 and the spring of 2021.

4.2.6. The SMS identified the presence of a late Iron Age/ Early Romano British settlement, active between AD43 and AD200. Residual Bronze Age material was recorded, thought to indicate the presence of activity from the period somewhere within the vicinity of the development.

- 4.2.7. The Iron Age activity on site was composed of industrial activity represented by kilns, agrarian activity represented by enclosures/ field boundary ditches, and domestic activity represented by structures including two possible curvilinear drainage gullies for circular structures. Three sub-phases of settlement activity were established for the period indicating intensive and fast developing activity that might predate the Roman invasion (SWAT Archaeology, 2021).
- 4.2.8. The Early Romano-British evidence from the site dates to AD70 to AD120 and is a continuation in use of the Late Iron Age landscape, with activity of the period represented again by agrarian and small-scale industrial activity (SWAT Archaeology, 2021).
- 4.2.9. The excavation also recorded limited evidence for Early to Mid Romano-British activity on the development, comprising a posthole and two discrete features. It is thought that activity on the site had ceased by AD200 (SWAT Archaeology, 2021).

### **4.3. Archaeology and Historical Context of the Wider Area**

#### **Palaeolithic, Mesolithic and Neolithic (150,000BC – 2,351BC)**

- 4.3.1. There are no KHER records within the study area for the Palaeolithic period.
- 4.3.2. The earliest evidence for activity within a 1km radius of the Site are a Mesolithic flint scraper and blade (KHER TQ 85 SW 31) that were found approximately 600m southeast of the PDA.
- 4.3.3. There are also no KHER records for the Neolithic period within a 1km radius. 1.3km southwest of the PDA is a findspot of a partially polished Neolithic flint axe (KHER TQ 75 SE 26) found at Brishing Lane Allotments. Approximately 1.2km southwest, work conducted at Furfield Quarry in 2006 by Museum of London Archaeology (MoLA) identified Late Mesolithic to Late Neolithic lithics residually within later archaeological contexts, demonstrating a presence within the vicinity.
- 4.3.4. 1.5m west of the PDA is a another lithic findspot, a Neolithic polished axe head (KHER TQ 75 SE 3) found in a garden in 1963 and now in the possession of Maidstone Museum.

#### **Bronze Age (2,350BC – 701BC)**

- 4.3.5. There are no records on the KHER for the period, however, earlier reporting from the previous wider Bicknor Farm evaluations (Wessex Archaeology, 2021) state that a 2019 evaluation undertaken by Wessex Archaeology of land south of Sutton Road identified several small Bronze Age discrete features.
- 4.3.6. Outside of the study area, 1.1km west of the PDA is a find spot of a Bronze Age palstave (KHER TQ 75 SE 7). Much like the evidence for earlier Prehistoric activity, records for the Bronze Age within the vicinity of the Site are sparse but do demonstrate a presence within the area.



### **Iron Age (800BC – 42AD)**

- 4.3.7. There is one KHER record for the period within the study area; approximately 600m south of the PDA where an evaluation recorded 345 sherds of Early Iron Age to Early Romano-British pottery (2.6kg) (KHER TQ 75 SE 387). An isolated posthole was also recorded that had been packed with large quantities of pottery and ragstone.
- 4.3.8. 1.2km southwest of the PDA, a 1996 evaluation conducted by Kent Archaeological Rescue Unit recorded a large Iron Age boundary ditch (KHER TQ 75 SE 101), likely forming part of a sub-rectangular enclosure. Nearby to KHER TQ 75 SE 101, MoLA recorded evidence of Late Iron Age occupation (KHER TQ 75 SE 141) at Furfield Quarry, which continued into the Romano-British period.
- 4.3.9. Approximately 1.5km west of the PDA is evidence for possible Late Iron Age ditches, pits, and postholes (KHER TQ 75 SE 131), found close to the site of a Roman walled cemetery (KHER TQ 75 SE 130), though it is unsure whether these features may actually be Early Anglo-Saxon in date.
- 4.3.10. 1.8km northwest is the site of a Middle Iron Age to Romano-British settlement (KHER TQ 75 SE 128), likely a small farmstead of limited extent.

### **Roman (43AD – 409AD)**

- 4.3.11. As can be seen above, a lot of the Iron Age occupation activity continues in use into this period. Within the study area there is one record, the Early Iron Age to Early Romano-British pottery assemblage at Langley Park (KHER TQ 75 SE 387).
- 4.3.12. Outside of the study area, 1.2km southwest of the PDA is the site of a Roman Building (KHER TQ 75 SE 20) indicated by a surface scatter of building material.
- 4.3.13. Nearby to and to the west of KHER TQ 75 SE 20 is the multi-period site at Furfield Quarry (KHER TQ 75 SE 141). Activity on site continued from the Iron Age and peaked during the middle years of the 1<sup>st</sup> century AD declining quickly after 120AD. This occupation activity is represented by enclosure ditches, structure including a circular hut, masonry building and two aisled buildings. Additionally, the site produced evidence for iron working.
- 4.3.14. Approximately 1.6km west of the PDA is the location of a Romano-British walled cemetery (KHER TQ 75 SE 130) excavated in 1842 that contained a number of cremation burials as well as two stone tombs. Further investigation in the area in 1998 confirmed the results of the 1842 investigations and allowed for the whole cemetery to be excavated showing that it measured 23m by 26m and was orientated northeast-southwest.

- 4.3.15. 1.7km west of the PDA is the location of a 1<sup>st</sup>-2<sup>nd</sup> century AD boundary ditch (KHER TQ 75 SE 127) as well as the location of a Roman foundation and tile assemblage (KHER TQ 75 SE 19) found in 1840.

#### **Anglo-Saxon and Medieval (410AD-1539AD)**

- 4.3.16. There are no recorded entries dating to the Anglo-Saxon period within the study area. Evidence is also limited in the wide area with some potential Anglo-Saxon linears 1.5km to the west of the PDA (KHER TQ 75 SE 131) as well as single Early Saxon isolated small discrete feature (KHER TQ 75 SE 130).
- 4.3.17. Evidence, within the study area, for the Medieval period is represented by six listed buildings (KHER TQ 75 SE 32, KHER 75 SE 81, KHER TQ 85 SW 145, KHER TQ 75 SE 167, KHER TQ 85 SW 159, KHER TQ 85 SW 253). All of these are located to the north and east of the Site in the villages of Langley and Otham.

#### **Post-Medieval (1540AD-1900AD)**

- 4.3.18. There are 39 records for listed buildings and farmsteads with associated yards and buildings dating from the period within 1km of the Site. Again, all of these are located to the north and east of the Site in the villages of Langley and Otham.

## **5. Aims and Objectives**

### **5.1. General aims**

- 5.1.1. The general aims of the evaluation, in compliance with the ClfA's Standard and guidance for an archaeological field evaluation (ClfA 2014a) and KCC's Manual of Specifications Part B: trial trenching requirements, are:
- To establish and record the presence/ absence and significance of any archaeological remains that may survive with the development area in order to provide information about the archaeological potential of the Site.
  - To inform the decision and scope of any potential further archaeological mitigation or safeguarding that may be required prior to the commencement of the development.

### **5.2. General objectives**

5.2.1. To achieve the above aims, the general objectives of the evaluation are:

- To establish the date, character, and condition of any archaeological remains.
- To assess the survival level of archaeological remains within the development area and understand how the future development may impact them.
- To place the results into context within the wider known archaeological and historical landscape.
- To contribute to the Regional Southeast Research Framework where possible.
- To ensure there is a permanent record of the work undertaken that is deposited with the Local Historic Environment Record (HER) and available online.
- To ensure all work undertaken is in compliance with the Code of Conduct of the Chartered Institute for Archaeologists (CifA, 2019), and relevant Historic England and CifA standards and guidance.
- To ensure compliance with the WSI (this document)

## 6. Methods

### 6.1. Fieldwork methods

6.1.1. All work will be undertaken following the methods set out in this WSI, according to the best practice set out by CifA. Any significant variation on these methods will be agreed upon with the Client, Maidstone Borough Council and KCCHC. A RAMS (Risk Assessment and Method Statement) will be produced prior to the commencement of the archaeological fieldwork.

#### Machine excavation of trenches

- 6.1.2. The evaluation will be composed of three machine excavated trenches, measuring 30m by 2m, providing around 6% coverage of the development area. Trench location plans are shown in **Appendix A**. The senior archaeological officer at KCCHC will be notified no less than one week in advance of the start of works.
- 6.1.3. Prior to the excavation of the trenches, the archaeological contractor will agree on appropriate fencing and site security with the developer/ landowner.
- 6.1.4. The trenches will be excavated using a tracked 360 excavator and a toothless ditching bucket. Overburden will be reduced in spits of no more than 200mm until either the archaeological horizon or the natural geology,



whichever is encountered first. Machine excavation will be supervised at all times by a suitably qualified archaeologist, who will also will also monitor machined overburden for finds retrieval.

- 6.1.5. Spoil generated during the machine excavation of the trenches will be stored alongside the trenches, with topsoil and subsoil being separated to allow for sequential reinstatement once the trenches have been signed off by KCCHC.
- 6.1.6. Where necessary, features or areas will be cleaned by hand to define features.
- 6.1.7. Trench locations should be scanned with a CAT4 depth locator prior to excavation to identify the presence of unknown live services.

#### **Setting out the excavation areas**

- 6.1.8. The trench positions will be set out according to the plan (**Appendix A**) and located using GNSS.
- 6.1.9. There will be an allowance for C.10m of Contingency trenching which will be used if on-site constraints are identified during the fieldwork. KCCHC will be promptly notified of any major deviance from the agreed trench layout.

#### **Excavation**

- 6.1.10. Prior to the hand excavation, the archaeological features will be mapped using GNSS, if an unexpected amount of features/ complexity of features are encountered then the archaeological contractor will discuss with KCCHC an appropriate strategy for excavating a sample of the features, in order to still fulfil the aims and objectives of the evaluation but not be intrusive of any potential future phases of archaeological mitigation.
- 6.1.11. Archaeological features identified during the evaluation will be hand excavated following the proposed strategy:
  - Pits and postholes will be 50% excavated, unless particularly deep where they may be excavated in quadrants.
  - 10% of the length of linear features will be excavated (linear interventions will be at least 1m width where possible), if terminal ends are encountered these will be excavated.

- Interventions, where necessary, will be placed to ascertain stratigraphic relationships between features.
- If complex deposits, structures, burials etc. are encountered the archaeological contractor will discuss with KCCHC the viability of preserving these until the later phases of archaeological mitigation.

6.1.12. Archaeological features will be hand excavated unless machine excavation is necessary and agreed, prior to excavation, with KCCHC.

6.1.13. Where interventions may be particularly deep the archaeological contractor will ensure stepping of section or trench sides to allow for safe entry and to prevent collapse. Ideally deeper features and deposits will be investigated with a hand auger prior to stepping the feature.

6.1.14. It should be noted that poor weather conditions may temporarily halt or slow work on site. Provisions will be made to protect/ cover exposed archaeological features is determined necessary.

### **Recording**

6.1.15. All site recording will be undertaken in accordance with the methodology stated in the KCC Part B Specification for trail trenching (**Appendix B**). The archive will comprise of survey, drawn, written and photographic data.

6.1.16. A register of all trenches, including features, drawings, photographs, and small finds will be kept for the duration of the project and may be made available to KCCHC at request.

6.1.17. All excavations areas will be assigned a trench number before excavation. 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.

- 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 site code, drawing number, scale, relevant keys and will be entered into a drawing register.

- A digital photographic record will be maintained throughout the investigation, to include:
- Site prior to fieldwork,
- Site during work, including working shots and specific stages of fieldwork,
- The layout of any archaeological features, including plans and sections of interventions (photos of interventions should include a scale, north arrow and photo board displaying the relevant context numbers).
- Site following backfilling.

#### **Survey**

- 6.1.18.** All excavated areas and features will be surveyed using GNSS connected to a corrections service.

#### **Finds**

- 6.1.19.** 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.
- 6.1.20.** Unstratified finds will only be collected were they to contribute significantly to the project objectives or be of intrinsic value.

#### **Small Finds**

- 6.1.21.** 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.

#### **Treasure**

- 6.1.22.** 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 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.

### **Human Remains**

- 6.1.23.** 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.

### **Conservation and Sampling**

- 6.1.24.** 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.
- 6.1.25.** 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
- 6.1.26.** 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/mineralized 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.

## **7. Contingency Fund**

- 7.1.** 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.

## **8. Monitoring**

- 8.1.** The archaeological contractor will liaise with the Senior Archaeological Officer at KCCHC throughout the project and will provide progress updates where necessary.

- 8.2. Once excavation and recording of the trenches has been completed the archaeological contactor will contact KCCHC to arrange the opportunity of an on-site meeting to discuss the initial assessment of the results, if reinstatement works can begin, or if further work during the evaluation phase is required.

## 9. Post-excavation Methods

- 9.1. The archive will be maintained and consolidated on-site. All written and drawn records from the excavation collated, checked for consistency and stratigraphic relationships. Preliminary phasing of the site will be based on recorded stratigraphic relationships on context sheets, site drawings, pottery spot-dates, and other relevant information. All site recording should be undertaken in accordance with the methodology outlined in KCC Part B Specification for trial trenching (**Appendix B**). A draft copy of the report will be provided to KCCHC for comment, once approved the report will then be submitted to the LPA and HER.

### Finds Evidence

- 9.2. 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 CIFA.

## 10. Reporting

- 10.1. Following fieldwork, the assessment of stratigraphic, artefactual and ecofactual evidence report will be submitted to, as a minimum: the developer, the Senior Archaeological Officer at KCCHC, the Local Planning Authority, and the HER, with a full OASIS entry. The report will include:

- Non-technical summary
- Project background
- Archaeological and historical context
- Aims and objectives
- Methods
- Results – stratigraphic, finds and environmental
- Results – of the stratigraphic, finds and environmental data





- Discussion of the results and conclusions
- Appendices
- Illustrations and plates
- References

## 11. Archive Storage and Curation

- 11.1. It is recommended that any significant project archive resulting from the excavation is deposited with the local archaeological society, Kent Museums or the Kent Archaeological Society. The complete archive will include paper records, graphics, artefacts, and digital data, which will be prepared following the standard conditions for the acceptance of excavated archaeological material by Kent Museums and following nationally recommended guidelines (Historic England, 2015).
- 11.2. The archaeological material and paper archive produced during the project will be stored by Brook Archaeology until transfer to a museum is arranged. If the landowner wishes to retain items produced during the evaluation, said items will be extensively drawn and photographed, identified, documented, and catalogued to preserve the integrity of the archive once it is deposited to a museum.

## 12. Health and Safety

- 12.1. All projects must be carried out following safe working practices in accordance with the *Health and Safety at Work Act 1974* and the *Management of Health and Safety at Work Regulations 1999*. Health and safety will take precedence over archaeological considerations.
- 12.2. Risk Assessments will be carried out for the investigation and compiled into a RAMS that will take into consideration site specific tasks.

## 13. Personnel

- 13.1. The fieldwork will be directed and supervised by experienced archaeologists with a long track record in professional archaeology and CiFA certified organizations. The archaeological contractor holds the overall responsibility for the investigation and post-excavation activities:

- **Fred Birkbeck** is a qualified archaeologist. He runs the project management at Brook Archaeology Limited. Fred was formerly the Brand and Communication Manager at the Kent Archaeological Society and subsequently Fund Raiser. Fred has worked extensively on project management, fieldwork and report writing for developments in Kent and the Southeast.
- **Contractors** - when appropriate, suitably qualified specialists and sub-contractors will be appointed. These sub-contractors will be suitably qualified and experienced for their project roles, and employed in line with relevant legislation and CiFA regulations

## 14. Insurance

- 14.1. The work undertaken at Bicknor Farm, Sutton Road, Langley, Kent as described in this Written Scheme of Investigation, will be covered by Brook Archaeology Limited Archaeologists and Heritage Combined Policy (Policy No. Policy Ref: TG0315 with Towergate Insurance Brokers).

## References

British Geological Survey, 2023. <https://www.bgs.ac.uk/map-viewers/bgs-geology-viewer/> [Accessed 1/3/24]

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## **APPENDIX A – Figures**

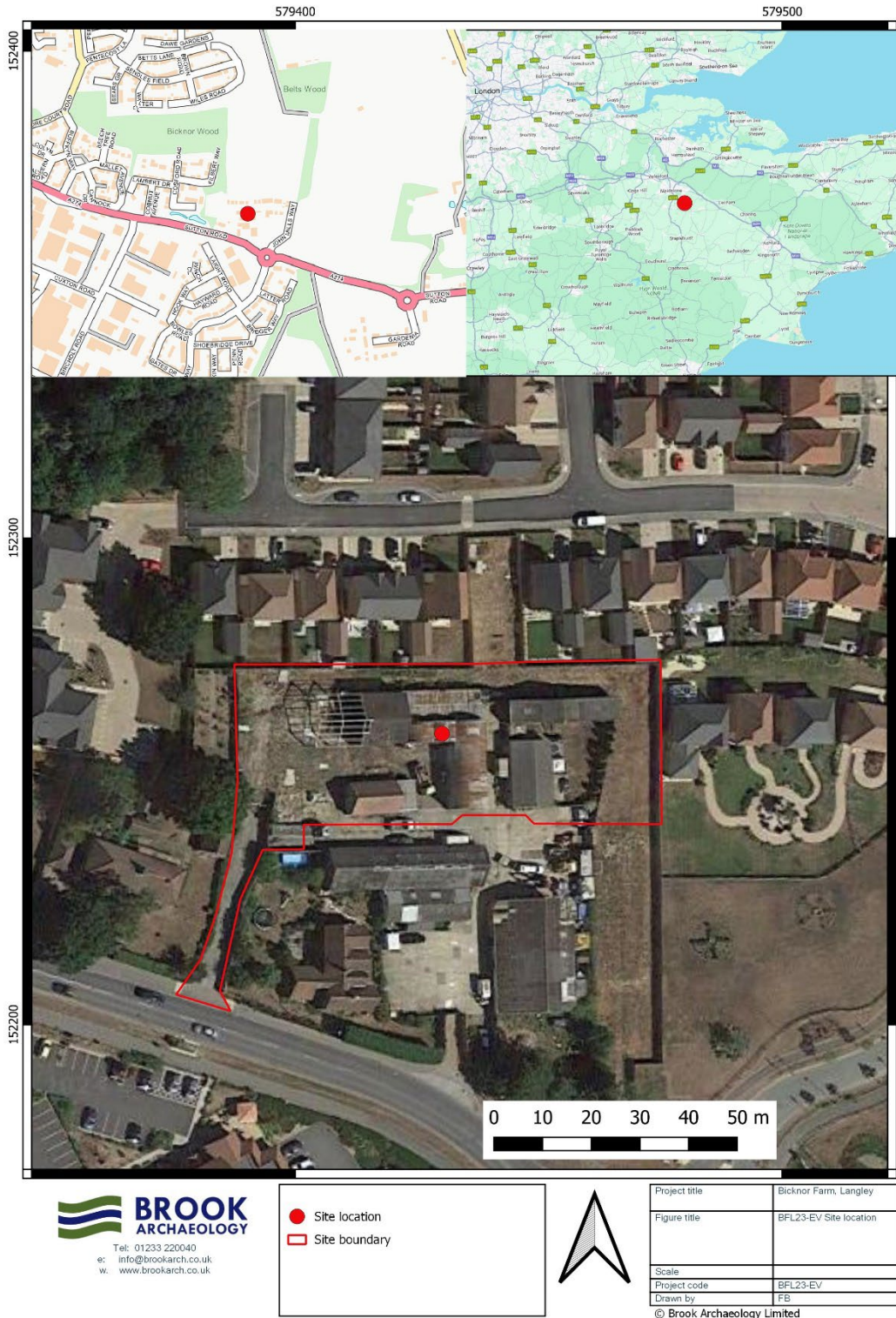


Figure 1 - Site Location of BFL23-EV

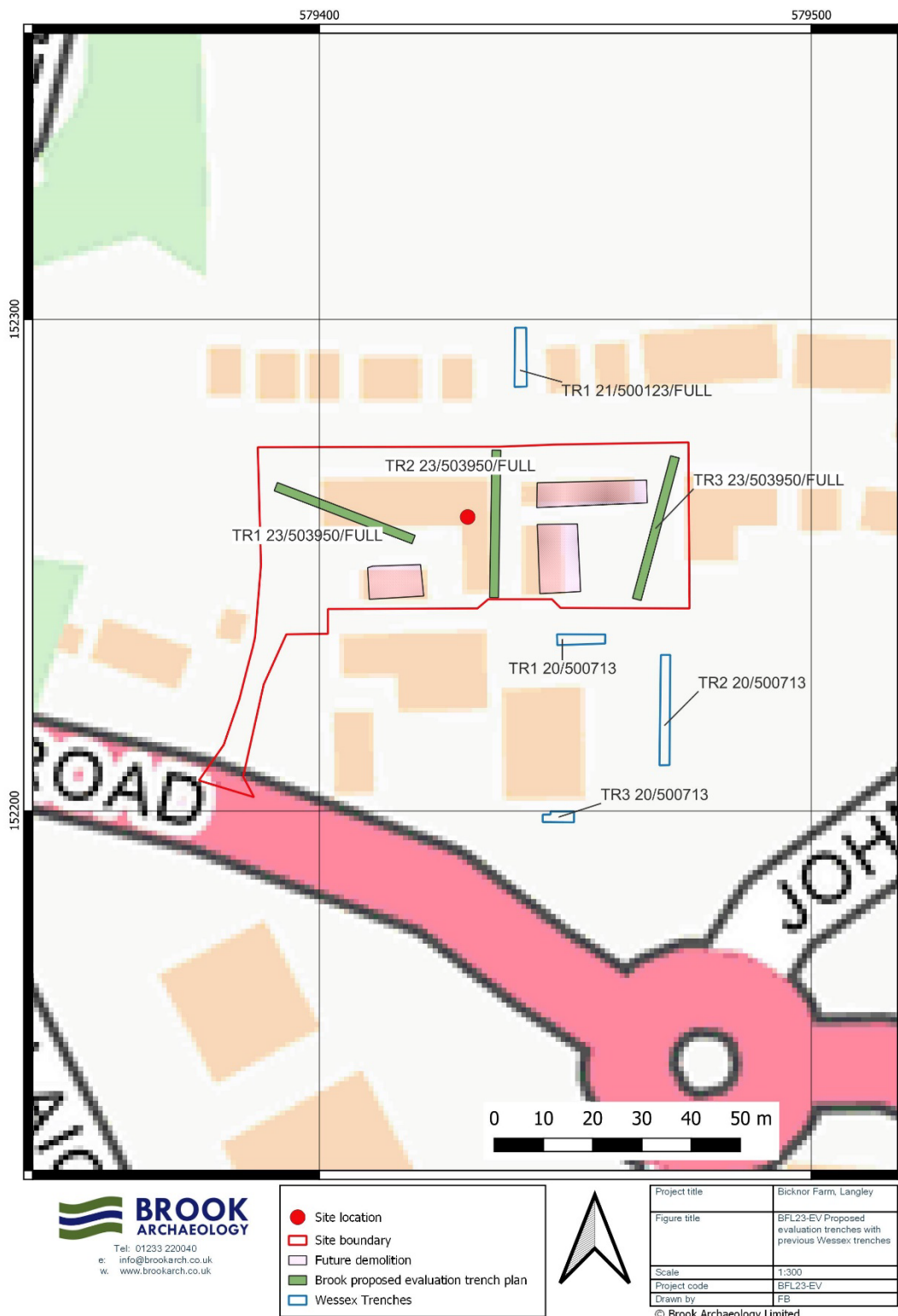


Figure 2 - Trench Location Plan of BFL23-EV with Wessex Archaeology Trench Locations

## EVALUATION – TRIAL TRENCHING REQUIREMENTS

### 1. Introduction

- 1.1 Archaeological trial trenching involves the sampling of a site to determine whether archaeological remains are present and if so, to assess their character, extent, date, condition and potential importance. Trial trenching will aim to determine, as far as is practicable and without comprising the integrity of important archaeological deposits, the full stratigraphic sequence at the site, including information on the 'natural' substrate and soil conditions.

### 2. General Requirements

- 2.1 Trial trenching will be carried out by archaeological organisations (from here on referred to as 'the Archaeological Contractor') acceptable to the relevant Local Planning Authority, with recognised experience and expertise in the specified type of work to be undertaken. Registration with the Institute of Field Archaeologists (IFA) as a Registered Archaeological Organisation (RAO) will normally be considered as an indicator, but not a prerequisite, of such expertise and experience. A good working knowledge of the archaeology of Kent will also be considered highly desirable.
- 2.2 Prior to any work being undertaken the Archaeological Contractor will inform the County Archaeologist and communicate details of the proposed team, including (if required) CVs for senior staff and specialists. Senior staff and specialists will need to demonstrate an appropriate level of experience and expertise and should preferably be, where appropriate, Members of the Institute of Field Archaeologists (IFA).
- 2.3 Prior to undertaking the trial trenching the Archaeological Contractor will need to demonstrate that the necessary resources are in place to undertake the work, through to reporting. The Archaeological Contractor will have available appropriate specialists necessary to support the successful completion of the archaeological fieldwork and post-excavation work.
- 2.4 The work will be supervised on site at all times by a member of staff with the required level of experience and who will be responsible for the conduct of on-site work.

### 3. Pre-site Requirements

- 3.1 Prior to undertaking trial trenching the Archaeological Contractor will have gathered and considered the following information:
- Relevant information on the County Historic Environment Record (HER) held by Kent County Council and maintained by the Heritage Conservation Team;
  - Any earlier reports of fieldwork relevant to the site;

- Solid and drift geology;
  - Geotechnical site investigation data (if available);
  - Any desk-based studies of the site.
- 3.2 In certain circumstances the following will also be considered:
- Relevant published secondary sources
  - Relevant historic maps held at the Centre for Kentish Studies
  - Aerial photographs where cropmarks are considered to indicate archaeology on or close to the site.
- 3.3 The Archaeological Contractor will ensure that all reasonable measures have been taken to identify any constraints to undertaking the evaluation trenching. The Archaeological Contractor will seek information on the presence of services, any ecological constraints, the presence of Public Rights of Way, the presence of contaminated land or any other risks to health and safety.
- 3.4 The Archaeological Contractor will make provisional arrangements for the deposition of the site archive with an appropriate museum or suitable repository agreed with the County Archaeologist. The Archaeological Contractor will obtain a provisional accession number for the site archive from the recipient museum (except where the museum prefers to issue an accession number following completion of fieldwork) and any guidelines from the recipient museum regarding deposition of the site archive.
- 3.5 Full copies of the Specification must be issued to the field officer responsible for on-site work and a copy of the agreed Specification and any additional method statements must be available on site at all times. The team carrying out the trial trenching must be familiar with the Specification and have access on site to any previous evaluation or survey reports.
- 3.6 The Archaeological Contractor will inform the County Archaeologist of the start date of the work (at least five working days before) and arrange for monitoring visits to be undertaken, using the Site Fieldwork Notification Form (see Appendix II). The Archaeological Contractor will continue to keep the County Archaeologist informed of the progress of work and will notify the County Archaeologist immediately if particularly important archaeological remains are encountered.

#### **4. Objectives**

- 4.1 The purpose of the evaluation is to establish whether there are any significant archaeological deposits at the site that may be affected by the proposed development.
- 4.2 The evaluation is thus to
- a) ascertain the extent, depth below ground surface, depth of deposit, character, date, significance and condition of any archaeological remains on site;

- b) establish the extent to which previous development and/or other processes have affected archaeological deposits at the site; and
- c) establish the likely impact on archaeological deposits of the proposed development.

## **5. Scope of trial trenching**

- 5.1 The layout and number of trenches excavated will be in accordance with the Specification, details of which are given in Part A. Any amendment to trench design due to on-site constraints will be agreed with the County Archaeologist in advance of the work being undertaken.
- 5.2 Particular issues that will be addressed by the evaluation are set out in part A of this specification.

## **6. Machine and Hand Excavations**

- 6.1 All machine excavation of trial trenches will be carried out under constant archaeological direction by a suitably experienced archaeologist familiar with the ground conditions anticipated on the investigation site.
- 6.2 Machine excavation of trial trenches will be undertaken by a mechanical excavator using a flat-bladed bucket. No mechanical excavators, earthmoving or other vehicles will travel within any excavated trench until it has been signed off by the County Archaeologist or specific agreement has been reached to enable re-stripping.
- 6.3 The Archaeological Contractor will maintain a constant watch and closely inspect on an ongoing basis surfaces exposed during the course of machining. Surfaces will be maintained clear of loose spoil.
- 6.4 Subject to additional requirements of the landowner or client, turf, topsoil and other distinct deposits will be stored separately and at least 1 metre from the edge of the evaluation trench.
- 6.5 Machine-excavated deposits and the exposed surface will be regularly scanned for the presence and collection of artefacts. Exposed surfaces and excavated spoil will be scanned by metal detector.
- 6.6 The excavation by machine is to be taken down to the top of any significant archaeological level or to the top of 'natural' subsoil where no archaeological deposits have been found at a higher level. In the event of significant archaeological deposits being encountered the County Archaeologist is to be informed immediately. Some further limited excavation may be required to clarify the nature, character and date of the archaeological deposits but the primary objective is to establish the presence/absence of archaeological deposits, their depth and extent.



- 6.7 Where complex archaeological stratification is encountered, deposits will be left in situ and measures to assess the depth of this stratification agreed with the County Archaeologist. Where modern features are seen to truncate the archaeological stratification, then these will be carefully removed without damage to surrounding deposits to enable the depth of stratification to be assessed.
- 6.8 If archaeological remains of limited significance are found to be present cutting through or overlying soils (e.g. colluvium) which conceal lower archaeological horizons then these will need to be recorded and investigated prior to removal of the underlying soil with the agreement of the County Archaeologist.
- 6.9 Machine excavation from the surface must be taken down in spits of no more than 100mm thickness to ensure that deposits and features are not over-excavated and that any artefacts/biological evidence in the soil are recorded.
- 6.10 Test sondages may need to be excavated through 'natural' subsoil in trial trenches to confirm that the solid geology has been reached. Such sondages will be positioned to avoid damage to archaeological remains.

## **7. Investigation and Sampling Strategy**

- 7.1 Archaeological features will generally only be sampled sufficiently to characterise and date them. Full excavation of features will not be undertaken at this stage unless otherwise agreed with the County Archaeologist. Care will be taken not to damage archaeological deposits through excessive use of mechanical excavation.
- 7.2 Where necessary the surface and sections of trenches will be hand cleaned to define archaeological deposits and features clearly.
- 7.3 Measures will be taken to protect particularly significant, valuable or sensitive archaeological remains from exposure, accidental damage and / or theft.
- 7.4 Exposed surfaces will be left for a minimum of 48 hours to allow weathering-out of features to occur. No trenches will be backfilled until agreed with the County Archaeologist.

### ***Burial Remains***

- 7.5 Inhumation and cremation burials will normally be left in-situ for the purposes of evaluation. Subject to agreement with the County Archaeologist, graves may be partially excavated to confirm the presence of human remains and their state of preservation but skeletal remains will be left in situ. Graves will be scanned by metal detector to assess whether any grave objects are likely to be present.
- 7.6 Inhumation and cremation burials which are in a fragile state and are likely to

be damaged by the reinstatement of evaluation trenches will be excavated and lifted subject to agreement with the County Archaeologist.

- 7.7 The Archaeological Contractor will put in place arrangements to ensure the security, protection from deterioration and damage, and the respectful treatment of human remains and burial goods.
- 7.8 On sites where burial remains are expected the Archaeological Contractor will submit to and agree with the County Archaeologist detailed procedures for the assessment, recording and, where necessary, the excavation of inhumation and cremation burials.
- 7.9 The Archaeological Contractor will have available within the team or on call an appropriately qualified and experienced osteoarchaeologist to supervise the excavation and removal of any human remains (where this is necessary) from the site. The Archaeological Contractor will use an appropriately qualified and experienced archaeological conservator to assist, where appropriate, the lifting of human remains and grave goods / cremation vessels.
- 7.10 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.

## **8. Finds recovery processing and treatment**

- 8.1 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 no.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 Archaeologist and the Local Planning Authority.
- 8.2 Artefacts will be excavated carefully by hand. The Archaeological Contractor will use an appropriately qualified and experienced archaeological conservator to assist in the lifting of fragile finds of significance and / or value.
- 8.3 Artefacts will be collected and bagged by archaeological context. The location of special finds will be recorded in three dimensions. Three-dimensional recording of in-situ flint working deposits will be carried out.
- 8.4 Where appropriate to address the research objectives of the archaeological evaluation, sieving of deposits will be undertaken to maximise recovery of

small artefacts. A strategy for such sieving will be agreed in advance with the County Archaeologist.

- 8.5 Records of artefact assemblages will clearly state how they have been recovered, sub-sampled and processed.
- 8.6 Excavated artefacts will be bagged upon recovery or placed in finds trays. They must not be left loose on site.
- 8.7 **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.
- 8.8 All metal objects, other than late post medieval objects, will be X-rayed unless otherwise agreed with the County Archaeologist.

## 9. Archaeological Science and Environmental Sampling

- 9.1 A structured programme of environmental sampling appropriate to the aims of the evaluation will be implemented. The strategy and methodology for the sampling, recording, processing, assessment, analysis and reporting of deposits with environmental archaeology potential will be in accordance with English Heritage Centre for Archaeology Guidelines "Environmental Archaeology – A guide to the theory and practice of methods, from sampling and recovery to post-excavation" (March 2002). Any variation to this guidance will be agreed in advance with both the County Archaeologist and the English Heritage Regional Scientific Advisor. Particular note will be taken of the following requirements.
- 9.2 The Archaeological Contractor will use an appropriately qualified and experienced geo-archaeologist to record any deposits of particular significance such as buried soils or advise on depositional processes.
- 9.3 An appropriately qualified and experienced environmental archaeologist will devise and supervise the implementation of the environmental sampling strategy.
- 9.4 The advice of the English Heritage Regional Scientific Advisor is to be sought regarding specialist sampling requirements and any scientific applications relevant to the archaeological evaluation of this site.

- 9.5 Where deposits are dry, bulk samples for the recovery of charred plant remains, small bones and finds, will be taken from sealed and datable features such as pits, ditches, hearths and floors. Each context will normally be sampled. The size of the sample is expected to be in the range of 40-60 litres per context or 100% of smaller contexts. Samples will not be taken from the intersection of features.
- 9.6 For large features / spreads appropriate consideration will be given to sampling on a grid system if this fits in with the aims of the evaluation.
- 9.7 Where good conditions for the preservation of bone have been identified, all large bones will be collected by hand and sieving of bulk samples up to 100 litres will be undertaken as appropriate.
- 9.8 Mollusc samples of 2 litres each will be taken vertically from appropriate sections to investigate the changes of vegetation through time.
- 9.9 Where deposits are wet, waterlogged or peaty, monoliths will be taken along cleaned vertical surfaces for the retrieval of pollen, diatoms, ostracods and foraminifera. The numbers to be taken will be agreed with the County Archaeologist.
- 9.10 For wet, waterlogged or peaty deposits, bulk samples of 20 litres will be taken from visible layers or spits for the retrieval of plant macro-remains and insects.
- 9.11 Environmental samples from dry deposits will normally be processed by flotation following the evaluation fieldwork and the residues will be sorted to retrieve small bones, small finds and charcoal that has not floated. Environmental samples from wet deposits will normally be sent to specialists for processing in laboratory conditions. The Archaeological Contractor will agree with the County Archaeologist any necessary delay in completion of the reporting of the evaluation to enable provisional results to be included.
- 9.12 The Archaeological Contractor will make appropriate provision for the application of scientific dating techniques such as radiocarbon, dendrochronology, archaeomagnetic dating, OSL and thermoluminescence dating. The advice of the English heritage regional Scientific Advisor will be sought in advance of the application of these techniques. The Archaeological Contractor will agree with the County Archaeologist any necessary delay in completion of the reporting of the evaluation to enable provisional results to be included.
- 9.13 Where appropriate the guidance in the following English Heritage papers will be followed:
- "Guidelines on the recording, sampling, conservation, and curation of waterlogged wood" 1996

- “Dendrochronology – guidelines on producing and interpreting dendrochronological dates” 1997
- “Archaeometallurgy” 2001
- “Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation” 2002
- “Human bones from Archaeological Sites: Guidelines for Producing Assessment Documents and Analytical Reports” 2004
- “Geoarchaeology” 2004
- “Wet Wood and Leather”
- “Archaeomagnetic Dating: Guidelines on producing and interpreting archaeomagnetic dates” 2006
- “Guidelines on the X-radiography of archaeological metalwork” 2006

## **10. Recording**

- 10.1 All trenches, structures, deposits and finds will be recorded according to accepted professional standards. Sufficient data must be recorded to allow the required level of assessment and reporting (see section 11).
- 10.2 Recording must be carried out to a sufficiently high standard to provide a full record of the deposits evaluated, including in trenches where no archaeology is identified.
- 10.3 All features, deposits and finds are to be recorded according to accepted professional standards.
- 10.4 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. Context sheets are to be primarily filled in by the archaeologist excavating the feature or deposit.
- 10.5 A plan to indicate the location of the boundaries of the evaluated area and the site grid is to be drawn at a scale of 1:1250 (or a similar appropriate scale). Plans indicating the location of the excavated trenches and the location of all archaeological features encountered are to be drawn at an appropriate scale. An overall site plan is to be maintained at a scale of 1:100 or larger scale where appropriate. Sections will be drawn at a scale of 1:10. Significant archaeological features will normally be drawn in plan at a scale of 1:20 or 1:10 if appropriate. All detailed plans and sections are to be related to the 1:100 or 1:1250 plans. The 1:1250 and 1:100 plans are to be accurately related to the National Grid.
- 10.6 Long Sections indicating the full stratigraphic sequence will be drawn for all trenches. Where a very simple sequence is revealed representative sections (minimum 1m wide) at each end of the trench will be sufficient, but where more complex stratigraphy is encountered, complete trench sections will be drawn. In the case of complex stratigraphy, all four sections will be drawn.

- 10.7 All plans and sections are to be levelled with respect to OD.
- 10.8 All plans and sections are to be drawn on polyester based drafting film and clearly labelled.
- 10.9 A full black and white and colour (35mm transparency) photographic record of the work is to be kept. The photographic record is to be regarded as part of the site archive.
- 10.10 The Archaeological Contractor will keep a day to day digital photographic record of the investigation.
- 10.11 The Archaeological Contractor will ensure that the complete site archive including finds and environmental samples are kept in a secure place throughout the period of evaluation and post excavation works.
- 10.12 The site archive is to be consolidated after completion of the evaluation, with all site drawings inked-in, and records and finds collated and ordered as a permanent record.

## **11. Reinstatement and completion of fieldwork**

- 11.1 On completion, trenches will be backfilled, reinstated and left in a safe state to the requirements of the landowner / client.
- 11.2 Where vulnerable archaeological deposits remain within trial trenches these will be appropriately protected from damage as part of the reinstatement. Consideration will be given to providing a marker in backfilled trenches to highlight vulnerable archaeological deposits should re-excitation be necessary.
- 11.3 On completion of fieldwork the Archaeological Contractor will complete the relevant section of the Fieldwork Notification Form and submit it to the County Archaeologist.

## **12. Reporting**

- 12.1 Within three weeks of completion of the evaluation fieldwork (or longer in case of complex sites as agreed with the County Archaeologist) the Archaeological Contractor will produce a report, copies of which (as a minimum) are to be provided to:
- the Developer
  - the County Archaeologist
  - the Local Planning Authority
  - the Local Archaeological Society

- 12.2 When submitting the report to the County Archaeologist the Archaeological Contractor will provide written confirmation that the report has been submitted to the above parties.
- 12.3 If the Archaeological Contractor is required, contractually, only to 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 whom it has been forwarded to. The Archaeological Contractor must ensure that the developer is made aware of the need to circulate the report as in 12.1 above.
- 12.4 The Archaeological Contractor may determine the general style and format of the evaluation 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 reach an informed decision regarding any further mitigation measures that may be required and to stand as an appropriately detailed report on the archaeological fieldwork for future research.
- 12.5 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.
- 12.6 The report will be submitted to the County Archaeologist in a heat-bound hard-copy and in digital format. The digital copy will be supplied in .pdf format and will contain all text, images and plans present in the hard-copy report in a single .pdf file. The medium will be a CD-ROM formatted according to ISO 9660:1999.
- 12.7 **Report Format** - The final evaluation report will include as a minimum:
- 12.7.1 An **Abstract** summarising the scope and results of the archaeological evaluation.
- 12.7.2 An **Introduction** including:
- the location of the site with a National Grid Reference for the centre sufficient to locate the site to 1m accuracy (e.g. TQ 55555 77777 or easting: 555555, northing: 177777);
  - an account of the background and circumstances of the work;
  - a description of the development proposals, planning history and planning reference together with the archaeological condition (where appropriate);
  - the nature of potential impacts arising from the proposals;
  - the scope and date of the fieldwork, the personnel involved and who commissioned it;
- 12.7.3 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 will include a summary of the known Historic Environment Record entries within 500m of the boundaries of the site (or wider where appropriate). The HER entries will be quoted with their full KHER identifier (e.g. TR 36 NW 12);
- summary of any previous phases of archaeological investigation at the development site;

12.7.4 The **Methodology** employed during the evaluation must be detailed in the report. Any aims and objectives specified in the specification will be included as will any further objectives identified during the course of the evaluation. Constraints on the evaluation will also be described.

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

12.7.6 The **Results** of the evaluation field work will be described trench by trench. This description must include for each trench:

- the dimensions of the trench;
- the nature and depth of overburden soils encountered;
- description of all archaeological features and finds encountered in each trench, their dimensions, states of preservation and interpretation;
- a description of the geological subsoil encountered in each trench;
- heights related to Ordnance Datum for a sufficient number of features and deposits. Where the trench results are complex a table showing the dimensions and heights of features and deposits will be included for each trench.
- for complex stratigraphy a Harris Matrix diagram.

12.7.7 The **Finds** recovered during the course of the evaluation will be described, quantified and assessed by artefact type within the evaluation report. The report will also provide an indication of the potential of each category of artefact for further analysis and research. For each category of artefact the report will 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 will also be set out.

12.7.8 The report will include a table showing, per trench, the contexts, classes and quantity of artefacts recovered, together with their date and interpretation.

12.7.9 The evaluation report will include an assessment of the **Environmental** potential of the site. Details will 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 will 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 will be described. Implications for future archive, conservation or discard of environmental samples or remains will be detailed.



- 12.7.10 The report will include, as appropriate, tables summarising environmental samples taken, together with the results of processing and assessment.
- 12.7.11 Any results from the application of archaeological scientific techniques e.g. specialist dating will be included in the evaluation report.
- 12.7.12 An **Interpretation** of the archaeology of the site will be provided, including its location, extent, date, condition, significance and importance. This will be a synthesis of the stratigraphic, finds and environmental results of the investigation and will 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. This section of the report will be supported by a phased interpretative plan of the site, clearly showing the major areas and periods of archaeological activity.
- 12.7.13 An **Impact Assessment** will consider the potential effects of the development on the archaeological remains. This will summarise the archaeological results, describe how any identified archaeological potential identified relates to the site and how the development proposals will affect that archaeology. The report will highlight any areas of sensitivity within the site. Particular note will be made of any variations in the depth of overburden covering any archaeological deposits revealed.
- 12.7.14 The **Conclusion** will summarises the method, results, interpretation and impact assessment.
- 12.7.15 The evaluation report will assess the potential for preservation at the site to inform decisions about mitigation strategies. It will not include any recommendations on preservation measures or further work unless otherwise agreed with the County Archaeologist.
- 12.7.16 The evaluation report will include comments on the effectiveness of the methodology employed and the confidence of the results and interpretation.
- 12.7.17 **Figures / illustrations** – The report will 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 evaluation report will include the following figures:
- a site location plan tied into the Ordnance Survey at 1:1250. The plan will also include at least two National Grid points to 1m accuracy and show the site boundary;
  - trench location plans at an appropriate scale showing the layout of archaeological features, coloured by phases or period. The plan will show the location of all trenches and features. A copy of the plan will be overlain on the proposed development plan where this is known. Where possible, projection of archaeological features outside of the trench areas will be included on the plan. This plan will also include two National Grid points;

- plans of the features revealed in each of the trenches 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 will also be indicated;
- relevant section drawings and trench soil profiles as appropriate;
- illustrations and/or photographs of significant finds.

12.7.18 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 will be consistent. Sections must indicate the orientation of the section and the Ordnance Datum height of the section datum.

12.7.19 Black & White or Colour photographs will be included to illustrate key archaeological features, trenches and site operations. All photographs will be appropriately captioned.

### **13. Archive Preparation & Deposition**

13.1 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 Archaeological Contractor will arrange for the archive to be deposited in accordance with the provisional arrangements made with a suitable museum or repository at the onset of fieldwork. Any alternative arrangements will be agreed with the County Archaeologist and the Local Planning Authority.

### **14 Monitoring and Liaison**

14.1 The Archaeological Contractor is to allow the site records to be inspected and examined at any reasonable time, during or after the evaluation fieldwork, by the client/developer, the County Archaeologist or any designated representative of the Local Planning Authority

14.2 Once the trenches have been evaluated and an initial assessment of the archaeology carried out, there will be an on-site meeting with the County Archaeologist to determine if further evaluation work is appropriate in order to meet the objectives.

14.3 The Archaeological Contractor will liaise closely with the County Archaeologist throughout the course of the evaluation and will arrange for on-site meetings at key decision points.

14.4 The Archaeological Contractor is to make contact with the local archaeological society and keep them informed on the progress of the evaluation. Subject to

health and safety constraints the Archaeological Contractor will afford opportunity to the local archaeological society to visit the evaluation site. Copies of all reports will be provided to the local archaeological society.

- 14.5 The Archaeological Contractor is to circulate a completed Fieldwork Notification Form (Appendix 2) at the start and completion of fieldwork and at the completion of post excavation reporting stages.

## **15. Copyright and data protection**

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

- 15.2 While copyright of reports and other information arising from the fieldwork remains with the originator, the Archaeological Contractor will undertake to make this information available to interested parties. The Archaeological Contractor will agree to allow reports of the fieldwork to be copied and made available to interested parties for archaeological research. The reports may be made available on the Internet no sooner than three months after the submission of the report. Archaeological Contractors who believe that there are special reasons for not publishing the report on the Internet should reach a separate agreement with the County Archaeologist.

## **16. Health and Safety**

- 16.1 The Archaeological Contractor will conduct the work in compliance with 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.
- 16.2 The Archaeological Contractor is expected to maintain a Health and Safety Policy and a procedures manual and have available appropriate expertise in Health and Safety advice. Site staff will have an appropriate level of training to enable them to carry out fieldwork safely.
- 16.3 The Archaeological Contractor will maintain the site in a safe condition. All hazards will be appropriately identified and managed. Deep excavations will be appropriately fenced.
- 16.4 The Archaeological Contractor will carry out a risk assessment prior to commencement of fieldwork and where appropriate a COSHH assessment.

Risks and measures to reduce risk will be communicated to all working on and visiting the site.

- 16.5 The Archaeological Contractor will have available suitable site accommodation, welfare and toilet facilities.

## **17. KCC HER**

- 17.1 The Archaeological Contractor is to provide the Kent Historic Environment Record with copies of all reports in both heat-bound hard-copy and digital format (see 12.6 above).

- 17.2 Upon completion of the excavation the Archaeological Contractor will supply the Kent Historic Environment Record with a completed HER form (see Appendix 1)

- 17.3 The Archaeological Contractor will supply the Kent Historic Environment Record with the following digital datasets:

- A .dxf file containing polygon data that describes in detail all excavated/ watched area boundaries, whether trenches, test pits, excavated areas or areas examined by watching brief. This .dxf file must be internally geo-referenced (i.e. the co-ordinate system used in the file must be the Ordnance Survey co-ordinate system).
- A separate .dxf file that contains a number of Layers. Each Layer should represent a different phase of the archaeological remains on site. The name of each Layer must be the phase number used on the site accompanied by a date range (e.g. "2, from -2000 to -800", "7A, from 410 to 700" etc). Each layer must contain only the features relevant to that phase digitized as polylines. Where the dating is based on scientific dating methods such as radiocarbon, the dates must be calibrated calendar dates.

- 17.4 A guidance document has been produced for Kent County Council that will inform contractors as to how this information can be produced within AutoCad. This document is available from the County Archaeologist and Kent County Council Historic Environment Record.

- 17.5 The Archaeological Contractor should also provide a representative selection of digital site photographs illustrating the archaeology of the site and the operations of the investigation. These will be in .jpg format at a minimum 300dpi. These will be deposited with the County HER and will be used for presentations on aspects of the archaeology of Kent.

- 17.6 It is to be understood that photographs and notes taken by KCC Archaeological Officers in connection with the work that do not identify individuals or site locations may be used by KCC for outreach and publicity purposes, including on social media sites such as Facebook, Twitter etc. The Archaeological

Contractor should, **preferably in advance** of the works, raise with the KCC Archaeological Officer any concerns that they or their client may have over the use and dissemination of images or information for outreach purposes. In such cases the Archaeological Contractor and their client will agree a protocol with the KCC Archaeological Officer for the appropriate dissemination and use of images and information which balances the concerns of the contractor and/or client with the objective of ensuring that the people of Kent are kept informed of the archaeological discoveries in the county.'

## 18 General

18.1 In carrying out the work the Archaeological Contractor is to abide by:

- all statutory provisions and by-laws relating to the work in question,
- the Institute of Field Archaeologists *Code of Conduct*,
- the Institute of Field Archaeologists *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology*.

## APPENDIX 1

## Kent County Council HER summary form

Site Name:		
Site Address:		
Summary: (50 words max)		
District/Unitary:		Parish:
Period(s):		
NGR (centre of site : 8 figures): (NB if large or linear site give multiple NGRs)		
Type of archaeological work ( <u>underline</u> )		
Evaluation:	Watching Brief	Field Walking
Documentary study survey	Building recording	Earthwork
Excavation:	Geophysical Survey	Field Survey
Geoarchaeological investigation		
Date of Recording:		
Unit undertaking recording:		
Geology:		
Title and author of accompanying report:		
Summary of fieldwork results (begin with earliest period first, add NGRs where appropriate) (200 words max)		
(cont on attached sheet)		
Location of archive/finds:		
Contact at Unit:	Date:	

## **FIELDWORK NOTIFICATION FORM**

### **Guidance for Completing the Kent Archaeological Fieldwork Notification Form**

#### **Purpose**

The purpose of the form is to improve the notification, tracking and monitoring of archaeological fieldwork in Kent. Its primary purpose relates to archaeological work being undertaken for the purposes of planning and development but it is hoped that it will be also usable by archaeological societies and other bodies undertaking fieldwork in the county.

#### **Approach**

- The archaeological body undertaking the fieldwork should fill in the form. Sections A and B should be filled in before fieldwork starts and submitted to the County Archaeologist. This may be submitted in digital copy to speed things along but a signed copy should follow in the post.
- Section A contains details of the project while Section B refers specifically to the onset of the phase of fieldwork. In signing section B the Archaeological Contractor is confirming that the necessary funds and resources to complete the works to the specification have been made available.
- The form should not be filled in separately for each period of an intermittent watching brief but should be filled in for major stages of fieldwork, for example separate phases of evaluation and excavation.
- Section C should be submitted at the completion of the fieldwork stage and should if known indicate whether further work is anticipated. This section sets out a brief summary of findings and what reports are to be submitted. For excavations these will include interim, assessment and full reports. Again the form may be submitted digitally with a signed copy to follow in the post. (The details of Sections A and B should remain filled in on the same form).
- Section D should be submitted as reports are submitted to the County Archaeologist. For excavations the form need not be submitted with interim reports but should be submitted with assessment and full reports.