1. **Introduction and planning background**

1.1 This specification is for an archaeological watching brief to be maintained during the excavation ground works associated with the development at Chantry Community Primary School, Barrack Road, Bexhill-on-Sea (TQ 7421 0827).

1.2 The specification has been produced by East Sussex County Council for Archaeology South East (on behalf of the developer). The archaeological monitoring, as specified below, follows the recommendations made by the Archaeology Section at East Sussex County Council to East Sussex County Council Development Control Team in response to planning application RR/3110/CC.

1.3 The archaeological watching brief will involve the monitoring of the excavation of drainage works, site service trenches as set out on drawings submitted with the application. The watching brief will also involve the monitoring of any other excavation groundwork for site compounds, services connections and access.

1.4 The watching brief will be intermittent in terms of attendance, but to maintain a cost effective approach it is recommended that all groundworks are carried out in one block of work, ideally in one day.

1.5 The archaeological contractor will have close liaison with the County Archaeologist with regard to the requirement and frequency of visit and appropriate action to be taken after the initial day of monitoring. To initiate this process the on site archaeologist will contact the ESCC archaeology section at the end of the first day to provide an update of the results and agree whether further on site work is required. If the results are proving negative then with agreement of the County Archaeologist site work will cease and an negative watching brief HER summary form (Appendix 1) completed and submitted along with a location plan of the areas monitored. A full archaeological report would therefore not be deemed necessary.

1.6 **Planning background:** Planning permission RR/3110/CC for the temporary relocation of existing single mobile classroom to allow for construction of extension to the Main School Building was granted by East Sussex County Council with the following condition attached to the planning consent:

*No development shall take place until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation, including a timetable for the investigation, which has been submitted by the applicant and approved in writing by the Local Planning Authority and the works shall be undertaken in accordance with the approved details.*

This specification represents the written scheme of investigation for this project required by the planning condition to enable development to commence (further to submission and approval by the local planning authority). Full discharge of the
condition will be initiated once a report on the archaeological work and findings has been submitted.

2. The Archaeological Potential

2.1 The proposed development is situated within an archaeologically sensitive area defining the site of an early 19th century military barracks. The site constructed in 1804 formed the depot of the King's German Legion which by 1805 had some 3500 men housed in wooden huts. This unit then went on to fight in Europe against Napoleon.

2.2 Further information on the above is provided in the County Historic Environment Record held in the Transport and Environment Department, County Hall, St Anne's Crescent, Lewes, East Sussex BN7 1UE (telephone 01273 841608)

3. Objective

3.1 The objectives of the archaeological watching brief are to mitigate impacts of the development through the recording of any archaeological remains exposed as a result of excavations in connection with the groundworks. It is likely that remains of the structures and features noted above in 2.1, will survive as archaeological remains below ground and observations of them will yield information about the early history of the site. Particular attention will be made to the character, depth below ground level, condition, date and significance of any deposits or.

4. Proposed works

4.1 Based on the information submitted with the planning application (Fig 1), groundworks will comprise:
   - Post pads for the building comprising six 600mm x 600mm holes to a depth of c.150mm (these are unlikely to be deep enough to disturb archaeological remains so will not require monitoring)
   - Drainage trench and soakaway pit. These will require monitoring.

   The developer will be required to confirm these works and notify regarding any additional groundworks not listed.

5. Method

5.1 The method will follow the ESCC Standards and Guidance (2008). An archaeologist should monitor the excavations for the above in 4.3 & 4.4. If archaeological remains are encountered, machine excavation will cease to allow the remains to be investigated further.

5.2 The archaeologist will inspect the surfaces revealed. Any archaeological structures or features revealed will be recorded in plan and section as appropriate according to Section 6 below. The main contractor will allow the archaeological contractor reasonable time and resources to undertake any inspection or recording required.

5.3 If significant remains are encountered the archaeological contractor will inform the County Archaeologist and the developer immediately and further mitigation measures will be agreed.
5.4 For those groundworks where it has been decided that no formal watching brief is required the following procedure will apply: Give notice: If unrecorded archaeological features, foundations, beds, voids, basements, filling, tanks, pipes, cables, drains, manholes, watercourses, ditches, etc. not shown on the drawings are encountered. The contracted archaeologist will be informed where relevant.

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 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. The archaeological contractor is to provide the County Archaeologist with a selection of photographic images that 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 East Sussex County Council.

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 East Sussex County Council.

7.  Reporting

7.1 On completion of the archaeological watching brief, assuming that archaeological remains where encountered (see section 1.5 regarding negative result reporting), 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 or adjacent to 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 approved reports are to be provided to:

- the Developer
- the County Archaeologist
- the Local Planning Authority
- Local Archaeological Society
- the project archive.

7.4 When submitting the draft report to the County Archaeologist the archaeological contractor should provide written confirmation that the final approved report will then be 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 archaeological remains

7.6 If the watching brief has resulted in limited archaeological remains being recorded, that require reporting, 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 Historic Environment Record entries generally within a 500m radius of the boundaries of the site. The HER entries should be quoted with their full ESHER identifier (e.g. MES1234);
- summary of any previous phases of archaeological investigation at the development site;
- any constraints on the archaeological monitoring.

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

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

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

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

7.10.9 The report must include an assessment of the Environmental potential of the site. Details should be provided of any environmental sampling undertaken in connection with the fieldwork and the results of any processing and assessment of the samples. The report should describe the method of processing, any sub-sampling and assessment. Any potential for future analysis of the samples or environmental remains recovered from the evaluation should be described. Implications for future archive, conservation or discard of environmental samples or remains should be detailed.

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

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

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

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

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

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

- a site location plan tied into the Ordnance Survey at 1:1250 or in the case of larger sites at 1:2500. The plan should also include at least two National Grid points and show the site boundary;
- a plan at 1:100 or 1:200 showing the layout of the development groundworks clearly indicating the areas observed. The plan should show significant archaeological features, coloured by phases or period as related to the development site. Where possible, projection of archaeological features outside of the areas observed should be included on the plan. This plan should also include two National grid points;
- plans of the features revealed in each of the excavation areas at a larger scale e.g. 1:20 or 1:50; such plans are to also illustrate areas of disturbance, change in subsoil and location of sections; The location of significant finds and samples taken should also be indicated;
- relevant section drawings and soil trench profiles as appropriate;
- illustrations and/or photographs of significant finds should be included where appropriate.
7.10.16 All report illustrations must be fully captioned and scale drawings must include a bar scale. Standard archaeological drawing conventions must be used. Plan and section illustrations must include the numbers of all contexts illustrated. North must be included on all plans and should be consistent. Sections must indicate the orientation of the section and the Ordnance Datum height of the section datum.

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

7.11 The report will be submitted to the County Archaeologist in a bound hard-copy and in digital format. The digital copy will be supplied for preference in .pdf format or alternatively in .rtf format accompanied by digital copies of images, plans and maps in .bmp, .tif or .jpg format. The medium should be either on a PC-formatted floppy disk, on a PC CD-ROM (CD-R format only). Whichever software is used the digital files must be supplied in a PC readable format.

7.12 East Sussex County Council is able to provide the archaeological contractor with digital Ordnance Survey tiles of the area of the site in .dxf format. This can be supplied on the understanding that the tile will be used solely for the purposes of the project and to improve the quality of the submission of site data to the Historic Environment Record. In return the archaeological contractor must provide the East Sussex HER with fully geo-referenced (to Ordnance Survey National Grid) digital mapping of the locations of the investigation site, trench layout and significant archaeological features. The mapping should be supplied to the ESHER in a CAD readable format.

**Contents of a ‘Watching Brief Assessment Report’**

7.13 Where complex archaeological remains have been recorded, an ‘Archaeological Watching Brief Post-Excavation Assessment Report’ will be produced, following the format and requirements detailed in 7.8 to 7.12 above, but taking setting out options for detailed analysis, reporting and dissemination.

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 Archaeologist or any designated representative of the District Council.

8.2 In undertaking the work the archaeological contractor is to abide by:

- all statutory provisions and by-laws relating to the work in question, especially the Health and Safety at Work etc. Act 1974;
- the 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
- ESCC Standards and Guidance (April 2008).

East Sussex County Council Archaeology Team, July 2013
Figure 1 Architects plan
### APPENDIX 1 NEGATIVE RESULT LEVEL 1 WATCHING-BRIEF REPORT SHEET

<table>
<thead>
<tr>
<th>Site Name &amp; Location</th>
<th>Grid Ref. (8 Figure)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Ref.</td>
<td></td>
</tr>
<tr>
<td>ESCC Monitoring Officer</td>
<td>District</td>
</tr>
<tr>
<td></td>
<td>Parish</td>
</tr>
<tr>
<td>Archaeologist Details</td>
<td>Date of visit (list each monitoring visits on fresh sheet)</td>
</tr>
<tr>
<td></td>
<td>Author of Report</td>
</tr>
<tr>
<td>Developer</td>
<td>Nature of development</td>
</tr>
<tr>
<td>Land Owner/Tenant (if different from above)</td>
<td>Site contact</td>
</tr>
<tr>
<td>Geology (solid &amp; drift)</td>
<td>Soil (general)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Archaeological Potential (if known)</th>
<th>Nature of groundworks (Refer to development plan)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevant ESHER Refs. (if known)</td>
<td>Site topography – Land use</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Topsoil levels</th>
<th>OS Benchmark</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Recording Checklist (tick) – Attach to this sheet</th>
<th>Context Register</th>
<th>Written Record</th>
<th>Drawn Record: plans sections</th>
<th>Photographic Record</th>
</tr>
</thead>
</table>

**Summary and Stratigraphic Descriptions** *(Describe all deposits exposed by the groundworks)*
- Topsoil depth and thickness
- Subsoil depth and thickness
- Natural Substrate depth exposed

*PTO*
Sketch Location Plan of site – areas monitored
(Attach developer plans etc.)

North ↑ Scale (Approx.)

Sketch Plans, Sections & other notes

North ↑
Scale (Approx.)