



Southborough & High Brooms Amateur Archaeology Society

Excavation Policy 2016

Fieldwork Personnel & Duties

The Project Director (PD) will be responsible for the daily operations of the archaeological site. This includes opening up the site, delegating duties and the maintaining of the site office. The Site Supervisor (SS) is to take charge of the systematic recording of the archaeology and is to oversee the work carried out in the trenches. The SS will also make sure the finds are processed and assembled correctly. Individual Trench Supervisors (TS) will be in charge of the day to day running of their allocated zones. The TS will organise the processes within the trench and is expected to convey archaeological practices to the volunteers. The archaeological interpretation is to be shared out between the PD, SS & TS accordingly. Both the SS & TS will report to the PD for the overseeing of the site. The Volunteer Coordinator will liaise with the society members in attendance to ensure their needs are being met. The Senior Detectorist will be on hand to carry out any additional surveying analysis.

Fieldwork methodology

1.1 Modern deposits, rubble and topsoil will be removed by using mattock and shovel under archaeological supervision down to undisturbed archaeological deposits. Excavation will then proceed by hand with trowel.

1.2 Archaeological deposits and features revealed in the excavation area will be recorded in situ with both a drawn record and photographic record. Linear features such as ditches and walls will be sampled and a small portion of the revealed length excavated and recorded. Open trenches will be kept to a minimum as segments will be at strategic intervals in locations defined to provide evidence of alignment, extent, dating and stratigraphic relationship with other features (where applicable). Postholes and pits will be half-sectioned (50% sample) to recover evidence of date, function and extent. Floatation analysis will be carried out on the recovered sample. Environmental samples taken may be given for further scientific assessment by qualified environmental specialist. If burials are encountered these would be fully excavated (100% sample). Full excavation of significant features will be deferred until a later time (second season). The goal of the first season is to establish an estimated judgement of the archaeological feature for further appraisal over subsequent



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archaeology investigations. If questions remain over the date, nature and form of the feature after the initial investigation, the PD will make a decision on the merit of further excavation.

1.3 All features will be recorded using the MoLAS standard archaeological recording system. All archaeological contexts will be recorded on *pro forma* context sheets with standardised descriptions following Soil Survey soil texture terminology and Munsell colour descriptions. Plans and cross sections of archaeological deposits and features will be drawn at appropriate scales, typically at 1:10 and 1:20. Details of the deposit sequence or site stratigraphy would be recorded.

1.4 The plans and sections, details of the excavation areas, and position of archaeological features or deposits will be surveyed and located in relation to the Ordnance Survey national grid. Levels will be measured in relation to site temporary bench mark (T.B.M.). Survey and measurement would be carried out using total station or other appropriate survey instruments. The SS is responsible for progressing the recording within the trenches and delivering the drawings to the FD. It is the responsibility of the FD to collate and assess the drawings.

1.5 All stratified finds or significant artefacts will be collected with a record of their contexts and locations. Finds will be assigned to a context, labelled with a small finds number and retained for further analysis. The TS will be responsible for checking the small finds register and assigning correct small finds numbers. The small finds will be collated and assessed by the FD. A metal detector will be used to test for the presence of and to aid the recovery of small metalwork finds surviving on the site. This will be the responsibility of the Senior Detectorist. Unstratified finds will be collected only where they contribute to the objectives of the project.

1.6 A photographic record will be made of features, groups of features and significant archaeological deposits using conventional photography using a SLR camera. The duty of photography will be assigned to a single person daily. Photographs will include general site shots illustrating the progress and context of the archaeological work. Individual photograph numbers will be assigned to each shot and recorded on the photographic register.



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1.7 In the event of any human remains being revealed these would be initially left *in situ*. Any subsequent excavation or removal would take place under appropriate conditions and comply with Ministry of Justice and environmental health regulations.

1.8 An appropriate sampling strategy will be agreed on site if deposits with potential environmental remains were revealed. The County Archaeologist will be contacted if there is a need to assess the survival and potential of environmental material within excavated deposits or features. Particular attention would be paid to any charred remains or waterlogged deposits found.

Post-Excavation

2.1 Following the completion of the excavation a post-excavation assessment will be undertaken of the results of the fieldwork. This will provide a qualitative and quantitative summary and assessment of the significance of the recorded archaeological remains. It will include assessments of the data resulting from the fieldwork comprising specialist assessments of artefacts (pottery, tile etc.), ecofacts, environmental and stratigraphic records.

2.2 The post-excavation assessment (report) will provide conclusions on the potential for analysis and publication. It will also include a detailed costing for further analysis and preparation of the final report. The costs of the post-excavation assessment work and the report preparation will be dependant on the quantity and type of features and finds revealed. A variety of internal and external specialists may be used depending on the nature of the remains and artefacts revealed. The report should include historical and background research of the site, a description of the methodology employed, an account of the archaeological evidence and interpretation of appropriate remains, the location of excavation areas and features excavated. Plans and sections showing principal stratigraphy and features within the excavation should be included at an appropriate scale.



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2.3 The report should provide:

- a) An interpretation and place the evidence within its local and regional context,
- b) A description of artefacts or ecofacts recovered, with appropriate illustrations,
- c) A list of finds and dates, where significant, should also be included.

The preparation of the report should be undertaken by the Project Director with the support of the Supervisors. A draft copy of the report will be submitted to the Committee for review.

2.4 The archaeological archive resulting from the work will be deposited in an appropriate Museum or local institution; this would be the Tunbridge Wells Museum & Art Gallery in the first instance, along with any finds, subject to the consent of the landowner. The project archive including both artefacts/ecofacts and project documentation will be prepared in accordance with the English Heritage guidance document *Management of Archaeological Projects 2* (1991) upon completion of the project.