

BRIGHTON & HOVE ARCHAEOLOGICAL SOCIETY

WATCHING BRIEF METHODOLOGY

- During the planning process the Brighton and Hove Archaeological Society make Brighton and Hove City Council aware that they are willing to conduct archaeological watching briefs on areas which are archaeologically sensitive. A fee of £50 is requested to cover expenses incurred by members and should be payable to the Society prior to the commencement of any development.
- East Sussex County Council frequently recommend that B&HAS conduct watching briefs on their behalf for developments of a small or medium scale, within the resources of the Society. The fee for expenses would again be required prior to commencement of any development.
- Developers or householders may choose to use a professional unit as an alternative.
- Watching briefs require a minimum of one weeks notice of the commencement of works, allowing the Society time to organise and confirm to the householder or developer the names of those being present for the watching brief.
- **The developer or householder should contact the Society at the earliest opportunity to confirm the details of their contractor and an appropriate representative, along with their telephone details, land line and mobile, and a possible e-mail address.**
- **It is essential that the Society is present at the commencement of any digging or other incursions into the soil.**
- The society will make recommendations on how the initial removal of soil will need to be undertaken. **It is the responsibility of the householder or contractors representative to ensure that this takes place. Failure to do so will result in a breach of the planning condition.**
- The Society requires to be present whilst top soil is removed down to natural geology or, if less, to the depth of trench being cut.
- An examination will be made of the cleared areas to seek signs of archaeological features which could include pits, post holes, ditches and burials.
- If features are revealed then adequate time must be provided for the Society to plan and section features where required and record the details and to recover any archaeological artefacts for further analysis.
- Any finds remain the property of the land owner and will be returned upon the completion of a final report.
- In the event of archaeological features being revealed and it is possible for the affected area to be fenced off whilst further examination takes place, the development can continue in other areas, once health and safety issues have been addressed.
- If no features are revealed once the top soil has been removed, then a brief examination will be made of the soil removed for archaeological artefacts. This can be conducted in a safe manner once health and safety issue are addressed, and may not interfere with the building work.

- Once the B&HAS watching brief team have completed their survey they will notify the contractors representative, or householder, that they are leaving the site and that work can continue. **The Society aim to cause the minimum amount of disruption.**
- A detailed report on the watching brief will be compiled, whether archaeology is found or not, and copies will be passed to the landowner, the County Archaeologist and the planning officer dealing with the planning condition.
- Representatives of the Society who conduct watching briefs can be contacted as follows:-

Mark Gillingham	Tel 01273 559822	Mobile 07817045050
Brenda Collins	Tel 01903 530472	Mobile 07847463108
John Funnell	Tel 01273 607127	Mobile 07789245106
Bill Santer	Tel 01273 306228	Mobile 07948447201
Steve Corbett	Tel 01273 905004	Mobile 07947272666

The society can be e-mailed through john.funnell@brightonarch.org.uk or watchingbrief@brightonarch.org.uk

It is important that the householder, developer, or their contractors make the representatives of the Society aware of any changes to the commencement of the development at the earliest opportunity. It is critical that they are present as the top soil is removed.