



Written Scheme of Investigation: Archaeological Evaluation Trial Trenching

Land at Ford Road,
Arundel,
West Sussex,
BN18 9ES

April 2022 | Project Ref 07596A

HCUK Group is a multi-disciplinary environmental practice offering expert advice in archaeology, heritage, landscape, arboriculture, and planning. It began life in 2010 as Heritage Collective LLP, before becoming Heritage Collective UK Limited in 2014. In the coming years diversification saw the addition of Archaeology Collective, Landscape Collective and Planning Collective, before all strands came together to be branded under a single umbrella: HCUK Group, based on the acronym for the original company. A home working company since the beginning, we are pleased to employ a talented workforce of consultants and support staff, who are on hand to advise our clients.



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Fig. 1 Site Location

Fig. 2 Lidar plot of site area showing ridge and furrow in the eastern field

Fig. 3 Proposed Trench Location Plan

Fig. 4 Proposed Trench Location Plan overlaid on the Masterplan

1. Introduction

Project Background

- 1.1** This Written Scheme of Investigation (WSI) has been prepared by James Meek of HCUK Group on behalf of Esquire Developments. It details a scheme of archaeological evaluation to be carried out on Land at Ford Road, Arundel, West Sussex BN18 9ES (centred on NGR TQ 00652 06264; Figure 1). The Site presently comprises a series of fields south of existing development on the southern side of Arundel. The fields are presently used for pasture.
- 1.2** A planning application (AB/135/20/OUT) was submitted to Arun District Council for “*Outline application with some matters reserved (except for access) for the development of 90 dwellings & associated amenity land, including land allocated for a community building & for a community allotment.*” The application also notes that it affects the setting of listed buildings and the character and appearance of the Arundel Conservation Area (Figure 1).
- 1.3** An archaeological desk-based assessment was submitted in support of the application by Savills¹. Following consultation with the Archaeological advisor to the local planning authority (James Kenney) the following response was provided: “*The site seems to contain nothing of such archaeological interest that either development should be refused or predetermination field evaluation should be required. However, it lies in a location, on the very edge of the flood-plain of the Arun, that should be expected to have concentrated activity in the later prehistoric and Roman periods - and indeed the general archaeological record contains evidence of discoveries that tend to confirm this. In the circumstances it would be appropriate to impose a standard archaeology condition on any grant of planning permission, the intention being to secure a programme of trial trenching prior to development in order to identify significant archaeological deposits that might be present and to implement appropriate measures for their preservation, i.e. a version of ARC1 as follows:*
- No development shall take place until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved by the Planning Authority. (James Kenny, Archaeology advisor, 11/01/2021).*
- 1.4** Planning permission has subsequently been granted for the development including the above recommended condition attached as No 38. This written scheme of

¹ Savills 2021

investigation (WSI) addresses part of the condition but it cannot be fully discharged until the programme of archaeological works proposed in this document are agreed and carried out (including all reporting and archive compilation).

- 1.5** The WSI has been guided in its composition by the Chartered Institute for Archaeologists (CIfA) Code of Conduct (CIfA 2019), Standard and guidance for the archaeological field evaluation (CIfA 2020), the Management of Research Projects in the Historic Environment (MoRPHE) issued by Historic England (Historic England 2015) and adheres to paragraphs 189, and 194-195 of the procedural document National Planning Policy Framework (NPPF).

Geology and Topography

- 1.6** The British Geological Survey (BGS) identifies the underlying bedrock geology as London Clay Formation - Clay, Silt and Sand. This is overlain by superficial depositions of Head - Clay, Silt, Sand and Gravel over the central part of the site area.
- 1.7** The Site area is roughly 10.3ha in size covering three agricultural fields that were used for pasture at the time of the site visit, although the western field has obviously been used as arable recently. They are separated by mature hedge boundaries. The is located on a south / southeast facing slope running down from approximately 27m above Ordnance Datum (AOD) at the northwestern corner to around 3.5m AOD at the southeastern corner.
- 1.8** A site visit was undertaken on 16/02/2022 by James Meek, Director (Archaeology) HCUK Group to observe the present layout of the site, access and any constraints. The Site is bounded to the south by a minor road which forms its full southern edge. Ford Road forms the eastern boundary. To the north lies residential development on the southern side of Arundel, including an area of allotments (forming the indentation in the northern boundary), a public garden to the northeast and an area of land in different ownership in the very northeastern corner. The western boundary is formed by an existing field boundary.
- 1.9** To the east of the site, beyond Ford Road lies the River Arun, with low lying fields and drainage on either side. The majority of the proposed development area lies on the sloping ground above the flood plain.
- 1.10** Access into the site area is possible from the southern boundary, although a number of overhead cables were noted along the southern boundary following the road alignment, with two offshoots heading to the north along the western side of the site and just to the east of the central field boundary. These will be constraints to any archaeological evaluation in these areas. The southern part of the field,

where it is most low-lying, is also quite waterlogged which may make trenching difficult. The following photographs provide an overview of the site area.



Photo 1: View west along southern boundary of site showing overhead cables



Photo 2: View northwest across western field



Photo 3: View north across western field showing field gate, field boundary and overhead cables



Photo 4: Gateway and overhead cable sand pole showing the junction cable heading northeast



Photo 5: View east across eastern field showing gateway and ground sloping down towards River Arun



Photo 6: View north through eastern field towards Arundel and showing alignment of overhead cables



Photo 7: View north across eastern field showing Arundel on the hill above, including the castle

Archaeological and Historic Background

1.11 As noted above an archaeological desk-based assessment has already been prepared for the site by Savills. The summary of the report is reproduced below to place the site in its archaeological context:

"The Site contains two non-designated heritage assets, of potentially prehistoric to medieval date. A further 178 heritage assets, dating from the prehistoric to modern periods, are recorded within the wider study area. The Site also lies adjacent to the northern boundary of the Tortington Augustinian Priory and ponds, including part of the priory precinct Scheduled Monument. The Scheduled Monument also forms part of a wider Archaeological Notification Area.

"The results of research from data held at the HER, as well as cartographic and online archive sources, suggests a high potential for encountering remains of prehistoric, Romano-British, medieval and post-medieval date within the Site, and negligible potential for remains of Anglo-Saxon date. Any surviving remains within the Site are likely to be of low/local significance at most." Savills 2021

1.12 As part of the preparation of this written scheme of investigation a review of Lidar data for the site area has been undertaken to determine if any archaeological features might be present in the area that have as yet not been identified (Figure

2). The results of this review has indicated that earthworks of medieval ridge and furrow in the eastern field do survive, as indicated within the desk-based assessment based from aerial photography review.

1.13 No ridge and furrow is visible along the eastern edge of the site, and it is suggested that this started to fall within the more regularly flooded area of the fields and was not cultivated.

1.14 The western field has been clearly subject to a significant amount of modern ploughing and no indications of ridge and furrow survive.

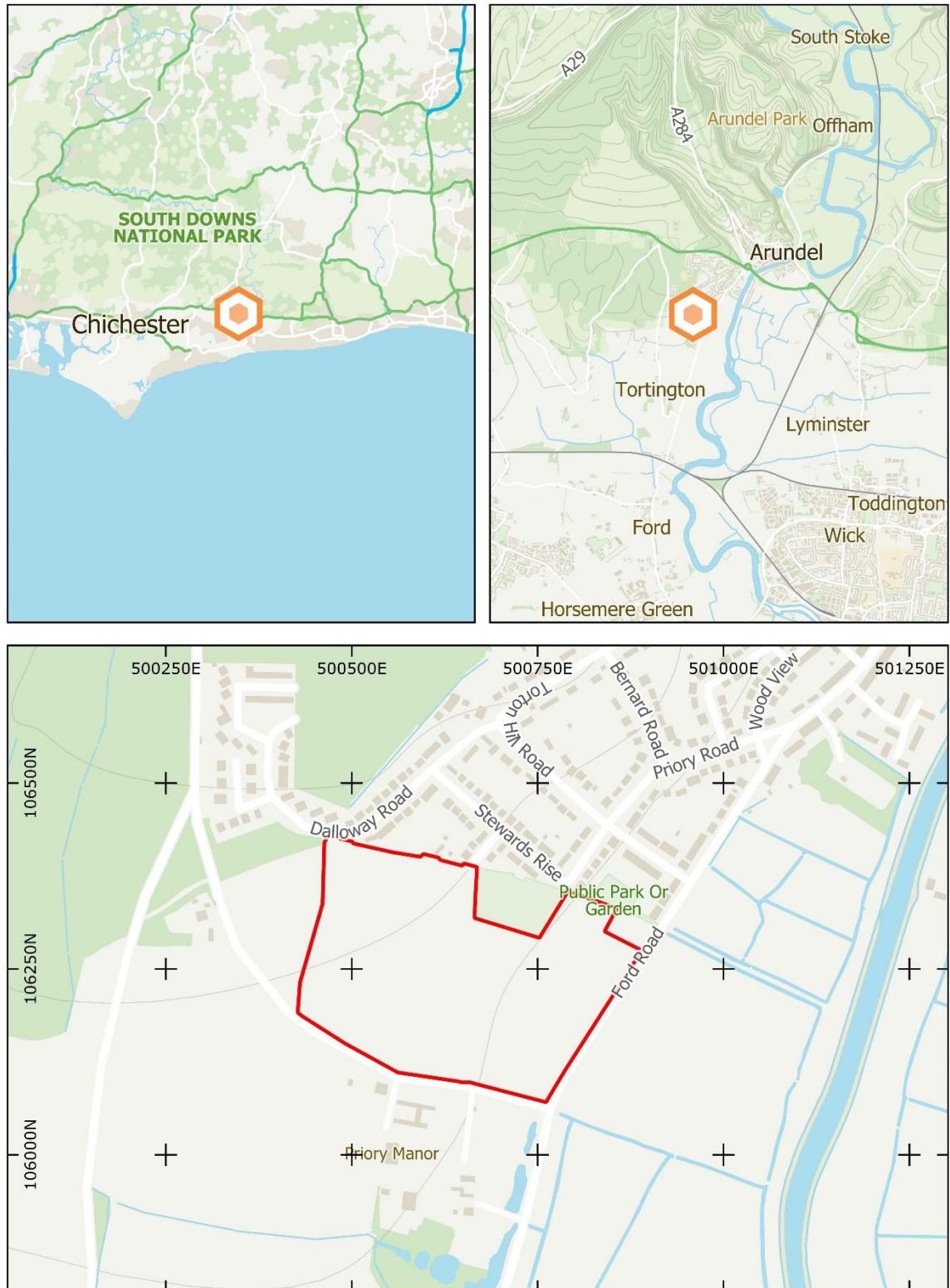


Figure 1: Site Location Plan



Figure 2: Lidar plot of site area showing ridge and furrow in the eastern field

2. Aims and Objectives

Regional Research Aims and Objectives

2.1 The archaeological desk-based assessment has highlighted the potential for prehistoric, Romano-British and medieval archaeology within the Site. The nature of any such remains for the prehistoric and Romano-British periods is presently unknown, although for the medieval period it is anticipated to be remains associated with open fields surrounding Tortington Priory.

2.2 Archaeological research topics are identified within the South East Research Framework (SERF)² for these periods and the following may be applicable to this site (this list is not exhaustive and merely provides some potential themes):

- Middle Bronze Age to Iron Age Periods:
 - i. Settlements and settlement distribution;
 - ii. Technology and material culture;
 - iii. Society, social identity and social change
- Roman Period:
 - i. From the Iron Age to Roman Britain;
 - ii. Rural settlement;
 - iii. Landscape
- Medieval Period:
 - i. Archaeological, environmental and finds evidence;
 - ii. The ecclesiastical context;
 - iii. Communications and landscape.

2.3 These research aims will be revised as necessary both during and after fieldwork in consultation with the Archaeological Officer of Chichester District council in his capacity as archaeological advisor to the local planning authority. The findings of the fieldwork with regards to dating, phasing, and evidence of different uses of the site will be key to informing these aims.

² <https://www.kent.gov.uk/leisure-and-community/history-and-heritage/south-east-research-framework>

Evaluation Aims and Objectives

2.4 The general aims of the archaeological evaluation are:

- To determine the presence or absence of archaeological deposits or remains;
- To record the character, date, location, and preservation of any archaeological remains on Site; and
- To record the nature and extent of any previous damage to archaeological deposits or remain on site.

2.5 The specific aims of the investigation are:

- To excavate at least 28 trenches to expose the surface of any underlying archaeological horizon or the natural ground;
- To clean the base and representative sections of the trenches and record them in both plan and representative section;
- To partially excavate any identified archaeological features so as to ascertain their extent, form, function and where possible date; and
- To inform the need (or otherwise) for any future archaeological works on the site by means of an illustrated report.

2.6 The objectives of the project are:

- To undertake the archaeological evaluation to provide further information prior to the construction of the proposed development;
- To undertake work in accordance with national best practice and guidelines;
- To archaeologically record any deposits, features or structures of significance);
- To analyse any remains with reference to the existing documentary evidence for historical development and land use;
- To produce a written account to include: summary, site description, deposit descriptions, deposit levels (relative to Ordnance Datum) and conclusions;
- To disseminate the findings of the work in an illustrated report, integrating the findings of the archaeological evaluation to produce as comprehensive a record as possible; and
- Provide an ordered archive.

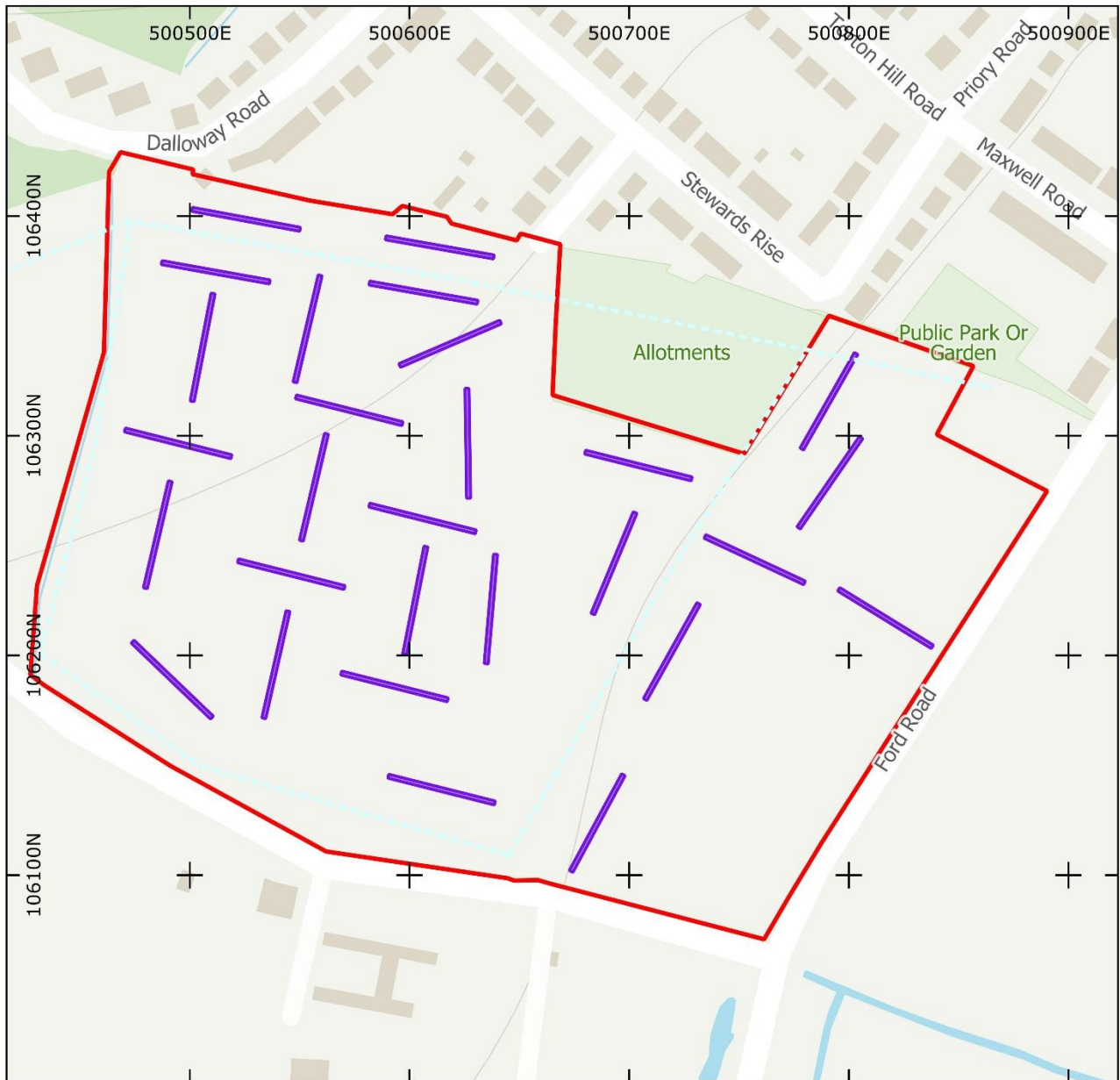


Figure 3: Proposed trench location plan
Overhead cables dotted lines in bright blue



Figure 4: Proposed trench location plan overlaid on Masterplan

3. Methodology

Trial Trench Evaluation

- 3.1** The site area is approximately 10.2ha in size. It is proposed that a sample of randomly placed trenches will be investigated across the site. At this stage due to the lack of known archaeology in the area, a sample of 2.5% of the area is proposed to be investigated through trial trenching. This is equivalent to 28 trial trenches of a size 50m x 1.8m in size (Figure 3). This percentage has been chosen as it enables a denser targeting of the proposed development areas as based on the most recent proposed masterplan for the development, actually providing a higher percentage sample of the main areas for development (Figure 4).
- 3.2** It should be noted at the outset that the initial trial trench evaluation is the first stage of archaeological fieldwork required at the site. The results of the evaluation will determine if any further archaeological works will be required. This could be in the form of more detailed excavation; areas of strip, map and sample; or a watching brief. These are explained in more detail at the glossary at the end of this WSI. Additional WSIs are likely to need to be prepared in the event of significant archaeological remains being identified.
- 3.3** The provisional trench plan (Figure 3) proposes locations for 42 trenches, avoiding putting any beneath overhead cables. This leaves an additional 100m x 1.8m of trenching to be held in contingency if areas of archaeology are recorded in other trenches where additional areas might be opened to provide a better understanding of the archaeology of the site. Other constraints may become apparent which may mean that some trenches will need to be moved slightly, for example tree root protection zones.
- 3.4** All trenches would be excavated within the Site using a mechanical excavator equipped with a flat bladed, toothless ditching bucket, under archaeological direction.
- 3.5** Machine excavation will extend down to the surface of the first significant archaeological deposits or to the surface of natural undisturbed ground, whichever is uppermost. This will be monitored by a qualified field archaeologist. The only occasion where the use of a toothed bucket will be accepted is where large obstructions such as concrete bases need to be extracted and once this has been completed, the toothless bucket will be refitted.
- 3.6** Examination and cleaning of all archaeological deposits will be by hand using appropriate hand tools. Any archaeological deposits will be examined and recorded

both in plan and section. At this stage it is intended to only partially excavate features so as to ascertain their extent, form, function and if possible date. A representative sample, sufficient to meet the objectives of the evaluation, of identified features will be investigated by hand and all features will be recorded. The stratigraphy of each trench will be recorded in full. The sampling strategy will be employed in order to fully understand the archaeological results, however, typically, this will mean:

- Sections are cleaned sufficient to determine the layers and any cut features/structures present. This information is critical to understanding the depth at which significant archaeological remains are encountered. This information is pertinent as it can be compared with information about impact depth of the proposed development;
- Linear features (ditches) should usually be sampled using a x1m slot;
- Discrete anomalies are normally sectioned (50% sample);
- If areas of complex, inter-cutting remains are encountered, the recovery of datable material and a detailed plan of the remains may be sufficient, investigation within a trench may be counter-productive; and
- Information of geo-archaeological deposits and environmental remains (e.g. waterlogged plants) should also be sought at this stage.

3.7 Should significant archaeological deposits be encountered that are worthy of preservation in situ, excavation will cease. A site meeting of HCUK Group Ltd, the archaeological contractor, the archaeological advisor to Arun District Council, and client will be held to assess the significance of the deposits and to decide on a strategy for sampling them to provide sufficient data for a useful assessment or subsequent mitigation strategy.

3.8 All works will be carried out in accordance with the Code of Conduct as set out by the Chartered Institute for Archaeologists. Accordingly, the project team will abide by the CIfA's code of approved practice.

Finds

3.9 Artefacts from topsoil and subsoil and unstratified contexts will normally be noted but not retained unless they are of intrinsic interest (e.g. worked flint or flint debitage, featured pottery sherds, and other potential 'registered artefacts'). All artefacts will be collected from stratified excavated contexts except for large assemblages of post-medieval or modern material. Such material may be noted and not retained, or (if appropriate), a representative sample may be collected and retained.

- 3.10** All identified finds, artefacts, industrial and faunal remains will be collected and retained. Certain classes of building material can sometimes be discarded after recording if an appropriate sample is retained. No finds will, however, be discarded without the prior approval of the archaeological advisor to Arun District Council.
- 3.11** Excavated material will be examined in order to retrieve artefacts to assist in the analysis of the spatial distribution of artefacts.
- 3.12** All finds, where appropriate, shall be washed.
- 3.13** All pottery and other finds where appropriate, shall be marked with the site code and context number. Marking of finds will follow the requirements of the local museum.
- 3.14** The finds assemblage will be retained for deposition with the site archive at the appropriate museum. Marking of finds will follow the requirements of the local museum. This will be either the Arundel Museum or Worthing Museum and Art Gallery. The relevant procedure for the deposition of archaeological archives will be followed.
- 3.15** All finds which constitute Treasure under the 1996 Treasure Act for England and Wales will be reported to the coroner by the finder within 14 days of discovery.
- 3.16** Any human remains will be left in situ, covered, and protected. If removal is essential, it can only take place under appropriate Ministry of Justice licence. Furthermore, if removal is essential, such removal will be in accordance with the Excavation and post Excavation Treatment of Cremated and Inhumed Human Remains³ and the Guidelines for the Standards for Recording Human Remains⁴ as set out by the CIfA.
- 3.17** Should finds that require immediate conservation be encountered, they will be exposed, lifted, cleaned, conserved, marked, bagged, and boxed in accordance with the guidelines set out in the United Kingdom Institute for Conservation *Conservation Guideline No. 2*⁵. Appropriate guidance set out in the Museums and Galleries Commissions Standards in the Museum Care of Archaeological Collections⁶ and the current CIfA guidelines⁷ will also be followed. Packaging of all organic finds and metalwork will follow the UKIC/Rescue guidelines, First Aid for Finds⁸. Any

3 Mckinley & Roberts 2003..

4 Brickley & Mckinley 2004.

5 United Kingdom Institute for Conservation 1983

6 Museums and Galleries Commission 1992.

7 Chartered Institute for Archaeologists 2020.

8 Leigh, Watkinson & Neal 1998.

necessary, conservation and treatment of metalwork will be arranged in conjunction with specialist conservators.

Environmental Sampling

3.18 Environmental sampling during the evaluation will target a representative range of contexts from each phase. Should significant environmental deposits be encountered, they will be taken and processed in line with Historic England guidelines⁹ and our internal policy. Provision will be made for the requirement of the following samples:

- Bulk samples of 40-60 litres, or 100% of the context, for process using a floatation tank for the recovery of charred plant remains from the 'float' and artefacts such as small bones, mineralised plant remains, charcoal and hammer scale from the residues;
- Samples of 1-5 litres from waterlogged deposits for analysis of waterlogged plant remains. These may be taken as sub-samples from bulk samples;
- Samples of 5-15 litres from waterlogged deposits for analysis of insect remains and other macroscopic artefacts. These may be taken as sub- samples from bulk samples;
- Bulk samples of 100 litres for coarse sieving on site for specific artefacts such as animal bone;
- Samples of 2 litres for mollusc analysis, with associated continuous column samples;
- Monolith samples which may be sub-sampled for diatom, spore or pollen analysis; and
- Monolith samples for soil micromorphology.

3.19 All environmental samples will be assessed for potential through summary analyses by an environmental specialist.

3.20 Bulk samples will be processed as soon as possible or discarded with the agreement of the archaeological advisor to Arun District Council. Residues will be treated as part of the finds assemblage.

Scientific Dating

3.21 Where appropriate, samples for scientific dating will be taken. Provision will be made for:

⁹ English Heritage 2011.

- Dendrochronological analysis from timbers;
- C14 dating from organic material, which may be taken as sub-samples from bulk or;
- monolith samples; and
- Archaeomagnetic dating from hearths or other suitable deposits.

Recording System

- 3.22** Prior to the commencement of site works relevant museum (Arundel or Worthing) should be contacted in order to inform them that an archaeological archive will be prepared and so that an accession number can be provided by the museum. This will be used to label all sheets, plans and other drawings; all context and recording sheets; all photographs (but not negatives); all other elements of the documentary archive.
- 3.23** The recording system used will follow the Museum of London Archaeological Site Manual¹⁰. Context sheets will include all relevant stratigraphic relationships. If there is any doubt over recording techniques, the Museum of London Archaeological Site Manual will be used as a guide¹¹.
- 3.24** A site location plan at an appropriate scale will be prepared by showing investigation area and development site in relation to surrounding locality.
- 3.25** This will be supplemented by a detailed plan, also at an appropriate scale, which will show the location of the areas investigated in relation to the overall site boundary.
- 3.26** Burials will be drawn at 1:10. Other detailed plans will be drawn at an appropriate scale, usually 1:50 or 1:20.
- 3.27** The extent of any visible archaeological deposits will be recorded in plan. Long sections showing layers and any cut features will be drawn at 1:50. Short sections will be drawn at 1:20.
- 3.28** Sections containing significant deposits, including half sections, will be drawn at an appropriate scale, usually 1:10 or 1:20. All sections will be related to the Ordnance Datum using spot heights and registers of sections and plans will be kept.

¹⁰ Museum of London Archaeology, 1994.

¹¹ Museum of London Archaeological Service. 1994.

- 3.29** Upon completion of each significant feature at least one sample section will be drawn, including a profile of the top of natural deposits (extrapolated from cut features etc. if it has not been fully excavated). The stratigraphy will be recorded, even if no archaeological deposits have been identified.
- 3.30** At least one section of the test pits will be drawn or a representative part, including a profile of the top of the natural deposits (extrapolated from cut features etc, if the trench has not been fully excavated). Other sections, including the half-sections of individual layers of features may be drawn as appropriate to 1:10 or 1:20.
- 3.31** An adequate photographic record will be made of and any significant archaeological remains, including photographs of sections. This will comprise high resolution digital photography, and must illustrate, in both detail and general context, the principal features and finds discovered. A photographic register detailing as a minimum, feature number, location and direction of shot will accompany the photographic record. The register will be kept on standard forms.

4. Staffing and Programming

Staffing

- 4.1** The project will be managed on behalf of the client by HCUK Group. Full details of the contractor and the specialists likely to be used (who will be a CIfA Registered Organisation), will be provided to the archaeological advisor to Arun District Council once appointed. Summary CVs can be supplied as required.

Programming and Resources

- 4.2** The evaluation works are likely to be undertaken over the summer or autumn of 2022.

Monitoring

- 4.3** The project will be monitored on behalf of the local planning authority by the Archaeological Officer of Chichester District Council in his capacity as archaeological advisor to Arun District Council. HCUK Group will make every effort to allow proper monitoring of the archaeological investigation. Any variations to the brief or this specification will be put in writing and approval sought.
- 4.4** Should the fieldwork take place during the Covid-19 pandemic, effective monitoring of the work may be possible via phone calls, emails (containing photos where appropriate) and/or video Skype meetings from Site.

Access and Safety

- 4.5** Reasonable access to the Site will be arranged for the archaeological advisor who may wish to make site inspections to ensure that the archaeological investigations are progressing satisfactorily.
- 4.6** Before any site work commences, a full risk assessment document will be produced setting out the site-specific health and safety policies that will be enforced in order to reduce to an absolute minimum any risks to health and safety. This risk assessment will take into consideration and identify safe working procedures in light of Covid-19 restrictions. In addition to this risk assessment, the following considerations will also be made:

- 4.7** All relevant health and safety regulations will be followed. Barriers, hoardings and warning notices will be installed as appropriate. Safety helmets and visibility jackets will be used by all personnel as necessary.
- 4.8** No personnel will work in deep unsupported excavations. No excavations will be undertaken below 1.2m depth as a maximum, but this may be less where ground conditions indicate less stability.
- 4.9** All site staff and site visitors will adhere to the Principle 5 of the CIfA (2019) Code of conduct; 'All accredited members and Registered Organisations have a duty of care to employees, colleagues and volunteers' and Rule 5.2; 'A member shall give due regard to the requirements of health and safety legislation relating to employees or to other persons potentially affected by their archaeological activities'.

5. Reporting, Archiving and Dissemination

Project Specific Reporting Requirements

5.1 A formal report on the results of the archaeological evaluation will be prepared on completion of the fieldwork. The report will conform to Annex 2 of the Chartered Institute for Archaeologists Standards and Guidance for an Archaeological Evaluation¹² and will include:

- Non-technical summary (abstract);
- Introductory statements and site background;
- The aims and methods adopted in the course of the investigation;
- A description of the nature, extent, date, condition and significance of all archaeological deposits recorded during the investigation, with specialist opinions and parallels from other sites if appropriate;
- Illustrative material including maps, plans, sections, drawings and photographs as necessary;
- A catalogue of finds, including any specialist reports;
- A discussion and summary of the results, including a statement of significance;
- An index of the contents and location of the archive;
- Sources consulted;
- A copy of the WSI; and
- A copy of the OASIS record sheet.

5.2 The report will be submitted to the archaeological advisor to Arun District Council for comment within three months of completion of the fieldwork. Following approval, a digital copy of the report will be sent to the client. Subject to any contractual requirements on confidentiality, one digital copy (PDF file) of the report will be submitted to the West Sussex Historic Environment Record within six months of completion of the report.

¹² Chartered Institute for Archaeologists 2020b.

5.3 Provisions will be made for post-excavation assessment of the results should significant archaeological remains be encountered. Following completion of the fieldwork, discussions will be held with the archaeology advisor to Arun District Council on the appropriateness or need for post-excavation assessment and subsequent. The archaeological contractor will retain full copyright of any report under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it hereby provides an exclusive licence to the client in all matters directly relating to the project as described in this document. Any document produced to meet planning requirements can be copied for planning purposes by the Local Planning Authority.

5.4 Any information deposited in the Historic Environment Record can be freely copied without reference to the originator for research or planning purposes.

Archive

5.5 The site code will be used to mark all plans, drawings, context and recording sheets, photographs, and other site material during excavation.

5.6 The site archive will be organised in accordance with CIfA's (2020b) Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives¹³ and any guidance provided in the procedures for the deposition of archaeological archives prepared by the relevant museum (Arundel or Worthing).

5.7 On completion of the finds analysis, the landowner will be asked to sign a Deed of Transfer, transferring title of the finds to the appropriate local repository.

5.8 The minimum acceptable standard for the archival report is defined in Appendix 2 of the Management of Research Projects in the Historic Environment - The MoRPHE Project Managers' Guide¹⁴. It will include all materials recovered (or the comprehensive record of such materials) and all written, drawn, and photographic records relating directly to the investigations undertaken. It will be quantified, ordered, indexed and internally consistent. It will also contain a site matrix, a site summary, and brief written observations on the artefactual and environmental data.

5.9 United Kingdom Institute for Conservation guidelines for the preparation of excavation archives for long term storage¹⁵ will be followed. With consent of the landowner, arrangements for the curation of the site archive will be agreed with the receiving museum.

¹³ Chartered Institute for Archaeologists (CIfA), 2020b

¹⁴ Historic England 2015.

¹⁵ Walker, K 1990.

- 5.10** Pursuant to these agreements, the archive will be presented to the appropriate local repository within six months of the completion of the fieldwork (unless alternative arrangements have been agreed in writing with the LPA). In addition, written confirmation from the client will be provided for the transfer of ownership.
- 5.11** The project will be registered and regularly updated as part of the OASIS project.
- 5.12** The recipient museum shall be granted licence for the use of the archive for educational purposes, including academic research, as long as such use is non-profit making and conforms to the Copyright and Related Rights Regulation 2003.

Dissemination

- 5.13** A fully illustrated report will be submitted for approval to the archaeological advisor of Arun District Council
- 5.14** Following submission and approval of the report:
- One bound and one digital copy of the report will be submitted to the LPA. The report will include the findings of the investigation as detailed above;
 - One digital copy of the report will be provided to the West Sussex Historic Environment Record;
 - The archive will be prepared as detailed above and will include two bound copies of the report;
 - The (on-line) OASIS form will be completed for the project and the summary sheet included within the report.

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7. Terminology and the Archaeological Process

1. The text below provides further information on the standard forms of archaeological process that are undertaken. The initial text explains the different archaeological methodologies and their stage in the mitigation process.

A Initial Assessment

2. Typically an initial archaeological desk-based assessment would be prepared for the site. An Archaeological Desk-based Assessment – uses existing information on known archaeological remains, original documentary research, aerial photographic and other sources to determine the extent of known archaeology within the Site area and assess the potential for as yet unidentified remains to be present.
3. The aim of the assessment is to provide a better understanding of the potential archaeological implications of proposed development. It determines the scope of further archaeological works that might be required at an archaeological site, whether in the form of evaluation or subsequent mitigation.
4. ***A desk-based assessment has already been prepared for this site by Savills.***

B Intrusive Evaluation (Trial trenching)

5. Intrusive Evaluation – This is the opening of archaeological trial trenches within a proposed development area to discover if any archaeology is present. The process involves opening the ground to physically reveal and investigate below ground archaeology. Trenches are typically opened by a mechanical excavator fitted with a flat bladed bucket under the supervision of an archaeologist. The trenches are lowered in carefully excavated spits down onto the top of underlying archaeology or the underlying natural geology, whichever is reached first.

6. Once the trench has been opened, they are cleaned using hand tools and any archaeology revealed and a sample of features will then be subject to investigation to recover more information on the date, state of preservation, character and significance of any remains present. It also provides information on the depth below ground of archaeology revealed and the depths of any features that have been sample excavated.
7. If an intrusive trial trench archaeological evaluation indicates archaeology is present in a particular area this may lead to a mitigation strategy. Typically the evaluation report would lead the archaeological advisor to the Local Planning Authority to recommend further courses of mitigation (typically excavation or watching brief).
8. If no archaeology is revealed it may be that further archaeological work is not required, but this cannot be guaranteed.

C Archaeological Excavation:

9. Archaeological excavation typically involves an open area strip of defined parts of the development area where the presence of significant archaeological remains have been confirmed.
10. The site strip is typically done using mechanical excavators fitted with toothless buckets and constantly supervised by archaeologists. The area would be stripped down onto the top of archaeological deposits and then the archaeological deposits would be fully investigated (excavated and sampled) using a team of archaeologists. The excavation would use the results of the trial trench evaluation to define extents of the archaeological remains and therefore the areas of excavation. Whereas the trial trench evaluation merely samples and gets an indication of the archaeological remains, excavation will usually record all archaeological remains, recovering all finds, taking environmental samples, taking material suitable for dating and detailed record through drawn, photographic and written records of everything revealed.
11. The definition of an archaeological excavation is a programme of intrusive fieldwork with defined research objectives which examines, records and interprets archaeological deposits, features and structures and, as appropriate, retrieves artefacts, ecofacts and other remains within a specified area or site on land or underwater. The records made

and artefacts recovered during fieldwork are studied and the results of that study published in detail appropriate to the project design. This means that further study and research of objects, samples and other archaeological artefacts will require further funding to allow the full report to be collated.

12. The size of a site, the significance of the archaeology and the density of archaeological features will all have a bearing on the duration of this fieldwork, the size of the team and the extent of further analysis and publication. Full excavation can be costly and is time consuming. The main impact on the proposed development will be the duration of the programmes of on-site fieldwork. Once an archaeological site area is excavated and has been confirmed as completed by the archaeological advisor to the Local Planning Authority, development can then continue with the work for the reporting phase being undertaken away from the archaeological site area and having no bearing on the development programme

D Archaeological Watching Brief:

13. Where archaeological remains are identified of low significance, where they are very dispersed or the potential still remains for hitherto unidentified remains to be present, then an archaeological watching brief during development may be the most appropriate form of mitigation.
14. A watching brief should start during the initial groundworks at a site (e.g. soil-stripping phase of a development), and when the development is ongoing where there remains a potential for archaeological remains to be exposed, damaged or destroyed by the groundworks. This involves the presence of one or more archaeologists on-site to observe and identify any archaeological remains. The archaeologists would record any less-significant remains found.
15. If significant remains are identified then further archaeological works may be required, potentially further stages of archaeological excavation. Such works could involve delays in the development, unless a rolling programme of works is built into your schedule to allow for this possibility.

16. Watching briefs can be required during the duration of the project during on all soil movement or only on an occasional basis, this will be determined during the preparation of specific written schemes of investigation.

E Post excavation works:

17. Following any archaeological fieldwork a report on the results would be prepared. It is standard for initial stages of work, such as trial trench evaluation to be reported on immediately upon completion. The information from these is then used to determine the scope of future mitigation works required.
18. Where archaeological excavation has been undertaken there is a two stage process for reporting once the fieldwork is completed.
19. Post-excavation Assessment Report: This would summarise the findings of the excavation, quantify the records and material recovered (artefacts and ecofacts) and determine the significance of the remains revealed. This assessment report would enable full costs for the main stage of post-excavation analysis and reporting, appropriate publication and archive to be determined.
20. Main reporting, publication and archive: Based on the assessment the main stage of reporting would enable an appropriately detailed analysis of all records and material recovered from the archaeological site. It would include the production of a publication report on the results for wider dissemination. This could include short or long notes or detailed articles in journals through to monographs (standalone publications).