

Archaeological Evaluation Written Scheme of Investigation

Land at Oldlands Farm, Bognor Regis

Prepared with:



JAC27136
Land at Oldlands Farm,
Bognor Regis
Evaluation Trenching WSI
Version 1
September 2021

CONTENTS

1	INTRODUCTION.....	1
2	AIM	3
3	METHOD	4
4	REPORTING	12
5	ARCHIVE PREPARATION, DEPOSITION AND COPYRIGHT	13
6	MONITORING AND LIAISON	14
7	HEALTH AND SAFETY	15
8	PROGRAMME AND RESOURCES	16
9	REFERENCES.....	17
	Appendix 1 – Sussex Archaeological Standards	18

Figure 1: Site Location

Figure 2: Proposed Trench Locations overlain on Geophysical Survey Results, showing OHP Exclusion Zone

Figure 3: Proposed Trench Locations Overlain on Google Earth Image

Figure 4: Proposed Trench Locations overlain on Geophysical Survey Results

Figure 5: Proposed Trench Location Plan Overlain on Cut and Fill Plan

Figure 6: Proposed Trench Location Plan Overlain on Redevelopment Proposals

1 INTRODUCTION

1.1 Project Background

- 1.1.1 Pre-Construct Archaeology Ltd (PCA) has been appointed by RPS Consulting Ltd to undertake an archaeological evaluation on Land at Oldlands Farm, Bognor Regis, West Sussex (**Figure 1**), hereafter 'the Site' (centred at NGR SU 94505 01846). The Site is a subject of proposed commercial development with associated landscape and access in the southern study area with the northern study area being utilised for flood compensation measures.
- 1.1.2 The archaeological evaluation is required, in keeping with NPPF Section 16 and Local Plan Policy, by the Local Planning Authority (LPA) Arun District Council in order to provide information toward understanding the archaeological implications of the proposed development and determining the subsequent treatment of archaeological resources within it.
- 1.1.3 This document provides a methodology (Written Scheme of Investigation) for the trial trench evaluation comprising 72no 30m X 1.8m trenches targeting anomalies identified by the geophysical survey (SUMO 2021) and otherwise providing a reasonable sample of the site.
- 1.1.4 This document has been prepared in accordance with the Chartered Institute for Archaeologists standard and guidance for archaeological field evaluation (CIfA 2020) and *Management of Research Projects in the Historic Environment* (Historic England, 2015).

1.2 Location, Topography and Geology

- 1.2.1 The Site, a total area of approximately 33ha is located on land at Oldlands Farm, Bognor Regis within the administrative area of Arun District and is centred at SU 94505 01846. The site is divided into two separate land parcels by the Flansham to Bersted bypass, to the north and south of this bypass.
- 1.2.2 The study site is relatively level at c.2-3m Above Ordnance Datum (AOD) with the nearest watercourse, the Lidsey Rife, located c.220m to the east.
- 1.2.3 The underlying bedrock geology of the Site comprises undifferentiated chalk formations, overlain by raised marine deposits across the majority of the Site, with river terrace deposits recorded along the western boundary (BGS online 2021).

1.3 Archaeological and Historical Background

- 1.3.1 An archaeological desk-based assessment for the Site was carried out by RPS in 2021 taking account of the geophysical survey results (SUMO 2021) and will not be repeated in detail here. The following is taken from the executive summary of the document:

'The proposed development will not impact on any designated archaeological assets.'

The site is not located within an Archaeological Notification Area as defined locally by Arun District.

A programme of geophysical survey across the site has identified a rectilinear enclosure in the northern study site parcel as well as a possible further enclosure to the north at Lidsey. No anomalies of likely archaeological interest were identified in the southern site parcel.

This assessment has collated the results of previous work at the site and within the immediate area and has concluded a high archaeological potential at the site for the Bronze Age and Iron Age periods, as well as for Roman/Saxon/Medieval agricultural activity. A moderate potential is considered for the Neolithic period. A low potential has been considered for all other past periods of human activity. If remains were present at the site, these have been considered most likely to be of local or perhaps regional significance.

Whilst archaeological remains are likely to have been subject to some truncation as a result of past ground disturbance generally associated with agricultural activity, the results of previous archaeological work in the immediate area would suggest that survival of remains is likely to be good.

Given the site's archaeological potential, it is possible that the proposed development of the study site could have an impact upon archaeological remains of most likely a local or perhaps regional significance.'

2 AIM

2.1 Archaeological Evaluation

- 2.1.1 The aim of the archaeological evaluation is to determine the presence or absence of archaeological remains within the Site and, where present, determine their nature, extent, date, condition and significance, taking account of their potential to contain biological and palaeo-environmental remains.
- 2.1.2 The secondary aim is to test the reliability of the geophysical survey results in terms of identifying features of potential archaeological origin.
- 2.1.3 A report on the results of the evaluation will aim to provide a context for archaeological remains that may be identified and provide sufficient information so that the future treatment of the remains, in respect of the proposed development, can be determined in consultation with the archaeological advisor to the Local Planning Authority.

3 METHOD

3.1 Introduction

- 3.1.1 This archaeological evaluation represents part of a staged approach to understanding, managing and mitigating the effects of the proposed development on any surviving archaeological resources. Further stages of archaeological work may be required by the LPA's archaeological advisor, in the event *in situ* archaeological remains are identified, in order to mitigate the effects of the development. These further stages of archaeological work may include strip, map and sample excavation, watching brief or another programme of work as agreed with the LPA's archaeological advisor.
- 3.1.2 The methodology, as a minimum, follows the Sussex Archaeological Standards 2019 (Appendix 1).

3.2 Evaluation Fieldwork

- 3.2.1 The evaluation will comprise the mechanical excavation of 72no 30m X 1.8m trenches targeting anomalies identified by the geophysical survey (SUMO 2021) (**Figure 2 and 3**). The number and array of trenches is intended to address the potential impact of the proposed development on any *in situ* archaeological remains. The exact depth of the trenches is not known but generally not expected to exceed 0.5m below ground level.
- 3.2.2 The trenches will be set out using a GPS device to ensure their pre-determined location is achieved accurately. The trenches will be mechanically excavated using a 360° tracked excavator fitted with a wide toothless blade bucket. All mechanical excavation will be supervised by a suitably qualified archaeologist, familiar with the ground conditions anticipated on the Site. Up-cast will be stored adjacent to the trenches.
- 3.2.3 Ahead of excavation, each trench will be surveyed with Cable Avoidance Tool (CAT), by a competent member of PCA staff, in order to avoid potentially hazardous contact with, or damage to any below ground services. Trenches will be re-surveyed with a CAT as excavation proceeds.
- 3.2.4 Machining of the trenches will be closely monitored in order that exposed surfaces are inspected for the presence of archaeological deposits, features, artefacts and ecofacts. Exposed surfaces will be maintained clear of loose spoil. Machine excavation will proceed in spits of no more than 100mm thickness in order to ensure that archaeological deposits and features are not over-excavated.
- 3.2.5 Machine-excavated spoil and the exposed surface will be scanned for the presence and collection of artefacts; this may include the use of metal detector.
- 3.2.6 Mechanical excavation will proceed to the top of any significant archaeological level or to the top of 'natural' subsoil, whichever is encountered first. In the event significant and complex archaeological features and deposits are revealed, the archaeological advisor will be informed

immediately. Further hand excavation may be required to clarify the nature, character and date of the archaeological deposits and to address the primary objective of establishing the presence/absence of archaeological deposits, their depth, nature, date and extent.

- 3.2.7 Where complex archaeological features and deposits are encountered, deposits will be left *in situ* and measures to assess the depth of this stratification agreed with the archaeological advisor. For instance, where modern or archaeological features are seen to truncate stratified archaeological deposits and features, then these will be sample excavated by hand to enable the depth of stratification to be assessed.
- 3.2.8 If archaeological resources of limited significance are found to be present cutting through or overlying soils (e.g. colluvium) which have the potential to conceal significant archaeological deposits then these will be recorded and investigated prior to their removal and subject to the advice of the archaeological advisor.
- 3.2.9 Test pits may need to be excavated through 'natural' subsoil in trial trenches to confirm and characterise natural deposits specific to characterisation of the Sussex Coastal Plain and Quaternary deposits. Test pits will be positioned to avoid damage to archaeological resources.
- 3.2.10 On completion, the trenches will be backfilled using excavated spoil – this does not constitute reinstatement of surfacing/topsoil. Where vulnerable archaeological resources remain within trial trenches, these will be protected from needless damage. Consideration will be given to covering vulnerable resources with, for example, a geotextile, prior to backfilling.

3.3 Investigation and Sampling Strategy

- 3.3.1 A Site code **WSOF21** was allocated by PCA and will be used on all Site records and other components of the archive of the evaluation
- 3.3.2 Archaeological features will be sampled by hand sufficient to meet the aims of the evaluation, such as to characterise and date them and establish their extent and depth. Full excavation of features will not be undertaken at this stage unless otherwise agreed with the archaeological advisor. The sampling strategy will be guided by 'Sussex Archaeological Standards 2019', Annexe C, para 6, which states:
- 3.3.3 A proportion of archaeological features, structures and deposits exposed within the trial trenches shall be partially excavated by the Archaeological Contractor by hand. Partial excavation will be defined as follows:
- All linear features will be sampled, using a minimum 1-metre wide section;
 - Sampling of linear features to be at 10-metre intervals or totalling 10% of the length of the linear cut feature (whichever is the greater);
 - All discrete features will be half sectioned until sufficiently characterised. Once this has been achieved a lower sample of cut features may be considered appropriate subject

to agreement with the Archaeological Adviser. Undated features should be rapidly fully excavated for finds retrieval;

- Where three or fewer pits or probable pits, whether or not evidently datable or ancient (excepting evidently modern features), occur in any trench, all those features will be sampled;
- Priority is to be given to features with more charcoal-rich fills or anticipated dating evidence be revealed within any one trench, all those features will be sampled;
- Where two or fewer buried pottery vessels are present, buried upright or inverted, both should be lifted and removed from site;
- If such vessels are believed to be human cremation burials (e.g. because of visible remains of burnt / cremated bone in their contents), a Licence from the Ministry of Justice, permitting their removal, must first be obtained;
- Other probable cremation vessels or unburnt human remains should be left in situ after recording their visible portions.

3.3.4 Where necessary the surface and sections of trenches will be hand cleaned to define archaeological deposits and features clearly.

3.3.5 Measures will be taken to protect particularly significant, valuable or sensitive archaeological remains from exposure, accidental damage and / or theft.

3.3.6 Exposed surfaces may be left for a minimum of 48 hours to allow weathering-out of features to occur, where the initial definition of archaeological resources is unclear or in doubt. No trenches will be backfilled until agreed with the archaeological advisor.

3.4 Human Remains

3.4.1 Inhumation and cremation burials, including pyre deposits, will normally be left *in-situ* for the purposes of evaluation. Subject to the agreement of a suitable method statement approved by the archaeological advisor, burials and related deposits may be partially investigated to confirm the presence of human remains and their state of preservation, but skeletal remains will be left *in situ*. Burials will be scanned by metal detector to assess whether any grave goods or furnishing are likely to be present.

3.4.2 Inhumation and cremation burials which are in a fragile state and that are likely to be damaged by reinstatement of the evaluation trenches may require excavation and removal, subject to the agreement of a suitable method statement approved by the archaeological advisor and only in accordance with a Ministry of Justice Licence.

3.4.3 Arrangements will be made to ensure the security, protection from deterioration and damage, and the respectful treatment of human remains and grave goods. An appropriately qualified and experienced osteo-archaeologist will be available to supervise the excavation and removal

of any human remains (where this is necessary) from the Site, following published guidance, i.e. the Institute for Archaeologists Technical Paper 13 '*Excavation and post-excavation treatment of cremated and inhumed remains*'. The following guidance will also be observed:

Human Bones from Archaeological Sites: Guidelines for Producing Assessment Documents and Analytical Reports (2004).

<https://www.historicengland.org.uk/images-books/publications/human-bones-from-archaeological-sites/>

Science and the dead. A guideline for the destructive sampling of archaeological human remains for scientific analysis (2013)

<http://www.archaeologyuk.org/apabe/>

- 3.4.4 In the event that human burials are discovered and require excavation and removal from the Site, 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 Licence applies to both inhumation and cremated remains. Application for a Licence will be made by archaeological contractor, on behalf of Client. The archaeological contractor will comply with the conditions of the Licence and discuss with the archaeological advisor any requirements of the Licence that may conflict with the agreed method of investigation of the Site.

3.5 Recording

- 3.5.1 All trenches, structures, deposits and finds will be recorded according to accepted professional standards. Sufficient data will be recorded to allow the required level of assessment and reporting (see section 4). Recording will 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.
- 3.5.2 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.
- 3.5.3 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 will be drawn at an appropriate scale and related to the National Grid; this will be achieved using a GPS device and EDM/theodolite in order to record accurate X, Y, Z co-ordinates.
- 3.5.4 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. Long Sections indicating the full stratigraphic sequence will be drawn for all trenches. However, where a very simple sequence is revealed a representative section (minimum 1m wide) at each end of the trench will be sufficient. All plans and sections will be annotated to show heights and levels relative to Ordnance Datum. All plans and sections will be drawn on polyester based drafting film and

clearly labelled.

- 3.5.5 A digital photographic record of the work will be made forming part of the Site archive. This will consist of high quality, colour digital photographs taken in jpeg and RAW formats by an appropriately trained individual, illustrating in both detail and general context all trenches, test pits and archaeological features and deposits discovered. The photographic record will also include 'working shots' to illustrate more generally the nature of the archaeological operation mounted. The digital images will be preserved on a dedicated and backed up server. The RAW files will be converted to high quality tiff images for eventual deposition with Site archive.
- 3.5.6 The complete Site archive including finds and environmental samples will be stored in a secure place throughout the duration of the fieldwork and post-fieldwork programme prior to deposition.
- 3.5.7 The Site archive is to be consolidated after completion of the evaluation and records and finds collated and ordered as a permanent record.

3.6 Finds Recovery Processing and Treatment

- 3.6.1 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 the Chartered Institute for Archaeologists 'Standard and Guidance for the collection, documentation, conservation and research of archaeological materials' (IfA 2008). On completion of the archaeological works the Landowner will be requested to donate and deposit the archive, including all artefacts, with an appropriate designated museum or repository.
- 3.6.2 Artefacts will be excavated carefully by hand. Bulk artefacts will be collected and bagged according to their archaeological context. The location of special finds, including *in situ* worked flint will be recorded three dimensionally. If necessary, an appropriately qualified and experienced archaeological conservator will be appointed to advise and assist in the lifting of fragile finds of significance and or value and to arrange for the X-raying and investigative conservation of objects as may be necessary. Where appropriate to address the aims of the evaluation, sieving of deposits will be undertaken to maximise the recovery of small artefacts.
- 3.6.3 Records of artefact assemblages will clearly state how they have been recovered, sub-sampled and processed. Sub-sampling procedures will be agreed with the archaeological advisor and follow the guidance and advice of the curator of the museum/depository in which the Site archive will be deposited.
- 3.6.4 Artefacts that fall 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 local Finds Liaison Officer (FLO) who is the designated treasure co-ordinator for West Sussex, the landowner and the archaeological advisor. 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.

3.7 Archaeological Science and Environmental Sampling

- 3.7.1 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*” (2nd edition, August 2011). Any variation to this guidance will be agreed in advance with both the Historic Environment Officer and the English Heritage Regional Scientific Advisor.
- 3.7.2 Where necessary an appropriately qualified and experienced geo-archaeological specialist will be appointed to record any deposits of particular significance alluvial sequences and to advise on depositional and Site formation processes. The appointment of the specialist will require the prior approval of the archaeological advisor.
- 3.7.3 Where necessary the advice of the English Heritage Regional Scientific Advisor will be sought regarding specialist sampling requirements and any scientific applications relevant to the archaeological evaluation of this Site.
- 3.7.4 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.
- 3.7.5 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.
- 3.7.6 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.
- 3.7.7 Mollusc samples of 2 litres each will be taken vertically from appropriate sections to investigate the changes of vegetation through time.
- 3.7.8 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 archaeological advisor. 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.

- 3.7.9 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.
- 3.7.10 The processed environmental remains will be assessed and recommendations provided to inform any subsequent stages of archaeological works as may be determined as appropriate.
- 3.7.11 Appropriate provision will be made for the application of scientific dating techniques such as radiocarbon, dendrochronology, archaeomagnetic, OSL and thermoluminescence. The advice of the English Heritage Regional Scientific Advisor will be sought in advance of the application of these techniques. Any necessary delay that is caused in completion of the reporting of the evaluation to enable provisional results to be included will be notified to the archaeological advisor.
- 3.7.12 Where appropriate the guidance in the following Historic England papers will be followed:
- Centre for archaeology Guidelines: Archaeometallurgy* (2001).
<https://www.historicengland.org.uk/images-books/publications/archaeometallurgy/>
- X-radiography of Archaeological Metalwork* (2006).
<https://www.historicengland.org.uk/images-books/publications/x-radiography-of-archaeological-metalwork/>
- Investigative Conservation: Guidelines on How the Detailed Examination of Artefacts from Archaeological Sites can Shed Light on their Manufacture and Use* (2008).
<https://www.historicengland.org.uk/images-books/publications/investigative-conservation/>
- Geoarchaeology: Using Earth Sciences to Understand the Archaeological Record* (2007).
<https://www.historicengland.org.uk/images-books/publications/geoarchaeology-earth-sciences-to-understand-archaeological-record/>
- Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains* (2008). <https://www.historicengland.org.uk/images-books/publications/curation-of-waterlogged-macroscopic-plant-and-invertebrate-remains/>
- Waterlogged Wood: Guidelines on the Recording, Sampling, Conservation and Curation of Waterlogged Wood* (2010). <https://www.historicengland.org.uk/images-books/publications/waterlogged-wood/>
- Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (Second Edition) (2011).
<https://www.historicengland.org.uk/images-books/publications/environmental-archaeology-2nd/>

Waterlogged Organic Artefacts: Guidelines on their Recovery, Analysis and Conservation
(2012). <https://www.historicengland.org.uk/images-books/publications/waterlogged-organic-artefacts/>

- 3.7.13 **NOTE:** Any changes to the methodology set out above will need to be discussed and agreed in advance with archaeological advisor and set out in the evaluation report.

4 REPORTING

4.1 Evaluation Report

- 4.1.1 A report on the results of the evaluation will be prepared within three weeks of completion of the fieldwork for issue to the client. Subject to the approval of the Client, a bound hard copy and electronic (.pdf) copy of the report will be issued to the Local Planning Authority's archaeological advisor.
- 4.1.2 The report will include as a minimum:
- A non-technical background
 - The background to the project
 - A description of the results of the evaluation
 - A discussion of the location, date, extent, nature, condition and significance of any archaeological deposits identified
 - All finds and environmental specialist reports containing where necessary references to local collections and e.g. for ceramic assemblages to local fabric collections
 - An interpretation of the results of the evaluation taking account of the context of the results at a local, regional and national level, as appropriate
 - Plans, sections and photographs cross referenced to the description of the results
 - A bibliography of sources consulted
 - An index to the project archive
 - The OASIS record
- 4.1.3 The report will also follow the guidelines set out in the Sussex Archaeological Standards 2019.
- 4.1.4 An ESRI shape file providing GIS data will be supplied to the archaeological advisor and will contain the scheme of investigation, such as trench outlines, and significant archaeological information, such as feature/deposit plans.
- 4.1.5 Subject to consultation with the archaeological advisor the report may include recommendations for further stages of archaeological work, in keeping with the aims of the project and in mitigation of the impact of the proposed development upon archaeological resources identified by the evaluation. Further stages of work as may be required will need to be set out in an updated Written Scheme of Investigation that provides appropriate method statements.

5 ARCHIVE PREPARATION, DEPOSITION AND COPYRIGHT

5.1 The Site Archive

- 5.1.1 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) and the Chartered Institute for Archaeologists 'Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives' (CIfA 2020). On completion of the project the archaeological contractor will arrange for the archive to be deposited in a designated museum or repository. Any alternative arrangements will be agreed with the archaeological advisor and the Local Planning Authority.

5.2 Copyright

- 5.2.1 The full copyright of the written/illustrative archive relating to the site will be retained by Pre-Construct Archaeology Ltd under the Copyright, Designs and Patents Act 1988 with all rights reserved. West Sussex County Council and the Arun District Council, however, will be granted an exclusive licence for the use of the archive for educational purposes, including academic research, providing that such use shall be non-profitmaking, and conforms to the Copyright and Related Rights regulations 2003. Further distribution and uses of the report either in its entirety or part thereof in paper or electronic form is prohibited without the prior consent of Pre-Construct Archaeology Ltd.
- 5.2.2 The licence extends to the use of all documents arising from this project in all matters relating directly to the project, as well as for bona fide research purposes.
- 5.2.3 Pre-Construct Archaeology Ltd has made every effort to ensure the accuracy of the content of this report. However, Pre-Construct Archaeology Ltd cannot accept any liability in respect of, or resulting from, errors, inaccuracies or omissions this report contains.

6 MONITORING AND LIAISON

6.1 Site Visits

- 6.1.1 Arrangements will be made for the Arun District Council archaeological advisor, to monitor the progress of the evaluation and compliance with the aims and methodology set out in this document. Regular Site meetings will be arranged so that any variation to the agreed evaluation methodology may be discussed and agreed with the archaeology advisor.

7 HEALTH AND SAFETY

7.1 Policy

- 7.1.1 The archaeological contractor will conduct the work in compliance with the Health and Safety at Work etc Act 1974 and will also follow the guidance set out in “Health and Safety in Field Archaeology” (Standing Conference of Archaeological Unit Managers 1997).
- 7.1.2 The archaeological contractor’s own Health and Safety Policy and a procedures manual will be made available on Site. Site staff will have an appropriate level of training to enable them to carry out fieldwork safely.

7.2 Risk Assessment

- 7.2.1 Prior to the commencement of fieldwork the archaeological contractor will conduct a Site specific risk assessment, if necessary as part of a Health and Safety Method Statement. All staff will be appraised of the Risk Assessment and comply with mandatory requirements set out such as the use of PPE and other measures to avoid risk from hazards that are identified.
- 7.2.2 The archaeological contractor will maintain the Site in a safe condition and in order to do this will review and update the Risk Assessment accordingly, taking appropriate measures as necessary to offset risk from new and unexpected hazards as may arise.

8 PROGRAMME AND RESOURCES

8.1 Programme

- 8.1.1 The evaluation fieldwork is expected to take 22 days, depending on access arrangements and ground conditions, in September 2021.

8.2 Resources

- 8.2.1 The archaeological field team will comprise one PCA fieldwork Supervisor to be assisted by up to two fieldwork archaeologists. The following table lists the personnel who may be involved in archaeological fieldwork and post-fieldwork roles and tasks associated with the project:

Role	Name
Project Management	Paul McCulloch (PCA)
Archaeological Supervision	TBC (PCA)
Prehistoric Pottery	Louise Rayner (ASE)
Roman Pottery	Dr James Gerrard (PCA)
Post-Roman Pottery	Chris Jarrett (PCA)
	Bernie Sudds (PCA)
Ceramic Building Material	Kevin Hayward (PCA)
	Bernie Sudds (PCA)
Architectural Stone Work	Kevin Hayward (PCA)
	Charlotte Matthews (PCA)
Petrology	Kevin Hayward (PCA)
Building Recording	Charlotte Matthews (PCA)
	Malcolm Gould (PCA)
Animal Bone	Kevin Reilly (PCA)
	Philip Armitage
Human Remains	James Langthorne (PCA)
Lithics	Barry Bishop (PCA) Ella Egberts (PCA)
Timber	Damian Goodburn (MoLSS)
Glass	Hilary Cool
	John Shepherd
Small Finds	Dr Marit Gaimster (PCA)
	Hilary Major
Roman Coins	Dr James Gerrard (PCA)
Metalwork	Dr Marit Gaimster (PCA)
Leather	Quita Mould
Iron Slag	Lynne Keys
Historical Research	Guy Thompson (PCA)
Conservation	Dana Goodburn-Brown (Am Tech Ltd)
Industrial Archaeology	Rob Kinchin-Smith (RPS)
Geoarchaeology & Environmental Archaeology	Barry Bishop (PCA) Ella Egberts (PCA) Dr K. Wilkinson ARCA (Univ. of Winchester)

9 REFERENCES

ClfA, 2020, 'Standard and Guidance for Archaeological Field Evaluation', Reading

ClfA, 2020, 'Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives', Reading

Historic England, 2015, 'Management of Research Projects in the Historic Environment'

RPS, 2021, 'Archaeological Desk Based Assessment. Land at Oldlands Farm, Bognor Regis', Ref: JAC27136

SUMO, 2021, 'Geophysical Survey Report. Land at Oldlands Farm, Bognor Regis', Ref: SUMO-02461

UKIC, 1990, 'Guidelines for the Preparation of Excavation Archives for Long-term Storage', UKIC Archaeology Section, London

Appendix 1 – Sussex Archaeological Standards

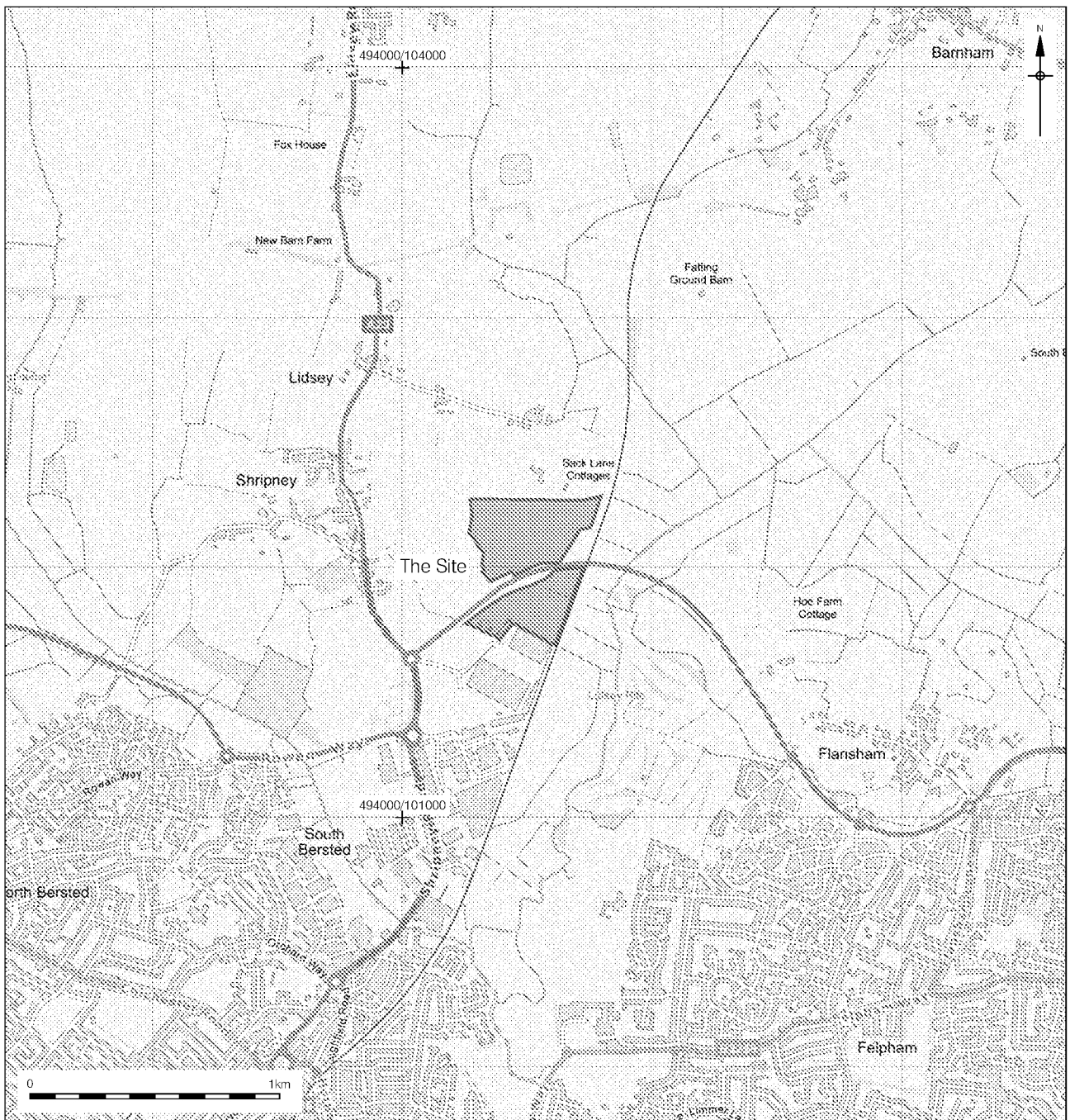
ANNEX C: Trial archaeological evaluation excavation (principally undertaken prior to the determination of a planning application – these criteria and standard requirements may also apply to Stage 1 recording post determination of a planning application)

1. Initial excavation will, unless otherwise specified, be carried out by mechanical excavator. For this purpose a mechanical excavator equipped with a wide (e.g. 1.8m metre) toothless ditching bucket will be used. Trenches should be excavated to a full width of 1.8m unless otherwise agreed with the Local Authority Archaeological Adviser.
2. Mechanical excavation will be carried down in all trenches to the surface of geological solid or superficial deposits, or to the top of surviving archaeological deposits (whichever shall be uppermost). Any cut features (e.g. ditches or pits) or structures encountered should be recorded in plan and manually excavated before proceeding with further excavation. If some trenches need to be excavated throughout to a depth at which the sides of the trench are considered unstable, to reach the natural subsoil/ archaeological deposits, the sides of trenches must first be either shored, battered or “stepped back” to allow safe working.
3. All relevant trench sections drawn must be drawn where archaeological deposits and features have been identified and recorded, with levels related to the Ordnance Datum. For trenches with only a topsoil/subsoil profile and no archaeological features a representative section should be recorded with a record of the height of each key horizon at either end of the trench as well as the ground surface and maximum depths of the trench and these converted to OD heights.
4. In trenches where worked flint artefacts are recorded, hand cleaning and excavation will be undertaken to determine the context for the flints and the presence of any associated material (for details see Annex E: Standards for excavation and recording of lithics scatters).
5. Trenches should not be backfilled until the Local Authority Archaeological Adviser has given their direct written or verbal approval. Exceptions for reasons of health and safety or similar requirements should be communicated immediately to him/her.
6. A proportion of archaeological features, structures and deposits exposed within the trial trenches shall be partially excavated by the Archaeological Contractor by hand. Partial excavation will be defined as follows:
 - All linear features will be sampled, using a minimum 1-metre wide section
 - Sampling of linear features to be at 10-metre intervals or totalling 10% of the length of the linear cut feature (whichever is the greater)
 - All discrete features will be half sectioned until sufficiently characterised. Once this has been achieved a lower sample of cut features may be considered appropriate subject to agreement with the Archaeological Adviser. Undated features should be rapidly fully excavated for finds retrieval
 - Where three or fewer pits or probable pits, whether or not evidently datable or ancient (excepting evidently modern features), occur in any trench, all those features will be sampled
 - Priority is to be given to features with more charcoal-rich fills or anticipated dating evidence
 - Should five or fewer archaeological features of any kind, discrete or linear, be revealed within any one trench, all those features will be sampled

- Where two or fewer buried pottery vessels are present, buried upright or inverted, both should be lifted and removed from site;
 - If such vessels are believed to be human cremation burials (e.g. because of visible remains of burnt / cremated bone in their contents), a Licence from the Ministry of Justice, permitting their removal, must first be obtained
 - Other probable cremation vessels or unburnt human remains should be left *in situ* after recording their visible portions
7. Contingency sampling:
- The proportion of features to be sampled within any trench, and the necessity of extensions to or additional trenching, may be increased at the reasonable request of the Local Authority Archaeological Adviser. In the case of features within a trench this could be up to a maximum of 100% (i.e. sampling all the features in a trench, rather than sampling only half of them), in exceptional cases, e.g. should they feel that insufficient of a complex of features has been examined to allow viable provisional interpretation or dating of the whole
 - However if the trench contains a large number of features, it will not usually be considered appropriate to sample all such features
 - The percentage of any one feature to be sampled may need to be so increased, for similar purposes, particularly for linear features, or to enable dating evidence to be obtained for a critical discrete feature such as a post-hole forming part of a wider complex of structures.
8. On sites with complex stratigraphy, one or more sondages or keyhole excavations shall be cut into the deeper stratigraphy. They shall be excavated by hand, and down to the natural subsoil, unless otherwise stated; and be of sufficient size to determine the depth of archaeological stratigraphy. It may be possible in some cases to reach these deeper deposits through excavation of later intrusions.
9. Particular care should be taken by the Archaeological Contractor not to damage any areas containing significant remains of potential national importance which might merit preservation *in situ*. Such remains are normally considered to include deep or complex ancient stratified archaeological layers and features; or rare, unusual or exceptionally well-preserved ancient archaeological structures, deposits, or collections of artefacts. Such areas should be protected and not left open to the weather, or other forms of deterioration. While archaeological investigation should not in general terms be carried out at the expense of the preservation *in situ* of archaeological structures, deposits, or features, it will be important to ensure that a sufficient sample of these is investigated to assess their character and quality. The presence, character and quality of environmental remains on a site will need evaluation. This will help the design of an environmental sampling methodology for any further stage of excavation, as well as provide information that will help interpret the site should no further fieldwork take place. A selection of features investigated during the evaluation should be sampled, processed and assessed as set out in the relevant sections of Appendix 2.
10. The Archaeological Contractor should notify archaeological features or deposits worthy of preservation *in situ* to the Local Planning Authority, via the Local Authority Archaeological Adviser, at the earliest opportunity.
11. In excavating a sample of archaeological features in any one trench the Archaeological Contractor shall take heed of and comply with the Local Planning

Authority's reasonable request within the scope and time scale of the investigation to carry out small-scale additional investigation.

12. Where there is a high density of archaeological features exposed in any individual trench, the Local Planning Authority's Archaeological Adviser/s may at their discretion advise the Archaeological Contractor that the full requisite sample of features to be excavated may be reduced. This may apply with the proviso that the purpose of the evaluation can be achieved in full, that is to inform the determination stage of the planning application process and enable a decision to be made on an appropriate level of preservation or mitigation of impact.
13. Unless otherwise advised by the developer, excavated trenches shall be backfilled by the Archaeological Contractor following completion of excavation with spoil derived from those trenches. Spoil shall be deposited and compacted as best as may be managed by machine and the surface of the fill left flush with the surrounding ground surface. No open cavities should be left from incomplete backfilling, especially around the edges of the trench. The quality of backfilling of the trenches must be inspected and approved by the Site Supervisor to the standard above mentioned prior to the Archaeological Contractor vacating the site.
14. Trenches containing archaeological features or deposits should not be backfilled by the Archaeological Contractor until the requirements set out above have been complied with.



	Possible Archaeology (Discrete / Trend)
	Uncertain Origin (Discrete / Trend / Increased Response)
	Former Field Boundary (Corroborated)
	Natural (e.g. Geological / Pedological)
	Magnetic Disturbance
	Service
	Fencous





Proposed Development Area (x32 Trenches)



Fill Extraction & Flood Compensation Area (x40 Trenches)



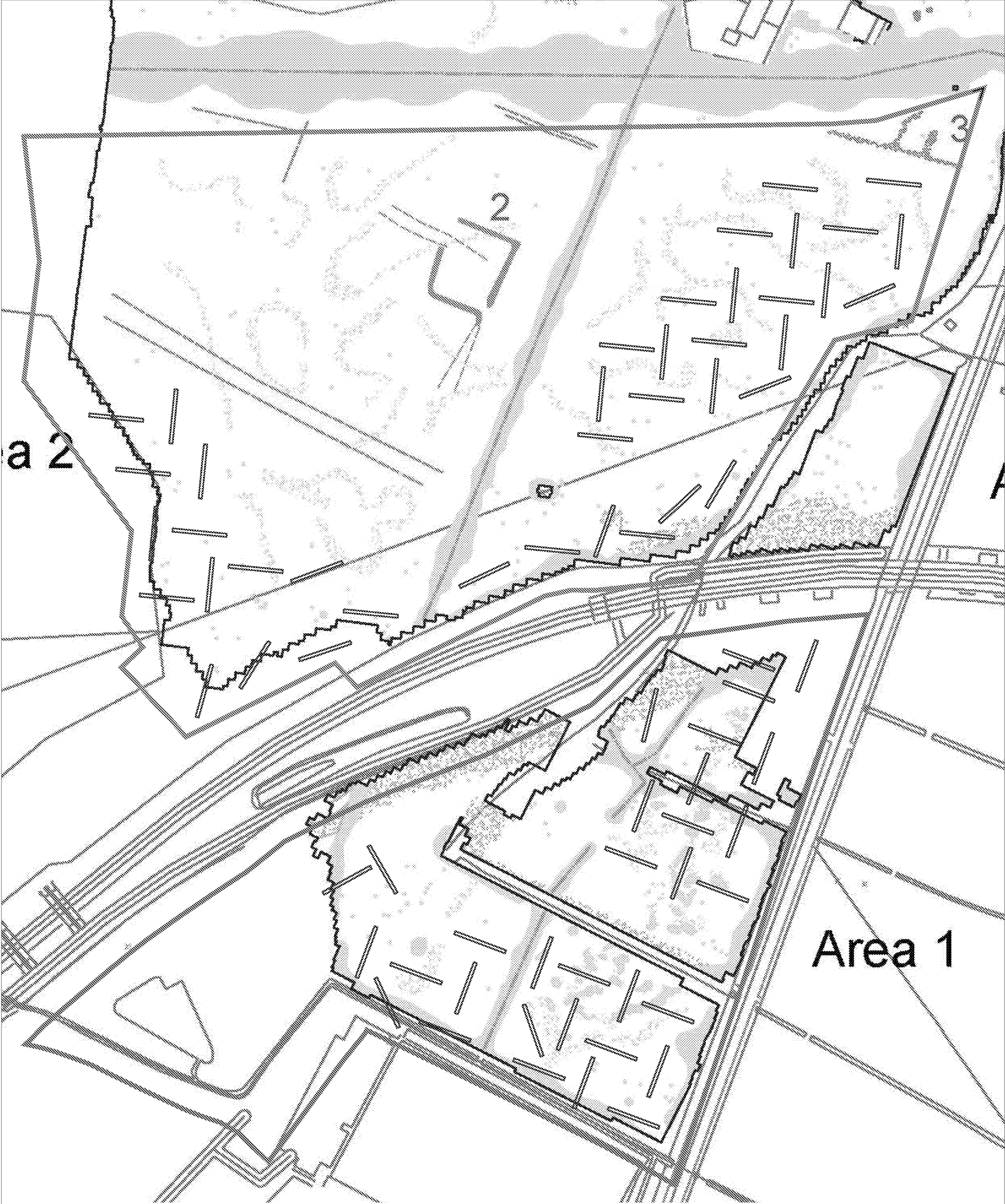
Proposed Trial Trench (30x1.8m)



Not to Scale:
Illustrative Only



Proposed Trench Location Plan
Overlain on 2020 Google Earth
Image



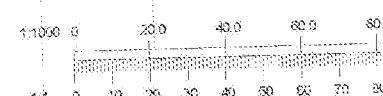
-  Proposed Development Area (x32 Trenches)
-  Fill Extraction & Flood Compensation Area (x40 Trenches)
-  Proposed Trial Trench (30x1.8m)



Not to Scale:
Illustrative Only



Proposed Trench Location Plan
Overlain on Geophysical Survey

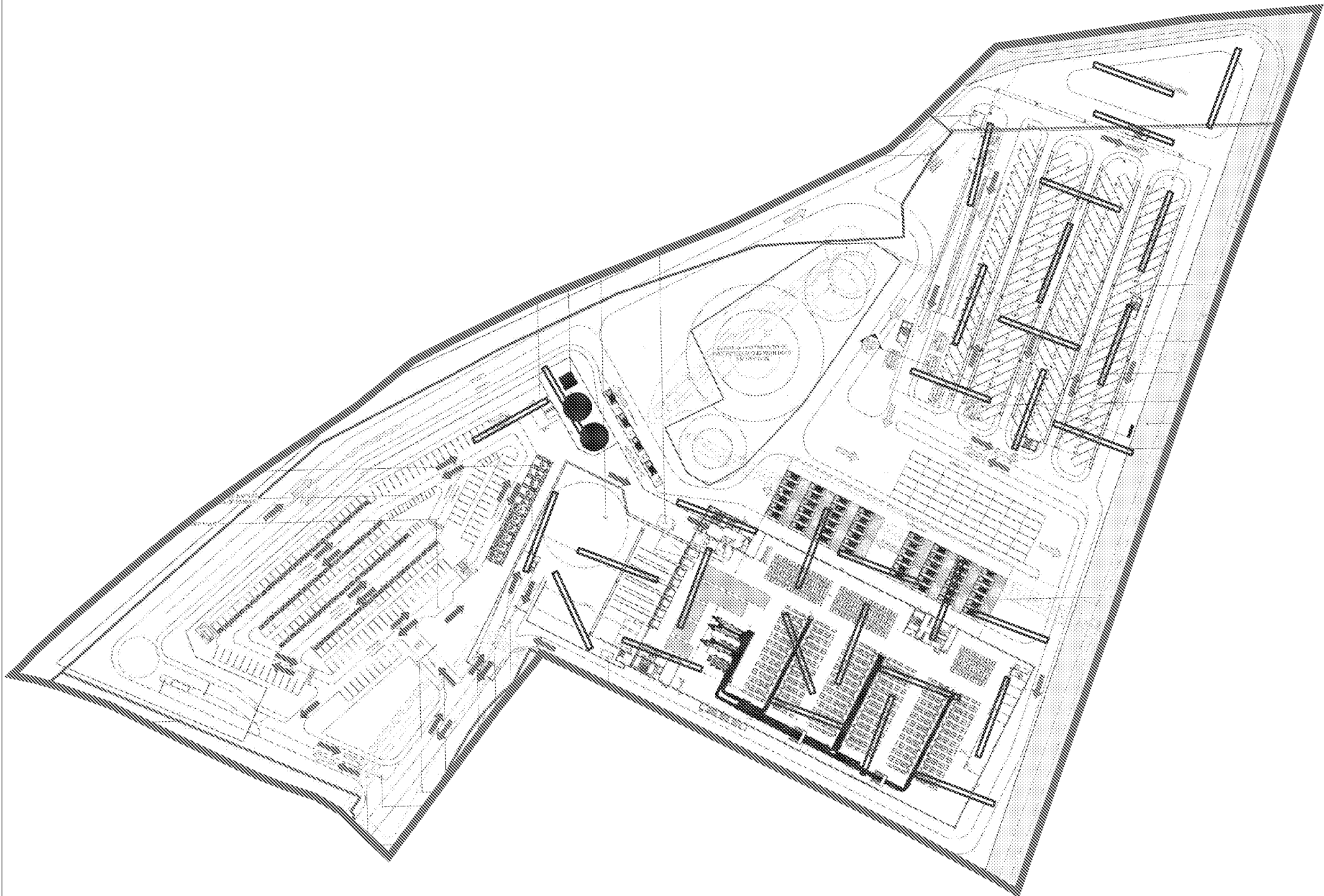


-

Not to Scale:
Illustrative Only



Proposed Trench Location Plan
Overlain on Cut and Fill Plan



-  Proposed Development Area (x32 Trenches)
-  Proposed Trial Trench (30x1.8m)



Not to Scale:
Illustrative Only

Trenching in the main site area is focused on areas of piling impact given that the majority of development impacts should otherwise be contained with areas of built up ground



Proposed Trench Location Plan
Overlain on Redevelopment
Proposals

