

LAND OFF ARUNDEL ROAD,
ANGMERING

**WRITTEN SCHEME
OF INVESTIGATION:
ARCHAEOLOGICAL (TRIAL
TRENCH) EVALUATION**

PREPARED BY PEGASUS GROUP
ON BEHALF OF GLADMAN DEVELOPMENTS LTD

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CONTENTS:

1.	INTRODUCTION	1
2.	ARCHAEOLOGICAL AND HISTORICAL BACKGROUND	3
3.	PROJECT OBJECTIVES AND ADMINISTRATION	5
4.	FIELDWORK METHODOLOGY	7
5.	POST-EXCAVATION ASSESSMENT & REPORTING	12
6.	ARCHIVE COMPOSITION AND DEPOSITION	15
7.	GENERAL PROVISIONS	17

APPENDICES:

APPENDIX 1: FIGURES

APPENDIX 2: STANDARDS AND GUIDANCE

1. Introduction

1.1 In July 2020, Pegasus Group were commissioned by Gladman Developments to prepare a Written Scheme of Investigation (WSI) for an Archaeological Trial Trench Evaluation on land off Arundel Road, Angmering, West Sussex (hereafter 'the site').

1.2 In March 2020, outline planning permission, with some reserved matters, was granted with conditions by Arun District Council. The outline permission is for a mixed development comprising up to 160 dwellings with public open space, landscaping and sustainable drainage systems (SuDs), vehicular access point from Arundel Road; together with up to 1,393 square metres of B1/B2 units, with associated parking provision and vehicular access point from Arundel Road, and land made available for expansion of current sports pitch provision, following the demolition of existing commercial units and one bungalow (Planning Ref. A/122/19/OUT).

1.3 Condition 39 stipulates a requirement for pre-commencement archaeological work, 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 Local Planning Authority.

Reason: The site is of archaeological significance in accordance with Policy D DM1 and Policy HER DM6 of

the Arun Local Plan. It is considered necessary for this to be a pre-commencement condition because archaeology can only be investigated before construction commences."

1.4 With regard to archaeology, the officer's report states the following:

"The site has the potential to contain archaeological interest and it should be trial trenched ahead of development to identify deposits of significance that might be present and to enable the implementation of appropriate measures for their preservation, whether in-situ or through further investigation, recording and dissemination of the results. The imposition of an archaeological condition is requested."

1.5 Subsequent consultation with James Kenny, Archaeological Officer for Chichester District Council and archaeological advisor to the LPA, clarified that the programme of archaeological work should comprise a 5% sample of the site, in line with the Sussex standards for archaeology.

Site Description

1.6 The proposed development site comprises c.9.1ha of land which has mixed usage. Currently, approximately 7.12ha of this land is under pasture and the remainder is taken up by a small business centre and a private residence.

Purpose of this WSI

- 1.7 This WSI provides the scope and methodology for the Archaeological Trial Trench Evaluation. It has been prepared with reference to a Trench Plan, produced by Pegasus Group, and in accordance with the specifications provided by James Kenny, archaeological advisor to the LPA (Appendix 1).

APPENDIX 1: TRENCH PLAN

- 1.8 It has been agreed with James Kenny, that a 5% sample of the site will be undertaken, in line with the Sussex standards for archaeology. Based upon the various site constraints, including extant buildings in the east of the site, the trenchable area of the site equates to c.7.12ha of pasture. A 5% sample of this area will amount to a total of 60 no. 30m by 2m trial trenches, which will be excavated in order to test the site's archaeological potential.
- 1.9 Due to the absence of geophysical survey data or any distinct features to test, the trenches will be placed in a grid array across the site, to provide a general sample. The trench plan and strategy will be reviewed as the works progress and may be evolved to better address the project objectives, in full liaison with James Kenny, Archaeological Officer for Chichester district council and archaeological advisor to the LPA.

- 1.10 The archaeological trial trench evaluation and all associated post-excavation and reporting work will be carried out in accordance with this WSI by a competent and professional archaeological contractor ('the Archaeological Contractor'). Following appointment, the Archaeological Contractor will provide a list of all appropriate specialists whose services may be required during the project.

Standards & Guidance

- 1.11 This WSI has been prepared in accordance with all relevant industry guidance documentation and best practice, including the relevant standards and guidance provided by the Chartered Institute for Archaeologists (Appendix 2).

APPENDIX 2: STANDARDS AND GUIDANCE

This WSI has been prepared by Donald Sutherland, Senior Heritage Consultant. Oversight of all heritage- and archaeology-related projects for which Pegasus Group is commissioned is maintained by Gail Stoten, MCIFA, FSA, Executive Director (Heritage), Pegasus Group.

2. Archaeological and Historical Background

Previous Research and Investigation

- 2.1 The site's historic background and development has been assessed within the Heritage Desk-Based Assessment prepared to support the application.¹ A summary taken from this is provided below, with the archaeological background informed by a recent search of the West Sussex Historic Environment Record (ref. 2020-101).

Archaeological and Historical Background

Earlier Prehistoric (pre-700 AD)

- 2.2 The previous assessment identified that the site has high potential for earlier prehistoric archaeology, based on the recovery of flint artefacts from within the site and its vicinity. However, there is no evidence to suggest that extensive or significant earlier prehistoric remains are present within the site and findings may be limited to further flints within the ploughsoil, indicative of general 'background' activity.
- 2.3 Mesolithic/Neolithic worked flints including axeheads, knife blades, worked flakes, a core and waste flakes are recorded as having been found within the north of the site in 1957 (ref

MWS3004).

- 2.4 Other instances of prehistoric activity recorded in the vicinity of the site include:

- prehistoric worked flint and associated features (ref. MWS3647), recorded during a watching brief (ref. EWS598), c.110m south of the site;
- a number of Palaeolithic flints recovered from an uncertain location north of Angmering, with a general location provided c.180m west-south-west of the site (ref. MSW3050);
- a prehistoric lithic working site, exposed during construction of the A27, c.275m north of the site (ref. MWS1045);
- a burnt flint layer extending across c.10sqm, identified through ploughing c.430m north-east of site (ref. MWS1049);
- a complex of enclosures and trackways dating to the Late Bronze Age/Early Iron Age, encountered during a trial trench evaluation c.905m south-east of the site (ref. MSW14966).

- 2.5 Several other findspots of prehistoric flint artefacts/flint scatters

¹ Goddard, R. (Pegasus Group), 2019, *Land off Arundel Road, Angmering: Heritage Desk-Based Assessment*

are recorded in the wider vicinity, beyond 500m of the site boundaries (refs. MWS3159; MWS3894; MWS4178; MWS4181; and, MWS5418), and Bronze Age pottery and flint are recorded as having been found within Angmering, c.790m south-south-east of the site (ref. MWS7432).

Iron Age (c.700 BC- AD 43) and Romano-British (AD 43 - 410)

- 2.6 There is no recorded evidence of Iron Age or Romano-British activity within the site. However, immediately south of the site is an Archaeological Notification Area (ref. DWS5802), which is described as an area of Iron Age and Roman occupation activity. Three elements of Iron Age/Romano-British heritage are recorded within this area, c.110m south of the site, and are likely to explain the area's classification as an Archaeological Notification Area. These are as follows:

- **a possible Iron Age/Romano-British site identified through the finding of a quern fragment and pottery sherds (ref. MWS1222).**
- **a possible Roman occupation site, identified through the observation of a dark, loamy soil containing fragments of early-Roman pottery, tile brick and quernstone (ref. MWS3645), observed during a watching brief (ref. EWS598).**
- **a few fragments of Iron Age pottery, recovered during the same watching brief (ref. MWS3646).**

- 2.7 The A27, c.190m to the north of the site is thought to follow the line of a former Roman Road. However, in the wider vicinity, recorded heritage from the Iron Age and Romano-British period is sparser and is generally represented by isolated findspots within Angmering >600m south of the site.

- 2.8 The site is considered to have moderate potential for Iron Age or Romano-British archaeology.

Early medieval (410 AD - 1066) and Medieval (1066 - 1539)

- 2.9 There is very little recorded medieval heritage within the vicinity of the site, with the majority of recorded heritage assets lying within the historic settlement core of Angmering, c.775m south-south-east of the site.

- 2.10 The exception to this is a historic farmstead at Newplace Farm, c.195m north of the site, beyond a copse, which potentially dates to the medieval period; however the current farm buildings are of a later date (ref. MWS12598). An undated series of earthworks near Newplace farm do not appear to conform to a regular plan, though it is tentatively suggested that they may represent the remnants of moats (ref. MWS3049).

- 2.11 The site is likely to have formed part of the agricultural hinterland to nearby settlements from at least the medieval period and is considered to have low potential for significant archaeological remains from the medieval period onwards.

3. Project Objectives and Administration

General Objectives

3.1 The general objectives of the Archaeological Trial Trench Evaluation are to:

- further evaluate the archaeological potential of the site;
- sample excavate any identified remains to an extent proportionate to their significance;
- create a record of those archaeological remains;
- undertake the above in accordance with the *CiFA Code of Conduct*² and *Standard and guidance for archaeological field evaluation*³ (Appendix 2);
- undertake a proportionate programme of post-excavation analysis;
- compile a suitably detailed report presenting the results of the evaluation;
- compile a material and documentary archive, and deposit that archive with a suitable repository; and
- if appropriate, publish the results of the evaluation in an appropriate peer-reviewed

² Chartered Institute for Archaeologists (CIfA), *Code of Conduct* (revised edition, October 2019).

academic journal, or equivalent medium.

Specific Objectives

3.2 The specific objectives of the Archaeological Trial Trench Evaluation are to:

- to contribute to the discharge of Condition 39 of the outline planning permission (ref. A/122/19/OUT); and, dependent on the results, to inform a proportionate mitigation strategy, ensuring either the preservation of any significant remains in situ or by record;
- to contribute to the regional research framework and research questions, as outlined in the South East Research Framework (SERF).

3.3 The area to be subject to trial trench evaluation is depicted on the Trench Plan provided at Appendix 1 of this WSI. Trenches will be placed in a grid array across the trenchable area of the site.

Roles and Responsibilities

3.4 The Archaeological Advisor responsible for regulating the works undertaken, on behalf of the Local Planning Authority, is:

- James Kenny, Archaeological Officer for Chichester District Council, 01243 534800,

³ CIfA, *Standard and guidance for archaeological field evaluation* (December 2014).

jkenny@chichester.gov.uk,

3.5 The Archaeological Regulator will be notified of the following activities, within the timescales stated:

- **the date of commencement of the trial trench evaluation in advance of commencement;**
- **the date of completion of the trial trench evaluation within one week of completion.**

Archaeological Contractor

3.6 The Archaeological Contractor will be appointed following confirmation of the construction programme and project phasing, consistent with the provisions set out in Section 6 of this WSI. The appointed Archaeological Contractor will provide:

- **a suitable risk assessment;**
- **a team of suitably qualified archaeologists; and**
- **progress reports (verbally or by email) to the Archaeological Consultant or Archaeological Advisor upon request.**

4. Fieldwork Methodology

Stripping of Overburden

- 4.1 The location of the trial trenches to be excavated is depicted on the Trench Plan (Appendix 2). A total of 60 trenches will be excavated, each 30m in length and 2m wide.
- 4.2 Trenches will be excavated using a suitably sized tracked mechanical excavator fitted with a toothless grading / ditching bucket.
- 4.3 The trenches will be excavated under the constant close supervision of an experienced and suitably qualified archaeologist.
- 4.4 For each trench, overburden will be removed until either the natural substrate or the uppermost identifiable archaeological horizon is revealed.
- 4.5 Should archaeological deposits be revealed, mechanical excavation will cease in that area, enabling the supervising archaeologist to investigate those deposits.
- 4.6 Deposits will be appropriately marked-up so that their location is readily perceivable on the ground. They will then be left in situ pending sample excavation and recording, and, if practicable, the supervised excavation of non-archaeological overburden from the remainder of the trench may then resume.

Sample Hand-Excavation

- 4.7 Any archaeological remains revealed during the excavation of the trial trenches will be cleaned and excavated by hand. This will be undertaken in accordance with the *CIfA Standard and guidance for archaeological field evaluation*, as well as with all due industry and professional standards (Appendix 2).
- 4.8 The adopted sample-excavation strategy in respect of each feature identified will be bespoke and proportionate, and will at all times be sufficient to meet the aims of the evaluation, i.e. to date and characterise identified features (wherever achievable). In accordance with the Sussex Archaeology Standards, the appropriate level of sample excavation will be 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; and,
- Other probable cremation vessels or unburnt human remains should be left *in situ* after recording their visible portions.

4.9 Contingency sampling of features will be as follows:

- 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; and,
- 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.

4.10 Where particularly complex structural or other activity is revealed, additional detailed excavation/recording (e.g. one or more sondages or keyhole excavations cut into deeper stratigraphy), specialist environmental sampling, and / or scientific dating may be required.

4.11 Where features are found to derive from naturally occurring events e.g. tree throws, plant holes, animal burrows, solution holes etc., a sample sufficient only to confirm that interpretation will be hand-excavated.

4.12 Any variations to the above sampling strategy would be approved in advance by the Archaeological Officer, following on-site discussion.

4.13 In the event that any discoveries of the highest significance are made, the Archaeological Officer will be informed immediately, and a site meeting between the relevant stakeholders will then take place in order to determine an appropriate further investigation / mitigation strategy.

		stratigraphic units;
	Archaeological Recording	
4.14	All archaeological features will be recorded in accordance with industry best practice, including the <i>CIfA Standard and guidance for archaeological evaluation</i> . Other relevant standard and guidance documentation is provided in Appendix 2.	- plans of stratigraphic units at a minimum scale of 1:20, unless specific circumstances dictate an optimal scale; - sections of stratigraphic units at an appropriate scale. Unless specific circumstances dictate an optimal scale, then this should be a minimum of 1:20. For areas of detailed, significant, or complex stratigraphy the scale used should be a minimum of 1:10;⁵
4.15	As a minimum, archaeological site recording will include the following: - a <i>pro-forma</i> context record for each stratigraphic unit revealed;⁴ - a record of any areas identified as being devoid of archaeological remains and of any features investigated and confirmed to be of natural origin; - trench plans, either DGPS-recorded, or hand-drawn at a scale of 1:100, and depicting: - the extent of the trench, tied into the Ordnance Survey National Grid and located on a 1:2,500 scale plan; - the extent of all stratigraphic units revealed; and - appropriate detail identified within	- A photographic record comprising: - recognised industry-quality digital SLR photographs;⁶ and (if specifically requested to meet a local standard) - monochrome prints / negatives and colour transparencies, using a 35mm format (film) SLR camera; - numerical indices of all context records, drawings, photographs, samples and small finds, checked and cross-referenced as necessary; and - a diary record of the progress of the archaeological work, including details of liaison and monitoring meetings, site visits, and a record of staff on site.

⁴ Typically, this would relate to any individual 'context' identified within a single archaeological intervention. However, there may be occasions where a context evidently recurs within multiple interventions, most commonly in relation to linear features. In such instances, it may optimise the intelligibility of the information derived, and aid in its interpretation, for a single context record to be compiled.

⁵ All scale drawings will include spot heights relative to the Ordnance Datum in metres, correct to two decimal places.

⁶ Alongside individual archaeological contexts / stratigraphic units, general site shots will also be taken to give an overview of the site and progress of the archaeological works programme.

- 4.16 All of the above records will form part of the eventual project archive, to be deposited with a suitable repository upon completion of the project (see Section 5, below).

Artefact Recovery

- 4.17 Archaeological artefacts will be collected, stored and processed in accordance with accepted national and regional methodologies, guidelines and standards (Appendix 2).
- 4.18 'Bulk finds' will be collected and recorded by context. 'Small finds' will be recorded three-dimensionally using DGPS or equivalent survey equipment.
- 4.19 All artefacts (apart from modern finds) will be collected and retained, unless otherwise agreed in advance with the Archaeological Regulator.
- 4.20 Where required, artefacts will be stabilised, conserved and stored in accordance with the guidance of the United Kingdom Institute of Conservators (UKIC). If necessary, a conservator will visit the site to undertake 'first aid' conservation treatment of finds prior to their removal from site.

Environmental Sampling

- 4.21 If deposits with the potential to yield palaeo-environmental or micro-artefactual data are identified, a proportionate programme of bulk sampling will be undertaken in liaison with

the Archaeological Regulator, and in accordance with the following general protocol:

- **samples will be recovered from cleaned surfaces, using clean tools and placed in clean containers;**
- **samples will be appropriately recorded and labelled, and a register of all samples recovered will be maintained; and**
- **the samples will be stored safely in a sufficiently secure location prior to their delivery to the appropriate specialist.**

- 4.22 Should any palaeo-environmental deposits of particular interest be revealed, the Historic England Regional Science Advisor (RSA) will be contacted, and their advice sought in respect of an appropriate further sampling strategy. The RSA for the South East of England is:

- **Jane Corcoran, 02079 733733**

- 4.23 Any sampling would be undertaken in accordance with Historic England's *Geoarchaeology*.⁷

Human Remains

- 4.24 Should human remains be encountered, they will initially be left in situ, suitably covered and secured, in compliance with industry best practice. The Archaeological Contractor will notify Pegasus Group, who will then inform both the Client and the

⁷ Historic England, *Geoarchaeology: Using Earth Sciences to Understand the Archaeological Record* (revised edition, Swindon, 2015).

Archaeological Regulator.

- 4.25 Following this initial consultation, the removal of human remains will only take place in accordance with a Ministry of Justice exhumation license, the appropriate Environmental Health regulations and the Burial Act 1857.
- 4.26 The Archaeological Contractor will be responsible for applying for an exhumation license from the Ministry of Justice, and, once in receipt, for ensuring that the provisions of that license are complied with.

Treasure Act

- 4.27 Should any treasure be discovered, it will be removed, if possible, to a secure location. Where removal is not practical on the same working day as the discovery, suitable security measures will be put in place in order to protect the find from

damage, loss and theft.

- 4.28 Upon discovery of any treasure, the Archaeological Contractor will immediately inform Pegasus Group, the local coroner, and the Portable Antiquities Finds Liaison Officer for Sussex.
- 4.29 In accordance with the provisions of the Treasure Act 1996 Code of Practice (2nd Rev.), the local coroner for West Sussex is:

- **Ms. Penelope Schofield, Senior Coroner, 0330 222 7100, hm.coroner@westsussex.gov.uk**

The Archaeological Contractor will ensure that the Treasure Act regulations are complied with and that all relevant parties are kept informed. A list of finds which have been collected and which fall under the Treasure Act will be included within the Fieldwork Report.

5. Post-excavation Assessment & Reporting

General

5.1 The post-excavation and reporting programme will be agreed with the Archaeological Officer and undertaken in accordance with the procedures set out in Historic England's *MoRPHE* guidelines.⁸ The following sequence of post-excavation tasks will be undertaken:

- **Preparation of the site archive;**
- **preparation of a post-excavation assessment;**
- **post-excavation analysis consistent with the assessment;**
- **preparation of a grey-literature report;**
- **preparation of a publication (if warranted); and**
- **deposition of finds and archive in an appropriate museum.**

Timescales

5.2 Unless otherwise agreed to in writing by the Archaeological Regulator, the full technical report detailing the results of the trial trench evaluation will be delivered to the Archaeological Regulator within two working months of completion of the

fieldwork.

Finds Processing and Material Archive

5.3 All finds will be processed promptly following completion of the fieldwork. Retained finds will be washed, marked, bagged and recorded within a database (e.g. MS Access or GIS DBASE), and will include the location from which they were recovered in National Grid and Ordnance Datum, accurate to two decimal places.

5.4 The finds assemblage will be treated, labelled and stored in accordance with the appropriate Historic England guidance documentation, all relevant local authority guidelines and the UKIC guidelines.

5.5 The Archaeological Contractor will ensure that the processing of all assemblages recovered is also undertaken in accordance with the requirements of the agreed repository.

5.6 Where appropriate, each category of find, or each material type, will be examined by a qualified archaeologist/specialist, with the results of that analysis incorporated into the fieldwork report.

⁸ Historic England, *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Swindon, 2015).

Paper Archive

- 5.7 Upon completion of the archaeological fieldwork, the archive of written, drawn and photographic records generated on site will be reviewed by a suitably experienced archaeologist. The archive will be ordered and checked to ensure that it is complete, and that the information recovered is of the required standard and is suitably intelligible ahead of its analysis.

Reporting

- 5.8 The full (grey literature) technical report will include the following:

- a non-technical summary;
- a site location plan;
- archaeological and historical background;
- aims and objectives;
- methodology;
- results (including full description, assessment of condition, quality and significance of all archaeological features, as relevant);
- interpretation of the results within a wider context;
- conclusions on the significance of the remains identified;
- publication proposals, if warranted;
- summary of archive, storage and curation;

- general and detailed plans illustrating the location(s) of the trenches, accurately plotted onto an OS base map to an appropriate scale;
- detailed scaled plans and sections of features/deposits as appropriate, including OD heights;
- a complete matrix (either site-wide, or for each trench);
- summary data tables;
- a cross-referenced index of the project archive; and
- specialist assessment and/or analysis reports, if required.

Report dissemination

- 5.9 A draft of the report will be submitted to Pegasus Group and the Client for review ahead of finalisation.
- 5.10 One bound and one digital version of the report (complete with illustrations) will be produced by the Archaeological Contractor within one week of the receipt of any comments issued on the draft. Digital text should be in Microsoft Word format, and illustrations should be in AutoCAD and/or PDF format.
- 5.11 On finalisation of the report, a digital copy in PDF/A format will be provided to the West Sussex Historic Environment Record (HER). The HER will also be provided with any relevant geo-referencing data, in either .shp or .dxf format.
- 5.12 The Archaeological Contractor will complete an Online Access to

the Index of Archaeological Investigations (OASIS) form in relation to the report, to include a digital version of the report itself. The full report will include the OASIS ID number.

- 5.13 Once the final report on the results of the work has been published, it will be provided to the planning authority.

Publication

If the results of the Archaeological Trial Trench Evaluation are considered sufficiently significant as to warrant wider public dissemination, then a suitable format and forum will be identified in liaison with the Archaeological Officer. As a minimum, this might include a short article in a local peer-reviewed journal.

6. Archive Composition and Deposition

Composition

6.1 The compilation of an integrated and ordered project archive will be undertaken by the Archaeological Contractor in accordance with the provisions of the following:

- **Historic England's MoRPHE guidance;**⁹
- **the requirements of the local repository; and**
- **this WSI.**

6.2 The archive will include:

- **All recovered artefacts and significant samples (material archive);**
- **all written, drawn, photographic and other records generated during the fieldwork (site archive); and**
- **all digital data, including that which is digital in origin,¹⁰ and any digital copies made of the primary site records, including images.¹¹**

6.3 Once prepared, the Archaeological Contractor will store the

archive in a suitable and secure location prior to its deposition.

Deposition

6.4 The hardcopy archive will be deposited for long-term curation with a recognised, accredited or trusted repository. In depositing the archive, the Archaeological Contractor will:

- **contact the preferred repository at an early stage, in order to obtain their acceptance, in principle, of the archive for long-term storage and curation;**
- **be responsible for identifying and adhering to any specific policies or requirements provided by the repository in respect of archive preparation and submission;**
- **contact the agreed repository to obtain an Accession Code or other reference number, which will be stated within the fieldwork report;**
- **obtain a written agreement from the landowner to transfer title to all items in the material archive to the repository (on their behalf);¹²**

⁹ Historic England, *Management of Research Projects in the Historic Environment*.

¹⁰ Including email correspondence, images, survey data and other site data collected through digital/electronic means.

¹¹ Including relevant drawn and written data created during fieldwork (context sheets, sample sheets, finds records, drawings/plans/sections/sketches, all indices, earthworks surveys, and any notes that contribute to the interpretation

and understanding of the site and its recording) and any other relevant records/data produced during subsequent analysis etc.

¹² If ownership of any or all of the artefactual material is to be retained by the landowner, then provision must be made for its time-limited retention by the Archaeological Contractor to facilitate its full analysis and specialist recording.

and

- **grant license to copyright for documentary material (both physical and digital) to the Client, for transfer to the relevant repository.**

6.5 In the event that the fieldwork does not reveal deposits of archaeological interest and produces little or no artefactual material, there would be no requirement for an archive to be deposited. In these circumstances, the Archaeological Contractor should obtain written agreement from the Archaeological Officer that this is the case.

Deposition of Digital Archive

6.6 Currently, the only suitable repository for digital archives is the Archaeology Data Service (ADS). The digital archive must therefore be compiled in accordance ADS standards and requirements.¹³

6.7 Should the archive repository confirm that they do not require the hardcopy archive, then once the digital archive has been transferred to the ADS, the Archaeological Contractor may retain, disperse or dispose of the primary hardcopy items. This may entail physical destruction of the primary record.

¹³ Archaeology Data Service,
<http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml>; <http://archaeologydataservice.ac.uk/advice/selectionGuidance.xhtml>.

Notification

6.8 The Archaeological Contractor shall promptly notify the Archaeological Officer when the archive of records and finds has been deposited with the appropriate repository.

Copyright

6.9 The Archaeological Contractor will assign copyright in all reports, documentation and images generated during the project to the Client. The Archaeological Contractor will retain the right to be identified as the author/originator of the material. It is the responsibility of the Archaeological Contractor to obtain such rights from any sub-contracted specialists.

6.10 The Archaeological Contractor may apply in writing to use or disseminate any part of the project archive, documentation or images, and such permission will not be unreasonably withheld.

6.11 The Client will own all Intellectual Property Rights to photographs and documentation prepared for this project by or on behalf of the Archaeological Contractor.

7. General Provisions

7.1 The Archaeological Contractor will undertake the works in accordance with this WSI and any subsequent written variations agreed with the Archaeological Regulator. No variation from, or changes to, this WSI will be undertaken except by prior agreement with Pegasus Group or the Client, in consultation with the Archaeological Regulator where appropriate.

Personnel

7.2 All archaeological personnel involved in this project will be suitably qualified and experienced professionals. Prior to commencement of the trial trench evaluation, the Archaeological Contractor will provide Pegasus Group, on behalf of the Client, with the following staff details:

- **Project Manager CVs;**
- **Project Officer and / or Site Supervisor CVs; and**
- **a list of other archaeological personnel proposed for deployment on the project, including summary detail of professional field experience and any relevant specialisms.**

7.3 The Archaeological Contractor's Project Manager will be a Member of the Chartered Institute for Archaeologists (MCIFA) or will be able to demonstrate an equivalent level of experience and competency in managing archaeological field projects of a

comparable nature and scale.

7.4 Specialist staff, including those engaged specifically for post-excavation assessment, analysis and report-writing, will be suitably qualified and, where appropriate, will be supervised by personnel with additional relevant expertise.

7.5 Specialist staff will be available at 48 hours' notice, for the duration of the fieldwork, in order to provide specialist advice.

Access Arrangements and Welfare

7.6 Site access is to be restricted at all times, with only authorised personnel admitted.

7.7 The Archaeological Contractor will liaise with the Client and, if applicable, the Principal Groundworks Contractor in order to agree:

- **site access and egress;**
- **the location(s) of compound facilities, and any relevant operational detail relating to those facilities; and**
- **a spoil management strategy.**

7.8 The Archaeological Contractor will be responsible for ensuring that all personnel are made aware of, and adhere to, any site arrangements and regulations defined by the Client and, if applicable, the Principal Contractor.

7.9 Should a Principal Contractor have been appointed, they will be responsible for providing site welfare facilities of a suitable size and standard, and for the maintenance of those facilities. Should no Principal Contractor have been appointed at the point of commencement of the trial trench evaluation, provision and maintenance of suitable welfare facilities will be the responsibility of the Archaeological Contractor.

Health and Safety

7.10 Health and Safety will, at all times, take priority over work detail and archaeological issues. Prior to commencement of the programme of the trial trench evaluation, the Archaeological Contractor will:

- provide Pegasus Group and the Client with details of their public liability and professional Indemnity Insurance;
- submit a copy of their Health and Safety policy, compiled in accordance with national guidelines and all relevant Health and Safety legislation, to Pegasus Group and the Client;
- complete a Risk Assessment detailing any project-specific Health and Safety considerations, measures and requirements, and submit a copy to Pegasus Group, the Client and, where applicable, the Principal Contractor.

7.11 Prior to preparation of the site-specific Risk Assessment by the Archaeological Contractor, either the Client or the Principal Contractor will provide the Archaeological Contractor with any and all information obtained in relation to existing services

within the site. This will include the most accurate information available on the nature and locations of those known services.

7.12 During the course of the trial trench evaluation, the Archaeological Contractor will ensure:

- the adherence of all on-site archaeological personnel engaged on the project to the Principal Contractor's Safety Standards, if applicable, and CDM Health and Safety rules;
- the implementation and management of the Archaeological Contractor's own Health and Safety Policies;
- dissemination of the site-specific Risk Assessment to all on-site archaeological personnel engaged on the project, ensuring that it is reviewed and the content acknowledged, prior to the admission of any archaeological personnel to any working areas and prior to their undertaking any other work-related tasks;
- that the identity of any on-site First Aiders is made known to all archaeological personnel engaged on the project;
- that the location(s) of First Aid boxes and, if relevant, fire extinguishers is made known to all archaeological personnel engaged on the project; and
- that all archaeological personnel engaged on the project are in possession of, and wear at all times (as required), the necessary Personal Protective Equipment (PPE), which, as a minimum, should include a hard hat, a hi-vis vest, safety gloves and site-appropriate

footwear.¹⁴

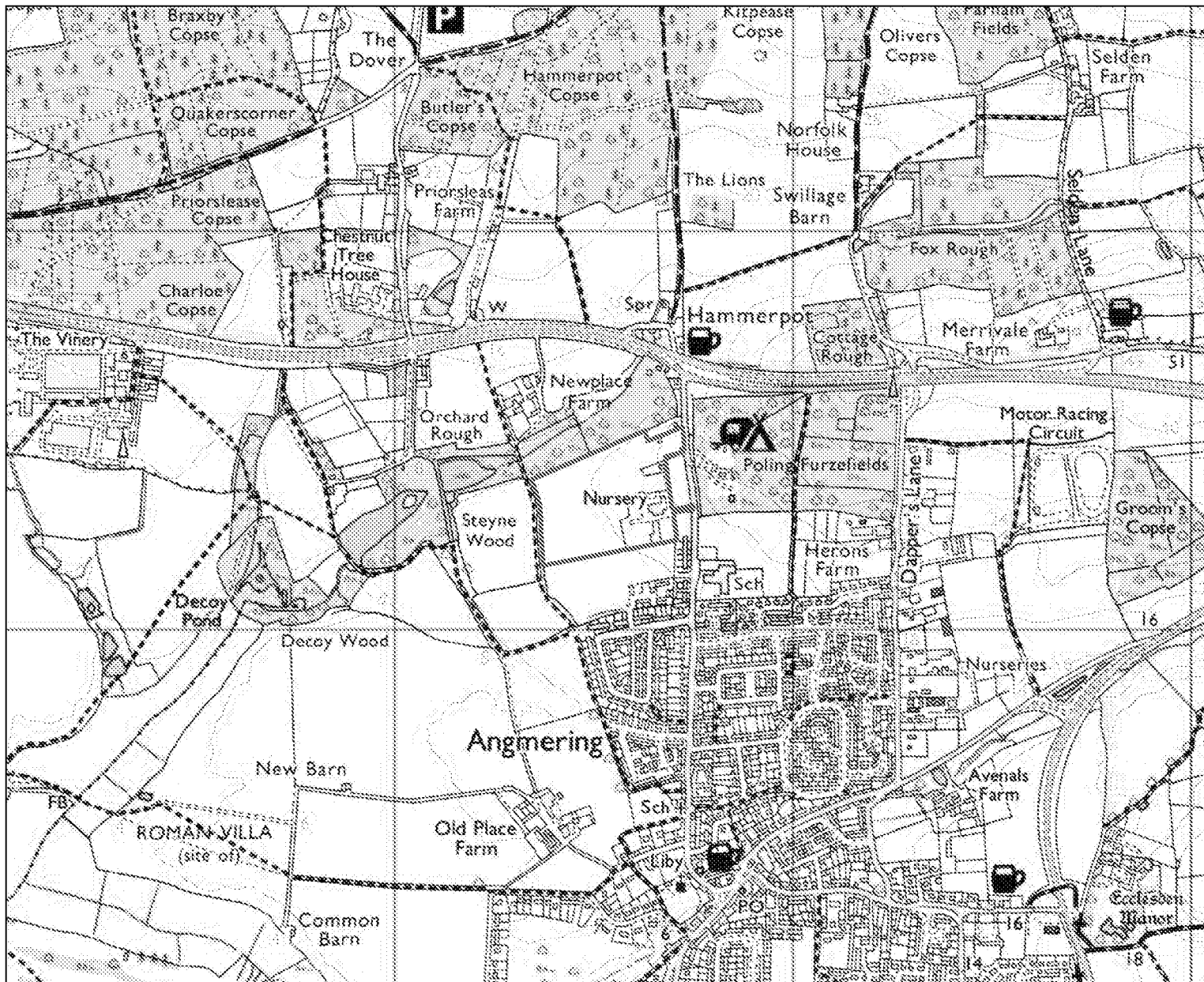
- 7.13 All archaeological personnel engaged on the project will be in possession of a valid CSCS card.
- 7.14 Where required, all archaeological personnel engaged on the project will attend a Health and Safety Induction coordinated by either the Principal Contractor or the Archaeological Contractor.
- 7.15 The Archaeological Contractor will leave the site in a tidy and professional condition and will remove all materials that it has introduced onto the site, unless specifically agreed otherwise with the Client and/or Principal Contractor.

Confidentiality and Publicity

- 7.16 All communications regarding the trial trench evaluation will be directed to Pegasus Group and the Client.
- 7.17 The Archaeological Contractor will not comment upon any aspect(s) of the project to members of the public or any other parties, unless specifically authorised to do so by Pegasus Group or the Client.
- 7.18 The Archaeological Contractor will not disseminate images or information associated with the project, either for information or publicity purposes, without the prior written consent of Pegasus Group or the Client.

¹⁴ Any additional PPE, such as safety glasses/goggles, ear defenders, dust-masks etc., should be issued and worn, as required.

Appendix 1: Figures



KEY
 Site

Revisions:
 First Issue- 31/07/2020 DS

Figure 1: Site Location Plan

Land off Angmering Road,
 Arundel

Client: Gladman Developments
 DRWG No: P17-2743_01 Sheet No: - REV: -
 Drawn by: DS Approved by: -
 Date: 31/07/2020
 Scale: 1:15,000 @ A4

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KEY



Site

30m Trench

Revisions:
First Issue- 31/07/2020 DS

Figure 2: Trench Plan

Land off Angmering Road,
Arundel

Client: Gladman Developments

DRWG No: **P17-2743_02** Sheet No: - REV: -

Drawn by: DS

Approved by: -

Date: 31/07/2020

Scale: 1:2,500 @ A4

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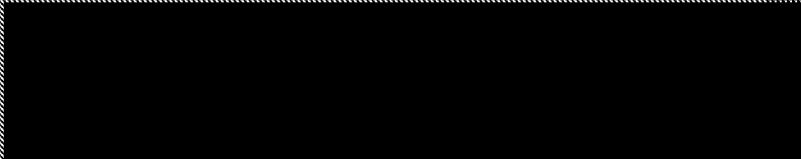
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Appendix 2: Standards and Guidance

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