

**SPECIFICATION
FOR AN
ARCHAEOLOGICAL
EVALUATION**

**ALDWICK END
262 HAWTHORN ROAD
BOGNOR REGIS
WEST SUSSEX**

RICHARD MEAGER BA MA MIFA

MAY 2008

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FOR AN
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**ALDWICK END
262 HAWTHORN ROAD
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WEST SUSSEX**

**LOCAL PLANNING AUTHORITY:
ARUN DISTRICT COUNCIL**

**SITE CENTRED AT:
SZ920 994**

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Archaeological Desk Based Assessment, Aldwick End, 262 Hawthorn Road Bognor Regis West Sussex, CgMs Limited March 2006

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1.0 NON-TECHNICAL SUMMARY

- 1.1 It is proposed to excavate 90 square metres of evaluation trenching at Aldwick End, 262 Hawthorn Road Bognor Regis West Sussex (also referred to as the study site) to confirm the presence or absence of archaeological finds and features.

2.0 INTRODUCTION

- 2.1 The proposed redevelopment of the Aldwick End site is considered to have an archaeological potential for the Mesolithic period.
- 2.2 The study site's archaeological potential for all other periods of human activity is discussed in detail in Appendix 1.
- 2.3 The proposed development extends beyond the existing building footprints across land which has not been developed before, and therefore there is a potential for archaeological impacts to occur.
- 2.4 CgMs Consulting have therefore recommended to their clients that an archaeological evaluation of this site be undertaken in line with government policy, as set out in PPG16, Arun District Council's archaeological policies and West Sussex County Council's archaeological policies.

3.0 GEOLOGY AND TOPOGRAPHY

- 3.1 British Geological Survey Sheet 317/332 (Chichester & Bognor, 1996) shows the underlying geology of the study site to comprise Aeolian Deposits (Brickearth) described as 'mainly silts, in part contaminated with gravel', overlying sands and clays of the Reading Formation, defined as 'mottled clays, locally sandy'.
- 3.2 Geotechnical investigations carried out on the study site in January 2006 in the form of six window samplers revealed a varying sequence of brickearth deposits to a maximum depth of 3.0m (Appendix 1).
- 3.3 The study site is roughly level at 6.7m AOD.

4.0 TRIAL TRENCHING

- 4.1 A trial trench plan has been prepared on the basis of 90 square metres of evaluation trenching which will be directly affected by the proposed development (Figs 3 and 4).
- 4.2 One 20m x 1.8m trench and one 30m x 1.8m trench have been proposed, as shown in Figure 4. A contingency of a further 20m x 1.8m has also been allowed for.

5.0 OBJECTIVES AND RATIONALE OF THE FIELD EVALUATION

- 5.1 Establish whether any archaeological sites exist in the area, with particular regard to any which are of sufficient importance to require preservation in situ.
- 5.2 The evaluation should aim to determine, as far as is reasonably possible, the location, form, extent, date, character, condition, significance and quality of any surviving archaeological remains, irrespective of period, liable to be threatened by the proposed development. An adequate representative sample of all areas where archaeological remains are potentially threatened should be studied, and attention should be given to sites and remains of all periods (inclusive of evidence of past environments).
- 5.3 The evaluation should also seek to clarify the nature and extent of existing disturbance and intrusions and hence assess the degree of archaeological survival of buried deposits and any surviving structures of archaeological significance.
- 5.4 Within these parameters, the evaluation of this site presents an opportunity to address the following objectives:
- 1) To establish the presence or otherwise of Prehistoric or later activity/occupation and define the date and nature of that activity/occupation.
 - 2) To establish the palaeoenvironmental context of any prehistoric, or later occupation/activity.
 - 3) Evaluate the likely impact of past land use.
 - 4) Provide sufficient information to construct an archaeological mitigation strategy.
- 5.5 Where physical preservation is likely to be considered as a mitigation option, the primary factors affecting the present state of preservation and the direct and indirect affect of the proposed development should also be considered.

6.0 FIELD EVALUATION – DETAILED SPECIFICATION

- 6.1 The overall objectives of this field evaluation are set out in Section 5. This section details the on site methodologies, report format and other related details.
- 6.2 Two trial trenches as set out in Figure 4 will be cut to evaluate the site. All features encountered will be located and assessed. The results of this preliminary survey will provide the basis for considering mitigation measures, although in the event that evidence is encountered which suggests nationally important remains are present further evaluation may be required.

Evaluation Techniques

- 1) The trenches should be opened by mechanical excavator, with removal of all undifferentiated topsoil down to the first significant horizon. The machine should remove a level spit of no more than 0.25m depth moving along the length of the trench. Successive spits may be similarly removed until the first significant archaeological horizon is reached. That level should be cleaned in plan using a wide blade, ditching bucket or similar, with no teeth. If the machine has to re-enter the trench care should be taken to ensure that it does not damage underlying remains, particularly in soft conditions. *The machine must not be used to cut arbitrary trial trenches down to natural deposits, without regard to the archaeological stratification and leaving a section record only.* All machine work must be under archaeological supervision and should cease immediately if significant evidence is revealed.
- 2) The machine used should be powerful enough for a clean job of work and able to mound spoil neatly, a safe distance from trench edges. Mini garden excavators or bulldozers are not suitable.
- 3) Initially examination of all archaeological deposits should be by hand with cleaning, examination and recording both in plan and section. The objective is to define remains rather than totally remove them. Full excavation should be confined to the least significant remains (e.g. dumped layers) which may allow underlying stratigraphy and features to be exposed and recorded. Within significant levels partial excavation, half-sectioning, the recovery of dating evidence, sampling and the cleaning and recording of structures is preferable to full excavation. *There is no requirement to totally excavate the evaluation trench*

to *natural levels*. Depending on the stratigraphy revealed sieving and flotation of fills (at the appropriate mesh level) should be undertaken to recover small flint flakes/metalwork (i.e. a control sample of artefacts).

- 4) Archaeological excavation may require work by pick and shovel or occasionally further use of the machine. *Such techniques are only appropriate for the removal of homogeneous or low-grade deposits which may give a 'window' into underlying levels. They must not be used on complex stratigraphy and the deposits to be removed must have been properly recorded first.* Casual "mattock testing" of features of uncertain archaeological value must not be undertaken without the prior approval of the Local Planning Authority. The depth and nature of all colluvial or other masking deposits must be established across the site.
- 5) Particular care should be taken not to damage any areas containing significant remains which might merit preservation in situ. Such evidence would normally include deep or complex stratification settlement evidence and structures. The Local Planning Authority and County Archaeological Officer must be informed immediately if remains likely to be of national significance are encountered. Such areas should be protected and not left open to the weather, or other forms of deterioration whilst investigation will not be at the expense of any structures, features or finds which might reasonably be considered to merit preservation, it is important that a sufficient sample is studied.
- 6) Any human remains must also be left in situ, covered and protected. If removal is essential it can only take place under appropriate environmental health regulations together with those of the Department of Communities and Local Government, which replaced Home Office regulations. Such removal must be in compliance with the Disused Burial Grounds Amendment Act 1981. Prior written notice is also to be given to the Local Planning Authority.
- 7) Metal detector searches should take place at all stages of the evaluation.
- 8) Topsoil, subsoil and archaeological deposits are to be kept separate during the evaluation to allow sequential backfilling.

Access and Safety

- 9) Reasonable access to the site is to be arranged for representatives of the Local Planning Authority and County Archaeological Officer who may wish to make site inspections to ensure that the archaeological investigations are progressing satisfactorily.
- 10) *All relevant health and safety regulations must be followed.* A general health and safety policy must be provided by the Archaeological Contractor and a detailed risk assessment and management strategy for this site prepared. In particular the machine should be kept away from unsupported trench edges and public access routes should be supervised and controlled. Barriers, hoardings and warning notices should be installed as appropriate. Safety helmets are to be used by all personnel as necessary. The Archaeological Contractor will provide appropriate toilet and washing facilities for site staff.
- 11) *No personnel are to work in deep unsupported excavations.* Trenches deeper than 1.2m will have to be stepped or battered back.
- 12) Where there is reason to believe from previous uses that the ground may be contaminated, the Archaeological Contractor must include arrangements for pollution sampling and testing before any site work takes place. A search for public utility or other services will also be undertaken by the Archaeological Contractor prior to commencement.
- 13) *The archaeological organisation must be satisfied that the applicant or developer has provided all information reasonably obtainable on contamination and the location of live services before any site work takes place.*
- 14) All archaeological trenches should be backfilled upon completion, for safety reasons, unless CgMs has given written instructions to the contrary.

Recording Systems

- 15) The recording system must be fully compatible with that most widely used elsewhere in the County. Context sheets should include all relevant stratigraphic relationships and for complex stratigraphy a separate matrix diagram should be employed. This matrix should be fully checked during the course of the

evaluation. If there is any doubt over recording techniques the guidance of the County Archaeological Officer will be sought.

- 16) The site archive will be so organised as to be compatible with other archaeological archives produced in the County. Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto prepared pro-forma recording sheets. Sample recording sheets, sample registers, finds recording sheets, access catalogues, and photo record cards will also be used. This requirement for archival compatibility extends to the use of computerised database.
- 17) Site location plan required; general plan (e.g. OS 1:1250) showing investigation area and development site in relation to surrounding locality and street pattern.
- 18) This will be supplemented by trench plans at 1:500, which will show the location of the areas investigated in relationship to the investigation area, OS grid and site grid (if any). The locations of the OS bench marks used and site TBMs will also be identified.
- 19) Archaeological plans; some record of the full extent in plan of all archaeological deposits must be made. All significant deposits that significantly affect the interpretation of the site and relate to the evaluation objectives should be formally planned in relation to the trench and OS grid and be at a scale of 1:10 or 1:20. Single context planning is required on deeply stratified sites.
- 20) Sections containing significant deposits, including half sections, should be drawn as appropriate. Upon completion of the trench at least one long section is to be drawn, including a profile of the top of natural deposits (extrapolated from cut features etc. if the test pit has not been fully excavated). In addition to the excavation of man made deposits some assessment of "naturally deposited" levels will be necessary, especially when these are organically preserved and laid down within archaeological timescales.
- 21) All archaeological plans and sections should be on drawing film at a scale of 1:10 or 1:20 and should include context numbers and OD spot heights for all principal strata and features.

- 22) An adequate photographic record of any significant archaeological remains is required, in both plan and section. This will include black and white prints and colour transparencies (on 35mm film), illustrating in both detail and general context the principal features and finds discovered. The photographic record will also include working shots to illustrate more generally the nature of the archaeological operation mounted. The transparencies will be mounted in suitable frames. Where appropriate a photogrammetric record will be made of complex structures, features and horizons liable to be damaged in the course of the evaluation.
- 23) A Harris Matrix stratification diagram will be compiled and fully checked during the course of the excavations.

Finds and Samples

- 24) A high priority should be given to dating any remains and so all artefacts and finds are to be retained. Consideration should also be given to the recovery of specialist samples for scientific analysis, particularly samples for absolute dating, structural materials and cultural/environmental evidence. Different sampling strategies may be employed according to established research targets and the perceived importance of the strata under investigation. Minimum levels of data acquisition should be defined according to the "information recovery levels" summarised by Carver (1987). The default data acquisition level for all pre-modern assemblages is level D. Close attention will be given to sampling for date, structure and environment.
- 25) The strategy for sampling archaeological and environmental deposits and structures (which can include soils, timbers, animal bone and human burials) will be developed in consultation with the County Archaeological Officer and the English Heritage Scientific Advisor.
- 26) A high priority will be given to the sampling of river and other anaerobic deposits (such as peat) where organic materials may be preserved.
- 27) Organic samples will be subject to appropriate specialist analysis. There may be a requirement to submit timbers to dendrochronological analysis and to process some samples to provide C14 dating. Other forms of specialist analysis may also be appropriate.

- 28) The finds retrieval policies of the County Council will be adopted. All identified finds and artefacts will be retained, although 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 County Archaeological Officer.
- 29) All finds and samples will be treated in a proper manner and to the standards of the UK Institute of Conservators Guidelines. They will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in the UK Institute for Conservation "Conservation Guideline No 2". Appropriate guidelines set out in the Museums and Galleries Commissions "Standards in the Museum Care of Archaeological Collections (1991)" will also be followed.
- 30) The pottery specialist employed by the archaeological contractor will be familiar with local pottery types and with a record of publications in the region.

Reports and Archives

Summary Report

- 31) A summary report on the results of the evaluation will be prepared. This should include:
- i. Perceived archaeological potential of the site and vicinity from documentary sources – historic, cartographic, archaeological, SMR, geographical, topographic and environmental.
 - ii. The aims and methods adopted in the course of the evaluation.
 - iii. Illustrative material including maps, plans, sections, drawings and photographs as necessary.
 - iv. The nature, extent, date, condition and significance of the archaeological finds with specialist opinions and parallels from other sites if required.
 - v. The anticipated degree of survival of archaeological deposits across the site, as affected by its present state and recent past (e.g. extent of quarrying).

- vi. The likely effect of development (nature and extent of proposed groundworks).
- vii. Summary of archaeological impact, comparing iv, v and vi.
- viii. Recommendations for further action, identifying any areas suitable for either preservation in situ or rescue excavation in advance of development. Copies of the evaluation report should be sent to the Local Planning Authority, the County Archaeological Officer and the Sussex Archaeological Society.
- ix. A copy of the final report will be sent to the library of the Sussex Archaeological Society.

Archives and Published Reports

- 32) The integrity of the site archive should be maintained. The archive of all records and finds must be prepared consistent with the principles set out in the Management of Archaeological Projects (English Heritage 1991), particularly Appendix 3.1 and Appendix 4.1.
- 33) The minimum acceptable standard for the archival report is defined in the "Management of Archaeological Projects" 5.4 and Appendix 3. 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.
- 34) The copyright for the evaluation report will remain with CgMs.
- 35) United Kingdom Institute for Conservation guidelines for the preparation of excavation archives for long term storage (1990) will be followed. Arrangements for the curation of the site archive will be agreed in writing with the recipient Museum who will issue a museum acquisition number before site work commences. Details of such arrangements will be copied to the County Archaeology Officer and the Local Planning Authority before site works commence.

- 36) The site archive is to be deposited with the appropriate museum within 3 months of the completion of work. It will then become publicly accessible.
- 37) County Sites and Monuments Record Sheets should be completed for the site, as per the County SMR manual.
- 38) In addition, at the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/projects/oasis/> must be initiated and key fields completed on Details, Location and Creators Forms. All appropriate parts of the OASIS online form must be completed for submission to the SMR. This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive).

Archaeological Contractor

- 39) The Archaeological Contractor will have a proven track record in undertaking field evaluations and investigations.
- 40) The field team deployed by the Archaeological Contractor will include only full time professional archaeological staff. All staff should be experienced on sand gravel sites.
- 41) The composition of the project team must be detailed and agreed with the County Archaeological Officer (this is to include any subcontractors). It is intended that the onsite staff will comprise an Archaeological Project Manager and an Archaeological Supervisor, together with an Archaeologist.
- 42) A timetable for all stages of the project must be agreed before the first stage of work commences, including monitoring by the County Archaeological Officer.

SOURCES CONSULTED

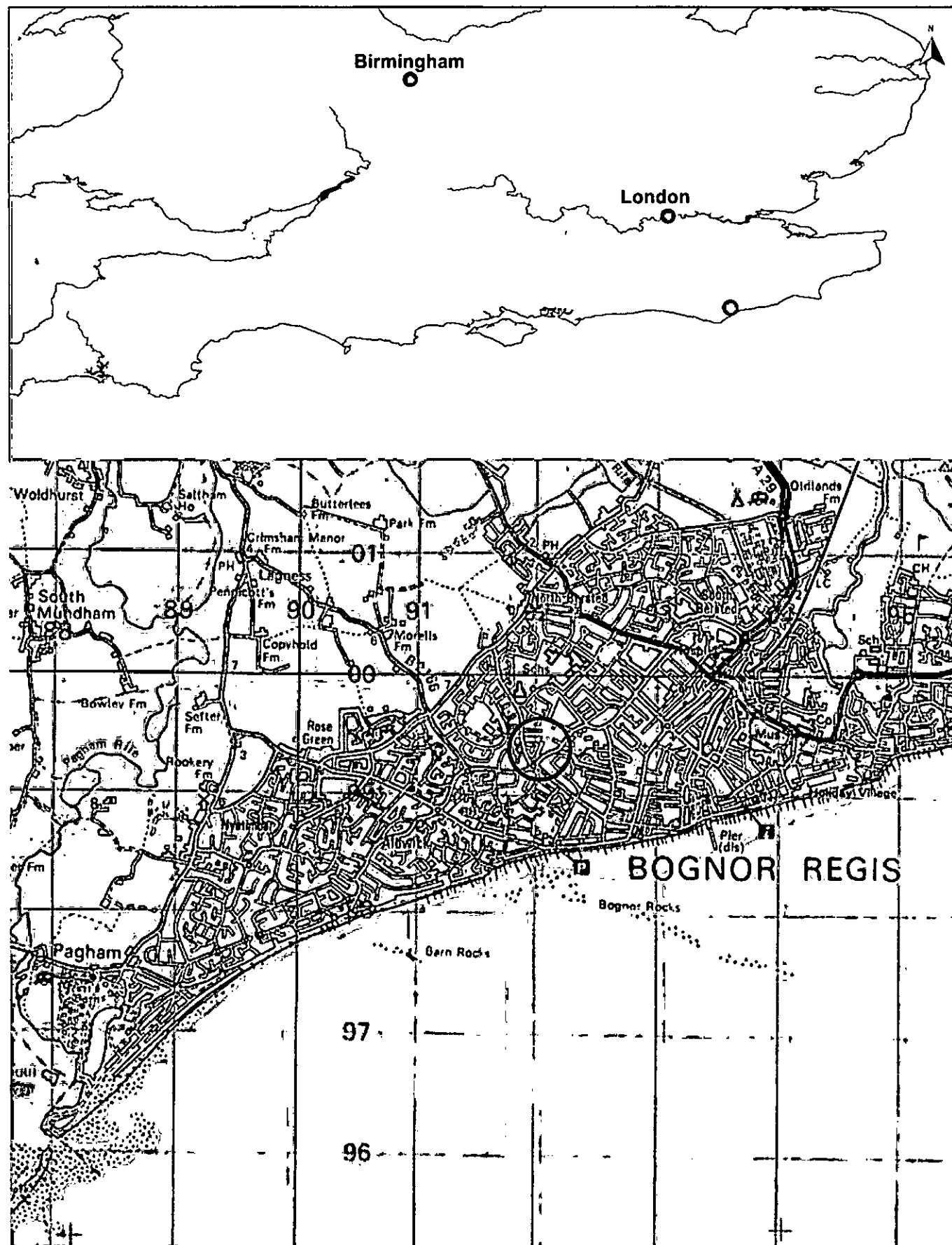
CgMs Consulting *An Archaeological Desk Based Assessment Aldwick End 262 Hawthorn Road Bognor Regis West Sussex* unpublished document March 2006

English Heritage *Management of Archaeological Projects* 1991

Museums and Galleries Commissions *Standards in the Museum Care of Archaeological Collections* 1991

United Kingdom Institute for Conservation (UKIC) *Conservation Guideline No 2* (n/d)

United Kingdom Institute for Conservation (UKIC) *guidelines for the preparation of excavation archives for long term storage* 1990



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○ Site location



London
Cheltenham
Kettering
Newark
Birmingham
www.cgms.co.uk
Planning & Development
Archaeology & Historic Buildings

Project title:
Aldwick End

Not to scale
Illustrative only

Date printed:
4 June 2008

Drawn by: KB
Checked by:

Figure 1: Site location

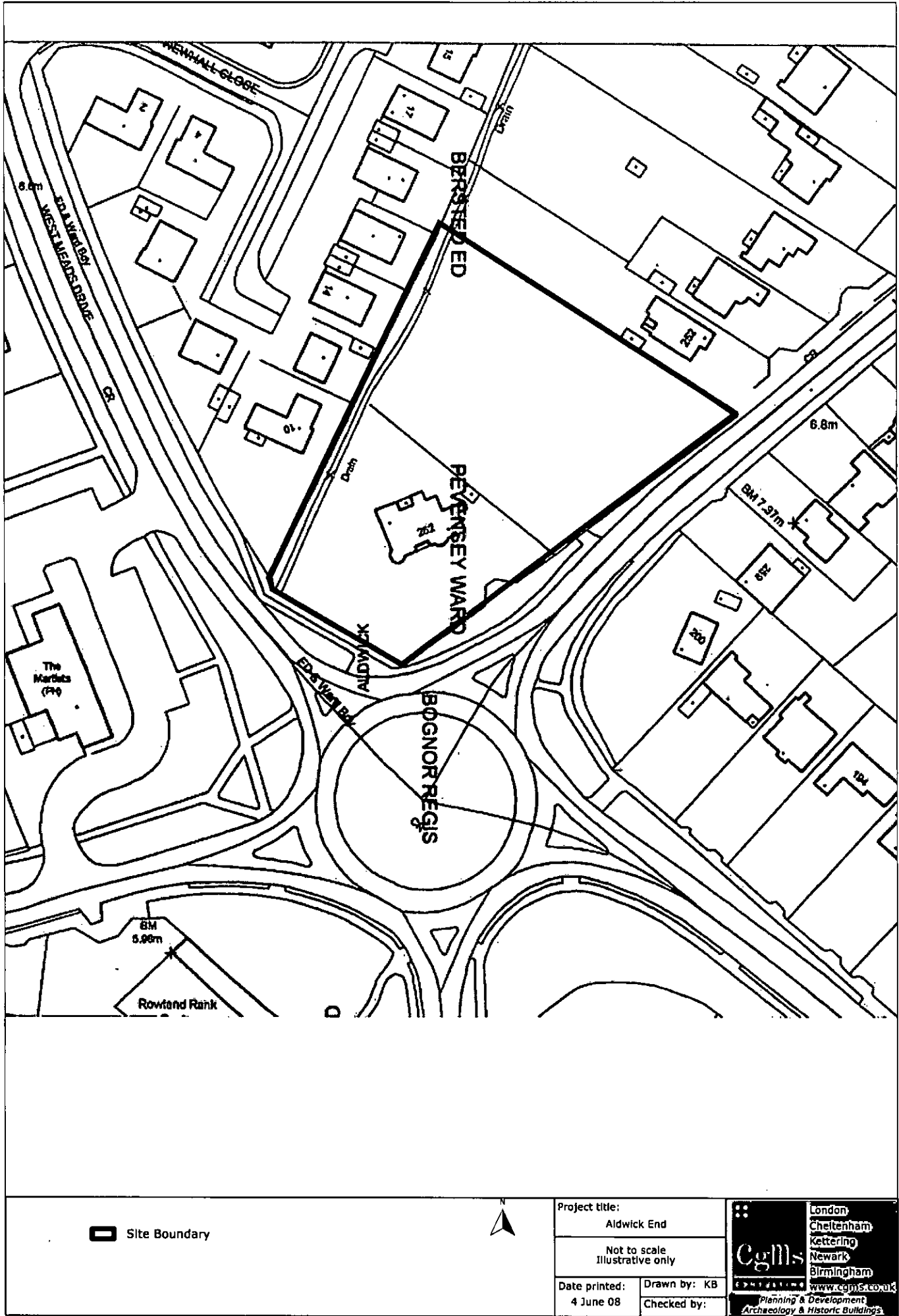
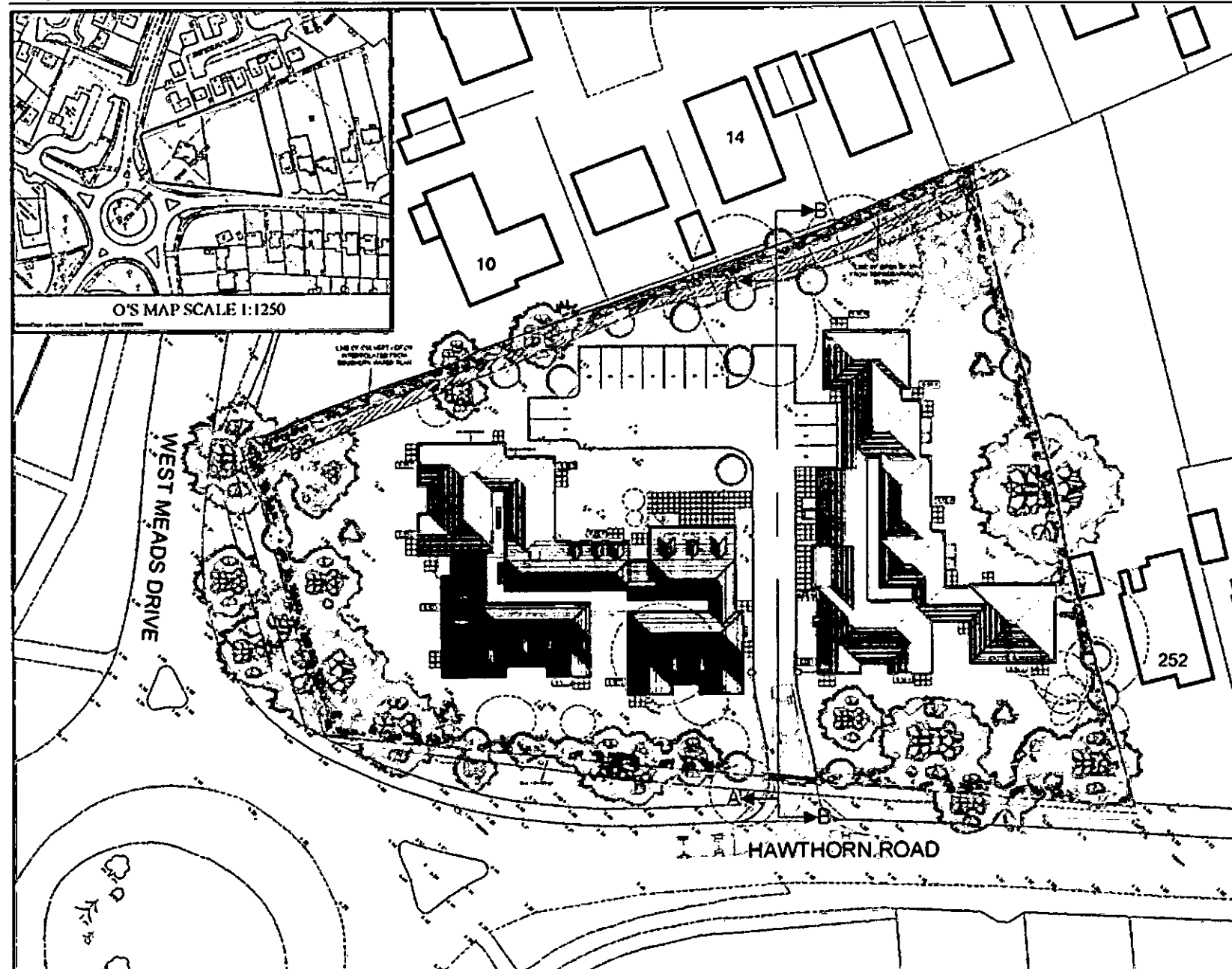
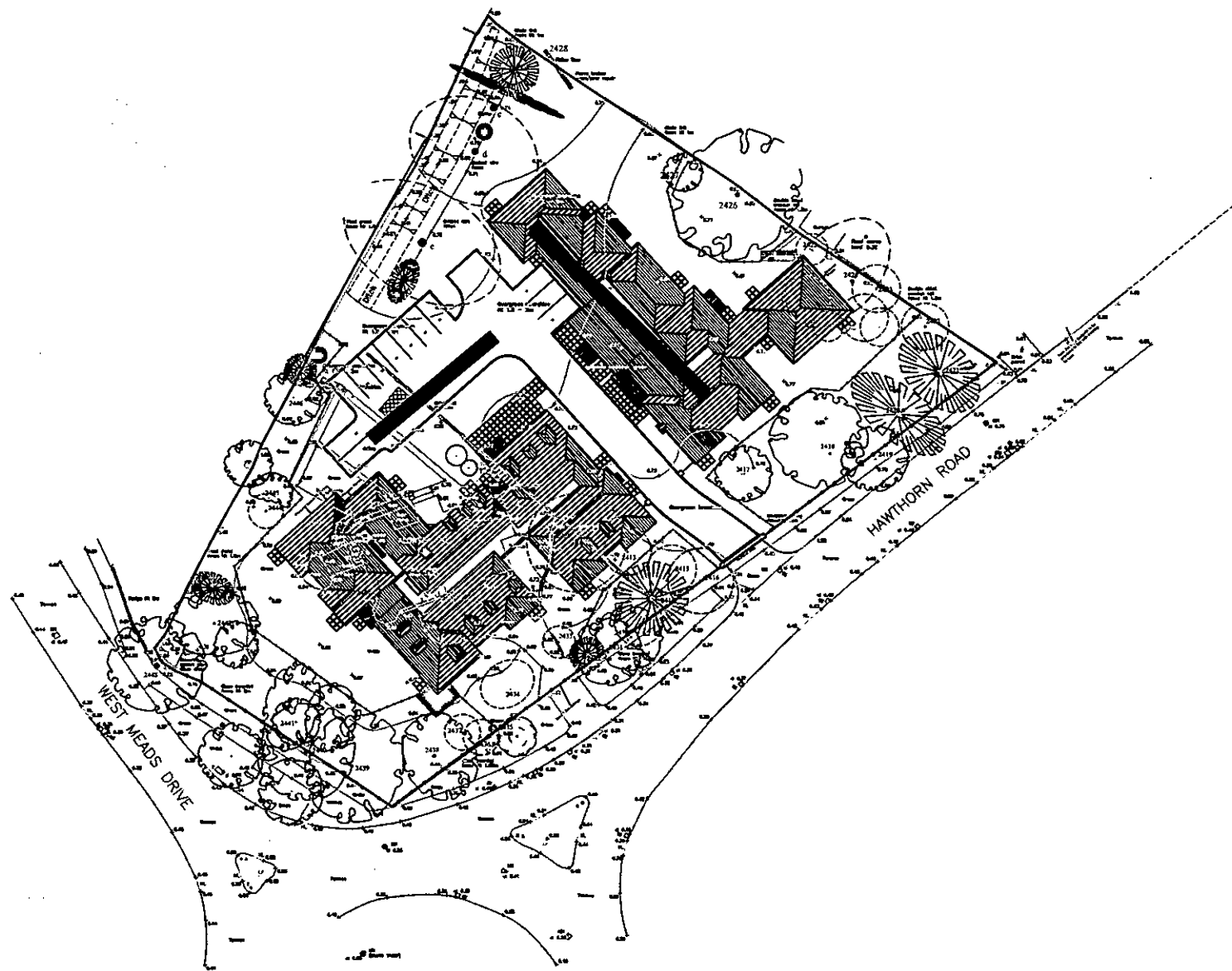


Figure 2: Existing Site Survey



Additional Information:	
	
Project title: Aldwick End	
 London Cheltenham Kettering Newark Birmingham www.cgms.co.uk Planning & Development Archaeology & Historic Buildings	
Not to scale Illustrative only	
Date printed: 4 June 08	Drawn by: KB Checked by:

Figure 3: Proposed Development



Additional information:

- Site boundary
- Proposed trench



Project title:

Aldwick End, Bognor Regis

	London
	Cheltenham
	Kettering
	Newark
	Birmingham
www.cgms.co.uk	
<i>Planning & Development Archaeology & Historic Buildings</i>	

Scale at A4: 1:750
0 20 m

Date printed: May 29, 2008	Drawn by: RL Checked by:
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Figure 4: Proposed trench location plan

APPENDIX 1

Archaeological Desk Based Assessment
Aldwick End 262 Hawthorn Road Bognor Regis West Sussex
CgMs Consulting
March 2006