

Church Lane, Climping Arun, West Sussex

Written Scheme of Investigation for Archaeological Evaluation

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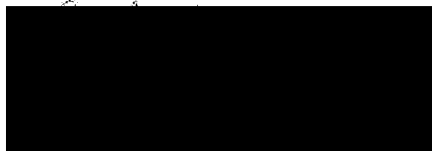
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Church Lane, Climping Arun, West Sussex

Written Scheme of Investigation for Archaeological Evaluation

1 INTRODUCTION

1.1 Project and planning background

1.1.1 Wessex Archaeology has been commissioned by Foreman Homes Limited ('the client') to produce a written scheme of investigation (WSI) for a proposed archaeological evaluation prior to development of approximately 27.4 ha located off Church Lane, Climping, in the Arun district of West Sussex. The evaluation area is centred on NGR 500070 102015 (**Fig. 1**).

1.1.2 A planning application (ref CM/1/17/OUT) for the development, detailed below, was submitted to Arun District Council in December 2016 and granted permission on appeal (ref APP/C3810/W/17/3187601) on 28 December 2018:

Outline application for the erection of up to 300 dwellings & ancillary development comprising open space, a building within use class D1 (Non- Residential Institutions) of up to 875 square metres net, a building for A1 (Shops) use having a floor area of up to 530 sq. metres net, together with open space & ancillary works, including car parking & drainage arrangements, with appearance, landscaping, layout & scale wholly reserved for subsequent approval.

1.1.3 The grant of planning permission is subject to conditions, the following of which relates to archaeology:

Condition 13

No development shall take place until the applicant has secured the implementation of a programme of archaeological works in accordance with a written scheme of investigation which has been submitted to and approved in writing by the local planning authority. The development shall be carried out in accordance with the written scheme so approved.

1.1.4 This evaluation is part of staged approach in determining the archaeological potential of the site, and follows other non-intrusive archaeological work, including desk-based assessments (Archaeology South-East 2016; 2017) and geophysical survey (Wessex Archaeology forthcoming). The latter has indicated that the development site contains unexpectedly complex, extensive and significant archaeological remains.

1.1.5 The requirement for, and broad scope of the evaluation has been determined through consultation with the Chichester District Council (CDC) Archaeology Officer, archaeological advisor to the Local Planning Authority (LPA).

1.1.6 The evaluation is proposed to comprise the excavation, investigation and recording of 82 trial trenches (each measuring 50 m by 2 m). This equates to a 4% sample of the approximately 20.57 ha within the development site that is available for trenching (ie,



excluding utilities/field boundary buffers and land within highways required for future accesses).

1.2 Scope of document

- 1.2.1 This WSI sets out the aims of the evaluation, and the methods and standards that will be employed. In format and content, it conforms to current best practice, as well as the guidance in *Management of Research Projects in the Historic Environment* (MoRPHE, Historic England 2015a) and the Chartered Institute for Archaeologists' (CIfA) *Standard and guidance for archaeological field evaluation* (CIfA 2014a).
- 1.2.2 This document will be submitted to the CDC Archaeology Officer for approval prior to the start of the evaluation.

1.3 Location, topography and geology

- 1.3.1 The development site and proposed evaluation area are located at the southern edge of the village of Climping, between Ford, to the north, Atherington to the south, Littlehampton to the east and Burndell to the north-west
- 1.3.2 The site comprises a single, L-shaped parcel of agricultural land, bordered by hedgerows to the south, east and west. It is bounded by Church Lane to the east, the A259 Crookthorn Lane to the south, the B2233 Yapton Road to the west and Horsemere Green Lane to the north. Modern residences, built on land already largely developed by the 1970s (partially occupied by houses, a nursery/mushroom farm and a works compound), extend from the southern side of Horsemere Green Lane, at the north-western edge of the development site. The 18th century Church Farmhouse (Grade II listed, National Heritage List for England (NHLE) 1027643) and a small group of cottages lie immediately beyond the north-east corner of the site, at the junction of Church Lane and Horsemere Green Lane. North-east of the junction lay the 12th–13th century St Mary's Church (Grade I listed, NHLE 1027640) and the site of a deserted (or shrunk) medieval village, which is now a scheduled monument (NHLE 1005828). The former Ford Airfield/Aerodrome lies to the north of the development site.
- 1.3.3 Situated on the Sussex Coastal Plain, the development site is 1.25 km north of the coastline. The meandering course of the River Arun presently flows within approximately 650 m to the north-east and 1.15 km to the east of the development site. The lower course of the river is believed to have been deflected eastwards to its current position at some unknown point (Baggs and Warne 1997, 126), and perhaps once flowed just east of Atherington and closer to the eastern side of the development site.
- 1.3.4 The site is relatively flat and is situated at an average of 3–6 m OD, the central, eastern part of the area being slightly lower-lying.
- 1.3.5 The bedrock geology is mapped by the British Geological Survey (BGS) as undifferentiated chalk of the White Chalk Subgroup, overlain, respectively, across the eastern and western parts of the development area, by Raised Beach Deposits, 1 – Sand and Gravel and River Terrace Deposits (undifferentiated) (BGS 2020).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Archaeological and historical context

- 2.1.1 The following draws on the results of a prior desk-based assessment (DBA; Archaeology South-East 2016), which considered the recorded historic environment resource within 1 km



of the development site. Relevant entry numbers from the West Sussex Historic Environment Record (HER) and the NHLE are included, with additional sources of information referenced as appropriate.

Prehistoric (c. 1,000,000 BC–AD 43)

- 2.1.2 The DBA highlighted that the Pleistocene river terrace gravels and raised beach deposits of West Sussex are of substantial importance in terms of Palaeolithic and Quaternary studies. In particular, the Cromerian Goodwood–Slindon Raised Beach deposits, which lie in excess of 30 m OD on the Upper Coastal Plain, to the north, are well-known for the internationally important *in situ* Lower Palaeolithic site at Boxgrove. By contrast, the deposits of the Lower Coastal Plain are rather less archaeologically prolific. Although undifferentiated by the BGS, the raised beach deposits beneath the development area perhaps belong to the late Wolstonian Brighton–Norton Raised Beach, which occurs between Brighton and Portsmouth at 5–9 m OD (Timpany 2009, 18). Very little archaeological material has been retrieved from the Norton Raised Beach deposits, although occasional re-worked artefacts have been reported (*ibid.*). The DBA noted that a possibly Palaeolithic worked flint flake (HER MWS6778) was found to the east of the site in the late 1990s, although its precise provenance is unclear.
- 2.1.3 Evidence of Mesolithic activity in the vicinity of the site is characteristically insubstantial, consisting primarily of assemblages of diagnostic worked found north of the development area at the former Ford Airfield (HER MWS9678/EWS715), and to the east during the installation of the Bognor Regis and Littlehampton Transfer Pipelines (HER MWS6779; refer to section 2.2).
- 2.1.4 Whilst Neolithic remains, including causewayed enclosures, long barrows and flint mines are conspicuously strewn across the Sussex downs to the north, evidence of contemporary activity is generally scarce of the Coastal Plain. Nevertheless, small amounts of Neolithic flintwork have been found residually during investigations north of the development area at the Ford Airfield site (HER MWS9678/EWS715), and to the east, within the Bognor Regis and Littlehampton Transfer Pipelines (HER MWS6777).
- 2.1.5 Bronze Age remains have been uncovered rather more frequently than those of earlier periods during previous archaeological work in local area. Trial trenching at the Oyster Catcher Public House, a little beyond the south-western corner of the development site uncovered the remains of a Middle–Late Bronze Age cremation burial and a pit of similar date (MWS7709/EWS787). Three other possible Late Bronze Age cremation burials, along with possible ‘placed deposits’, pits/postholes and field system/enclosure ditches were found during excavations at the former Ford Airfield (HER MWS9678/EWS715). Small numbers of potentially later Bronze Age features, predominantly ditches, have also been recorded during investigations immediately east of the development area at the former Crophorne nursery site (MWS7001), and to the north at Waterford Gardens, Horsemere Green Lane (HER MWS6998–9).
- 2.1.6 Other inconclusively dated, but probable prehistoric finds and features, including a ‘V-shaped’ east–west ditch have been found during archaeological work immediately north of the development area at the former Cresswood Mushroom Farm (HER MWS7003) and Waterford Gardens sites (HER MWS6998) on Horsemere Green Lane.
- 2.1.7 The DBA noted little recorded evidence of Iron Age activity in the local area, save for the reported discovery, in an unspecified location, of a copper alloy harness fitting (HER MWS 67704).



Romano-British (AD 43–410)

- 2.1.8 Several major Roman sites in West Sussex, such as the town of *Noviomagus Reginorum* (Chichester), Fishbourne Palace and the villa at Bignor, are interspersed with the remains of what seems to have already been, by the Late Iron Age, an intensively settled and extensively organised agricultural landscape. Despite this, the DBA found that the HER contained few entries relating to Romano-British activity in the vicinity of the site, the most notable pertaining to field boundary ditches, a trackway, pits and a possible cremation-related deposit found at the former Ford Airfield (HER MWS9678/EWS715).

Post-Roman–Medieval (AD 410–1500)

- 2.1.9 Although the Domesday Survey of 1086 contains entries referring to two estates associated with the name Climping, previous archaeological work in the local area has uncovered only sparse evidence of Saxon/early medieval activity, comprising just a few sherds of pottery and a possible ditch (HER MWS6777 and MWS7003; RPS Group Ltd 1999; refer to section 2.2).
- 2.1.10 St Mary's Church (NHLE 1027640), the nucleus of the parish, was established by the 1080's, but the earliest parts of its fabric date to the late 12th century. Remains associated with the deserted (or shrunken) medieval village of Climping (NHLE 1005828) lay immediately to the south and east of the church. These include well-preserved earthworks relating to house platforms, depressions and banks and a metalled trackway. The corresponding NHLE entry notes that *a trial cutting has revealed brick and stone walling of buildings as well as medieval pottery sherds on the site*. A watching brief undertaken nearby in 1999 also recorded pits of medieval and post-medieval date, medieval pottery and animal remains (HER MWS6993).
- 2.1.11 The site of another deserted medieval village, Islesham, and its church (MWS3100) were once thought to have been lost to the sea, although they are now believed to lie 0.5 km ESE of the development site, near the junction of Brookpit Lane and Ferry Road. Atherington, on the coast, probably also has medieval origins, as certainly does Ford, the principal settlement of the neighbouring parish to the north.
- 2.1.12 For reference, the medieval and post-medieval history of Climping has been extensively documented by Baggs and Warne (1997).

Post-medieval–modern (1500–present day)

- 2.1.13 The historic map regression undertaken during the DBA established that the land within the development area was enclosed by the late 18th century and was, as it presumably had been for much of the earlier post-medieval period, in agricultural use. Although slightly schematic, Yeakel's map of 1778 indicates that the site was formerly sub-divided into at least eight separate fields. Subsequent cartographic sources reveal that the internal land-divisions were removed piecemeal throughout the 19th and 20th centuries, eventually being fully-opened out to form the existing, single large L-shaped field. The cartographic evidence also illustrates how the modern village of Climping expanded westwards during the 20th century away from its historic core, and along the southern side of Horsemere Green Lane, at the north-western edge of the development area.
- 2.1.14 Ford Airfield, originally known as Ford Junction and latterly Yapton Aerodome, was one of several established during the latter stages of the First World War to expand the training capacity of the Royal Flying Corps (RFC) squadrons (Baggs and Warne 1997). Construction began in 1917, the airfield opening in the following year. The airfield was re-allocated to the US Air Service in late 1918. The airfield had a varied history of civilian and military use during



the interwar period, but was re-commissioned by the Air Ministry in 1937 and soon after passed to the Royal Navy, at which point it became RNAS Ford/HMS Peregrine. The airfield was heavily bombed on 18 August 1940 and thereafter it passed to the RAF. It returned to the control of the Royal Navy after the war and was closed in 1958. The site has since become partially occupied by HMP Ford, with much of the remainder also re-developed, although the runways remain prominent in the landscape.

2.2 Watching brief – Bognor-Littlehampton Transfer Pipeline

2.2.1 A watching brief was maintained during the late 1990's in association with the installation of new wastewater pipelines over a 12 km route, connecting the water treatment works at Ford with Bognor Regis, to the west, and Littlehampton, to the south-east (the 'Bognor to Littlehampton Transfer Pipeline') (RPS Group Ltd 1999).

2.2.2 An approximately 450 m long section of the route ('Segment 31') passed through the development area, between Horsemere Green Lane and Church Lane. The corresponding report stated that:

No archaeological features were observed within the segment. However, a number of finds were recovered from the base of the easement whichstrongly suggests that this level of brickearth subsoil was disturbed. The finds include a single hard hammer flake of probable late prehistoric date, four burnt flints, two sherds of late Roman Alice Holt greyware (AD270–400), six sherds of 'Saxo-Norman (11th–12th century) reduced coarse ware and several fragments of undated iron slag... (RPS Group Ltd 1999, 23)

2.3 Geophysical survey

2.3.1 The development site was subject to geophysical survey in late November–early December 2020. The reporting on the survey is ongoing and, although the preliminary results clearly indicate that the site contains an extensive and complex array of archaeological remains, the following should therefore be regarded as highly provisional.

2.3.2 The most immediately obvious features detected by the survey are broadly divisible into two sets of conjoined enclosures, seemingly associated with a branching, parallel-ditched trackway or road system. One set of conjoined rectangular enclosures, laid end to end, extends NNW–SSE for at least 440 m and throughout the entire eastern half of the development area. The enclosures, several of which appear to sub-divided internally and contain numerous smaller features, appear to lie along the western side of the trackway or road, the line of which can perhaps be projected south of the development area, to have continued along the line of an extant track, leading SSE from the Climping Primary School towards the coast. The trackway seems to have split in the north-eastern part of the development area, with one branch leading off the east and the other continuing beyond the northern edge of the site. Another small rectangular and possibly sub-divided enclosure (or perhaps a structure?) appears to have been situated near the junction on the southern side of the eastward branch. A further small square double-ditched enclosure, which appears to be offset from southern-most part of linear enclosure group, is also of note. The enclosure system could be part of a roadside or ladder-type settlement, typical of the later Iron Age and Romano-British periods, although its form is perhaps also consistent with medieval ribbon-like development.

2.3.3 The geophysical survey clearly identified the route of the Bognor to Littlehampton Transfer Pipeline (refer to section 2.2), passing east–west through the linear enclosure system, before turning north and following the edge of the development area (adjacent to the extant housing on the southern edge of Horsemere Green Lane). Given the apparent density of



archaeology in this area, the apparent absence of features observed within the pipeline route during the associated watching brief may seem surprising. However, this could be explained, for example, as a result of this section not being fully monitored/accessible or because the installation methods hindered recognition of archaeological features.

- 2.3.4 The geophysical survey results indicate that the trackway/road also branches to the west near the southern edge of the development area, passing between two elements of the linear enclosure system. From here, it seems to chart a slightly sinuous course towards the second set of enclosures, in the western part of the development area. A group of three detached enclosures lie along the westward branch of the trackway/road. A little further west, there is another, rather more distinctive group of conjoined enclosures. This appears to include at least two square double-ditched enclosures, situated at opposing corners of another, much larger elongated enclosure. The complex includes another possible double-ditched square enclosure, slightly larger than the others. This appears to contain numerous other features and may have been subdivided and/or the product of several phases of development. The distinctive morphology of these enclosures suggests that this may form the remains of a later Iron Age–Romano-British ('Romano-Celtic') temple/shrine complex, perhaps with some similarities to sites such as those at Ratham Mill (King and Soffe 1983) and Chanctonbury Ring in West Sussex (Rudling 2001), Hayling Island in Hampshire (King and Soffe 2013) or Springhead in Kent (Andrews *et al* 2011). Alternatively, the western enclosures might belong to some other category of site, such as the 'complex farmstead', as defined by Smith *et al* (2016, 26)

2.4 Summary

- 2.4.1 Although as-yet untested and unverified, the geophysical survey results indicate that this is a site of considerable archaeological importance, and an unusual discovery in West Sussex. It can be anticipated that the enclosures will be associated with a wide array of other features and deposits, perhaps including the remains of structures, pits, burials and others relating to economically productive and religious activities. Large and varied finds assemblages can be expected, especially if, as is suspected, the bulk of the enclosures are of Romano-British date. Depending on preservation conditions, diverse palaeoenvironmental materials may also be present, potentially in some abundance.
- 2.4.2 The site may contain other types of archaeological remains that are not so easily recognised through application of geophysical survey techniques and have not previously been documented and were therefore not identified by the DBA. These could include a wide range of prehistoric features, remains linked with medieval Climping and traces of military activity associated with, but dispersed around the periphery of Ford Airfield.

3 AIMS AND OBJECTIVES

3.1 General aims

- 3.1.1 The general aims (or purpose) of the evaluation, in compliance with the *CIfA Standard and guidance for archaeological field evaluation* (CIfA 2014a), are to:
- provide information about the archaeological potential of the site; and
 - inform either the scope and nature of any further archaeological work that may be required; or the formation of a mitigation strategy (to offset the impact of the development on the archaeological resource); or a management strategy.

3.2 General objectives

- 3.2.1 In order to achieve the above aims, the general objectives of the evaluation are to:



- determine the presence or absence of archaeological features, deposits, structures, artefacts or ecofacts within the specified area;
- establish, within the constraints of the evaluation, the extent, character, date, condition and quality of any surviving archaeological remains;
- place any identified archaeological remains within a wider historical and archaeological context in order to assess their significance; and
- make available information about the archaeological resource within the site by reporting on the results of the evaluation.

3.3 Site-specific objectives

3.3.1 Following consideration of the archaeological potential of the site and the draft South-east Research Framework (Kent County Council 2020), the site-specific objectives of the evaluation are to:

- confirm/illuminate the suspected date, scale and likely function of the enclosures and trackways/roads, and the density and types of remains associated with them;
- test the results of the geophysical survey by examining the potential of seemingly 'blank' or less archaeologically complex parts of the development site;
- establish the potential for the presence of remains derived from other less visible phases of activity;
- establish the quantities and types of finds likely to be present throughout the unevaluated remainder of the development area;
- examine the palaeoenvironmental potential of archaeological deposits; and
- provide the information necessary to enable the formulation of more detailed mitigation and research strategies in advance of future stages of archaeological work.

4 FIELDWORK METHODS

4.1 Introduction

- 4.1.1 All works will be undertaken in accordance with the detailed methods set out within this WSI. Any significant variations to these methods will be agreed in writing with the CDC Archaeology Officer and the client prior to being implemented.
- 4.1.2 The evaluation is proposed to comprise the excavation, investigation and recording of 82 trial trenches (each measuring 50 m by 2 m). This equates to a 4% sample of the approximately 20.57 ha within the development site that is available for trenching (ie, excluding utilities/field boundary buffers and land within highways required for future accesses).
- 4.1.3 The trenches have been targeted to sample a selection of features detected by the geophysical survey, whilst minimising disturbance of sensitive and/or complex concentrations of archaeological remains (eg, at key intersections or within the central parts of the enclosures) ahead of the more detailed investigation (ie, area excavation) that will inevitably be required prior to development. The bulk of the trenches are proposed to test ostensibly 'blank' or less archaeologically complex areas, which could contain various types of remains (eg, smaller, discrete features, insubstantial prehistoric remains, pits, graves) that are unlikely to have been detected by the geophysical survey.,



4.2 Setting out of the trenches

- 4.2.1 All trenches will be set out using a Global Navigation Satellite System (GNSS) in the approximate positions shown in **Figure 1**. Minor adjustments to the layout may be required to take account of constraints such as vegetation or located services, and to allow for machine manoeuvring. The trench locations will be tied into the Ordnance Survey (OS) National Grid and Ordnance Datum (OD) (Newlyn), as defined by OSTN15 and OSGM15.

4.3 Service location and other constraints

- 4.3.1 The client will provide information regarding the presence of any below/above-ground services, and any ecological, environmental or other constraints.
- 4.3.2 Before excavation begins, the evaluation area will be walked over and visually inspected to identify, where possible, the location of any below/above-ground services. All trial trench locations will be scanned before and during excavation with a Cable Avoidance Tool (CAT) to verify the absence of any live underground services.

4.4 Excavation methods

- 4.4.1 The trenches will be excavated using a 360° tracked excavator equipped with a toothless bucket. Machine excavation will be under the constant supervision and instruction of the monitoring archaeologist. Machine excavation will proceed in level spits of approximately 50–200 mm until either the archaeological horizon or the natural geology is exposed. Where necessary, the base of the trench/surface of archaeological deposits will be cleaned by hand.
- 4.4.2 A sample of the archaeological features and deposits identified will be hand-excavated, sufficient to address the aims of the evaluation. Spoil derived from machine stripping and hand-excavation will be visually scanned for the purposes of finds retrieval, and where appropriate will also be metal-detected by trained archaeologists. Artefacts and other finds will be collected and bagged by context.
- 4.4.3 Given the anticipated density, complexity and significance of archaeological deposits, sample excavation will aim to avoid damaging remains that would be more appropriately investigated in detail at a later stage of works, but sufficient to resolve the principal aims of the evaluation and to a level agreed with the CDC Archaeology Officer and the client.
- 4.4.4 If human remains are uncovered, the specific methods outlined below (section 4.9.2) will be followed.
- 4.4.5 Where complex archaeological stratification is encountered, deposits will be left *in situ* and alternative measures taken to assess their depth, as agreed with the CDC Archaeology Officer. Where modern features are seen to truncate the archaeological stratification, these may be removed, where practicable, in a manner that does not damage the surrounding deposits to enable the depth of stratification to be assessed.

4.5 Recording

- 4.5.1 All exposed archaeological deposits and features will be recorded using Wessex Archaeology's pro forma recording system.
- 4.5.2 A complete record of excavated archaeological features and deposits will be made. This will include plans and sections, drawn to appropriate scales (generally 1:20 or 1:50 for plans, 1:10 for sections) and tied to the OS National Grid.



- 4.5.3 A full photographic record will be made using digital cameras equipped with an image sensor of not less than 16 megapixels. This will record both the detail and the general context of the principal features and the site. Digital images will be subject to managed quality control and curation processes, which will embed appropriate metadata within the image and ensure long term accessibility of the image set. Photographs will also be taken of all areas, including access routes, to provide a record of conditions prior to and on completion of the evaluation.

4.6 Survey

- 4.6.1 The real time kinematic (RTK) survey of all trenches and features will be carried out using a Leica GNSS connected to Leica's SmartNet service. All survey data will be recorded in OS National Grid coordinates and heights above OD (Newlyn), as defined by OSTN15 and OSGM15, with a three-dimensional accuracy of at least 50 mm.

4.7 Monitoring

- 4.7.1 The client will inform the CDC Archaeology Officer of the start of the evaluation and its progress. Reasonable access will be arranged for the CDC Archaeology Officer to make site visits to inspect and monitor the progress of the evaluation. Any variations to the WSI, if required to better address the project aims, will be agreed in advance with the client and the CDC Archaeology Officer.

4.8 Reinstatement

- 4.8.1 Trenches completed to the satisfaction of the client and the CDC Archaeology Officer will be backfilled using excavated materials in the order in which they were excavated, and left level on completion. No other reinstatement or surface treatment will be undertaken.

4.9 Finds

General

- 4.9.1 All archaeological finds will be retained, although those of clearly very recent origin with negligible potential to provide information relevant to the project aims and objectives may be recorded on site and not retained. Where appropriate, soil samples may be taken and sieved to aid in finds recovery. Any finds requiring conservation or specific storage conditions will be dealt with immediately in line with *First Aid for Finds* (Watkinson and Neal 1998).

Human remains

- 4.9.2 In the event of discovery of any human remains (articulated or disarticulated, cremated or unburnt), all excavation of the deposit(s) will cease pending Wessex Archaeology obtaining a Ministry of Justice licence (this includes cases where remains are to be left *in situ*).
- 4.9.3 Initially the remains will be left *in situ*, covered and protected, pending discussions between the client, Wessex Archaeology's osteoarchaeologist and the CDC Archaeology Officer regarding the need for excavation/removal or sampling. Where this is deemed appropriate, the human remains will be fully recorded, excavated and removed from site in compliance with the Ministry of Justice licence.
- 4.9.4 Excavation and post-excavation processing of human remains will be in accordance with Wessex Archaeology protocols and in-line with current guidance documents (eg, McKinley 2013) and the standards set out in ClfA Technical Paper 13 *Excavation and post-excavation treatment of cremated and inhumed remains*. Appropriate specialist guidance/site visits will be undertaken if required.



- 4.9.5 The final deposition of human remains subsequent to the appropriate level of osteological analysis and other specialist sampling/examinations will follow the requirements set out in the Ministry of Justice licence.

Treasure

- 4.9.6 Wessex Archaeology will immediately notify the client and the CDC Archaeology Officer on discovery of any material covered, or potentially covered, by the *Treasure Act 1996*. All information required by the Act (ie, finder, location, material, date, associated items etc.) will be reported to the Coroner within 14 days.

4.10 Environmental sampling

- 4.10.1 All sampling will be undertaken following Wessex Archaeology's in-house guidance, which adheres to the principles outlined in Historic England's guidance (English Heritage 2011 and Historic England 2015b).
- 4.10.2 Bulk environmental soil samples, for the recovery of plant macrofossils, wood charcoal, small animal bones and other small artefacts, will be taken as appropriate from well-sealed and dateable contexts. In general, features directly associated with specific activities (eg, pits, latrines, cesspits, hearths, ovens, kilns, and crop driers) should be prioritised for sampling over features, such as ditches or postholes, which are likely to contain reworked and residual material.
- 4.10.3 If waterlogged or mineralised deposits are encountered, an environmental sampling strategy will be devised and agreed with the CDC Archaeology Officer as appropriate. Specialist guidance will be provided by a member of Wessex Archaeology's geoarchaeological and environmental team, with site visits undertaken if required.
- 4.10.4 Any samples will be of an appropriate size – typically 40 litres for the recovery of environmental evidence from dry contexts, and 10 litres from waterlogged deposits.
- 4.10.5 Following specialist advice, other sampling methods such as monolith, Kubiena or contiguous small bulk (column) samples may be employed to enable investigation of deposits with regard to microfossils (eg, pollen, diatoms) and macrofossils (eg, molluscs, insects), soil micromorphological or soil chemical analyses.

5 POST-EXCAVATION METHODS AND REPORTING

5.1 Stratigraphic evidence

- 5.1.1 All written and drawn records from the evaluation will be collated, checked for consistency and stratigraphic relationships. Key data will be transcribed into a database, which can be updated during any future analyses. The preliminary phasing of archaeological features and deposits will be undertaken using stratigraphic relationships and the spot dating from finds, particularly pottery.
- 5.1.2 A written description will be made of all archaeologically significant features and deposits that were exposed and excavated, ordered either by trench or by period as appropriate. Detail of all contexts will be provided in trench tables in the appendix of the report.

5.2 Finds evidence

- 5.2.1 All retained finds will, as a minimum, be washed, weighed, counted and identified. They will then be recorded to a level appropriate to the aims and objectives of the evaluation. The report will include a table of finds by feature/context or trench.



5.2.2 Metalwork from stratified contexts will be X-rayed and, along with other fragile and delicate materials, stored in a stable environment. The X-raying of objects and other conservation needs will be undertaken by Wessex Archaeology in-house conservation staff, or by another approved conservation centre.

5.2.3 Finds will be suitably bagged and boxed in accordance with the guidance given by the relevant museum and generally in accordance with the standards of the ClfA (2014b).

5.3 Environmental evidence

5.3.1 Bulk environmental soil samples will be processed by standard flotation methods. The residues will be fractionated into 5.6/4 mm and 1 mm and dried if necessary. The coarse fraction (>5.6/4 mm) will be sorted, weighed and discarded, with any finds recovered given to the appropriate specialist. The flot, and fine residue fraction when appropriate, will be retained on a 0.25 mm mesh and scanned to assess the environmental potential of deposits. Unsorted fine residues will be retained until after any analyses and discarded following final reporting (in accordance with the Selection policy, below).

5.3.2 In the case of samples from cremation-related deposits the flots will be retained on a 0.25 mm mesh, with residues fractionated into 4 mm, 2 mm and 1 mm. In the case of samples from inhumation burial deposits, the sample will be artefact sieved through 9.5 mm and 1 mm mesh sizes. The coarse fractions (9.5 mm) will be sorted with any finds recovered given to the appropriate specialist together with the finer residues.

5.3.3 Any waterlogged or mineralised samples will be processed by standard waterlogged flotation methods.

5.4 Reporting

General

5.4.1 Following completion of the fieldwork and the evaluation of the stratigraphic, artefactual and ecofactual evidence, a draft report will be submitted for approval to the client and the CDC Archaeology Officer, for comment. Once approved, a final version will be submitted.

5.4.2 The report will include the following elements:

- Non-technical summary;
- Project background;
- Archaeological and historical context;
- Aims and objectives;
- Methods;
- Results – stratigraphic, finds and environmental;
- Conclusions in relation to the project aims and objectives, and discussion in relation to the wider local, regional or other archaeological contexts and research frameworks etc;
- Archive preparation and deposition arrangements;
- Appendices, including trench summary tables;
- Illustrations; and
- References.



- 5.4.3 A copy of the final report will be deposited with the HER, along with surveyed spatial digital data (.dxf or shapefile format) relating to evaluation.

Publication

- 5.4.4 If no further mitigation works are undertaken, a report on the results of the evaluation will be prepared for publication in a suitable journal, if considered appropriate and agreed with the client and the CDC Archaeology Officer.

OASIS

- 5.4.5 An OASIS (online access to the index of archaeological investigation) record (<http://oasis.ac.uk/pages/wiki/Main>) will be created, with key fields completed, and a .pdf version of the final report submitted. Subject to any contractual requirements on confidentiality, copies of the OASIS record will be integrated into the relevant local and national records and published through the Archaeology Data Service (ADS) ArchSearch catalogue.

6 ARCHIVE STORAGE AND CURATION

6.1 Museum

- 6.1.1 The site falls within the collecting area of Littlehampton Museum. The museum is not currently accepting archaeological archives. Every effort will be made to identify a suitable repository for the archive resulting from the fieldwork, and if this is not possible, Wessex Archaeology will initiate discussions with the local planning authority in an attempt to resolve the issue. If no suitable repository is identified, Wessex Archaeology will continue to store the archive, but may institute a charge to the client for ongoing storage beyond a set period.

6.2 Transfer of title

- 6.2.1 On completion of the evaluation (or extended fieldwork programme), every effort will be made to persuade the legal owner of any finds recovered (ie, the landowner), with the exception of human remains and any objects covered by the *Treasure Act 1996*, to transfer their ownership to the museum in a written agreement.

6.3 Preparation of archive

- 6.3.1 The complete project archive, which may include paper records, graphics, artefacts, ecofacts and digital data, will be prepared following the standard conditions for the acceptance of excavated archaeological material by the receiving museum, and in general following nationally recommended guidelines (SMA 1995; ClfA 2014c; Brown 2011; ADS 2013). The archive will usually be deposited within one year of the completion of the project, with the agreement of the client.

6.4 Selection policy

- 6.4.1 Wessex Archaeology follows national guidelines on selection and retention (SMA 1993; Brown 2011, section 4). In accordance with these, and any specific guidance prepared by the museum, a process of selection and retention will be followed so that only those artefacts or ecofacts that are considered to have potential for future study will be retained. The selection policy will be agreed with the museum, and fully documented in the project archive. Material not selected for retention may be used for teaching or reference collections by the museum, or by Wessex Archaeology.



6.5 Security copy

- 6.5.1 In line with current best practice (eg, Brown 2011), on completion of the project a security copy of the written records will be prepared in the form of a digital PDF/A file. PDF/A is an ISO-standardised version of the Portable Document Format (PDF) designed for the digital preservation of electronic documents through omission of features ill-suited to long-term archiving.

7 COPYRIGHT

7.1 Archive and report copyright

- 7.1.1 The full copyright of the written/illustrative/digital archive relating to the project will be retained by Wessex Archaeology under the *Copyright, Designs and Patents Act 1988* with all rights reserved. The client will be licenced to use each report for the purposes that it was produced in relation to the project as described in the specification. The museum, however, will be granted an exclusive licence for the use of the archive for educational purposes, including academic research, providing that such use conforms to the *Copyright and Related Rights Regulations 2003*. In some instances, certain regional museums may require absolute transfer of copyright, rather than a licence; this should be dealt with on a case-by-case basis.
- 7.1.2 Information relating to the project will be deposited with the Historic Environment Record (HER) where it can be freely copied without reference to Wessex Archaeology for the purposes of archaeological research, or development control within the planning process.

7.2 Third party data copyright

- 7.2.1 This document, the evaluation report and the project archive may contain material that is non-Wessex Archaeology copyright (eg, Ordnance Survey, British Geological Survey, Crown Copyright), or the intellectual property of third parties, which Wessex Archaeology are able to provide for limited reproduction under the terms of our own copyright licences, but for which copyright itself is non-transferable by Wessex Archaeology. Users remain bound by the conditions of the *Copyright, Designs and Patents Act 1988* with regard to multiple copying and electronic dissemination of such material.

8 WESSEX ARCHAEOLOGY PROCEDURES

8.1 External quality standards

- 8.1.1 Wessex Archaeology is registered as an archaeological organisation with the Chartered Institute for Archaeologists (CIfA) and fully endorses its *Code of conduct* (CIfA 2014d) and *Regulations for professional conduct* (CIfA 2014e). All staff directly employed or subcontracted by Wessex Archaeology will be of a standard approved by Wessex Archaeology, and archaeological staff will be employed in line with the CIfA codes of practice, and will normally be members of the CIfA.

8.2 Personnel

- 8.2.1 The fieldwork will be directed and supervised by an experienced archaeologist from Wessex Archaeology's core staff. The overall responsibility for the conduct and management of the project will be held by one of Wessex Archaeology's project managers, who will visit the fieldwork as appropriate to monitor progress and to ensure that the scope of works is adhered to. Where required, monitoring visits may also be undertaken by Wessex Archaeology's Health and Safety manager. The appointed project manager will be involved in all phases of the investigation through to its completion.



8.2.2 The analysis of any finds and environmental data will be undertaken by Wessex Archaeology core staff or external specialists, using Wessex Archaeology's standard methods, under the supervision of the departmental managers and the overall direction of the project manager. A complete list of specialists is provided in Appendix 1.

8.2.3 The following key staff are proposed:

- Project Manager Gareth Chaffey MCIFA
- Fieldwork Director Matt Kendall

8.2.4 Wessex Archaeology reserves the right, where necessary due to unforeseen circumstances, to replace nominated personnel with alternative members of staff of comparable expertise and experience.

8.3 Internal quality standards

8.3.1 Wessex Archaeology is an ISO 9001 accredited organisation (certificate number FS 606559), confirming the operation of a Quality Management System which complies with the requirements of ISO 9001:2015 – covering professional archaeological and heritage advice and services. The award of the ISO 9001 certificate, independently audited by the British Standards Institution (BSI), demonstrates Wessex Archaeology's commitment to providing quality heritage services to our clients. ISO (the International Organisation for Standardisation) is the most recognised standards body in the world, helping to drive excellence and continuous improvement within businesses.

8.3.2 Wessex Archaeology assigns responsibility to individual managers for the successful completion of all aspects of a project including reporting. This includes monitoring progress and quality; controlling the budget from inception to completion; and all aspects of health and safety for the project. At all stages, the project manager will carefully assess and monitor performance of staff and adherence to objectives, timetables and budgets, while the manager's own performance is monitored by the team leader or regional director. The technical managers in the Graphics, Research, GeoServices and IT sections provide additional assistance and advice.

8.3.3 All staff are responsible for following Wessex Archaeology's quality standards but the overall adherence to and setting of these standards is the responsibility of the senior management team who, in consultation with the team leaders/regional directors, also ensure projects are adequately programmed and resourced within Wessex Archaeology's portfolio of project commitments.

8.4 Health and Safety

8.4.1 Health and safety considerations are of paramount importance when conducting all fieldwork. Safe working practices override archaeological considerations at all times. Wessex Archaeology supply trained, competent and suitably qualified staff to perform the tasks and operate the equipment used on site. All work will be carried out in accordance with the *Health and Safety at Work Act 1974* and the *Management of Health and Safety at Work Regulations 1999*, all other applicable health and safety legislation, regulations and codes of practice in force at the time.

8.4.2 Wessex Archaeology will supply a copy of the company's Health and Safety Policy and a Risk Assessment to the client. The Risk Assessment will have been read, understood and signed by all staff attending the site before any fieldwork commences. Wessex Archaeology



staff will comply with the Personal Protective Equipment (PPE) requirements for working on site, and any other specific additional requirements of the Principal Contractor.

- 8.4.3 All fieldwork staff are certified through the Construction Skills Certification Scheme (CSCS), and have undergone UKATA Asbestos Awareness Training. Staff who carry out specific tasks are suitably trained and competent to do so through training accredited by the Construction Industry Training Board (CITB), Institute of Occupational Safety (IOSH), and the National Plant Operators Recognitions Scheme (NPORS).

8.5 Insurance

- 8.5.1 Wessex Archaeology holds Employers Liability (£10,000,000), Public Liability (£5,000,000) and Professional Indemnity (£5,000,000) policies.



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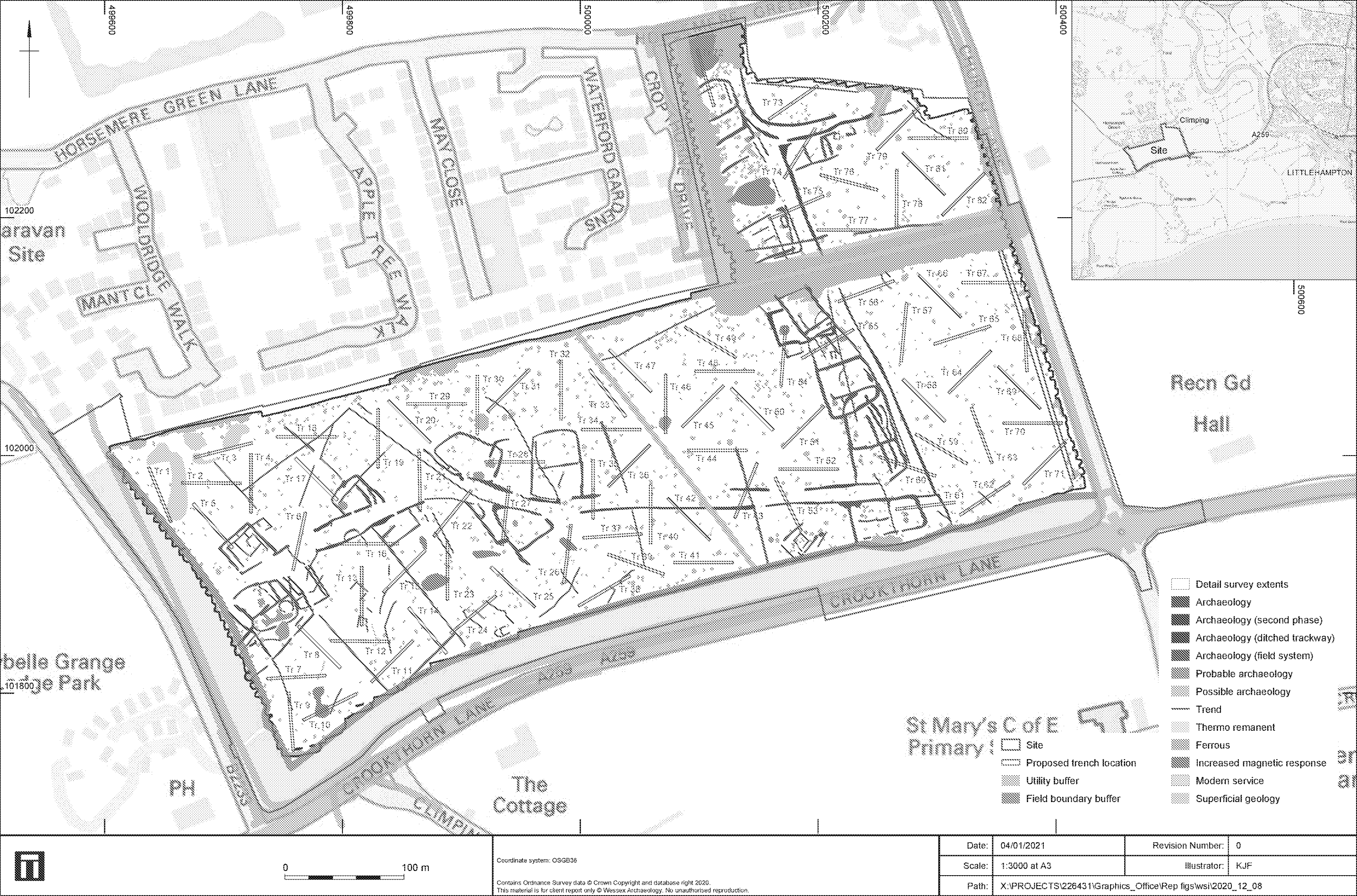
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APPENDICES

Appendix 1 Finds and environmental specialists

Name	Qualifications	Specialism
Phil Andrews	BSc; FSA; MCIfA	Slag and metal working debris
Pippa Bradley	BA; MPhil; Dip Post Ex; FSA; MCIfA	Prehistoric flint and worked stone, shale and jet
Elina Brook	BA; MA; PCIfA	Later prehistoric and Romano-British pottery, and small finds
Alex Brown	BA; MSc; PhD	Geoarchaeology, palynology
Ceridwen Boston	B.Soc.Sc.; MA; MSc.; D.Phil.	Osteoarchaeology; funerary archaeology
Andrew Shaw	BA; MA; PhD	Palaeolithic lithic artefacts and Pleistocene geoarchaeology
Kirsten Egging Dinwiddy	BA; MA; MCIfA	Human remains (inhumations)
Inés López-Dóriga	BA; MA; PhD	Archaeobotanical remains
Erica Gittins	BA; MA; PhD	Prehistoric flint
Phil Harding	PhD	Prehistoric flint, particularly Palaeolithic flint
Lorrain Higbee	BSc; MSc; MCIfA	Animal bone
Grace Jones	BA; MA; PhD; MCIfA	Prehistoric and Roman pottery, ceramic building material, fired clay, and small finds
Matt Leivers	BA; PhD; ACIfA	Prehistoric pottery and flint
Jacqueline McKinley	BTech; FSA	Human remains (inhumations and cremations)
Erica Macey-Bracken	BA; ACIfA	Post-medieval finds, ceramic building material and worked wood
Katie Marsden	BSc	Pottery from prehistoric to post-medieval/modern. Metalwork of all periods, including coins. Small and bulk finds including fired clay, ceramic building material, worked bone
Nicki Mulhall		Geoarchaeology and archaeobotanical remains
David Norcott	BA; MSc; MCIfA	Geoarchaeology
Richard Payne	BSc; MSc; MPhil	Geoarchaeology
Holly Rodgers	BA; MSc	Geoarchaeology
Lorraine Mephram	BA; MCIfA	Pottery and other ceramic finds of all dates, concentrating on later prehistoric and post-Roman;
Sue Nelson	BA; MA; ACIfA	Prehistoric and Romano-British pottery, small finds, glass, and tile
Emma Robertson	BA; MSc	Human remains (inhumations)
Rachael Seager Smith	BA; MCIfA	Pottery with particular emphasis on Roman ceramics; and metalwork, fired clay, ceramic building material, stone, worked bone, shale, glass, and wall plaster
Amy Thorp	BA; MA	Pottery with emphasis on Roman ceramics, small finds
Lynn Wooten	BSc; ICON; MloC	Archaeological conservator



Site and proposed trench locations

Figure 1



Wessex Archaeology Ltd registered office Portway House, Old Sarum Park, Salisbury, Wiltshire SP4 6EB



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