



**Burndell Road, Yapton
West Sussex**

**Written Scheme of Investigation
for an Archaeological Evaluation**

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Figure 1: Location of Site and proposed evaluation trenches



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1 INTRODUCTION

1.1 Project background

1.1.1 Wessex Archaeology (WA) has been commissioned by Mildren Homes ('the Client'), to carry out an archaeological evaluation of land to the south of Burndell Road, Yapton, West Sussex, centred on National Grid Reference (NGR) 498501 102797 (hereafter the 'Site') (**Figure 1**).

1.1.2 The Site has been granted outline planning consent (application ref. F/7/15/OUT) for the construction of 45 residential dwellings and associated access.

1.1.3 In response to the application, the Archaeological Advisor for Arun District Council recommended that an archaeological evaluation should be undertaken in order to establish the character and potential of the archaeology within the Site. Artefacts and the results from previous investigations in the area, suggest that there is a strong possibility that there was previously a settlement within the locality. The results of this investigation will then inform the need for and extent of subsequent mitigation works, either by preservation *in situ* of significant structures and deposits or through preservation by record.

1.1.4 As a consequence, the following condition was stipulated in the outline planning consent:

No development shall take place within the area indicated until the applicant has secured the implementation of a programme of archaeological work in accordance with a Written Scheme of Investigation (WSI) which has been submitted by the applicant and approved by the Planning Authority.

Reason: The site is of archaeological significance in accordance with Arun District Local Plan Policy GEN7

1.1.5 This archaeological evaluation will enable the extent, nature and presence of any archaeological remains to be characterised and enable the need for and extent of any further archaeological mitigation measures to be established.

1.2 Scope of document

1.2.1 This WSI sets out the methodologies and standards that will be employed by WA in order to undertake the archaeological evaluation. In format and content, it conforms with current best practice and to the guidance outlined in *Management of Research Projects in the Historic Environment* (MoRPHE, Historic England 2015) and the Chartered Institute for Archaeologists' (CIfA) *Standards and Guidance for archaeological evaluation* (CIfA 2014a).



- 1.2.2 This document will be submitted to, and approved by, the Archaeological Advisor for Arun District Council (ADC), prior to the commencement of any groundworks.

2 SITE DESCRIPTION

2.1 Location, topography and geology

- 2.1.1 The site is located on the south-eastern edge of Yapton, West Sussex, some 3.5 km west of Littlehampton and 2.5 km north of Middleton-on-Sea (**Figure 1**). The Site is bounded to the north by Burndell Road and associated residential properties, further residential housing lies to the north-west and south-east of the Site with agricultural fields to the south and west.
- 2.1.2 The Site comprises a single agricultural field, c. 2.3 ha in size, bordered by trees and hedgerows. The Site comprising a relatively flat area of land at an approximate height of 7 m above Ordnance Datum (aOD).
- 2.1.3 The underlying geology of the Site is mapped as the Lewes Nodular Chalk Formation, Seaford Chalk Formation, Newhaven Chalk Formation and Culver Chalk Formation with superficial river terrace deposits (British Geological Survey).

3 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

3.1 Introduction

- 3.1.1 A summary of the archaeological and historical background to the Site is discussed below informed by an online search of available datasets. Relevant entry numbers from the West Sussex Historic Environment Record (WSHER), the National Record of the Historic Environment (accessible via Pastscape) and National Heritage List for England (NHLE; designated assets) are included where appropriate.

3.2 Prehistoric (900,000–AD 43)

- 3.2.1 Some early prehistoric activity in the area is indicated by the recovery of Palaeolithic artefacts at Ford on the River Arun (WSHER MWS6292).
- 3.2.2 During work to the south-east of Yapton associated with the Bognor Regis and Littlehampton Transfer Pipelines three possible burnt mounds and a number of prehistoric worked flints were discovered (WSHER MWS6773, MWS6774, MWS6772 MWS6775). One of the mounds were seen to overlie a possible earlier ditch (WSHER MWS6773).
- 3.2.3 A Bronze Age hoard comprising of right axes, six rings and some copper cake is recorded as being found in Yapton (WSHER MWS2397). An Iron Age silver tetradrachm of Demetrius II of Syria (146-138BC) is also recorded as being found in the village (PastScape 249149).

3.3 Romano-British (AD 43 – 410)

- 3.3.1 The location of a possible Romano-British occupation site is suggested by a scatter of pottery, loom weights, coins and at least one flue tile found in a field near Mill View Road, Yapton, some 0.7 km to the west of the Site (WSHER MWS2415). Roman pottery is also recorded as being found in the area of Ford parish to the east (WSHER MWS6683)



3.4 Saxon, medieval, post-medieval, 19th century and modern (AD 410 – present day)

- 3.4.1 Although Yapton is not documented until the 12th century both Bilsham to the south and Barnham to the north are recorded in the 1086 Domesday Survey. The parish church, which lies on the northern side of the village, dates to this period (NHLE 1237782).
- 3.4.2 On the first edition 1876 Ordnance Survey (OS) map the Site can be seen to already comprise of a single field, the southern extents of which are largely the same as present day. At this time the only development along the road is limited to Brundell Farm to the north-west and Northwood Farm to the south-east. Residential development along the road can be seen from the late 19th century onwards.
- 3.4.3 To the east of Yapton lies Ford airfield which was operational as a military airfield between 1918-1920 and 1937-1958.

4 AIMS AND OBJECTIVES

- 4.1.1 With due regard to the ClfA *Standard and Guidance for archaeological evaluation* (ClfA 2014a), the generic aims of the project are to:
- *To locate, identify, investigate and record the presence/absence of archaeological features or deposits;*
 - *To confirm, where possible, the extent, date, character, relationship, condition and significance of archaeological features, artefacts and deposits within the proposed development area;*
 - *To inform the scope and nature of any requirements for any potential further fieldwork, whether additional watching brief, excavation or post-excavation work;*
 - *To enable the preservation by record of any archaeological features or deposits uncovered; and*
 - *To place any identified archaeological remains within their historical context.*

5 METHODOLOGY

5.1 Service location

- 5.1.1 The Client has provided information regarding the presence of any below/above ground services. This does not indicate any known services within the Site beyond those located at the northern and eastern boundaries. However, before excavation commences, the areas of proposed trenching will be walked over and inspected to visually identify, where possible, the location of above and below ground services.
- 5.1.2 All evaluation trench locations will be scanned before and during excavation with a Cable Avoidance Tool (CAT) in order to verify the absence of any live underground services.

5.2 Evaluation methodology

- 5.2.1 All works will be undertaken in accordance with the methodology set out within this WSI and in compliance with the standards outlined in the ClfA's *Standards and guidance for archaeological evaluations* (ClfA 2014a), excepting where they are superseded by statements made below.



- 5.2.2 A total of eighteen machine-excavated trial trenches each measuring 30 m x 2 m are proposed in general accordance with the pattern given in **Figure 1**. This comprises a 5% sample of all available areas of the site to be directly impacted by the development.
- 5.2.3 All trenches will be laid out using Global Navigational Satellite System (GNSS) equipment working to an accuracy of 50 mm or below. Minor adjustments to the layout may be required to take account of any on Site constraints such as services or trees. The trench locations will be tied in to Ordnance Survey British National Grid Coordinates.
- 5.2.4 The trial trenches will ideally be excavated using a 360° tracked excavator equipped with a toothless bucket and under constant supervision, although a backhoe excavator may be used due to health and safety access issues caused by low overhead utilities. Machine excavation will be under the instruction of the monitoring archaeologist and proceed in level spits, c. 50-200 mm at a time until the archaeological horizon or the natural geology is exposed, whichever is encountered first.
- 5.2.5 Once the level of archaeological deposits has been exposed by machine, archaeological features will be hand cleaned and sample excavated to sufficiently address the aims of the evaluation, and recorded to professionally accepted standards.
- 5.2.6 Spoil derived from both machine stripping and hand-excavated archaeological features may be visually scanned and metal-detected as appropriate by trained archaeological personnel for the purposes of finds retrieval.
- 5.2.7 In the event of the identification of an exceptional number and/or complexity of archaeological deposits, sample excavation will be more circumspect and will aim to be minimally intrusive. Excavation will, however, be sufficient to resolve the principal aims of the evaluation and to a level agreed with the Client and the Archaeological Advisor.
- 5.2.8 Where complex archaeological stratification is encountered, deposits will be left *in situ* and alternative measures to assess the depth of this stratification agreed with the Archaeological Advisor for ADC. Where modern features are seen to truncate the archaeological stratification, and where practicable, these may be carefully removed without damage to surrounding deposits to enable the depth of stratification to be assessed.

5.3 Reinstatement

- 5.3.1 Trenches completed to the satisfaction of the Client and the Archaeological Advisor will be backfilled using the excavated material in the approximate order in which they were excavated, and left level on completion. No other reinstatement or surface treatment will be undertaken.

5.4 Monitoring

- 5.4.1 The Client will inform the Archaeological Advisor of the commencement of fieldwork and the progress of the investigations on the Site.
- 5.4.2 Reasonable access to the Site will be arranged for the Archaeological Advisor who may wish to make Site visits to inspect and monitor the archaeological investigations as they progress.
- 5.4.3 Variations to the WSI, if required to better address the project aims, will be agreed in advance with the Client and the Archaeological Advisor for ADC.



5.5 Recording

- 5.5.1 All exposed archaeological deposits will be recorded using WA's *pro forma* recording system.
- 5.5.2 A complete drawn record of excavated archaeological features and deposits will be compiled. This will include both plans and sections, drawn to appropriate scales (1:20 for plans, 1:10 for sections), and tied to the Ordnance Survey British National Grid. The Ordnance Datum (OD) height of all principal features and levels will be calculated and plans/sections will be annotated with OD heights.
- 5.5.3 A photographic record will be maintained during the evaluation using digital cameras equipped with an image sensor of not less than 10 megapixels. 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. WA field staff will take sufficient dated colour photographs of all areas, including access routes, to provide a record of original condition, and condition on completion of all fieldwork.

6 FINDS AND ENVIRONMENTAL

6.1 Finds

- 6.1.1 Finds will be treated in accordance with the relevant guidance given in the UK Institute of Conservators Guidelines *Conservation Guideline No 2* and the Museums and Galleries Commissions *Standards in the Museum Care of Archaeological Collections* (1991), excepting where they are superseded by statements made below.
- 6.1.2 All artefacts from excavated contexts will be retained, except those from features or deposits of obviously modern date. In such circumstances, sufficient artefacts will be retained in order to elucidate the date and/or function of the feature or deposit.
- 6.1.3 Excavated spoil will be visually scanned for artefacts. A suitable metal detector may be used to enhance artefact recovery.
- 6.1.4 All retained artefacts will, as a minimum, be collected, processed, sorted, quantified, recorded, labelled, packed and stored in accordance with the requirements of the agreed repository. The treatment of artefacts and environmental samples will be in accordance with the ClfA's *Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials* (ClfA 2014b).
- 6.1.5 Contingency will be made for external specialist advice and conservation needs on site should unexpected, unusual or extremely fragile and delicate objects be recovered. X-raying and storing of metalwork and other delicate objects will be undertaken by WA in-house conservation staff, the staff of the Conservation Service, Wiltshire History Centre, Chippenham or other appropriate approved conservation centres.

6.2 Environmental sampling

- 6.2.1 Environmental sampling will be undertaken in accordance with WA's Guidelines for Environmental Sampling along with policies outlined in the ClfA's Standard and Guidance documents and *Environmental Archaeology; A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (second edition) (English Heritage 2011).
- 6.2.2 Bulk environmental soil samples for the recovery of plant macro fossils, wood charcoal, small animal bones and other small artefacts will be taken from a range of well-sealed and



dateable contexts or features. The samples will be of an appropriate size. Samples will not be taken from the intersection of features.

- 6.2.3 Bulk environmental soil samples will be processed by standard flotation methods and scanned to assess the environmental potential of deposits, but will not be fully analysed. The flot will be retained on a 0.25/0.5 mm mesh, with residues fractionated into 5.6/4 mm, 2 mm, 1 mm and 0.5 mm and dried as appropriate. Coarse fraction (>5.6/4 mm) will be sorted, weighed and discarded, with any finds recovered given to the appropriate specialist. Finer residues will be retained until after analysis.
- 6.2.4 If waterlogged deposits are encountered, an appropriate environmental sampling strategy will be devised and agreed with the Archaeological Advisor as appropriate. These samples would then be processed by standard waterlogged flotation/wet sieving methods.
- 6.2.5 Where appropriate monolith and/or contiguous column samples will be taken for the recovery of molluscs and to consider sub-sampling for pollen and/or diatom assessment, and for consideration of soil micromorphological and soil chemical analyses. Appropriate specialist advice will be sought where needed.
- 6.2.6 Where appropriate samples may be taken and sieved to aid in artefact recovery. For both inhumations and cremation related deposits, the burial deposit will be sampled and processed following the specialist guidelines. In the case of samples from cremation related deposits the flots will be retained on a 0.5 mm mesh, with residues fractionated into 4 mm, 2 mm and 1 mm. In the case of samples from inhumation deposits, the samples 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.

6.3 Human remains

- 6.3.1 In the event of discovery of any human remains (articulated or disarticulated, cremated or unburnt), a Ministry of Justice Licence will be obtained by Wessex Archaeology prior to any further disturbance (including where remains are to be left *in situ*).
- 6.3.2 Initially the remains will be left *in situ*, covered and protected, pending discussions between the Client, WA osteoarchaeologist and the Archaeological Advisor regarding the need for and appropriateness of their excavation/removal or sampling as part of the works. Where deemed appropriate, the human remains will be fully recorded, excavated and removed from the Site in compliance with the Ministry of Justice Licence.
- 6.3.3 Should human remains require removal, all excavation and post-excavation will be in accordance with WA protocols, and undertaken in-line with current guidance documents (e.g. 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.
- 6.3.4 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.

6.4 Treasure

- 6.4.1 In the event of the discovery of any material covered or potentially covered by the *Treasure Act* of 1996 WA will immediately notify the Client and the Archaeological



Advisor. All necessary information required by the Treasure Act (*i.e.* finder, location, material, date, associated items etc.) will be reported to the Coroner within 14 days.

7 STORAGE AND CURATION

7.1 Museum

- 7.1.1 It is recommended that the project archive resulting from the excavation be deposited with the Littlehampton Museum, though it should be noted that this is currently a closed repository. Deposition of any finds with the Museum will only be carried out with the full agreement of the landowner.

7.2 Archive

- 7.2.1 On completion of the report a cross-referenced and internally consistent archive will be produced. The complete site archive, which will include paper records, photographic records, graphics, artefacts, ecofacts and digital data, will be prepared following the standard conditions for the acceptance of excavated archaeological material by the Littlehampton Museum, and in general following nationally recommended guidelines (SMA 1995; Brown 2011; ADS 2013; ClfA 2014b).
- 7.2.2 All archive elements will be marked with the site/accession code, and a full index will be prepared.

7.3 Discard policy

- 7.3.1 WA follows the guidelines set out in Selection, Retention and Dispersal (Society of Museum Archaeologists 1993), which allows for the discard of selected artefact and ecofact categories which are not considered to warrant any future analysis. Any discard of artefacts will be fully documented in the project archive.
- 7.3.2 The discard of environmental remains and samples follows nationally recommended guidelines (SMA 1993; 1995; English Heritage 2011).

7.4 Security Copy

- 7.4.1 In line with current best practice (e.g. 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.

7.5 Copyright

- 7.5.1 The full copyright of the written/illustrative archive relating to the site will be retained by WA under the *Copyright, Designs and Patents Act 1988* with all rights reserved. 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 shall be non-profitmaking, and conforms to the *Copyright and Related Rights Regulations 2003*.

8 PROJECT MANAGEMENT AND STAFFING

- 8.1.1 The works will be directed and supervised by an experienced archaeologist from WA's core staff, who will be on site at all times for the length of archaeological fieldwork as required. The overall responsibility for the conduct and management of the project will be held by one of WA's Project Managers, who will visit the fieldwork as appropriate to monitor progress and to ensure that the scope of works is adhered to. Monitoring visits



may also be undertaken by WA's Health and Safety Manager where required. The appointed Project Manager and experienced archaeologists will be involved in all phases of the investigation through to its completion.

- 8.1.2 The analysis of any finds and environmental data will be undertaken by WA core staff or external specialists, using WA's standard *pro forma* recording system. The work will be carried out under the supervision of the following departmental managers under the overall direction of the Project Manager.
- 8.1.3 Information on WA and external finds and environmental specialists can be provided on request.

9 QUALITY ASSURANCE PROCEDURES

- 9.1.1 WA 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 9001:2008 – covering professional archaeological and heritage advice and services. The award of the ISO 9001 certificate, independently audited by the British Standards Institution (BSI), demonstrates WA'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.
- 9.1.2 WA operates a Project Management system. Projects are assigned to individual managers who monitor their progress and quality, and control budgets from inception to completion, in all aspects including Health and Safety etc. Projects are managed in accordance with English Heritage guidelines outlined in the document *Management of Research Projects in the Historic Environment* (MoRPHE, Historic England 2015). At all stages the manager will carefully assess and monitor performance of staff and adherence to objectives, timetables and budgets, while the manager's performance is monitored in turn by the Regional Manager who will ensure that the project meets WA's quality standards and is adequately programmed and resourced within WA's portfolio of project commitments. A formal written report is made to the Executive Management Group once a month by the Regional Manager.
- 9.1.3 The work will be directed in the field by an appropriately experienced archaeologist who will normally be a member of the ClfA's and a core member of WA's staff. Overall project supervision and monitoring will be undertaken by a Project Manager based in Salisbury who will undertake monitoring visits if and when appropriate. Monitoring visits may also be undertaken by WA's Health and Safety Manager where required.
- 9.1.4 WA is registered as an archaeological organisation with the Chartered Institute for Archaeologists. WA fully endorses the *Code of Conduct* and *Regulations for professional conduct* of the Chartered Institute for Archaeologists.

10 HEALTH AND SAFETY

- 10.1.1 Health and Safety considerations will be of paramount importance in conducting all fieldwork. Safe working practises will override archaeological considerations at all times.
- 10.1.2 All work will be carried out in accordance with the *Health and Safety at Work etc. Act 1974* and the *Management of Health and Safety Regulations 1992*, and all other relevant Health and Safety legislation, regulations and codes of practice in force at the time.

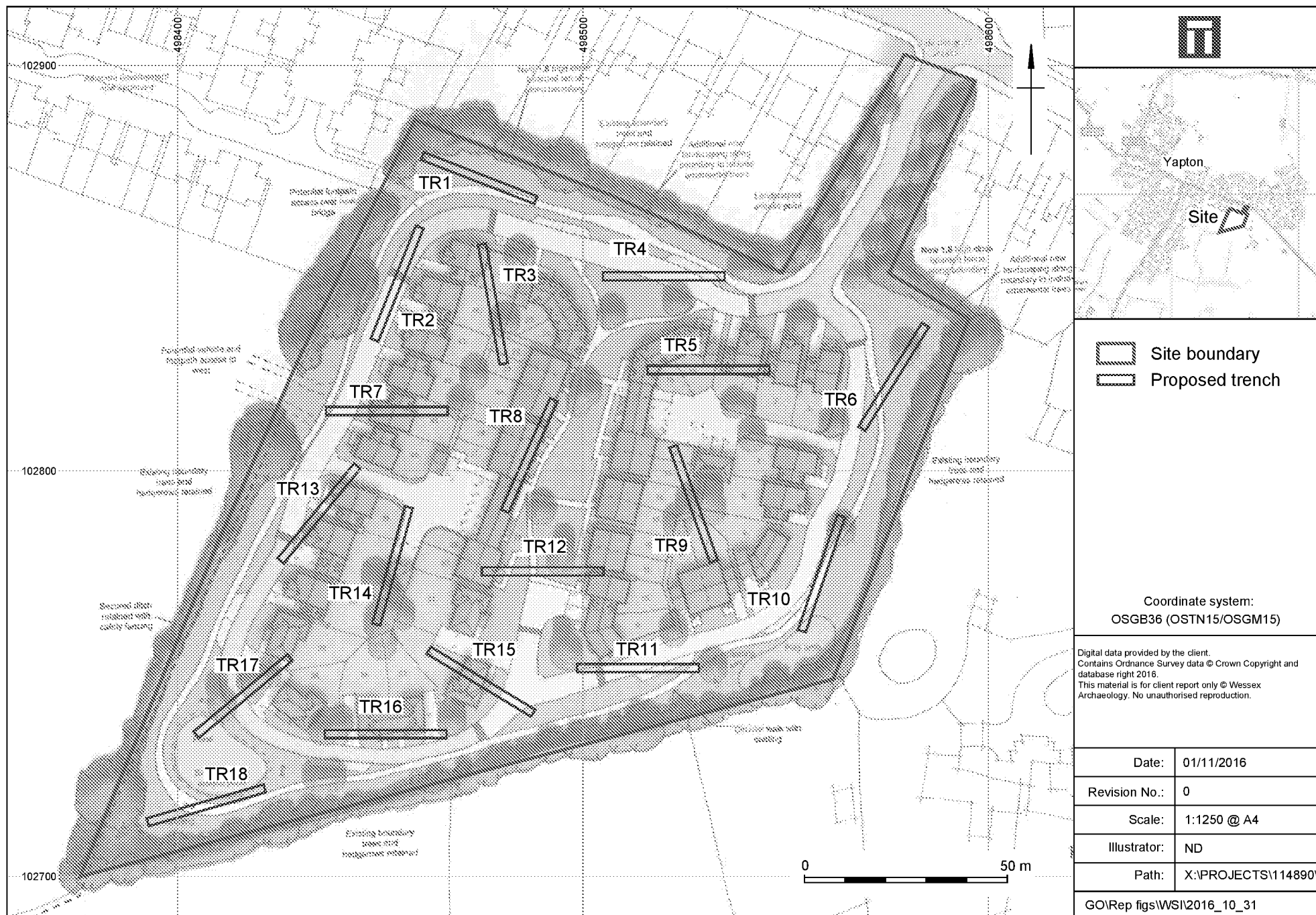


- 10.1.3 WA will supply a copy of their Health and Safety Policy and a Risk Assessment to the Client before the commencement of any fieldwork. The Risk Assessment will have been read and understood by all staff attending the Site.
- 10.1.4 WA staff will comply with the standard PPE requirements for working on construction sites (hard hat, steel toe capped boots, high visibility clothing) and any specific requirements of the Principal Contractor.
- 10.1.5 WA has both public liability (£10,000,000) and professional indemnity insurance (£5,000,000).

11 REFERENCES

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Location of Site and proposed evaluation trenches

Figure 1