

WRITTEN SCHEME OF INVESTIGATION FOR AN ARCHAEOLOGICAL EVALUATION

Ford Airfield, West Sussex: Infrastructure RM, Residential North RM1 and Residential South RM4

Planning Ref: F/4/20/OUT

Site Code: FAD24

NGR: 499384 102887

Ref: 794-PLN-HER-00629
July 2024

1.0 INTRODUCTION

- 1.1 Archaeology South-East (ASE), the contracting division of The Centre for Applied Archaeology at the Institute of Archaeology, University College London, have been commissioned by RPS (Tetra Tech) to undertake an archaeological evaluation on land at Ford Airfield, West Sussex (Figure 1). The site is centred on NGR 499384 102887.
- 1.2 The site lies on the West Sussex Coastal Plain between the villages of Climping and Ford, c. 2km inland and c. 800m west of the River Arun. It is bounded by Ford Lane to the north, Horsemere Green Lane to the south, a strip of fields and an industrial estate fronting Ford Road to the east and Yapton Lane and Rollaston Park to the west.
- 1.3 The geology of the site comprises Lewes Nodular Chalk Formation, Seaford Chalk Formation, Newhaven Chalk Formation, Culver Chalk Formation and Portsdown Chalk Formation overlain by River Terrace Deposits (sand, silt and clay) with a small tongue of raised beach deposits (sand and gravel) extending into the northern part of the site (BGS GeoIndex 2024). A deposit modelling exercise undertaken to the immediate east of the site refines this geological mapping (see Section 2.2).
- 1.4 A desk-based assessment and geophysical survey of the site have been undertaken (Orion Heritage 2016; Magnitude Surveys 2018; Figure 2). The results of these are presented below.
- 1.5 Outline planning consent has been granted by Arun District Council for mixed-use development of the site, including 1500 dwellings (F/4/20/OUT; Figure 3). Condition 6 is for archaeology:

6 No development shall take place until details for the phased implementation of a programme of archaeological work in accordance with a written scheme of investigation has been submitted to and approved in writing by the Local Planning Authority. The development shall thereafter be carried out on a phase by phase basis, as determined by condition 5 and in accordance with the approved scheme.

Reason: The site has the potential to contain unknown remains of archaeological importance and in accordance with Policy HER DM6 of the Arun Local Plan 2011-2031. It is considered necessary for this to be a pre-commencement condition because archaeology can only be investigated before construction commences.

- 1.6 This document represents a *Written Scheme of Investigation* for archaeological evaluation of the first three phases of the site: Infrastructure RM, Residential RM1 North and Residential RM 4 South (Figure 3). The WSI is to be submitted to the Arun District Council (ADC) Archaeological Advisor for approval prior to commencement of

the work. All work will be carried out in accordance with the current document, as well as with the relevant Chartered Institute for Archaeologists procedural documents (CIfA 2023a and b, 2020) and the Sussex Archaeological Standards (ESCC, WSCC, CDC 2019).

- 1.7 It should be noted that further work and/or measures to preserve archaeological remains *in situ* may be required if significant archaeological remains are found in the evaluation. In the event that further archaeological excavation is required a supplementary WSI will be prepared detailing the proposed work and submitted for approval.

2.0 ARCHAEOLOGICAL BACKGROUND

- 2.1 The following background information is paraphrased from the desk-based assessment (Orion Heritage 2016) and the geophysical survey (Magnitude 2018). This is supplemented with the result of a geoarchaeological desk-based assessment and deposit model undertaken for development on the eastern periphery of the site (ASE 2020).
- 2.2 A geoarchaeological desk-based assessment and deposit model undertaken for development on the eastern periphery of the site identified c. 3–4m of surviving Quaternary deposits overlying chalk at depth. The base of the sequence was a sand, thought to be marine in origin and likely part of the Pagham or Brighton-Norton raised beach. An alluvial deposit of unknown date, but containing organic fragments, was mapped in the north-east of the site. A fine-grained head or 'brickearth' deposit overlies the site (ASE 2020).
- 2.3 In 1999, a programme of archaeological work was undertaken in advance of, and during, the initial construction of a new waste-water treatment works for Southern Water (MWS6921 & EWS1149). Remains recorded were later Mesolithic worked flint, including microliths, serrated flakes, burins and debitage. A leaf-shaped arrowhead was suggestive of at least limited Neolithic activity in the area. A late Bronze Age enclosure was recorded with a late Iron Age cremation inserted into the enclosure. Numerous late Bronze Age pits and postholes and trackways were identified. A late Iron Age co-axial field system and a trackway was recorded orientated north-south/east-west. Other finds recorded from associated ground works within the were five late Neolithic/Bronze Age flakes and seven burnt flints (MWS6980) and nine flakes, four retouched tools, one core and further burnt flints (MWS6981).
- 2.4 Another programme of archaeological works was undertaken along the central part of the eastern site boundary (MWB9678, EWS716 & EWS717). Evaluation trenching revealed three late Bronze Age possible cremations, several probable prehistoric ditches which

possibly relate to the Iron Age field system recorded to the north, an undated, possibly prehistoric, enclosure. The later archaeological excavation recovered a small assemblage of residual Mesolithic and Early Neolithic struck flint. A Late Bronze Age field system was recorded which contained placed deposits of pottery vessels and burnt material suggestive of at least an element of ritual activity. A number of late Bronze Age posts and pits were also recorded. The field system is considered to be part of the same field system revealed on the Southern water site excavations described above.

- 2.5 The excavations for Southern Water revealed a series of late Iron Age/Roman features including two cremations, an enclosure, pits and a possible iron working shelter (MWS6291). Roman features recorded within the excavations within the site to the south of the Southern Water area comprised of field boundaries and a possible cremation deposit (MWS9678).
- 2.6 The only record of medieval remains within the proximity of the site is a flagon handle toward the northern site boundary (MWS6981).
- 2.7 The route of the Portsmouth to Arundel canal cuts east-west across the northern part of the site (MWS5754).
- 2.8 The 1879 first edition OS map shows the site as comprising of number of fields at that time with canal at the northern end of the site.
- 2.9 Work began on Ford airfield in 1916, using the labour of German prisoners of war (MWS2412). It opened in 1917 with the American air force being the first to use the facility. Around 1920, the Ford Motor Company took over the site from the Air Ministry to manufacture planes, including the Ford Tri-motor. The military took back the site in 1937 to set up a training base for naval pilots. Then during the Second World War, the Royal Air Force took over the base, which was heavily damaged in a German air raid in August 1940 (Figure 4). Following the war, the site was returned to the Admiralty, which continued to use it as a training station. The navy left in 1959 and in the 1960s the airfield was leased to Miles Aviation and Transport (R. & D.) Ltd which built replicas of historic aircraft. WWII and Cold War structures recorded on the HER within the study site include an anti-aircraft battery (MWS7120), a Royal Observer monitoring post (MWS7518), an air raid shelter (MWS8121) and a blister hanger (8137). Part of the northern end of the airfield became an industrial estate, with two large hangars converted for the manufacture of concrete blocks. The Rudford industrial estate, along the south-eastern edge of the site, was set up after 1969 and expanded in the 1980s.

Geophysical Survey

- 2.10 Magnitude Surveys assessed the subsurface archaeological potential of the site. A fluxgate magnetometer survey revealed numerous anomalies of diverse origins. The geophysical results are dominated by the remains and associated debris of the WWI and WWII Ford Airfield, including runways, hangars and tie-down areas. The disused Portsmouth to Arundel canal was also identified, as were a number of former field boundaries, footpaths and sites of post-medieval farm buildings; these are all well-correlated with multiple historic maps. Furthermore, four different previously unrecorded areas of archaeological activity were identified, expanding the archaeological understanding of the area (Figure 2). These are likely to be prehistoric to Romano-British in date. They are in appearance not associated to each other; however, it is feasible more recent military usage of the fields may have truncated a larger settlement area. Limited modern and natural activity was also been identified.

3.0 RESEARCH AIMS AND OBJECTIVES

- 3.1 The general aims of the archaeological investigation in summary:

- To identify if archaeological remains are present on the site and if so assess the date, survival and condition of these remains.
- To record the character, date, location and preservation of any archaeological remains on the site.
- To record the nature and extent of any previous impacts on the archaeological sequence across the site.

- 3.2 Specific Research Objectives include:

- To identify the extent and character of later prehistoric settlement and landscape features identified by the DBA and geophysical survey
- To identify the extent and character of late Iron Age and Roman settlement and landscape features identified by the DBA and geophysical survey

- 3.3 Features relating to the wartime airfield are being deliberately excluded from this phase of the evaluation works.

- 3.4 Given the above site specific aims, the investigations also have the potential to address the following regional research questions with reference to SERF Archaeological Research Framework (FRCF 2008):

- The long-term history of the land divisions laid out in the MBA/LBA; [SERF Research Agenda conference discussion points for the Middle Bronze Age/Iron Age agenda]
- The precise chronology of the construction, use and abandonment of field systems in the middle and late Bronze Age needs further research [SERF MBA-LIA, 45]
- The precise nature and causes of the apparent clustering of occupation in the early and middle Iron Age needs more detailed examination [SERF MBA-LIA, 46]
- The evidence of a major phase of landscape organisation and division in the late Iron Age needs more careful examination on a suitably large scale, to understand its spatial patterning, its causes and its chronology [SERF MBA-LIA, 46].
- Characterisation of non-villa settlement in the Roman period (SERF Roman): in terms of:
 - Chronological range
 - Real numbers and densities
 - Overall morphology – enclosed and non-enclosed – is this a critical distinction?
 - Structures
 - Agricultural economy – structural aspects; animal and plant remains
 - The uses of woodland
- The relationship of villa and non-villa settlements to each other and to the landscape (SERF: Roman), in a number of ways:
 - The physical layout of the landscape
 - Does absence of villas relate to soil type? Are there genuine empty spaces?
 - Land tenure
 - Other social characteristics
 - What is the relationship between society and environment?

4.0 METHODOLOGY

- 4.1 A total of 208 30m x 2m trenches will be mechanically excavated across the Infrastructure RM, Residential RM1 North and Residential RM4 South as shown in Figures 2-4. The trench layout avoids all elements of WWI & WWII infrastructure, possible bomb damage and areas of known asbestos contamination, but otherwise targets geophysical anomalies at 2% and other areas within the three phases at 4%. This approach has been agreed through dialogue between RPS and the ADC Archaeological Officer. A contingency for the evaluation of an additional 1% of the areas has been allowed for.
- 4.2 Trenches will be set out using survey grade GNSS equipment. Some modification to the suggested trench positions may be necessary due to other currently unknown obstructions. Significant variations to the trench layout will be discussed with the client and the CDC

Archaeological Officer. The location of archaeology will be recorded using one, or a combination of the following methods: survey grade GNSS equipment with SMARTNET correctional data enabled (for example Leica GS18); TST (e.g Leica TS16) tied into the OS National Grid; photogrammetric survey using a terrestrial or RPAS (remote pilot aircraft system) mounted camera, georeferenced using SMARTNET tied to the National Grid. RPAS mounted cameras will have a 1" CMOS sensor or greater.

- 4.4 The trenches will be scanned prior to excavation using a CAT scanner. The trenches will be excavated using a suitable mechanical excavator equipped with a toothless ditching bucket.
- 4.5 Only undifferentiated topsoil, subsoil and overburden of recent origin will be removed by machine and will be kept separately. The excavation will be taken down to the top of the first significant archaeological horizon or the top of the underlying 'natural', whichever is uppermost. Due to Health and Safety considerations the trench will not be excavated beyond a safe working depth (generally c.1.2m) unless suitable precautions (i.e. stepping or battering of trench edges, and /or shoring) have been implemented; the indicative depth of 1.2m may be reduced if the trench sides appear to be particularly unstable. All machining will be undertaken under the supervision of a suitably qualified archaeologist.
- 4.6 On conclusion of the excavation, the spoil will be backfilled by machine, in appropriate sequence, spread evenly and compacted to ensure a surface flush or nearly flush with the ground surface. No reinstatement of the original surface (i.e. turf) will be undertaken.

5.0 EXCAVATION AND RECORDING TECHNIQUES

- 5.1 All exposed archaeological features and deposits will be cleaned by hand, planned and recorded. All discrete cut features will be sampled as a minimum by half section (i.e. 50% of feature excavated). At least 25% of any linear feature will be sectioned to produce a vertical section where practicable. A minimum 50% of structural features (beamslots, ring ditches) - actual surviving structural elements (walls, collapse/debris fields) will be exposed, cleaned and preserved for excavation in more appropriate circumstances. 50-100% domestic/industrial working features (hearths, ovens) - unless large & structural, in which case see above. All features will be planned digitally. Further plans at the scale of 1:20, and sections at the scale of 1:10 will be drawn as necessary. Plans will be drawn on plastic film. A full digital photographic record of the work will be kept.
- 5.2 All archaeological features and deposits will be recorded using the standard context record sheets used by Archaeology South-East. A

metal detector will be used to scan the exposed surfaces and all excavated material.

- 5.3 The client and the ADC Archaeological Officer will be informed immediately of any archaeological features or deposits worthy of preservation *in situ*, and generally of any high quality archaeological remains in order that this written scheme of investigation can be reviewed if necessary.
- 5.4 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 CDC Archaeologist, and with reference to English Heritage 2011, *Environmental Archaeology: A guide to the theory and practice of methods from sampling and recovery to post excavation*. The advice of the CDC Archaeologist will be sought at the project planning stage and a visit arranged to determine the importance and sampling requirements for all deposits exposed during the investigation.
- 5.5 Bulk samples for the retrieval of wood charcoal, plant remains, small bones, small finds, snail deposits etc will be taken as required and other scientific dating techniques considered where appropriate. It is anticipated that bulk soil samples will be collected from suitable excavated contexts, including datable buried soils, well-sealed slowly silting features, sealed hearths, sealed features containing evident carbonised remains, peats and water-logged deposits. It is anticipated that soil samples will be 40 litres where possible, or 100% of the context if smaller.
- 5.6 Any human remains uncovered during the work will be left in situ. The local police, the Ministry of Justice, the client and the CDC Archaeologist will be informed. No human remains will be lifted under evaluation trenching conditions. If they are required to be removed this will be done under a separate scheme of work and with the appropriate licence from the Ministry of Justice.
- 5.7 Any finds believed to fall potentially within the statutory definition of Treasure, as defined by the Treasure Act 1996, shall be reported to the local Finds Liaison Officer. Should the find's status as treasure be confirmed the Coroner, the landowner and the ADC Archaeological Officer Archaeologist will also be informed. A record shall be provided to the Coroner and to the CDC Archaeologist of the date and circumstances of discovery, the identity of the finder, and the exact location of the find(s) (OS map reference to within 1 metre, and find spot(s) marked onto the site plan).

6.0 PROCESSING AND IDENTIFICATION OF RECOVERED MATERIAL

- 6.1 The finds selection strategy for the site is set out in the appended Selection Strategy document (Appendix 1). This selection strategy will be reviewed, updated and agreed by relevant stakeholders as the project progresses.
- 6.2 All pottery, bone and worked flint recovered from the excavation will be washed and marked with an appropriate code to identify the site and context. Most ceramic and other building material (not including significant diagnostic material) and burnt flint will be identified, counted, weighed and discarded. Samples will be retained as appropriate. Finds will be bagged in polythene bags according to type and context.
- 6.3 The lithic and ceramic finds will be identified by specialists within Archaeology South-East, and preliminary identification of faunal remains may be undertaken if the nature of the deposits justifies such study. All finds in an unstable condition will be stabilized using passive conservation techniques where appropriate before being deposited with the receiving museum.
- 6.4 Environmental samples will be processed using tank flotation unless considered detrimental to the samples or recovery rate (such as for waterlogged samples). Bulk samples will target recovery of plant remains (charcoal and macrobotanicals), fish, bird, small mammal and amphibian bone, and small artefacts. Waterlogged samples will be wet sieved through nested sieves and stored in wet, cool conditions or dried if considered an appropriate form of conservation for the remains.
- 6.5 Specialist samples may also be taken from dry or waterlogged contexts. Such samples will target recovery of pollen (using monolith tins), molluscs, foraminifera, parasites and insects. Larger samples (80-100 litres) will be extracted wholesale from deposits rich in marine molluscs and large mammal bones. As a general rule waterlogged wood specimens will be recorded in detail in their original location. If removed they will be cleaned, photographed and a thin section sample will be taken for identification. Specimens will either be stored in wet cool conditions or dried if considered appropriate for the material. In all instances deposits with clear intrusive material shall be avoided.

7.0 REPORTING

- 7.1 Within eight weeks of the completion of the fieldwork a full report on the results of the field evaluation will be submitted. It will include the local geology and archaeological evidence. It will describe the work undertaken and results of elements described above. It will include a description of archaeological features and tabulated details of finds

from each context. A list of environmental samples and any samples taken for dating will also be included.

- 7.2 The report will include a plan showing the trench locations. Further plans, sections and photographs of features located and excavated will be included as necessary. The report will also include a timetable of works carried out, a consideration of the project strategy with a confidence rating and all other data required by the Brief. A digital copy will also be supplied if required.
- 7.3 Following the submission of the summary and main report to the West Sussex Historic Environment Record (HER), should the evaluation prove to be the sole fieldwork undertaken on the site, then, if deemed appropriate, further written and illustrative material may be prepared for publication in a suitable place, within one year of the completion of fieldwork.

8.0 PREPARATION AND DEPOSITION OF THE FINDS AND ARCHIVE

- 8.1 Upon completion of the final report for publication, the archive will be prepared for deposition in accordance with the guidelines published by the Archaeological Archives Forum (2011), Europae Archaeologiae Consilium (2013), Society for Museum Archaeology (2020) and the Novium's deposition guidelines (2024).
- 8.2 Permission will be sought from the landowner to deposit finds and paper archive at Littlehampton Museum.
- 8.3 An Online Access to the Index of Archaeological Investigations (OASIS) form will be completed at <http://ads.ahds.ac.uk/project/oasis/> following the completion of the Assessment report and included as an appendix
- 8.4 A DMP is included in Appendix 2.

9.0 HEALTH AND SAFETY

- 9.1 A Risk Assessment will be produced and agreed with the client prior to the commencement of the work. All relevant main contractor health and safety regulations will be adhered to.

10.0 INSURANCE

- 10.1 Archaeology South-East is insured against claims for: public and products liability to the value of £50,000,000 any one event for all claims in the aggregate during any one period of insurance; employers'

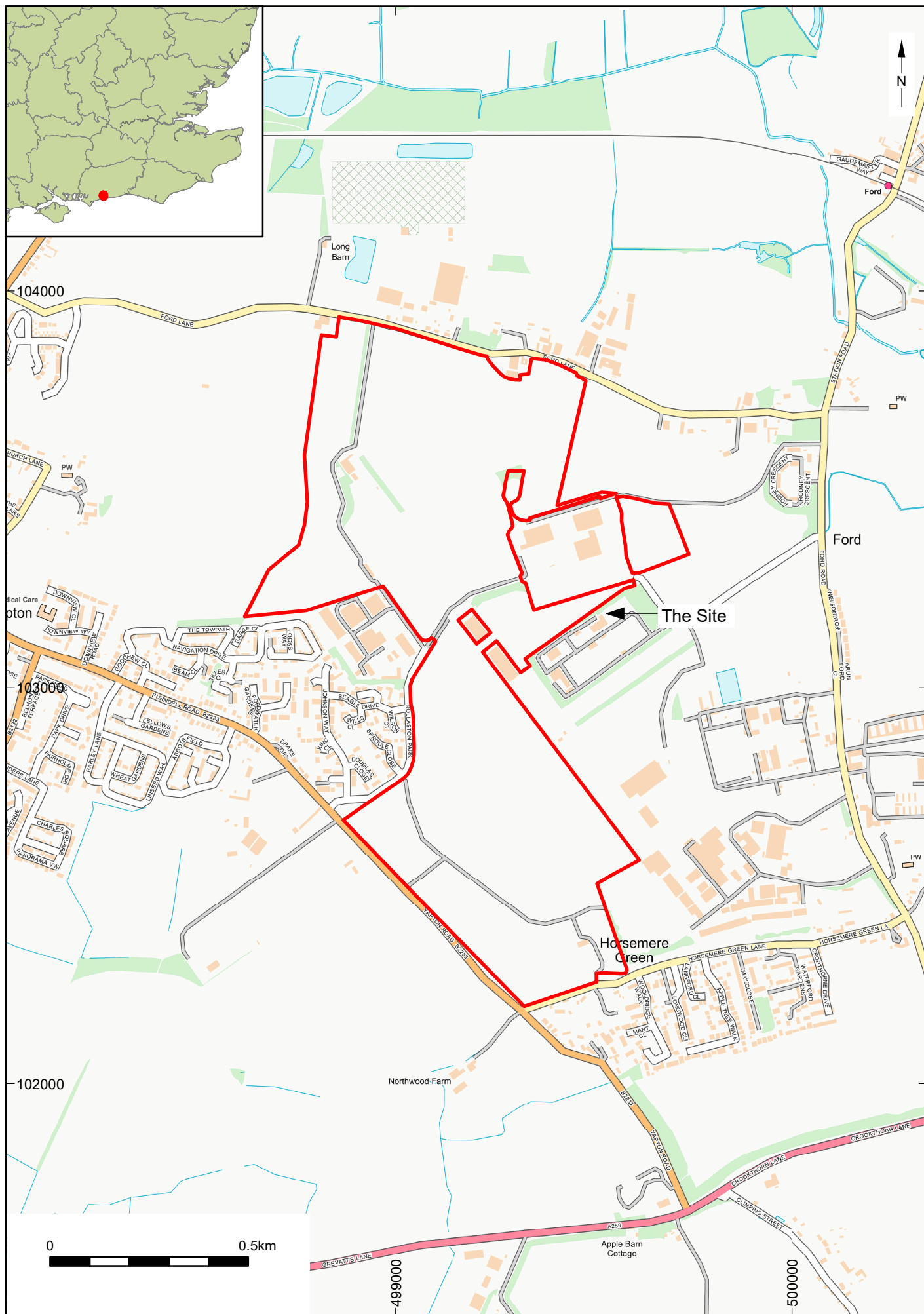
liability to the value of £50,000,000 any one event inclusive of costs; professional indemnity to the value of £15,000,000 any one claim / aggregate any one period of insurance.

11.0 MONITORING

- 11.1 Provision will be made at all stages of the project for the ADC Archaeological Officer to monitor progress and standards. Adequate provision will be made available by ASE for the ADC Archaeological Officer to make site monitoring visits at agreed and specified times.

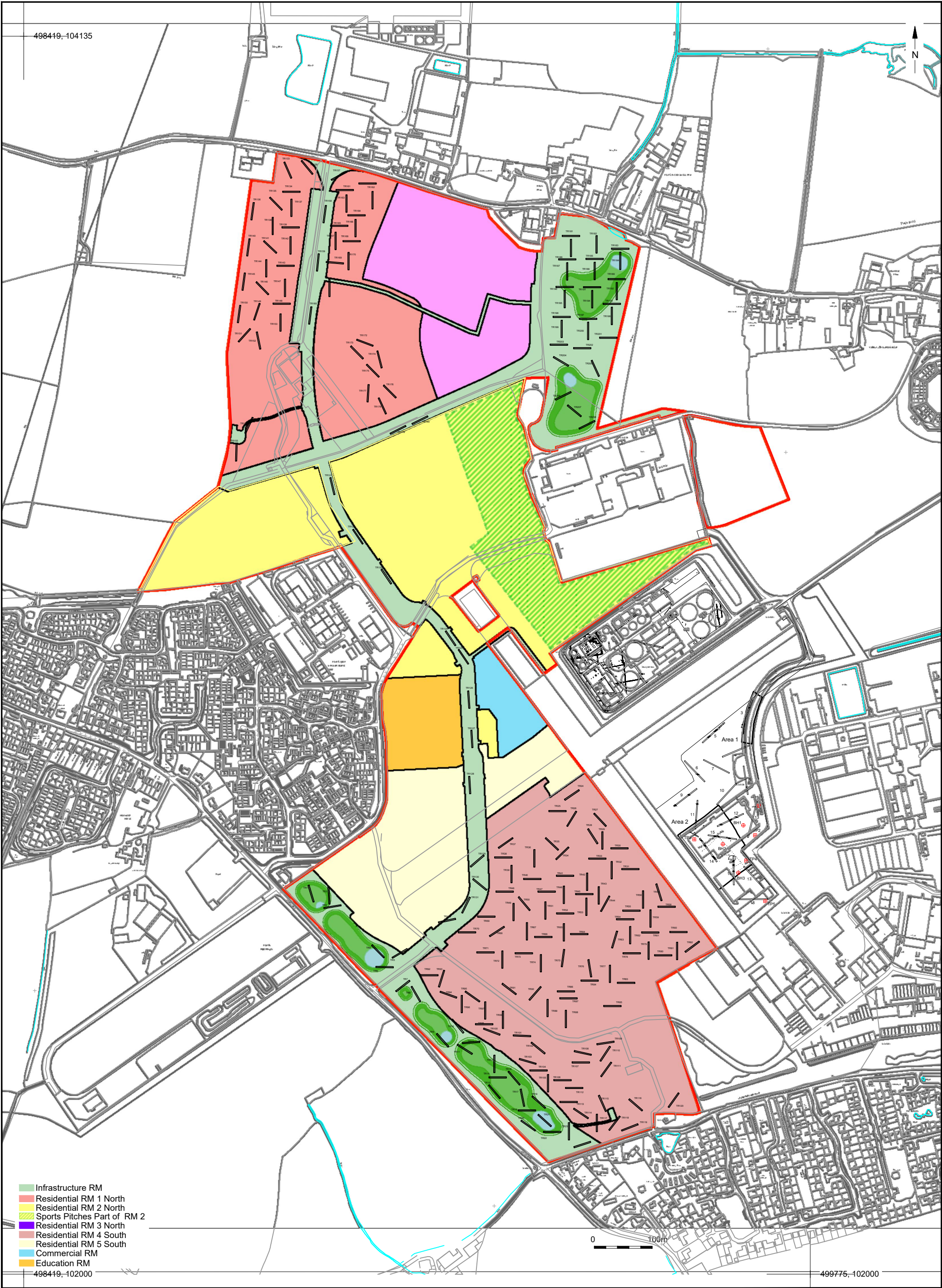
REFERENCES

- Archaeological Archives Forum 2011, Archaeological Archives. A guide to best practice
- ASE 2020 A Geoarchaeological Desk Based Assessment of Land at Ford Airfield, Ford, West Sussex
- BGS, 2024. British Geological Survey, Geology of Britain Viewer, accessed 9.05.2024 <http://mapapps.bgs.ac.uk/geologyofbritain/home.html>
- CIfA 2023a Standard for archaeological field evaluation
- CIfA 2023b Standard for archaeological monitoring and recording
- CIfA 2019 Standard and guidance for commissioning work or providing consultancy advice on archaeology and the historic environment
- English Heritage, 2008. Management of Research Projects in the Historic Environment (MoRPHE)
- English Heritage, 2011. Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation
- ESCC, WSCC, CDC 2019, Sussex Archaeological Standards
- Europae Archaeologiae Consilium 2013, A Standard and Guide to best practice for Archaeological Archiving in Europe
- Magnitude Surveys 2018 Geophysical Survey Report of Land at Ford Airfield, West Sussex
- Orion Heritage 2016 Land at Ford, West Sussex: Heritage Desk-Based Assessment
- Society for Museum Archaeology 2020, Standards in the Museum Care of Archaeological Collections



		Ford Airfield	Fig. 1
		Site Location	





	Ford Airfield	Fig.3
	Phase Plan of work with Proposed Trenches	

Appendix 1: Selection Strategy

**Ford Airfield, West Sussex
Sitecode FAD24**

7th March 2024 Version 1

Selection Strategy

Project Information

Project Management

Project Manager	Paul Mason	
Archaeological Archive Manager	Nicola Elphick	
Organisation	Archaeology South-East	
Stakeholders		Date Contacted
Collecting Institution(s)	Littlehampton Museum	
Project Lead / Project Assurance	James Kenny ADC	
Landowner / Developer	c/o Barton Willmore	
Other	RPS	10.05.2024

Resources Required

No additional resources have been identified at this point.

Context

This selection strategy has been produced using the written scheme of investigation for the project and Littlehampton Museum: Procedure for the Deposition of Archaeological Archives (Littlehampton Museum, 2017)

The project is a first phase evaluation comprising 216 x 30m x 2m trenches ahead of mixed-use development. The site has high potential for later prehistoric and Roman remains.

The evaluation has the potential to contribute to regional research aims set out in the South-East Research Framework (SERF)

Standards and Guidance

This selection strategy has been produced in line with current best practice using standards and guidance listed in the bibliography section at the end of this document and that of the receiving museum: Heritage Eastbourne

1 – Digital Data

Stakeholders

Archaeological Archive Manager, Project Manager and Site Supervisor (ASE)
County Archaeologist, Collections Curator, client

Selection and De-Selected Digital Data

Detailed in attached Data Management Plan (DMP)

Amendments

Date	Amendment	Rationale	Stakeholders

2 – Documents

Stakeholders

Archaeological Archive Manager, Project Manager and Site Supervisor (ASE)
Curator, Collections Curator, client

Selection

All site paperwork will be included in the final permanent archive. If the project produces negative results the Selection Strategy will be reconsidered.
All specialist recording sheets will be included in paper form.
All digital photographs will be printed as contact sheets. The final report(s) will be issued alongside project planning and archive documents.

Standards and guidance for paper archives consulted: see bibliography

De-Selected Documents

Any sensitive financial information or information concerning contacts for individuals involved in the project will be de-selected in line with GDPR requirements.

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type	BULK FINDS	Section 3.	1
---------------	------------	------------	---

Stakeholders

The Project Manager (Paul Mason, ASE) and Site Supervisor (ASE) will ensure the selection strategy is followed on site and seek appropriate advice as required.

The Finds Processing Supervisor (Steve Patton, ASE) will monitor the preliminary bulk finds archive selection strategy.

ASE's Finds Specialists will be responsible for recording and assessment of bulk finds and will advise on selection for inclusion in the preserved archive.

The Collections Curator will approve retention/deselection recommendations.

The Archaeological Archive Manager (Nicola Elphick, ASE) will apply the agreed selection strategy to the working project archive for deposition.

If amendments to the selection strategy are necessary due to the nature of the deposits uncovered on site or the finds assemblages these will be discussed with the other relevant stakeholders.

Selection

Material will be collected on site in line with ASE's on-site collection policies, **see section 3.1 of ASE Fieldwork Manual (ASE 2021).**

All collected bulk finds will be washed, dried and quantified ahead of recording and appraisal by the relevant specialists.

Material-specific standards and guidance has been consulted (e.g. ACBMG 2002; APABE 2017; Baker and Worley 2019; Barclay et al. 2016; Mitchell and Brickley 2017; ClfA 2014a; ClfA Finds Recording, Finds Reporting and Selection Toolkits)

Find Type	Selection Strategy	Stakeholders	Review Points
POTTERY	Will be recorded and assessed for selection with a presumption for selection to the permanent archive. Later post-medieval pottery may be considered for deselection where it is assessed to be of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
CTP	Will be recorded in full with a sample retained. The remainder will be deselected.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
CBM	Will be recorded and assessed for selection/deselection with presumption for deselection of majority if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
FIRED CLAY/DAUB	Will be recorded and assessed for selection/deselection with	Specialist, Collections Curator, Archaeological	During fieldwork, processing &

	presumption for deselection if of low significance	Archive Manager, Planning Archaeologist	recording
METALWORKING WASTE	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
BULK METAL	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
GLASS	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
FIRED CRACKED FLINT (FCF)	Will be recorded in full and discarded if unworked	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
WORKED FLINT	To be collected and recorded in full and retained as part of the permanent archive	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
WORKED BUILDING STONE	Will be recorded and assessed for selection/deselection with presumption for deselection. unless diagnostic.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
UNWORKED STONE	Will be recorded in full and discarded	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
ANIMAL BONE	Will be recorded and assessed for selection/deselection	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
HUMAN BONE	Will be recorded in full and assessed for selection or appropriate reburial. With a presumption for reburial in line with national guidelines	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
MARINE SHELL	Will be recorded and assessed for selection/deselection with presumption for deselection.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording

ORGANIC REMAINS e.g. wood, leather	Will be recorded and assessed for selection/deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
--	--	--	--

Uncollected Material

In line with ASE's Fieldwork Manual (section 3.1) - unstratified unworked stone, unworked flint, bone should not be collected on site. In general, other unstratified bulk finds will not be collected in full, although a sample of diagnostic/datable examples may be retained, especially if they represent types of material or periods not present in stratified deposits. Obviously modern (?20th century or later) finds will only be collected where they are of intrinsic interest. Uncollected finds will be noted on the relevant context sheets and will remain on site.

De-Selected Material

Once all finds have been processed, recorded and assessed, items identified for de-selection will be assessed for handling and education outreach purposes. If this is not appropriate, they will be collected and deselected via a reputable discard service.

Once all human bones have been processed, assessed and recorded, those not being reburied or going into the permanent archive will be assessed for their potential to add to a research reference collection.

Review Points

Project planning, fieldwork / data collection, processing, recording, and archive compilation.

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type	REGISTERED FINDS	Section 3.	2
---------------	------------------	------------	---

Stakeholders

The Project Manager (Paul Mason, ASE) and Site Supervisor (ASE) will ensure the selection strategy is followed on site and seek appropriate advice as required.

The Finds Processing Supervisor (Steve Patton, ASE) will monitor the preliminary registered finds archive selection strategy.

ASE's Finds Specialists will be responsible for recording and assessment of bulk finds and will advise on selection for inclusion in the preserved archive.

The Collections Curator will approve retention/ deselection recommendations.

The Archaeological Archive Manager (Nicola Elphick, ASE) will apply the agreed selection strategy to the

working project archive for deposition.

If amendments to the selection strategy are necessary due to the nature of the deposits uncovered on site or the finds assemblages these will be discussed with the other relevant stakeholders.

Selection

All artefacts identified as Registered Finds (RFs) as per ASE's on-site collection policies (ASE 2021). will be assigned a unique RF number and cleaned/dried/conserved (as appropriate) ahead of recording and appraisal.

Find Type	Selection Strategy	Stakeholders	Review Points
REGISTERED FINDS	Will be recorded in full. For registered finds, presumption is that they will be retained for archaeological archive.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording

Uncollected Material

All Registered Finds will be collected in full.

De-Selected Material

Registered Finds will be generally be retained for archive.

Review Points

Project planning, fieldwork / data collection, processing, recording, and archive compilation.

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type	ENVIRONMENTAL REMAINS	Section 3.	2
---------------	-----------------------	------------	---

Stakeholders

The Project Manager Paul Mason, ASE) and Site Supervisor (ASE) will ensure the selection strategy is followed on site and seek appropriate advice as required.

ASE's Environmental Specialists will be responsible for monitoring the preliminary bulk sample archive selection strategy. They will also record and appraise materials derived from bulk earth samples and will advise on selection for inclusion in the archaeological archive.

The Collections Curator will approve retention/ deselection recommendations.

The Archaeological Archive Manager (Nicola Elphick, ASE) will apply the agreed selection strategy to the working project archive for deposition.

If amendments to the selection strategy are necessary due to the nature of the deposits uncovered on site or the finds assemblages these will be discussed with the other relevant stakeholders.

Selection

Bulk samples will be collected on site in line with ASE's on-site collection policies, see section 2.6 of ASE Fieldwork Manual (ASE 2021).

Remains extracted from the processed samples will be assessed and recorded by the relevant specialist.

This selection strategy has been produced using current guidance and standards (Historic England 2008, 2010, 2015; Campbell et al. 2011; Baker and Worley 2019)

Find Type	Selection Strategy	Stakeholders	Review Points
FINDS FROM BULK SAMPLES e.g. Charred plant remains, charcoal, fish bone	Will be recorded and assessed for selection/discard	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording

Uncollected Material

De-Selected Material

Once all bulk earth samples have been processed, recorded and assessed, items identified for de-selection will be assessed for handling and education outreach purposes. If this is not appropriate, they will be collected and deselected via a reputable discard service.

Review Points

Project planning, fieldwork / data collection, processing, recording, and archive compilation.

Amendments

Date	Amendment	Rationale	Stakeholders

4 – References

Advisory Panel on the Archaeology of Burials in England (APABE), 2017 *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England*

Archaeological Ceramic Building Materials Group (ACBMG), 2002 *Ceramic Building Material Minimum Standards for Recovery, Curation, Analysis and Publication*

ASE, 2021 *Fieldwork Manual: Excavation and Recording Guidelines*

Baker, P, and Worley, F, 2019 *Animal Bones and Archaeology: Recovery to archive.*

Barclay, A, Knight, D, Booth, P, Evans, J, Brown, D H, and Wood, I, 2016 *A Standard for Pottery Studies in Archaeology*

Brown, D H, 2011 *Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation.* Second edition

Brown 2011a; ClfA 2014a, 2014b; Perrin et al. 2014; ClfA Finds Recording, Finds Reporting and Selection Toolkits

Campbell, G, Moffett, L, and Straker, V 2011 *Environmental Archaeology. A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation.* Second edition

Chartered Institute for Archaeologists (ClfA), 2014a *Standard and guidance for the collection, documentation, conservation and research of archaeological materials*

Chartered Institute for Archaeologists (ClfA), 2014b *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*

Chartered Institute for Archaeologists (ClfA), *Selection Toolkit:*

<https://www.archaeologists.net/selection-toolkit>

Chartered Institute for Archaeologists (ClfA), *Specialist Recording Toolkit:*

<https://www.archaeologists.net/toolkits/finds-recording>

Chartered Institute for Archaeologists (ClfA), *Specialist Reporting Toolkit:*

<https://www.archaeologists.net/reporting-toolkit>

Chartered Institute for Archaeologists (ClfA), *Dig Digital Online Resource:*

<https://www.archaeologists.net/digdigital>

Heritage Eastbourne, 2020 *Procedure for the Deposition of Archaeological Archives*

Historic England, 2008 *Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains*

Historic England, 2010 *Waterlogged Wood Guidelines on the recording, sampling, conservation and curation of waterlogged wood*

Historic England, 2015 *Geoarchaeology: Using earth sciences to understand the archaeological record*

Mitchell, P D, and Brickley, M, 2017 *Updated Guidelines to the Standards for Recording Human Remains*

Perrin, K, Brown, DH, Lange, G, Bibby, D, Carlsson, A, Degraeve, A, Kuna, M, Larsson, Y, Pálsdóttir, SU, Stoll-Tucker, B, Dunning, C, and Rogalla Von Bieberstein, A, 2014 [The Standard and Guide to Best Practice for Archaeological Archiving in Europe](#) (EAC Guidelines 1)

Appendix 2: DMP

FORD AIRFIELD, WEST SUSSEX

SITE CODE: FAD24

10TH MAY2024 VERSION 1

A Data Management Plan created using DMPonline

Creator: Nicola Elphick

Template: Digital Curation Centre

Last modified: 10th May 2024

Project abstract:

The project is a first phase evaluation comprising 216 x 30m x 2m trenches ahead of mixed-use development. The site has high potential for later prehistoric and Roman remains.

The evaluation has the potential to contribute to regional research aims set out in the South-East Research Framework (SERF)

Dataset Repository: Littlehampton Museum

DATA COLLECTION

What data will you collect or create?

During project planning a Written Scheme of Investigation (WSI) and Selection Strategy will be produced alongside this digital management plan.

During fieldwork digital images will be captured to document the site.

CAD and GIS software will be used.

In the post excavation stage finds specialists will create digital finds records, plans will be produced and a grey literature report written.

How will the data be collected or created?

File naming structure for all files will be project number- what it is- Site code and HER event number. For example: 180932-Final Report- CPI18-ECB4568

Trained members of staff will capture digital images with a digital camera of no less than 12 megapixels or 1/2" CMOS sensor on site. All digital images will be captured in Jpeg format.

Finds specialist tables/ records will be created using up-to-date Microsoft Office software.

The location of archaeology will be recorded using one of, or a combination of the following methods: survey grade GNSS equipment with SMARTNET correctional data enabled (for example Leica GS18); TST (e.g Leica TS16) tied in to the OS National Grid; photogrammetric survey using a terrestrial or RPAS (remote pilot aircraft system) mounted camera, georeferenced using GCP (ground control points) tied in with GNSS or TST to the National Grid. RPAS mounted camera will have a 1" CMOS sensor or greater. All spatial data will be stored according to the OSGB36 (EPSG27700) projection/coordinate system.

Grey literature reports will be created using up-to-date Microsoft Office software and the drawings will be produced using AutoCAD Map 3D 2018 (or later), and appropriate and current GIS software (ArcMap \ArcGIS Pro\QGIS). The report will also be saved as a Pdfa using Adobe Acrobat 9 Pro or later.

DOCUMENTATION AND METADATA

What documentation and metadata will accompany the data?

A metadata document will be produced for this project based on the ADS (Archaeology Data Service) guidelines and template for documenting metadata.

In addition, Archaeology South-East (ASE) finds manual which documents our procedure for finds recording will also accompany the project.

ETHICS AND LEGAL COMPLIANCE

How will you manage any ethical issues?

Where applicable all personal information will be removed prior to the project's deposition. All sensitive data will be restricted to project managers and will be kept for 5 years prior to being destroyed.

How will you manage copyright and Intellectual Property Rights (IPR) issues?

Archaeology South-East own the digital data but will sign over all rights during the deposition process. We will still retain the right to use images for our own marketing and internal purposes. As part of the deposition a copy of the report will be uploaded onto OASIS. There will be no delay in the upload of this unless the client requests this.

STORAGE AND BACKUP

How will the data be stored and backed up during the research?

Archaeology South East backs up their data onto external servers at University College London (UCL) at the end of each day. This is an automated process. In the event of an incident Archaeology South-East's IT support officer and archive officer will be responsible for the recovery of digital data.

How will you manage access and security?

Access to the digital data is via a secured password enabled route onto central servers. Each collaborator that will be creating or need access to the data will have their own log in. Digital images will be captured and stored onto an external device and these images will be uploaded onto the server once fieldwork has been completed by the project officer.

SELECTION AND PRESERVATION

Which data are of long-term value and should be retained, shared, and/or preserved?

The retained digital archive will be deposited alongside the physical archive at a local repository once all fieldwork and post excavation work has been completed. ASE will comply with each institutions digital requirements prior to deposition.

What is the long-term preservation plan for the dataset?

Once the dataset has been deposited with the archive repository ASE will retain a copy of the dataset. This dataset will be migrated onto the latest formats for future use.

DATA SHARING

How will you share the data?

The final grey literature report will be uploaded onto the ASE website, OASIS and Cambridgeshire County Council's HER . Any other information/ data sharing will be done via requests from members of the public/researchers to either ASE or the repository.

Are any restrictions on data sharing required?

None are required.

RESPONSIBILITIES AND RESOURCES

Who will be responsible for data management?

ASE's archive officer is responsible for implementing the DMP and ensuring it is reviewed and revised as appropriate.

The project officer is responsible for the capture and quality of the digital images.

Each finds specialist is responsible for their respective data sets and the quality they produce.

ASE's IT officer will be responsible for data storage and backup.

ASE's archive officer will also be responsible for metadata production, data archiving and sharing.

What resources will you require to deliver your plan?

Additional funds may be required for the deposition of the dataset to the repository.

This data management plan has been created using current best practice guidelines for digital data:

ADS (1) Data Management and sharing Plans

<http://archaeologydataservice.ac.uk/advice/DataManagementPlans>

ADS (2) Guides to good practice <http://guides.archaeologydataservice.ac.uk/g2gp/Main>

ADS (3) Guidelines for Depositors <http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors>

ADS (4) Guidance for the selection of material for deposit and archive

<http://archaeologydataservice.ac.uk/advice/selectionGuidance.xhtml>

Brown, D.H. (2011a) *Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation*. Second Edition. Archaeological Archives Forum (AAF)

Perrin, K., Brown, D.H., Lange, G., Bibby, D., Carlsson, A., Degraeve, A., Kuna, M., Larsson, Y., Pálsdóttir, S.U., Stoll-Tucker, B., Dunning, C. and Rogalla Von Bieberstein, A. (2014) *The Standard and Guide to Best Practice for Archaeological Archiving in Europe* (EAC Guidelines 1)

<http://archaeologydataservice.ac.uk/arches/Wiki.jsp?page=The%20Standard%20and%20Guide%20to%20Best%20Practice%20in%20Archaeological%20Archiving%20in%20Europe>



rpsgroup.com