

Land at Toddington Lane
(Phase 6)
Littlehampton
West Sussex

Written Scheme of
Investigation:
Archaeological Field Evaluation

AH Project Ref. AH504
Planning Ref: LU/47/11

October 2017



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PROJECT SUMMARY

PROJECT NAME:	LAND AT TODDINGTON LANE (AP6)
LOCATION:	LITTLEHAMPTON, WEST SUSSEX
NGR:	503876, 104015 (CENTRE)
PLANNING REF:	OUTLINE CONSENT LU/63/11. RESERVED MATTERS LU.234/RES
TYPE:	ARCHAEOLOGICAL TRIAL TRENCH EVALUATION

Armour Heritage Ltd has been commissioned to complete a written scheme of investigation (WSI) with regard to a proposed archaeological field evaluation on land at Toddington Lane (AP6), Littlehampton, West Sussex, centred on National Grid Reference 503876, 104015, hereafter referred to as 'the Site'.

Outline planning consent (LU/47/11) has been granted by Arun District Council for a mixed use development on condition (conditions 40 and 41) that a programme of archaeological work is undertaken.

This evaluation forms part of a staged approach to the assessment of the Site's archaeological potential, and follows the completion of a cultural heritage chapter in the Environmental Statement, and four Archaeological Phases (AP1-AP4) of trial trenching and subsequent archaeological mitigation within parcels of land in the north and east of the wider North Littlehampton development site.

This WSI has been produced in response to a requirement for further intrusive archaeological investigation by the Archaeological Officer (AO) at Chichester District Council (CDC), advisers to the Local Planning Authority. The requirement follows the accepted methodology employed elsewhere within the Site, and proposes a 5% sample of the AP6 area (20.9ha).

The initial methodology proposes the excavation of 210no. trenches, each 25m in length and 2.0 wide.

All works will be conducted in compliance with the Chartered Institute for Archaeologists' *Standard and Guidance for Archaeological Field Evaluation* (CIfA 2014), and *Sussex Archaeological Standards* (ESCC 2015).

Archaeological fieldwork will be carried out by AH's nominated fieldwork sub-contractor, Archaeology South-East.

1. INTRODUCTION

Outline

- 1.1. Armour Heritage Ltd (AH, 'the Consultant') has been commissioned to complete a written scheme of investigation (WSI) with regard to a proposed archaeological field evaluation on land at Toddington Lane (AP6), Littlehampton, West Sussex, centred on National Grid Reference 503876, 104015, hereafter referred to as 'the Site' (Fig. 1).
- 1.2. Outline planning consent (LU/47/11) has been granted by Arun District Council for mixed use development comprising demolition of existing buildings and structures, up to 1,260 residential dwellings, up to 13,000 sq.m of B1 employment floorspace, up to 3,500 sq.m of Class A local facilities, a 100 bed hotel, a 60 bed care home, a new primary school, a community centre, youth and leisure facilities, a combined heat and power plant, an extension to the existing household recycling centre, landscaping, replacement and additional allotments, sports pitches, open space, play areas and vehicular access from a new access from the A259 with additional access from Mill Lane and Toddington Lane. The outline consent has been granted on condition (conditions 40 & 41) that a programme of archaeological work is undertaken. The conditions state:

"(40) Archaeological investigations of the site shall be carried out for each phase or sub phase of the development at the expense of the developer in accordance with a specification to be submitted to and agreed by the Local Planning Authority in writing. The archaeological investigations shall be carried out following the demolition of existing buildings and before the commencement of new building works in each phase or sub phase of the development. This shall include (as necessary): - Geophysical surveys, test pits and trenches in the areas currently occupied by existing structures, and, - Borehole surveys conducted within the grazing marshes to the south of the Black Ditch and to the north of the development area. Reason: In order to ensure that archaeological features on the site will be properly recorded before development".

"(41) The Local Planning Authority shall be informed in writing immediately of any items of archaeological interest unearthed during the building operation and given a reasonable opportunity for an examination of the artefact and the site where it was found. Reason: To enable items of archaeological interest to be recorded in accordance with the policy AREA 17 of the Arun District Local Plan".

- 1.3. This evaluation forms part of a staged approach to the assessment of the Site's archaeological potential, and follows the completion of a cultural heritage chapter in the Environmental Statement (WYG 2011), and four Archaeological Phases (AP1-AP4) of trial trenching and subsequent archaeological mitigation (Wallis 2014, 2015, 2016a, 2016b, ASE 2016a) within parcels of land in the west of the Site.
- 1.4. This WSI has been produced in response to a requirement for further intrusive archaeological investigation by the Archaeological Officer (AO) at Chichester District Council (CDC), advisers to the Local Planning Authority (LPA). The requirement follows the accepted methodology employed elsewhere within the Site, and proposes a 5% sample of the AP6 area (20.9ha).
- 1.5. It is understood this evaluation forms part of a two-stage approach to assess the Site's archaeological potential. Should the Phase 1 evaluation work identify features of interest, a further programme of archaeological mitigation will be necessary, likely to comprise full excavation.

- 1.6. Archaeological fieldwork will be carried out by AH's nominated fieldwork sub-contractor, Archaeology South-East (ASE, 'the Sub-contractor').
- 1.7. The archaeological evaluation will be undertaken following the methodologies and standards set out in the written scheme of investigation (WSI, this document), submitted to and approved by the AO in advance of commencement of any works on the Site.

Site location and landscape context

- 1.8. The Site is located in north Littlehampton, between Bognor Regis to the west and Worthing to the east, on the flat and low-lying coastal plain in West Sussex (Fig 1). The River Arun borders the town to the west, and to the north lies the South Downs National Park.
- 1.9. The Site itself is located to the east of Toddington Lane, to the immediate north of the main south coast railway line, and extends from recent housing development along Mill Lane to the west. The Black Ditch, a tributary of the River Arun forms the northern boundary to the Site.
- 1.10. The Site comprises a sub-rectangular parcel of land measuring approximately 85ha in total, with the Phase 6 area totalling 20.9ha. Until recently it had been largely occupied by large nurseries, with associated packaging, storage and administration buildings, the majority of which were covered by large greenhouses with other buildings, roads, hard surfacing and outdoor growing/storage areas.
- 1.11. The Site is located on the broad coastal plain where levels are consistently c. 5m above Ordnance Datum. Within the 20.9ha Site there are a limited number of localised higher areas of land, however more commonly the land lies at below 5m aOD.
- 1.12. In the northern limits of the AP6 area, the underlying geology of the Site is described by the British Geological Survey (BGS) as Lewes Nodular Chalk Formation, Seaford Chalk Formation, Newhaven Chalk Formation, Culver Chalk Formation, a sedimentary bedrock formed approximately 72 to 94 million years BP. Superficial geological deposits are recorded as Raised Beach Deposits: Sand and Gravel, and were formed up to 3 million years BP. To the south and across the majority of the area the BGS describes the Site as comprising New Pit Chalk Formation: Chalk, a sedimentary bedrock formed approximately 90 to 94 million years BP. Superficial geological deposits are recorded as undifferentiated River Terrace Deposits: Sand, Silt and Clay. The superficial deposits were formed up to 3 million years BP.

Scope of WSI

- 1.13. This document sets out the strategy and methodology by which the Sub-contractor will implement the archaeological field 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, English Heritage 2006), *Sussex Archaeological Standards* (ESCC 2015) and the Chartered Institute for Archaeologists' *Standard and guidance for archaeological field evaluation* (CIfA 2014).
- 1.14. This WSI will be submitted to the AO for approval in advance of commencement of any works on the Site.

Project aims

General

- 1.15. The aims of the archaeological fieldwork are to:

- clarify the presence/absence and extent of any buried archaeological remains within the Site that may be impacted by development;
- identify, within the constraints of the evaluation, the date, character, condition and depth of any surviving remains within the Site;
- assess the degree of existing impacts to sub-surface horizons and to document the extent of archaeological survival of buried deposits; and
- produce a report which will present the results of the evaluation in sufficient detail to allow an informed decision to be made concerning the Site's archaeological potential, and inform an archaeological mitigation strategy.

2. ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

Introduction

- 2.1. The archaeological potential of the Site was detailed in the cultural heritage chapter of the Environmental Statement (WYG 2011), and indicated the potential for prehistoric, Romano-British, Saxon and medieval activity within the wider North Littlehampton development site. Subsequent phased evaluations and mitigation to the west (Wallis 2014, 2015, 2016a, 2016b, 2016c, ASE 2016) have confirmed extensive prehistoric and Romano-British activity within the area.

Previous archaeological work at the Site

Archaeological investigations (Phase 1-4)

- 2.2. Large scale archaeological evaluation and excavation has been completed by Thames Valley Archaeological Services (TVAS) and Archaeology South-East (ASE) across the North Littlehampton development area since 2015 (Wallis 2014, 2015, 2016a, 2016b; ASE 2016). Whilst the work is still ongoing, the results have confirmed extensive evidence for Bronze Age, Iron Age, Romano-British and medieval activity across the Site.
- 2.3. Disturbance caused by former buildings has been relatively limited, with the evaluation results confirming a number of the demolished nursery buildings had been set on made ground deposits overlying the previous topsoil, which had provided a buffer and served inadvertently to protect the extensive archaeological features recorded.
- 2.4. Broadly the results indicated a shift in settlement and related activity across the area, with features recorded in the northwest in the AP1 area dating from the Middle to Late Bronze Age or Early Iron Age, and features of Romano-British date concentrated in the southwest corner. Further Bronze Age, Iron Age and Romano-British activity was recorded to the east in AP3 and AP4.
- 2.5. In AP3 settlement evidence and related activity was recorded in the form of postholes along with a number of further ditches containing quantities of Late Bronze Age or Early Iron Age pottery. Similarly dated features comprising gullies, pits and ditches were investigated and a further feature containing Roman pottery was also recorded.
- 2.6. To the west of the AP6 area, excavations in AP4 confirmed an Early to Mid/Late Iron Age enclosed settlement which contained a concentration of large vertical sided probable storage pits in the northwest corner of the enclosure. The activity, albeit reduced, continued into the Middle to Late Iron Age with evidence of a further enclosure on a similar alignment with a west facing entrance. Early Roman activity was represented by two phases of a large sub-

rectangular enclosure, with the latest phase characterised by small enclosures of flint packed postholes, flanked by a series of external parallel ditches.

Previous archaeological work in the vicinity of the Site

Archaeological excavation (South of Toddington Lane)

- 2.7. To the west of the Site and south of Toddington Lane archaeological excavation revealed numerous deposits dating from the late Iron Age and early Roman-British periods (Wallis 2016c). The main excavation area contained a number of linear features, which represented the north-west corner of an enclosure that originated in the late Iron Age and was enlarged during the early Roman period. Although no structures were identified, clear evidence of occupation in the form of numerous pits within the enclosure was recorded. The finds from these pits suggest that activity was relatively short lived, with the vast majority of discrete features being from the few decades either side of the Roman invasion of AD43. There does appear to be some limited activity during the later 1st century, and it is possible that the focus may have shifted slightly to the south. A single pit is dated to the later Roman period.

Archaeological evaluation (Toddington Nurseries)

- 2.8. Archaeological evaluation in advance of proposed development at Toddington Nurseries (Sykes 2005) to the south of the AP6 area recorded a Neolithic ditch, several Bronze Age ditches and pits, a Romano-British ditch, and a series of re-cut medieval boundary ditches.

3. METHODOLOGY

Introduction

- 3.1. The initial methodology proposes the excavation of 210no. trenches, each 25m in length and 2.0m wide (Fig. 2). Trenches have been positioned to provide appropriate coverage of the proposed development site, and represent a 5% sample of the c. 20.9ha area.
- 3.2. The following methodology is proposed in order to meet the aims and objectives of the evaluation. All works will be conducted in compliance with the Chartered Institute for Archaeologists' *Standard and Guidance for Archaeological Field Evaluation* (CIfA 2014), and *Sussex Archaeological Standards* (ESCC 2015) excepting where they are superseded by statements made below.
- 3.3. Armour Heritage will take responsibility for consultation and/or document approval with the AO and any other key stakeholders.

Method Statement

- 3.4. A total of 210no. machine excavated trial trenches, dimensions as set out above, are proposed, as indicated on Fig. 2. This represents the required 5% sample of the areas of impact.
- 3.5. The trenches will be laid out using a Leica GPS in general accordance with the pattern given in Fig. 2. Minor adjustments to the layout may be required to take account of any on-site constraints such as power lines or trees. The trench locations will be tied in to the Ordnance Survey. Any significant amendments to the trench design due to site constraints will be agreed with the AO at CDC via the Consultant.
- 3.6. All trial trenching will be undertaken by one or more 360° tracked mechanical excavators fitted with toothless grading buckets under the supervision and control of a qualified site

archaeologist to the depth of formation, the surface of natural geology or archaeological deposits whichever is highest in the stratigraphic sequence. Should archaeological deposits be exposed, machine excavation will cease in that area to allow the site archaeologists to investigate the exposed deposit.

- 3.7. Where appropriate, the base of each trench and the upper surface of any archaeological remains surviving within them will be hand cleaned and surveyed to produce a plan of the arrangement of archaeological features within the trenches across the Site.
- 3.8. Archaeological features will be sufficiently sampled to characterise and date them. Extreme care will be taken not to damage archaeological deposits through both the excessive use of mechanical excavation, or over sampling to preserve the integrity of the archaeological record. Additional excavation may be required for the taking of palaeoenvironmental samples and recovery of artefacts. All spoil will be examined for the recovery of artefacts and a metal detector will be used by an experienced metal detector user to aid in the recovery of artefacts.
- 3.9. A sufficient sample of each feature type and/or deposit will be examined in order to establish the date, nature, extent, complexity and condition of the archaeological remains. In the event unexpectedly complex and widespread archaeological remains are revealed, the Client and the AO will be informed by the Consultant to allow the provisions of this method statement to be reviewed.
- 3.10. Trenches completed to the satisfaction of the Consultant, the Client and the AO, will be backfilled using the excavated material in the approximate stratigraphic sequence in which they were excavated. They will be left level on completion. No other reinstatement or surface treatment will be undertaken.
- 3.11. Any variation of the above methodologies will be undertaken in agreement with the AO.

Depth of Excavation

- 3.12. The general depth of the trenches is not expected to exceed 1m or a safe working depth, whichever is deemed to be less, to comply with Health and Safety regulations. However, should excavation beyond this depth, or less if deemed unsafe, be necessary to meet the aims of the evaluation, trench sides will be stepped or battered as appropriate.

Monitoring of Development and programme

- 3.13. The Sub-contractor, Consultant and the AO will be afforded reasonable access to all areas of the Site in order that all archaeological features and deposits identified during excavations and groundwork, can be investigated, recorded and monitored appropriately.
- 3.14. Site monitoring by the AO will be arranged in advance and due notice given to all parties. It is proposed a meeting on site during the first week of the trenching will be arranged. Initial works are due to commence on 25th July 2016 and will take up to three working weeks to complete on site.

4. RECORDING

- 4.1. All exposed archaeological deposits will be recorded using the Sub-contractor's established *pro-forma* recording system. A further more general record of the work comprising a description and discussion of the archaeology is to be maintained as appropriate. Context sheets will be primarily filled in by the archaeologist excavating the feature or deposit.

- 4.2. Where appropriate, significant artefacts will be 3D recorded and detailed plans made of any deposits regarded as 'special' or deliberately placed.
- 4.3. A digital photographic record will be maintained. The photographic record will illustrate both the detail and the general context of the principal features, finds excavated, and the Site as a whole.
- 4.4. A complete drawn record of archaeological features and deposits will be compiled. This will include both plans and sections, drawn to appropriate scales (in general, 1:20 for plans, 1:10 for sections), and with reference to a site grid tied to the Ordnance Survey National Grid.
- 4.5. The Ordnance Datum (OD) height of all principal features and levels will be calculated and plans/sections will be annotated with OD heights. All plans and sections will be drawn on polyester based drafting film and clearly labelled.
- 4.6. The Sub-contractor will ensure that the complete site archive including finds and environmental samples are kept in a secure place throughout the period of excavation and post-excavation works.

5. FINDS AND ENVIRONMENTAL SAMPLING

Finds

- 5.1. Appropriate strategies for the recovery of artefacts and environmental samples will be devised and implemented by the Sub-contractor's finds and environmental team, and if/where appropriate the Scientific Advisor to Historic England.
- 5.2. Finds will be treated in accordance with the relevant guidance given in the Chartered Institute for Archaeologists' *Standard and Guidance for Archaeological Field Evaluation* (CIFA 2014), unless they are superseded by statements made below.
- 5.3. All artefacts will be retained from excavated contexts, except features or deposits undoubtedly of modern date. In these circumstances sufficient artefacts will only be retained to identify the date and function of the feature or deposit.
- 5.4. All artefacts from the fieldwork will, as a minimum, be washed, marked, counted, weighed and identified. Any stratified ironwork will be x-rayed and stored in a stable condition along with other fragile and delicate material. The x-raying of objects and other conservation will be undertaken by an appropriate approved conservation centre. Suitable material, primarily the pottery, worked flint and non-ferrous metalwork, will be scanned to assess the date range of the relevant assemblages.
- 5.5. Suitable material, primarily the pottery and non-ferrous metalwork, will be scanned to assess the date range of the assemblage. The results of this scan will be appended to the evaluation report.
- 5.6. All artefacts recovered during the excavations on the Site are the property of the landowner. They are to be suitably bagged and boxed in accordance with the United Kingdom Institute for Conservation *Conservation Guidelines no. 2* and, on completion of the archaeological post-excavation programme, will be deposited with the relevant museum as set out below.

Environmental Sampling

- 5.7. Environmental sampling will be undertaken in accordance with Environmental Archaeology; *A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (second edition)* (English Heritage 2011).
- 5.8. Bulk environmental soil samples for plant macro fossils, small animal bones and other small artefacts will be taken from appropriate sealed and dateable archaeological contexts. Typically sample of up to 40L will be examined.
- 5.9. Bulk environmental soil samples will be processed by flotation and scanned to assess the environmental potential of deposits, but will not be fully analysed. The residues and sieved fractions will be recorded and retained with the project archive. A statement on the environmental potential of excavated deposits will be included in the report.

Human remains

- 5.10. In the event of discovery of any human remains, it is proposed that these will be left *in situ*, covered and protected until the Consultant, the Client and AO have been informed. Should excavation/removal of remains be necessary, they will be fully recorded, excavated and removed from the site subject to compliance with the relevant Ministry of Justice Licence which will be obtained by the Consultant, in advance of any disturbance.
- 5.11. Should human remains require excavation, all excavation and post-excavation will be in accordance with 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 by an appropriately qualified osteologist. The final deposition of human remains will the requirements of the Ministry of Justice.

Specialists

- 5.12. Specialists who will be invited to advise and report on specific aspects of the project as necessary:

Prehistoric and Roman pottery	Louise Rayner & Anna Doherty (ASE)
Post-Roman pottery	Luke Barber (external: Sussex, Kent and London)
Post-Roman pottery (Essex)	Helen Walker (external: Essex)
CBM	Isa Benedetti-Whitton (ASE)
Fired Clay	Elke Raemen and Trista Clifford (ASE)
Clay Tobacco Pipe	Elke Raemen (ASE)
Glass	Elke Raemen (ASE)
Slag	Luke Barber (external); Trista Clifford (ASE)
Metalwork	Trista Clifford (ASE)
Worked Flint	Karine Le Hégarat, Dr Ed Blinkhorn (ASE)
Geological material & worked stone	Luke Barber (external)
Human bone incl. cremated bone	Lucy Sibun & Dr Paola Ponce (ASE)
Animal bone incl. fish	Gemma Ayton (ASE)
Marine shell	Elke Raemen (ASE); David Dunkin (external)
Registered Finds	Elke Raemen & Trista Clifford (ASE)
Coins	Trista Clifford (ASE)
Treasure administration	Trista Clifford (ASE)
Conservation	Dr Elena Baldi (ASE)
Geoarchaeology (incl. wetland env.)	Dr Matt Pope, Dr Ed Blinkhorn, Kristina Krawiec (ASE)
Macro-plant remains	Dr Lucy Allott & Angela Vitolo (ASE)

Charcoal & Waterlogged wood

Dr Lucy Allott & Angela Vitolo (ASE)

- 5.13. Depending upon the nature of the deposits and artefacts encountered it may be necessary to consult other external specialists (regional, environmental, and scientific dating) not listed here.

Treasure

- 5.14. Finds recovered on-site, which fall under the statutory definition of *Treasure*, as defined by the *Treasure Act 1996* will be reported immediately to the relevant Coroner's Office or to the relevant local reporting museum, the Finds Liaison Officer (FLO; c/o Sussex Archaeological Society), the landowner and the AO. A Treasure Receipt (obtainable from either the FLO or the DCMS website) will be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding the find is *Treasure*. Failure to report within 14 days is a criminal offence. The *Treasure Receipt and Report* must include the date and circumstances of the discovery, the identity of the finder (in this case the Sub-contractor) and, as accurately as possible, the location of the find.

Site Health and Safety considerations

- 5.15. Health and Safety considerations will be of paramount importance in conducting all fieldwork. Safe working practices will override archaeological considerations at all times.
- 5.16. 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.
- 5.17. The Sub-contractor 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 before any groundwork commences.

6. POST-EXCAVATION

Report

- 6.1. Within six weeks of completion of the archaeological fieldwork, or sooner if no or limited archaeological remains are identified, a report setting out the results will be produced and forwarded to the Client for approval. Once agreed, the report will be sent to the AO for approval.
- 6.2. Upon receipt of AO approval, a digital copy will be supplied to the Client for distribution to relevant parties. A further copy will be submitted to the West Sussex Historic Environment Record for inclusion in their county records database. In addition, a hard copy will be issued to the HER and West Sussex Record Office.
- 6.3. Emphasis in the report will be given to placing the results into the context of the archaeology of the Littlehampton and West Sussex area.
- 6.4. As a minimum, the report will include:
- a summary of the project background;
 - description and illustration of the Site and its location;
 - a methodology of the works undertaken;
 - plans and reports of all documentary and other research undertaken;

- a description of the project's results;
- an interpretation of the results in the appropriate context;
- a summary of the contents of the project archive and its location (including summary catalogues of finds and samples);
- a site location plan at an appropriate scale on an Ordnance Survey, or equivalent, base map;
- a plan showing the location of the trial trenches;
- detailed plans of areas in which archaeological features are recognised along with adequate Ordnance Datum (OD) spot height information. These will be at an appropriate scale to allow the nature of the features exposed to be shown and understood. Plans will show the Site, the trial trenches and features/deposits in relation to north;
- section drawings of deposits and features, with OD heights, at scales appropriate to the stratigraphic detail and will show the orientation of the drawing in relation to north/south/east/west. Archaeologically sterile areas may not be illustrated unless they can provide information on the development of the site stratigraphy or show palaeoenvironmental deposits that have influenced the site stratigraphy;
- site matrices if/where appropriate;
- photographs showing the general site layout and exposed significant features and deposits that are referred to in the text. All photographs will contain appropriate scales, the size of which will be noted in the illustration's caption;
- a consideration of the evidence within its wider context;
- a summary table and descriptive text showing the features, classes and numbers of artefacts recovered and soil profiles with interpretation;
- specialist assessment or analysis reports where undertaken; and
- an evaluation of the methodology employed and the results obtained (i.e. a confidence rating).

6.5. The preparation of the report may involve the following elements:

- the conservation of appropriate material, including the x-raying of ironwork;
- spot-dating of all pottery from excavated contexts. Spot-dating will be corroborated by scanning of other categories of material, where possible;
- preparation of a preliminary phased site matrix with supporting lists of contexts by type (ditch fill, pit fill etc.), by spot-dated phase (Bronze Age, Iron Age, Romano-British etc.), by structural grouping (e.g. contexts by pit, by building etc.), supported by preliminary phase plans, where appropriate;
- a statement on each category of material, including reference to quantity, provenance, range and variety, condition and existence of other primary sources;
- the selection and prioritisation of bulk soil samples taken for environmental and artefactual data in the light of preliminary phasing. Sieving, processing and scanning of selected soil samples will be undertaken and an assessment statement on charred food and plant remains, including references as for the categories of material; and
- a statement of potential for each material category and for the data collection as a whole will be prepared, including specific questions that can be answered and the potential value of the data to local, regional and national investigation priorities.

6.6. On completion of the final report, in addition to copies required by the Client, hard copies of the report will be supplied to the relevant authority on the understanding that one of these copies will be deposited for public reference in the West Sussex HER. In addition to the hard copies of the report, one copy shall be provided to West Sussex County Council in digital

format, in a format to be agreed in advance with the AO, on the understanding that a digital version of the report may in future be made available to researchers via a web-based version of the West Sussex Historic Environment Record.

OASIS and publication

- 6.7. The Sub-contractor will complete an online OASIS (Online Access to the Index of archaeological investigationS) form in respect of the archaeological work. This will include a digital version of the report. The report or short entry to the West Sussex Historic Environment Record will also include the OASIS ID number.
- 6.8. Following the completion of the evaluation, the results will be published, at least to summary level within one year of completion of all phases of fieldwork in an appropriate local (Sussex Archaeological Collections) or national journal.

Archive preparation and deposition

General

- 6.9. The Sub-contractor will make arrangements with Littlehampton Museum for the deposition for the site archive and, subject to agreement with the legal landowner(s), the artefact collection. With regard to this agreement, it should be noted that in England, Wales, Northern Ireland and the Isle of Man ownership of objects rests with the landowner, except where other law overrides this (e.g. Treasure Act 1996, Burial Act 1857). The Sub-contractor will make this clear to the landowner(s) at the inception of the project.
- 6.10. The complete Site archive, which will include a hard copy of the final report, as well as paper records, photographic records, graphics, artefacts (with the landowner(s) consent), ecofacts and digital data, will be prepared following the standard conditions for the acceptance of excavated archaeological material by Littlehampton Museum, and in general following nationally recommended guidelines (SMA 1995; ClfA 2014; Brown 2011; ADS 2013).
- 6.11. All archive elements will be marked with the Site/accession code (pending), and a full index will be prepared.
- 6.12. The Site archive will be prepared for long-term storage in accordance with Guidelines for the preparation of excavation archives for long term storage (Walker 1990) and Standards in the museum care of archaeological collections (Museums and Galleries Commission 1994). It is proposed in principle that, subject to the wishes of the landowner, the entire archive, including the finds, will be deposited with Littlehampton Museum - to be agreed. Provision has been made for the cost of long term storage in the post-fieldwork costs.

Discard policy

- 6.13. It is proposed that 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.
- 6.14. The discard of environmental remains and samples will follow nationally recommended guidelines (SMA 1993; 1995; English Heritage 2002).

Security copy

- 6.15. 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. QUALITY ASSURANCE ARRANGEMENTS***Quality and Code of Practice***

- 7.1. Both the Consultant and the Sub-contractor are both archaeological organisations registered with the Chartered Institute for Archaeologists and endorse the *Code of Practice* and the *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* of the CIfA.

Project Management arrangements, specialists and specialist sub-contractors

- 7.2. All core staff will be employed in line with CIfA's Codes of Practice and be members of the CIfA or be appropriately qualified.
- 7.3. The fieldwork will be directed and supervised by an experienced archaeological team from the Sub-contractor, who will attend the Site at all times for the duration of the archaeological fieldwork. Overall responsibility for the conduct and management of the project will be held by the Consultant.

8. INSURANCES AND HEALTH & SAFETY

- 8.1. Health and safety considerations will be of paramount importance in the undertaking of all archaeological fieldwork. Safe working practice will override archaeological considerations at all times. Safe working practices as set out in the Sub-contractors Health and Safety Manual will be adopted and 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.

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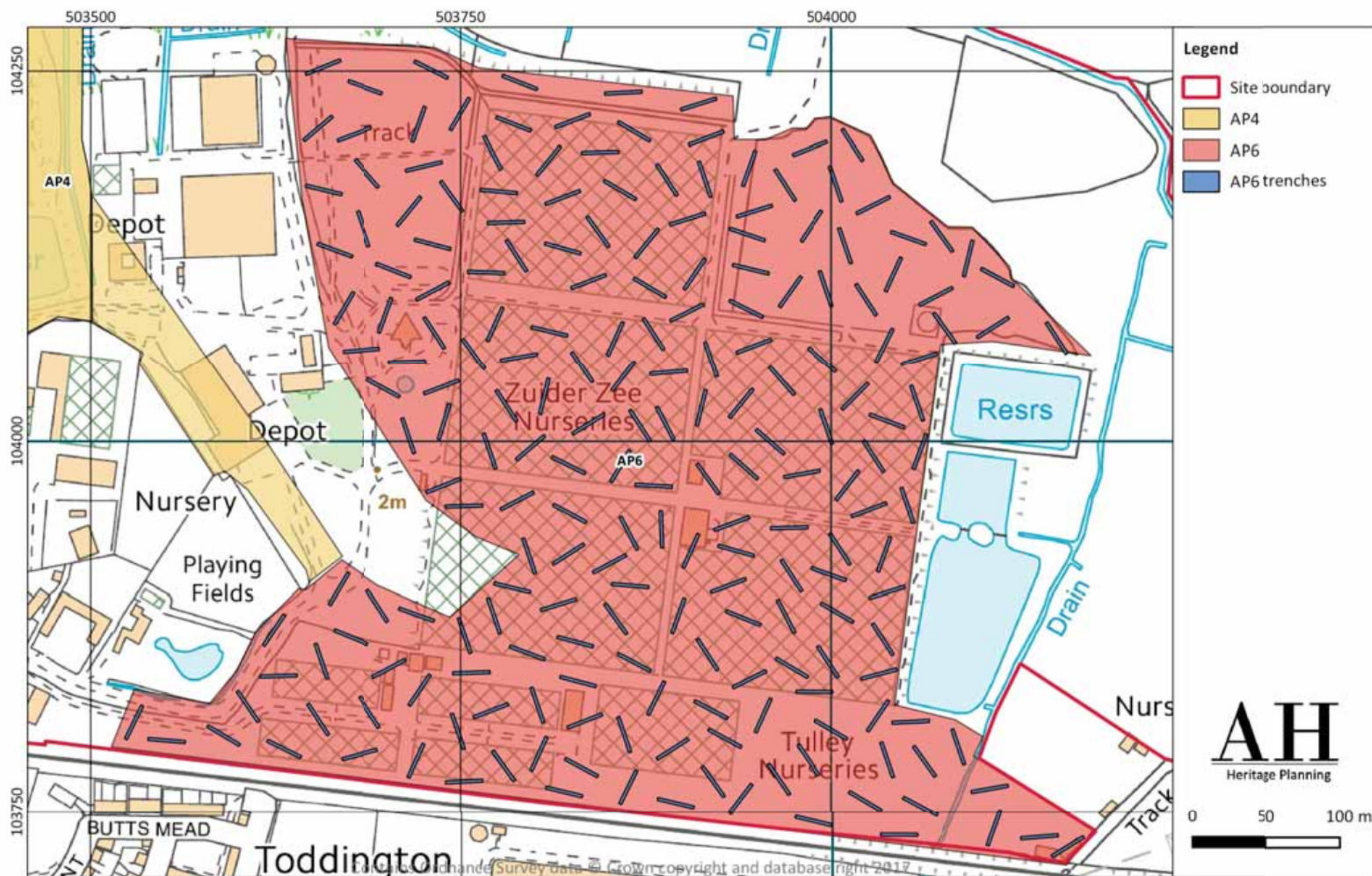


Fig. 2 AP6 trench location plan

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