

**Fitzalan Link Road (south)
Littlehampton
West Sussex**

**Written Scheme of Investigation:
Archaeological Field Evaluation**

July 2016

AH Project Ref. AH413
AH Report Ref. AH413/1



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Littlehampton
West Sussex

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AH Project Ref. AH413
Planning Ref. LU/63/11

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Date	July 2016
Issue no.	01
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PROJECT SUMMARY

Project Name: Fitzalan Link Road
Location: Littlehampton, West Sussex
NGR: 503117, 103038 (centre)
Type: Archaeological trial trench evaluation

Armour Heritage Ltd has been commissioned to complete a written scheme of investigation with regard to a proposed archaeological field evaluation on the Fitzalan Link Road, Littlehampton, West Sussex, centred on National Grid Reference 503117, 103038, hereafter referred to as 'the Site'.

Outline planning consent (LU/63/11) has been granted by Arun District Council for the construction of the Fitzalan Link Road between the A259 Worthing Road and the East Street/Fitzalan Road roundabout. The outline consent has been granted on condition (condition 15) 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 Desk Based Assessment (WYG 2009). 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 initial methodology proposes the excavation of 17no. trenches, each 25m in length and 1.8m wide. Trenches have been positioned to provide appropriate coverage of the proposed development area, and represent a 5% sample of the c. 1.88ha area (1.57ha allowing for setbacks from the existing PROW).

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 the proposed Fitzalan Link Road, Littlehampton, West Sussex, centred on National Grid Reference 503117, 103038, hereafter referred to as 'the Site' (Fig. 1).

1.2. Outline planning consent (LU/63/11) has been granted by Arun District Council for the construction of the Fitzalan Link Road between the A259 Worthing Road and the East Street/Fitzalan Road roundabout. The outline consent has been granted on condition (condition 15) that a programme of archaeological work is undertaken. The condition states:

"No development shall take place until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the local planning authority. Reason: In order to ensure that archaeological features on the site will be properly recorded before development".

1.3. The proposal forms part of the planning gain package for the North Littlehampton Strategic Development Area to the north, and which is subject to a separate planning application (LU/47/11).

1.4. This evaluation forms part of a staged approach to the assessment of the Site's archaeological potential, and follows the completion of a Desk Based Assessment (WYG 2009). In addition, three Archaeological Phases (AP1-AP3) of trial trenching and subsequent archaeological mitigation (Wallis 2014, 2015, 2016a, 2016b) within the associated North Littlehampton development area have been completed.

1.5. The 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 as set out in the *Sussex Archaeological Standards* (ESCC 2015) document, and proposes a 5% trenching sample of the accessible parts of the Site (Fig. 2).

1.6. 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.

1.7. Archaeological fieldwork will be carried out by AH's nominated fieldwork sub-contractor, Archaeology South-East (ASE, 'the Contractor').

1.8. 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 geology

1.9. 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). It forms a narrow

corridor of land located between the B2187 East Street and the A259 Worthing Road, Littlehampton. It is currently undeveloped open land currently under rough grass.

- 1.10. It is bounded to the north by Worthing Road and to the south by a road forming the newly created access route to the Littlehampton Academy. The Academy, along with residential development and open space, combines to form the eastern boundary of the Site. To the west, the area is bounded by the rear garden fences of residential properties along Highdown Drive.
- 1.11. The topography of the area is relatively flat, rising gently from the seafront. Although some areas of the town centre are below the 5m aOD level, the average height above sea level of the town is between 5-10m aOD. After the Black Ditch to the north of the Site, the ground starts to rise more steeply as it meets the South Downs National Park.
- 1.12. 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 Forma, a sedimentary bedrock formed approximately 71 to 94 million years BP. Superficial geological deposits are recorded as River Terrace Deposits: Sand, Silt and Clay. The superficial deposits were formed up to 3 million years BP.

Site description

- 1.13. The scheme proposes the construction of the Fitzalan Link Road, a new section of road to the south of the proposed A284 Lyminster bypass, providing improved links between the A27 and Littlehampton town centre.
- 1.14. The scheme proposes the construction of approximately 800m of new highway between a new roundabout to be created at Worthing Road (A259), connecting with a new arm to the existing roundabout at the junction of East Street and Fitzalan Road. The easement runs from the south at 503353, 102466 to approximately 503077, 103393 at the northern end by Worthing Road. The southern section of the road, between the Fitzalan Road and the Academy School access, was constructed under a separate planning application.
- 1.15. The proposed highway will comprise a single lane in each direction, varying in width from 3.0m to 3.5m with a footpath each side. Access to the proposed new Academy school will be provided from the link road by a roundabout. Access into land owned by the Council to the north of the Academy will be provided by a T-junction, with a right hand turn lane to improve highway safety and flows for vehicles from the south. Access from Worthing Road into Highdown Drive will be amended, with vehicular access altered and provided from the new link road, with a right hand turn lane provided to maintain traffic flows and highway safety for vehicles travelling from the north.

Scope of WSI

- 1.16. This document sets out the strategy and methodology by which the 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).
- 1.17. This WSI will be submitted to the AO for approval in advance of commencement of any works on the Site.

Project aims

General

1.18. 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 a Desk Based Assessment (WYG 2009), which identified the potential for prehistoric to post-medieval and modern activity within the Site. Subsequent phased trial trench evaluations and mitigation within the associated North Littlehampton development (Wallis 2014, 2015, 2016a, 2016b) to the north of the Site, have confirmed extensive prehistoric and Romano-British activity within the area.

Prehistoric activity

- 2.2. Although the majority of Palaeolithic activity is restricted to the raised beaches of the coastal plain, such as Boxgrove (Wymer 1999), other finds have been retrieved from the chalk downland and river terrace gravels (Woodcock 1999). A possible burin of late Palaeolithic or early Mesolithic date is recorded on the West Sussex HER from a palaeochannel at Barn Close to the north of the Site.
- 2.3. Neolithic activity is similarly sparse, with isolated finds recorded, including two flint axes found in 1960 at Toddington, and a small concentration of Neolithic worked flint, including scrapers and other flint tools, collected during fieldwalking at Wick. A boundary ditch identified during trial trenching on land formerly occupied by Toddington Nurseries to the east of the Site contained Neolithic pottery and worked flint of similar or possibly Bronze Age date. Parallel ditches of Bronze Age date identified during excavation indicated the feature likely formed part of a well-established and important boundary. Further evidence of Bronze Age occupation comprised a hollow way, waterholes/wells and a possible roundhouse with associated spreads of domestic rubbish (Dinwiddy 2012).
- 2.4. Evidence of Bronze Age activity is more widespread across the coastal plain, with pits, worked flints and a bucket urn also recorded during trial trenching at the Toddington nursery site. Further worked flints have been recorded to the east along with a cluster of features including a ditch, gully and pits found during evaluation trenching.
- 2.5. Extensive activity has also been recorded during evaluation and excavation at the North Littlehampton development site (Wallis 2014, 2015, 2016a, 2016b). Three areas (AP1-AP3) have been investigated and the results have broadly confirmed evidence of Bronze Age, Iron Age and Romano-British settlement and related activity across the area.

Romano-British activity

- 2.6. There is extensive evidence of Romano-British activity in close proximity to the Site. Two villas are recorded within close proximity to the Site and include the Littlehampton Roman villa located to the southeast and the Scheduled Angmering villa approximately 2.5km to the northeast.
- 2.7. The Littlehampton Roman villa represents a small corridor-type villa dating to the 1st to 3rd century which was recorded during excavations of the Ford Naval Air Station housing estate to the east of the Site. Traces of the building, pits and Roman burials were recorded.
- 2.8. The Angmering villa is a more substantial complex, and was built between AD65 and AD75. It contained an extensive bath house with eight heated rooms was partly constructed from white stone imported from Italy.
- 2.9. Further funerary and settlement activity was recorded at the Arun Community Hospital site to the south of the Site, which produced two Romano-British cremation urns, pits and ditches. During building work in 1901 to the west of the Site a likely cremation was also recorded and several late 1st century and 2nd century burials were found in 1908 in the vicinity of the Library.
- 2.10. Domestic debris, pits, structural evidence and several ditches were recorded at the Watersmead development, to the north east of the Site (Gilkes and Hammond 1991).
- 2.11. More widely there is a general scatter of Roman material throughout the Littlehampton area and typical findspots are represented by pottery and coinage.

Saxon and later activity

- 2.12. Fieldwork at the former Toddington Nurseries site and The Poplars to the east have both identified quantities of Saxon pottery, with the latter also confirming ditches and pits.
- 2.13. To the northwest of Littlehampton, a Priory of Benedictine Nuns was founded at Lyminster in c. 1082 was dissolved in c. 1414. The church is still in ecclesiastical use. The nunnery was founded in the 10th century and the nuns used the chancel of Lyminster Church. It was re-founded after the conquest. Excavations south of the church-yard produced fragmentary foundations, probably of the nunnery. The Church is transitional Norman, 13th, 15th and 19th century, incorporating some Saxon work.
- 2.14. Evidence for medieval activity in and around the study area can be seen from, a general scatter of 14th century and later medieval pottery found during a watching brief on a warehouse construction site on the Watersmead Industrial estate. Further general scatters have been recorded to the west and north.
- 2.15. In 1671-72 the town contained a church, manor house and 14 dwellings. The harbour outlet, which probably lay somewhere east of the town, was a constant problem due to shifting shingle banks. The present outlet was dug between 1733-36. The town became a resort in the early 1800s and by 1825 a large estate had been built on new ground to the south east of the town. The two were linked by development in 19th century.

3. METHODOLOGY

Introduction

- 3.1. The initial methodology proposes the excavation of 17no. trenches, each 25m in length and 1.8m wide (Fig. 2). Trenches have been positioned to provide appropriate coverage of the proposed development area, and represent a 5% sample of the total c. 1.88ha area (1.57ha allowing for setbacks from the existing PROW).
- 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 17no. 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 Leica GPS or similar, 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 13 tonne 360° tracked mechanical excavator (or equivalent) fitted with a toothless grading bucket and 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 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. Initial works are due to commence in early to mid-August 2016. It is proposed the excavations will immediately follow on from the Phase 1 evaluation in the AP4 area to the north and take up to eight days to complete.
- 3.15. Due to the open access of the Site, each trench will be individually fenced with heras fencing. To limit the disruption caused, it is proposed no more than eight trenches will be opened at any one time.

4. RECORDING

- 4.1. All exposed archaeological deposits will be recorded using the established Contractor's *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 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 Contractor's finds and environmental team, and if/where appropriate the Scientific Advisor to English Heritage.
- 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 document *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, samples of up to 40 litres 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 IFA 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 be 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 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 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 single report, combining the results of all phases of the evaluation work (including the Phase 1 trenching in the AP4 area) 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 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 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 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. CONFLICT WITH OTHER CONDITIONS AND STATUTORILY PROTECTED SPECIES

- 7.1. Where topsoil stripping or groundworks are being undertaken under the direct control and supervision of the Contractor, then it will be the responsibility of the on-site archaeologist, in consultation with the Consultant, the applicant or agent, to ensure that the required archaeological works do not conflict with any other conditions that have been imposed upon the consent granted. Due consideration will also be given to any biodiversity issues as covered by the NERC Act 2006.
- 7.2. Particular consideration will be given to such conflicts as may arise where archaeological investigations/excavations have the potential to have an impact upon protected species and/or natural habitats e.g. SSSIs, National Nature Reserves, Special Protection Areas, Special Areas of Conservation, Ramsar sites, County Wildlife Sites etc.

8. QUALITY ASSURANCE ARRANGEMENTS

Quality and Code of Practice

- 8.1. Both the Consultant and the Contractor are both archaeological organisations registered with the 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 Institute for Archaeologists.

Project Management arrangements, specialists and specialist sub-contractors

- 8.2. All core staff will be employed in line with The Chartered Institute for Archaeologists Codes of Practice and be members of the Chartered Institute for Archaeologists or be appropriately qualified.
- 8.3. The fieldwork will be directed and supervised by an experienced archaeological team from the 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.

9. INSURANCES AND HEALTH & SAFETY

- 9.1. 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 Contractor's 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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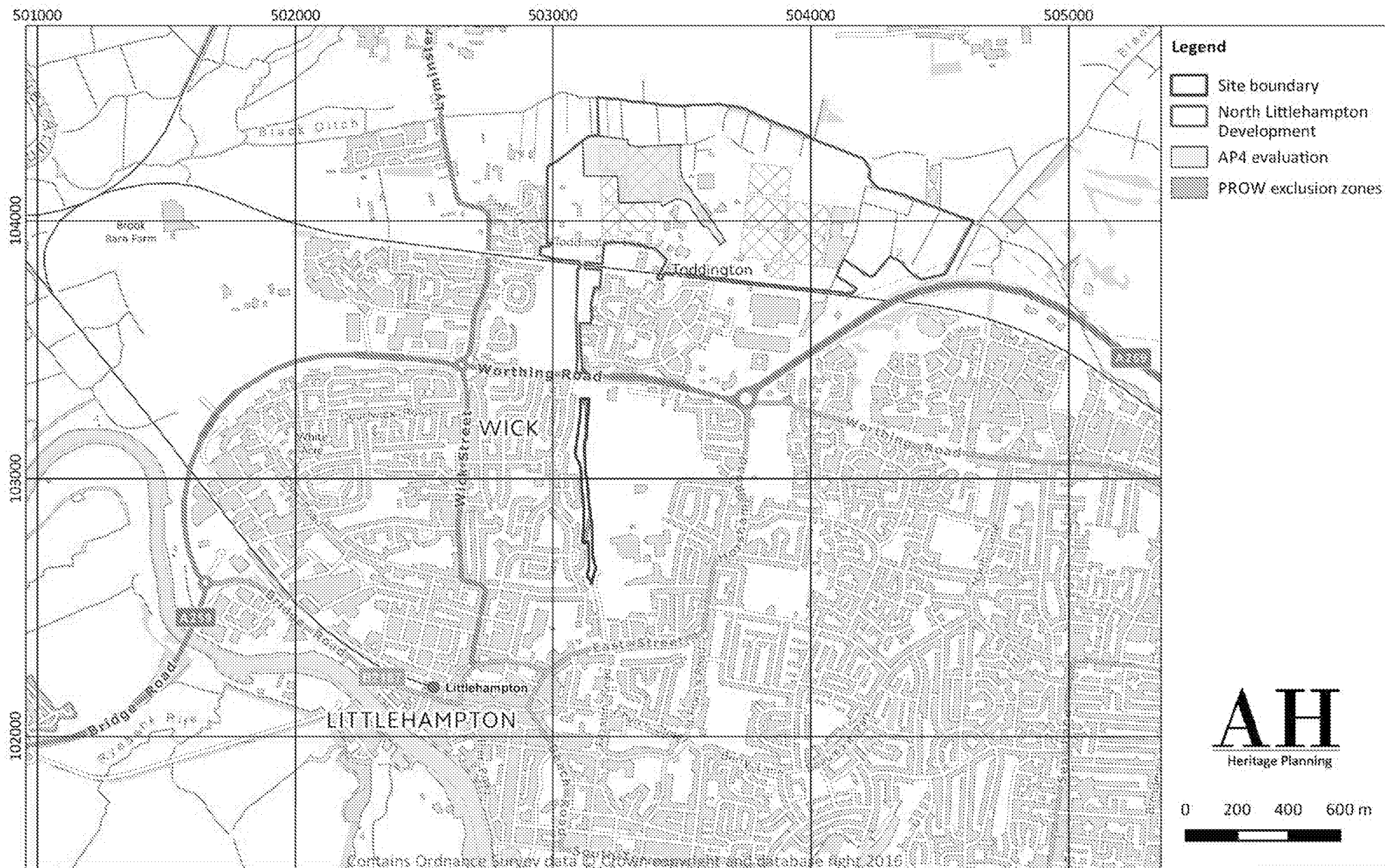
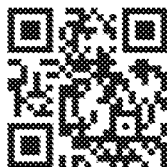


Fig. 1 Site location showing the Fitzalan Link Road and North Littlehampton Development



Fig. 2 Trench location plan (Fitzalan Link road - south)



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