



Travis Perkins Site, New Road/Pier Road, Littlehampton, West Sussex

Specification for a Watching Brief

1. Introduction

- 1.1 This Specification for an archaeological watching brief has been prepared by The Environmental Dimension Partnership (EDP) on behalf of Travis Perkins Ltd, who are hereafter referred to as "the Client".
- 1.2 It relates to the redevelopment of an existing Travis Perkins builders' merchant, to create a new facility, as well as the construction of a new Lidl food store at New Road/Pier Road, Littlehampton, West Sussex.
- 1.3 The specification has been prepared in accordance with the *Standard and Guidance for Archaeological Watching Briefs* issued by the Institute of Field Archaeologists (rev. 2001).

2. Planning Background

- 2.1 Planning permission has been granted by Arun District Council (ADC) for '*demolition of existing buildings and redevelopment for a builders merchant with outside storage, a food retail store, along with access, servicing, parking, boundary treatment and landscaping*' (Ref. LU/175/08).
- 2.2 Due to the potential disturbance of below ground archaeological remains, two conditions have been attached to the planning consent, at the request of the archaeological advisor to ADC – West Sussex County Council (WSSCC) – who is hereafter referred to as the "council's advisor".
- 2.3 Condition 15 has been imposed because the "*...site is of archaeological significance and it is important that it is recorded by excavation before it is destroyed by development*". The wording of the condition is as follows:

"...before development commences for either the builders' merchant site or the retail site an archaeological investigation of the site shall be carried out at the expense of the developer in accordance with a specification for the relevant site and shall be submitted to and agreed by the Local Planning Authority in writing (following the demolition of any existing buildings and) before the commencement of any building works"
- 2.4 Condition 16 has been imposed to "*... enable items of archaeological interest to be recorded*". It states that:

"...The Local Planning Authority shall be informed in writing immediately of any items or archaeological interest unearthed during the building operation and given a reasonable opportunity for an examination of the artifact and the site where it was found".
- 2.5 Whilst condition 15 requires the completion of an excavation in advance of development, discussions with the council's advisor have concluded that, given the limited disturbance



that will be caused by the consented scheme, a watching brief is all that will be necessary.

3. The Site

Location and Boundary

- 3.1 The site is located at the west end of Littlehampton, on the east bank of the River Arun, circa 0.5 kilometres north of its confluence with the English Channel. It is centred on approximately National Grid Reference (NGR) TQ 0275 0190.
- 3.2 The axis of the site is aligned broadly north-south and it is bounded, to the north, by New Road, to the west by Pier Road and, to the east, by Clifton Road. The southern margin of the site is defined by an existing property boundary.

Archaeological and Historic Context

- 3.3 Preliminary investigations have shown that the site is located on the edge of the medieval settlement. Accordingly, this suggests that there is potential for the preservation of archaeological features and deposits of this date. Nonetheless, this peripheral location also suggests that the potential is relatively low and remains of this date are likely to derive from agricultural activity, rather than settlement or industry.
- 3.4 There is a greater chance that structures, features and deposits associated with a former sawmill complex will be encountered. This complex is shown on historic OS maps, most notably the first edition of 1879. The map shows that the core of the existing buildings, in the north west of the site, were present by the third quarter of the 19th century and may be of earlier date. They are labelled as a "saw mill", although the precise functions of the individual structures are not given and the later maps do not provide any additional information.
- 3.5 Even so, the limited scope of the consented development, where the majority of the new structures will be built within existing footprints, means that the potential for significant ground disturbance, affecting important archaeological remains, is low.

4. Aims

- 4.1 The aims of the investigation are as follows:
 - To preserve by record any important archaeological remains uncovered by the contractor's operations. Building work will be halted until the remains have been suitably investigated and dealt with;
 - To retain samples of artefactual and ecofactual material for further study; and
 - To make the results available.

5. Project Management

- 5.1 The project will be managed by a full Member of the Institute of Field Archaeologists, with an appropriate level of experience in the management of investigative fieldwork.



- 5.2 EDP shall undertake to appoint an appropriate archaeological contractor, who shall abide by the Institute for Archaeologists' code of conduct, standards and guidance.

6. Strategy

- 6.1 This Specification for an archaeological watching brief applies to the site, located on the west side of Pier Road. Ground disturbance for the development will be relatively limited. A piled foundation design is to be adopted and so there will be limited level reduction within the site. At the same time, the new buildings predominantly stand within the footprints of existing structures.
- 6.2 Ground works, involving limited level reduction for ground beams, for car parks/public open space etc and excavation of trenching for services, will be monitored by an approved archaeologist or archaeological organisation.
- 6.3 If unexpected or complicated archaeological remains, of any period, are identified, the council's advisor will be notified and a site meeting arranged. The aim of the meeting will be to define a suitable and appropriate mitigation strategy for those remains, which is not prejudicial to the condition of planning consent. The scale and scope of this mitigation strategy will be finalised through negotiation between the council's advisor and EDP, acting on behalf of the client. Where necessary, English Heritage's regional scientific advisor will be consulted.
- 6.4 Equally, the results of the watching brief will be periodically reviewed through negotiation between EDP, acting on behalf of the client, the council's advisor and the appointed contractor, in order to determine the efficacy of maintaining an ongoing programme of archaeological monitoring. Depending upon the outcome of the review process, it may be desirable to amend the methodology, reducing the scope of the ongoing archaeological watching brief.
- 6.5 Any surviving remains, which may be disturbed or destroyed by the construction works, will be archaeologically recorded. Where necessary, areas will be cleaned by hand to ensure the visibility of archaeological deposits or features, prior to sampling.
- 6.6 All features and deposits, which are identified on the site, will be recorded with descriptive context records assigned a unique number. All finds will be retained from each archaeological context sampled. Significant finds will be recorded three-dimensionally. Samples for dating and environmental assessment will be taken from appropriate contexts, as set out in **Appendix EDP 1**.
- 6.7 Where appropriate, plans will be drawn at an appropriate scale (normally 1:50 or 1:100) and sample section drawings of excavations and features will be drawn at 1:20. All plans, sections and elevations will include spot heights in metres AOD related to Ordnance Datum. Colour transparency and black-and-white negative photographs will be taken of all excavations and archaeological features (see **Appendix EDP 1**).
- 6.8 The project will be carried out by a competent archaeologist under the overall direction of the archaeological contractor's project manager. The supervisor will liaise with the site



foreman with regard to health and safety, access and visits timed to coincide with relevant groundwork operations.

- 6.9 All relevant Health and Safety regulations must be followed by the archaeological contractor's staff. In particular, site procedures should accord with the guidance set out in the Health and Safety manual of the Standing Conference of Archaeological Unit Managers (SCAUM).

7. Monitoring

- 7.1 The council's advisor will be notified of the commencement of the works, giving at least five working days notice, where possible.
- 7.2 Access to the site will be granted to EDP, their appointed sub-contractor, the client and the council's advisor.

8. Report and Archive

- 8.1 A report on the results of the Watching Brief will be completed within two weeks of the end of the fieldwork.
- 8.2 As set out in **Appendix EDP 1**, the report will include as appropriate:
- A front sheet with summary information outlining the purposes of the site work, the chronology within which it was carried out, the methodology employed and the results that were achieved;
 - Location, aims and methodology;
 - Results of any background documentary research;
 - Illustrations of appropriate material including site area, trench location plans, sections, plans of any archaeological features at appropriate scale and general and detailed photographs, related to the national grid / OS Datum;
 - A summary and table summarising the descriptive text showing per context the features, classes and numbers of artefacts and their interpretation;
 - A reconsideration of the methodology used, including a confidence rating of the strategy and the results;
 - Analytical summary of the nature, extent, date, condition and significance of the archaeological and environmental material uncovered with specialist opinions and parallels from other sites in the area; and
 - List of sources and their full titles / reference numbers.



- 8.3 The full site archive, including all finds except those which are designated as treasure (Treasure Act 1996) shall, with the agreement of the landowners, be deposited after completion of post-excavation work with the appropriate museum (see **Appendix EDP 1**).
- 8.4 The archaeological organisation will ensure that the fully integrated site archive is deposited with Littlehampton Museum and that the Collections Manager is notified and liaised with at an early stage in the project programme.
- 8.5 It is the responsibility of the archaeological contractor to meet the local museum's requirements with regard to the preparation of archives for deposition.
- 8.6 The following documents will be adhered to:
 - United Kingdom Institute for Conservation, 1990 - Guidelines for the preparation of Excavation Archives for long-term storage;
 - Museum and Galleries Commission - Standards in the Museum Care of Archaeological Collections (1994); and
 - English Heritage - Management of Archaeological Projects (MAP2) (1991).

9. Dissemination of the Results

- 9.1 Should the watching brief identify unexpected or complicated archaeological remains (of any period); provision will be made for an intermediate stage of post-excavation assessment and publication to a level commensurate with the significance of those remains. The scope of this process will be finalised through negotiation between the council's advisor and EDP, acting on behalf of the client.
- 9.2 The draft report will be submitted to the client for their verification and approval. It will be the property of the client and will represent a confidential document. Once verified, a draft will be submitted for the approval of the council's advisor. Once finalised, four copies of the report (three bound and one unbound) will be submitted to the council's advisor, along with a digital version (in PDF form) on CD-ROM.
- 9.3 A short summary report should also be prepared for inclusion within the appropriate local archaeological journal.



Appendix EDP 1 Standard Fieldwork Methodology

Watching Briefs

- A1.1 Ground disturbances (general site strip and levelling, reduction for roads, excavation for service trenches and foundation trenches) will normally be monitored by an archaeological supervisor assisted, where necessary, by archaeological technicians and under the overall guidance of a project manager.
- A1.2 All significant archaeological features and deposits exposed will be recorded.
- A1.3 Where only the tops of features or deposits are exposed, these will be located on a site plan, planned, and recorded by written description and by photographs.
- A1.4 Visible artefacts will be collected in order to assist in the dating of features and deposits.
- A1.5 Where trenches are excavated through cut features (pits, ditches, etc.) and vertical stratigraphy is not present, the features will be recorded in section with appropriate collection of finds.
- A1.6 Where ground disturbance exposes stratified remains or significant features, these will be hand excavated by the archaeologist and recorded.
- A1.7 The archaeological curator will be advised at the earliest opportunity of any archaeological features or deposits that appear worthy of preservation *in situ*.
- A1.8 On completion of the fieldwork the site archive will be compiled and security copied.
- A1.9 Proposals for analysis and publication will be determined in the light of the results of the fieldwork.

Recording

- A1.10 All on-site recording will be undertaken in accordance with standard fieldwork methodologies.
- A1.11 A continuous unique numbering system will be operated. Written descriptions will be recorded on pro forma sheets comprising factual data and interpretative elements.
- A1.12 Plans will normally be drawn at 1:50 but in urban or deeply stratified sites a scale of 1:20 will be used. Detailed plans will be at an appropriate scale. Burials will be drawn at 1:10.
- A1.13 A register of plans will be kept.
- A1.14 Sections of features or trenches showing stratigraphy will be drawn at 1:20 or 1:10.
- A1.15 A register of sections will be kept.
- A1.16 All sections will be tied in to Ordnance Datum if possible or into the contractor's TBM.



A1.17 A photographic record, comprising black and white prints and high resolution digital colour images, will be maintained. This will illustrate, in both detail and general context, the principal features and finds discovered at the site. The photographic record will also include working shots to illustrate more generally the nature of the archaeological work. Digital images should be taken using a camera with a field of view of at least five megapixels.

A1.18 Photographs will be recorded on Photographic Record Sheets.

A1.19 All identified finds and artefacts from stratified archaeological deposits will be retained, although certain classes of building material or post-medieval pottery may sometimes be discarded after recording if an appropriate sample is retained.

Reports

A1.20 The style and format of the report will include as a minimum the following:

- A location plan of fieldwork in relation to the proposed development;
- Plans and sections of features, as appropriate, located at an appropriate scale;
- A section drawing showing depth of significant deposits (if encountered), including present ground level with Ordnance Datum, vertical and horizontal scale;
- A summary statement of the results;
- A table summarising the features, classes and numbers of artefacts contained within, spot dating of significant finds and an interpretation;
- A reconsideration of the methodology used, and a confidence rating for the results; and
- An interpretation of the archaeological findings within the site and its wider landscape or townscape setting.

A1.21 Copies of the report will be supplied to the client and the archaeological officer monitoring the works. Copies of the report will also be supplied to the SMR/HER on the understanding that it will become a public document after an appropriate period of time (normally six months).

A1.22 If the evaluation works generate archaeological results of importance, which merit wider publication, the Client will be consulted about further arrangements.

Archives

A1.23 The site archive, including finds and environmental material, will be ordered, catalogued, labelled and conserved and stored according to the UKIC Guidelines for the preparation of excavation archives for long-term storage.

A1.24 The site archive will be prepared to at least the minimum acceptable standard defined in Management of Archaeological Projects 2, English Heritage 1991. In addition, guidance set out in MoRPHE, which was published by English Heritage in 2006, could be considered.



- A1.25 The site archive will be microfilmed by the NMR as a safeguard against the accidental loss and the long-term degeneration of paper record and photographs.
- A1.26 The site archive will be deposited with the relevant receiving museum at the earliest opportunity unless further archaeological work on the site is expected within one year of completion of the archive. EDP will advise the landowner that any artefacts resulting from the project work should be given to the relevant museum.

General

- A1.27 The requirements of the Specification will be met in full where reasonably practicable.
- A1.28 Any significant variations to the proposed methodology will be agreed with the local planning authority's archaeological advisor in advance.
- A1.29 The scope of work detailed in the main part of the specification is aimed at meeting the aims of the project in a cost-effective manner. EDP attempts to foresee possible site-specific problems and resource these. However there may be unusual circumstances which have not been included in the costing and programme:
- Unavoidable delays due to extreme bad weather, vandalism, etc; and
 - Complex structures or objects, including those in waterlogged conditions, requiring specialist removal.

Health and Safety and Insurance

- A1.30 All work will be carried out to the requirements of Construction (Design and Management) Regulations (1994) and with Construction (Health, Safety and Welfare) Regulations (1996) and any main contractor's requirements.
- A1.31 The archaeological contractor will hold Employers Liability Insurance, Public Liability Insurance and Professional Indemnity Insurance. Details will be supplied on request.
- A1.32 EDP and the archaeological contractor will not be liable to indemnify the client against any compensation or damages for or with respect to:
- Damage to crops being on the Area or Areas of Work (save in so far as possession has not been given to the archaeological contractor);
 - The use or occupation of land (which has been provided by the client) by the Project or for the purposes of completing the Project (including consequent loss of crops). Interference whether temporary or permanent with any right of way, light, air or water or other easement or quasi easement which are unavoidable result of the Project in accordance with the Agreement;
 - Any other damage which is the unavoidable result of the Project in accordance with the Agreement; and



- Injuries or damage to persons or property resulting from any act or neglect or breach of statutory duty done or committed by the client or his agents, servants or their contractors (not being employed by EDP) or for or in respect of any claims demands proceedings damages costs charges and expenses in respect thereof or in relation thereto.

Copyright and Confidentiality

- A1.33 EDP and the archaeological contractor will retain full copyright of any commissioned reports, tender documents or other project documents, under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide an exclusive licence to the client in all matters directly relating to the project as described in the Specification.
- A1.34 EDP and the archaeological contractor will assign copyright to the client upon written request, but retain the right to be identified as an author of all project documentation and reports as defined in the Copyright, Designs and Patents Act 1988 (Chapter IV. S.79).
- A1.35 EDP will advise the client of any such materials supplied in the course of projects that are not EDP's or the archaeological contractor's copyright.
- A1.36 EDP undertakes to respect all requirements for confidentiality about the client's proposals, provided that these are clearly stated. It is expected that such conditions shall not unreasonably impede the satisfactory performance of the services required. EDP further undertakes to keep confidential any conclusions about the likely implications of such proposals for the historic environment. It is expected that client respects EDP's general ethical obligations not to suppress significant archaeological data for an unreasonable period.

Standards and Procedures

- A1.37 EDP and the archaeological contractor shall conform to the standards of professional conduct outlined in the Institute of Field Archaeologists' Code of Conduct, the IFA Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology, the IFA Standards and Guidance for Field Evaluations, Desk Based Assessment, etc. and the British Archaeologists and Developers Liaison Group Code of Practice.
- A1.38 Project Directors normally will be recognised in an appropriate Area of Competence by the IFA.