



Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Barratt Southern Counties
Barratt House
Walnut Tree Close
Guildford
Surrey
GU1 4SW

Your Ref: LU/68/13/DOC
Please ask for:
Mr N Crowther
14 May 2013

Dear Mr Westcott

Article 21 of the Town and Country Planning (General Development Procedure) Order 1995
Application for discharge of conditions 14 (ecological enhancement and mitigation measures) & 16
(archaeological work) following a grant planning permission LU/355/10
Courtwick Lane Littlehampton,,

Notification regarding the above application:
Condition Number 14

No development within any phase or sub phase shall commence until a detailed scheme of ecological enhancement and mitigation measures within that phase has been submitted to and approved in writing by the local planning authority. The measures shall be implemented in accordance with the approved scheme.

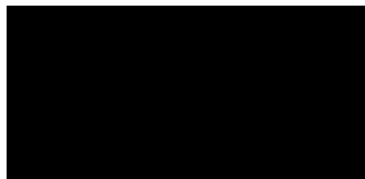
Reason: In order to secure adequate habitat enhancement and mitigation of potential impacts of the development.

Decision:

Arun District Council have decided to **APPROVE IN PART** details reserved by condition
Partial discharge for the access works only.

Please do not hesitate to contact the above officer if you require any further assistance.

Yours sincerely



Karl Roberts
Assistant Director Planning & Economic Regeneration

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14/05/2013

WSCC Ecological Response to...

APPLICATION No.: LU/68/13/DOC

PROPOSAL: Application for discharge of conditions 14 (ecological enhancement and mitigation measures) & 16 (archaeological work) following a grant planning permission LU/355/10

SITE: Courtwick Lane Littlehampton

GRID REF: 501720 / 103661

On the basis of the information provided and subject to its appropriate implementation there is no ecological objection to the proposed discharge of condition 14 as this relates to the initial phase of development (proposed access road and junction construction) at Courtwick Lane, Littlehampton.

Don Baker MIEEM | Senior Ecologist, Strategic Planning, West Sussex County Council

Location: 1st Floor Northleigh, Tower Street, PO19 1RH

Internal: 56691 | External: +44 (0) 1243-756691 | E-mail: don.baker@westsussex.gov.uk





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Barratt Southern Counties
Barratt House
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Guildford
Surrey
GU1 4SW

Your Ref: LU/68/13/DOC

Please ask for:

Mr N Crowther

07 May 2013

Dear Mr Westcott

Article 21 of the Town and Country Planning (General Development Procedure) Order 1995
Application for discharge of conditions 14 (ecological enhancement and mitigation measures) & 16
(archaeological work) following a grant planning permission LU/355/10
Courtwick Lane Littlehampton,,

Notification regarding the above application:

Condition Number 16

No development within any phase or sub phase shall take place until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work for that phase in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the local planning authority.

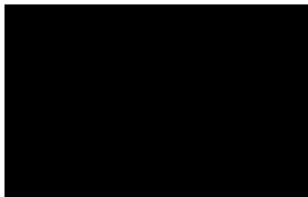
Reason: To enable items of archaeological interest to be recorded in accordance with the policy AREA 17 of the Arun District Local Plan.

Decision:

Arun District Council have decided to **APPROVE IN PART** details reserved by condition Partial discharge for the access works only on the basis that the Written Scheme of Investigation is in place and the archaeological recording works are well under way.

Please do not hesitate to contact the above officer if you require any further assistance.

Yours sincerely



Karl Roberts
Assistant Director Planning & Economic Regeneration

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LU/68/13/DOC Application for discharge of conditions 14 (ecological enhancement and mitigation measures) and 16 (archaeological work) following grant of planning permission LU/355/10 relating to residential development on land at Courtwick Lane, Littlehampton

West Sussex County Council Response: ARCHAEOLOGY (in respect of condition 16)

Summary

The developer, Barratt Southern Counties, has commissioned a programme of archaeological work in accordance with a written scheme of investigation (WSI) prepared on their behalf by Richard Meager of CgMs Consulting.

That archaeological recording work is under way at the time of writing.

However, this archaeological work relates only to **Access Works** as the WSI makes clear in the summary, paragraph 1.8. (This comprises three phases of work: the access spur road off the A259, a section of access/haul road with the site of a soakaway to the east, the spine road running north-south in the western part of the site and the spur road running west-east into the south-eastern part of the site). In paragraph 1.9 the WSI states "another WSI will be issued for the archaeological works across the remainder of the site for which outline permission has been granted."

While the broad parameters for this further work have been discussed the final details require this further WSI to be produced and agreed with WSCC archaeology staff on behalf of Arun District Council before the condition can be considered to be discharged.

Comment

Condition 16 (archaeological work) has not been discharged.

M Taylor, Principal Archaeologist 16/4/2013





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Barratt Southern Counties
Barratt House
Walnut Tree Close
Guildford
Surrey
GU1 4SW

Your Ref: LU/68/13/DOC

Please ask for:

Mr N Crowther

22 March 2013

Dear Mr Westcott

Article 21 of The Town & Country Planning General Development Procedure Order 1995
Application for discharge of conditions 14 (ecological enhancement and mitigation measures) & 16
(archaeological work) following a grant planning permission LU/355/10
Courtwick Lane Littlehampton,,

Receipt No P92187 Amount: £ 97.00 **TOTAL PAID: £ 97.00**

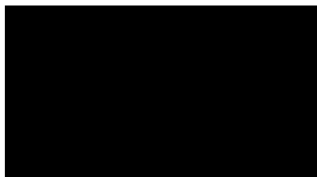
Thank you for your recent submission for approval of details reserved by condition which was accepted as a valid application on 19th March 2013. It is being dealt with by Mr N Crowther who will be able to help you should you have any questions.

The Planning Service is currently considering these details and will be undertaking a consultation exercise with the internal departments and external agencies where appropriate.

A response to your submission will be sent to you at the earliest opportunity.

Please be aware that some of our correspondence including the Decision Notification will be sent by email if you have provided an email address on your forms. It is therefore important to inform us if your email address changes throughout the course of the application.

Yours sincerely



Karl Roberts
Assistant Director Planning & Economic Regeneration

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TOWN AND COUNTRY PLANNING ACT 1990



DECISION NOTICE

Application Ref: LU/355/10/

1 To Addressee

Mr Adam Ross
 Broadway Malyan
 3 Weybridge Business Park
 Addlestone Road
 Weybridge
 KT15 2BW

2 Site Address

Courtwick Lane
 Land South of Railway
 Littlehampton

3 Description of Development

Outline application with some matters reserved for mixed use development comprising: up to 600 residential dwellings (including up to 30% affordable housing), up to 4,000 sqm of B1a and B1b employment floorspace, up to 235 sqm of A1/A2/A3 local facilities, structural planting and landscaping, multi functional green infrastructure including sports pitches (and associated changing facilities), informal open space, children's play areas, allotments and surface water attenuation, on-site pedestrian/cycle/bus emergency only access from Courtwick Lane and ancillary works. This application is the subject of an Environmental Impact Assessment & a departure from the Development Plan.

4 In pursuance of their powers under this Act and related Orders and Regulations the Council PERMIT this development to be carried out in accordance with the application and plan and subject to compliance with the conditions specified.

CONDITION 1 Details of the appearance, landscaping, layout, and scale, (hereinafter called "the reserved matters") for each phase or sub phase shall be submitted to and approved in writing by the local planning authority before any development in that phase or sub phase begins and the development shall be carried out as approved.

Reason: To enable the local planning authority to control the development in detail and to comply with Section 92 of the Town and Country Planning Act 1990 (as amended).

- CONDITION 2** Application for approval of the reserved matters for the first phase or sub phase shall be made to the local planning authority not later than five years from the date of this permission. Applications for reserved matters for remaining phases shall be made within 10 years from the date of this permission.

Reason: To enable the local planning authority to control the development in detail and to comply with Section 92 of the Town and Country Planning Act 1990 (as amended).

- CONDITION 3** The development hereby permitted shall begin not later than two years from the date of approval of the first of the reserved matters to be approved.

Reason: To enable the local planning authority to control the development in detail and to comply with Section 92 of the Town and Country Planning Act 1990 (as amended).

- CONDITION 4** The planning permission relates to the following approved plans;

25708 (02) 001 (site location plan)
 (02) PARM 01 (proposed land uses)
 (02) PARM 02 (principal route infrastructure)
 (02) PARM 03 (residential development density)
 (02) PARM 04 (proposed building heights)
 (02) PARM 05 (green infrastructure) Rev A
 (02) 100 (illustrative masterplan) Rev A
 ITB3164-GA-001 (site access arrangements) Rev E
 ITB3164-GA-003 (bus access arrangements) Rev A

Reason: For the avoidance of doubt and in the interests of amenity and the environment in accordance with Policy GEN7 of the Arun District Local Plan.

- CONDITION 5** The details referred to in condition 1 for each phase or sub phase shall include details of the materials/external surfaces of the buildings, surfaces for roads/footpaths, earth remodelling, means of enclosure and the parking of vehicles. Development shall be carried out in accordance with the approved details unless otherwise agreed with the local planning authority.

Reason: To enable the local planning authority to control the development in detail in the interests of amenity in accordance with policy GEN7 of the Arun District Local Plan.

- CONDITION 6** The development hereby permitted shall not be carried out except in substantial accordance with the illustrative master plan drawing number (02)100 rev A ("the Masterplan"), the Design and Access Statement dated October 2010 and the Supplementary Design & Access Statement dated March 2011.

Reason: For the avoidance of doubt and in the interests of amenity and the environment in accordance with Policy GEN7 of the Arun District Local Plan.

CONDITION 7 In respect of each phase or sub phase of the development hereby permitted, reserved matters applications shall include a design statement. Each design statement shall demonstrate how the objectives of the approved Design and Access Statement dated October 2010 and the Supplementary Design & Access Statement dated March 2011, will be met. Each phase or sub phase of the development hereby permitted shall be carried out in accordance with the approved design statement in respect of that phase or sub phase.

Reason: To enable the local planning authority to exercise comprehensive control over the details of the proposed development in accordance with policy GEN7 of the Arun District Local Plan.

CONDITION 8 Before each phase or sub phase of the development hereby permitted is commenced a surface water drainage scheme shall be submitted to and approved in writing by the local planning authority. These details shall include:

- Details of the extent and location of permeable pavements to be incorporated
- An assessment shall also be carried out of the potential for disposing of surface water by means of a sustainable drainage system in accordance with the principles set out in Annex F of PPS25 (or any subsequent version), and the results of the assessment provided to the local planning authority.
- Details of flood flow routing through the development during events exceeding the design event.
- Provide information about the design storm period and intensity, the method employed to delay and control the surface water discharged from the site and the measures taken to prevent pollution of the receiving groundwater and/or surface waters
- Include a timetable for its implementation; and provide a management and maintenance plan in the form of a site specific Maintenance Manual for the SUDS system for the lifetime of the development. This shall include the arrangements for adoption by any public authority or statutory undertaker or details of the financial management of the scheme throughout its lifetime.

No building in that phase of development shall be occupied until the surface water drainage scheme has been fully implemented in accordance with the approved details.

Reason: To ensure that the proposed development is satisfactorily drained to prevent the increased risk of flooding, and improve and protect water quality, habitat and amenity, and ensure future maintenance of these in accordance with PPS25, PPS23 and policies GEN7, GEN9 of the Arun District Local Plan.

CONDITION 9 The development shall not commence until formal consent has been approved in writing from the local planning authority for the discharge of any flows to watercourses, or the culverting, diversion, infilling or obstruction of any watercourse on the site.

Reason: To ensure that the proposed development is satisfactorily drained to prevent the increased risk of flooding, and improve and protect water quality, habitat and amenity, and ensure future maintenance of these in accordance with PPS25, PPS23 and policies GEN7, GEN9 of the Arun District Local Plan.

CONDITION 10 Before each phase or sub phase of the development hereby permitted is commenced details of a proposed foul drainage system shall be submitted to and approved in writing by the local planning authority (including details of its siting, design and subsequent management/ maintenance, if appropriate) and no dwelling in that phase of development shall be occupied until works for the disposal of sewage have been fully implemented in accordance with the approved details.

Reason: To ensure adequate infrastructure is provided to enable the scheme to be satisfactorily drained. The site lies on the Upper Chalk, a Principal Aquifer and requires protection against contamination from any proposed development in accordance with PPS23 and Policy GEN26 of the Arun District Local Plan.

CONDITION 11 The landscape and layout particulars to be submitted in accordance with Condition 1 for any phase or sub phase shall include:

- i) details of all existing trees and hedgerows on the land, showing which are to be retained and which removed;
- ii) details of the positions, height, design, materials and type of boundary treatment to be provided;
- iii) details of any proposed alterations in existing ground levels, and of the position of any proposed excavation, within the crown spread of any retained tree.

No hedge or tree shall be felled, uprooted or otherwise removed before, during or after the construction period except where removal is indicated on a plan approved by the local planning authority.

Reason: In the interests of amenity and of the environment of the development in accordance with policy GEN7 of the Arun District Local Plan.

CONDITION 12 a) Prior to the commencement of development or other operations likely to affect trees within any phase or sub phase being undertaken on site a scheme for the protection of the retained trees produced in accordance with BS5837 (Trees in Relation to Construction 2005: Recommendations), which provides for the retention and protection of trees, shrubs and hedges growing on or adjacent to the site, shall be submitted to and approved in writing by the local planning authority. No development or other operations shall take place except in complete accordance with the approved protection scheme.

b) No operations affecting trees shall be undertaken on site in connection with the development hereby approved (including any tree felling, tree pruning, demolition works, soil moving, temporary access construction and/or widening or any operations involving the use of motorised vehicles or construction machinery) until the protection works required by the approved protection scheme are in place.

c) No excavations for services, storage of materials or machinery, parking of vehicles, deposit or excavation of soil or rubble, lighting of fires or disposal of liquids shall take place within any area designated as being fenced off or otherwise protected in the approved scheme.

d) Protective fencing shall be retained intact until completion of the phase of sub phase hereby approved and shall not be removed or re-positioned without the prior written approval of the local planning authority.

Reason: In the interests of amenity and of the environment of the development in accordance with policy GEN7 of the Arun District Local Plan.

CONDITION 13 Landscaping (hard and soft) shall be carried out in accordance with the approved details. All planting, seeding or turfing comprised in the approved details shall be carried out in the first planting and seeding seasons following the first occupation of each phase or sub phase of the development hereby permitted or the completion of the development, whichever is the sooner, and any trees or plants which within a period of 5 years from the completion of the phase or sub phase die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species, unless the local planning authority gives written consent to any variation.

Reason: In the interests of amenity and of the environment of the development in accordance with policy GEN7 of the Arun District Local Plan.

CONDITION 14 No development within any phase or sub phase shall commence until a detailed scheme of ecological enhancement and mitigation measures within that phase has been submitted to and approved in writing by the local planning authority. The measures shall be implemented in accordance with the approved scheme.

Reason: In order to secure adequate habitat enhancement and mitigation of potential impacts of the development.

CONDITION 15 No development within any phase or sub phase shall commence until details of an ecological management plan for the construction phase of that element of the development has been submitted to and approved in writing by the local planning authority. The management plan shall be implemented in accordance with the approved plans.

Reason: In order to secure adequate habitat enhancement and mitigation of potential impacts of the development.

CONDITION 16 No development within any phase or sub phase shall take place until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work for that phase 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: To enable items of archaeological interest to be recorded in accordance with the policy AREA 17 of the Arun District Local Plan.

CONDITION 17 No development shall take place within any phase or sub phase, including any works of demolition, until a Construction Method Statement for that phase has been submitted to, and approved in writing by, the local planning authority. The approved Statement shall be adhered to throughout the construction period. The Statement shall provide for:

- i) the parking of vehicles of site operatives and visitors;
- ii) loading and unloading of plant and materials;
- iii) storage of plant and materials used in constructing the development;
- iv) the erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate;
- v) measures to control the emission of dust and dirt during construction;
- vi) a scheme for recycling/disposing of waste resulting from demolition and construction works;
- vii) building, engineering and other operations to be carried out only between the hours of 0800 and 1800 Monday to Friday, 0800 to 1300 Saturdays and shall not be carried out at any time on Sundays or Public Holidays;
- viii) noise and vibration controls.

Development shall be carried out in accordance with the approved Construction Method Statement.

Reason: In the interests of amenity in accordance with Arun District Local Plan policies GEN7 and GEN32.

CONDITION 18 Prior to development of any phase or sub phase commencing, full details of the construction compound within that phase or sub phase, including arrangements for turning delivery vehicles and areas set aside for construction staff parking, shall be submitted to and approved in writing by the local planning authority. Development shall be carried out in accordance with the approved details.

Reason: In the interests of amenity in accordance with Arun District Local Plan policy GEN7.

- CONDITION 19** No piling work within any phase or sub phase shall be carried out unless a detailed scheme including a limitation on the hours when such work would be carried out, the piling techniques to be used and risk to groundwater, has been submitted to and agreed in writing by the local planning authority. Any piling work shall only be carried out in accordance with the agreed scheme.

Reason: The site lies on the Upper Chalk, a Principal Aquifer and requires protection against contamination from any proposed development in accordance with PPS23 and Policy GEN26 of the Arun District Local Plan.

- CONDITION 20** During the period of construction within any phase or sub phase of development vehicle wheel cleaning facilities shall be provided within the site in positions to be agreed in writing by the local planning authority and all construction vehicles involved in constructing or building the development exiting the site shall have all tyres and wheels cleaned before entering the highway.

Reason: In the interest of good practice and to ensure that impacts from the construction phase of the development are reduced.

- CONDITION 21** No dwelling shall be occupied until refuse and recycling bins have been provided and space has been laid out for the storage in relation to that dwelling in accordance with details that shall have been submitted to and approved in writing by the local planning authority. Thereafter these areas shall not be used for any purpose other than the storage of refuse and recycling bins.

Reason: In the interests of the amenity of occupiers of nearby properties in accordance with Arun District Local Plan policy GEN7 and DEV26.

- CONDITION 22** Before each phase or sub phase of the development hereby permitted is commenced, details of the layout and specification of and construction programme for the roads, footpaths, cycleways and parking areas, including tracking details for heavy goods vehicles and refuse vehicles, for that phase shall be submitted to and approved in writing by the local planning authority. No dwelling or commercial building shall be occupied until it is provided with access constructed in accordance with such approved details to the highway network.

Reason: In the interests of road safety and to accord with approved policy in accordance with policy GEN7 of the Arun District Local Plan.

- CONDITION 23** No dwelling shall be occupied until space for that dwelling has been laid out for the parking of cars, motorcycles and cycles in relation to that dwelling in accordance with a drawing and schedule to be submitted to and approved in writing by the local planning authority. These areas shall thereafter not be used for any purpose other than the parking of cars, motorcycles and cycles.

Reason: In the interests of road safety and to accord with approved policy in accordance with policy GEN7 of the Arun District Local Plan.

- CONDITION 24** Detailed designs of the width, alignment and construction of the proposed bus access route through the development (including the design and control of the bus gate(s) at Courtwick Lane), shall be submitted to and approved in writing by the local planning authority. Construction of the bus access route shall be carried out in accordance with the approved details prior to occupation of the 1st unit.

Reason: In the interests of road safety and to accord with approved policy in accordance with policy GEN7 of the Arun District Local Plan.

CONDITION 25 Garages provided on the site shall measure a minimum of 6m x 3m internally.

Reason: To ensure that adequate and satisfactory provision is made for the parking (and garaging) of vehicles clear of all highways in accordance with policy GEN7 of the Arun District Local Plan.

CONDITION 26 At least 10% of the energy supply of the development shall be secured from decentralised and renewable or low carbon energy sources (as described in the glossary of Planning Policy Statement: Planning and Climate Change, December 2007). Details and a timetable of how this is to be achieved for each phase or sub phase of development, including details of physical works on site, shall be submitted to and approved in writing by the local planning authority. The development shall be implemented in accordance with the approved details and timetable and retained as operational thereafter, unless otherwise agreed in writing by the local planning authority.

Reason: In order to secure on site renewable energy in accordance with national planning policy.

CONDITION 27 Before the construction of any non-residential building hereby permitted is commenced details of how the building will achieve a "very good" rating pursuant to the Building Research Establishment Environmental Assessment Method shall have been submitted to and approved in writing by the local planning authority. Unless otherwise approved in writing by the local planning authority, no part of any non-residential building hereby permitted shall be occupied until a copy of a post-construction completion certificate, verifying that that building has achieved a "very good" rating, has been submitted to the local planning authority.

Reason: In order to secure a sustainable development.

CONDITION 28 No more than 500 dwellings within the development hereby permitted shall be occupied until all the mixed use local facilities identified on plan (02) PARM 01 have been constructed in accordance with the approved details for that phase or sub phase.

Reason: To ensure that infrastructure is provided for residents of the approved development at a time when it is required.

CONDITION 29 No works to construct any building hereby permitted shall commence until a schedule of materials and finishes and, where so required in writing by the local planning authority, samples of such materials and finishes to be used for the external walls and roof of that building has been submitted to and approved in writing by the local planning authority. All buildings shall be constructed in accordance with the approved details.

Reason: To enable the local planning authority to control the development in detail in the interests of amenity by endeavouring to achieve a building of visual quality in accordance with policy GEN7 of the Arun District Local Plan.

CONDITION 30 Prior to the commencement of the phase of development that includes land subject to identified contamination as shown on plan ref: STJ:J10227 (Environmental Statement Appendix 11.1) (or such other date or stage in development as may be agreed in writing with the local planning authority), the following components of a scheme to deal with the risks associated with that contamination shall each be submitted to and approved, in writing, by the local planning authority:

1. A site investigation scheme, based on Desk Study and Preliminary Site Investigation to provide information for a detailed assessment of the risk to all receptors that may be affected, including those off site.

2. The site investigation results and the detailed risk assessment (1) and, based on these, an options appraisal and remediation strategy giving full details of the remediation measures required and how they are to be undertaken.

3. A verification plan providing details of the data that will be collected in order to demonstrate that the works set out in (2) are complete and identifying any requirements for longer-term monitoring of pollutant linkages, maintenance and arrangements for contingency action.

Any changes to these components require the express consent of the local planning authority. The scheme shall be implemented as approved.

Reason: To ensure that the development complies with approved details in the interests of protection of the environment and prevention of harm to human health in accordance with Arun District Local Plan policies GEN7 and GEN31.

CONDITION 31 If during construction within any phase or sub phase of development, contamination not previously identified, is found to be present then no further development (unless otherwise agreed in writing with the Local Planning Authority) shall be carried out until the developer has submitted, and obtained written approval from the local planning authority for, an amendment to the remediation strategy detailing how this unsuspected contamination shall be dealt with.

Reason: To ensure that the development complies with approved details in the interests of protection of the environment and prevention of harm to human health in accordance with Arun District Plan policies GEN7 and GEN31.

CONDITION 32 No part of the phase or sub phase of development that includes land subject to identified contamination as shown on plan ref: STJ:J10227 (Environmental Statement Appendix 11.1) shall be occupied until, a verification report demonstrating completion of the works set out in the approved remediation strategy and the effectiveness of the remediation has been submitted to and approved, in writing, by the local planning authority. The report shall include results of sampling and monitoring carried out in accordance with the approved verification plan to demonstrate that the site remediation criteria have been met. The report shall also include any plan (a "long-term monitoring and maintenance plan") for longer-term monitoring of pollutant linkages, maintenance and arrangements for contingency action, as identified in the verification plan, and for the reporting of this to the local planning authority.

Reason: To protect the environment and prevent harm to human health by ensuring that the remediated site has been reclaimed in an appropriate standard in accordance with Arun District Local Plan policies GEN7 and GEN31.

CONDITION 33 Any development on land within Noise Exposure Category B (as defined on Figure 15.2 and 15.3 of the submitted Environmental Statement) shall incorporate noise mitigation measures outlined in paragraph 15.82 of the Environmental Statement. These measures shall thereafter be permanently maintained.

Reason: In the interests of amenity, in accordance with Arun District Local Plan policies GEN7 and GEN32.

CONDITION 34 Before the development hereby permitted is commenced a scheme for the provision of bus stops within the site shall have been submitted to and approved in writing by the local planning authority. For the purposes of this condition the scheme shall include a programme for provision of the bus stops. The development shall not be carried out otherwise than in accordance with the approved scheme unless otherwise agreed in writing by the local planning authority.

Reason: In the interests of road safety and sustainable development.

CONDITION 35 No development hereby permitted shall commence until details of the design, siting and timescales for delivery of a permanent dedicated barn owl tower have been submitted to and approved by the local planning authority. The approved tower shall be erected in accordance with these approved details.

Reason: In order to secure adequate habitat enhancement and mitigation of potential impacts of the development.

INFORMATIVE:

Where any works are proposed near or crossing a watercourse, this may require the prior Flood Defence Consent of the Environment Agency. This includes:

- Any works whatsoever on, over, or under any sea defence or between low water mark and a distance of 15 metres from the landward to of the embankment, under Environment Agency Byelaws.
- Any works whatsoever in, over, or under the channel of tidal main rivers, on its bank or within 15 metres from the landward toe of the tidal embankment under Section 109 of the Water Resources Act 1991 and/or Byelaws.
- Any works whatsoever in, over, or under the channel of non-tidal main river, or on its banks within 8 metres from the top of the channel, under Section 109 of the Water Resources Act 1991 and/or Byelaws.
- Where the watercourse is unclassified, any proposed culvert, diversion, weir, dam, or like obstruction to the flow of the watercourse(including temporary works) requires consent, under the Land Drainage Act 1991.

Case Officer: Mr N Crowther

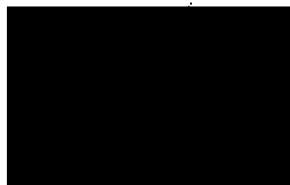
Date of Decision:

23rd March 2012

Date Decision Issued:

23rd March 2012

Head of Planning Services
Arun District Council
The Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF



Karl Roberts
Assistant Director Planning Services &
Housing Strategy

IT IS IMPORTANT THAT YOU READ THE NOTES ATTACHED TO THIS DOCUMENT

NOTES RELATING TO PLANNING APPLICATION TOWN AND COUNTRY PLANNING ACT 1990

APPEALS TO THE SECRETARY OF STATE

If you are aggrieved by the decision of your local planning authority to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the First Secretary of State under section 78 of the Town and Country Planning Act 1990.

If this is a decision on a planning application relating to the same or substantially the same land and development as is already the subject of an enforcement notice, if you want to appeal against your local planning authority's decision on your application, then you must do so within 28 days of the date of this notice.

If an enforcement notice is served relating to the same or substantially the same land and development as in your application and if you want to appeal against your local planning authority's decision on your application, then you must do so within: 28 days of the date of service of the enforcement notice, or within 6 months (12 weeks in case of a householder appeal) of the date of this notice, whichever period expires earlier.

If you want to appeal, then you must do so within 6 months of the date of this notice using a form which you can get from the Secretary of State, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN or on line at www.planningportal.gov.uk/pcs

The Secretary of State can allow a longer period for giving notice of an appeal, but he will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.

The Secretary of State need not consider an appeal if it seems to him that the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.

In practice, the Secretary of State does not refuse to consider appeals solely because the local planning authority based their decision on a direction given by him.

PURCHASE NOTICES

If either the local planning authority or the Secretary of State refused permission to develop land or grants it subject to conditions, the owner may claim that he can neither put the land to a reasonably beneficial use in its existing state nor render the land capable of a reasonably beneficial use by the carrying out of any development which has been or would be permitted.

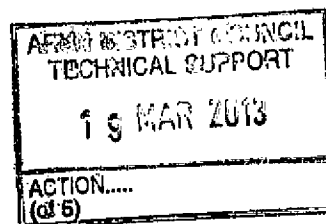
In these circumstances, the owner may serve a purchase notice on the Council



BARRATT
HOMES

Mr Neil Crowther
Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF

Our ref: MW.H6125.22
22 February 2013



Dear Neil,

Re: Courtwick Lane Littlehampton

Please find enclosed information with regards conditions 14 & 16. We are seeking part discharge of both conditions, as the proposals are specifically related to the junction and the first section of the development roads.

Condition 14

Attached is Aspects report for ecological Ref ECO 2927. This relates to the hedgerow being removed to construct the junction.

Condition 16

Attached is CGMs WSI proposals. Again, this is related to the proposed junction area and the road. The remaining phases to be cleared will be submitted in a phases, but the principle of investigation will be as this report. This has been approved by John Mills of WSCC.

I have requested a cheque for the fees (£97) which will be sent under separate cover as it needs to be produced by our accounts department.

If you need any further information or you need to discuss further please do not hesitate to contact me

Yours sincerely

Malcolm Westcott
Technical Manager

CC Steve Ogrady Bellway Homes

Encs x 2



COURTWICK LANE, LITTLEHAMPTON (ECO2927)

**ECOLOGICAL MITIGATION PLAN FOR ACCESS ROAD AND
JUNCTION CONSTRUCTION**

December 2012

1 INTRODUCTION

- 1.1 Aspect Ecology is acting on behalf of Barratt Homes in respect of ecology works at the site at Courtwick Lane, Littlehampton. The site is subject to Outline Planning Consent for mixed use development (ref: LU/355/10/). As part of the initial phase of this development, works are to commence on construction of an access road and junction leading from the A259 along the southern edge of the site.
- 1.2 The area to be affected by the access junction includes a section of road verge approximately 400m in length along the north-western side of the A259, opposite the existing junction for Eldon Way (see Plan 2927/EMP1). The road verge supports a rough grassland margin and some sections of hedgerow. The proposed access road then extends north-east from the junction into an arable field.
- 1.3 This note addresses the requirements of conditions 14 and 15 of the Outline Planning Consent for this initial phase of the development, providing a scheme of ecological enhancement and mitigation and a construction ecological management plan for the area of habitat affected by the access road and junction construction.

2 SITE CONDITIONS

- 2.1 To provide a detailed assessment of the area of habitats affected by road and junction construction for the purposes of this note, the area was surveyed in December 2012 in order to ascertain the general ecological value of the habitats present and to identify the potential for any protected species to occur. A plan of existing habitats is given at Plan 2927/EMP1 and a summary of the survey findings is set out below.

Habitats

- 2.2 A hedgerow follows the line of a post and barbed wire fence along the affected section of road verge. It is discontinuous in nature with a c. 90m gap opposite the entrance to Eldon Way. The gap itself is entirely devoid of any shrubby

ECO2927 December 2012



vegetation, supporting only field margin vegetation dominated by Cock's-foot *Dactylis glomerata*. To the south of this gap, the hedgerow is entirely unmanaged to an approximate maximum height of 6m and 4m wide. It comprises a mixture of Aspen *Populus tremula* plantation to 6m height, with frequent sections dominated by Bramble *Rubus fruticosus* agg. and Hawthorn *Crataegus monogyna* scrub. Additional occasional trees, none growing above 6m height, comprise Cherry *Prunus* sp., Alder *Alnus glutinosa*, Pedunculate Oak *Quercus robur*, Silver Birch *Betula pendula*, Goat Willow *Salix caprea* and Ash *Fraxinus excelsior*.

- 2.3 On the northern side of the gap, the hedgerow has similar dimensions to the southern side, forming a continuous young tree-line of Silver Birch, Goat Willow, Pedunculate Oak and Guelder Rose *Viburnum opulus*.
- 2.4 Ground flora throughout both sections of hedgerow is dominated by Cock's-foot, with Cow Parsley *Anthriscus sylvestris*, Dove's-foot Cranesbill *Geranium molle* and Cleavers *Galium aparine*.
- 2.5 The hedgerow and verge bounds an arable field to the north-east, into which the proposed access road will enter. At the time of survey, the field supported winter stubble with very sparse weed species such as Field Speedwell *Veronica persica*.
- 2.6 Overall, the area of habitats affected by the proposed road junction and access road is considered to be of low ecological value. Notably, wooded vegetation is absent from much of the footprint of the junction itself, with a large gap within the hedgerow. In addition, the hedgerow either side of this gap, although providing some wildlife value, is relatively species-poor and does not hold sufficient woody species within a 30m stretch and combined features to qualify as 'important' under the Hedgerow Regulations 1997.

Faunal species

- 2.7 All trees within the hedgerow were searched from the ground for potential bat roost features. All trees were relatively young and sound, with no potential roost features recorded. The hedgerow is not predicted to be an important commuting or foraging route for bats, due to the 90m gap along its length and its proximity to a major road which will cause considerable light disturbance.
- 2.8 A search for Badger *Meles meles* usage was undertaken along the hedgerow, particularly for setts, latrines, foraging signs or trackways. No such evidence was found.
- 2.9 Although Dormice *Muscardinus avellanarius* can make use of hedgerows, this applies where hedgerows form a continuous extensive network in the wider locality, or with linkages to areas of woodland. This is not the case for the hedgerow surveyed, which contains a large gap along its length and does not provide connectivity to woodland or extensive hedgerow networks in the locality.
- 2.10 The verge which replaces the hedgerow along the 90m gap has potential to support common reptile species, particularly Common Lizard *Zootoca vivipara* and Slow-Worm *Anguis fragilis*, due to its dense ground cover, relatively undisturbed nature and connectivity to surrounding field verges. However, reptile potential is limited by the surrounding arable land usage and the proximity to a major road. This area of habitat does not hold potential hibernation features required by these species, i.e. crevices in rocks, dead



wood piles and subterranean features. It is therefore considered that potential reptile use will be limited to the spring, summer and autumn periods.

- 2.11 The hedgerow provides nesting opportunities for breeding birds where shrub/tree vegetation is present.

3 CONSTRUCTION ECOLOGICAL MANAGEMENT PLAN

- 3.1 The affected section of road verge potentially supports reptiles and breeding birds, both of which are protected to some extent under the Wildlife and Countryside Act 1981 (as amended). Given the very small area of potential reptile habitat to be affected, amounting to approximately 0.04 ha, its limited potential for usage and the absence of potential hibernation features, it is considered that works can proceed unhindered in the period November to February inclusive, during which time reptiles will be in hibernation and absent from the affected area and therefore there will not be a reasonable likelihood of an offence being committed. Works to potential reptile habitat outside of this period should be preceded by vegetation cutting to a short height (approximately 15cm), so that in the unlikely event that any reptiles are present, these will be persuaded to disperse to surrounding habitats of their own accord prior to works commencing.
- 3.2 Shrub and tree vegetation within the hedgerow provides opportunities for nesting birds. As such, in order to prevent damage or disturbance to any nests and avoid a potential offence, it is recommended that any clearance of wooded vegetation be undertaken outside of the breeding season (i.e. outside of March to August inclusive). Should this not be possible, a nesting bird survey of suitable habitat to be removed would need to be carried out in order to determine the location of any nests prior to such clearance works commencing, with any nests protected until the birds have finished nesting.
- 3.3 The section of hedgerow to be retained under the road and junction access scheme should be safeguarded through the erection of protective fencing in line with BS5837: 2012 *Trees in relation to design, demolition and construction – Recommendations*.

4 MITIGATION AND ENHANCEMENT SCHEME

- 4.1 The area of habitats affected by the road and junction construction is of low ecological value and provides limited function in terms of connectivity due to the large gap currently present between the two sections of hedgerow. As such, there is no specific requirement for mitigation in the form of replacement planting or reinstatement of connectivity, and the recommendations set out above will safeguard any protected faunal species that are potentially present. Nevertheless, a wider scheme of mitigation and enhancement is to be brought forward as part of future development phases under the Outline Planning Permission. This includes provision of a structural planting belt to the west of the proposed access road, forming a strong ecological corridor along the boundary of the site. In addition, buffer planting to the east of the proposed junction will reinforce the existing hedgerow. These measures will enhance connectivity along the site boundaries, providing a benefit for ecology in the long-term.



5 SUMMARY

- 5.1 This note provides an ecological mitigation plan for the initial phase of development at Courtwick Lane, Littlehampton, addressing the requirements of conditions 14 and 15 of the Outline Planning Consent.
- 5.2 The area affected by the proposed access road and junction construction is considered to provide some potential for reptile and bird species and as such a number of safeguards are recommended for implementation during the construction phase.
- 5.3 Following the implementation of measures detailed in this plan, together with the wider scheme of mitigation and enhancement to be brought forward as part of future development phases, it is considered that the ecological interest of the affected area will be safeguarded and enhanced in the long-term.





- KEY:
- AREA AFFECTED BY PROPOSED WORKS
 - ARABLE
 - ROUGH GRASSLAND
 - ROAD
 - HEDGEROW SHRUB/TREE

COURTWICK LANE, LITTLEHAMPTON	PROJECT
HABITATS AND ECOLOGICAL FEATURES	TITLE
ECO2827/EMP1	DRAWING NO
DECEMBER 2012	REV DATE

Aspect Ecology Limited - West Court - Hardwick Business Park
Norral Way - Banbury - Oxfordshire - OX15 2AF
01295 276556 - info@aspect-ecology.com - www.aspect-ecology.com

aspect ecology

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**WRITTEN SCHEME OF
INVESTIGATION FOR
ARCHAEOLOGICAL
INVESTIGATIONS**

**Land at
Courtwick Lane
Littlehampton
West Sussex**

Access works

February 2013

Planning • Historic Buildings • Archaeology
Specialist & Independent Advisors to the Property Industry

4 1 1



**Local Planning Authority:
Arun District Council**

**Site centred at:
TQ015 037**

**Author:
Richard Meager BA MA PG Cert
FSA MifA**

**Approved by:
Duncan Hawkins BA FSA MifA**

**Report Status:
Draft for WSCC review**

**Issue Date:
February 2013**

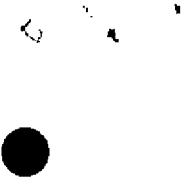
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1.0 BACKGROUND AND SITE SUMMARY

- 1.1 Land at Courtwick Lane, Littlehampton, West Sussex, centred at NGR TQ388 385, is to be developed for residential purposes (Figs 1-6).
- 1.2 Outline planning permission (Ref LU/355/10) has been granted for the mixed use development of the site, comprising up to 600 residential dwellings, 2300sqm of employment floorspace and up to 235sqm of local facilities, set within landscaping, sports pitches, play areas, allotments and associated infrastructure works.
- 1.3 Outline consent was followed by the granting of Reserved Matters planning permission (Ref LU/201/12) for road infrastructure and section spur road to include the landscaping proposals for the land within these road sections.
- 1.4 A schedule of planning conditions has been issued for the outline consent, including condition 16 which states that:

No development within any phase or sub-phase shall take place until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work for that phase in accordance with a Written Scheme of Investigation which has been submitted by the applicant and approved in writing by the local planning authority. The reason for the condition is to enable items of archaeological interest to be recorded in accordance with the policy AREA17 of the Arun District Plan.
- 1.5 Previous archaeological work has included the completion of a desk based assessment, followed by substantial archaeological evaluation across the whole site in 2010. This work revealed archaeological remains dating to the Bronze Age, Late Iron Age, Roman, Saxon and Medieval periods (TVAS 2010; see also Fig 4).
- 1.6 Due to the findings of the evaluation, further mitigation is therefore required to deal with the archaeology present at the site prior to development. The aim of the further archaeological fieldwork mitigation is to define the extent of the features previously revealed, prior to on-site recording of archaeological remains likely to be affected by new development, guided by the strategy set out below. The level of archaeological fieldwork will be responsive to the identified resource, and this document sets out the parameters for carrying out this work.
- 1.7 This document therefore forms the Written Scheme of Investigation (WSI) as requested in the above condition, and has been prepared following consultations with the West Sussex County Council (WSCC) Archaeologists Mr John Mills and Mr Mark Taylor, in



their role as archaeological advisors to Arun District Council, and in accordance with all relevant guidelines.

1.8 This WSI specifically deals with works providing access onto the site, within the southwestern corner off the A259, as detailed on Figure 5, comprising three discrete phases of work:

- The access spur road off the A259 (hatched in blue).
- A section of access/haul road with the site of a soakaway immediately to the east (hatched in red).
- The spine road running north-south in the western part of the site (coloured brown)
- The spur road running west-east into the southeastern part of the site (coloured turquoise).

1.9 As discussed with WSCC Archaeology, to meet with the requirements of Arun District Council, another WSI document will be issued for the archaeological works across the remainder of the site for which outline permission has been granted (i.e. the red line boundary as shown on Figures 1-6). Broad parameters regarding the likely archaeological requirements for the remaining core areas have been reviewed and agreed in discussion with WSCC Archaeologists.



2.0 GEOLOGICAL, TOPOGRAPHICAL AND ARCHAEOLOGICAL BACKGROUND

- 2.1 The underlying geology of the study site comprises raised beach deposits and brickearth, the latter established as being extensive across the site. Generally the overburden was 0.35m thick (TVAS 2010).
- 2.2 The study site comprises open arable farmland level at between c.5 and c.9m AOD (Fig 2).
- 2.3 The archaeological evaluation completed in 2010 revealed a large quantity of finds and features of Bronze Age, Iron Age, Roman, Anglo Saxon, Medieval and Post Medieval date (TVAS 2010; Fig 4).
- 2.4 As shown on Figure 4, the late Iron Age/Romano British material was concentrated in the southeastern part of the site, and has been interpreted as a small settlement. Further west/southwest/northwest, Bronze Age remains have been identified, perhaps indicative of settlement. Anglo Saxon finds occurred within the centre/west of the site, together with a general spread of Medieval finds interpreted as evidence of marling/manuring (TVAS 2010).



3.0 Method Statement Introduction

3.1 A key objective of field archaeology is to see how sites and features relate to each other spatially and chronologically - the dynamics of settlement and activity evolution. At one level it is about sites and features and their immediate surroundings but it can be about the wider use of the landscape. Accordingly in undertaking archaeological investigations of more extensive sites it is important to relate site-specific work to a broader context. Here Strip, Map and Sample archaeological excavation is a key tool.

3.2 With archaeological fieldwork exercises of this nature a major focus of the investigation will be on removing the overburden and establishing a phased plan of the archaeology which has been revealed, with further work then being based on an appreciation of this complete plan rather than on those more limited insights revealed from trial trenching and limited area excavation. The overall phased plan is paramount and subsequent sampling will be targeted to answering questions about the chronology and function of the component elements of the site and how they relate to each other. Relatively blank areas may also be significant.

3.3 Key stages in the archaeological fieldwork exercise, all to be agreed with the WSCC Archaeologists, comprise:

- The careful stripping of the site to the agreed level, in order to reveal the site plan.
- Immediate planning of the site while the uncovered surface is fresh. The site should be regularly checked subsequently to see if weathering reveals further features and the plan updated.
- Following planning, recording should proceed. Initially this is likely to concentrate on establishing a relative chronology through the investigation of feature intersections. Secondly an attempt should be made to establish a more precise chronology.
- Key areas and nodes should then be investigated in sufficient detail to understand them both in respect of themselves and also in relation to their surroundings.
- Additional work should be focused on adding to the spatial, chronological, functional and environmental context of the investigated area.
- Excavation should be an iterative process relating to an agreed strategy which will be refined as new information emerges. At all stages of the investigation it is essential that an overall phase plan is maintained, incorporating what is being revealed through excavation.

3.4 Appropriate archaeological excavation and monitoring works will be carried out by archaeological organisations (from here on referred to as 'the Archaeological Contractor')



- acceptable to the relevant Local Planning Authority, with recognised experience and expertise in the specified type of work to be undertaken. Registration with the Institute of Field Archaeologists (IFA) as a Registered Archaeological Organisation (RAO) will normally be considered as an indicator, but not a prerequisite, of such expertise and experience.
- 3.5 Prior to any work being undertaken, the Archaeological Contractor will inform the WSCC Archaeologists and communicate details of the proposed team, including (if required) CVs for senior staff and specialists. Such staff will be able to demonstrate an appropriate level of experience and expertise and should preferably, where appropriate, be Members of the Institute for Archaeologists (IfA).
- 3.6 Prior to undertaking the archaeological mitigation work the Archaeological Contractor will demonstrate that appropriate provision has been made for the resources needed to undertake the work, from completion of fieldwork through to post excavation assessment and completion of reporting. The Archaeological Contractor will have available appropriate specialists necessary to support the successful completion of the archaeological fieldwork and post excavation work.
- 3.7 During fieldwork, the Archaeological Contractor will be represented on site at all times by a member of staff with the required level of experience and who will be responsible for the conduct of on-site work.



4.0 OBJECTIVE AND SCOPE OF ARCHAEOLOGICAL WORKS, INCLUDING RESEARCH AIMS

- 4.1 The objective of the archaeological mitigation is to identify, excavate, record and analyse any significant archaeological remains that will be disturbed by the proposed development. The physical archaeological remains will be replaced by a detailed record and a better understanding of the past activities that have taken place on the site, thereby contributing to an increased knowledge of Sussex past and providing a resource for future research and education.
- 4.2 The objective of the proposed fieldwork is to understand the broad pattern of settlement dynamics and how key elements of the archaeological landscape (sites, activities, deposits and finds) relate to each other spatially, functionally and chronologically.

RESEARCH AIMS

- 4.3 Site specific research aims of the work at Courtwick Lane include the following, to be reviewed as residential development progresses across the outline permission area as defined by the red line boundary in Figs 1-6:
- The archaeological investigation will seek to understand the context of the findings in relationship to the wider settlement pattern, landscape, economy and environment.
 - The interpretation of locally distinctive or regionally/ nationally significant archaeological features, including funerary monuments, evidence of settlement and activity including industrial processes.
 - How the site's topography, particularly the Arun flood plain, has influenced past activity and settlement.
 - A better understanding the nature of Bronze Age field systems on the coastal plain, building on the linear features identified in the TVAS evaluation, in particular their relationship to settlement and their uses beyond agriculture, including potential ritual deposition.
 - Currently there is very little evidence overall for Iron Age cremation on the Sussex coastal plain, with the 1992 large 60 BC Westhampnett Bypass Late Iron Age cemetery (on the east side of Chichester) and the North Bersted excavation being principal exceptions.
 - The investigation of the vicinity of the "transitional" cremation burial within the site (found in Trench 152 of the TVAS 2010 evaluation)



- To contribute to existing knowledge relating to the material culture, form and evolution of Roman activity and settlement in the region, in particular regarding local Roman pottery production, distribution and utilisation.
- To advance understanding of Roman agricultural usage within the site, and to define the boundaries between occupation and agricultural use.
- To advance knowledge of Anglo-Saxon activity and settlement in the region, which remains scant for West Sussex as a whole. The Saxon remains identified in the TVAS evaluation could indicate a small low density settlement which will be of particular interest.
- To advance knowledge of Medieval activity and settlement in the region. The Saxo-Norman occupation of the coastal plain, outside small towns, has had little previous investigation in West Sussex. The occupation evidence found in Trench 148 of the 2010 TVAS evaluation may indicate medieval settlement, and the pits in trenches 31 and 112 may belong to smaller foci of occupation, e.g. small agricultural enclosures or similar.
- To advance our knowledge of the archaeology of the region through the application of appropriate scientific dating techniques. Nationally, discrepancies have arisen in recent years between "comparative" dating of pottery assemblages, and absolute dating from C-14, particularly in the Mid Iron Age. The obtaining of charcoal from newly excavated features for this purpose, where there are good pottery assemblages will be a key objective. Scientific dating can also hopefully contribute to our understanding of any occurrences of large/distinctive/well sealed Bronze Age pottery assemblages.

4.4 Broadly the fieldwork exercise will seek to:

- Establish a broad phased plan of the archaeology revealed following the stripping of the site.
- Provide a chronology of the archaeological phasing
- Investigate and identify the function of any identified structural remains

4.5 It is proposed to machine strip under archaeological control the access areas as shown on Figure 5. These areas will then be mapped, followed by archaeological investigation following an agreed sample excavation strategy (see below).

4.6 Any amendment to the area proposed for stripping due to on-site constraints must be agreed with the WSCC Archaeologists in advance of the work being undertaken.



5.0 PRE-FIELDWORK REQUIREMENTS

- 5.1 Prior to undertaking the archaeological fieldwork exercise, the Archaeological Contractor and Consultant have gathered and considered the following Information:
- Relevant information on the West Sussex Historic Environment Record (HER)
 - Earlier reports of fieldwork relevant to the site (TVAS 2010)
 - The results of fieldwork from around the site
- 5.2 The Archaeological Contractor will ensure that all reasonable measures have been taken to identify any constraints to undertaking the investigation. The Archaeological Contractor will seek information on the presence of services, any ecological constraints, the presence of Public Rights of Way, the presence of contaminated land or any other risks to health and safety.
- 5.3 Upon appointment to undertake the works, the Archaeological Contractor will liaise with the relevant curatorial staff at Littlehampton Museum regarding appropriate arrangements for the deposition of the site archive (contact: Juliet Nye jnye@littlehampton-tc.gov.uk), **prior** to works commencing. The Archaeological Contractor will also initiate the website noticeboard prior to works commencing, and notify relevant bodies of its existence (see also Section 14 below).
- 5.4 Full copies of the WSI must be issued to the field officer responsible for on-site work and a copy of the agreed WSI and any additional method statements must be available on site at all times. The team carrying out the investigation must be familiar with the WSI and have access on site to the 2010 evaluation report.
- 5.5 The Archaeological Contractor will inform the WSCC Archaeologists of their appointment, the start date, and arrange for monitoring visits to be undertaken.
- 5.6 The Archaeological Contractor and Consultant will continue to keep the WSCC Archaeologists informed of the progress of work, and will notify the WSCC Archaeologists immediately if particularly important archaeological remains are encountered.

6.0 MACHINE STRIPPING

- 6.1 All machine stripping of overburden soils will be carried out under constant archaeological direction by a suitably experienced archaeologist familiar with the ground conditions anticipated on the site. The overburden will be reduced to archaeological levels in all areas of archaeological impact.
- 6.2 Typically, a mechanical excavator using a large flat bladed, toothless, bucket of c.1.8m-width will carry out machine stripping of overburden soils. The size of the bucket will be reviewed as the strip, map and record exercise takes place. The machine stripping will be carried out by one or more large 360⁰ tracked excavators working back from one or several fronts.
- 6.3 No mechanical excavators, earthmoving and other vehicles will travel on the freshly stripped subsoil surface and any identified areas of archaeological investigation until these areas have been signed off by the WSCC Archaeologists or specific agreement has been reached to enable re-stripping.
- 6.4 Care will be taken to avoid damage to buried surfaces by manoeuvring of plant on unstripped areas of the site. The supervising archaeologist will monitor the effects of plant manoeuvring on the site and will suspend operations that are potentially damaging to underlying archaeological deposits.
- 6.5 The excavation by machine is to be taken down to the top of the archaeological level or to the top of 'natural' subsoil where no archaeological deposits are found at a higher level. Care will be taken not to damage archaeological deposits through excessive use of mechanical excavation. Machine excavation from the surface must be taken down in spits of no more than 100mm thickness to ensure that deposits and features are not over-excavated and that any artefacts/biological evidence in the soil are recorded.
- 6.6 The Archaeological Contractor will maintain a constant watch and regularly closely inspect exposed surfaces during the course of machining. If archaeological remains are found to be present cutting through soils which conceal lower archaeological horizons then the upper levels will be mapped and investigated prior to removal of deposits overlying the lower levels.
- 6.7 Topsoil and subsoil and fills from archaeological features will be removed from the excavation area and stored in areas agreed with the developer and the WSCC Archaeologists (where appropriate). Spoil heaps will be set back at least 1 metre from the



edge of excavation areas.

- 6.8 Machine-excavated deposits and the exposed surface will be regularly scanned for the presence and collection of artefacts. Exposed surfaces and excavated spoil will be regularly scanned by metal detector.
- 6.9 The supervising archaeologist will ensure that the machine exposed surface has been left in a clean state suitable for the proper identification of archaeological features. If following the stripping, there remain any areas where it is not clear that archaeological features have been adequately exposed or defined these will be hand cleaned to further define the archaeology.
- 6.10 Mechanical excavators will not be used to re-clean areas of excavation that have been obscured through weathering. Such areas will be cleaned by hand tools.
- 6.11 Measures will be taken to protect particularly significant, valuable or sensitive archaeological remains from exposure, accidental damage, deliberate damage and/or theft.



7.0 MAPPING

- 7.1 A site grid is to be established, using an EDM or theodolite, and this tied into the Ordnance Survey National Grid at the outset of the project.
- 7.2 On completion of, or during, machine-stripping, the resultant surface will be accurately planned at an appropriate scale (1:50 or 1:100 dependent upon complexity). Owing to the known situation at the site, it can be anticipated that hand-cleaning may be necessary to clarify features, particularly in areas of complexity. It is however intended that a sufficiently clear surface can be gained from machine stripping.
- 7.3 The archaeological team is to be structured to ensure that the hand-cleaning and planning operations run in close sequence. The exposing and planning of archaeological features is to be undertaken on the same or consecutive days while the uncovered surface is fresh, whether or not those features are exposed by machine or hand cleaning. Where particularly vulnerable deposits are apparent such as graves or cremations these will be given special priority.
- 7.4 The exposed surface will be regularly monitored during the course of the investigation to identify any further features that may appear due to weathering. Any additional features revealed will be added to the overall pre-excavation site plan.
- 7.5 Use will be made of spray line paint marker to record the unexcavated form of features prior to mapping.
- 7.6 Where initial plan data for a stripped site is captured electronically, through use of EDM, Total Stations, theodolite or GPS, the Archaeological Contractor will ensure that sufficient points are taken on any feature to provide a true reflection of its form in plan. A print out of the plan will be checked for accuracy on site.
- 7.7 In addition to capturing plan data, sufficient levels will be taken across the stripped surface to support future topographic modelling of the investigation site.
- 7.8 An overall plan of the stripped site will be prepared and provided to the WSCC Archaeologists within one week of the completion of machine stripping. The plan is an essential pre-requisite of agreeing a suitable sampling strategy for the exposed archaeology.



8.0 INVESTIGATION AND SAMPLING STRATEGY

8.1 The exact excavation strategy will be agreed with the WSCC Archaeologists following a site meeting on the completion of stripping and the provision of a suitable site mapping plan and written update. A written record of the agreed strategy should be provided by the Archaeological Contractor to the WSCC Archaeologists within one week of agreement.

8.2 As demonstrated on Figure 5, given the detail provided by the evaluation, archaeological remains appear to be concentrated towards the eastern end of the east-west spur road, in the southeastern part of the site. Sporadic archaeological remains were identified within the southwestern part of the access road works shown in blue hatching, and within the southeastern part of the soakaway feature shown in red hatching. It can currently be anticipated that archaeological stripping and mapping of the access works will not reveal significant quantities of archaeological remains in the bulk of the blue and red hatched areas, and the junction of the spur and spine haul roads.

8.3 The revealed features will be excavated and recorded in accordance with the agreed excavation sampling strategy. The sampling strategy will continue to be developed throughout the investigation period in consultation with the WSCC Archaeologists in light of the results of the field work. The excavation will include initially as a minimum:

- The investigation of the intersections of features of archaeological date to obtain a phasing of the site;
- A robust spatial framework of excavation to provide an understanding of the spatial distribution of past activities across the investigation area including any 'special' deposits and any patterning in artefact distribution. Such a framework will take into account the inter-relationship of major features.
- Structural remains and other areas of significant and specific activity (domestic, industrial, religious, hearths, 'special'/ patterned deposits etc) will be stripped and planned.
- Where appropriate, for instance where the stratigraphy is complex, single context planning will be used.
- Non-structural linear cut features will be sample excavated and recorded with a sufficient number of sections to establish the feature's character, date and morphology and to provide information on activities taking place in close proximity to the feature. All terminal ends will be investigated. Sections will normally be at least 1m wide.
- Dependant upon the nature of the archaeology between 5% and 20% of linear features will be excavated, in agreement with the WSCC Archaeologists.



- At least 75% of ring ditches will be excavated, in particular intersections and identified entrances.
- 100% of beam slots will be excavated, together with post holes, hearths, pits and other features if interpreted as part of a structure.
- 100% of all industrial features such as hearths, furnaces and kilns will be excavated and sampled.
- Non-structural pits will be 50% sampled unless the character, number or size of the pits makes this unpractical. For instance, if a pit contains several intersections and re-cuts, it would not always be appropriate to half-section it. In this situation, the Archaeological Contractor will consider 'quadranting' or single context planning. Equally if 'special' deposits are expected pits may need to be excavated in plan rather than being 50% sampled. The strategy will need to be agreed with the WSCC Archaeologists.
- Non-structural post and stake-holes will be 50% sampled sufficiently to clarify character, relationships and chronology, with the option of full excavation if necessary.
- All burial deposits and associated remains will be fully excavated and recorded in accordance with an agreed methodology (see below).
- All pit features rich in environmental/artefactual evidence will be fully excavated assuming this will contribute to the research aims.

8.4 The sampling excavation strategy will be reviewed continuously throughout the course of fieldwork and, if necessary, amended in order to take account of changing circumstances and understanding. Any changes or amendments will be agreed in advance of implementation with the WSCC Archaeologists.

8.5 Where insufficient dating material or information has been gathered from a partially sampled feature, further sampling will be undertaken unless agreed otherwise with the WSCC Archaeologists.

8.6 Archaeological features will be hand cleaned prior to excavation to provide a more accurate dimension than was obtained through the initial mapping. For linear features such hand cleaning will be targeted at sample excavation points.

Burial Remains

8.6 Inhumation and cremation burials will be fully excavated by hand within 24 hours of exposure unless otherwise agreed with the WSCC Archaeologists.



- 8.7 The Archaeological Contractor will put in place arrangements to ensure the security, protection from deterioration and damage, and the respectful treatment of human remains and burial goods.
- 8.8 Where burial remains are expected, the Archaeological Contractor will submit to and agree prior to work commencing with the WSCC Archaeologists, detailed procedures for the excavation and recording of inhumation and cremation burials.
- 8.9 The Archaeological Contractor will have available within the team or on call an appropriately qualified and experienced osteo-archaeologist to supervise the excavation and removal of human remains from the site. The Archaeological Contractor will use an appropriately qualified and experienced archaeological conservator to assist where appropriate in the lifting of human remains and grave goods / cremation vessels.
- 8.10 The Archaeological Contractor will follow all relevant Ministry of Justice guidance in relation to any human remains encountered.



9.0 FINDS RECOVERY PROCESSING AND TREATMENT

- 9.1 All artefacts recovered during the excavations on the site are the property of the Landowner. They are to be suitably bagged, boxed and marked in accordance with the United Kingdom Institute for Conservation, *Conservation Guidelines no.2* and on completion of the archaeological post-excavation programme the landowner will arrange for them to be deposited in a museum or similar repository agreed with the WSCC Archaeologists and the Local Planning Authority.
- 9.2 Should the landowner wish to retain the finds, they will need to be drawn and photographed, at the landowner's expense, for deposition in the appropriate archive. The landowner will be responsible for meeting the cost of this exercise.
- 9.3 Artefacts will be excavated carefully by hand. The Archaeological Contractor will use an appropriately qualified and experienced archaeological conservator to assist where appropriate in the lifting of fragile finds of significance and/or value.
- 9.4 Artefacts will be collected and bagged by archaeological context. The location of special finds will be recorded in three dimensions.
- 9.5 Where appropriate to address the research objectives of the archaeological investigation, sieving of deposits will be undertaken to maximise recovery of small artefacts. A strategy for such sieving will be agreed in advance with the WSCC Archaeologists.
- 9.6 Records of artefact assemblages will clearly state how they have been recovered, sub-sampled and processed.
- 9.7 Excavated artefacts will be bagged upon recovery or placed in finds trays. They must not be left loose on site.
- 9.8 **Treatment of treasure** - Finds, discovered by the Archaeological Contractor, falling under the statutory definition of Treasure (as defined by the Treasure Act of 1996 and its revision of 2002) will be reported immediately to the relevant Coroner's Office, the landowner and the WSCC Archaeologists. A Treasure Receipt (obtainable from either the FLO or the DCMS website) must 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 (put as unit/contractor) and (as exactly as possible) the location of the find.

- 9.9 Finds processing will normally be carried out during the course of the archaeological fieldwork and provisional spot dating fed back to inform investigation strategy.
- 9.10 All metal objects, other than late post medieval objects, will be X-rayed unless otherwise agreed with the WSCC Archaeologists.
- 9.11 Regarding pottery assemblages the Contractor will liaise as appropriate with the Research Officer for the Sussex Archaeological Society (currently Mr Luke Barber, Research Officer, Sussex Archaeological Society, Barbican House, 169 High Street, Lewes, East Sussex BN7 1YE; tel. 01273 405736/ 01273 486260, e-mail address **Luke Barber** <research@sussexpast.co.uk>). This will enable consistency and concordance with this site and others from the surrounding area.



10.0 ARCHAEOLOGICAL SCIENCE AND ENVIRONMENTAL SAMPLING

- 10.1 The 2010 evaluation at the site indicated a low potential for the survival of environmental remains (TVAS 2010: 49).
- 10.2 However, an appropriate and structured programme of environmental sampling will be implemented. The strategy and methodology for the sampling, recording, processing, assessment, analysis and reporting of deposits with environmental archaeology potential will be in accordance with English Heritage Centre for Archaeology Guidelines "Environmental Archaeology – A guide to the theory and practice of methods, from sampling and recovery to post-excavation" March 2002. Any variation to this guidance will be agreed in advance with both the WSCC Archaeologists and the English Heritage Regional Scientific Advisor. Particular note will be taken of the following requirements.
- 10.3 An appropriately qualified and experienced environmental archaeologist will devise and supervise the implementation of the environmental sampling strategy.
- 10.4 The Archaeological Contractor will use an appropriately qualified and experienced geo-archaeologist to record any deposits of particular significance such as buried soils or advise on depositional processes.
- 10.5 The advice of the English Heritage Regional Scientific Advisor is to be sought regarding specialist sampling requirements and any scientific applications relevant to the archaeological investigation of this site.
- 10.6 Where deposits are dry, bulk samples for the recovery of charred plant remains, small bones and finds, will be taken from sealed and datable features such as pits, ditches, hearths and floors. Each context will normally be sampled. The size of the sample is expected to be in the range of 40-60 litres per context or 100% of smaller contexts. Samples will not be taken from the intersection of features.
- 10.7 For large features/spreads appropriate consideration will be given to sampling on a grid system.
- 10.8 Where good conditions for the preservation of bone have been identified, all large bones will be collected by hand and sieving of bulk samples up to 100 litres will be undertaken as appropriate.



- 10.8 Mollusc samples of 2 litres each will be taken vertically from appropriate sections to investigate the changes of vegetation through time.
- 10.9 Where deposits are wet, waterlogged or peaty, monoliths will be taken along cleaned vertical surfaces for the retrieval of pollen, diatoms, ostracods and foraminifera. The numbers to be taken will be agreed with the WSCC Archaeologists.
- 10.10 For wet, waterlogged or peaty deposits, bulk samples of 20 litres will be taken from visible layers or spits for the retrieval of plant macro-remains and insects.
- 10.11 Environmental samples from dry deposits will normally be processed by flotation during the course of the archaeological fieldwork and the residues will be sorted to retrieve small bones, small finds and charcoal that has not floated. Environmental samples from wet deposits will normally be sent to specialists for processing in laboratory conditions. Provisional results should be fed back to the on site team to inform subsequent investigation strategy.
- 10.12 The Archaeological Contractor will make appropriate provision for the application of scientific dating techniques such as radiocarbon, dendrochronology, archaeomagnetic dating, OSL and thermoluminescence dating. The advice of the English Heritage Regional Scientific Advisor will be sought in advance of the application of these techniques.
- 10.13 Where appropriate the guidance in the following English Heritage papers will be followed:
- "Guidelines on the recording, sampling, conservation, and curation of waterlogged wood" 1996
 - "Dendrochronology – guidelines on producing and interpreting dendrochronological dates" 1997
 - "Archaeometallurgy" 2001
 - "Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation" 2002
 - "Human bones from Archaeological Sites: Guidelines for Producing Assessment Documents and Analytical Reports" 2004
 - "Geoarchaeology" 2004
 - "Wet Wood and Leather"
 - "Archaeomagnetic Dating: Guidelines on producing and interpreting archaeomagnetic dates" 2006
 - "Guidelines on the X-radiography of archaeological metalwork" 2006

11/11/13



11.0 RECORDING

- 11.1 All features, deposits and finds are to be recorded according to accepted professional standards (see section 8.0 above).
- 11.2 All archaeological contexts are to be recorded individually on context record sheets. A further more general record of the work comprising a description and discussion of the archaeology is to be maintained as appropriate. Context sheets are to be primarily filled in by the archaeologist excavating the feature or deposit.
- 11.3 A plan to indicate the location of the boundaries of the excavated area and the site grid is to be drawn at a scale of 1:1250 (or a similar appropriate scale). Sections will be drawn at a scale of 1:10. Significant archaeological features will normally be drawn in plan at a scale of 1:20 or 1:10 if appropriate. All detailed plans and sections are to be related to the 1:100 plan (see 7.2 above). The 1:1250 and 1:100 plans are to be related accurately to the National Grid.
- 11.4 Plans and sections are to be levelled with respect to OD.
- 11.5 All plans and sections are to be drawn on polyester based drafting film and clearly labelled.
- 11.6 A full black and white and colour (35mm transparency) photographic record of the work is to be kept. The photographic record is to be regarded as part of the site archive.
- 11.7 The Archaeological Contractor will keep a day to day digital photographic record of the investigation, including on site shots of the works during operation. Consideration will be given to maintaining a video record of key features, findings and operations during the fieldwork
- 11.8 The Archaeological 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.
- 11.9 The site archive is to be consolidated after completion of the whole project, with all site drawings inked-in, and records and finds collated and ordered as a permanent record.



12.0 COMPLETION OF FIELDWORK

- 12.1 On completion of fieldwork the site will be left in a safe state and in accordance with the requirements of the landowner/client.

1 2 3



13.0 **REPORTING**

- 13.1 Prior to each monitoring meeting, the Archaeological Contractor will provide a concise written update of the works since the previous meeting, accompanied by an updated plan of the site. This is to be accompanied by weekly spot dating of appropriate finds and features. Where relevant, monthly concise written summary reports will also be provided. This information can hopefully provide the basis for public dissemination requirements also (see Section 14).
- 13.2 Within 4 weeks of completion of the work on site, the Archaeological Contractor will carry out an initial assessment of the results and produce an **Interim Report**, for each Reserved Matters Application area. This will comprise a basic description of the archaeology and a plan at an appropriate scale (e.g. 1:500), one copy of which will be provided to:
- the site developer
 - the WSCC Archaeologists
 - the Local Planning Authority
 - relevant local organisations (see section 14 below).
- 13.3 Within 4 months of completion of the work on the site the Archaeological Contractor will carry out an assessment of the results and produce a MAP2 '**Post-excavation Assessment Report**', copies of which are to be provided as in 13.2 above. If necessary, an additional copy will be provided to the English Heritage Regional Scientific Advisor. This report will include a '**Proposal**' to be agreed with the County Archaeologist that sets out a programme of post excavation analysis through to completion of a '**Full Report**' and '**Publication**' of the findings.
- 13.4 The Archaeological Contractor may determine the general style and format of the '**Post-excavation Assessment Report**' and the '**Full Report**' but they must be completed in accordance with this specification. The reports must provide sufficient information and assessment to stand as a detailed report on the archaeological fieldwork for future research and to inform on further stages of the post excavation programme.
- 13.5 Dependant upon the nature of the findings of the fieldwork, an article in a relevant popular publication should be considered, together with a more typical journal article.
- 13.6 Reports that do not provide sufficient information or that have not been compiled in accordance with the relevant sections of this WSI will be returned to the Archaeological



Contractor for revision and resubmission.

13.7 An important part of the reporting for the site will be the full use and integration of the results of the comprehensive previous evaluation (TVAS 2010).

13.8 The **Post Excavation Assessment Report** is to include as a minimum:

13.8.1 An **Abstract** summarising the scope and results of the archaeological investigation.

13.8.2 An **Introduction** including:

- the location of the site including a National Grid Reference for the centre sufficient to locate the site to 1m accuracy (e.g. TQ 55555 77777 or easting: 555555, northing: 177777);
- an account of the background and circumstances of the work;
- a description of the development proposals, planning history and planning reference together with the planning condition (where appropriate);
- the nature of potential impacts arising from the proposals;
- the scope and date of the fieldwork, the personnel involved and who commissioned it;

13.8.3 An account of the **Archaeological Background** of the development site including:

- geology, soils and topography;
- any known existing disturbances on the site;
- background archaeological potential of the site. This will include a summary of the known Historic Environment Record (HER) entries within 500m of the boundaries of the site (or wider where appropriate). The Historic Environment Record entries should be quoted with their full Sussex HER identifier;
- summary of any previous phases of archaeological investigation at the development site;
- any constraints on the archaeological investigation.

13.8.4 The **Methodology** employed during the investigation must be detailed in the report. Simply referring to the methodology outlined in the specification is not acceptable. Any aims and objectives specified in the specification will be included, as will any further objectives identified during the course of the investigation.

13.8.5 The report will include a quantification of the archive contents, their state and future location.



13.8.6 A description of the **Results** of the archaeological investigation. This description must include:

- the nature and depth of overburden soils encountered;
- a description of the geological subsoil encountered across the site;
- description of all archaeological features and finds encountered, their dimensions, states of preservation and interpretation;
- heights related to Ordnance Datum will be provided for each feature and deposit.
- For complex remains a Harris Matrix diagram will be provided

13.8.7 The **Finds** recovered during the course of the investigation will be described, quantified and assessed by artefact type within the report. The report will also indicate the potential of each category of artefact for further analysis and research. For each category of artefact the report will describe the method of processing, any sub-sampling, conservation and assessment undertaken. Where appropriate local reference collections will be referred to for descriptive and analytical consistency. Any implications for future archive, conservation or discard of the artefacts will also be detailed.

13.8.8 In carrying out post-excavation work and analysis of ceramics from the Site, the Contractor will liaise with the Research Officer of the Sussex Archaeological Society (currently Mr Luke Barber, Research Officer, Sussex Archaeological Society, Barbican House, 169 High Street, Lewes, East Sussex BN7 1YE; tel. 01273 405736/ 01273 486260, e-mail address **Luke Barber** <research@sussexpast.co.uk>) with a view to ensuring a concordance between fabric type descriptions of ceramics from this site and those employed on other recently excavated sites in the area and those commonly employed elsewhere in Sussex.

13.8.9 The reason for such liaison is to ensure against a proliferation of different systems of ceramic fabric type descriptions and nomenclature in the area of the relevant site. **NB.** Example sherds of each identified ceramic fabric type, with context information, to be sent by post to the Research Officer (address above) for comment, with stamps for return. The Contractor is advised to ascertain also whether there may be a charge for the Research Officer's time in undertaking such liaison, and if so to take this charge into account in cost estimates for carrying out the investigation.

13.8.10 The report will include a table showing the contexts, classes and quantity of artefacts recovered, together with their date and interpretation.

13.8.11 The report will include an assessment of the **Environmental** potential of the site. Details will be provided of any environmental sampling undertaken in connection with

the fieldwork and the results of any processing and assessment of the samples. The report will describe the method of processing, any sub-sampling and assessment. Any potential for future analysis of the samples or environmental remains recovered from the investigation will be described. Implications for future archive, conservation or discard of environmental samples or remains will be detailed.

13.8.12 The report will include, as appropriate, tables summarising environmental samples taken, together with the results of processing and assessment.

13.8.13 Any results from the application of archaeological scientific techniques e.g. specialist dating will be included in the assessment report.

13.8.14 An **Interpretation** of the archaeology of the site. This will be a synthesis of the stratigraphic, finds and environmental results of the investigation and a consideration of the site in its wider context as appropriate. This section will be supported by a phased interpretative plan of the site, clearly showing the major areas and periods of archaeological activity.

13.8.15 The report will include an assessment of the results of the archaeological investigations and their potential to address both the original research aims and objectives of the project and any further research objectives identified during the course of the on-site and post excavation works.

13.8.16 The report will include a detailed proposal for any further analysis necessary on the project records, artefact and environmental assemblages to achieve the research potential of the site. A justification will be included for each analysis proposed.

13.8.17 The proposal will set out a timetable for completion of analysis and reporting, detailing all individual tasks to be completed, resources required and the key personnel involved. The proposal will set out arrangements for monitoring of the post excavation process.

13.8.18 The report will include a synopsis of the proposed '**Full Report**' and '**Publication**' and identify the likely destination of the publication.

13.8.19 Figures - as a minimum the assessment report will include the following figures:

- a site location plan tied into the Ordnance Survey at 1:1250 or in the case of larger sites at 1:2500. The plan will also include at least two National Grid points and show the site boundary;
- a plan at 1:1250, or a scale to be agreed with the LPA Archaeological Advisor,



showing the layout of the development groundworks clearly indicating the areas investigated. The plan will show significant archaeological features, coloured by phases or period as related to the development site. This plan will also include two National grid points;

- plans of the features revealed in each of the investigation areas at a larger scale e.g. 1:20 or 1:50; such plans are to also illustrate areas of disturbance, change in subsoil and location of sections; The location of significant finds and samples taken will also be indicated;
- relevant section drawings and soil trench profiles as appropriate;
- illustrations and/or photographs of significant finds will be included where appropriate.

13.8.20 All report illustrations must be fully captioned and scale drawings must include a bar scale. Standard archaeological drawing conventions must be used. Plan and section illustrations must include the numbers of all contexts illustrated. North must be included on all plans. Sections must indicate the orientation of the section and the Ordnance Datum height of the section datum.

13.8.21 Black & White or Colour photographs will be included to illustrate the archaeology of the site, the development operations or the range of soil profiles encountered. All photographs will be appropriately captioned.

13.8.22 The report will be submitted to the WSCC Archaeologists in a bound hard-copy and in digital format. The digital copy will be supplied in .pdf format and will contain all text, images and plans present in the hard-copy report in a single .pdf file. The medium should be a CD-ROM formatted according to ISO 9660:1999.

13.8.23 **Full Report and Publication** – Following submission of the Assessment Report and proposal for analysis and publication, the Archaeological Contractor and Consultant will discuss and agree with the WSCC Archaeologists the scope of the Full Report and the format and destination of subsequent publication(s) arising from excavation and post-excavation work on the site. The Archaeological Contractor will be expected to produce a paper suitable for publication within 18 months of completion of work on the site.



14.0 PUBLIC DISSEMINATION

- 14.1 Ideally the Archaeological Contractor's earliest liaison with Littlehampton Museum is essential in clarifying both archive deposition and the presentation of the site, prior to, during and after the completion of relevant site works (see para 5.3).
- 14.2 During site works a website noticeboard will be maintained by the Archaeological Contractor, with regular updates on progress. The bodies mentioned below at 14.3, together with any other relevant people, should be notified of the existence of the website noticeboard, together with the updates. Dependant upon Health and Safety issues, tours of the site works will be co-ordinated for relevant interested parties, by the Archaeological Contractor.
- 14.3 During and/or after completion of site works and post excavation assessment, a series of talks can be prepared to relevant organisations, including, but not restricted to:
- Littlehampton Museum Volunteers
 - Worthing Archaeological Society
 - Littlehampton Local History Society
 - Sussex Archaeological Society.
- 14.4 Guided by Littlehampton Museum, consideration is to be given to permanent display boards and information on the site as a whole, after archaeological works have been completed.

15.0 ARCHIVE PREPARATION & DEPOSITION

- 15.1 The site archive, to include all project records and cultural material produced by the project, is to be prepared in accordance with *Guidelines for the preparation of excavation archives for long-term storage (UKIC 1990)*. Arrangements for the curation of the site archive will be agreed in writing with the recipient Museum who will issue a museum acquisition number before site work commences. Details of such arrangements will be copied to the WSCC Archaeologists and the Local Planning Authority before site works commence.
- 15.2 The integrity of the site archive should be maintained. The archive of all records and finds must be prepared consistent with the principles set out in the Management of Archaeological Projects (English Heritage 1991), particularly Appendix 3.1 and Appendix 4.1. It will include all materials recovered (or the comprehensive record of such materials) and all written, drawn and photographic records relating directly to the investigations undertaken. It will be quantified, ordered, indexed and internally consistent. It will also contain a site matrix, a site summary and brief written observations on the artefactual and environmental data.
- 15.3 The site archive is to be deposited with the appropriate museum (in this instance Littlehampton Museum) within 6 months of the completion of site works. It will then become publicly accessible.



16.0 MONITORING AND LIAISON

- 16.1 Prior to each monitoring meeting, the Archaeological Contractor will provide a concise written update of the works since the previous meeting, accompanied by an updated plan of the site. This is to be accompanied by weekly spot dating of appropriate finds and features.
- 16.2 Once areas of the site have been stripped and mapped, and an initial assessment of the archaeology carried out, on-site meetings will be held with the WSCC Archaeologists to determine and agree the scope of subsequent investigation.
- 16.3 The Archaeological Contractor and Consultant will liaise closely with the WSCC Archaeologist throughout the course of the investigation and will arrange for on-site meetings at key decision points.
- 16.4 The Archaeological Contractor is to allow the site records to be inspected and examined at any reasonable time, during or after the excavation, by the client/developer, the WSCC Archaeologists or any designated representative of the Local Planning Authority.



17.0 HEALTH AND SAFETY

- 17.1 *All relevant health and safety regulations must be followed.* A general health and safety policy must be provided by the Archaeological Contractor and a detailed risk assessment and management strategy for this site prepared. In particular the machine should be kept away from unsupported edges and public access routes should be supervised and controlled. Barriers, hoardings and warning notices should be installed as appropriate. Safety helmets are to be used by all personnel as necessary. Accommodation, toilet and washing facilities for site staff will be provided by the client/developer.
- 17.2 The Archaeological Contractor is expected to maintain a Health and Safety Policy and a procedures manual, and have available appropriate expertise in Health and Safety advice. Site staff will have an appropriate level of training to enable them to carry out fieldwork safely.
- 17.3 The Archaeological Contractor will maintain the site in a safe condition. All hazards will be appropriately identified and managed. *No personnel are to work in deep unsupported excavations.* Areas of excavation deeper than 1.2m will have to be stepped or battered back.
- 17.4 Where there is reason to believe from previous uses that the ground may be contaminated, the Archaeological Contractor must include arrangements for pollution sampling and testing *before* any site work takes place. A search for public utility or other services will also be undertaken by the Archaeological Contractor prior to commencement.
- 17.5 The archaeological organisation must be satisfied that the applicant or developer has provided all information reasonably obtainable on contamination and the location of live services before any site work takes place.
- 17.6 The Archaeological Contractor will carry out a risk assessment prior to commencement of fieldwork and where appropriate a COSHH assessment. Risks and measures to reduce risk will be communicated to all working on and visiting the site.



18.0 GENERAL

18.1 In carrying out the work the Archaeological Contractor is to abide by:

- all statutory provisions and by-laws relating to the work in question,
- the Institute for Archaeologists *Code of Conduct*
- the Institute for Archaeologists *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology*.



19.0 WEST SUSSEX HISTORIC ENVIRONMENT RECORD

- 19.1 The Archaeological Contractor is to provide the West Sussex Historic Environment Record (HER) with copies of all reports in both hard copy and digital format.
- 19.2 An archive report, including specialist contributions, should be produced no later than three months after the completion of the fieldwork. The specialists' reports should be included with that summary report to be added to the archive (the specialist should identify keywords specific to their reports, those keywords should use the keywords as per Guidelines for the addition of Archaeological Science data to the West Sussex HER). A copy of the approved final report will be forwarded to the West Sussex HER.
- 19.3 At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/projects/oasis/> must be initiated and key fields completed on Details, Location and Creators Forms. All appropriate parts of the OASIS online form must be completed for submission to the West Sussex HER. This should include an uploaded .pdf version of the entire report.



SOURCES CONSULTED

National Guidance:

Department of Communities and Local Government *National Planning Policy Framework* 2012

Department of Communities and Local Government/Department of Culture Media and Sport/English Heritage *PPS5 Planning for the Historic Environment: Historic Environment Planning Practice Guide* 2010

English Heritage *Comparison of PPS5 Policies with Historic Environment-Related Policies in the NPPF – Part 1* 5 April 2012 unpublished document

English Heritage *Comparison of PPS5 Policies with Historic Environment-Related Policies in the NPPF – Part 2* 5 April 2012 unpublished document

Institute for Archaeologists Guidelines:

English Heritage Guidelines:

MAP2 Management of Archaeological Projects (Second Edition) 1991

MoRPHE Management of Research Projects in the Historic Environment The MoRPHE Project Managers' Guide 2009

MoRPHE Management of Research Projects in the Historic Environment PPN 3: Archaeological Excavation January 2008

Guideline for archiving:

Archaeological Archives Forum (Duncan H. Brown), *Archaeological Archives: a guide to best practice in creation, completion, transfer and collection* 2007

London Archaeological Archive Resource Centre (LAARC) *Guidelines for the Preparation of Archaeological Archives*

Museum and Galleries Commission *Standards in the Museum Care of Archaeological Collections* 1992

Society of Museum Archaeologists *Selection and Retention and Dispersal of Archaeological Collections* draft 1992

Society of Museum Archaeologists *Towards an Accessible Archaeological Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland Scotland and Wales* 1995.

United Kingdom Institute for Conservation (UKIC) *Conservation Guideline No 2* (n/d)

United Kingdom Institute for Conservation (UKIC) *guidelines for the preparation of excavation archives for long term storage* 1990

Site specific

Thames Valley Archaeological Services *Land off Courtwick Lane Littlehampton West Sussex Archaeological Evaluation* 2010 unpublished document



Parsons Brinkerhoff *Land off Court Wick Park Littlehampton Written Scheme of Investigation for Reserved Matters Application (Haulage Roads)* February 2013 unpublished document

6 2 8



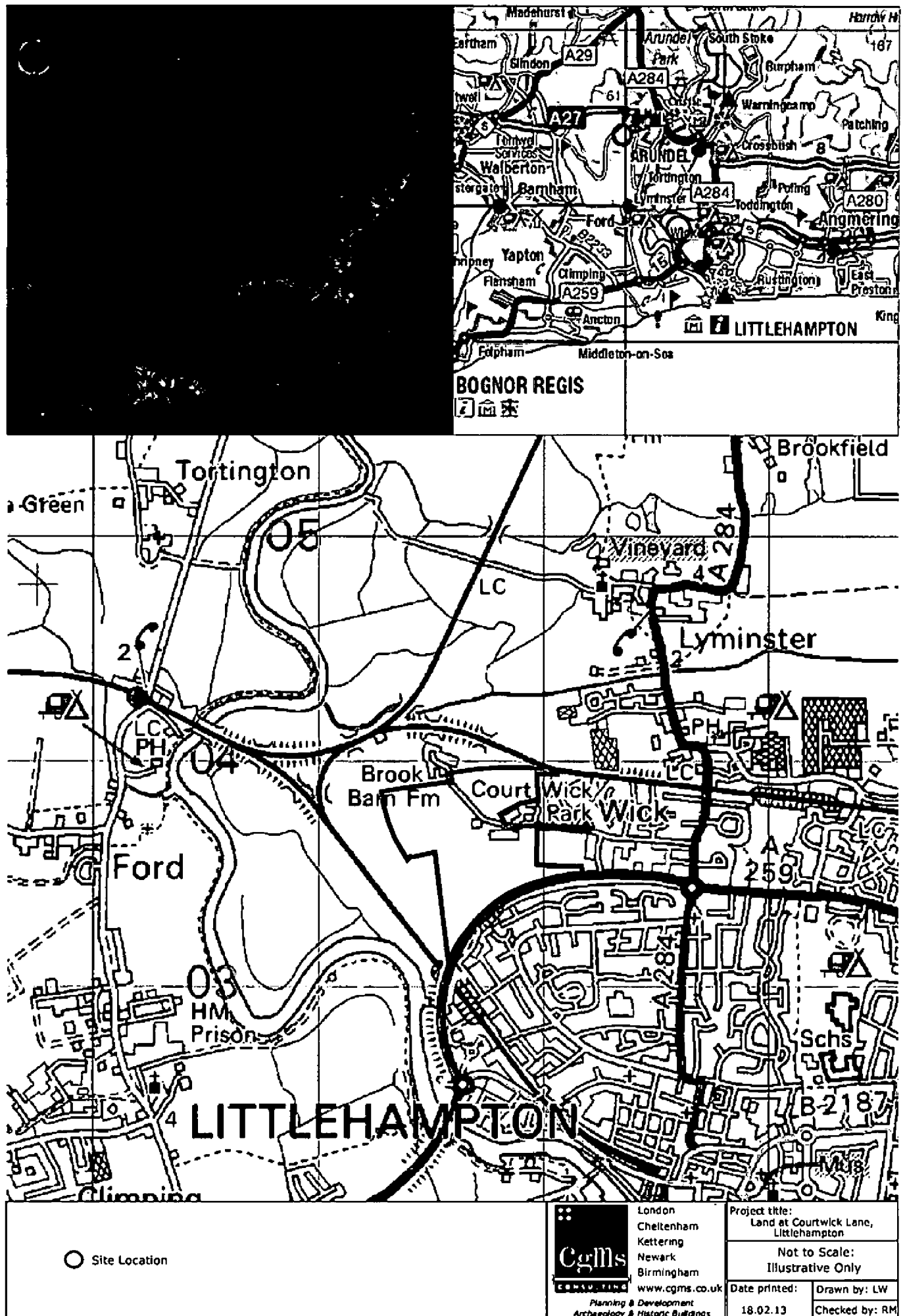


Figure 1: Site Location

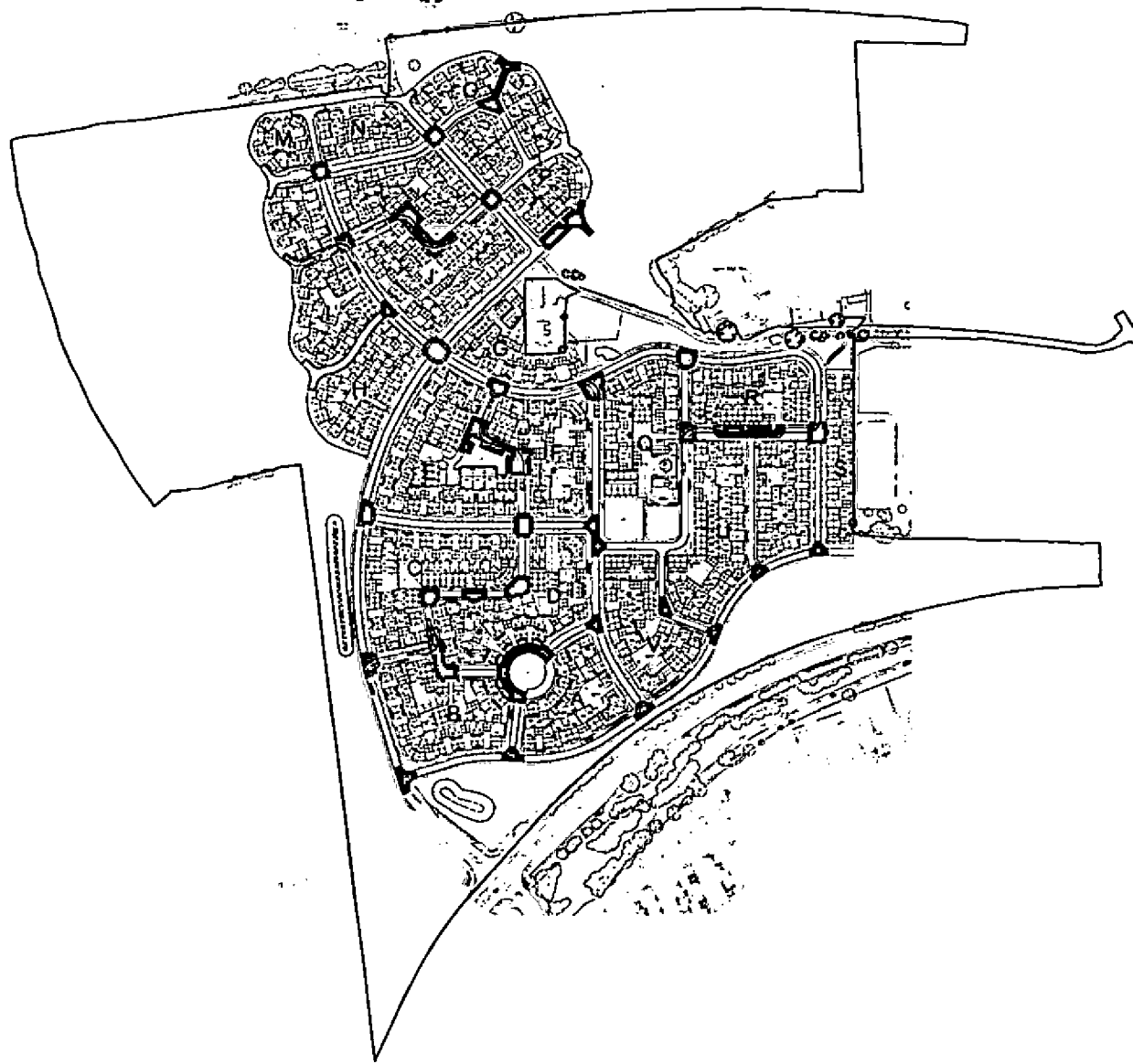




Additional information	
— Site Boundary	
N	
Project title: Land at Courtwick Lane, Littlehampton	
 London Cheltenham Kettering Newark Birmingham www.cgms.co.uk Planning & Development Archaeology & Historic Buildings	
Scale of A3: 1:4000 0 100 m	
Date printed: Feb 20, 2013	Drawn by: LW Checked by: RM

Figure 2: Site as existing





Additional Information:	
— Site Boundary	
N	
Project title: Land at Courtwick Lane, Littlehampton	
	London Cheltenham Kettering Newark Birmingham www.cgms.co.uk
Planning & Development Archaeology & Historic Buildings	
Scale at A3: 1:4000 0 100 m	
Date printed Feb 20, 2013	Drawn by: LW Checked by: RM

Figure 3: Proposed Development

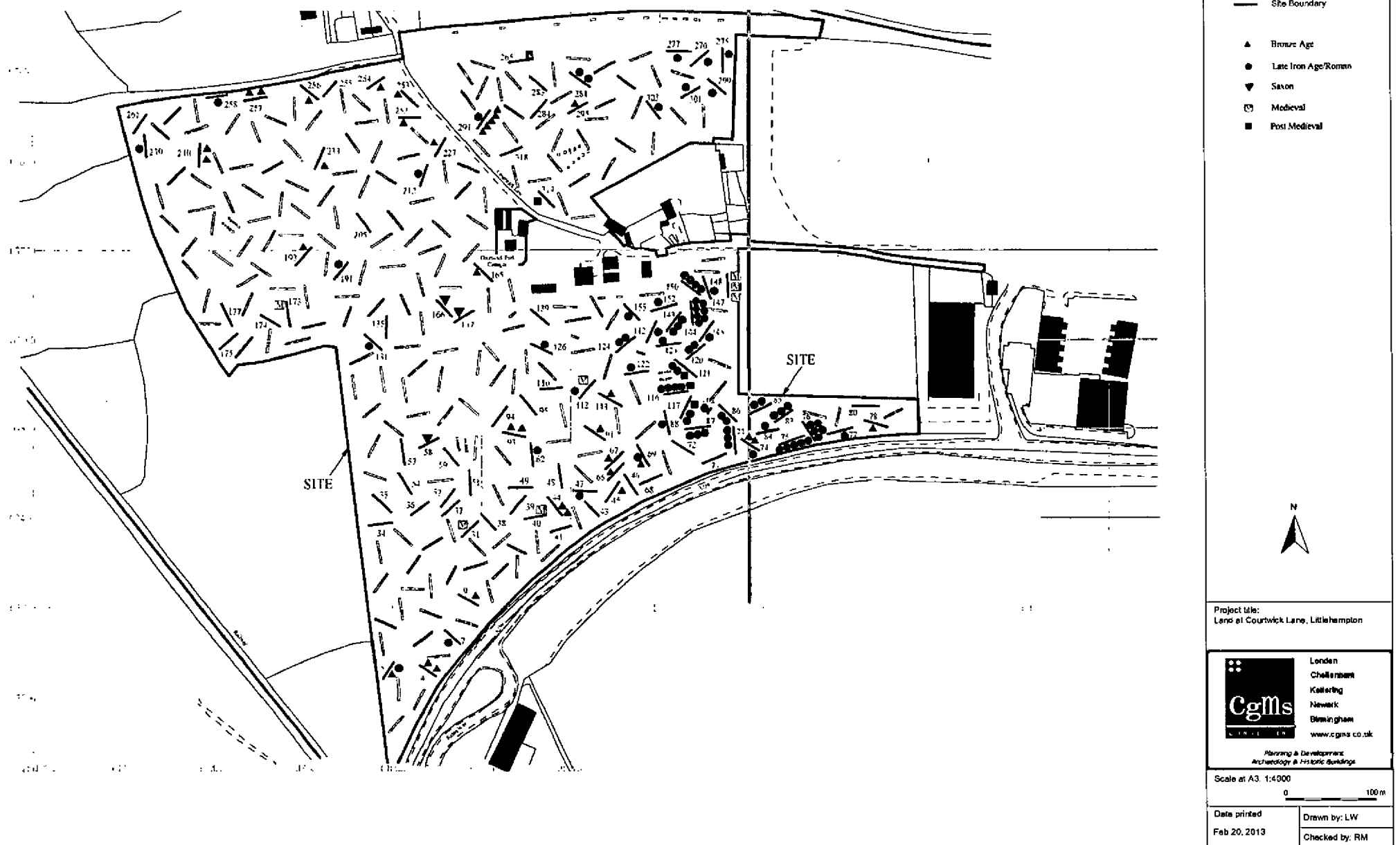


Figure 4: Extent of previous evaluation showing distribution of features by period



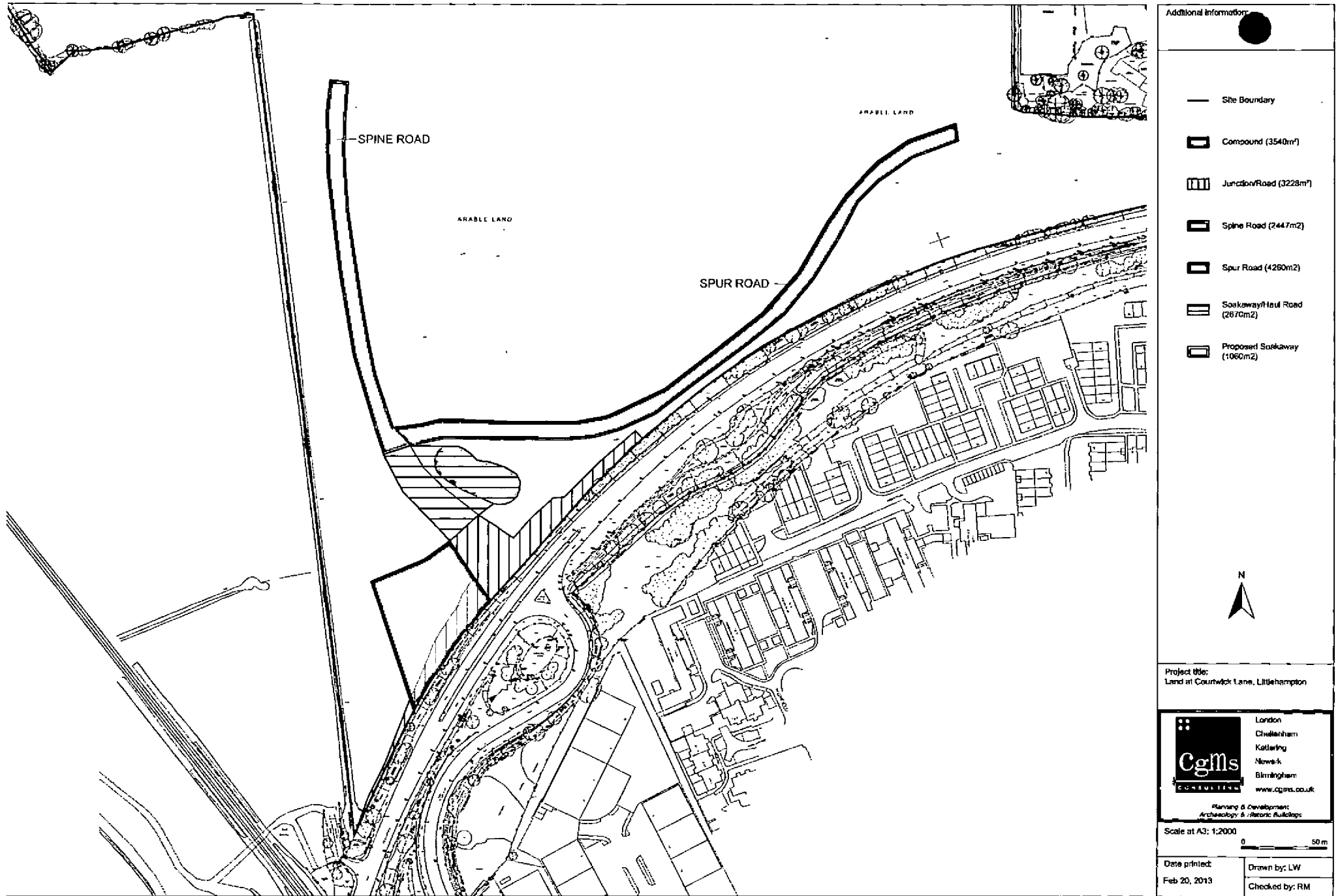


Figure 6: Areas of archaeological works



Cgms

www.cgms.co.uk

