

DEVELOPMENT ARCHAEOLOGY SERVICES Ltd.

BRIEF AND SPECIFICATION FOR AN ARCHAEOLOGICAL EVALUATION AT LAND ADJACENT TO WALBERTON PLACE FARM, YAPTON LANE WALBERTON WEST SUSSEX BN18 0AS

PLANNING REFERENCE: WA/38/11-Ext.

PLANNING AUTHORITY: ARUN DISTRICT COUNCIL

1.0 Introduction.

Summary of main requirements comprising: preliminary reconnaissance, the consultation of research background cartographic and documentary sources held at the Chichester Library and the West Sussex Record Office, and of information held in the West Sussex County Council Sites and Monuments Record; preliminary cable scan trace of proposed trial trench locations; the excavation [by machine] of 2 No. approximately 20 m x 1.60m wide and a single approximately 10m x 1.60m wide [total survey area approx. 80m²] at spaced locations within the site area. All under the supervision of a suitably qualified and experienced archaeologist[s]; the excavation and recording of archaeological features and deposits by hand by suitably qualified archaeologist[s]; and the production of a report on the excavations, including an assessment of the findings. A contingency for an additional 25m² of trial trenching for additional investigations may be used [if required].

1.1 A planning application for the construction of [Site centred at approximately SU 97580 05700] has been submitted and approved for the extension of existing business premises to accommodate relocation of existing retail area and provide additional storage space.

1.2 Consultation between Arun District Council and WSCC archaeologist [John Mills] resulted in the following planning condition being imposed:

Planning Condition Archaeology: No ground excavations landscaping works or infrastructure works pursuant to the planning permission will commence on the site until the implementation of a program of archaeological works in accordance with a suitable Written Scheme of Archaeological Investigation which has been submitted to The Local Planning Authority and agreed in writing.

- 1.3 Consultations by Development Archaeology Services Ltd [DAS] on behalf of the applicants [Mr, J. Bentley on behalf of D. M. Chainsaws Ltd] with John Mills, the West Sussex County Archaeologist [the advisor on archaeological matters to the Local Planning Authority, [Arun District Council] have established that the above programme of archaeological work may comprise an archaeological investigation of the proposed development site through purposive trenching and recording of findings.

This document or brief and specification constitutes the aforementioned 'Written Scheme of Archaeological Investigation.

Note: It was understood by all parties that in recommendations relating to the application The WSCC principal Archaeologist recommended that a watching brief be undertaken during development works at the site. In consultation with DAS Ltd and with the agreement of the client it was considered that a purposive evaluation, by trenching, to be undertaken in advance of development work would be a proactive and acceptable alternative. The applicant is aware that after consideration of the results of this survey there may be a requirement for an additional phase of investigation should the significance of features / finds merit implementation of further investigation.

- 1.4 The proposed development site is centred at approximately National Grid Reference SU 97580 05700. The site lies at an estimated altitude of approximately +11.50m AOD [Above Ordnance Datum]. [For site location see **Figure 1 and Figure 2a**] for site survey plan showing location of proposed build / development footprints refer to **Figure 2b**.
- 1.5 The archaeological contractor [DAS] shall take full responsibility in ensuring that the archaeological work will be of a comparable standard, and will use a similar methodology, to previous archaeological work in the area. Sufficient contingences in terms of time and resources will also be made available to adequately elucidate initial findings. Allied to this, there will be further contingencies made available for all post excavation costs [including the artefactual and environmental material].
- 1.6 Prior to the commencement of the on-site works, DAS shall inform West Sussex County Council's archaeological officers [Mr Mark Taylor or Mr John Mills] of the proposed team undertaking such works, and will provide [if required] CVs of senior staff and specialists involved with the project. At all reasonable times a member of

staff, responsible on DAS' behalf for the conduct of the on-site work, shall be present.

- 1.7 Prior to commencement of archaeological works on the site, DAS shall have:
 - 1.7.1 Consulted all relevant cartographic evidence in West Sussex Record Office and other relevant archives.
 - 1.7.2 Obtained a provisional accession number from the designated recipient museum [Littlehampton Museum].
 - 1.7.3 Obtained information derived from the Statutory Undertakers on services [gas, electricity, water, sewerage and telecommunications] on the site, and ascertained the alignments of public rights of way.
 - 1.7.4 Shall have issued a copy of the approved 'Brief and Specification' to the Field Officer responsible for carrying out the work on site [to be kept on site at all times].
- 1.8 Prior to the excavation of the archaeological trial trenches, a scan will be undertaken using a CAT or other cable-tracer to locate any live services. If services are revealed and are suspected to be live, the area of the services shall be left unexcavated.
- 1.9 A programme of excavation of investigation trenches [as outlined in Section 4 below] will be undertaken using a mechanical excavator, followed by the manual investigation and recording of archaeological features.
- 1.10 Where appropriate, a programme of sampling of archaeological contexts will be carried out for subsequent analysis.
- 1.11 A full written report on the results of the archaeological investigation shall be completed within 30 working days of the completion of the on-site works. Copies of this report will be submitted to the Local Planning Authority, the clients, to the archaeological officers of West Sussex County Council [Mr Mark Taylor or Mr John Mills] and to the West Sussex County Sites and Monuments Record. This report will become available for public consultation after an appropriate period; and information from the report may be authorised to be used by West Sussex County Council's Head of Economic and Environmental Policy Services, with due acknowledgement by the planning applicant and DAS.

- 1.12 This report is an essential piece of documentation for use by the Local Planning Authority, and therefore a reasonable basic minimum level of report [as outlined in Section 6 below] will be provided by DAS.
- 1.13 Works carried out by DAS both on site and in post excavation work shall conform to relevant IFA [Institute of Field Archaeologists] guidelines and to Appendix 2 of *The Management of Archaeological Projects* [English Heritage, 1991].
- 1.14 DAS will liaise with other archaeological field units who have carried out archaeological investigations in the vicinity of the proposed development site to ensure that the work undertaken is in accordance with previous studies in the area.

2.0 Topographical Background and archaeological background.

- 2.1 The development site lies within an rural area, and on the generally flat lower Sussex Coastal Plain, at a height of approximately +11.50m AOD, and at approximately National Grid Reference **SU 97580 05700**. The site is presently laid to grass and scrub and serves as an open storage area.
- 2.2 Geologically drift deposits are anticipated to comprise of brickearth silts [early Holocene post glacial deposits] seen in association with head gravels in turn overlying London Clay [Eocene]. [British Geological Survey Sheet 317/322 Chichester & Bognor 1:50000 series].
- 2.3 **Archaeological background:** The site lies on the West Sussex Lower Coastal Plain, an area that has provided archaeological evidence for all periods. Within the field on the opposite side of Yapton Lane to the east of the development area, is the site of a Roman Villa Building. This site has recently been the subject of excavations by Worthing Archaeological Society. It is possible that satellite buildings or features, such as boundary ditches, paddock boundaries, extend into the proposed development site. WWII Canadian soldiers' graffiti is known to be present on gateposts at the site entrance. Although these are not to be impacted on by development their presence, considered with known Roman remains in the area confirm that at the study site the presence of archaeology of all ages should be considered as possible.

3.0 Objectives of the Field Evaluation

- 3.1 To establish whether any archaeological remains exist in the area, which require to be recorded under the terms of imposed planning condition and in line with PPS 5

[specifically policy HE 12.3]

- 3.2 The investigation should aim to determine, as far as reasonably possible, the location, form, extent, date character, condition, significance and quality of any surviving archaeological remains, irrespective of period, liable to be threatened by the proposed development. A representative sample of all areas where archaeological remains are potentially threatened should be studied, and attention given to sites and remains of all periods.
- 3.3 The archaeological investigation should also seek to clarify the nature and extent of existing disturbance and intrusions and hence assess the degree of archaeological survival of buried deposits and any surviving structures of archaeological significance.
- 3.4 Within these parameters, the investigation of this site presents an opportunity to address the following objectives:
 - 3.4.1 To establish the presence or otherwise of further prehistoric and/or Roman activity/occupation and define the date and nature of that activity/occupation.
 - 3.4.2 To establish the palaeoenvironmental context of any activity/occupation;
 - 3.4.3 Evaluate the likely impact of past land use;
 - 3.4.4 Establish the presence or otherwise of masking colluvial/alluvial deposits and of waterlogged organic deposits; and
 - 3.4.5 To mitigate the impact of development upon any buried archaeological features and deposits by sampling and recording.
- 3.5 Where physical preservation *in situ* is likely to be considered as a mitigation option, the primary factors affecting the present state of preservation and the direct and indirect effect of the proposed development should also be considered.

4.0 Investigation Methodology.

- 4.1 Three trial trenches will be excavated. The excavation [by machine] will be: 2 No. Approximately 20 m × 1.60m wide and a single approximately 10m × 1.60m wide [total survey area approx. 80m²] at spaced locations within the site area. Trenches will be positioned at spaced site locations sufficient to give sample representative

area of proposed main build footprints. An indicative trench location is shown at Figure 3. Note the precise location of trenches may be altered should service runs or other obstacles be anticipated.

The trenches will be surveyed in and excavated under the supervision of a suitably qualified and/or experienced archaeologist[s]. A contingency provision for an additional 25 m² of trial trenching for additional investigations may be used [if required].

- 4.2 The initial excavation of the trial trenches shall be by a c. 5 ton 360° tracked mechanical excavator of sufficient size and power, and fitted with a c.1.60 metre wide toothless ditching bucket. The machine will excavate in less than 10cm spits. The spoil generated will be banked at a safe distance from the trenches' edge [spoil heaps will not exceed 1.2m in height].
- 4.3 The mechanical excavation will remove the modern over-burden, exposing the underlying archaeological/geological deposits where present. Any archaeology revealed will be recorded in plan and manually excavated. This archaeological evaluation will not exceed a depth of 1.2 metres, given the small nature of the investigation.
- 4.4 All archaeological features, structures and deposits exposed in the trenches will be cleaned, planned and recorded [in a manner compatible with that most widely used elsewhere in the County]:
 - 4.4.1 All archaeological contexts revealed through excavation will be planned in relation to the trench within which they lie and this trench will be planned onto a copy of an Ordnance Survey base map of not smaller than 1:1250 scale. All significant deposits will be formally planned at a scale of 1:20 with sections recorded at a scale of 1:10 [this will include all features half-sectioned]. All archaeological contexts will be surveyed using a temporary benchmark derived from an Ordnance Survey benchmark.
 - 4.4.2 Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto prepared pro forma recording [context] sheets. Sample recording sheets, finds recording sheets, sample registers and a photographic register will also be used.
 - 4.4.3 A photographic record will be made using a digital [minimum 5mmp resolution] camera to illustrate in both detail and general context the principle features and finds discovered. Working shots to illustrate the nature of the archaeological investigation

will also be included.

- 4.5 Archaeological excavation may require work by mattock, pick or shovel; these will only be used for the removal of homogenous deposits. These techniques will not be used to remove complex or sensitive archaeology.
- 4.6 A proportion of archaeological features, structures or deposits, will be excavated. The amount of archaeological context excavated will vary with type: at least 25% of each large discrete feature [e.g. a pit] will be excavated, and 50% of each small discrete feature [e.g. a posthole], with a minimum of 10% for each linear feature / deposit exposed in the trenches. The proportion of each archaeological feature excavated will be sufficient to obtain a representative picture of the feature's date and function.
- 4.7 Particular care will be taken not to damage any areas containing significant remains of potential national importance which may merit preservation *in situ*, even if obscuring underlying archaeological features. Such areas will be protected from the weather and other forms of deterioration. A sufficient sample of these areas will be investigated to assess their character and quality, without compromising the policy of preservation *in situ*. Due to the nature of this archaeological investigation DAS will act on behalf of the client in liaison with Mr Mark Taylor or Mr John Mills.
- 4.8 West Sussex County Council's archaeological officers [Mr Mark Taylor or Mr John Mills] will be notified at the earliest opportunity of any archaeological contexts considered worthy of preservation *in situ*.
- 4.9 A random sampling strategy [to gather a statistically viable sample] will be used to sample all intrusive features excavated which are considered to be relatively undisturbed. In some instances purposive sampling will also be implemented. The samples taken will ideally comprise a minimum of 10 litres, and these will be sieved using a flotation tank [screen sieving to 1mm and with a flot screen of 250µm]. The residues produced will be air-dried, sorted and assessed as part of the post-excavation phase.
- 4.10 Human remains: any remains revealed during the archaeological investigations will be covered and protected *in situ*, and reported to the relevant Coroner's Office, and West Sussex County Council's archaeological officers [Mr Mark Taylor or Mr John Mills]. Where their removal is agreed by the appropriate authorities, the relevant Home Office and Environmental Health regulations will be followed.

- 4.11 Any finds believed to fall potentially within the statutory definition of Treasure, as defined by the Treasure Act [1996], shall be reported to the relevant Coroner's Office, to the Worthing Museum, the developer/site owner and West Sussex County Council's archaeological officers [Mr Mark Taylor or Mr John Mills]. The report provided shall outline the date and circumstances of discovery, the identity of the finder and the location of the find.
- 4.12 The trenches, when unattended, shall be secured and clearly marked, in a manner commensurate with Health and Safety regulations. 'Deep Excavation' notices will be used if appropriate.
- 4.13 A Risk Assessment will be carried out prior to the archaeological investigation, and all relevant Health and Safety regulations will be complied with during its implementation. In particular, the mechanical excavator will be kept away from unsupported trench edges, safety helmets, footwear and 'high visibility' jackets will be used by all personnel where necessary.
- 4.14 DAS will also comply with the Construction [Design and Management] Regulations 1994, and with the Construction [Health, Safety & Welfare] Regulations 1996.
- 4.15 A metal detector will be used both on the spoil heap and in the trenches to facilitate investigation and a log kept of the results..
- 4.17 Upon the completion of the excavation, re-instatement, if required by the site owner, will be the responsibility of the site owner beyond the back-filling and bucket compressing of fills.
- 4.18 Access to the site will be at locations/routes confirmed by the site owner with particular consideration being given to the relevant Health and Safety requirements. Overnight, the site will be secured to discourage public/unauthorised access and lower the risk of damage to the archaeology.
- 4.19 DAS will reserve the right to limit access, at their sole discretion, to employees of DAS, designated representatives of the site owner, and the landowner's agents and assigns. All requests to access the site during investigation work must be through the senior site officer of DAS. All site visits will be logged.

5.0 Monitoring.

- 5.1 West Sussex County Council's archaeological officers [Mr Mark Taylor or Mr John

Mills] will be invited to visit the site whilst all elements of work are in progress and may wish to monitor the progress, standards, and results of the investigation on behalf of the Local Planning Authority and West Sussex County Council. A minimum of five working days notice will be given prior to the start of the archaeological investigation detailed within this document.

5.2 **Public engagement:** In accordance with PPS5 Planning Practice Guide [para. 138] – the contractor [DAS Ltd] will liaise with:

- Worthing Archaeological Society [contacts: Rodney Gunner [secretary] plus Ian Robertson WAS field unit]
- Walberton History Group.

to let them know of findings of fieldwork from initial phase and if additional investigation/ recording is undertaken.

6.0 Site Archive.

6.1 An archive of all records and finds is to be prepared consistent with the principle of 'Management of Archaeological Projects' [MAP] [English Heritage, 1991], particularly Appendix 3. However the detail of the archive is to be fuller than that implied in MAP Appendix 4.2.1 The archive is to be sufficiently detailed to allow comprehension and further interpretation of the site should the project not proceed to detailed analysis and final report production. It must be adequate to perform the function of a final archive for lodgement in the County SMR or museum.

6.2 The minimum acceptable standard for the archival report is defined in the 'Management of Archaeological Projects' 5.4 and Appendix 3. 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.

6.3 Work on the site archive will be completed within six months of the fieldwork and this will be available for the inspection by West Sussex County Council's archaeological officers [Mr Mark Taylor or Mr John Mills], prior to deposition at Littlehampton Museum.

6.4 A basic level of conservation will be provided for finds liable to deterioration, and on deposition of these finds at the Littlehampton Museum, a full record of their

treatment will be provided. Items for which available resources do not permit stabilisation will be separately packed and listed.

- 6.5 Finds will be appropriately conserved and stored [in accordance with UK Inst. Conservators Guidelines / RESCUE publication *First Aid for Finds* [1987]]; with all 'small finds' boxed together, separate from bulk samples.
- 6.6 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 (as of 10th August 2011 Mr Luke Barber, Research Officer, Sussex Archaeological Society, Barbican House, 169 High Street, Lewes, East Sussex BN7 1YE 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.
- 6.7 All artefacts/ecofacts will be deposited at Littlehampton Museum with the landowner's permission, in accord with the terms of the Treasure Act 1996. The Littlehampton Museum will be consulted regarding the nature of the archive to be presented. Prior to this they will be securely stored by the contractor.
- 6.8 The contractor will liaise with the designated recipient museum [in this instance Littlehampton Museum– Curator Juliet Nye] in advance of field work and ascertain what procedures, including confirmation of charging policies relating to artefact deposition and storage, are in operation in advance of the start of field work. Provision will be made to inform the designated recipient museum, at key stages, the results of the evaluation phase particularly with reference to quantity and type of artefact/s that may be deposited
- 6.9 Prior to deposition of the site archive, Copyright [for the written, drawn and photographic record], will be retained by DAS. At deposition of the archive at Littlehampton Museum, written permission will be given for the reproduction of specific material for educational or academic purposes, with due acknowledgement to the Copyright holder [DAS].
- 6.10 Relevant OASIS [Online Access to Index of Archaeological Investigations] on line reporting form will be completed and submitted by the contractor

7.0 Timetable of work

- 7.1 It is anticipated that the archaeological works will commence shortly following the

approval of this document by West Sussex County Council's archaeological officers [Mr Mark Taylor or Mr John Mills].

- 7.2 The post-excavation work will be undertaken immediately after the fieldwork component. A short summary report [outlining main results and recommendations] will be submitted to West Sussex County Council's archaeological officers [Mr Mark Taylor or Mr John Mills] as advisors to the Local Planning Authority within three working days of completion of the field work. A final report will follow and this will be submitted within six weeks of the end of the fieldwork.





