

Burgess Hill Northern Arc Phase 1C

**Written Scheme of Investigation for
Archaeological Mitigation Works:
Archaeological Excavation**

NGR: 530992 120894

Mid Sussex District Council

Site Code: NAP26

ASE Project no. 260591

August 2026

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Prepared by:	Hayley Nicholls	Project Manager	
Reviewed and approved by:	Darryl Palmer	Senior Project Manager	
Date of Issue:	August 2026		
Version:	1		

1.0 INTRODUCTION

- 1.1 Archaeology South-East (ASE) have been commissioned by Hill Holdings Ltd to undertake archaeological mitigation works comprising archaeological excavation of land forming part of the Burgess Hill Northern Arc scheme, West Sussex, hereafter 'the site' (centred on NGR 530877 120607; Fig. 1).
- 1.2 The site lies in a primarily agricultural landscape to the immediate north of Burgess Hill, to the east of Isaacs Lane (A273). The excavation targets two areas in the north-west of the site identified during the trial trench evaluation (Project 260262) as having potentially significant archaeological deposits (Figs. 2 to 3).
- 1.3 According to the British Geological Survey the sites lie over Weald Clay Formation (Mudstone). Superficial deposits are not mapped (BGS 2026).
- 1.4 Mid-Sussex District Council have granted outline planning permission for mixed-use development of the wider Burgess Hill Northern Arc site (DM/21/3279, an amendment of DM/18/5114). A reserved matters application for the present works is under planning reference DM/25/1986. The reserved matters application includes an informative requiring compliance with Condition 11 of DM/21/3279/DM/18/5114.

11. No development shall take place within a reserved matters area until the applicant has secured the implementation of a programme of archaeological work in accordance with a Written Scheme of Investigation for that reserved matters area, to be first submitted to and approved in writing by the Local Planning Authority.

Reason: To identify and to secure the appropriate level of work that is necessary before commencement of the development in respect of protecting archaeological heritage assets, and also what may be required after commencement and in some cases after the development has been completed, and to accord with Policy DP34 of the Mid Sussex District Plan 2014 - 2031.

- 1.5 An archaeological trial trench evaluation has recently been carried out at the site, for which a summary report has been produced (ASE 2026). The trench layout is shown in Figures 2 to 3. Archaeological activity, potentially of local significance was recorded in the north-west of the site, specifically in Trenches 13 and 27, below topsoil and subsoil deposits at a depth of c. 0.5m.
- 1.6 On the basis of the summary report, the archaeological advisor for Mid Sussex District Council has requested the excavation of two mitigation areas, each measuring 20m x 20m, with contingency for expansion should it be required. The areas are targeted over features in Trenches 13 and 27 in order to better characterise the extent, date and type of activity recorded during the archaeological evaluation (Figure 3).
- 1.7 This document represents a Written Scheme of Investigation (WSI) for an archaeological excavation of the site, for submission to Mid Sussex District Council and their archaeological advisors, Place Services, for approval prior to the commencement of work. The document has been prepared in accordance with relevant Standards and Guidance of the Chartered Institute for Archaeologists (CIfA 2020, 2023 a & b). All work will be reported upon in

line with guidelines set out in Management of Research Projects in the Historic Environment (MoRPHE; Historic England 2015).

- 1.8 All work will be carried out in accordance with the WSI and the Sussex Archaeological Standards (WSCC) which outlines the methodology to be used in the field, and in reporting and archiving of the results.
- 1.9 The project will be managed by Hayley Nicholls (Fieldwork Project Manager) and by Dan Swift and Anna Doherty (Post-Excavation Managers).

2.0 ARCHAEOLOGICAL BACKGROUND

- 2.1 What follows is a summary of the pertinent findings of a desk-based assessment undertaken in advance of the current works (ASE 2023), supplemented with the results of recent evaluation (ASE 2025) and mitigation works (ASE 2026).
- 2.2 Extensive works have been undertaken in the landscape within the overall site, including to the north and south of the current site and beyond the watercourse to the east (ASE 2023, *fig 3*) (see bibliography for reports list). The following comprises a summary of the most immediately relevant sites. Trial trench evaluation on land at the Northern Arc Eastern Bridge and Link Road identified a number of undated fire pits, post-holes and pits, possible medieval and probable post-medieval field boundary ditches, a deposit of colluvium and a palaeochannel. In addition, early prehistoric flintwork was recovered from the topsoil and subsoil horizons. Subsequently, two areas totalling c.2.04ha were mechanically stripped including the link road where it passes between the P1.5 & P1.6 areas.
- 2.3 The earliest evidence of activity consisted of a background scatter of flintwork and a shallow spread, both of Mesolithic date. Neolithic flintwork, including an unfinished arrowhead, demonstrated exploitation of the resources of this part of the Weald. However, the first clear alterations to the landscape dated from the Middle Iron Age and comprised pits containing burnt clay, and clusters of post-holes. The most interesting features encountered consisted of a thin scatter of remarkably similar pits/hearths showing evidence of in situ burning and primary fills rich in oak charcoal. These somewhat enigmatic features were spread across both examined mitigation areas. Limited pottery finds and radiocarbon dating suggest these were created in the Romano-British era: a middle Iron Age radiocarbon date from one pit may be an outlier, possibly a result of the 'old-wood effect', whereby older dates can be obtained from unidentified charcoal. Although their function remains unproven, it is suggested they represent the scant remains of woodland clearance although alternative interpretations, such as charcoal production are also considered.
- 2.4 Evidence for medieval activity consisted of abraded pottery recovered from the overburden, and possible field boundaries close to Isaacs Lane, although their date remains unconfirmed. Post-medieval activity was more clearly represented in a varied assemblage of artefacts from the topsoil, and clear land division in the form of substantial ditches corresponding to field boundaries shown on cartographic sources.

Recent Investigations

- 2.5 Fifteen trenches were excavated within the current site area, along the route of a north-south access track and across the southernmost area of the overall works. Most of the trenches were found to be archaeologically negative, the only feature being a linear ditch that was recorded in three of the trenches in the southern part of the site, which contained High Medieval pottery. An archaeological watching brief was also conducted nearby during groundworks for an electrical cable trench; no archaeological features, deposits or finds were identified (ASE 2025).

- 2.6 The subsequent mitigation works at the south end of the site have been recently completed (ASE 2026: Project 260043) and have produced evidence of a large north-west/south-east ditch or ditches containing large amounts of medieval pottery and some tile. Other features include a pit with a burnt fill that also contained medieval finds and a curving gully. The report for these works is in prep.
- 2.7 The most recent evaluation comprised 51 trenches, predominantly devoid of archaeological finds and features. Archaeology was present in Trenches 7, 12, 13, 15, 16, 19, 21, 27, 44 and 48. Eighteen cut features were excavated across these 10 trenches, comprising ditches, pits and postholes. Five pits with a basal fill rich in charcoal were recorded in the northern field in Trenches 7, 13, 21 and 27. One further burnt pit was also recorded in the southern field in Trench 44. A posthole was recorded in Trench 27, indicative of a possible structure. Only an initial scan of the finds retrieved from the fieldwork has been undertaken thus far, formal analysis is yet to take place. Pottery potentially of prehistoric date was recorded in Pit [13/016] in Trench 13. Other finds included a possibly struck flint, one fragment of slag, and some pottery and ceramic building material probably of post-medieval to modern date (ASE 2026).

3.0 RESEARCH AIMS AND OBJECTIVES

General Aims

- 3.1 The general aims of the project are to:
- Excavate and record all archaeological deposits and features within the proposed excavation areas
 - Produce relative and/or absolute dating and phasing for deposits and features recorded within these areas
 - Establish the character of these deposits in attempt to define their use
 - Understand how this site fits into the local and wider HER context and adds to the understanding of activity in different periods in the county
 - Disseminating the results of the work and producing an accessible archive are further aims of the project

Site Specific Aims

- 3.2 Site-specific research aims are identified as follows:
- To better characterise and date the function of the features identified during the archaeological evaluation
 - To identify any further indications of prehistoric to Roman activity and to integrate this with the results of previous investigations in the vicinity; and
 - To identify any further indications of Medieval activity and to integrate this with the results of previous investigations in the vicinity; and
 - To identify any remains of medieval activity including field systems and iron working.

3.3 The works have the potential to contribute to regional research aims set out in the South-East Research Framework (SERF):

- The use of the Weald in later prehistory (SERF Middle Bronze Age – Iron Age Periods)
- Agricultural economy – structural aspects; animal and plant remains (SERF Roman Period)
- Better understanding of the landscape of primarily dispersed rural settlement in terms of development and maintenance over space and time (SERF: Medieval)
- The development of the village in the post-medieval period (SERF: Post-Medieval and Modern)
- To what extent and in what ways have developments in agricultural technology and demand influenced historic landscape development? (SERF Historic Landscapes)
- To what extent and in what ways can past landscapes and their components (prehistoric onwards) be understood in the present landscape? (SERF Historic Landscapes)
- An understanding of the multifaceted landscape (SERF: Post-medieval and modern period)
- Study of more post-medieval artefact assemblages from urban/rural settings is needed to address consumption, availability, social habits, social status and the zoning of classes (SERF: Post-Medieval and Modern)

4.0 METHODOLOGY

4.1 Archaeological Excavation and Recording

- 4.1.1 The archaeological excavation will comprise the excavation of two mitigation areas, each measuring 20m x 20m, centred over features in Trenches 13 and 27 (Figures 2 to 3).
- 4.1.2 The location of the excavation areas will be set out using one, or a combination of the following methods: survey grade GNSS equipment with SMARTNET correctional data enabled (for example Leica GS18); TST (e.g Leica TS16) tied into the OS National Grid; photogrammetric survey using a terrestrial or RPAS (remote pilot aircraft system) mounted camera, georeferenced using SMARTNET tied to the National Grid. RPAS mounted cameras will have a 1" CMOS sensor or greater.
- 4.1.3 The areas will be excavated using a large tracked 20 tonne mechanical excavator. The areas will be excavated through undifferentiated topsoil and subsoil in spits of no more than 0.20m with artefact recovery taking place every scrape until archaeological deposits are encountered or the top of the underlying natural sediments reached. The excavator will be fitted with a smooth grading bucket and care will be taken that archaeological deposits are not damaged due to over machining. All machining will take place under constant supervision and will stop if significant archaeological deposits are encountered. Plant will not be tracked over any of the areas once stripped until consultation and sign off with Place Services has taken place.
- 4.1.4 All exposed archaeological features and deposits will be recorded and excavated, except obviously modern features of no intrinsic interest and disturbances.
- 4.1.5 A full pre-excavation plan will be prepared after the stripping progresses using the methodology outlined in 4.1.2 (above). This pre-excavation plan will be available in Autocad or PDF format and will be printed at a suitable scale (1:20 or 1:50) for on-site use, as well as being made available to Place Services. The plan will be updated by regular visits to site by the Archaeology South-East Surveyor who will plot excavated features and record levels in close consultation with the Supervisor and/or the excavators. Where it is deemed necessary (for example detailed structural features or burials) features will be hand planned at a scale of 1:20 from the grid and then digitised to be included on the overall plan.
- 4.1.6 Datum levels will be taken where appropriate. Sufficient levels will be taken to ensure that the relative height of the archaeological horizon can be extrapolated across the whole of the compound area.
- 4.1.7 A metal detector will be used throughout the programme of topsoil removal and again during any subsequent hand excavation. Any metal finds located this way will have their position recorded by GPS.
- 4.1.8 Archaeological features and deposits will be excavated using hand tools, unless they cannot be accessed safely or unless a machine-excavated trench is the only practical method of excavation. Any machine-excavation of archaeologically significant features will be agreed with Place Services.

4.1.9 The following sampling strategy will be followed:

- 50% of intrusive non-structural features (pits, random postholes).
- 10-25% of each linear feature's exposed area and all terminals & intersections to define relationships.
- 50-100% of structural features (beamslots, ring ditches,) 50-100% investigation for debris areas, collapsed structures, walls.
- Structurally associated postholes will be ½ sectioned initially, recorded and then fully excavated.
- All structures and zones of specialised activity (e.g. funerary, ceremonial, industrial, agricultural processing) will be fully excavated and all relationships recorded as required.
- The extent of excavation of any layers will be agreed on-site with the Archaeological Advisor. The factors governing the judgement will include the possibility that they mask earlier remains, the need to understand function and depositional processes, and the necessity to recover sufficient artefacts to date the deposit and to meet the project aims.
- Consideration will be given to employing the single context recording system if remains are sufficiently complicated. The stratigraphy here is unlikely to require this, although this will be kept under review.
- for other types of feature such as working hollows, quarry pits etc., all relationships, as a minimum, will be ascertained and the level of sample excavation agreed with the Archaeological Advisor in order to establish their extent, date and function.
- 100% of domestic/industrial working features (hearths, ovens).
- The above will be subject to review, and specific sample percentages decided at weekly site meetings between the Archaeological Advisor and ASE considering results as the work progresses.

4.1.10 Any articulated human remains, graves and cremation vessels/deposits encountered will be fully excavated. The coroner will be informed and a licence from the Ministry of Justice will be sought immediately – the client and Place Services will also be informed. In the event of any unexpected or unusual discoveries of cremation or inhumation burials specialist advice will be sought from an appropriate specialist (Dr Lucy Sibun – ASE Senior Forensic Archaeologist). Where burials are encountered standard excavation and recording techniques for dealing with human skeletal remains will be employed. Inhumation burials will be recorded in situ and then lifted, packed and marked to standards compatible with those set out in the *Excavation and post-excavation treatment of Cremated and Inhumed Human Remains* (McKinley & Roberts 1993). Any human bone that is recovered will be assessed and recorded in accordance with the above and *Guidelines to the Standards for Recording Human Remains* (BABAO/IFA 2004), *Human Bones from Archaeological Sites* (Historic England 2004) and *Science and the Dead* (Historic England 2013).

4.1.11 Human remains are to be treated at all stages with care and respect and are to be dealt with in accordance with the law. Proposals for the final deposition of any human remains that are recovered during the archaeological work will be made in the post-excavation assessment report, following specialist study and analysis.

- 4.1.12 A full photographic record comprising colour digital images will be made. On site cameras will be either the Ricoh WG-80 or Pentax WG-90, both of which capture digital images at c 16 megapixels. The photographic record will aim to provide an overview of the excavation and the surrounding area. A representative sample of individual feature shots and sections will be taken, in addition to working shots and elements of interest (individual features and group shots). The photographic register will include: film/SD card number, shot number, location of shot, direction of shot and a brief description of the subject photographed.
- 4.1.13 Any deep features within the excavation area will also be fenced as appropriate.

Finds/Environmental Remains

- 4.1.14 In general, all finds from all features will be collected. Where large quantities of 19th century and later finds are present and the feature is not of intrinsic or group interest, a sample of the finds will normally be collected sufficient to date and characterise the feature.
- 4.1.15 Finds will be identified, by context number, to a specific deposit or, in the case of topsoil finds, to a specific area of the site.
- 4.1.16 All finds will be properly processed according to ASE guidelines and the ClfA Standard and guidance for the collection, documentation, conservation and research of archaeological materials (2020b) All pottery and other finds, where appropriate, will be marked with the site code and context number.
- 4.1.17 Environmental samples will be taken from well-stratified deposits that are deemed to have potential for the preservation/survival of environmental material. Linear features may also be sampled initially although the scale and scope of this may be reviewed in consultation with Place Services. Where appropriate monolith samples will be taken from suitable features. Bulk soil samples (40 litres or 100% of context) will be taken for wet sieving and flotation, and for finds recovery. All recovered artefacts and ecofacts, including pollen, will be assessed as part of the first stage of post excavation work and recommendations made as to the benefit for further analysis. If necessary, the Historic England regional scientific advisor will be consulted. In all instances deposits with clear intrusive material will be avoided. Provision has been made for scientific dating such as radiocarbon-dating or OSL, for example, where appropriate.
- 4.1.18 Any finds believed to fall potentially within the statutory definition of Treasure, as defined by the Treasure Act 1996, amended 2003, shall be reported to East Sussex County Council (who will be responsible for informing the landowner), Neil Griffin the County Archaeologist and the Portable Antiquities Scheme via Sussex Finds Liaison Officer. Should the find's status as potential treasure be confirmed the Coroner will also be informed. A record shall be provided to all parties of the date and circumstances of discovery, the identity of the finder, and the exact location of the find(s) (OS map reference to within 1 metre and find spot(s) marked onto the site plan). All metal or small finds will have their locations record by GPS.

4.2 Post-Excavation, Analysis and Archive

Report

4.2.1 Unless otherwise agreed with the Place Services Archaeologist, the full post-excavation assessment report will be produced and submitted to Mid Sussex District Council within a maximum of six months of the completion of fieldwork. The assessment will be undertaken in accordance with the Written Scheme of Investigation for the project and will also give due consideration to assessing the significance of any remains encountered in relation to the Regional Research Framework priorities and agendas. The assessment will contain the following information:

- SUMMARY: A concise non-technical summary
- INTRODUCTION: General introduction to project including reasons for work and funding, planning background.
- BACKGROUND: to include geology, topography, current site usage/description, and what is known of the history and archaeology of the surrounding area.
- AIMS AND OBJECTIVES: Summary of aims and objectives of the project
- METHOD: Methodology used to carry out the work.
- FIELDWORK RESULTS: Detailed description of results. In addition to archaeological results, the depth of the archaeological horizon and/or subsoil across the site will be described. The nature, location, extent, date, significance and quality of any archaeological remains will be described.
- SPECIALIST REPORTS: Summary descriptions of artefactual and ecofactual remains recovered. Brief discussion of intrinsic value of assemblages and their more specific value to the understanding of the site. Recommendations for further assessment and publication.
- DISCUSSION AND CONCLUSIONS: Overview to include assessment of value and significance of the archaeological deposits and artefacts, and consideration of the site in its wider context. Proposals for dissemination/publication of results.
- APPENDICES: Context descriptions, finds catalogues, contents of archive and deposition details, HER summary sheet.
- FIGURES: to include a location plan of the archaeological works in relation to the proposed development (at an Ordnance Survey scale), specific plans of areas of archaeological interest (at 1:50), a section drawing to show present ground level and depth of deposits, section drawings of relevant features (at 1:20).
- FURTHER PROJECT AIMS: a timetabled task list and updated research aims and the work to be undertaken to achieve them.

4.2.2 The final report will comply with the relevant Chartered Institute for Archaeologists standards and guidance (CIfA 2023b). The final report will be submitted to Mid Sussex District Council via email. Following agreement with all parties a digital copy of the report will be supplied to West Sussex Historic Environment Record.

4.2.3 A form will be completed for the Online Access to Index of Archaeological Investigations (OASIS) at <http://ads.ahds.ac.uk/project/oasis/UTH> in accordance with the guidelines provided by Historic England and the Archaeological Data Service.

Publication

- 4.2.4 Following completion of the post-excavation assessment, a review of the post-excavation programme will be held in consultation with Place Services (PC). At this review stage a timetable and the aims of any further specialist research required will be presented in an Updated Project Design for agreement with the client and approval by the archaeological advisor. All specialist reports will be commissioned and the full post-excavation programme implemented through to full archive report and publication. A publication report will be submitted to a relevant journal or monograph series following completion of the PXA and UPD. Further, detailed information on the publication programme will be presented in the post-excavation assessment and updated project design.

Archive

- 4.2.5 A full archive will be prepared for all work undertaken in accordance with the ClfA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives and in line with the requirements of the WSCC.
- 4.2.6 Finds from the fieldwork will be kept with the archival material and permission will be sought from the landowner to deposit the finds and paper archive with an appropriate local museum.

5 PUBLIC ENGAGEMENT

- 5.1 Upon completion of the fieldwork, and once the initial results/finds assessment has been completed, arrangements will be made to give talks, should the results justify it, to local societies, schools etc.

6 HEALTH AND SAFETY

- 6.1 ASE's Risk Assessment and Method Statement (RAMS) system covers most aspects of excavation work and ensures that for most sites the risks are adequately controlled. Prior to and during fieldwork sites are subject to an ongoing assessment of risk. Site-specific risk assessments are kept under review and amended whenever circumstances change which materially affect the level of risk. Where significant risks have been identified in work to be carried out by ASE a written generic assessment will be made available to those affected by the work. A copy of the Risk Assessment is kept on site.

7 RESOURCES AND PROGRAMMING

- 7.1 The archaeological works will be undertaken by a professional team of archaeologists, comprising a suitably qualified Supervisor with support from a team of Archaeologists and a surveyor as required.
- 7.2 The Archaeologist for the project will be determined once the programme has been agreed with the client and will be responsible for fieldwork, post-excavation reporting and archiving in liaison with the relevant specialists. The project will be managed by Hayley Nicholls (Project Manager) and by Dan swift and Anna Doherty (Post-Excavation Managers). CVs of all key staff are available on request.
- 7.3 Specialists who may be consulted are set out below:

Animal bone including fish	Emily Johnson, Hayley Forsyth-McGee (ASE)
CBM	Rae Regensberg (ASE)
Charcoal and waterlogged wood	Lucy Allott, Angela Vitolo (ASE).
Clay Tobacco Pipe	Elke Raemen (ASE)
Coins	Trista Clifford (ASE)
Conservation	Alastair Threlfall (ASE)
Fired Clay	Stephen Patton, Trista Clifford, Elke Raemen (ASE)
Geoarchaeology	Matt Pope, Ed Blinkhorn, Letty Ingrey, Alice Dowsett (ASE)
Geological material/worked stone	Luke Barber (external)
Glass	Elke Raemen (ASE)
Human bone inc cremated bone	Lucy Sibun (ASE)
Macro-plant remains	Lucy Allott, Angela Vitolo, Elsa Neveu (ASE)
Marine shell	Elke Raemen (ASE); David Dunkin (external)
Metalwork	Trista Clifford, Elke Raemen (ASE)
Pottery, prehistoric and Roman	Anna Doherty, Kayt Hawkins, Stephen Patton (ASE)
Pottery, post-Roman	Sue Anderson (external), Helen Walker (external), Luke Barber (external)
Registered Finds	Elke Raemen, Trista Clifford (ASE)
Slag	Luke Barber (external); Trista Clifford (ASE)
Treasure administration	Trista Clifford (ASE)

- 7.4 Other specialists may be consulted if necessary. These will be made known to the monitoring office for approval prior to consultation. Similarly, any changes in the specialist list will be made known to the monitoring office for approval prior to consultation.

8 MONITORING

- 8.1 The Mid Sussex District Council Archaeological advisor will be informed immediately of any archaeological features or deposits worthy of preservation *in situ*, and generally of any high quality archaeological remains in order that this written scheme of investigation can be reviewed if necessary.
- 8.2 ASE will liaise as appropriate to facilitate the monitoring process. ASE will arrange for the archaeological advisor (Place Services) to inspect the excavation areas to obtain sign off before they are backfilled if required, or will provide updated plans and photographs should remote sign off be necessary.
- 8.3 Any variations to the specification will be agreed with Place Services.

9 INSURANCE

- 9.1 Archaeology South-East is insured against claims for: public liability to the value of £50,000,000 any one occurrence and in the aggregate for products liability; professional indemnity to the value of £15,000,000 any one occurrence; employer's liability to the value of £50,000,000 each and every loss.

Archaeology South-East
August 2026

REFERENCES

- Archaeological Archives Forum 2011, *Archaeological Archives. A guide to best practice*
- ASE, 2019. *Woodfield House, Isaacs Lane, Haywards Heath, West Sussex: Historic Environment Desk-Based Assessment (Heritage Statement)*. ASE Report 2016478.
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- ASE, 2021a. *Archaeological Test Pit Evaluation Report: Land at Freek's Farm Burgess Hill, West Sussex*. ASE Report 2021002.
- ASE, 2021b. *Archaeological Investigations at the Northern Arc Eastern Bridge and Link Road, Burgess Hill, West Sussex*. ASE Report 2021027.
- ASE, 2022. *Archaeological Evaluation Report: Phase 1 East, Plots 1.1, Burgess Hill, Northern Arc, West Sussex*. ASE Report 2022252.
- ASE, 2023a. *Archaeological Post-Excavation Assessment Report, Burgess Hill, Northern Arc, West Sussex*. ASE Report 2023223.
- ASE 2023b *Northern Arc Phase 1c, Burgess Hill, West Sussex, RH15 8RA Archaeological Desk-Based Assessment*, ASE Report: 2023291
- ASE 2025 *Archaeological Evaluation and Watching Brief Report: Northern Arc (Pond 22 and The Avenue), Burgess Hill, West Sussex*
- ASE 2026 *Summary of Archaeological Evaluation of Land at Burgess Hill Northern Arc Phase 1C, Burgess Hill, West Sussex, RH15 RHA*
- BGS, 2026. <https://www.bgs.ac.uk/map-viewers/bgs-geology-viewer>
- ClfA 2020. *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials*
- ClfA 2023a *Standard for Archaeological Field Evaluation*
- ClfA 2023b *Universal Guidance for Archaeological Field Evaluation*
- CSA Environmental 2022 *Land at South Chailey, Lewes: Heritage Desk-based Assessment*, Report No: CSA/5782/03
- Europae Archaeologiae Consilium 2013, *A Standard and Guide to best practice for Archaeological Archiving in Europe*
- Historic England 2015. *Management of Research Projects in the Historic Environment*
- Historic England 2025. *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation (third ed.)*

Historic England 2025. Guidance on the excavation, recording, sampling and conservation of waterlogged archaeological wood

Society for Museum Archaeology 2020, 'Standards in the Museum Care of Archaeological Collections'

WSCC, ESCC, CDC 2019. *Sussex Archaeological Standards*

Appendix A: Selection Strategy

Burgess Hill Northern Arc Phase 1C
Sitecode NAP26
(ASE project number 260591)

19/08/2026 Version 1

Selection Strategy

Project Information

Project Management

Project Manager	Hayley Nicholls	
Archaeological Archive Manager	Nicola Elphick	
Organisation	Archaeology South-East	
Stakeholders		Date Contacted
Collecting Institution(s)	Burgess Hill Museum	tbc
Project Lead / Project Assurance	Essex County Council <i>Planning Archaeologist</i>	tbc
Landowner / Developer	Hill Holdings Ltd	tbc
Other		

Resources Required

No additional resources have been identified at this point.

Context

This selection strategy has been produced using the written scheme of investigation for the project, alongside national and international archiving guidelines and ASE's in-house on-site collection policies.

Archaeological mitigation works comprising two excavation areas, each measuring 20m x 20m, targeted over Trenches 13 and 27 of the previous evaluation (Project 260262).

Standards and Guidance

This selection strategy has been produced in line with current best practice using standards and guidance listed in the bibliography section at the end of this document

1 – Digital Data

Stakeholders

Archaeological Archive Manager, Project Manager and Site Supervisor (ASE)
Planning Archaeologist, Collections Curator

Selection and De-Selected Digital Data

Detailed in attached Data Management Plan (DMP)

Amendments

Date	Amendment	Rationale	Stakeholders

2 – Documents

Stakeholders

Archaeological Archive Manager, Project Manager and Site Supervisor (ASE)
Curator, Collections Curator

Selection

All site paperwork will be included in the final permanent archive. If the project produces negative results the Selection Strategy will be reconsidered.
All specialist recording sheets will be included in paper form.
All digital photographs will be printed as contact sheets. The final report(s) will be issued alongside project planning and archive documents.

Standards and guidance for paper archives consulted: see bibliography

De-Selected Documents

Any sensitive financial information or information concerning contacts for individuals involved in the project will be de-selected in line with GDPR requirements.

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type	BULK FINDS	Section 3.	1
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Stakeholders

The Project Manager (Hayley Nicholls, ASE) and Site Supervisor (ASE) will ensure the selection strategy is

followed on site and seek appropriate advice as required.

The Finds Processing Supervisor (Steve Patton, ASE) will monitor the preliminary bulk finds archive selection strategy.

ASE's Finds Specialists will be responsible for recording and assessment of bulk finds and will advise on selection for inclusion in the preserved archive.

The Planning Archaeologist (Place Services; PC) and Collections Curator will approve retention/ deselection recommendations.

The Archaeological Archive Manager (Nicola Elphick, ASE) will apply the agreed selection strategy to the working project archive for deposition with Horsham Museums.

If amendments to the selection strategy are necessary due to the nature of the deposits uncovered on site or the finds assemblages these will be discussed with the other relevant stakeholders.

Selection

Material will be collected on site in line with ASE's on-site collection policies, **see section 3.1 of ASE Fieldwork Manual (ASE 2021).**

All collected bulk finds will be washed, dried and quantified ahead of recording and appraisal by the relevant specialists.

Material-specific standards and guidance has been consulted (e.g. ACBMG 2002; APABE 2017; Baker and Worley 2019; Barclay et al. 2016; Mitchell and Brickley 2017; ClfA 2014a; ClfA Finds Recording, Finds Reporting and Selection Toolkits)

Find Type	Selection Strategy	Stakeholders	Review Points
POTTERY	Will be recorded and assessed for selection with a presumption for selection to the permanent archive. Later post-medieval pottery may be considered for deselection where it is assessed to be of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
CTP	Will be recorded in full with a sample retained. The remainder will be deselected.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
CBM	Will be recorded and assessed for selection/deselection with presumption for deselection of majority if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
FIREDA CLAY/DAUB	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording

METALWORKING WASTE	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
BULK METAL	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
GLASS	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
FIRED CRACKED FLINT (FCF)	Will be recorded in full and discarded if unworked	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
WORKED FLINT	To be collected and recorded in full and retained as part of the permanent archive	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
WORKED BUILDING STONE	Will be recorded and assessed for selection/deselection with presumption for deselection. unless diagnostic.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
UNWORKED STONE	Will be recorded in full and discarded	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
ANIMAL BONE	Will be recorded and assessed for selection/deselection	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
HUMAN BONE	Will be recorded in full and assessed for selection or appropriate reburial. With a presumption for reburial in line with national guidelines	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
MARINE SHELL	Will be recorded and assessed for selection/deselection with presumption for deselection.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
ORGANIC REMAINS e.g. wood, leather	Will be recorded and assessed for selection/deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager,	During fieldwork, processing & recording

		Planning Archaeologist	
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Uncollected Material

In line with ASE's Fieldwork Manual (section 3.1) - unstratified unworked stone, unworked flint, bone should not be collected on site. In general, other unstratified bulk finds will not be collected in full, although a sample of diagnostic/datable examples may be retained, especially if they represent types of material or periods not present in stratified deposits. Obviously modern (?20th century or later) finds will only be collected where they are of intrinsic interest. Uncollected finds will be noted on the relevant context sheets and will remain on site.

De-Selected Material

Once all finds have been processed, recorded and assessed, items identified for de-selection will be assessed for handling and education outreach purposes. If this is not appropriate, they will be collected and deselected via a reputable discard service.

Once all human bones have been processed, assessed and recorded, those not being reburied or going into the permanent archive will be assessed for their potential to add to a research reference collection.

Review Points

Project planning, fieldwork / data collection, processing, recording, and archive compilation.

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type	REGISTERED FINDS	Section 3.	2
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Stakeholders

The Project Manager (Hayley Nicholls, ASE) and Site Supervisor (ASE) will ensure the selection strategy is followed on site and seek appropriate advice as required.

The Finds Processing Supervisor (Steve Patton, ASE) will monitor the preliminary registered finds archive selection strategy.

ASE's Finds Specialists will be responsible for recording and assessment of bulk finds and will advise on selection for inclusion in the preserved archive.

The Planning Archaeologist (PC) and Collections Curator will approve retention/ deselection recommendations.

The Archaeological Archive Manager (Nicola Elphick, ASE) will apply the agreed selection strategy to the working project archive for deposition with Horsham Museums.

If amendments to the selection strategy are necessary due to the nature of the deposits uncovered on site or the finds assemblages these will be discussed with the other relevant stakeholders.

Selection

All artefacts identified as Registered Finds (RFs) as per ASE's on-site collection policies (ASE 2021). will be assigned a unique RF number and cleaned/dried/conserved (as appropriate) ahead of recording and appraisal.

Find Type	Selection Strategy	Stakeholders	Review Points
REGISTERED FINDS	Will be recorded in full. For registered finds, presumption is that they will be retained for archaeological archive.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording

Uncollected Material

All Registered Finds will be collected in full.

De-Selected Material

Registered Finds will generally be retained for archive.

Review Points

Project planning, fieldwork / data collection, processing, recording, and archive compilation.

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type	ENVIRONMENTAL REMAINS	Section 3.	2
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Stakeholders

The Project Manager (Hayley Nicholls, ASE) and Site Supervisor (ASE) will ensure the selection strategy is followed on site and seek appropriate advice as required.

ASE's Environmental Specialists will be responsible for monitoring the preliminary bulk sample archive selection strategy. They will also record and appraise materials derived from bulk earth samples and will advise on selection for inclusion in the archaeological archive.

The Planning Archaeologist and Collections Curator will approve retention/ deselection recommendations.

The Archaeological Archive Manager (Nicola Elphick, ASE) will apply the agreed selection strategy to the working project archive for deposition.

If amendments to the selection strategy are necessary due to the nature of the deposits uncovered on site or the finds assemblages these will be discussed with the other relevant stakeholders.

Selection

Bulk samples will be collected on site in line with ASE's on-site collection policies, see section 2.6 of ASE Fieldwork Manual (ASE 2021).

Remains extracted from the processed samples will be assessed and recorded by the relevant specialist.

This selection strategy has been produced using current guidance and standards (Historic England 2008, 2010, 2015; Campbell et al. 2011; Baker and Worley 2019)

Find Type	Selection Strategy	Stakeholders	Review Points
FINDS FROM BULK SAMPLES e.g. Charred plant remains, charcoal, fish bone	Will be recorded and assessed for selection/discard	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording

Uncollected Material

De-Selected Material

Once all bulk earth samples have been processed, recorded and assessed, items identified for de-selection will be assessed for handling and education outreach purposes. If this is not appropriate, they will be collected and deselected via a reputable discard service.

Review Points

Project planning, fieldwork / data collection, processing, recording, and archive compilation.

Amendments

Date	Amendment	Rationale	Stakeholders

4 – References

Advisory Panel on the Archaeology of Burials in England (APABE), 2017 *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England*

Archaeological Ceramic Building Materials Group (ACBMG), 2002 *Ceramic Building Material Minimum Standards for Recovery, Curation, Analysis and Publication*

ASE, 2021 Fieldwork Manual: Excavation and Recording Guidelines

- Baker, P, and Worley, F, 2019 *Animal Bones and Archaeology: Recovery to archive*.
- Barclay, A, Knight, D, Booth, P, Evans, J, Brown, D H, and Wood, I, 2016 *A Standard for Pottery Studies in Archaeology*
- Brown, D H, 2011 *Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation*. Second edition
- Campbell, G, Moffett, L, and Straker, V 2011 *Environmental Archaeology. A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation*. Second edition
- Chartered Institute for Archaeologists (CIfA), 2014a *Standard and guidance for the collection, documentation, conservation and research of archaeological materials*
- Chartered Institute for Archaeologists (CIfA), 2014b *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*
- Chartered Institute for Archaeologists (CIfA), *Selection Toolkit*:
<https://www.archaeologists.net/selection-toolkit>
- Chartered Institute for Archaeologists (CIfA), *Specialist Recording Toolkit*:
<https://www.archaeologists.net/toolkits/finds-recording>
- Chartered Institute for Archaeologists (CIfA), *Specialist Reporting Toolkit*:
<https://www.archaeologists.net/reporting-toolkit>
- Chartered Institute for Archaeologists (CIfA), *Dig Digital Online Resource*:
<https://www.archaeologists.net/digdigital>
- Historic England, 2008 *Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains*
- Historic England, 2010 *Waterlogged Wood Guidelines on the recording, sampling, conservation and curation of waterlogged wood*
- Historic England, 2015 *Geoarchaeology: Using earth sciences to understand the archaeological record*
- Mitchell, P D, and Brickley, M, 2017 *Updated Guidelines to the Standards for Recording Human Remains*
- Perrin, K, Brown, DH, Lange, G, Bibby, D, Carlsson, A, Degraeve, A, Kuna, M, Larsson, Y, Pálsdóttir, SU, Stoll-Tucker, B, Dunning, C, and Rogalla Von Bieberstein, A, 2014 [The Standard and Guide to Best Practice for Archaeological Archiving in Europe](#) (EAC Guidelines 1)

Appendix B: Data Management Plan

BURGESS HILL NORTHERN ARC PHASE 1C

SITE CODE: NAP26

19/08/2026 VERSION 1

A Data Management Plan created using DMPonline

Creator: Nicola Elphick

Affiliation: Archaeology South-East

Template: Digital Curation Centre

Last modified: 19-08-2026

Project abstract

Archaeological mitigation works comprising two excavation areas, each measuring 20m x 20m, targeted over Trenches 13 and 27 of the previous evaluation (Project 260262).

Dataset Repository: Burgess Hill Museum & ADS

Data Collection

What data will you collect or create?

During project planning a Written Scheme of Investigation (WSI) and Selection Strategy will be produced alongside this digital management plan.

During fieldwork digital images will be captured to document the site.

CAD and GIS software will be used.

In the post excavation stage finds specialists will create digital finds records, plans will be produced and a grey literature report written.

How will the data be collected or created?

File naming structure for all files will be project number- what it is- Site code and HER event number. For example: 180932-Final Report-CPI18-ECB4568

Trained members of staff will capture digital images with a digital camera of no less than 12 megapixels or 1/2" CMOS sensor on site. All digital images will be captured in Jpeg format. Finds specialist tables/ records will be created using up-to-date Microsoft Office software. The location of archaeology will be recorded using one of, or a combination of the following methods: survey grade GNSS equipment with SMARTNET correctional data enabled (for example Leica GS18); TST (e.g Leica TS16) tied in to the OS National Grid;

photogrammetric survey using a terrestrial or RPAS (remote pilot aircraft system) mounted camera, georeferenced using GCP (ground control points) tied in with GNSS or TST to the National Grid. RPAS mounted camera will have a 1" CMOS sensor or greater. All spatial data will be stored according to the OSGB36 (EPSG27700) projection/coordinate system. Grey literature reports will be created using up-to-date Microsoft Office software and the drawings will be produced using AutoCAD Map 3D 2018 (or later), and appropriate and current GIS software (ArcMap \ArcGIS Pro\QGIS). The report will also be saved as a Pdfa using Adobe Acrobat 9 Pro or later.

Documentation and Metadata

What documentation and metadata will accompany the data?

A metadata document will be produced for this project based on the ADS (Archaeology Data Service) guidelines and template for documenting metadata.

In addition, Archaeology South-East (ASE) finds manual which documents our procedure for finds recording will also accompany the project.

Ethics and Legal Compliance

How will you manage any ethical issues?

Where applicable all personal information will be removed prior to the project's deposition. All sensitive data will be restricted to project managers and will be kept for 5 years prior to being destroyed.

How will you manage copyright and Intellectual Property Rights (IPR) issues?

Archaeology South-East own the digital data but will sign over all rights during the deposition process. We will still retain the right to use images for our own marketing and internal purposes.

As part of the deposition a copy of the report will be uploaded onto OASIS. There will be no delay in the upload of this unless the client requests this.

Storage and Backup

How will the data be stored and backed up during the research?

Archaeology South East backs up their data onto external servers at University College London (UCL) at the end of each day. This is an automated process. In the event of an incident Archaeology South-East's IT support officer and archive officer will be responsible for the recovery of digital data.

How will you manage access and security?

Access to the digital data is via a secured password enabled route onto central servers. Each collaborator that will create or need access to the data will have their own log in. Digital images will be captured and stored onto an external device and these images will be uploaded onto the server once fieldwork has been completed by the project officer.

Selection and Preservation

Which data are of long-term value and should be retained, shared, and/or preserved?

The retained digital archive will be deposited alongside the physical archive at a local repository once all fieldwork and post excavation work has been completed. ASE will comply with each institutions digital requirements prior to deposition.

What is the long-term preservation plan for the dataset?

Once the dataset has been deposited with the archive repository ASE will retain a copy of the dataset. This dataset will be migrated onto the latest formats for future use.

Data Sharing

How will you share the data?

The final grey literature report will be uploaded onto the ASE website, OASIS and West Sussex County Council's HER. Any other information/ data sharing will be done via requests from members of the public/researchers to either ASE or the repository.

Are any restrictions on data sharing required?

None are required.

Responsibilities and Resources

Who will be responsible for data management?

ASE's archive officer is responsible for implementing the DMP and ensuring it is reviewed and revised as appropriate.

The project officer is responsible for the capture and quality of the digital images.

Each finds specialist is responsible for their respective data sets and the quality they produce.

ASE's IT officer will be responsible for data storage and backup.

ASE's archive officer will also be responsible for metadata production, data archiving and sharing.

What resources will you require to deliver your plan?

Additional funds may be required for the deposition of the dataset to the repository.

This data management plan has been created using current best-practice guidelines for digital data:

ADS (1) Data Management and sharing Plans

<http://archaeologydataservice.ac.uk/advice/DataManagementPlans>

ADS (2) Guides to good practice <http://guides.archaeologydataservice.ac.uk/g2gp/Main>

ADS (3) Guidelines for Depositors

<http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors>

ADS (4) Guidance for the selection of material for deposit and archive

<http://archaeologydataservice.ac.uk/advice/selectionGuidance.xhtml>

Brown, D H, 2011 *Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation*. Second Edition. Archaeological Archives Forum (AAF)

Perrin, K, Brown, DH, Lange, G, Bibby, D, Carlsson, A, Degraeve, A, Kuna, M, Larsson, Y, Pálsdóttir, SU, Stoll-Tucker, B, Dunning, C and Rogalla Von Bieberstein, A (2014) *The Standard and Guide to Best Practice for Archaeological Archiving in Europe* (EAC Guidelines 1)

<http://archaeologydataservice.ac.uk/arches/Wiki.jsp?page=The%20Standard%20and%20Guide%20to%20Best%20Practice%20in%20Archaeological%20Archiving%20in%20Europe>



