



Chris Butler MCIfA Archaeological Services Ltd

Written Scheme of Investigation for an Archaeological Watching Brief at Adastra Park, Hassocks, West Sussex,

TQ 3105 1548

Planning Ref: DM/26/0696

Project No: CBAS1713

**By
Chris Butler**

July 2026

Chris Butler Archaeological Services Ltd
Unit 12, Mays Farm
Selmeston
Polegate
East Sussex
BN26 6TS

1. Introduction

- 1.1** Chris Butler Archaeological Services Ltd (CBAS Ltd) was commissioned by Keymer & Hassocks Cricket Club (the Client) to carry out an archaeological watching brief at Adastra Park, Hassocks, West Sussex (hereafter, the Site; Fig. 1), in connection with a planning application (DM/26/0696) for the construction of a two lane cricket net structure measuring approximately up to 35 metres in length and 9.3 metres in width and up to 4 metres in height (Fig. 2).
- 1.2** The Site (centre point TQ 3105 1548) is located towards the eastern end of Hassocks on the north side of Keymer Road. Adastra Park is a recreational area comprising various sports pitches and facilities. It is surrounded on the west, north and east sides by 20th century residential development, and to the south is a garden of remembrance and war memorial.
- 1.3** Hassocks lies just to the north of the South Downs, in the Low Weald. The Site lies on a ridgeline formed of Lower Greensand, lying at a height of c.50m aOD. According to the British Geological Survey¹ the northern part of the site is Hythe Beds and the southern part is Folkestone Beds.
- 1.4** The site lies within the Archaeological Notification Area indicating the route of the Greensand Way; the Roman road linking Hardham and Barcombe Mills (HER DWS8725). The projected route of the road lies directly to the north of the proposed development (HER MWS3786), and associated Roman remains related to this historic routeway, including roadside ditches and metalling, as well as extramural Roman remains, may survive in this location. All groundworks associated with the development hold potential to impact upon any archaeological horizons present. For this reason, the following conditions will be placed on the planning permission²:

- (1) No development or preliminary groundworks of any kind shall take place until a programme of archaeological monitoring has been secured in accordance with a Written Scheme of Investigation which has been submitted by the applicant, for approval by the Local Planning Authority.
- (2) The applicant will submit a final archaeological report or (if appropriate) a Post Excavation Assessment report for approval by the Local Planning Authority. This shall be submitted within 6 months of the date of completion of the archaeological fieldwork unless otherwise agreed in advance by the Local Planning Authority.

¹ https://geologyviewer.bgs.ac.uk/?_ga=2.2276982.771722486.1713948056-57524439.1713948056

² Place Services Archaeological Advice 2/6/26

- 1.5** This Written Scheme of Investigation (WSI) covers an archaeological watching brief to monitor all groundworks associated with the development. The WSI will be submitted to Mid Sussex District Council for formal approval.
- 1.6** The archaeological work will be carried out in accordance with the Chartered Institute for Archaeologists' *Code of Conduct*³ and *Standard and Guidance for Archaeological Watching Brief*⁴, Sussex County Council's *Sussex Archaeological Standards*⁵; and the *Treasure Act*⁶.
- 1.7** The project will be managed by Chris Butler. The post-excavation assessment will be managed by Jan Oldham.

³ Chartered Institute for Archaeologists 2019. *Code of Conduct*.

⁴ Chartered Institute for Archaeologists 2014. *Standard and guidance for an archaeological watching brief*.

⁵ Chichester District Council, East Sussex County Council & West Sussex County Council 2019. *Sussex Archaeological Standards 2019*.

⁶ UK Parliament 1996. *Treasure Act 1996*.

2.0 Archaeological and Historical Background

- 2.1** The Historic Environment Record for Hassocks has been consulted, and this has been supplemented with data from a forthcoming British Archaeological Report⁷.
- 2.2** A fragment of a Palaeolithic handaxe is recorded as being found in Hassocks (MWS745). Large quantities of Mesolithic flintwork have been found at Hassocks in the past⁸. The Greensand seems to have been an environment which attracted the hunter gatherer groups, leaving evidence of their activities. Possible pits of Mesolithic date were recorded by Toms in the Hassocks sandpit⁹. Mesolithic flintwork was also recovered at Friars Oak to the north-west of the Site¹⁰.
- 2.3** A leaf-shaped arrowhead and fragment of a polished flint axe were recovered at Friars Oak¹¹ indicating continued activity in the area, whilst other Neolithic flintwork has been found alongside the Mesolithic flintwork from around Hassocks.
- 2.4** Six large cordoned cinerary urns, one "Ashford" type urn and cups of Middle Bronze Age date (MWS891) were found during works in the Hassocks sandpit, which covers an area between London Road and Belmont Lane to the southwest of Stonepound Crossroads. Bronze Age flintwork has been recovered from Friars Oak and other sites around Hassocks. An excavation at Mackie Avenue, Hassocks to the north of Adastra Park (Fig. 1) located Bronze Age roundhouses, pits and a field system¹², which could extend further south into the site.
- 2.5** The hilltop enclosure on Wolstonbury Hill, 2km to the southwest was constructed in the later Bronze Age¹³. There is little evidence for Iron Age activity around the Site, although a possible Iron Age ditch was found at Keymer Burial Ground to the east of the site¹⁴.
- 2.6** The Roman 'Greensand Way' road as proposed by Margary,¹⁵ heads east-west from Ditchling through Adastra Park, to cross the proposed London-Brighton Roman Road near

⁷ Butler, C. 2026 *The Roman Settlement at Hassocks, West Sussex and its Anglo-Saxon successor*, BAR forthcoming

⁸ Butler, C. 1989 'An Early Mesolithic Site and later Flintwork from Hassocks, West Sussex', *Sussex Archaeological Collections* **127**, 230-235

⁹ Toms, H.S. 1907 'Pigmy flint implements found near Brighton', *Brighton & Hove Natural History and Philosophical Society* 1-10.

¹⁰ Butler, C. 2000 *Saxon Settlement and earlier Remains at Friars Oak, Hassocks, West Sussex*, BAR British Series **295**

¹¹ *Ibid.*

¹² Mullin, D., Biddulph, E. & Brown, R. 2010. 'A Bronze Age settlement, Roman structures and a field system at Hassocks, West Sussex' *Sussex Archaeol. Collect.* **148**, 17-46.

¹³ Russell, M. 2021 'Excavations at Wolstonbury Late Bronze Age hilltop enclosure' *Sussex Archaeol. Collect.* **159**, 47-64.

¹⁴ Butler, C. 2004. *An Assessment Excavation at The Keymer Burial Ground, Keymer, West Sussex: Interim Report*. MSFAT Report.

¹⁵ Margary, I.D. 1948 *Roman Ways in the Weald*, Phoenix, London.

Stonepound crossroads, although the actual route of the latter is now thought to head south through Ham Farm into the Roman settlement at Hassocks¹⁶ (Fig. 3). The Greensand Way, which can be traced eastwards to the large settlement at Bridge Farm, Barcombe and then on to Pevensey, approaches Hassocks from the east through Ditchling where its course has been confirmed by excavations carried out by Margary¹⁷. A section was recorded by Margary at Lodge Hill Ditchling (No 20) where it forms a 2.75m -wide metalled terrace on the southern slope of the hill.

- 2.7** The route of the Greensand Way through Hassocks was confirmed by a GPR survey, undertaken by David Staveley at Adastra Park (Fig. 4) which shows the line of the road to be just to the south of Margary's proposed route¹⁸. The Greensand Way progresses westwards through the Roman roadside settlement at Hassocks (Figs. 1 and 3), and on towards Hardham. Further sections excavated through the road, confirm its presence to the west of Hassocks, including at Muddleswood where a section of the road was recorded during the A23 road improvements¹⁹. The roadside settlement and cemetery at Hassocks is situated to the west of Stonepound Crossroads, and there is no evidence for Roman settlement activity extending eastwards towards the site at Adastra Park.
- 2.8** An excavation at Mackie Avenue, Hassocks to the north of Adastra Park, found a rectangular structure enclosed by a ditch, together with a sub-circular ring gully, probably around a roundhouse, within a series of rectilinear ditches dating to the later 1st to 3rd centuries AD²⁰. There were also a number of pits dating to the late 1st to 2nd century, whilst other pits may date to after AD 250AD. There was evidence for a tiled roof/tessellated floor/hypocaust building nearby, but limited evidence for late Roman occupation. There was limited evidence for the economy of the site, but it seems likely it was a small farmstead in the hinterland of the Hassocks roadside settlement that had not developed into a villa. This may indicate that there are further farmsteads and other Roman activity, perhaps including industrial activity, extending alongside the Greensand Way
- 2.9** There is little evidence for Saxon and Medieval activity in the immediate vicinity of the site, however Saxon settlement was located at Friars Oak, and Saxon burials were present in the Hassocks cemetery.
- 2.10** Hassocks grew as a settlement after the construction of the London Brighton & South Coast Railway in the 19th century. A railway station was constructed with a branch line to the sand quarry at Stonepound, during the excavation of which the Roman cemetery was discovered. The 1st Edition OS map of 1879 (Fig. 5) shows Adastra Park as a field with isolated houses and villas situated around it and along the Keymer Road. The situation is largely unchanged

¹⁶ Butler, C. 2026 *The Roman Settlement at Hassocks, West Sussex and its Anglo-Saxon successor*, BAR forthcoming

¹⁷ Margary, I.D. 1948 *Roman Ways in the Weald*, Phoenix, London.

¹⁸ Butler, C. 2026 *The Roman Settlement at Hassocks, West Sussex and its Anglo-Saxon successor*, BAR forthcoming

¹⁹ Butler, C. 1992. 'The results of a watching brief on the A23 road improvements between Sayers Common and Newtimber, West Sussex'. *Sussex Archaeol. Collect.* **130**, 238–241.

²⁰ Mullin, D., Biddulph, E. &and Brown, R. 2010. 'A Bronze Age settlement, Roman structures and a field system at Hassocks, West Sussex' *Sussex Archaeol. Collect.* **148**, 17-46.

by the 2nd Edition OS map of 1897 (Fig. 6) and the 1910 OS map (Fig. 7). These maps show the villa to the west of the site as Wentworth House.

- 2.11** Adastra Park was donated to the Parish Council by the late E.D. Stafford in memory of his son who was killed while serving with the Royal Flying Corps during the First World War²¹. Since then, it has been used as a green, recreational area with a garden of remembrance at its south end. The 1946 OS map (Fig. 8) shows the site as a Playing Field, with a Pavilion on its west side and the Garden of Remembrance at the south end. Wentworth House is now known as Villa Adastra.
- 2.12** The 1969 OS map (Fig. 9) shows the site largely unchanged. The proposed course of the Greensand Way is shown crossing Adastra Park, and Villa Adastra is identified as a Salvation Army Home. There has been a significant increase in housing around the site since the 1946 map.

²¹ <https://www.hassocks-pc.gov.uk/parish-services/adastra-park/>

3.0 Aims and Objectives

3.1 The aims and objectives of the watching brief are to:

1. establish the presence of any archaeological features within the footprint of all groundworks; and
2. ensure the excavation, environmental sampling and recording of any archaeological remains that may be affected by the groundworks; and

3.2 Of particular interest are archaeological remains that can inform wider archaeological research frameworks, such as the South East Research Framework. The site specific aims are:

1. The identification of any remains or settlement evidence related to the Roman road and the Mesolithic, Roman and Bronze Age activity uncovered nearby.
2. To record any remains of the road and other features and deposits affected by the development.

4.0 Methodology

- 4.1** The archaeological watching brief will monitor all groundworks carried out in accordance with the proposed development (Planning reference number: DM/26/0696)
- 4.2** The Client shall give CBAS Ltd at least seven days' notice of any groundworks that require archaeological monitoring. A suitably qualified archaeologist will be present on Site during all groundworks associated with the development. If it becomes clear that the area has been disturbed and archaeological deposits are unlikely to be encountered, then with the prior agreement of the Historic Environment Consultant, monitoring may cease.
- 4.3** The groundworks will be excavated in careful spits by machine using a flat-bladed bucket or by hand under constant archaeological supervision, in accordance with the *Sussex Archaeological Standards*. If any archaeological deposits are encountered which will be disturbed or destroyed by the groundworks, they will be archaeologically excavated and recorded in accordance with Section 5 below.
- 4.4** If excavation continues beyond what is considered by the CBAS Ltd archaeologist to be a safe working depth, a methodology will be devised to enable the safe recording of any archaeological features, which may include recording from the ground surface. If necessary advice will be sought from the Historic Environment Consultant.
- 4.5** In the event that archaeological features are found which extend below the level of impact of the excavations in 4.1 above, the CBAS Ltd archaeologist will assess the impact of the excavation on the feature(s) before deciding whether further excavation is required. If the feature has already been impacted or cannot be preserved in-situ without being impacted by the development (including any future potential impact) then it will need to be excavated and recorded to ensure its character and dating can be established. The client should note that this may involve further excavation below their expected impact level. If necessary, advice will be sought from the Historic Environment Consultant.
- 4.6** In accordance with the *Sussex Archaeological Standards*, in the event that important archaeological remains come to light during the course of the watching brief which require more than a brief record (i.e. more than four hours continuous recording for one person in that area), provision will be made by the Client, as a contingency, for further archaeological investigation and recording, in addition to the basic monitoring, and free of disturbance from building works as far as is reasonably practicable. If necessary, advice will be sought from the Historic Environment Consultant
- 4.7** A proportion of archaeological features, structures and deposits exposed shall be excavated by hand. The proportion of features to be sampled may be increased at the reasonable request of the Historic Environment Consultant. In the case of features, this could be up to a maximum of 100%. Partial excavation will be defined as follows:

- All linear features will be sampled, using a minimum 1 metre wide section;
- Sampling of linear features to be at 10 metre intervals or totalling 10% of the length of the linear cut feature (whichever is the greater);
- All discrete features will be excavated, recorded and sampled to sufficiently clarify their date and character;
- Where three or fewer pits or probable pits, whether or not evidently datable or ancient (excepting evidently modern features), occur in any trench, all those features will be sampled;
- Priority is to be given to features with more charcoal-rich fills or anticipated dating evidence;
- Should five or fewer archaeological features of any kind, discrete or linear, be revealed within any one trench, all those features will be sampled; and
- Where two or fewer buried pottery vessels are present, buried upright or inverted, both should be lifted and removed from site.

4.8 The spoil from the excavations will be inspected by archaeologists to recover any artefacts or ecofacts of archaeological interest. A metal detector will be used at regular intervals to scan spoil derived from the excavations. A record will be kept of which deposits/features are detected and the areas in which objects were found. The make and model of the metal detector will be noted in the final report.

4.9 Archaeological deposits or features of local, regional or national significance will be reported to the Historic Environment Consultant at the earliest opportunity. All finds that fall under the definition of the *Treasure Act 1996* will be reported to the Coroner's Office and to the Sussex Finds Liaison Officer. This includes both precious metals and base metals deemed to be of prehistoric date. Suitable measures will be taken to ensure the security of finds where removal cannot take place (i.e. from within a human burial).

4.10 Environmental samples will be collected from archaeological contexts deemed to hold potential for environmental analysis i.e. those in which palaeoenvironmental data is potentially preserved and the context is datable. Bulk samples of 40 litres, or the entire context where this cannot be achieved, will be taken from archaeological features for the recovery of macrofossils including fish and animal bone, plant macrofossils, charcoal and wood, and insects and molluscs. An environmental archaeologist may be consulted to prepare a site-specific sampling strategy in cases where potential for preservation of further palaeoenvironmental data is identified (e.g. microfossils such as pollen, diatoms). The proposed sampling strategy is in accordance with those outlined in the CBAS Environmental Archaeology Manual, which is based on those issued by English Heritage and the *Sussex Archaeological Standards*. Advice will be sought from the Historic England Scientific Advisor if necessary.

4.11 In the event of human burials (both inhumed and cremated) being discovered, a licence will be required from the Ministry of Justice (in accordance with the Burial Act 1857) before the remains can be lifted. *In situ* inhumations and cremations will, however, only be excavated if they cannot be left undamaged in their place of discovery. Inhumations and cremations

requiring lifting / removal from site will be excavated completely. CBAS Ltd will submit details of the procedures for the excavation and recording of burials if these are encountered. The Historic Environment Consultant and coroner will be notified immediately.

- 4.12** Modern features (i.e. post-1947) will only be recorded cursorily, or not at all, unless of unusual intrinsic significance, or where it is necessary to excavate and record them to indicate their impact on features of archaeological interest. All other revealed features will be cleaned, planned, excavated and recorded in accordance with the *Sussex Archaeological Standards*. A strategy for the excavation and recording of any features which are suitable for scientific dating or analysis will be agreed with the Historic Environment Consultant. Advice will be sought from the Historic England Scientific Advisor if necessary.
- 4.13** Ownership of all artefacts recovered during the monitoring work on Site will be assigned to CBAS Ltd by the client until such time as they are deposited in a Museum or discarded. They are to be suitably bagged, boxed and marked in accordance with the United Kingdom Institute for Conservation, Conservation Guidelines No 2. On completion of the archaeological post-excavation programme CBAS Ltd will deposit the site archive, and all retained artefacts in a suitable museum as agreed with the Historic Environment Consultant. This deposition will be at the expense of the Client. A site code of APH26 has been allocated, and an accession number will be requested from the chosen museum.

5.0 Recording Systems & Scales and Finds Collection Policy

- 5.1** The recording methodology adopted will conform with industry standards and Sections 1-6, and Annexes B, D and F of the *Sussex Archaeological Standards*. Archaeological features will be recorded at the scale of at least 1:100 in relationship to a fixed point or temporary base lines and related to the Ordnance Survey national grid. Further plans at 1:20 and sections at 1:10 will be drawn as necessary. All plans and sections will be drawn on plastic tracing film.
- 5.2** All features will be photographed in digital format.
- 5.3** The site will be levelled to the Ordnance Datum or from a Temporary Bench Mark derived from the Ordnance Survey Bench Mark, or by GPS. The position of plans will be located on a copy of the Ordnance Survey base map of 1:2500 scale or greater.
- 5.4** All archaeological features and deposits will be recorded using a standard context record sheet. Soil colours will be recorded by visual inspection and not by reference to a Munsell Colour Chart.
- 5.5** A sample of finds post-dating 1947 will be retained to date deposits and features. Artefacts pre-dating 1947, except as detailed below, will be collected and retained, unless their size and number makes this impracticable. An excavation and on-site retention strategy will be agreed with the relevant specialist. Fire-cracked flint, ceramic building material, burnt clay and iron slag will only be discarded following specialist analysis and on the recommendation of the specialist.
- 5.6** All retained finds will be cleaned, sorted and marked prior to their post-excavation analysis and eventual deposition to the relevant archive, or museum. Suitable conservation measures (e.g. packaging with silica gel or with water) will be used to ensure the stabilisation of finds where relevant. Where a higher level of conservation is required, specialist conservator advice will be sought.

6.0 Post-excavation Analysis and Report

- 6.1** The post-excavation analysis will follow the requirements of Appendix 1 of the *Sussex Archaeological Standards*.
- 6.2** The report will be completed within 60 working days of the completion of the monitoring, unless an alternative timetable is agreed with the Historic Environment Consultant, and will follow formatting guidelines, as recommended in the Management of *Research Projects in the Historic Environment* (Historic England 2015) and Section 4 and Annex 1 of the *Sussex Archaeological Standards*. A CD containing the report in PDF/A and GIS shapefiles, when required, will be supplied to the East Sussex Historic Environment Record (HER) and the West Sussex Record Office on approval of the report by the Historic Environment Consultant. Following approval of the report an OASIS entry detailing the project will be created and completed.
- 6.3** All finds analysis is to be carried out by CBAS Ltd in-house specialists, or by external specialists. Spot dating of pottery will be employed, where necessary, to inform the onsite methodology. The pottery specialist employed by the CBAS Ltd will be familiar with local pottery types and with a record of publications in the region. The proposed external finds specialists employed include;
- Prehistoric Pottery: Barbara McNee
 - Roman Pottery: Canterbury Archaeological Trust
 - Medieval and Post-medieval pottery: Luke Barber
 - Ceramic building material: Luke Barber
 - Geological material: Luke Barber.
 - Coins: David Rudling.
 - Environmental: Lisa Gray
- 6.4** Scientific dating or analysis may be required for any features which are deemed suitable and have been agreed with the Historic Environment Consultant. Advice will be sought from the Historic England Scientific Advisor if necessary. The following scientific techniques may be used:
- Radio-carbon dating
 - Archaeomagnetic dating
 - Dendrochronology
 - OSL dating
 - Use-wear analysis
- 6.5** In the event of complex archaeological features being encountered during monitoring, a programme of post-excavation analysis will be agreed. If the results are considered sufficiently important, an article will be prepared for submission in the *Sussex Archaeological Collections*, at the expense of the Client.

7.0 Health and Safety

- 7.1** Adherence to standard health and safety requirements, together with any constraints imposed by the contractor's health and safety practices, will be paramount. Recording of deep excavations, including any which exceed 1.2m in depth or which are judged to be unsafe, shall only be undertaken from the ground level.

8.0 Monitoring and Standards

- 8.1** CBAS Ltd is to allow a designated representative of Mid Sussex District Council to inspect and examine the Site's records at any reasonable time, during or after the excavation work.
- 8.2** The project will be managed by Chris Butler who will be responsible for ensuring that the works are implemented correctly in accordance with the following:
1. All statutory provisions and by-laws relating to the work in question, especially the *Health and Safety at Work Act 1974*; and
 2. The Chartered Institute for Archaeologists *Code of Conduct* (2014).

9.0 Insurance

- 9.1** CBAS Ltd is insured for public liability to the sum of £5,000,000 for any one occurrence.
- 9.2** CBAS Ltd is insured for Professional Indemnity to the sum of £1,000,000 for any one occurrence.

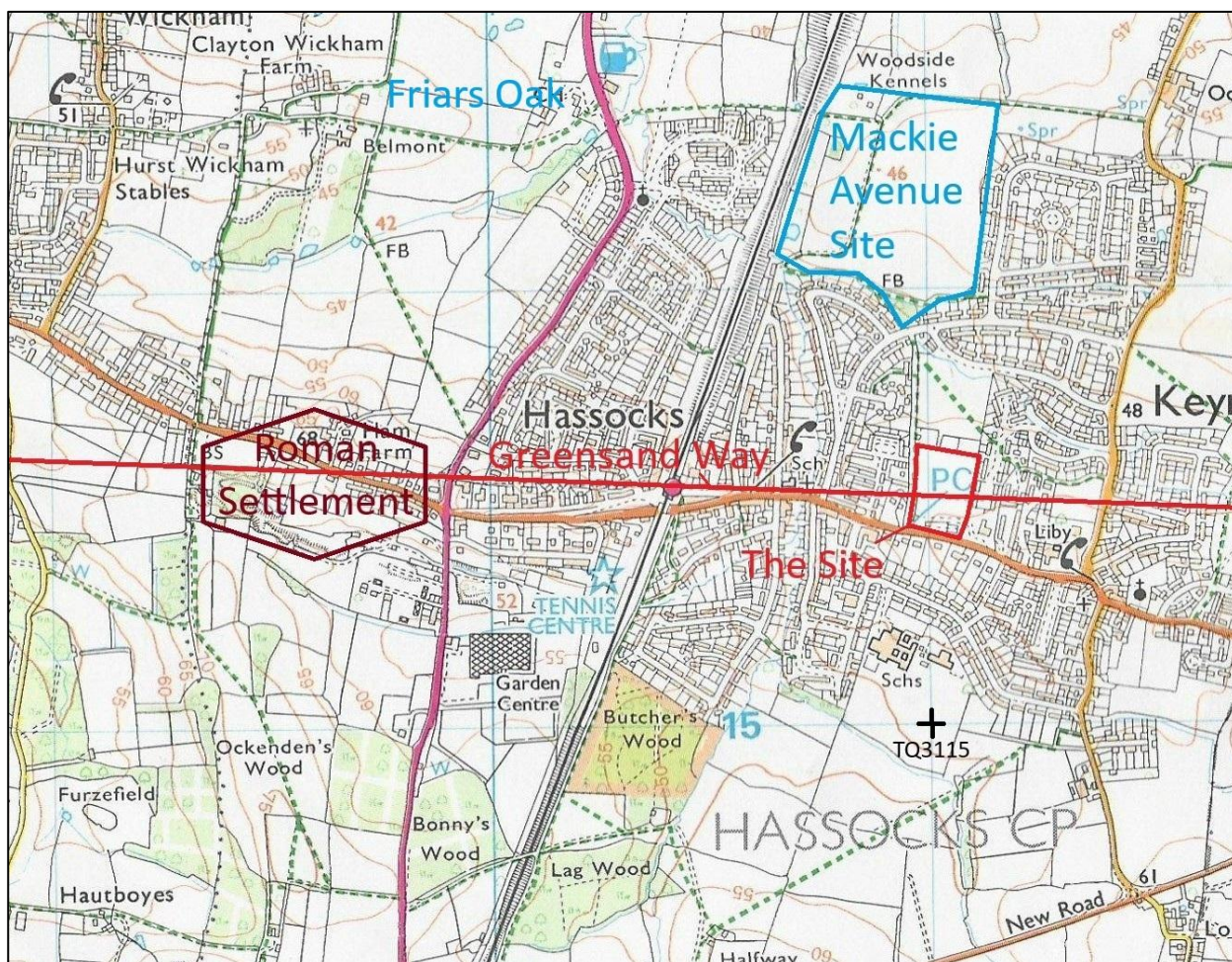


Fig. 1: Site Location

Ordnance Survey © Crown copyright All rights reserved. Licence number 100037471

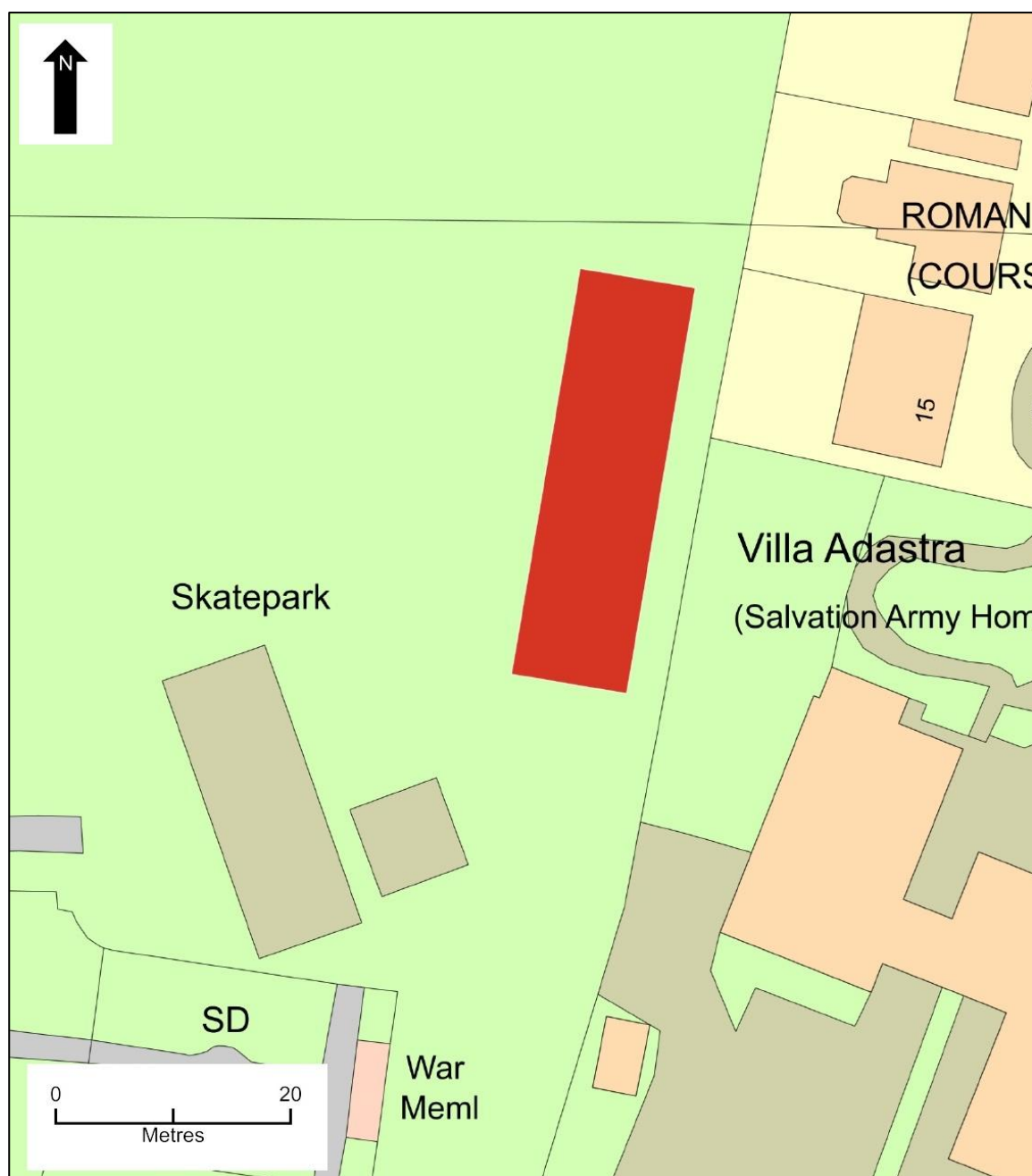


Fig. 2: Site Plan showing the location of the proposed cricket nets (in red)
(Provided by client)

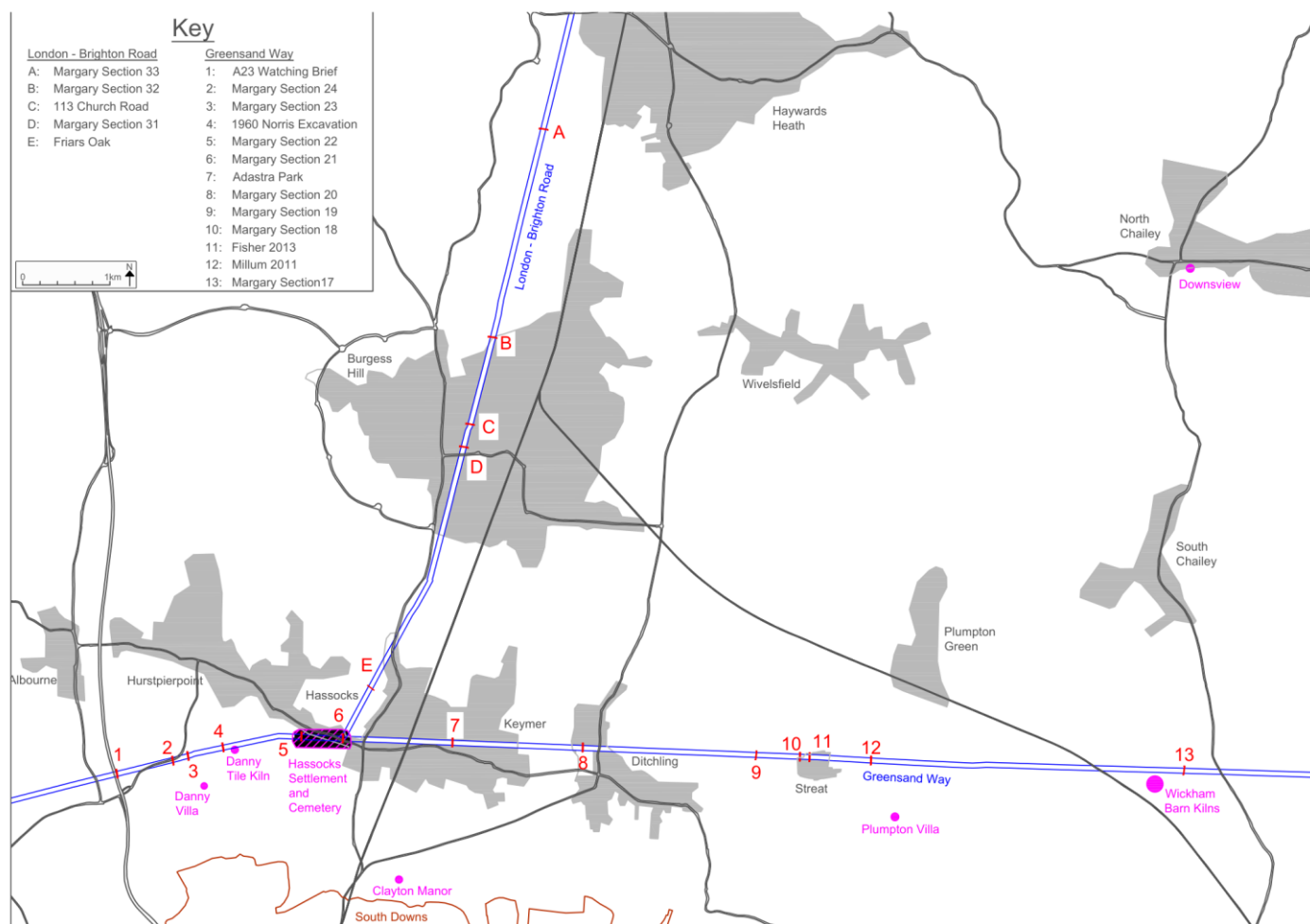


Fig. 3: The Roman Roads at Hassocks (7 is Adastra Park)
(Adapted from Butler, forthcoming)

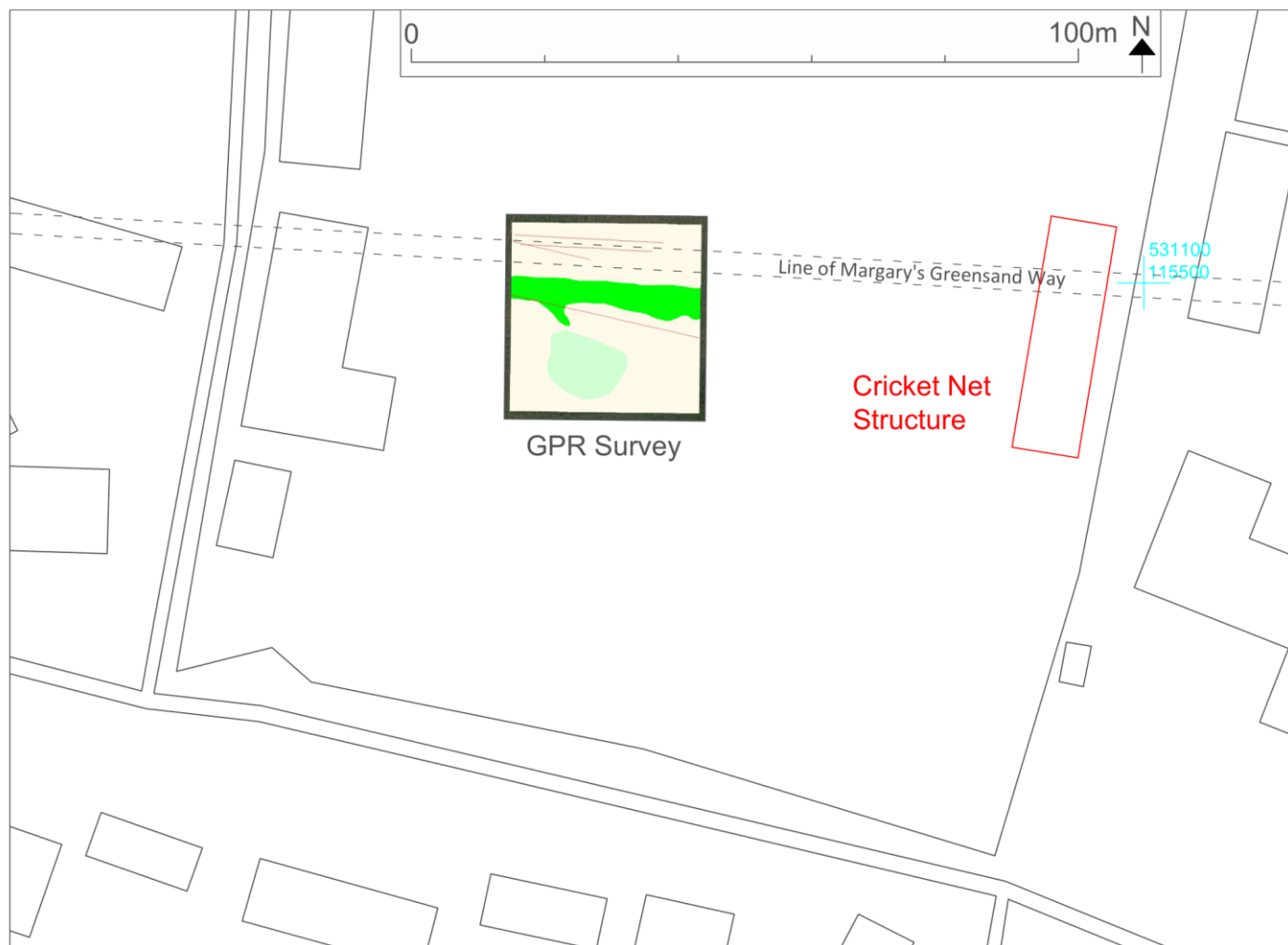


Fig. 4: Plan showing Roman road, GPR survey and proposed new cricket nets
(Adapted from Butler, forthcoming)



Fig 5: 1st Edition OS Map 1879

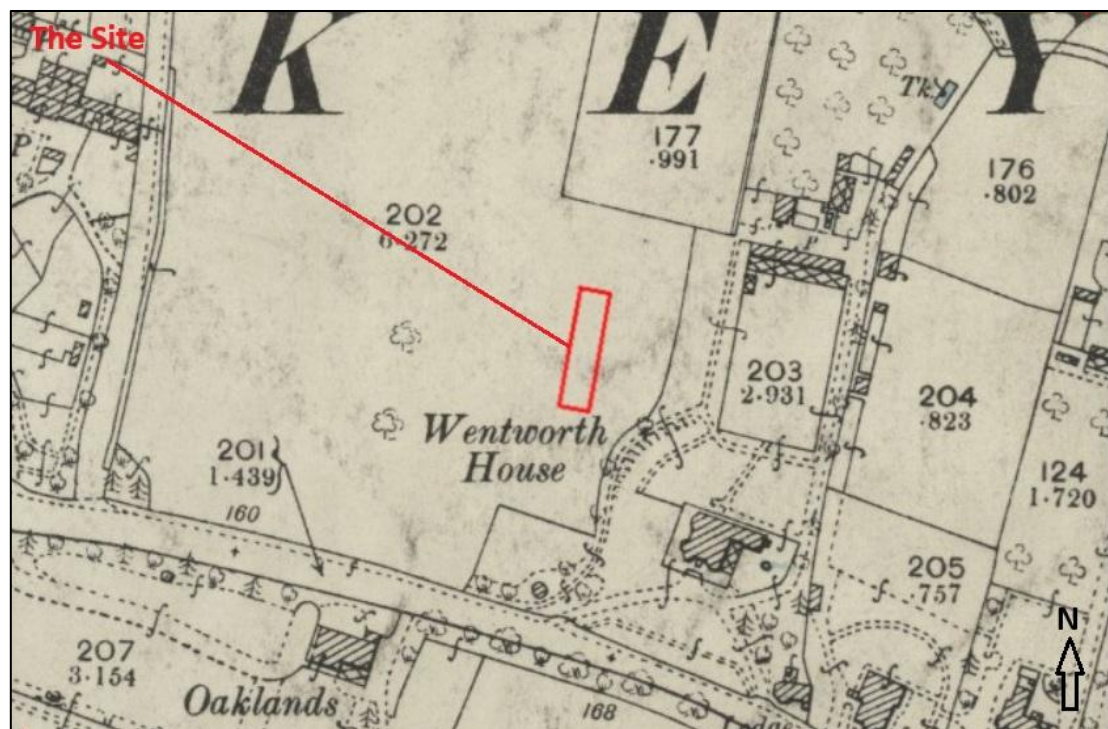


Fig 6: 2nd Edition OS Map 1897



Fig 7: 3rd Edition OS Map 1910

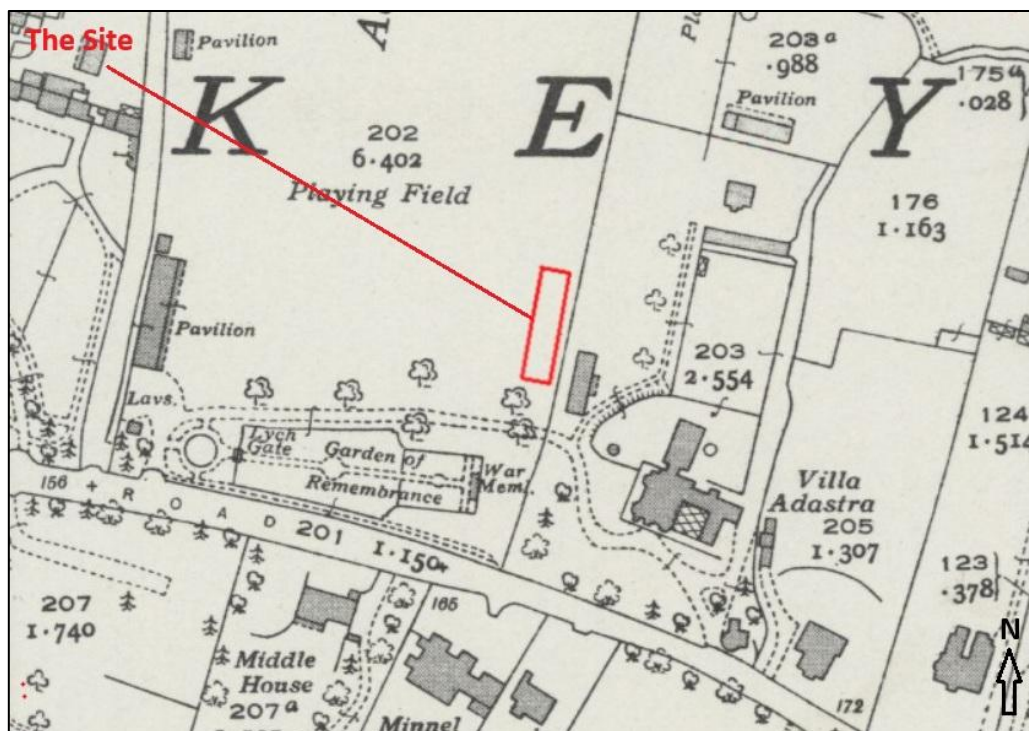


Fig 8: 4th Edition OS Map 1946

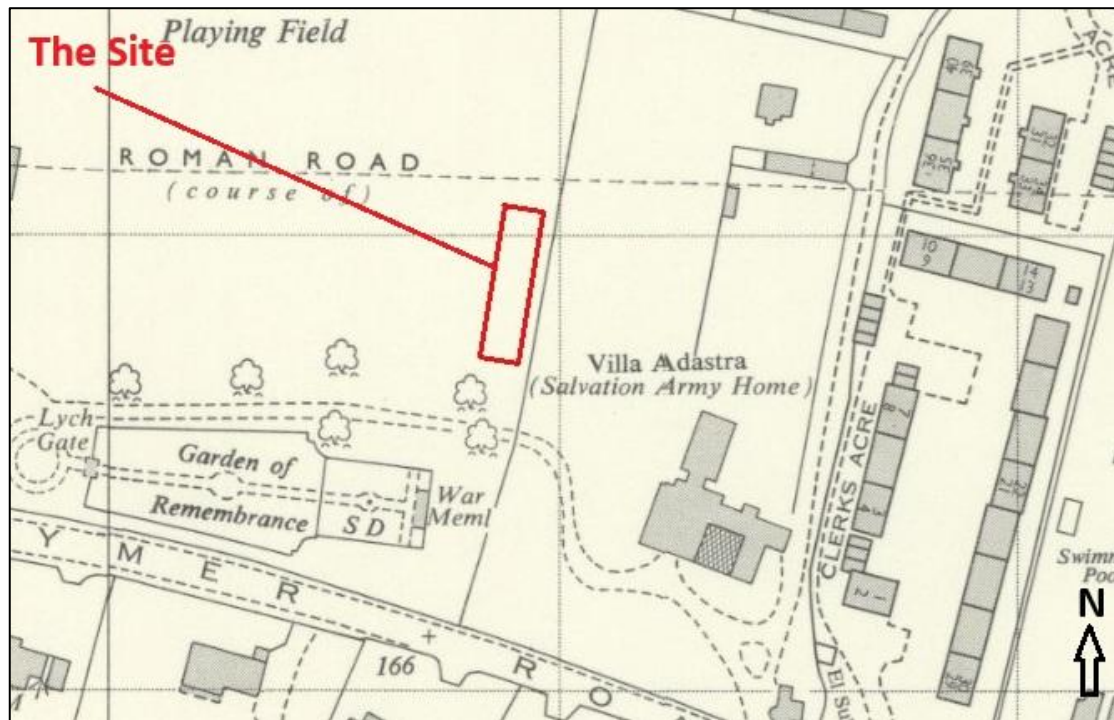


Fig. 9: 1968 OS Map

Appendix 1: Data Management Plan

Section 1: Project Administration

Site Code: APH26

OASIS ID: TBC

Project Name: Adastra Park, Hassocks

Project Description: Archaeological Monitoring and Recording

Aims: To excavate and record any features/deposits of archaeological interest

Dates: TBC

Project Funder: Client funded

Project Manager: Chris Butler, Project Manager. Chris Butler Archaeological Services Ltd

Data Contact Person: Stewart Angell

Date DMP created: 14/07/2016

Date DMP last updated:

Version: 1

Related data management policies:

Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation
Management of Archaeological Projects (English Heritage, 1991)
Management of Research Projects in the Historic Environment (MoRPHE: English Heritage 2006)
Dig Digital online guidance (CIFA, 2024)
Data Management: Help and Guidance (ADS)

Section 2: Data Collection

The table below provides a summary of the data types, formats and estimated archive volume for data collected / created as part of this project. As the project progresses, more detail regarding files will be added to this DMP.

Type	Formats	Estimated volume (Data Archive)
Spreadsheets	Excel (.xlsx) To be deposited in preservation format (.csv)	15 objects (size <2MB total) (Context Register / Finds & Samples Register / Photo Register / Drawing Register / Specialist data tables x 6 / metadata tables)
Text / documents	Word (.docx) PDF (.pdf/a)	c. 3 objects (size <100MB)

		(Project Brief / Written Scheme of Investigation / Final Report)
Vector graphics	CAD (.dwg)	Site plans x 10, av size 5MB Report images x 5, av size 2MB
Images	JPEG (.jpg) Intended deposition format - uncompressed (.tiff)	Archive shots x 100, av size 4MB Photogrammetry files x 250, av size 4MB
GIS	ESRI Shapefile (.shp & .shx & .dbf, plus associated files) ArcGIS Pro (.aprx)	Overall GIS files x 10, including 6 to 8 shp layers <10MB

Data Standards / Methods

- Standard methods of data collection will be applied throughout the project, working to best practice guidance where applicable / available. In general, data acquisition standards are defined against ADS Guides to Good Practice.
- Methods of collection are specified within the Written Scheme of Investigation (WSI) and will meet the requirement set out in the Project Brief, the organisation recording manual and relevant CIfA standards and guidance.
- Where appropriate, project contributors external to the organisation will be required to include data standards, collection methodology and metadata with individual reports and data.
- Specific or additional guidance relevant to this project are listed below, and will be updated as the project progresses:
HE Digital Image Capture and File Storage: Guidelines for Best Practice 2015
HES Applied Digital Documentation in the Historic Environment 2018

Data storage / file naming

- The working project archive will be stored in a project specific folder or data specific folder on the internal organisational server. This server is backed up twice daily to maintain an up-to-date security copy of the organisation wide data.
- Project folders are named following established organisational procedures.
- Data collected will be downloaded and raw data will be stored in the appropriate folder.
- File naming conventions following established organisational procedures, based on ADS file naming guidance, and include version control management.
- All files included as part of this project archive will include an organisational identifier, the Site ID, the file descriptor, and version number.
- Final versions of files will include 'FINAL' within the filename.

Quality Assurance

- Instruments used in the collection of data are calibrated to the manufacturers guidelines and checked to ensure they are in full working order before use.
- All site records and data collected will be reviewed during project delivery to ensure data is accurate and secure.

- Data collection and management are reviewed regularly, including internal project folders to ensure our organisational data management standards are being met.

Section 3: Documentation and Metadata

- Data collected will include standard formats which maximise opportunities for use and reuse in the future (see Section 2, above).
- A Collection Level Metadata Summary is included in all standard archaeological projects and will be completed as the project is delivered. A working copy will be kept on the organisational server in the Project Folder. The Collection Level Metadata Summary brings together the overarching project details and includes a register of data types and number of objects included in the archive, along with all other archive components.
- Metadata tables for each data type will be populated as the project progresses and will use the standard format for each data type as recommended by ADS, who are the intended repository for the digital data archive.
- Data documentation will meet the requirement of the Project Brief, Museum Deposition Guidelines, Digital Repository Guidelines and the methodology described in the WSI methodology.
- An archive catalogue documenting both physical and digital archive products will be maintained and submitted with both the Museum and Trusted Digital Repository.

Section 4: Ethics and Legal Compliance

- The project archive will include the names and contact details of individuals who intend to volunteer or participate in the excavation and post excavation stages. We have a GDPR compliant Privacy Policy which underpins the management of personal data; any personal data is managed through a secure cloud-based database and not retained on the project specific folders.
- Personal data will be removed from the archaeological project archive and permission to include individual's names in any reporting is gained prior to use.
- Copyright for all data collected by the project team belongs to the organisation, and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.
- Where formal permissions and/or license agreements are linked to data sharing, they will be included in the project documentation folders and will accompany the archaeological project archive.

Section 5: Storage and Backup

- Organisational IT is managed by an external data management provider, who is also responsible for the management and verification of our daily back-ups and who supports access to security copies as needed.
- Sufficient data storage space is available via the organisational server, which includes two-factor authentication and permissions-based access. The server is accessible by staff on and offsite through a secure log-in.

- Off-site access to the project files on the organisation's server is provided to support back-up of raw data while fieldwork is ongoing. Where internet access for data back-up is not possible, the raw data will be backed up to a separate media device (such as laptop and portable external hard drive).
- Project files will be shared with external specialists and contractors directly using the same system, with the wider project team gaining access to only the files needed using permissions-based access.

Section 6: Selection and Preservation

- The Selection Strategy and DMP will be reviewed and updated during post excavation assessment, and following full analysis. Updated documentation will be included in all reporting stages.
- Prior to deposition, the Selection Strategy and DMP will be updated and finalised in agreement with all project stakeholders (including the Local Planning Archaeologist, Client, Museum, ADS).
- Selection will be informed by the WSI, defined against the research aims, regional and National Research Frameworks, specialist advice and the significance of the project results.
- The project will be published as an online technical report (accessible via OASIS and as part of this the archive), with full access to research data.
- The project results are likely to provide new research data which can be included in the Historic Environment Record and will contribute to the archaeological/historical knowledge of The Site, also aiding the future management of the archaeological site.
- The data archive will be ordered, with files named and structured in a logical manner, and accompanied by relevant documentation and metadata, as outlined in Sections 2 and 3 of this DMP.
- The digital archive will be deposited with the Archaeology Data Service, which is a certified repository with Core Trust Seal.
- The archive will be prepared for deposition by the project team and the costs for the time needed for preparation, and the cost of deposition have been included in the project budget.
- Once a suitable museum has been identified, the relevant body will be contacted and it will be confirmed that the digital archive component should be deposited with a trusted digital repository
- ADS will also be contacted as the intended repository for digital data.
- A costing estimate has been produced and sufficient resources to cover these costs, and to allow for the preparation of the archive, have been included in the project budget.

Section 7: Data Sharing and Accessibility

- A summary of the project will be included on the OASIS Index of Archaeological Investigation prior to the commencement of fieldwork and will be updated as the project progresses
- The investigations are likely to result in a number of documents: the WSI and Final Report
- The final report is expected to be completed within 12 months of the completion of fieldwork

- As the project progresses reports will be attached to the project OASIS record
- A final version of the project report will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly.
- The location (s) of the final Archaeological Archive will be added to OASIS when appropriate.
- The ADS will disseminate the digital elements of the Archaeological Archive online under a creative commons licence and the dataset will receive a unique Digital Object Identifier (DOI).
- A temporary embargo may be required on the sharing of the project results. If this is the case, specific details once agreed will be included in the updated version of this DMP and will be documented in the overarching Project Collection Metadata.
- Data specific requirements, ethical issues or embargos which are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive.

Section 8: Responsibilities

- The Project Manager will be responsible for implementing the DMP and ensuring it is reviewed and revised at each stage of the project.
- Data capture, metadata production and data quality is the responsibility of the Project Team, assured by the Project Manager.
- Storage and backup of data in the field is the responsibility of the field team.
- Once data is incorporated into the organisations project server, storage and backup is managed by an external company.
- Data archiving is undertaken by the project team under the guidance of the Archives Officer, who is responsible for the transfer of the Archaeological Project Archive to the agreed repository.
- Details of the core project team can be found in the WSI.

Section 9: Data Use and Re-use Statement

- The data structure has been designed from a user perspective to support accessibility of information beyond availability of metadata.
- The Collection Level Metadata Summary will document the project context and summarise the data included in the archive.
- The ADS interface provides details of the collection, and includes a data query option to support location of data types.
- The main Technical Report produced and included in the archive, will include a section describing the archive collections and how to access data and artefacts. This report will also be submitted to the regional HER.
- A peer-reviewed Data Paper may be published to support accessibility. This will highlight the content and the potential of the archive.
- The ADS will disseminate the digital elements of the Archaeological Archive online under a creative commons licence which allows redistribution but not use for commercial purposes.
- Associated publications: TBC
- Associated collections: TBC

Chris Butler Archaeological Services Ltd

Chris Butler has been an archaeologist since 1985, and formed the Mid Sussex Field Archaeological Team in 1987, since when it has carried out numerous fieldwork projects, and was runner up in the Pitt-Rivers Award at the British Archaeological Awards in 1996. Having previously worked as a Pensions Technical Manager and Administration Director in the financial services industry, Chris formed **Chris Butler Archaeological Services** at the beginning of 2002.

Chris is a Member of the Chartered Institute for Archaeologists, and a Fellow of the Society of Antiquaries of London. He was a part time lecturer in Archaeology at the University of Sussex, and until recently taught A-Level Archaeology at Bexhill 6th Form College having qualified (Cert. Ed.) as a teacher in 2006.

Chris specialises in prehistoric flintwork analysis, but has directed excavations, landscape surveys and watching briefs, including the excavation of a Beaker Bowl Barrow, a Saxon cemetery and settlement, Roman pottery kilns, and a Mesolithic hunting camp. He has recently undertaken large landscape surveys of Ashdown Forest and Broadwater Warren and is Co-Director of the Barcombe Roman Villa excavation project.

His publications include *Prehistoric Flintwork*, *East Sussex Under Attack* and *West Sussex Under Attack*, all of which are published by Tempus Publishing Ltd.

Chris Butler Archaeological Services Ltd is available for Flintwork Analysis, Project Management, Military Archaeology, Desktop Assessments, Field Evaluations, Excavation work, Watching Briefs, Building Surveys, Landscape and Woodland Surveys & Fieldwalking, Post Excavation Services and Report Writing.

Chris Butler MCIfA
Archaeological Services Ltd
Prehistoric Flintwork Specialist

Unit 12
Mays Farm
Selmeston
Polegate
East Sussex
BN26 6TS

Tel & fax: 01323 811785

e mail: chris.butler@cbasltd.co.uk