

Written Scheme of Investigation for an Archaeological Evaluation

Land at Scamps Hill, Lindfield, West Sussex

NGR: TQ 35254 24859

Planning Ref: DM/24/0446

Appeal Ref: AP/24/0044; APP/D3830/W/24/3350075

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Land off Scamps Hill, Scaynes Hill Road, Lindfield West Sussex

Written scheme of investigation for an archaeological evaluation

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Client: RPS

NGR: 535254 124859 (centred)

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Figure 1. Proposed development location

Figure 2. Proposed trench location plan shown on illustrative framework plan (FPCR Environment and Design Ltd)

1 Introduction

1.1 Project and planning background

- 1.1.1 This specification sets out the requirements for a programme of archaeological evaluation to be undertaken on Land off Scamps Hill, Scaynes Hill Road, Lindfield West Sussex (NGR 535254 124859 centred; Figure 1).
- 1.1.2 The archaeological evaluation is to be conducted in support of the following proposal:
- ‘The erection of up to 90 dwellings with public open space, landscaping and sustainable drainage system (SuDS) and vehicular access point. All matters reserved except for means of access.’ (Planning Application Ref: DM/24/0446, Appeal Ref: AP/24/0044; APP/D3830/W/24/3350075).
- 1.1.3 Under the Town and Country Planning Act, Mid Sussex District Council as the Local Planning Authority (LPA) granted approval for the proposal in accordance with the application on 02 May 2025 subject to attached conditions.
- ‘(i) No development or preliminary groundworks of any kind shall take place until a programme of archaeological investigation has been secured in accordance with a Written Scheme of Investigation which has been submitted by the applicant, and approved in writing by the local planning authority.
- (ii) No development or preliminary groundworks of any kind shall take place until the completion of the programme of archaeological evaluation identified in the Written Scheme of Investigation defined in Part 1 and confirmed by the local authority archaeological advisors.
- (iii) A mitigation strategy detailing the excavation / preservation strategy shall be submitted to the local planning authority following the completion of the archaeological evaluation.
- (iv) No development or preliminary groundworks can commence on those areas containing archaeological deposits until the satisfactory completion of fieldwork, as detailed in the mitigation strategy, and which has been approved in writing by the local planning authority.
- (v) The applicant will submit to the local planning authority a post excavation assessment (to be submitted within six months of the completion of the fieldwork, unless otherwise agreed in advance with the Planning Authority). This will result in the completion of post excavation analysis, preparation of a full site archive and report ready for deposition at the local museum, and submission of a publication report.’
- 1.1.4 In mitigation of the potential impact that the proposed works may have on the buried archaeological resource, and in accordance with the provision of the National Planning Policy Framework (MHCLG 2024), RPS (the Client) has commissioned Canterbury Archaeological Trust (CAT) to prepare this Written Scheme of Investigation (WSI) and undertake a programme of archaeological evaluation to meet the requirements of Condition 16.
- 1.1.5 The archaeological evaluation will involve the excavation of twenty evaluation trenches, positioned across the proposed development area (PDA). The archaeological works will be monitored by the West Sussex County Council Archaeological Officer (WSCC AO)
- 1.1.6 The results of the evaluation works will inform on the site’s potential for surviving archaeological remains and also help inform whether any changes to the design, depth or location of proposed scheme will be necessary in order to avoid harm to significant features.

The results of the evaluation will, where appropriate, enable the WSCC AO to determine the scope of any further archaeological mitigation that may be required. Further mitigatory measures may include but not necessarily be limited to further excavation and/or an archaeological watching brief, to be agreed with the Client, the LPA and WSCC AO.

- 1.1.7 The present document seeks to provide an outline methodology for undertaking the archaeological evaluation trenching, setting out the objectives, the standards to be attained, the nature of the monitoring and the format for reporting. This WSI is to be read in conjunction with the relevant sections of the standard guidelines for archaeological fieldwork in Sussex (Sussex Archaeological Standards 2019).
- 1.1.8 Further stages of archaeological mitigation work, including additional assessment or analysis will be subject to separate documentation or specifications that will need to be agreed with the LPA and the WSCC AO.
- 1.1.9 The evaluation will conform to the relevant standards and guidance of the Chartered Institute for Archaeologists (CIfA) for evaluation trial trenching (CIfA 2023a-b), Historic England (HE) management of research projects in the historic environment (HE 2015) and the Sussex Archaeological Standards (2019).

1.2 Location, geology and topography

- 1.2.1 The PDA comprises three large fields, with only the two occupying the north-west of the site proposed for development in the south of Lindfield, in West Sussex. The PDA is currently accessed off Scamps Hill to the south-west with residential properties located over the road. Scrase Stream bounds the site to the north-west with a mixture of commercial and residential properties past it. Walstead Grange, comprising a house, cottage and outbuildings is located directly to the south-east of the PDA (Figure 1).
- 1.2.2 Bedrock geology within the PDA is shown as Upper Tunbridge Wells Sand – Sandstone and siltstone, interbedded. These are fluvial, palustrine and shallow-marine in origin (BGS 2025). No superficial deposits are recorded above.
- 1.2.3 The site lies at a height of 40m above Ordnance Datum (OD) at the southern end of the boundary of the two south-eastern fields. It falls to 32m OD in the north-west and 35m OD in the south-east.

2 Archaeological and historical background

2.1 Introduction

- 2.1.1 The archaeological background and potential for the PDA comprises results from the West Sussex Historic Environment Record (WSHER) within a radius of 500m. These results have been reproduced below. Only relevant information has been provided.
- 2.1.2 General historical context for archaeological findings is provided where applicable/significant in terms of results.
- 2.1.3 All results of analyses are presented below in synthesis and in order of chronology.

2.2 Designations

- 2.2.1 The PDA does not affect or impact upon any World Heritage Sites, Scheduled Monuments, Conservation Areas, Registered Battlefields or Registered Parks and Gardens.
- 2.2.2 Three listed buildings are located within a close proximity to the PDA,

- 2.2.3 Grade II listed Grayfriars lies 10m to the west of the PDA (NHLE 1025623; WSHER MWS15637). Dating to c 1830 this was likely once a toll-house or a lodge.
- 2.2.4 Grade II listed Tythe Cottage, a nineteenth century building is located 140m south-east of the PDA (NHLE 1180964).
- 2.2.5 Grade II* Little Walstead Farmhouse is located 200m north-east of the PDA (NHLE 1354878; MWS12147). This is a sixteenth century timber-framed building located at Little Walstead Farm.

2.3 The archaeological and historical background

Prehistoric (c 500,000 BP – AD 43)

- 2.3.1 Two pits identified during an evaluation and watching brief 125m south of the PDA were dated to the Late Neolithic or Early Bronze Age (WSHER MES15065).
- 2.3.2 An archaeological evaluation 450m south-east of the PDA identified pits datable to the Iron Age (WSHER MWS15019).
- 2.3.3 An evaluation 480m south of the PDA identified features dating to the mid to late Iron Age (WSHER MWS11668).

Romano-British (AD 43–410)

- 2.3.4 No Romano-British records are noted within a 500m radius of the PDA.

Anglo-Saxon (AD 410–1066) and Medieval (AD 1066–1485)

- 2.3.5 Medieval agricultural features were identified during an evaluation and watching brief 125m south of the PDA (WSHER MWS15065).

Post-Medieval and Modern (AD 1486–Present)

- 2.3.6 Various nineteenth century farmsteads are recorded within 500m of the PDA.
 - Walstead Grange is recorded 40m south-east of the PDA (WSHER MWS13895)
 - The site of Scamps Farm is recorded 50m south of the PDA (WSHER MWS13513). This has been entirely destroyed.
 - Pesthouse Farm is recorded 440m south of the PDA (WSHER MWS13317).
 - Gravelye Farn is recorded 450m south-west of the PDA (WSHER MWS10838). This has been entirely destroyed.
 - Walstead Farm is recorded 480m south-east of the PDA (WSHER MWS13894).
- 2.3.7 Walstead Cemetery Chapel, located 350m south of the PDA, was constructed c 1854 (WSHER MWS15823).
- 2.3.8 Nineteenth century Walstead Place was historically a large residential home but converted to a school in the mid twentieth century and then a care home during the 1970s. This is located 480m south of the PDA (WSHER MWS15776).
- 2.3.9 A WWII Anti Aircraft battery was located within the PDA. This is recorded on the WSHER as 'The Kentish Gun Belt – Criplands' (WSHER MWS7173).

2.3.10 A map regression was submitted as part of the application. This is from a Phase 1 Geoenvironmental desk based assessment of the site (Lees Roxburgh 2024) and is reproduced below.

Map Dates	Surrounding Area	Site
1875-1899	Surrounded substantially by open farmland with sporadic woodland to the north and more extensive areas of woodland to the south west, south and south east. Beadles Farm buildings and associated grounds adjacent to the south east. Site fronts onto Scamps Hill to the south west which runs north into Lindfield. Walstead Common and Cemetery with Chapel (Dissenters) and Chapel (Episcopal) to the east with Little Walstead Wood and Little Walstead Farm immediately to the north east. Lindfield Common close by to the west. Sewage Farm 250m to the north. Watercourse (Scrase Stream) meanders south west to north east forming the west boundary of the site. Reference to Liable to Floods alongside the watercourse to the north. Second watercourse to the south, continuing through the wood in a north easterly direction. Pond in wood. System also continuing north east along the edge of the adjacent woodland. Tithe Cottage to the south east. Gas Works 375m to the north west on the edge of Lindfield.	Site occupied by four field areas formed by internal boundaries. Site boundary appears to coincide with physical boundaries at that time.
1910-1912	Sporadic additional development within Lindfield. Adjacent farm now Walstead Grange Farm with a Weir and footbridges (FB) appearing on the watercourse with a possible small pond area identified. Laundry with Filter Beds to the opposite side of Scamps Hill to the west off Gravely Lane	No apparent change.
1937-1955	Reflects significant increase in development to the north west, west and south west. River Ouse identified about 1km to the north east (and meanders in a south easterly direction). Garage now annotated immediately beyond the western corner of the site fronting on to Lewes Road. Additional reference to Garage immediately to the west. Area of Sewage Farm to north now Works.	No apparent change.
1961-1964	Continuing development extending from the south west to the north west now abuts Scamps Hill adjacent to the north west corner of the site. Within the adjacent farm some additional small buildings appear and also Tennis Courts. Pond area adjacent to the farm buildings no longer identified. Works to the north no longer recorded.	No apparent change.
1970-1978	Little changed	No apparent change.
1993-1994	Site of former laundry and garages now developed for housing.	No apparent change.
1999	Provides more detail including identification of drain, watercourse and river features. Watercourse to the west boundary picks up the system to south east some 0.75km to the north east then meanders alongside the route of the River Ouse to which it ultimately combines .	Short internal field boundary has disappeared to the west. Also trees identified within the field areas to the west and to external boundaries merging into the woodland to the north east.
2000-2006		No apparent change.

3 Aims and objectives

3.1 Aims

- 3.1.1 Archaeological field evaluation is defined by ClfA as ‘a programme of non-intrusive and/or intrusive fieldwork which seeks to determine the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts. It may form a single or final phase of work within a defined area or site on land, in an inter-tidal zone or under water’ (ClfA 2023a). The purpose is to ‘determine, record and report on the nature, extent, preservation and significance of archaeological remains within a defined area’ (ClfA 2023a).
- 3.1.2 The evaluation will provide sufficient information for all parties concerned, particularly the LPA, to devise appropriate mitigation strategies, if required. An evaluation may therefore result in the need for an agreed mitigation strategy and the implementation of further archaeological works to fulfil the planning conditions.

3.2 Objectives

- 3.2.1 The principal objective of the evaluation work is to determine the nature and extent of survival of archaeological remains on the site. The purpose of the evaluation is to ascertain the extent, depth below ground surface, depth of deposits, character, significance and condition of any archaeological remains on site.
- 3.2.2 More specific objectives include to:
- understand the nature of any prehistoric, Roman, Anglo-Saxon, medieval and later activity;
 - ascertain the depth of the archaeological sequence;
 - provide guidance on limiting the impact to surviving archaeological deposits by design;
 - place and assess any archaeological remains revealed within the context of other recent investigations in the immediate area and within the setting of the local rural landscape.
- 3.2.3 Assessment of the evaluation results will provide guidance on what additional mitigation measures would be appropriate. Such measures may, for example, include preservation *in situ* and/or further detailed archaeological excavation prior to development and/or an archaeological watching brief during construction work. The results of the evaluation works will also inform later investigation and assessment/analysis.

3.3 Public benefit

- 3.3.1 The historic environment is a shared irreplaceable resource (ClfA 2024). Increasing understanding of the past is fundamental to archaeology and is, itself, a public benefit. Where appropriate CAT are able to provide the Client with specialist support to enable a programme of community engagement and public outreach as part of the project.

4 Methodology

4.1 Standards

- 4.1.1 All archaeological work will be carried out in accordance with the accepted professional standards set out by ClfA. CAT is a Registered Organisation with ClfA and conform to their code, regulations and standards and guidance.
- 4.1.2 All archaeological work will be undertaken by professional archaeologists in the employ of CAT.

- 4.1.3 The archaeological evaluation shall be carried out in accordance with this method statement. Any significant variations to these methods will be agreed in writing with the WSCC AO and Client prior to being implemented.

4.2 Health and safety

- 4.2.1 The archaeological works will be conducted in accordance with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other applicable health and safety legislation.
- 4.2.2 CAT is a Constructionline Gold and Acclaim accredited SSIP member (registration no 00308494).
- 4.2.3 All works will be conducted in accordance with the CAT Health and Safety General Policy (2024).
- 4.2.4 A project specific risk assessment and method statement (RAMS) will be produced, and all staff will be made familiar with the RAMS before commencement of site work.
- 4.2.5 All tasks will be carried out by competent staff who have an appropriate level of training to enable them to carry out their work safely.
- 4.2.6 CAT aim to work collaboratively with clients, principal contractors and other contractors to ensure a positive and safe working environment.

4.3 Fieldwork

- 4.3.1 Archaeological evaluation will involve the mechanical excavation of twenty trial trenches located across the PDA, targeting the areas of groundwork and new planting. The trenches will measure approximately 30m in length by 2m in width. The proposed trial trenches represent a 4% sample of the total available area (Figure 1).
- 4.3.2 Should significant remains be exposed it may be necessary to enlarge or extend the evaluation trenches up to an additional 1% of the total sample area to allow further investigation of any significant features or deposits that may be encountered.
- 4.3.3 Should deposits of potential geoarchaeological significance be identified the archaeological contractor will notify the Client and the WSCC AO. Further investigation of these deposits under the direction of a suitably qualified specialist may be a requirement.
- 4.3.4 Evaluation trial trenches will be set out according to Figure 1 using a Global Navigation Satellite System (GNSS). Minor adjustments to the layout may be required to take account of unforeseen site constraints, such as vegetation or located services, and to allow manoeuvring of plant. The locations will be tied to the Ordnance Survey (OS) National Grid and Ordnance Datum (OD) as defined by OSTN15 and OSGM15.
- 4.3.5 Each trench will be excavated with a mechanical excavator fitted with a 2m wide flat-bladed toothless bucket. Deposits will be reduced in spits to the surface of geological bedrock or superficial deposits, or to the top of surviving archaeology, whichever shall be uppermost. All works will be under continuous archaeological supervision.
- 4.3.6 Care will be taken not to damage archaeological deposits through excessive use of mechanical excavation. Where exposed, archaeological cut features and deposits will be sample excavated by hand. If some trenches need to be excavated throughout to a depth at which the sides of the trench are considered unstable to reach the surface of geological/archaeological deposits the sides of the trench will be battered or stepped back to enable safe working.

- 4.3.7 CAT will inform the WSCC AO of the start date of the work (at least five days before, or as mutually agreed) and arrange for monitoring visits. The Archaeological Contractor will keep the WSCC AO informed of the progress of work and will notify them immediately if particularly important archaeological or geoarchaeological remains are encountered.
- 4.3.8 A sample of the archaeological features and deposits identified will be hand excavated to address the project aims and objectives. The following minimum sampling levels are proposed in accordance with Annex C of the Sussex Archaeological Standards (2019).
- All linear features will be sampled, using a minimum 1m wide section
 - Sampling of linear features to be at 10m intervals or totalling 10% of the length of the linear cut feature (whichever is the greater)
 - All discrete features will be half sectioned until sufficiently characterised. Once this has been achieved a lower sample of cut features may be considered appropriate subject to agreement with the Archaeological Adviser. Undated features should be rapidly fully excavated for finds retrieval
 - 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
 - Where two or fewer buried pottery vessels are present, buried upright or inverted, both should be lifted and removed from site;
 - If such vessels are believed to be human cremation burials (e.g. because of visible remains of burnt / cremated bone in their contents), a Licence from the Ministry of Justice, permitting their removal, must first be obtained
 - Other probable cremation vessels or unburnt human remains should be left *in situ* after recording their visible portions
- 4.3.9 Contingency sampling:
- The proportion of features to be sampled within any trench, and the necessity of extensions to or additional trenching, may be increased at the reasonable request of the Local Authority Archaeological Adviser. In the case of features within a trench this could be up to a maximum of 100% (i.e. sampling all the features in a trench, rather than sampling only half of them), in exceptional cases, e.g. should they feel that insufficient of a complex of features has been examined to allow viable provisional interpretation or dating of the whole
 - However if the trench contains a large number of features, it will not usually be considered appropriate to sample all such features
 - The percentage of any one feature to be sampled may need to be so increased, for similar purposes, particularly for linear features, or to enable dating evidence to be obtained for a critical discrete feature such as a post-hole forming part of a wider complex of structures.
- 4.3.10 On sites with complex stratigraphy, one or more sondages or keyhole excavations shall be cut into the deeper stratigraphy. They shall be excavated by hand, and down to the natural

subsoil, unless otherwise stated; and be of sufficient size to determine the depth of archaeological stratigraphy. It may be possible in some cases to reach these deeper deposits through excavation of later intrusions.

- 4.3.11 Particular care will be taken not to damage any areas containing significant remains of potential national importance which might merit preservation in situ. Such remains are normally considered to include deep or complex ancient stratified archaeological layers and features; or rare, unusual or exceptionally well-preserved ancient archaeological structures, deposits, or collections of artefacts. Such areas should be protected and not left open to the weather, or other forms of deterioration. While archaeological investigation should not in general terms be carried out at the expense of the preservation in situ of archaeological structures, deposits, or features, it will be important to ensure that a sufficient sample of these is investigated to assess their character and quality.
- 4.3.12 The presence, character and quality of environmental remains on a site will need evaluation. This will help formulate an environmental sampling methodology for subsequent phases of investigation, as well as provide information that will help interpret the site should no further fieldwork take place. A selection of features investigated during the evaluation should be sampled, processed and assessed as set out in the relevant sections of Appendix 2 Sussex Archaeological Standards (2019).
- 4.3.13 CAT will notify archaeological features or deposits worthy of preservation in situ to the LPA, via the WSCC AO, at the earliest opportunity.
- 4.3.14 In excavating a sample of archaeological features in any one trench the Archaeological Contractor shall take heed of and comply with the LPA's reasonable request within the scope and time scale of the investigation to carry out small-scale additional investigation.
- 4.3.15 Where there is a high density of archaeological features exposed in any individual trench, the WSCC AO may at their discretion advise CAT that the full requisite sample of features to be excavated may be reduced. This may apply with the proviso that the purpose of the evaluation can be achieved in full, that is to inform the determination stage of the planning application process and enable a decision to be made on an appropriate level of preservation or mitigation of impact.

4.4 Reinstatement

- 4.4.1 Unless otherwise advised by the Client, excavated trenches will be backfilled by CAT following completion of excavation with spoil derived from those trenches. Spoil shall be deposited and compacted as best as may be managed by machine and the surface of the fill left flush with the surrounding ground surface. No open cavities will be left from incomplete backfilling, especially around the edges of the trench. The quality of backfilling of the trenches will be inspected and approved by the Site Supervisor prior to vacating the site.
- 4.4.2 Trenches containing archaeological features or deposits will not be backfilled until the requirements set out above have been complied with. Tarmac and concrete arisings will be stockpiled in one area of the site, away from the trench positions and site entrances. Tarmac and concrete arisings will not be backfilled. Tarmac hardstanding will not be reinstated.

4.5 Site recording

- 4.5.1 All exposed and/or excavated archaeological features and deposits will be recorded using the CAT pro forma recording system (CAT 2021).
- 4.5.2 Where appropriate, this will include plans and sections hand drawn at an appropriate scale (1:20 for plans and 1:10 for sections) on polyester based drafting film and clearly labelled.

- 4.5.3 All exposed archaeological features and excavated areas will be surveyed with the use of a Leica GNSS connected to Leica's Smart Net data service. All survey data will have a positional accuracy of at least 50mm (3D).
- 4.5.4 A digital photographic record of the work will be taken. This will record the detail and general context of the principal archaeological features and the site. Photographs taken as part of the primary site archive will include a scale. More general photography, and area and feature photographs taken for publicity, educational or publication purposes may exclude a scale. Photographs will also be taken of all areas, including access routes, to provide a record of conditions prior to and on completion of the excavation.

4.6 Finds

- 4.6.1 Finds will be excavated carefully by hand and immediately bagged, boxed or placed in an open tray, each such container pertaining to a specific deposit and being appropriately labelled. Where appropriate, soil samples may be taken and sieved to aid in finds recovery.
- 4.6.2 Finds will not be left loose on site, nor will any recovered finds be left unsecured overnight. If fragile finds of significance and/or value are encountered, the advice of a suitable conservation advisor will be sought before lifting them: a specialist may then be brought in to do so. The location of special finds will be recorded in three dimensions.

4.7 Treasure

- 4.7.1 Subject to the Treasure Act 1996 (as revised), all finds recovered during the works shall remain the property of the landowner. The finds may be retained by the archaeological contractor for a period not exceeding two years from the completion of fieldwork for post-excavation analysis. Finds will be labelled, stored and conserved as appropriate according to standard best practice.
- 4.7.2 Finds discovered by CAT during the works that fall under the statutory definition of treasure as given by the Treasure Act 1996 (as revised) will be reported immediately to the relevant Coroner's Office, the Sussex Finds Liaison Officer (FLO) who is the designated treasure co-ordinator for Sussex, the landowner and the WSCC AO. A Treasure Receipt (obtainable from either the FLO or the DCMS website) must be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding the find is Treasure. Failure to report within 14 days is a criminal offence. The Treasure Receipt and Report must include the date and circumstances of the discovery, the identity of the finder (e.g., CAT) and, as exactly as possible, the location of the find.

4.8 Human remains

- 4.8.1 Human remains are not expected on this site but, if encountered, the Client, WSCC AO and the Ministry of Justice will be contacted, and an appropriate Licence (in accordance with Section 25 of the Burial Act 1857) sought from the last of these. Any human remains revealed during the fieldwork will initially be left *in situ*, covered and protected. CAT is to comply with the conditions of the Licence and discuss any requirements of that Licence which conflict with the agreed method of investigation with the WSCC AO. CAT will put in place arrangements to ensure the security, protection from deterioration and damage, and the respectful treatment of human remains and burial goods. CAT will have available on call an appropriately qualified and experienced osteoarchaeologist to supervise the excavation and removal of any human remains (where this is necessary) from the site. CAT will use an appropriately qualified and experienced archaeological conservator to assist, where appropriate, the lifting of human remains and grave goods/cremation vessels.

4.9 Environmental sampling

- 4.9.1 Environmental sampling will follow Appendix 2 Sussex Archaeological Standards (2019) and HE guidance on environmental archaeology (English Heritage 2011).
- 4.9.2 A site-specific sampling strategy will be determined following evaluation commencement as archaeological features and deposits are exposed. The strategy will be developed and adapted as the evaluation continues in consultation with CAT's environmental specialist.
- 4.9.3 High priority deposits for palaeoenvironmental sampling are: primary fills of pits, wells, ditches and cesspits, layers of middens, occupation surfaces and other discrete activity areas, contents of hearths, kilns and ovens, storage areas or containers. Discrete burnt or charcoal areas are of the greatest interest and should always be sampled, but sampling should not be limited to areas of visibly burnt remains, for even charred plant remains are not necessarily visible within deposits, and many other types of material, including small finds, can be retrieved from the bulk samples. For some contexts and features (e.g. ditches, middens, occupation layers) multiple samples might be needed, from different locations; and for floors sampling should target areas where preservation is likely to be best (e.g. corners). On dry sites, pit and ditch fills where concentrations of bones and pottery are visible will yield the richest bulk samples.
- 4.9.4 Bulk environmental samples will be of an appropriate size: typically 40–60 litres for the recovery of environmental evidence from dry contexts. All bulk environmental samples will be processed in their entirety during or immediately following excavation. Each sample will be floated, with the flot collected in a mesh of 250 microns, and the residue (heavy fraction) in a 500-micron or 1mm mesh. After drying, the sub-sample flot and residue will be assessed by a specialist to ascertain the degree of preservation, amount, diversity of environmental remains and the potential to address research questions. This will be done using a binocular microscope (no less than x10 magnification) and good lighting.
- 4.9.5 If appropriate, and following specialist advice, other sampling methods such as monolith, Kubiena or contiguous bulk (column) samples may be employed at the request of WSCC AO to enable investigation of deposits with regard to microfossils (eg pollen, diatoms) and macrofossils (eg molluscs, insects), soil micromorphology or soil chemical analysis.

5 Post-excavation, reporting and archive deposition

5.1 Data processing

- 5.1.1 The first stage in post-excavation work will be the rapid collation and assessment (in consultation with the WSCC AO if appropriate) of the site archive. This will comprise two elements, the documentary (written, drawn, photographic and electronic) record and the material remains and samples recovered.
- 5.1.2 The documentary site archive will initially be held in CAT's Main Office (92a Broad Street, Canterbury CT1 2LU), the material remains at CAT's Finds Department (Simmond's Road, Canterbury CT1 3RA).
- 5.1.3 All site context record sheets and drawings will be scanned, and the digital images stored in the relevant project folders. Finds information will be entered onto the Integrated Archaeological Database (IADB), a secure password protected online resource available at <http://canterburytrust.iadb>.

5.2 Reporting

- 5.2.1 On completion of the ordering of the site archive, and in tandem with processing and analysis of any environmental remains and finds recovered, a report on the archaeological work will be compiled within 3 weeks of the completion of fieldwork. If key specialist information cannot be obtained within that timeframe, a revised or supplementary report may, with the agreement of the WSCC AO, be produced at a later date. Digital copies of the report will be submitted to the Client, the WSCC AO and the West Sussex Historic Environment Record (WSHER). A .pdf/A (Archive standard file) copy of the report on CD will be submitted by CAT to the HER.
- 5.2.2 CAT will determine the general style and format of the report but it must be completed in accordance with this specification. The report must provide sufficient information to stand as a detailed report on the archaeological fieldwork for future research and planning decisions.
- 5.2.3 The report text is to include as appropriate, but not necessarily limited to:
- summary;
 - introduction including location, planning, scope, personnel, client etc;
 - archaeological background including geology, topography, previously known archaeology, disturbances, constraints etc;
 - methodology, objectives and confidence;
 - quantification of the project archive, its state and future location;
 - description of geology, archaeology and overburden found, all with OD heights;
 - analysis and overview of finds, including methodology, local reference collections and future archive, conservation or discard recommendations;
 - tabulation of trenches, contexts, classes and quantity of artefacts recovered, together with dating and interpretation;
 - analysis and overview of environmental remains, if any, including methodology and future archive, conservation or discard recommendations;
 - tabulation of environmental samples taken, with results of processing and analysis;
 - any results from the application of archaeological scientific techniques;
 - synthetic interpretation of the archaeology, including finds and samples, its significance and wider setting and recommendations for any further work; and
 - conclusion summarising methodology, results, interpretation and significance.
- 5.2.4 The report figures are to include as appropriate, but not necessarily be limited to:
- site general location map(s) tied to the OS grid;
 - site location plan at 1:1250, tied to the OS grid and showing site boundary;
 - site plan at 1:1250 or better, tied to the OS grid, showing archaeological trenches and intended development;
 - trench plan(s) at 1:50 or better, showing archaeology and modern disturbance;
 - more detailed plans as required;
 - relevant section drawings, soil profiles and/or elevations; and
 - photographs of each trench and of significant finds, features etc.

- 5.2.5 All report illustrations, including photographs, will be fully captioned and scale drawings will include a bar scale. Standard archaeological drawing conventions will be used. Plan and section illustrations will include the numbers of all contexts illustrated. North will be included on all plans. Sections will indicate the orientation of the section and an OD height.
- 5.2.6 CAT will allow the site records to be inspected and examined at any reasonable time, during or after the investigations by the WSCC AO.
- 5.2.7 CAT will complete and submit an entry on OASIS (on-line Access to the Index of Archaeological Investigations – <http://oasis.ac.uk/ngland/>) prior to project completion and shall deposit any digital project report with the Archaeology Data Service, via the OASIS form, upon completion.
- 5.2.8 The final report for each stage of work will include an Archiving Statement that will summarize the selection and retention policy applied for physical and digital data, the size and nature of the physical archive and the intended location of the digital archive (CAT 2024). The Archive Statement should confirm that funding has been ringfenced or deposition of both the digital and physical archive.
- 5.2.9 In accordance with the ClfA Dig Digital toolkit, a Data Management Plan will be developed in project planning and developed throughout the course of the project to ensure the security, stability and accessibility of digital material in the lead up to selection and archive compilation.

5.3 OASIS

- 5.3.1 An OASIS (on-line Access to the Index of Archaeological Investigations; <http://oasis.ac.uk>) record will be created with key fields completed and a .pdf version of the final report submitted. Subject to any contractual requirements on confidentiality, copies of the OASIS record will be integrated into the relevant local and national records and published through the Archaeology Data Service (ADS) ArchSearch catalogue.

5.4 Museum archive

- 5.4.1 A request for a museum accession number for the site archive will be submitted to the local museum. Subject to agreement of the legal owner (ie the landowner), and in line with National Planning Policy, the site archive will be deposited by CAT to the recipient Museum within 5 years from the date of completion of the investigation.

5.5 Transfer of Title

- 5.5.1 The legal owner (ie the landowner) of any finds recovered, with the exception of human remains and objects covered by the Treasure Act 1996 (as revised), will be contacted to request transfer of their ownership to the museum via a written agreement.

5.6 Copyright and data protection

- 5.6.1 While copyright of reports and other information arising from the fieldwork remains with the originator, the Archaeological Contractor will undertake to make this information available to interested parties. The Client and Archaeological Contractor will agree to allow reports of the fieldwork to be copied and made available to such parties for archaeological research. The reports may be made available no sooner than three months after the submission of the report, although the LPA may post them earlier on their planning portal, or the Client do so for promotional or informational purposes. Clients or Archaeological Contractors who believe that there are special reasons for not publishing the report on the internet should reach a separate agreement with the WSCC AO.

- 5.6.2 Photographs and notes taken by WSCC Archaeology Officer in connection with this work, and that do not identify individuals or site locations, may be used by WSCC for outreach and publicity purposes, including on social media sites such as Facebook, Twitter etc, unless a protocol to the contrary is agreed with the Client or Archaeological Contractor. Any such protocol should balance the concerns of the Client and/or Archaeological Contractor with the objective of ensuring that the people of Sussex and elsewhere are kept informed of archaeological discoveries in the county
- 5.6.3 Digital data and report submission to West Sussex HER.

6 Monitoring

- 6.1.1 The timetable for the fieldwork is subject to approval of this WSI and the availability of suitable personnel. The timetable will be notified to the LPA and WSCC AO a minimum of 5 days before commencement of fieldwork.
- 6.1.2 The LPA and WSCC AO may monitor the archaeological evaluation works at any stage.
- 6.1.3 If any significant archaeology is identified, the LPA and the WSCC AO will be notified at the earliest opportunity and, if appropriate, work will be halted until they have had the opportunity to inspect the site.
- 6.1.4 Trenches will not be backfilled without first being signed off by Place Services (Essex County Council), archaeological advisors to the LPA (either in person or remotely).

References

Lees Roxburgh 2024 'Scamps Hill, Lindfield, Mid Sussex – Phase 1 Geoenvironmental Assessment (Desk Study).' Unpublished Lees Roxburgh report.

BGS 2025 *Geology of Britain Viewer*, British Geological Survey, accessed 15/12/2025, <http://geologyviewer.bgs.ac.uk>

CAT 2021 Guidelines for site recording and excavation procedures, Canterbury Archaeological Trust

CAT 2024 Health and Safety General Policy, Canterbury Archaeological Trust

CIfA 2023a Standard for archaeological field evaluation, Chartered Institute for Archaeologists, accessed 15/12/2025, <https://www.archaeologists.net/sites/default/files/Standard%20for%20archaeological%20field%20evaluation.pdf>

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English Heritage 2011 *Environmental archaeology. A guide to the theory, practice and methods from sampling to post-excavation* (second edition), English Heritage

HE 2015 *Management of Research Projects in the Historic Environment. The MoRPHE Project Manager's Guide*, Historic England

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PROJECT
Land off Scamps Hill,
Scaynes Hill Road,
Lindfield
West Sussex

COMMENTS
Contains Ordnance Survey data @
Crown Copyright and database right
2023-5.

CRS: OSGB36 / British National Grid

DRAWN BY
TA

DATE
16/12/2025

CHECKED
—

REF/DRG NO.
LindfieldEV_WSI_Fig01

SCALE(S)
1:4000@A4

LAST REVISION
—/—/—



0 50 100 m

Site outline
Other Land under
Applicant's Control

Figure 1. Site location

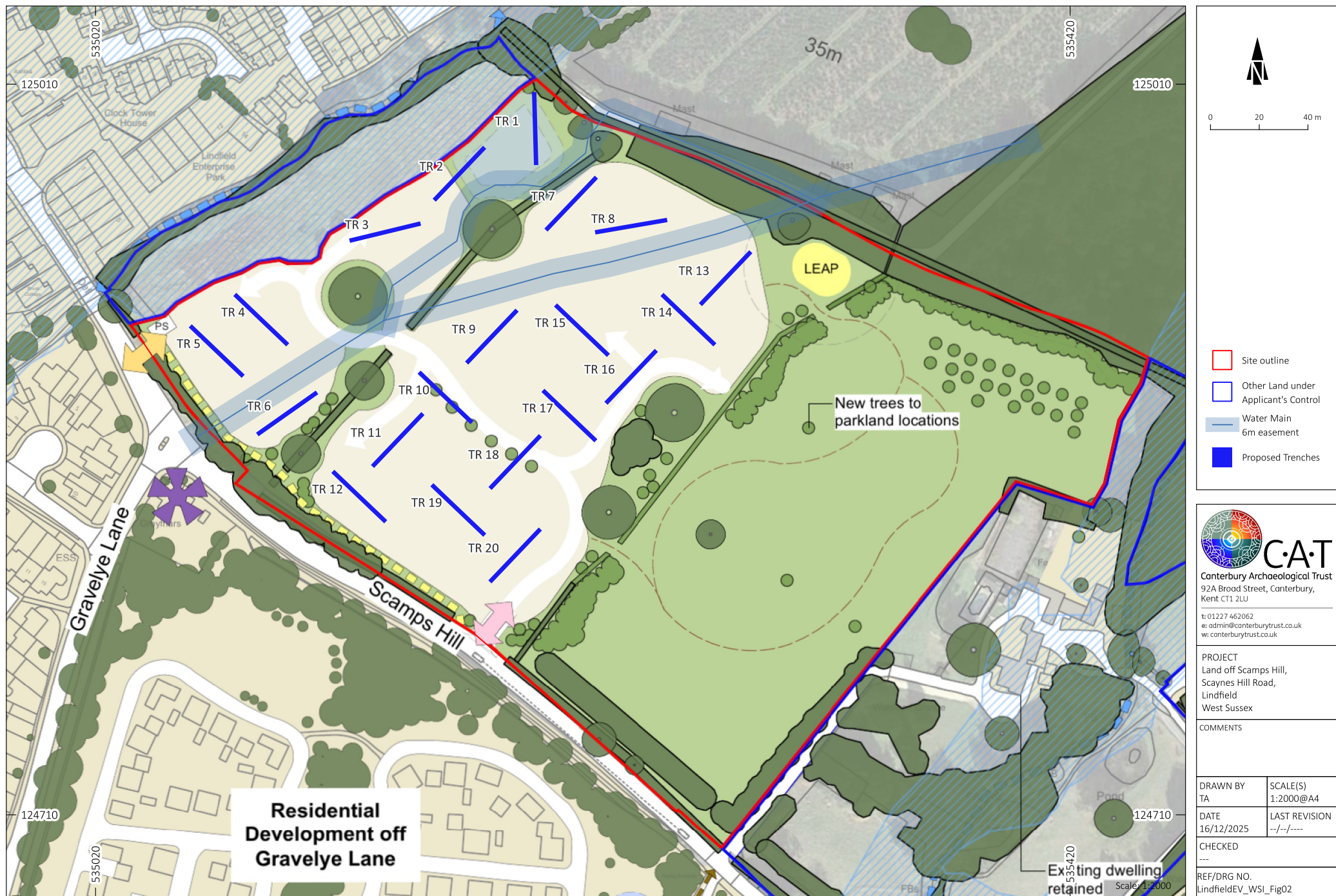


Figure 2. Proposed trench location plan shown on illustrative framework plan (FPCR Environment and Design Ltd)