

Written Scheme of Investigation for an Archaeological Evaluation

Imberhorne Farm, East Grinstead, West Sussex

NGR: 537093 138602

Planning Ref: DM/23/2699

Site Code: IMB25

Project Reference
794-PLN-HER-02034

January 2026, v3

**Imberhorne Farm, East Grinstead, West Sussex
(Phase 1: Residential)**

**Written Scheme of Investigation for an
Archaeological Evaluation**

NGR 537093 138602

**Mid Sussex District Council
Planning Ref: DM/23/2699**

Site Code: IMB25

ASE Project No. 240268

December 2025 , v3

1.0 INTRODUCTION

- 1.1 Archaeology South-East (ASE), the contracting division of the Institute of Archaeology, University College London, have been commissioned by RPS Consulting Services Ltd (hereafter referred to as 'The Client') to undertake an archaeological evaluation in advance of development at Imberhorne Farm, East Grinstead, West Sussex, hereafter referred to as 'the site'. The site is centred on National Grid Reference 537093 138602 and its location is shown in Figure 1.
- 1.2 The site spans numerous agricultural fields on the western periphery of East Grinstead, principally to the north-west of Imberhorne Farm but also encompassing a field to the immediate east and taking in a tongue of land that connects the development parcel to Imberhorne Lane. The northern boundary of the site is defined mainly by woodland, whereas its southern boundary borders the track connecting Imberhorne Farm to a small 17th century manor, Gullede House to the west (Figures 2-5).
- 1.3 According to the British Geological Survey 1:50,000 scale geological mapping available online, the bedrock geology is Upper Tunbridge Wells Sandstone and Siltstone with a band of Grinstead Clay Member Mudstone along the southern edge of the site. Superficial deposits are not mapped (BGS 2025).
- 1.4 A desk-based assessment for the site concluded that the site has a generalised potential for locally significant prehistoric, Roman and Medieval remains (Orion 2023).
- 1.5 Geophysical surveys of the site have identified a small number of possible archaeological anomalies (SUMO 2022 & 2025; Figure 4).
- 1.6 Planning permission had been granted by Mid Sussex District Council for the mixed-use development of the site (DM/23/2699; Figure 3). The following condition for archaeology has been drafted:

33. 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 (Part 1).

(ii) No development or preliminary groundworks of any kind shall take place within a phase (as identified in the Written Scheme of Investigation) until the completion of the programme of archaeological evaluation for that phase, 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.

Reason: To protect the archaeological interest of the site and to accord with Policy DP34 of the Mid Sussex District Plan 2014 -2031 and the NPPF.

- 1.7 The current document is a Written Scheme of Investigation for a Phase 1 archaeological trial trench evaluation targeting the parcels of the site allocated for residential development. It will be submitted to Mid Sussex District Council and their archaeological advisors, for approval prior to commencement of the work. All work will be carried out in accordance with relevant Standards and Guidance of the Chartered Institute for Archaeologists (CIfA 2020; 2022; 2023a&b) and with the Sussex Archaeological Standards 2019. 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 Further phases of evaluation will be required for development parcels in the north-east and south-east parts of the site once impacts relating to the playing fields and community care centre have been determined. These additional phases of work will be covered by separate Written Schemes of Investigation.
- 1.9 It should be noted that further work may be required if significant archaeological remains are found during the evaluation. In the event that further archaeological excavation is required a supplementary WSI will be prepared detailing the proposed work and submitted for approval.
- 1.10 The project will be managed by Paul Mason (Fieldwork) and Anna Doherty/Dan Swift (Post-Excavation).

2.0 ARCHAEOLOGICAL BACKGROUND

- 2.1 The following archaeological information is drawn from the Desk-Based assessment for the site (Orion 2022) and the geophysical survey reports (SUMO 2022 & 2025).
- 2.2 Neolithic and mesolithic flint scatters indicating possible flint working and occupation sites, found during the fieldwalking at Gullege Farm (HER MWS3448 and MWS4167). Both of these sites are situated just to the west of the study site.
- 2.3 The aforementioned fieldwalking and metal detecting surveys recovered some Roman finds, among the other finds recovered. A piece of Roman slag was recovered in the northernmost of the fieldwalking areas undertaken approximately 200m to the northwest of the study site (HER MSW8273). Roman coin and Roman pottery was found by fieldwalking

200m to the west of the study site (see HER MSW8274), and another possible Roman coin was recovered to the north-east of the site (HER MSW8279).

- 2.4 Furthermore, the alignment of a Roman Road is projected as running roughly north-south 250m to the west of the site. Its presence has recently been confirmed through field investigation (ASE, in prep).
- 2.5 The fieldwalking undertaken 200m to the west of the study site recovered a number of finds indicative of a multi-period settlement site (HER MSW8273). During this survey, finds were recovered which indicated that an early medieval building was present
- 2.6 A cropmark of a potential medieval building is recorded to the south of Gullege Farm (HER MSW4035), and fieldwalking and metal detecting surveys just to the south of the cropmark recovered a considerable quantity of coins and pottery of medieval date (HER MSW8275). Furthermore, the cottages at Imberhorne Farm are recorded as being of medieval origin (HER MSW8087). An Edward the IV silver penny was recovered by metal detector in the north of the site.
- 2.7 Fieldwalking undertaken to the west of the site (in a field just to the north of Gullege Farm) recovered pottery and tiles suggestive of a building being situated in the vicinity, including glazed tiles indicating a potential building of high status (HER MSW8274).
- 2.8 The earliest map which shows the study site in any detail is the 1842 Tithe map. This shows the study site as comprising a number of enclosed fields. The OS Maps from 1878 through 1913 show the gradual consolidation of the enclosed fields. In the later 20th century the last of the smaller field boundaries have been removed, while more modern residential settlement is established to the north and east.

Geophysical Survey (Figure 4)

- 2.9 Geophysical survey of the easternmost field revealed anomalies relating to a former trackway, field boundary and an area of disturbance that could be agricultural or naturally derived (SUMO 2022).
- 2.10 More recent geophysical survey of the remainder of the site has recorded magnetic responses that have tentatively been assigned to the category of possible archaeology. There include rectilinear and curvilinear patterns that could represent enclosures. Numerous uncertain anomalies may have been caused by variations in the underlying geology, agricultural processes or buried ferrous objects. Former field boundaries and land drains were also located. A few zones of magnetic disturbance are visible which have been caused by the removal of a pond, field boundaries and former woodland (SUMO 2025).

3.0 RESEARCH AIMS AND OBJECTIVES

3.1 The general aims of the archaeological investigation are to ascertain:

- Whether archaeological remains are present on the site and if so to assess their location including depth below ground level, nature, date, survival, and significance;
- How they might be impacted by the development of the site; and
- To enable Mid Sussex District Council's archaeological advisor to make an informed decision as to the requirement for any further archaeological work either in advance of, or during, the development.

3.2 The specific aims of the archaeological investigations are to identify:

- To ground truth the interpretation of the geophysical survey
- To establish whether there are any prehistoric, Roman or medieval remains present, as noted in the surrounding landscape

3.3 The project also has the potential to inform on the following areas of research from the South-East Research Framework;

- *The use of the Weald in later prehistory: how good is the evidence for occupation or exploitation of the Weald in later prehistory? Was it a barrier to communication? (SERF Middle Bronze Age/Iron Age)*
- *Examples of continuity and change in rural settlement patterns and types throughout the Roman period are important. All instances of rural settlement sites are valuable resources that require mapping, phasing, dating and comparison with other known examples in order to determine patterns of change or regionality (SERF Roman)*
- *What impacts on the landscape came about during the later [Roman] period and into the sub-Roman phase? Are there discernible changes in agricultural practices and re-forestation? (SERF Roman)*
- *What building types are used on rural settlements? How common are roundhouses and how late do they remain in use? (SERF Roman)*
- *Field systems, and their relationship to preceding and succeeding systems, need to be better understood. (SERF Roman)*
- *Better characterise the medieval rural landscape around current villages (SERF Medieval)*
- *Further investigation of agricultural practices (including animal husbandry) and land use through more systematic sampling and analyses than hitherto. (SERF Medieval)*

4.0 METHODOLOGY

- 4.1 183 trenches measuring 30m long by 2m wide will be excavated across the land parcels as shown in Figures 2-5.
- 4.2 The trenches will be accurately laid out using a GPS survey system or total station and tied into the National Grid. Some modification to the suggested trench positions may be necessary due to obstructions. Significant variations to the trench layout will be discussed with Place Services and RPS.
- 4.3 The trenches will be scanned prior to excavation using a CAT scanner. The trenches will be excavated using a suitable mechanical excavator (360° excavator) equipped with a toothless ditching bucket.
- 4.4 Only undifferentiated topsoil, subsoil and overburden of recent origin will be removed by machine and will be kept separately. The excavation will be taken down to the top of the first significant archaeological horizon or the top of the underlying 'natural', whichever is uppermost. Due to Health and Safety considerations the trench will not be excavated beyond a safe working depth unless suitable precautions (i.e. stepping or battering of trench edges, and /or shoring) have been implemented. All machining will be undertaken under the supervision of a suitably qualified archaeologist.
- 4.5 On conclusion of the evaluation, the spoil will be backfilled by ASE's plant. No formal reinstatement to previous condition (i.e. re-turfing) will be undertaken.
- 4.6 A Risk Assessment will be produced and agreed with RPS prior to the commencement of the work.

5.0 EXCAVATION AND RECORDING TECHNIQUES

- 5.1 All exposed archaeological features and deposits will be cleaned by hand, planned and recorded. All discrete cut features will be sampled as a minimum by half section (i.e. 50% of feature excavated). At least 25% of any linear feature will be sectioned to produce a vertical section where practicable. A minimum 50% of structural features (beamslots, ring ditches) - actual surviving structural elements (walls, collapse/debris fields) will be exposed, cleaned and preserved for excavation in more appropriate circumstances. 50-100% domestic/industrial working features (hearths, ovens) - unless large & structural, in which case see above. All features will be planned at the scale of 1:20 in relation to the trench outline. Further plans at the scale of 1:20 and sections at the scale of 1:10 will be drawn as necessary. Plans will be drawn on plastic film. Comparative site levels will be recorded for each feature or important context with reference to an OS bench mark, or if unfeasible to an arbitrary on-site datum.

- 5.2 All archaeological features and deposits will be recorded using the standard context record sheets used by Archaeology South-East, UCL. A metal detector will be used to scan all excavated material.
- 5.3 RPS 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.
- 5.4 The strategy for sampling archaeological and environmental deposits and structures encountered during any stage of archaeological fieldwork (which can include soils, timbers, animal bone and human burials) will be developed with reference to English Heritage guidelines for environmental archaeology (English Heritage 2011) and waterlogged wood (English Heritage 2010) and in consultation with the English Heritage regional advisor or relevant specialists. Samples will be collected from suitable excavated contexts, including dated/datable buried soils, well-sealed slowly silting features, sealed hearths, sealed features containing evident carbonised remains, peats, water-logged or cess deposits.
- 5.5 Bulk soil samples (of 40 litres where possible or 100% of the context if smaller) will be taken to target the recovery of plant remains (including wood charcoal and macrobotanicals), fish, bird, small mammal and amphibian bone, and small artefacts. Specialist samples may also be taken to target recovery of pollen (using monolith tins), fish and small bone, molluscs, foraminifera, parasites and insects (in small <20 litre samples) or large mammal bones and marine molluscs (in large samples of ~80-100 litres). When taken, large samples will be extracted wholesale from deposits to maximise the range of bone recovered. As a general rule waterlogged wood specimens will be photographed and recorded in detail in their original location prior to being lifted or sampled for more detailed assessment. Other scientific dating and geoarchaeological techniques will be considered and employed where appropriate.
- 5.6 In the event that human remains are discovered the Archaeological Officer will be informed. No human remains will be lifted at evaluation stage unless it is unavoidable and only with the appropriate licence from the Ministry of Justice.
- 5.7 Finds believed to fall potentially within the statutory definition of Treasure, as defined by the Treasure Act 1996 (amended 2003), shall be reported to the local Finds Liaison Officer. Should the find's status as treasure be confirmed the Coroner, the landowner and the County Archaeologist will also be informed. A record shall be provided to the Coroner and to the County Archaeologist 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).

6.0 PROCESSING AND IDENTIFICATION OF RECOVERED MATERIAL

- 6.1 A Selection Strategy is included in Appendix A. All pottery, bone and worked flint recovered from the excavation will be washed and marked with an appropriate code to identify the site and context. Most ceramic and other building material (not including significant diagnostic material) and burnt flint will be identified, counted, weighed and discarded. Samples will be retained as appropriate. Finds will be bagged in polythene bags according to type and context.
- 6.2 The lithic and ceramic finds will be identified by specialists within Archaeology South-East, and preliminary identification of faunal remains may be undertaken if the nature of the deposits justifies such study. All finds in an unstable condition will be stabilized using passive conservation techniques where appropriate before being deposited with the receiving museum.
- 6.3 Environmental samples will be processed using tank flotation unless considered detrimental to the samples or recovery rate (such as for waterlogged samples). Bulk samples will target recovery of plant remains (charcoal and macrobotanicals), fish, bird, small mammal and amphibian bone, and small artefacts. Waterlogged samples will be wet sieved through nested sieves and stored in wet, cool conditions or dried if considered an appropriate form of conservation for the remains. Specialist samples may also be taken from dry or waterlogged contexts. Such samples will target recovery of pollen (using monolith tins), molluscs, foraminifera, parasites and insects. Larger samples (80-100 litres) will be extracted wholesale from deposits rich in marine molluscs and large mammal bones. As a general rule waterlogged wood specimens will be recorded in detail in their original location. If removed they will be cleaned, photographed and a thin section sample will be taken for identification. Specimens will either be stored in wet cool conditions or dried if considered appropriate for the material. In all instances deposits with clear intrusive material shall be avoided.

7.0 REPORTING

- 7.1 Within six weeks of the completion of the fieldwork a full report on the results of the field evaluation will be submitted. It will include the local geology and archaeological evidence. It will describe the work undertaken and results of elements described above. It will include a description of archaeological features and tabulated details of finds from each context. A list of environmental samples and any samples taken for future dating will also be included. The report will include a plan showing the trench locations. Further plans, sections and photographs of features

located and excavated will be included as necessary. The report will also include a timetable of works carried out, a consideration of the project strategy with a confidence rating and all other data required by the Brief.

- 7.2 Following internal review the report will be submitted to RPS for comment/approval. Once any necessary amendments have been made by ASE the requisite number of bound and digital copies (PDF format) will be distributed to The Client, Archaeological Officer and other interested parties.

8.0 PREPARATION AND DEPOSITION OF THE FINDS AND ARCHIVE

- 8.1 The site archive will be assembled in accordance with the guidelines set out in English Heritage's Management of Archaeological Projects 2 and in accordance with the guidelines set out in: 'Archaeological Archives. A guide to best practice' (AAF 2011); 'A Standard and Guide to best practice for Archaeological Archiving in Europe' (EAC 2013); and 'Standards in the Museum Care of Archaeological Collections' (SMA 2020).
- 8.2 Permission will be sought from the landowner to deposit finds and paper archive in an appropriate local museum.
- 8.3 A Data Management Plan (DMP) is included in Appendix B.
- 8.4 Digital data will be deposited with the ADS.

9.0 HEALTH AND SAFETY

- 9.1 A risk assessment for the project will be prepared prior to the commencement of work. All relevant health and safety regulations will be adhered to.

10.0 INSURANCE

- 10.1 Archaeology South-East is insured against claims for: employer's liability to the value of £50,000,000 each and every loss, any one occurrence; primary public/products liability to the value of £50,000,000 any one occurrence and in the aggregate for products liability, with an extension for no-fault compensation up to £15,000,000 in the aggregate; professional indemnity to the value of £15,000,000 any one occurrence and in the aggregate.

11.0 SPECIALISTS TO BE USED AS NECESSARY:

- 11.1 Prehistoric & Roman pottery Anna Doherty (ASE)

Medieval/post-med pottery	Luke Barber
Human remains	Lucy Sibun (ASE)
Human remains (cremated)	Lucy Sibun (ASE)
Environmental samples	Lucy Allott (ASE)
Flint	Karine Le Hegarat
Metalwork	Luke Barber
Conservation	UCL Institute of Archaeology

- 11.2 These are the most commonly required specialisms. Should other specialists be required they will be appointed as necessary to the satisfaction of ASE Quality Assurance procedures and those of the Archaeological Officer.

12.0 MONITORING

- 12.1 Provision will be made at all stages of the project for RPS and the Archaeological Officer to monitor progress and standards. Trenches will not be backfilled until signed off by Place Services.

References

Archaeological Archives Forum 2011 *Archaeological Archives. A guide to best practice* [[aaf archaeological archives 2011.pdf \(archaeologyuk.org\)](#)]

Archaeology South-East, 2007 *Post-Excavation Manual 1: Finds and Environmental Deposition and Processing Guidelines*

Bayliss, A, and Marshall, P, 2022 *Radiocarbon Dating and Chronological Modelling: Guidelines and Best Practice*. Historic England. [[Radiocarbon Dating and Chronological Modelling | Historic England](#)]

CIfA 2020 *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials* [[CIfAS&G Finds 2.pdf \(archaeologists.net\)](#)]

CIfA, 2022 *Code of conduct: professional ethics in archaeology* [[Code of conduct revOct2022.pdf \(archaeologists.net\)](#)]

CIfA 2023a *Standard for archaeological field evaluation* [[Standard for archaeological field evaluation.pdf \(archaeologists.net\)](#)]

CIfA 2023b *Universal guidance for archaeological field evaluation* [[Universal guidance for archaeological field evaluation.pdf \(archaeologists.net\)](#)]

Europae Archaeologiae Consilium 2013 *A Standard and Guide to best practice for Archaeological Archiving in Europe* [[Arches Wiki: Main \(archaeologydataservice.ac.uk\)](#)]

Historic England, 2010 *Waterlogged wood. Guidelines on the recording, sampling, conservation and curation of waterlogged wood* [[historicengland.org.uk/images-books/publications/waterlogged-wood/waterlogged-wood/](#)]

Historic England 2011 *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation* (second ed.). English Heritage [[Environmental Archaeology | Historic England](#)]

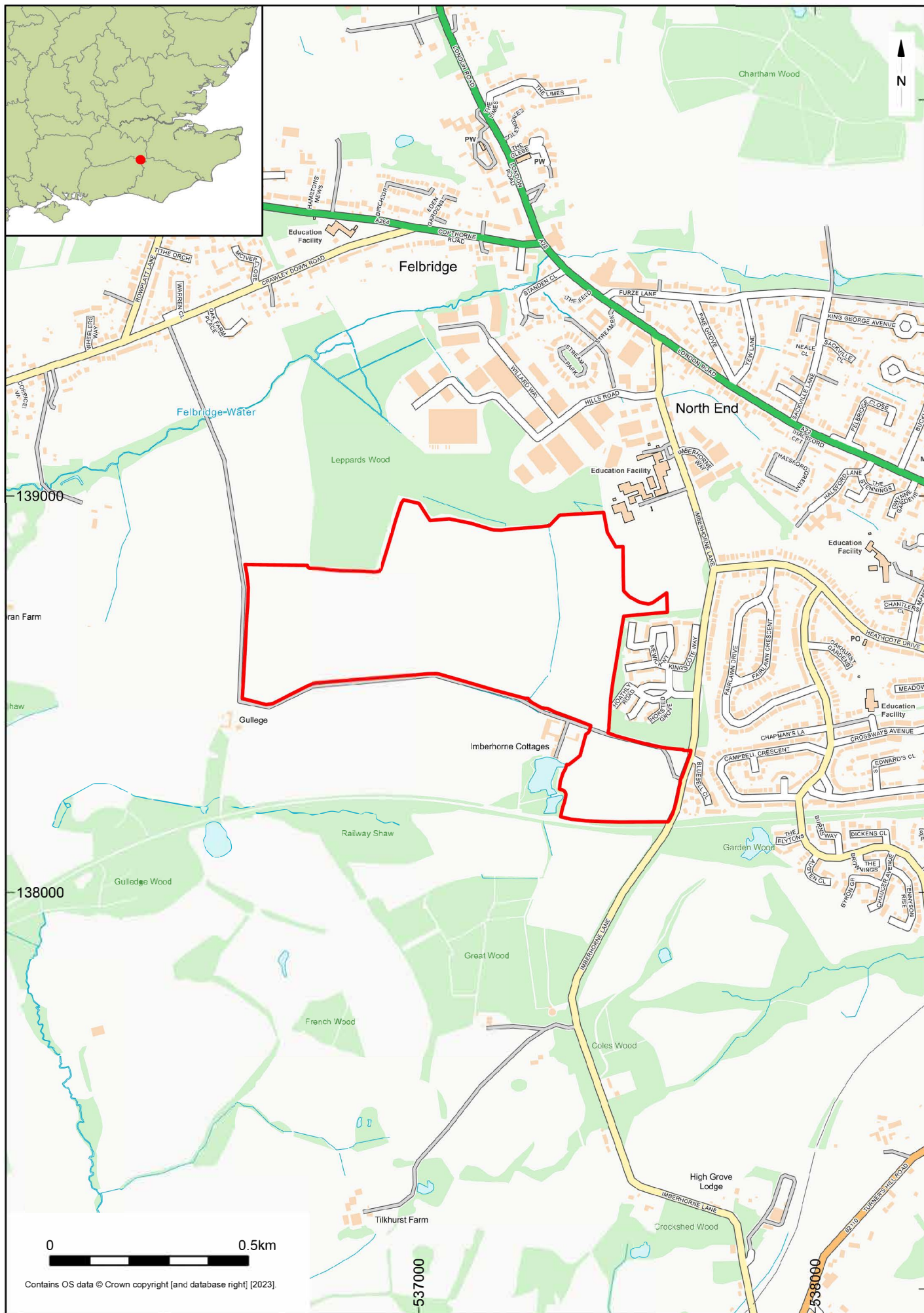
Historic England 2015 *Management of Research Projects in the Historic Environment* [[Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide | Historic England](#)]

Orion Heritage 2023 *Imberhorne Farm, East Grinstead: Archaeological Desk-Based Assessment*

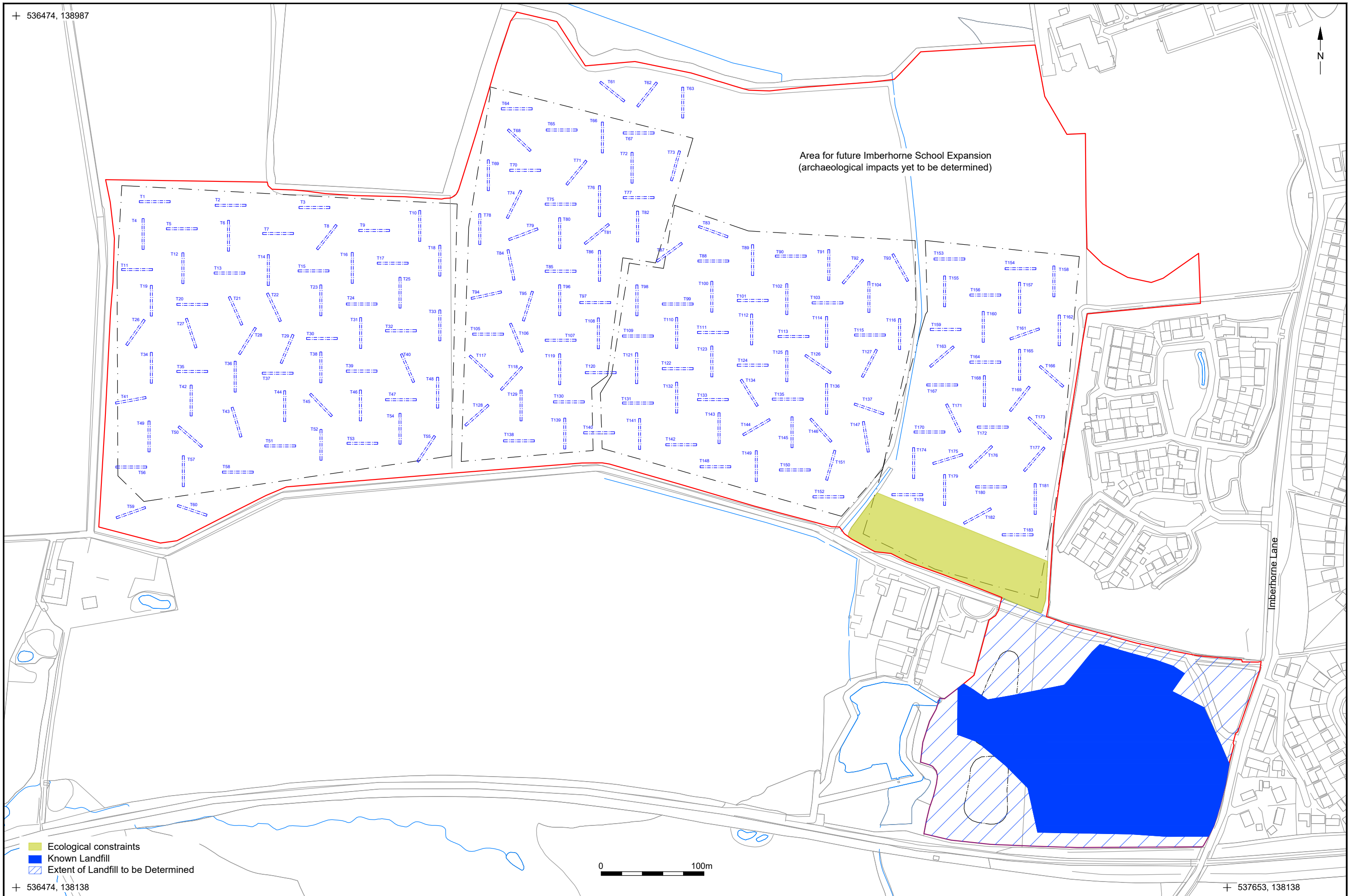
SUMO 2022 *Geophysical Survey Report: Imberhorne Farm, East Grinstead, West Sussex*

SUMO 2025 *Geophysical Survey Report: Imberhorne Farm, East Grinstead, West Sussex, Phase 2*

Society for Museum Archaeology 2020 *Standards and Guidance in the Care of Archaeological Collections* [[Standards and Guidance in the Care of Archaeological Collections - Collections Trust](#)]



		East Grinstead: Imberhorne Farm		Fig. 1
		Site Location		
Report Ref: WSI	Drawn by: AC			



+ 536474, 138987



Area for future Imberhome School Expansion
(archaeological impacts yet to be determined)

- Ecological constraints
- Known Landfill
- Extent of Landfill to be Determined

+ 536474, 138138

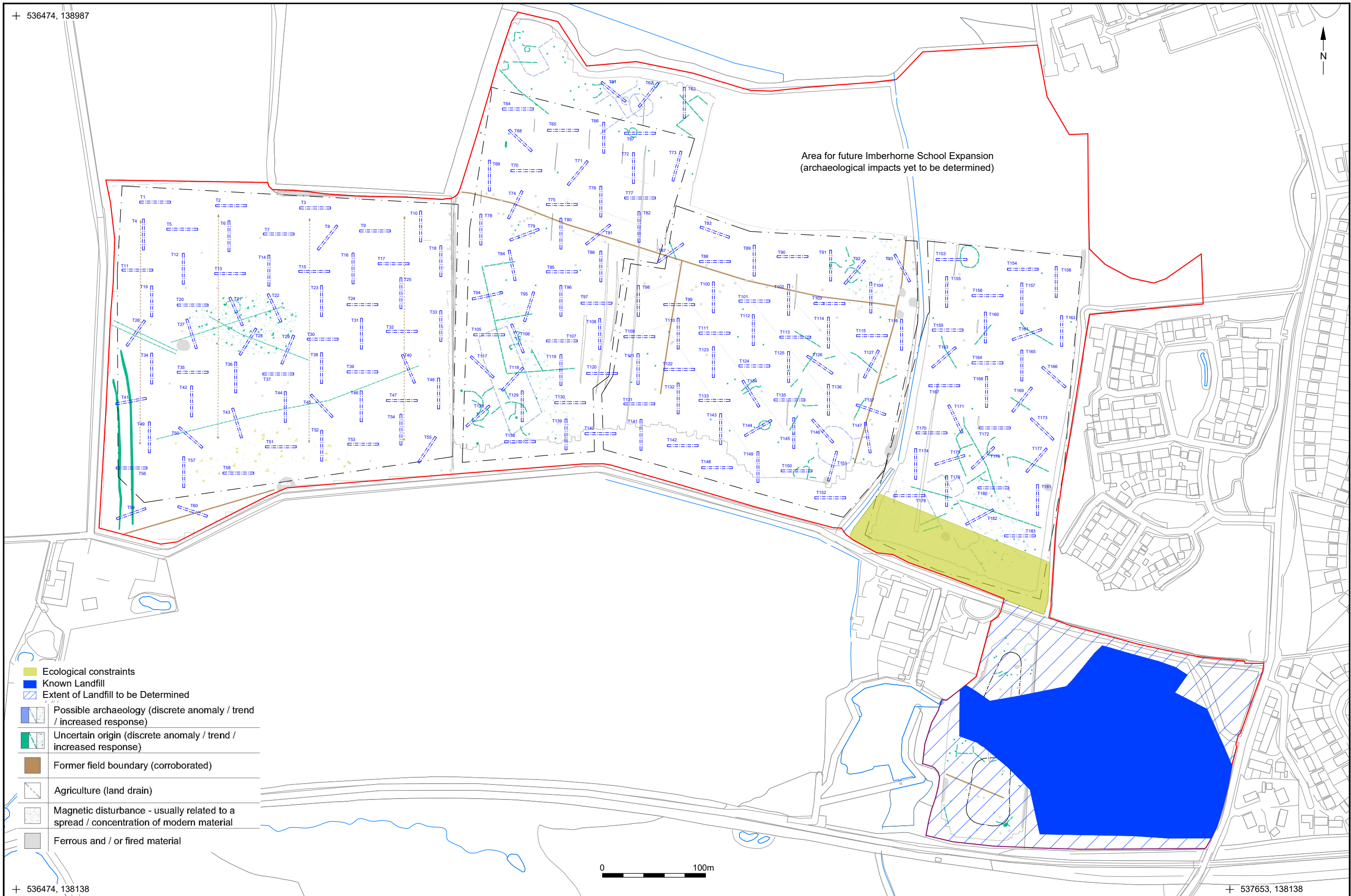
0 100m

+ 537653, 138138

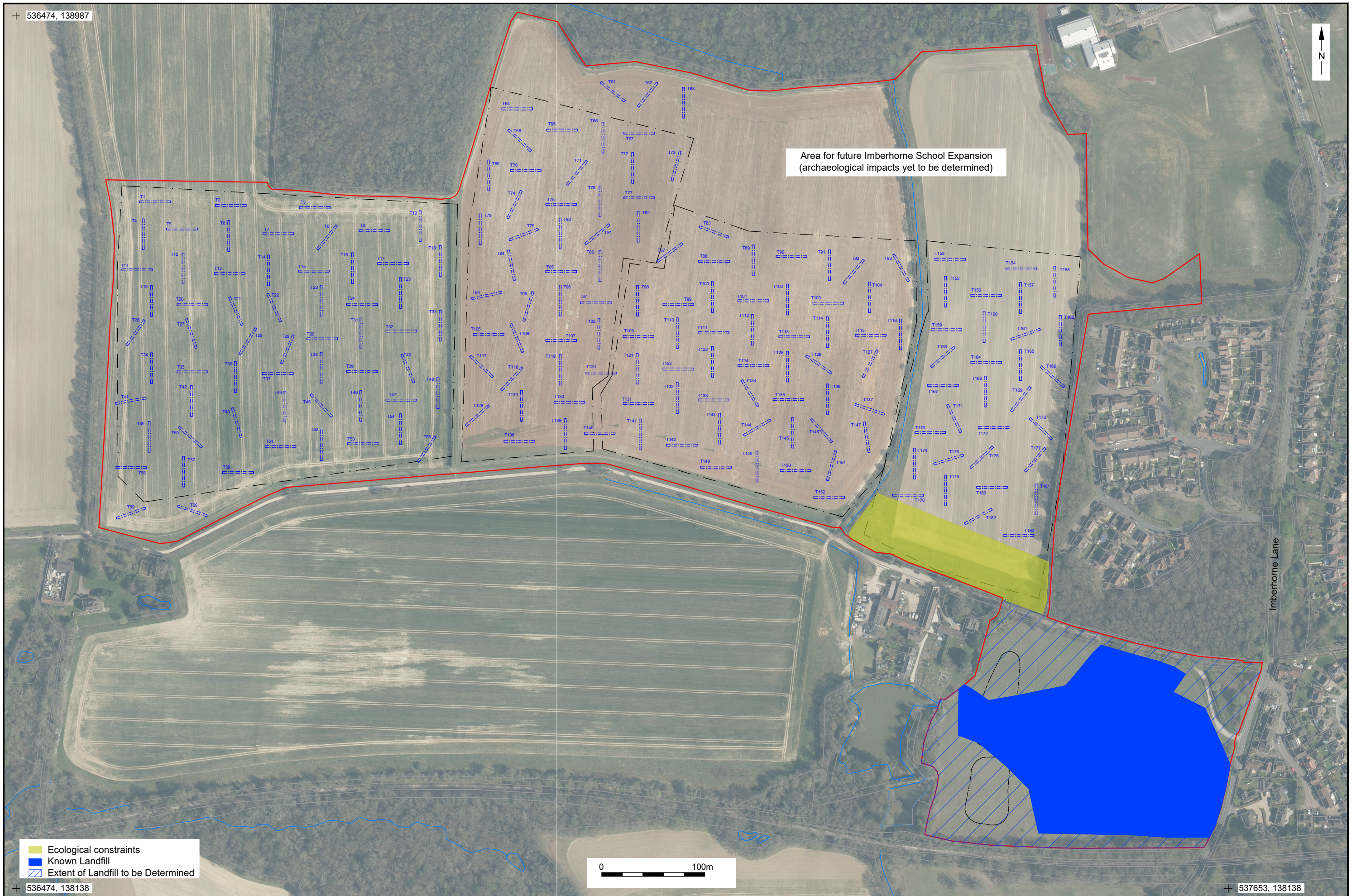
East Grinstead: Imberhome Farm

Proposed trench location with works plan

Fig.3



East Grinstead: Imberhorne Farm		Fig.4
Proposed trench plan with interpreted geophysical survey		



	East Grinstead: Imberhorne Farm	Fig.5
	Proposed trench location with aerial mapping	

Appendix A: Selection Strategy

**Imberhorne Farm, East Sussex
Site code IMB25 (ASE project number 240268)**

11th December Version 1

Selection Strategy

Project Information

Project Management

Project Manager	Paul Mason
Archaeological Archive Manager	Nicola Elphick
Organisation	Archaeology South-East

Stakeholders		Date Contacted
Collecting Institution(s)	East Grinstead Museum	TBC
Project Lead / Project Assurance	Place Services	TBC
Landowner / Developer	c/o RPS	11-12-2025
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 and national and international archiving guidelines and ASE's in-house on-site collection policies.

The project is an evaluation of 183 trial trenches in advance of a mixed use development.

The evaluation has the potential to contribute to regional research aims set out in the southeast research framework including those associated with the prehistoric, Roman and medieval periods.

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)
County 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

Stakeholders

The Project Manager (Paul Mason, 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) and Collections Curator (East Grinstead Museum) 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 East Grinstead Museum.

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
FIRED 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	Will be recorded and assessed for selection/deselection if of	Specialist, Collections Curator, Archaeological	During fieldwork, processing &

e.g. wood, leather	low significance	Archive Manager, Planning Archaeologist	recording
--------------------	------------------	--	-----------

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
----------------------	------------------	-------------------	---

Stakeholders

The Project Manager (Paul Mason, 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 (Place Services) and Collections Curator (Barbican House Museum) 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 Barbican House Museum

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 be 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
---------------	-----------------------	------------	---

Stakeholders

The Project Manager (Paul Mason, 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 (East Grinstead Museum) 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 East Grinstead Museum

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

Brown 2011a; ClfA 2014a, 2014b; Perrin et al. 2014; ClfA Finds Recording, Finds Reporting and Selection Toolkits

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 (ClfA), 2014a *Standard and guidance for the collection, documentation, conservation and research of archaeological materials*

Chartered Institute for Archaeologists (ClfA), 2014b *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*

Chartered Institute for Archaeologists (ClfA), *Selection Toolkit*:

<https://www.archaeologists.net/selection-toolkit>

Chartered Institute for Archaeologists (ClfA), *Specialist Recording Toolkit*:

<https://www.archaeologists.net/toolkits/finds-recording>

Chartered Institute for Archaeologists (ClfA), *Specialist Reporting Toolkit*:

<https://www.archaeologists.net/reporting-toolkit>

Chartered Institute for Archaeologists (ClfA), *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: DMP

IMBERHORNE FORM, EAST GRINSTEAD, EAST SUSSEX

SITE CODE: IMB25

11TH DECEMBER 2025 VERSION 1

A Data Management Plan created using DMPonline

Creator: Nicola Elphick

Affiliation: Archaeology South- East

Template: Digital Curation Centre

Last modified: 11th December 2025

Project abstract:

The project is an evaluation of 183 trial trenches in advance of a mixed use development.

Dataset Repository: East Grinstead Museum

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 be creating 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 institution's 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 East 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. (2011a) *Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation*. Second Edition. Archaeological Archives Forum (AAF)

Perrin, K., Brown, D.H., Lange, G., Bibby, D., Carlsson, A., Degraeve, A., Kuna, M., Larsson, Y., Pálsdóttir, S.U., 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>

