

68 & 70 Keymer Road, Hassocks, West Sussex, BN6 8QP: Written Scheme of Investigation for an Archaeological Evaluation **Churchill Living Ltd**

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1. Introduction

1.1 Project background

- 1.1.1 Cura Terrae was commissioned by Churchill Living Ltd (hereafter the Client) to prepare a Written Scheme of Investigation (WSI) for an archaeological evaluation at a development at 68 and 70 Keymer Road, Hassocks, West Sussex BN6 8QP (hereafter “the Site”). The Site is centred on National Grid co-ordinates 530958, 115396 (Fig. 1).

Planning background

- 1.1.2 The proposals, submitted under planning application DM/23/3114 to Mid Sussex Council and approved on appeal APP/D3830/W/24/3344121 (approved 8 November 2024), are for a redevelopment for Retirement Living accommodation for older people comprising 41no. apartments including communal facilities, access, car parking, and landscaping. Condition 6 applied to the planning consent relates to archaeology.

- 1.1.3 Condition 6 states:

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 to, and approved in writing by, the local planning authority. The archaeological investigation work will comprise an archaeological trial-trenching evaluation of the proposed development site, focused on the footprint of the proposed building. Depending on the results of the evaluation, it may then be followed by excavation areas focused on any archaeological deposits identified, and/or monitoring of groundworks associated with the development. No development or preliminary groundworks of any kind shall take place until the completion of the programme of archaeological investigation identified in the Written Scheme of Investigation defined above.

Thereafter the developer shall 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 shall include 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.

1.2 Scope of work

- 1.2.1 The work will consist of the excavation of 4 no. trenches; measuring 30m by 1.8m. This represents an approximate 5% sample of the 4,557m² site.

1.3 Site location and description

- 1.3.1 The development Site is located on the south side of Keymer Road (B2116) in the village and civil parish of Hassocks in the Mid Sussex District of West Sussex. Hassocks is located 11km north of Brighton.
- 1.3.2 The Site is rectangular in plan and measures 4,557m³ in extent. The Site lies between c.45–50 m above Ordnance Datum.
- 1.3.3 The Site currently comprises two large detached residential buildings (nos. 68 and 70), set back from the roadside beyond an area of amenity grass and hardstanding, the latter in use as car parking. The buildings are 2–2.5 storeys tall and constructed of brick. Gardens lie to the rear of the buildings (southwest) and comprise amenity grass and mature vegetation. Mature vegetation is also present to the northeast. Boundary treatments comprise brick walls as well as timber fencing.
- 1.3.4 The natural geology is Folkestone Formation – sandstone, sedimentary bedrock formed between 126.3 and 100.5 million years ago during the Cretaceous period (BGS 2025). No superficial geology is noted for the area.

1.4 Archaeological and historical background

- 1.4.1 The following information is adapted from an Archaeological Desk-Based Assessment (ADBA) prepared by Ecus (now Cura Terrae) in 2023 (Ecus 2023). This was based on a 1km search of the West Sussex Historic Environment Record (WSHER).

Prehistoric

- 1.4.2 Within the study area, data records on the WSHER relate to axes and flints that date from the Palaeolithic to Bronze Age periods. The majority of these were recorded on Parklands Road c.250m southwest of the Site. Close to the Site, c.90m to the south, an Early Bronze Age axe was recovered at the interface of shingle and concrete during trench digging. No further details are known about its discovery.
- 1.4.3 Further evidence of early prehistoric activity relates to flintwork, and a large ditch recorded during investigations 510m southeast of the Site (EWS632), plus evidence of settlement activity comprising possible Bronze Age roundhouses with associated pits over c.480m north of the Site (EWS954 and EWS2129). Archaeological investigations in this area also discovered worked and burnt flint, a cremation in a Deverel Rimbury urn, ditches, postholes, pottery and charcoal deposits. The settlement was of Mid to Late Bronze Age date.
- 1.4.4 Metal working in this area is suggested to have commenced in the Bronze Age period and the remains of a Bronze Age fort are recorded in the wider landscape at Wolstonbury Hill, c.3km to the southwest.

Roman

- 1.4.5 There is no Roman activity recorded on the WSHER within the Site.
- 1.4.6 The area of Hassocks is suggested to have been a crossroads in the Roman period between routes running north–south and east–west. The closest of these to the Site is ‘Greensand Way’, a Roman road running east–west c.90m north of the Site. Along its 25-mile course, the road survives as both buried and upstanding archaeological remains. A geophysical survey of the playing field in Adastra Park identified a section of the road and a further section was exposed to the northeast of Keymer in a drainage trench: the metalling was 7m wide and consisted of flint of various sizes built up on a bed of flint and sandstone to form an *agger*. A trench excavated to 1.6m recorded the metalling to 4m wide. No roadside ditches or finds were recovered, and the road section was recorded 50m north of the alignment recorded on the WSHER. Further investigations in this area recorded no traces of the road. The route of ‘Greensand Way’ is identified as an Archaeological Notification Area by the Local Planning Authority (LPA).
- 1.4.7 Within the ADBA study area, a second Roman road is recorded c.830m east of the Site. Running north–south through Mid Sussex, it is proposed to be roughly aligned with the A273, which is part of the London to Brighton Road.
- 1.4.8 Other evidence of Roman activity within the ADBA study area relates to settlement over c.480m north of the Site (EWS954 and EWS2129). This comprises building remains and a possible Roman shrine, alongside enclosures, pits, field system, postholes, animal remains and artefactual evidence.

Early medieval/medieval

- 1.4.9 There is no evidence of early medieval or medieval activity recorded on the WSHER in the Site.
- 1.4.10 Early medieval monument data records in the ADBA study area are limited to the church of St Cosmas and St Damian c.520m east of the Site. Although the extant church is largely of post-medieval date, elements of an earlier church of early medieval and medieval date survive within the building. The church is Grade II Listed (NHLE: 139037).
- 1.4.11 Further evidence of early medieval activity relates to an Archaeological Notification Area c.550m west of the Site (DWS8193), which records an early medieval cemetery.
- 1.4.12 Historically, the Site formed part of the settlement of Keymer, an ancient parish that was later merged into the extant Hassocks. Keymer is recorded in the Domesday Survey of 1086 as a settlement in the Hundred of Buttinghill. It had a recorded population of 50 households putting it in the largest 20% of settlements recorded. It was held by William of Vatteville and occupied by the tenant-in-chief William of Warenne. Meadow land is recorded alongside two mills and the church of St Cosmas and St Damian. The parish church is in the historic core of Keymer and settlement is suggested to have been centred on this building.

- 1.4.13 Medieval data records on the WSHER relate to the site of the Keymer Fulling Mill c.400m northeast of the Site and medieval artefacts comprising pottery and a strap end recorded c.510m southeast of the Site (EWS632).

Post-medieval and modern

- 1.4.14 During the post-medieval period improvements in transport (notably the railway in the mid-19th century) resulted in increased housing development in the centre to cater for commuters and the development of this area as a tourist destination with access to the South Downs.
- 1.4.15 Post-medieval data records within the ADBA study area relate to former agricultural activity comprising mostly farmsteads and outfarms and post-medieval finds.
- 1.4.16 Both Hassocks and Keymer show evidence of growth in the 20th century, with considerable residential development and expansion. Both residential buildings on the Site were built during this period. Twentieth-century data records within the ADBA study area relate to finds recorded during archaeological investigations and a war memorial was built within the grounds of St Cosmas and St Damian church.
- 1.4.17 A watching brief that took place near Hassocks railway station did not record any archaeological features or finds (40).

Previous archaeological work

- 1.4.18 There are no previous archaeological investigations recorded within the Site or its immediate area on the WSHER. The WSHER outlines nine previous archaeological investigations in the ADBA study area comprising:
- A watching brief (EWS1497) and historic building recording of 19th-century outbuildings (EWS1535) in 2009 c.460m southeast of the Site. The watching brief recovered a large assemblage of post-medieval artefacts, mainly pottery and glass, and a small number of prehistoric worked flints. The only feature was a modern brick-built soak-away;
 - An archaeological excavation and geophysical survey (EWS632) in 2004 c. 10m southeast of the Site. The excavation recorded prehistoric flints, medieval artefacts, an undetermined feature and a large prehistoric ditch;
 - Geotechnical test pits and an archaeological evaluation took place in 2004 c.250m northwest of the Site (EWS868), which recorded no archaeological features or artefacts;
 - An archaeological evaluation in 2012 c.660m west of the Site recorded unstratified flints of Mesolithic/Early Neolithic date, an undated ditch and a post-medieval sand pit (EWS1194);
 - A desk-based assessment (DBA; EWS1453) that informed evaluation (EWS1529) c.340m northeast of the Site. The evaluation recorded modern activity, possible evidence for a former boundary and finds of 19th- and 20th-century date;
 - DBA, archaeological evaluation and excavation over c.480m north of the Site (EWS954 and EWS2129), which recorded evidence of prehistoric to modern date.

Geotechnical Investigations

- 1.4.19 In 2023 Crossfield Consulting undertook GI investigations in the Site comprising a total of five boreholes and one dynamic probe. They identified an average of 0.4m thickness of topsoil over the Folkstone Formation geology.

2. Fieldwork methodology

2.1 General

- 2.1.1 As the appointed contractor, Cura Terrae will ensure that all work is undertaken by experienced staff who will operate in accordance with established industry standards and guidance. Appointed staff for the work will be individual or corporate members of the Chartered Institute for Archaeologists (CIfA), and will demonstrably work to an equivalent standard for archaeological fieldwork.
- 2.1.2 Cura Terrae is a CIfA Registered Organisation.

2.2 Standards and guidance

- 2.2.1 Archaeological evaluation will conform to current national and regional guidance and standards as set out in:
- *Sussex Archaeological Standards* (Local Planning Authority Archaeological Advisers in Sussex 2019).
 - *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Historic England 2015a)
 - *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (CIfA 2020a)
 - *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (CIfA 2020b)
 - *Code of Conduct* (CIfA 2022)
 - *Standard for archaeological field evaluation* (CIfA 2023a),
 - *Universal guidance for archaeological field evaluation* (CIfA 2023b)
- 2.2.2 Any changes to the methodology will be agreed with the LPA Archaeologist in advance of the variation.

2.3 Aims and objectives

- 2.3.1 The aims of the archaeological monitoring are to:
- identify and record the presence or absence of any archaeological deposits or features within the areas examined;
 - determine the extent, condition, character, significance and date of any exposed archaeological remains;
 - recover any artefacts; and,
 - prepare a comprehensive record of and report on archaeological observations during the site work.

2.3.2 The objectives of the works are to:

- determine the archaeological potential of the Site, in order to inform the need for mitigation works;
- preserve through record any archaeological remains impacted by the works;
- contribute to the understanding of the use and development of the area;
- undertake an investigation that meets with national and regional standards; and
- prepare an illustrated report on the results of the archaeological work to be deposited with the West Sussex County Council Historic Environment Record (WSHER).

2.3.3 The archaeological report will present a digest of information on the character and significance of the archaeological deposits and will form the basis of any proposals for appropriate further action. The monitoring works will also aim to define any research priorities that may be relevant should further field investigation be required.

Research agenda

2.3.4 The results of the evaluation will be assessed in accordance with the research agenda defined in the South East Research Framework (Local Planning Authority Archaeological Advisers in Sussex 2019) if appropriate.

2.4 Methodology

2.4.1 The works will comply with the Sussex Archaeological Standards (Local Planning Authority Archaeological Advisers in Sussex 2019) and the standard for archaeological field evaluation (ClfA 2023a) will be employed, unless stated otherwise.

2.4.2 The site code 25571 will be used on all records.

Trench locations

2.4.3 A trench plan has been devised to test the archaeological preservation across the Site, maximise the retrieval of archaeological information and to ensure that the significance of the archaeological resource is understood to a level of details proportionate to its importance. The trenches have been designed to provide a good spread of investigation across the Site. They have been located in the rear gardens of the existing properties as trees to be retained in the proposed development are present in the front gardens, precluding excavation in this area. The trench plan has been agreed with the LPA Archaeologist.

2.4.4 The evaluation will comprise four trenches each measuring 30m long by 1.8m wide. The trenches will be excavated to the top of archaeologically significant remains or the natural geology, whichever is higher, or until the trench is deemed unsafe to be excavated to a greater depth. No trench is expected

to have to be excavated to a depth of more than 1m. The geotechnical boreholes (Crossfield Consulting 2023) indicate an average depth of topsoil of c.0.4m.

- 2.4.5 Should unanticipated obstructions be present at any trench location, it may prove necessary to move that trench. Should further information be provided to Cura Terrae before work commences concerning the presence of live services or any other constraints such as ecological conditions, or if services are identified once on Site, this may result in changes to the proposed trench plan. Changes to the trench plan would need to be agreed with the Client and LPA Archaeologist prior to any work commencing.
- 2.4.6 Each trench will be scanned with a cable avoidance tool (CAT) prior to excavation and rescanned at subsequent intervals if required. The centre end point of each trench will be located on the ground/recorded using differential Global Positioning System (dGPS) technology or hand-measured to an accuracy of ± 0.1 m.

2.5 Evaluation methodology

- 2.5.1 The trenches will be excavated using a mechanical excavator fitted with a toothless ditching bucket. All machine work will be carried out under the direct supervision of an archaeologist.
- 2.5.2 Topsoil, subsoil and made ground will be stacked separately to avoid contamination and facilitate reinstatement. Soils will be stored a minimum of 1m from the trench edges. Both ends of each trench will be ramped to allow safe ingress and egress.
- 2.5.3 All topsoil or recent overburden will be removed in successive level spits down to the first significant archaeological horizon or undisturbed natural deposits, whichever is first. The continued use of machinery beyond this point will only take place when specifically agreed with the LPA Archaeologist.
- 2.5.4 Archaeological trenches may then be cleaned by hand where potential archaeological features or deposits are present. Sufficient hand excavation of archaeological features and deposits will be carried out in a controlled and stratigraphic manner to characterise the archaeology and ensure recovery of artefacts and environmental evidence. The aim of this will be to record all significant archaeological features within each trench and to undertake sufficient intrusive excavation to enable the date, character, form and stratigraphic relationships to be understood. Complex intercut archaeology would likely be dealt with at a later date through further site investigation or mitigation following discussion with the LPA Archaeologist. Such further investigation would be subject to a separate agreement and WSI.
- 2.5.5 Should features of potentially national importance and possibly of schedulable quality be present, fieldwork will cease until the remains have been inspected by the Client, the LPA Archaeologist and the regional Historic England Inspector of Ancient Monuments.

2.5.6 Archaeological features should generally only be sampled sufficiently to characterise and date them. Full excavation of features should not be undertaken at this stage, so as not to compromise the stratigraphic integrity of the archaeological resource. Taking this into account, sufficient sampling of the archaeological features and deposits identified will be excavated by hand to enable their date, nature, extent and condition to be described. The following strategy will be employed as a typical sample level for excavated features:

2.5.7 The following guidelines are advised by the Sussex Archaeological Standards (Local Planning Authority Archaeological Advisers in Sussex 2019, 27–8):

- *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 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 or 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*

2.5.8 Excavation of linear features will target intersections to enable the relationship between components to be established unless they are identified as being of a sufficient complexity to warrant further investigation as outlined in section 2.5.4. Additionally, all terminals or interruptions of linear features will be investigated. Wherever possible, one section will be located against a trench edge, if the alignment of the feature is at right angles to the edge, so that the full sequence of deposits can be recorded (including topsoil). If the feature joins the trench edge at an oblique angle, the section will be positioned to provide a section crossing the alignment of the feature. Other types of archaeological deposits such as flint scatters, hearth sites, areas of industrial activity, areas of waterlogged preservation, etc. will be excavated and sampled as appropriate.

- 2.5.9 For brick structures, the record will include details of brick dimensions and type (handmade/machine-made, plain/frogged), mortar (colour, composition, hardness) and the extent of structures (number of courses, thickness in skins).
- 2.5.10 The stratigraphy of all trial trenches will be recorded even where no archaeological deposits have been identified. Spoil heaps will be monitored to allow analysis of the spatial distribution of artefacts.
- 2.5.11 All work will be performed to avoid damage to any surviving archaeological remains that appear to be worthy of preservation in situ. If such remains are identified this would be discussed with the Client and LPA Archaeologist.

2.6 Recording methodology

- 2.6.1 All archaeological deposits are to be recorded using a continuous numbered context system in a pro-forma recording system in accordance with industry standards. The written record is to be hierarchically based and centred on the context record. Written recording will be undertaken using an industry-standard digital recording system (the DiggIt application) (<https://www.diggitarcaeology.com>). Each context record will fully describe the location, extent, composition and relationship of the subject and will be cross-referenced to other relevant assigned records.
- 2.6.2 The trenches as excavated and archaeological features will be surveyed by means of a differential Global Positioning System (dGPS) or hand-measured and recorded on at least one detailed plan at 1:50 or 1:20 scale and/or one section at 1:20 or 1:10. Drawings will be made in pencil on permanent drafting film. Survey will conform with national guidelines (Historic England 2015b).
- 2.6.3 Sections/profiles of features will normally be drawn at a scale of 1:10 and their location accurately identified on the appropriate trench plan. Drawings of archaeological features and deposits will include appropriate data on levels relative to Ordnance Datum.
- 2.6.4 A photographic record will be maintained using a digital camera equipped with an image sensor of not less than 10 megapixels. Digital images will be subject to managed quality control and curation processes which will embed appropriate metadata within the image and ensure long term accessibility of the image set. Output will be in RAW/JPEG format. Digital records created as part of the project should comply with specific data standards (Historic England 2015c).
- 2.6.5 Data management, recovery and recording levels will be appropriate to the stratified deposits under investigation. A Data Management Plan is provided in Appendix 1.

2.7 Finds recording

- 2.7.1 Finds will be treated in accordance with the relevant guidance in *Universal guidance for archaeological field evaluation* (ClfA 2023b), except where they are superseded by statements made below.
- 2.7.2 Materials such as pottery, ceramic and stone building material and animal bone will be collected as bulk finds. Significant artefacts will be three-dimensionally recorded prior to removal. Finds will be appropriately recorded and processed using the Cura Terrae system and submitted for post-excavation assessment.
- 2.7.3 All artefacts from excavated contexts will be retained and recorded by context, except those from features or deposits of obviously modern date. In such circumstances, sufficient artefacts will be retained to elucidate the date and/or function of the feature or deposit. Any earlier residual artefacts of potential archaeological/historical value from modern features will be retained.
- 2.7.4 All recovered finds will be appropriately packaged and stored under optimum conditions. Finds recovery and storage strategies will be in accordance with published guidelines (Watkinson and Neal 2001). Provision will be made for Site visits from a conservator, particularly if timber structures or fragile finds are exposed that may require expert lifting.
- 2.7.5 In accordance with Historic England guidance (2015d), all iron objects, a selection of non-ferrous artefacts (including all coins) and a sample of any industrial debris relating to metallurgy, will be X-radiographed before assessment. Where there is evidence for industrial activity, large technological residues will be collected by hand, with separate bulk soil samples collected for micro-slugs from secure contexts.
- 2.7.6 Any artefacts considered to be Treasure (whether of precious metals or otherwise) will be treated in accordance with the Treasure Act Code of Practice (2nd revision) (DCMS 2008). Any such finds will be reported to HM Coroner, the Client and the LPA Archaeologist. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft.

2.8 Human remains

- 2.8.1 If human remains are present, the Client and the LPA Archaeologist will be notified so that an agreement can be reached on how to treat them. Discovery will be reported to HM Coroner and an application for a 'Licence for the Removal of Buried Human Remains' will be made to the Ministry of Justice. Any human remains (inhumations or cremations) discovered will be investigated, planned, recorded and, where it has been agreed with the Client and the LPA Archaeologist, removed by the archaeologist. If necessary, and where practicable, the relevant trench or area will be widened to permit recovery of the whole burial. Any excavation of such remains will comply with the relevant legislation. Recovery and processing of human remains will be undertaken in accordance with

published guidelines (McKinley and Roberts 1993; APABE 2017; Mitchell and Brickley 2017; Historic England 2018).

2.9 Environmental sampling

- 2.9.1 Forty-litre (where such volume exists) bulk soil samples will be taken from appropriate deposits, processed and submitted to an environmental specialist for assessment of palaeoenvironmental potential. This will include plant and animal macrofossils. Attention will be paid to the recovery of samples from any waterlogged deposits that may be present. Recovery and sampling of environmental remains will be in accordance with published guidelines (Campbell *et al.* 2011).
- 2.9.2 The Historic England Science Advisor for the region will be invited to visit the Site if significant or unusual deposits are discovered that have the potential to hold important environmental or functional information.

2.10 Animal bone

- 2.10.1 Where well-preserved animal bones are present, there will be hand collection of large mammal bones and bulk soil samples will be taken to retrieve remains of smaller animals. The samples will be used to investigate the frequencies and identities of bird and fish bones and to investigate the relative frequencies of bones of different species.

2.11 Date sampling

- 2.11.1 If appropriate, scientific dating techniques will be discussed with the LPA Archaeologist and the Historic England Science Advisor as necessary. Secure contexts may be sampled for dating as appropriate (whether on Site or as sub-samples of processed bulk samples). The most likely dating methods that might be applied include radiocarbon (C14) dating (Historic England 2022) and archaeomagnetic dating (Linford 2006). Any samples will be processed following post-excavation assessment.

3. Report and archive

3.1 Archaeological monitoring report

- 3.1.1 Following the completion of the archaeological monitoring, a report will be submitted to the Client within six weeks, subject to the number of finds and environmental remains requiring assessment, then to the LPA Archaeologist for approval in order that any requirement for further mitigation can be determined.
- 3.1.2 The report will be prepared in accordance with the guidance given in *Universal guidance for archaeological field evaluation* (ClfA 2023b), except where superseded by statements below.
- 3.1.3 The report will contain some of or all the following as appropriate to the nature, extent and significance of the results:
- A non-technical summary;
 - Introduction;
 - Planning background including relevant references;
 - Relevant historical and archaeological background;
 - Geology and topography of each intervention site;
 - Research aims and objectives;
 - Methodology of Site-based and off-Site work;
 - Results of the archaeological evaluation, including specialist reports where relevant. This would include
 - a table summarising any descriptive text showing, per trench, the features, classes and numbers of artefacts located and their interpretation; and
 - a consideration of archaeological evidence from the Site in a broader landscape setting.
 - Plans, sections and photographs as appropriate. These will include:
 - a plan at an appropriate scale showing trench layout (as dug) and features located;
 - section drawings of significant excavated features;
 - sample of trench photographs and representative trench sections including blank trenches; and
 - plans with sufficient grid references to they can be geo-rectified.
 - Assessment of the results against the original expectations;
 - Statement of potential of the archaeology;
 - Conclusions;
 - Publication and dissemination proposals, if relevant at this stage;
 - Archive details, including date of deposition and deposition statement;

- Bibliography;
- Acknowledgements;
- Detailed context index; and
- OASIS form.

- 3.1.4 The report will not provide an opinion on whether preservation or subsequent investigation is considered appropriate or necessary.
- 3.1.5 The results from the archaeological evaluation will be incorporated into any further reporting associated with archaeological investigation of the Site.

3.2 Dissemination

- 3.2.1 A digital draft copy of the report will be supplied to the Client before being issued to the LPA Archaeologist for comment and approval.
- 3.2.2 When the report has been approved by all parties, copies of the final version will be provided to the Client and the WSHER on the understanding that it will become a public document after an appropriate period (generally not exceeding six months).
- 3.2.3 An OASIS (Online Access to the Index of Archaeological Investigations) record for the watching brief has been created (curaterr1-535681). Details of the Site will be submitted online to the OASIS database within two months of completion.
- 3.2.4 If the results are considered significant, provision may be required to publish them in a relevant journal. As a minimum, this might include a short note in a local peer-reviewed journal,

3.3 Archive

General

- 3.3.1 Digital, paper and artefactual archives will be prepared, consisting of all primary written documents, plans, sections, photographs, electronic data, and finds and environmental materials arising from the archaeological work in accordance with industry standards (CIfA 2020b).
- 3.3.2 The contents of the archive will be subject to regular review during all stages of the project by Cura Terrae's Post-Excavation Manager, who will be responsible for retention/discard of elements of the physical and digital archives generated by the works.

Physical archive

- 3.3.3 Any physical materials arising from the works will be archived with an appropriate local repository (if any are receiving archives) and will be curated and deposited according to their standards for archive deposition.
- 3.3.4 A museum accession number will be acquired prior to commencement of post- excavation work. Cura Terrae will promptly notify the museum at project initiation, mid-point review and completion stages with completion of all relevant forms.
- 3.3.5 Before work begins on the Site, Cura Terrae expects that the Client will permit Cura Terrae to contact the landowner to endeavour to reach an agreement in principle regarding the deposition of finds. A Transfer of Title form will be signed by the landowner to enable deposition of the materials.
- 3.3.6 Material to be included in the archive will be selected following the ClfA Toolkit for Selecting Archaeological Archives (<https://www.archaeologists.net/work/toolkits/archives>). All artefacts and associated material will be properly stored, and the archive will be prepared to an acceptable standard following national guidelines (ClfA 2020b; Historic England 2015a; Society for Museum Archaeology 2020).

Digital archive

- 3.3.7 An OASIS online record (<http://ads.ahds.ac.uk/project/oasis/>) has been initiated (curaterr1-535681) and key fields completed on Details, Location and Creators forms. Upon completion of the work, all parts of the OASIS online form will be completed for submission to the HER / Archaeology Data Service. This will include an uploaded .pdf version of the final report (a paper copy will be included with the physical archive).
- 3.3.8 If appropriate, a digital archive will be deposited with the Archaeology Data Service (ADS) and made publicly accessible. The digital archive would be compiled in accordance with the standards and requirements of the ADS (2011; 2020).

3.4 Public benefit

- 3.4.1 Enquiries from members of the public regarding the results of the evaluation, or other potentially sensitive information, will be directed to the Client. Active public engagement or involvement of voluntary workers in this stage of works is not anticipated. Following completion of the archaeological monitoring, Cura Terrae may produce website and/or social media content to present the results of the work to a public audience.

4. Monitoring

4.1 Programme

- 4.2 The archaeological evaluation will likely commence in August or September 2025. The timeframe for the evaluation is approximately four days, but if significant archaeology is present it will take longer.

4.3 Project team

- 4.3.1 Cura Terrae is a Chartered Institute for Archaeologists Registered Organisation. The work will be carried out by appropriately qualified and experienced Cura Terrae staff. If required, details of staff (including grades) and their relevant experience will be provided to all interested parties prior to the work being carried out. Key personnel managing the project have completed the Historic England training course Using MoRPHE.
- 4.3.2 Cura Terrae's Technical Director ensures the maintenance of quality standards within the organisation and will have overall responsibility for the project and be the main point of contact with the Client and the LPA Archaeologist. A Post-Excavation Manager will be responsible for any materials arising from the excavations and the programming and production of the report. A Supervisor will be responsible for carrying out the watching brief and for writing the report on the results of the work. All Cura Terrae field staff possess degrees in archaeology or related disciplines and have a minimum of three years' practical experience.
- 4.3.3 The senior staff employed by Cura Terrae on this project will be:
- Oliver Good, Technical Director (Quality and project delivery).
 - Stuart Ross, Senior Post-Excavation Manager
 - TBC, Project Supervisor (excavation and reporting)
- 4.3.4 Cura Terrae reserves the right to change its personnel at any time should project programmes change.

4.4 Subcontractors

- 4.4.1 Specialist consultants might be required to conserve and/or report on finds and advise or report on other aspects of the investigation. Cura Terrae will ensure that contracts are in place, and that availability is confirmed with external specialists to cover all necessary processing, conservation and specialist analysis through assessment and analysis stages of the project. CVs of such individuals can be provided in due course although Table 1 provides a standard list of specialists employed.

Table 1: Specialist consultants used by Cura Terrae.

Material	Consultant	Organisation
Early prehistoric pottery	Alex Gibson	Freelance
Later prehistoric pottery	Chris Cumberpatch	Freelance
	Richard Massey	Freelance
Roman pottery	Ruth Leary	Freelance
	Ian Rowlandson	Freelance
	Charlotte Britton	Cura Terrae
Amphorae and mortaria	Eniko Hudak	Pre-Construct Archaeology
Samian ware	Gwladys Monteil	Freelance
Anglo-Saxon pottery	Paul Blinkhorn	Freelance
	Richard Massey	Freelance
Medieval and post-medieval pottery	Chris Cumberpatch	Freelance
	Paul Blinkhorn	Freelance
	Derek Hall	Freelance
	Charlotte Britton	Cura Terrae
Ceramic building materials	Jane McComish	York Archaeology
	Charlotte Britton	Cura Terrae
Fired clay (non-industrial)	Charlotte Britton	Cura Terrae
Small finds	Alex Croom	Freelance
	Richard Massey	Freelance
Glass (Roman)	Hilary Cool	Freelance
Lithics	Torben Bjarke Ballin	Freelance
	Rebecca Devaney	Freelance
Industrial material/metalworking	Rod Mackenzie	Freelance
	David Dungworth	Freelance
Coins	Richard Brickstock	Freelance
Querns	John Cruse	Freelance
Worked stone	Alex Croom	Freelance
	Alison Sheridan	National Museum of Scotland
Leather	Quita Mould	Freelance
Textiles	Margareta Gleba	University of Cambridge
Conservation and X-ray	Karen Barker	Freelance
	York Archaeology	York Archaeology
Archaeomagnetic dating	Cathy Batt	University of Bradford
OSL dating	David Sanderson; Alan Cresswell	Glasgow University
Radiocarbon dating	Scottish Universities Environmental Research Centre	Scottish Universities Environmental Research Centre
	Beta Analytic Carbon Dating Service	Beta Analytic

Material	Consultant	Organisation
Bayesian analysis	Derek Hamilton Nicholas Lion	Glasgow University Cura Terrae
Absorbed residue analysis	Lucy Cramp	University of Bristol
Human bone	Malin Holst	York Osteoarchaeology
Animal bone	Clare Rainsford	Freelance
Fish bone, molluscs	Angela Maccarinelli	University of Sheffield
	Cath Neal	Freelance
Shell	TBC	
Insect remains	Palaeoecology Research Services	Freelance
	David Smith	University of Birmingham
Charred plant remains	Lisa Gray	Freelance
	Palaeoecology Research Services	Freelance
Charcoal and wood	Lisa Gray	Freelance
	Dana Challinor	Freelance
Waterlogged wood	Steven Allen	York Archaeology
Artefact illustration	Mark Hoyle	Freelance
Worked stone including rock art	Ruth Shaffrey	Freelance

- 4.4.2 Cura Terrae recognises that, for certain categories of finds, regional specialists and/or emergency on-Site conservators may be required. If such individuals are necessary, Cura Terrae would provide details to LPA Archaeologist regarding this.

4.5 Site monitoring

- 4.5.1 Site inspections will be arranged so that the general Site stratigraphy and any significant archaeological remains can be assessed and the Site can be inspected before infilling.
- 4.5.2 In the event of the discovery of archaeological remains that are of a greater number or extent than anticipated, work will cease, and the Client and Local Planning Authority Archaeologist will be notified. An assessment will be made of the significance of the remains and any provision agreed for their recording or preservation in situ as appropriate.
- 4.5.3 At least five days' notice will be given to Local Planning Authority Archaeologist prior to the commencement of fieldwork so that arrangements for monitoring the site work may be made. Currently anticipated start date is recorded in section 4.1.
- 4.5.4 Access will be permitted to the Client and Local Planning Authority Archaeologist to monitor any site work, as well as the progress of any agreed post-fieldwork analysis and reporting programmes. Costs associated with monitoring visits performed by Local Planning Authority Archaeologist will be charged to the Client. Where monitoring is carried out remotely, photographs of the trenches and features

within will be sent to Local Planning Authority Archaeologist in conjunction with sign-off requests. Remote monitoring will be agreed in advance with Local Planning Authority Archaeologist.

5. Health and safety

5.1 General

- 5.1.1 Health and Safety considerations will be of paramount importance in conducting all fieldwork. Safe working practices will override all archaeological considerations.
- 5.1.2 Cura Terrae staff and any subcontractors will be operating under the Client's Health and Safety regime.
- 5.1.3 All work will be carried out in accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety Regulations 1992, and all other relevant Health and Safety legislation, regulations and codes of practice in force at the time for the fieldwork.
- 5.1.4 A Risk Assessment and Method Statement (RAMS) for the work will be prepared prior to the commencement of fieldwork. Cura Terrae will provide all relevant Risk Assessments, Method Statements and Health and Safety Plans as required.
- 5.1.5 All archaeological staff and visitors attending Site will sign in and out each day, and Cura Terrae Site induction will take place. Staff will attend any Client induction as required. The Cura Terrae team will carry out daily point of works dynamic risk assessment and toolbox talks as required.
- 5.1.6 Cura Terrae holds appropriate Employer's Liability and Public Liability Insurance.

5.2 Site access

- 5.2.1 The Client will be responsible for ensuring Site access has been secured prior to the commencement of Site works and that the perimeter is secure.

5.3 Considerations

Services

- 5.3.1 There are no known services in the rear gardens of the properties. Cura Terrae expects that the Client will provide utilities plans to confirm this.

Deep excavations

- 5.3.2 No deep excavations are anticipated as the topsoil is expected to be approximately 0.4m thick.

Contamination

- 5.3.3 Should any ground contamination be present, site work will be stopped and Cura Terrae will report to the Client. If appropriate, suitably qualified contractors will attend Site to remove any identified contaminates. Under no circumstances will the archaeologists remove or disturb potentially contaminated ground.

Public access

- 5.3.4 The Client will be responsible for ensuring the Site is secure and safe prior to the commencement of Site works and that the public is excluded from the areas of works. There is no public right of way crossing the Site.

Other

- 5.3.5 No other constraints are known at this stage.

6. Copyright

6.1 Paper and digital archive

- 6.1.1 The copyright and ownership of the paper and digital archive from the archaeological work will rest with the originating body (the archaeological organisation undertaking the work). On completion of the contracted works, the originating body will deposit the material with the receiving museum, to which they will transfer title and/or licence the use of the records.

6.2 Report

- 6.2.1 Full copyright of each report shall be retained by the originating body (the archaeological organisation undertaking the work) under the Copyright, Designs and Patents Act 1988 with all rights reserved, except that the Client will be licensed to use each report in all matters directly relating to the scheme and to make each report available for public dissemination as part of the dissemination measures.

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Appendix A: Data Management Plan

General

This document is a project specific data management plan (DMP). The document defines what is expected of the digital data that is collected and created in a project and how this should be managed, stored, used and disseminated until it is archived. This should be used in conjunction with the project Written Scheme of Investigation (WSI).

The sections outlined below need completing by the Project Manager/Officer during the project. The information will be used by the Archives Team at the end of the project in the archive deposition process.

Table 1. Project Administration

Project name:	68 & 70 Keymer Road
Project number:	25571
Site code:	25571
Project description:	Archaeological trench evaluation
Project Manager:	Oliver Good
Project Officer:	TBC
Client and funding type:	Churchill Living Ltd
OASIS ID:	curaterr1-535681
Data contact:	Nicholas Lion (nicholas.lion@cura-terrae.com)
Date DMP created:	01/08/25
Dates DMP updated:	
Related information: <i>Update throughout the project</i>	The Written Scheme of Investigation (WSI): Chartered Institute for Archaeologists (CIfA) standards and guidance Archaeology Data Service (ADS) guidelines

Data Collection

The type, format and volume of data generated by the project is estimated below. This table will be updated as the project progresses.

Data formats used are standardised, openly documented and, where possible, non-proprietary. This ensures data is sharable, supports data curation and facilitates interoperability between projects and datasets, as well as avoiding technological obsolescence.

Details of any file format conversion required prior to deposition will be included in the final DMP

Table 2. Data collection file types

Type	Formats	Estimated archive volume
Spreadsheet/Database	Excel (.xlsx) Database (.mdb, .dbf)	N/A
Text/document	Word (.docx) Acrobat (.pdf)	2 files c.15MB
Vector graphic	AutoCAD (.dxf)	N/A
Image	Lossy (.jpg) Uncompressed (.tif)	200 files c.800MB
GIS	Shapefiles (.shp and assoc. files)	5 files c.25MB

Existing Data

Site location and intended layout plans provided by SLR Consulting.

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. Specific or additional guidance relevant to this project is listed below and will be updated as the project progresses.

Methods are specified in the WSI and will meet the requirement set out in the project brief, the organisation recording manual and relevant ClfA guidance

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 guidance: Historic England Digital Image Capture and File Storage: Guidelines for Best Practice 2015

Data Storage / File Naming

The working project archive will be stored in a project-specific folder on Cura Terrae's server. The internal organisation server is backed up daily in multiple locations, including off-site, 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 follow 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 (e.g. CURA TERRAE), the project number or site code (e.g. 23328 or CT23328) and the file descriptor (e.g. WSI).

As versions become superseded, they will be moved into an 'old versions' sub-folder, and only the current version should be visible in the main folder

Quality Assurance

Instruments used in the collection of data are calibrated as per manufacturers' specification or guidance and checked to ensure they are in full working order.

All site records and data collected will be reviewed during project delivery to ensure data is accurate and secure.

Internal project folders are reviewed periodically to ensure organisational standards are being met.

Documentation and Metadata

Data collected will include standard formats that 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, which is 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.

An archive catalogue documenting physical and digital archive products will be maintained and submitted to the receiving museum/archive.

Ethics and Legal Compliance

The project archive will include the names and contact details of any relevant individuals. Cura Terrae have a GDPR compliant Privacy Policy which underpins the management of personal data; any personal data is managed through a separate restricted access database and not retained in the project specific folders.

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.

Data Security: Storage and Backup

Organisational IT is managed by an external data management provider, which is also responsible for the management and verification of our daily backups, and which 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 off-site through a secure log-in.

Off-site access to the project files on the organisation's server or secure cloud-based storage 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/or portable external hard drive).

Relevant consolidated GDPR compliant project files will be distributed to external specialists and contractors for reference.

Selection and Preservation

The DMP will be reviewed and updated as required. Updated documentation will be included in relevant reporting stages.

Prior to deposition, DMP will be updated and finalised in agreement with all project stakeholders (the LPA Archaeologist, the Client, the receiving museum and 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 and link to the digital archive.

The project results are likely to provide information which can be included in the West Sussex Historic Environment Record and will contribute to the historic knowledge of the site/historic environment.

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 ADS, which is a Core Trust Seal certified repository.

The archive will be prepared for deposition by the project team.

ADS will be contacted as the intended repository for digital data during project initiation.

Data Sharing

A summary of the project will be included on the OASIS online database, the receiving museum/archive and digital archive repositories, and will be updated as the project progresses.

The investigations are likely to result in the production of several documents: WSI and final report.

The final report is provisionally scheduled to be completed within 6 months of the completion of fieldwork.

A final version of the project report will be supplied to the Norfolk Historic Environment record and OASIS, and any data which the HER request can be provided directly to it.

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 identifier (DOI).

A temporary embargo may be required on the sharing of the project results. If this is the case, specific details 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 embargoes that are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive.

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 are the responsibility of the project team, assured by the Project Manager.

Storage and backup of data in the field is the responsibility of the project team.

Once data is incorporated into the organisation's 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.

Appendix B: Figures



Key
Site boundary



Churchill Retirement Living Ltd
68 & 70 Keymer Road, Hassocks

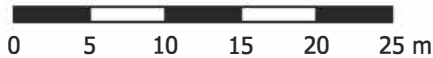
Figure 1
Site location

A	25.07.2025	DP	PFP
Rev	Date	Drawn by	Checked by
Site centred on:		TQ 30965 15394	



Key

-  Site boundary
-  Trench



Churchill Retirement Living Ltd
68 & 70 Keymer Road, Hassocks

Figure 2
Indicative trench plan

A	25.07.2025	DP	PFP
Rev	Date	Drawn by	Checked by
Site centred on:		TQ 30965 15394	