

Written Scheme of Investigation for an Archaeological Evaluation

Plot 1.3 & Woodfield House, Burgess Hill Northern Arc,
West Sussex

NGR: 531466 120623 & 530926 121231

Planning Ref: DM/18/5114

Site Code: NAP22

Project Reference
794-PLN-HER-01918

September 2025

1.0 INTRODUCTION

- 1.1 Archaeology South-East (ASE) has been commissioned by RPS on behalf of their client Bellway Homes to undertake archaeological evaluation on two parcels of land forming part of the Burgess Hill Northern Arc scheme, West Sussex, hereafter 'the site' (centred on NGR 531466 120623 & 530926 121231; Fig. 1).
- 1.2 The site lies in a primarily agricultural landscape to the immediate north of Burgess Hill, to the east of Isaacs Lane (A273) and Freeks Lane. The route of the new Northern Arc Link Road divides the two land parcels.
- 1.3 According to the British Geological Survey the sites lie over Weald Clay Formation (Mudstone). Superficial deposits are not mapped (BGS 2023).
- 1.4 Mid-Sussex District Council have granted planning permission for mixed-use development of the wider Burgess Hill Northern Arc site subject to conditions (DM/18/5114). Condition 11 is for archaeology:

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

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

- 1.5 Recent archaeological evaluation of the broader landscape has been undertaken by ASE. A small number of archaeological features were identified, including charcoal-filled pits which were of similar character to those found during the mitigation of the access road, tentatively dated to the Romano-British period (ASE 2021b). Subsequent mitigation confirmed the agricultural nature of the features (ASE 2023).
- 1.6 This document represents a Written Scheme of Investigation (WSI) for the evaluation of the remaining two land parcels. It has been prepared in accordance with relevant Standards and Guidance of the Chartered Institute for Archaeologists (CIfA 2019, 2020 and 2023). 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). It will be submitted to all parties for approval prior to the commencement of work at the site.
- 1.7 All work will be carried out in accordance with the Sussex Archaeological Standards (2019) which outlines the methodology to be used in the field, and in reporting and archiving of the results. The project will be managed by Paul Mason (Project Manager) and by Jim Stevenson (Post-Excavation Manager).

2.0 ARCHAEOLOGICAL BACKGROUND

- 2.1 What follows is a summary of the pertinent findings of recent fieldwork supplemented with the findings of a desk-based assessment prepared for the Woodfield House site (ASE 2019).
- 2.2 Trial trench evaluation on land at the Northern Arc Eastern Bridge and Link Road identified a number of undated fire pits, post-holes and pits, probable post-medieval field boundary ditches, a deposit of colluvium and a palaeochannel. In addition, early prehistoric flintwork was recovered from the topsoil and subsoil horizons. Subsequently, two areas totalling c.2.04ha were mechanically stripped including the link road where it passes between the P1.5 & P1.6 areas (ASE 2021b).
- 2.3 The earliest evidence of activity consisted of a background scatter of flintwork and a shallow spread, both of Mesolithic date. Neolithic flintwork, including an unfinished arrowhead, demonstrated exploitation of the resources of this part of the Weald. However, the first clear alterations to the landscape dated from the Middle Iron Age. Pits containing burnt clay, and clusters of post-holes suggest slightly more intensive occupation than in previous periods, although with no evidence of agricultural activity. The most interesting features encountered consisted of a thin scatter of remarkably similar pits/hearths showing evidence of *in situ* burning and primary fills rich in oak charcoal. These somewhat enigmatic features were spread across both examined mitigation areas. Limited pottery finds and radiocarbon dating suggest these were created in the Romano-British era. Although their function remains unproven, it is suggested they represent the scant remains of woodland clearance although alternative interpretations, such as charcoal production are also considered.
- 2.4 Evidence for medieval activity consisted of abraded pottery recovered from the overburden, and possible field boundaries close to Isaacs Lane, although their date remains unconfirmed. Post-medieval activity was more clearly represented in a varied assemblage of artefacts from the topsoil, and clear land division in the form of substantial ditches corresponding to field boundaries shown on cartographic sources.
- 2.5 Recent investigation of Plot 1.1, to the immediate north of the excavation area, revealed undated archaeological features consisting of several pits and ditches. (ASE 2022).
- 2.6 The investigation of Plots 1.5 and 1.6 produced similar results to those details above. The only dated feature contained Late Iron Age/Romano-British pottery (ASE 2023).

Woodfield House

- 2.7 Woodfield House itself dates back to the late 18th century, with later additions. the Tithe Map of 1838 shows the site as 'Wood Field Lodge' and the main house is depicted on it. A building in the north-west corner of the site could be the Cottage although it is not clear from the map whether it is part of the site or is located outside the site boundaries. The pond in the southern area of the site looks bigger than in later maps. Another building

appears in the south-eastern part of the site, which does not appear on any of the later maps; it is unclear what this building was.

- 2.8 The first edition Ordnance Survey map of 1875-1881 is the first clear and detailed depiction of the site, then called 'Woodfield Lodge'. The main house and the cottage are both visible, and so are the walled gardens and green house to the east of the buildings. The rest of the estate seems to be occupied by parkland, with the small wooded area and pond already present in the southernmost part of the site.
- 2.9 On the 1897, 1910-1911 and 1937 OS maps, no major changes are visible within the site: some of the paths and boundaries within the park seem to alter slightly but the main fabric of the site remains unchanged. A building in the north-western corner of the site seems to belong to Woodfield Lodge but it is then excluded in the 1937 OS map and forms a separate plot.
- 2.10 The OS maps of 1955-1956, 1969 and 1976 do not show any further changes.

3.0 RESEARCH AIMS AND OBJECTIVES

- 3.1 The aims of the archaeological investigation are to ascertain:
- Whether archaeological remains are present on the site and if so to assess their nature, date, survival and significance;
 - How they might be impacted by the development of the site;
 - To enable the County Council Archaeology Officer 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 project also has the potential to inform on the following areas of research from the South-Eastern Research Framework (SERF);
- The use of the Weald in later prehistory (SERF Middle Bronze Age – Iron Age Periods)
 - Agricultural economy – structural aspects; animal and plant remains (SERF Roman Period)
 - To what extent and in what ways have developments in agricultural technology and demand influenced historic landscape development? (SERF Historic Landscapes)
 - To what extent and in what ways can past landscapes and their components (prehistoric onwards) be understood in the present landscape? (SERF Historic Landscapes)
 - An understanding of the multifaceted landscape (SERF: Post-medieval and modern period)

4.0 METHODOLOGY

- 4.1 Eighteen trenches measuring 30m long by 1.8m wide will be excavated across the land parcels as shown in Figures 2-4.

- 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 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 (generally c. 1.2m) unless suitable precautions (i.e. stepping or battering of trench edges, and /or shoring) have been implemented; the indicative depth of 1.2m may be reduced if the trench sides appear to be particularly unstable. 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 The 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 SCC 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, SCC 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.

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 SCC.

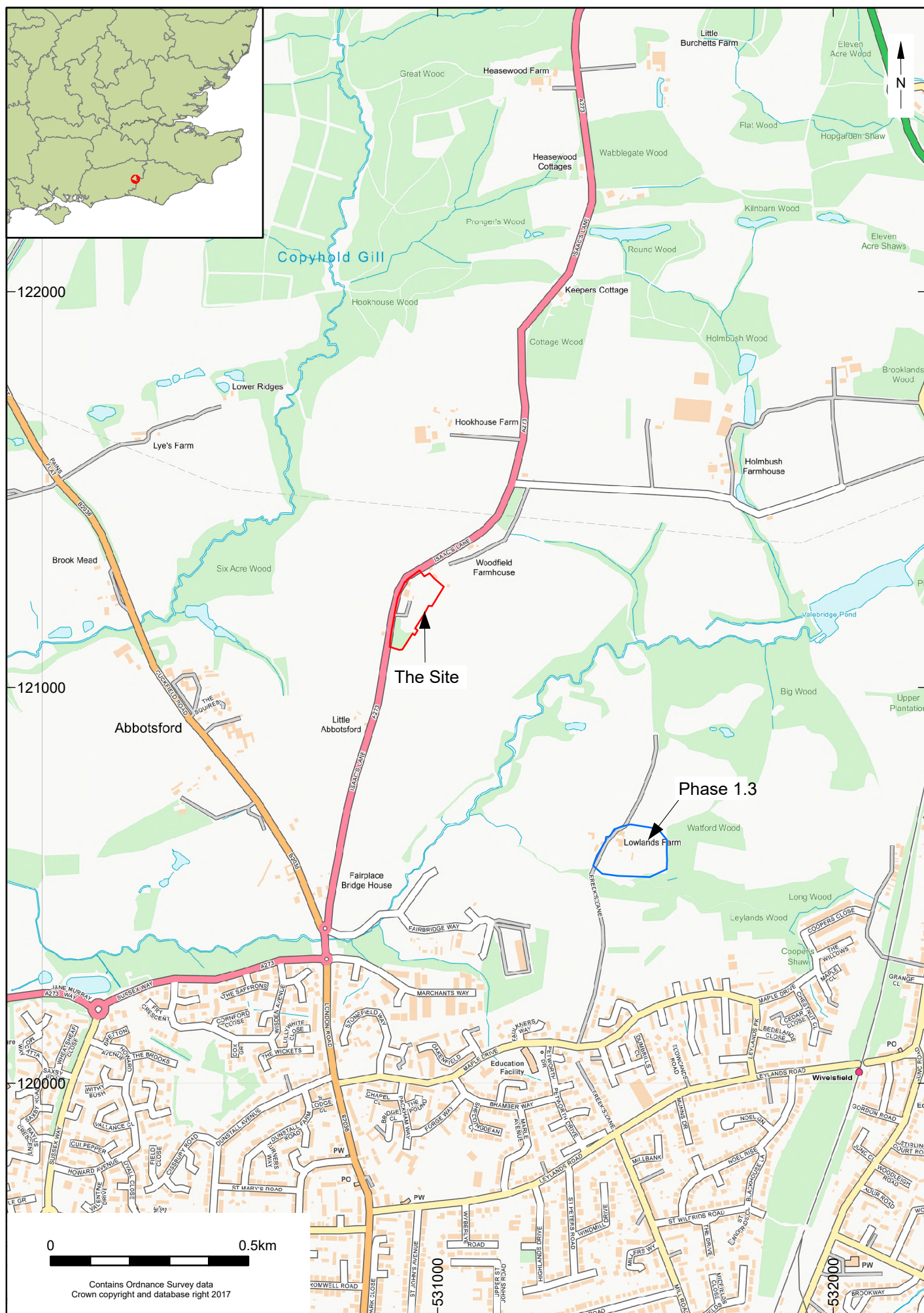
12.0 MONITORING

- 12.1 Provision will be made at all stages of the project for RPS and the SCC Archaeological Officer to monitor progress and standards.

REFERENCES

- Archaeological Archives Forum 2011, *Archaeological Archives. A guide to ASE 2023a Archaeological Evaluation Report Land East of Loxwood Road Alfold, Surrey*. Unpub. ASE Proj 210643
- ASE 2019 *Woodfield House, Isaacs Lane, Haywards Heath, West Sussex Historic Environment Desk-Based Assessment (Heritage Statement)*
- ASE 2020, *Archaeological Evaluation Report Freek Farm, Burgess Hill West Sussex*
- ASE 2021a, *Archaeological Test Pit Evaluation Report Land at Freek Farm, Burgess Hill, West Sussex*
- ASE 2021b, *Archaeological Investigations at the Northern Arc Eastern Bridge and Link Road, Burgess Hill, West Sussex*
- ASE 2022, *Archaeological Evaluation Report Phase 1 East, Plots 1.1 Burgess Hill, Northern Arc West Sussex*
- ASE 2023 *Archaeological Post-Excavation Report – Burgess Hill Northern Arc West Sussex*
- British Geological Survey online viewer:
<http://www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html>
Accessed 3rd May 2023
- ClfA 2019 *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology*
- ClfA 2020 *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials*
- ClfA 2023 *Standard and Guidance for Archaeological Field Evaluation*
- Europae Archaeologiae Consilium 2013, *A Standard and Guide to best practice for Archaeological Archiving in Europe*
- Historic England 2010 *Guidelines on the recording, sampling, conservation and curation of 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
- Historic England 2015 *Management of Research Projects in the Historic Environment*
- SERF 2008 *Resource Assessment and Research Agenda, South East Research Framework*. Kent County Council: unpublished
- Society for Museum Archaeology 2020 *Standards in the Museum Care of Archaeological Collections*

WSCC, ESCC 2019, *Sussex Archaeological Standards*



Northern Arc, Burgess Hill

Project Ref: 250576

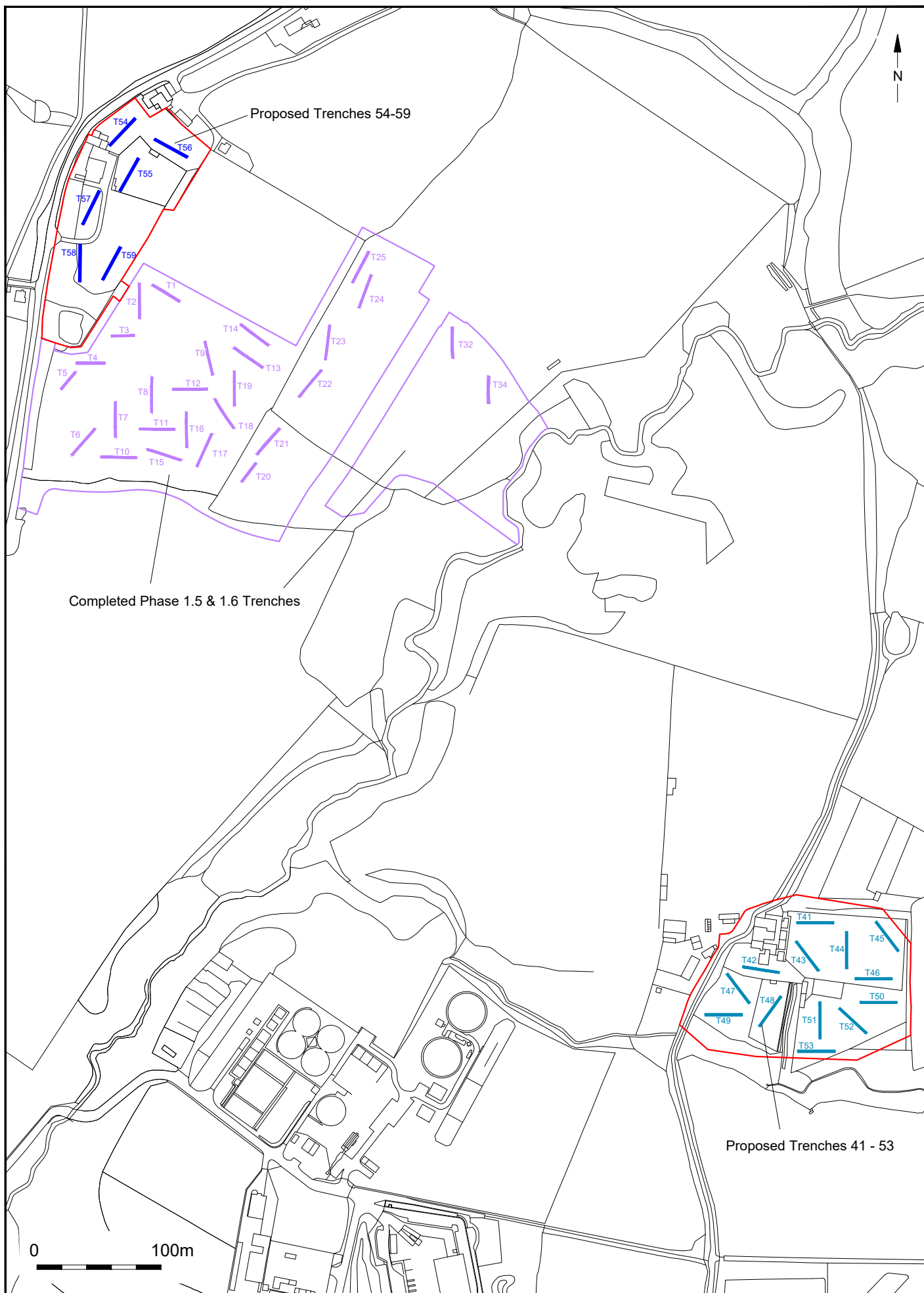
Sept 2025

Report Ref: WSI

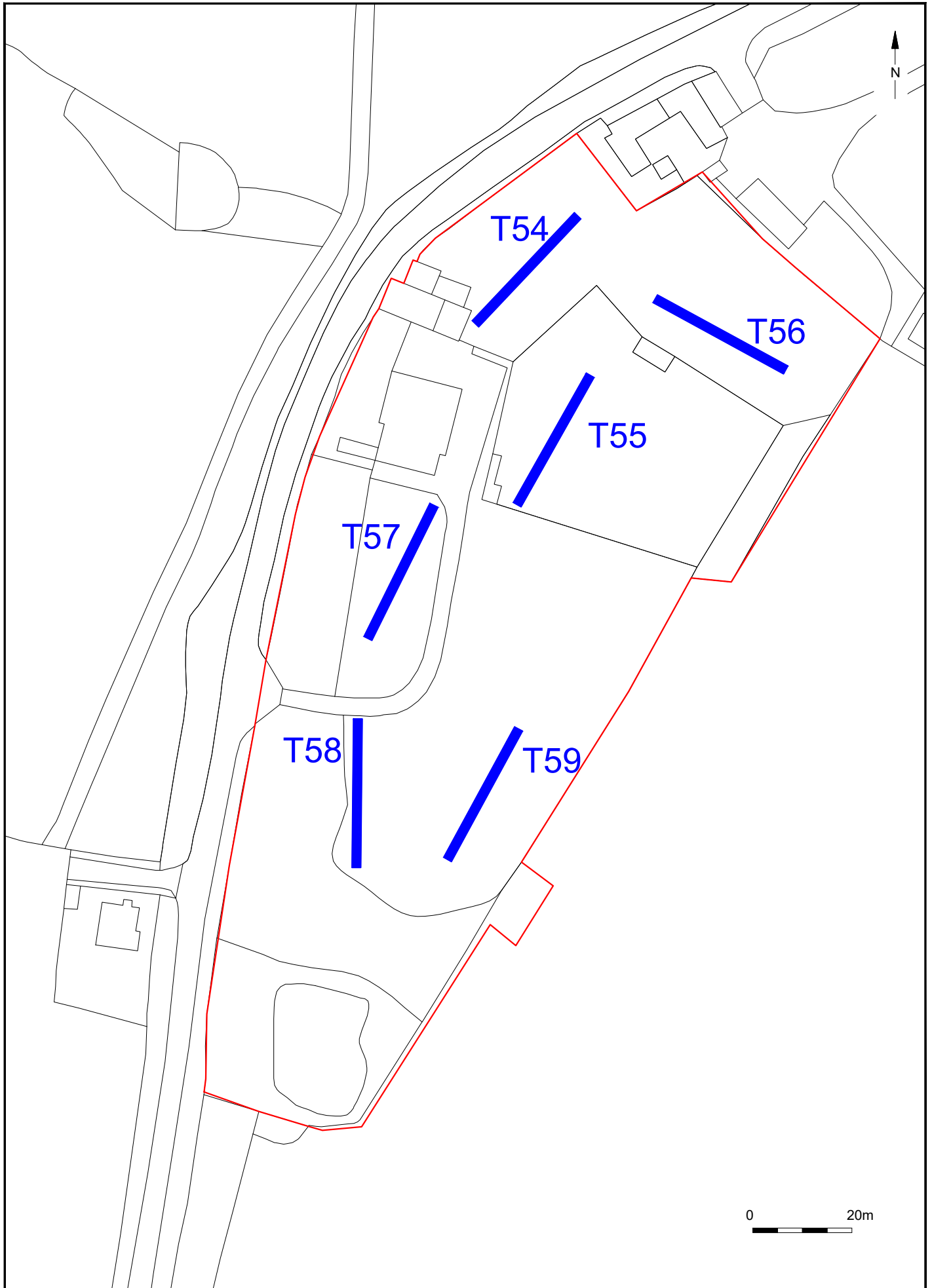
Sept 2020	Drawn by: APL
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Site Location

Fig. 1



		Northern Arc Phase 1, Burgess Hill		Fig.2
Project Ref: 250576	Sept 2025	Proposed Trench Location		
Report Ref: WSI	Drawn by: APL			



		Northern Arc Phase 1, Burgess Hill		Fig.3
Project Ref: 250576	Sept 2025	Proposed Trench Location		
Report Ref: WSI	Drawn by: APL			



		Northern Arc Phase 1, Burgess Hill		Fig.4
Project Ref: 250576	Sept 2025	Proposed Development and Trench Location		
Report Ref: WSI	Drawn by: APL			

Appendix A: Selection Strategy

Burgess Hill Northern Arc Phase 1.3 & Woodfield House
Sitecode NAP22
(ASE project number 250576 & 230244)

7/9/2025 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)	Burgess Hill Museum	tbc
Project Lead / Project Assurance	Surrey County Council <i>Planning Archaeologist</i>	tbc
Landowner / Developer	c/o RPS	Tbc
Other		

Resources Required

No additional resources have been identified at this point.

Context

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

The site comprises two land parcels forming part of the broader Burgess Hill Northern Arc landscape. The proposed investigation comprises trial trench evaluation comprising eighteen trenches measuring 30m x 1.8m.

Standards and Guidance

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

1 – Digital Data

Stakeholders

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

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, RPS

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 (SCC) and Collections Curator will approve retention/ deselection recommendations.

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

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

Selection

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

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

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

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

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

De-Selected Material

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

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

Review Points

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

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type	REGISTERED FINDS	Section 3.	2
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Stakeholders

The Project Manager (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 (SCC) and Collections Curator will approve retention/ deselection recommendations.

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

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

Selection

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

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

Uncollected Material

All Registered Finds will be collected in full.

De-Selected Material

Registered Finds will 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
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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 will approve retention/ deselection recommendations.

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

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

Selection

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

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

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

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

Uncollected Material

De-Selected Material

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

Review Points

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

Amendments

Date	Amendment	Rationale	Stakeholders

4 – References

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

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Appendix B: DMP

BURGESS HILL NORTHERN ARC PHASE 1.3 & WOODFIELD HOUSE

SITE CODE: NAP25

07/09/2025 VERSION 1

A Data Management Plan created using DMPonline

Creator: Nicola Elphick

Affiliation: Archaeology South-East

Template: Digital Curation Centre

Last modified: 07-09-2025

Project abstract

The site comprises two land parcels within the broader Burgess Hill Northern Arc landscape. The proposed investigation comprises eighteen trial trenches measuring 30 x 1.8m.

Dataset Repository: Burgess Hill Museums

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 Univeristy 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 institutions digital requirements prior to deposition.

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

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

DATA SHARING

How will you share the data?

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

Are any restrictions on data sharing required?

None are required.

RESPONSIBILITIES AND RESOURCES

Who will be responsible for data management?

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

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

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

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

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

What resources will you require to deliver your plan?

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

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

ADS (1) Data Management and sharing Plans

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

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

ADS (3) Guidelines for Depositors

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

ADS (4) Guidance for the selection of material for deposit and archive
<http://archaeologydataservice.ac.uk/advice/selectionGuidance.xhtml>

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

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

