

Written Scheme of Investigation: Archaeological Evaluation

Land south and west of Imberhorne Upper School (Sports Pitches),
Imberhorne Lane, East Grinstead, West Sussex

NGR: TQ 37357 38837

Planning Ref: DM/23/2699

Site Code: WIEG26

794-PLN-HER- 02034

V2

24 June 2026

**LAND SOUTH AND WEST OF
IMBERHORNE UPPER SCHOOL
(SPORT PITCHES),

IMBERHORNE LANE,

EAST GRINSTEAD,

WEST SUSSEX**

**WRITTEN SCHEME OF
INVESTIGATION FOR AN
ARCHAEOLOGICAL EVALUATION**

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Local planning authority **MID-SUSSEX DISTRICT COUNCIL**

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PCA project no **K11412** ***Date*** **June 2026**

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LOCAL PLANNING AUTHORITY: MID-SUSSEX DISTRICT COUNCIL

PLANING APPLICATION NUMBER: DM/23/2699

SITE CENTRAL NGR: TQ 37357 38837

COMMISSIONING CLIENT: Tetra Tech Consulting Ltd

PROJECT MANAGER: CHRIS MAYO (MCIfA), PCA

WRITTEN BY: KATHY DAVIDSON (SMSTS), PCA

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1 INTRODUCTION

- 1.1 Pre-Construct Archaeology Limited (PCA) has been commissioned by Tetra Tech Consulting Ltd to undertake an archaeological evaluation on the proposed Sports Pitches on Land South and West of Imberhorne Upper School, Imberhorne Lane, East Grinstead, West Sussex (Figure 1). The site is centred at National Grid Reference TQ 37357 38837.
- 1.2 The site spans two agricultural fields on the western periphery of East Grinstead, to the north of Imberhorne Farm. The northern boundary of the site is defined by woodland, while the eastern, western and southern boundary borders further agricultural fields. The proposed works form part of a larger site that has been subject to previous archaeological evaluation.
- 1.3 Development at the site has been granted planning consent under application DM/23/2699 issued by the local planning authority, Mid-Sussex District Council. The consent included an archaeological condition (no 33). The planning application was supported by a Desk-Based Assessment (Orion 2023) and a Geophysical Survey (SUMO 2022).
- 1.4 PCA has designed a trenching scheme of thirty-seven trial trenches measuring 30m by 1.8m. These trenches are proposed to be located across the site to provide good spatial coverage (Figure 2). This document forms the Written Scheme of Investigation detailing the methodology by which the evaluation will be undertaken.
- 1.5 The adjacent Phase 1–4 Residential Development, located to the west and south of the site, was the subject of a recent evaluation (ASE 2026) which has demonstrated good survival of archaeological features, with an intact subsoil which sealed the archaeology identified in 175 of the 183 trenches, and only limited truncation of archaeological deposits. The archaeological features were mostly undated, however those dated ranged between the broad prehistoric and others as Middle/Late Iron Age to Late Roman periods. Foci of activity were identified in the form of possible prehistoric features located in the central-western part of the site, and an area of Late Iron Age to Late Roman activity towards the centre of the site. Numerous other undated pits, postholes, ditches and gullies were also recorded across much of the rest of the site. Several post medieval boundaries and a trackway at the western edge of the site were also recorded and correspond to features illustrated on the 1842 tithe map. An additional area of geophysical survey was also recently undertaken (SUMO 2025).
- 1.6 The works will be undertaken by a full-time archaeological supervisor and other archaeological staff working or engaged by PCA, managed by Chris Mayo (MCIfA). The works will be monitored for the local planning authority by the DCA at Place Services. PCA have been instructed for the project by Duncan Hawkins of Tetra Tech Consulting Ltd, acting on behalf of the developer.
- 1.7 All works will be undertaken in accordance with the following documents:
- This Written Scheme of Investigation (pending approval from the DCA)
 - Chartered Institute for Archaeologists ‘Universal guidance for archaeological excavation’ (2023b).
 - Sussex Archaeological Standards (2019).
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1.8 PCA is a Registered Archaeological Organisation (number 23) with the Chartered Institute for Archaeologists and will operate within the Institute's 'Code of Conduct' (2025).

1.9 PCA has the following accreditations:

- ISO9001 and ISO14001 registration
- Construction Line registration
- Achilles registration
- SMAS SSIP registration

1.10 PCA carries the following insurance policies:

Policy	Limit of Indemnity	Policy Number	Insurer
Public & Products Liability	£10,000,000	PC007887 & 24765101CHC/000133	Zurich Insurance & Ecclesiastical Insurance Office
Employers Liability	£10,000,000	24765101CHC/000133	Ecclesiastical Insurance Office
Professional Indemnity	£10,000,000	RG BDX 7059494/TG0103 & 28264774	AXA Insurance UK & Tokio Marine Kiln
Hired in Plant & Equipment	£500,000	100757713ENG	Aviva Insurance

2 BACKGROUND

2.1 Planning Background

2.1.1 The redevelopment of the site is subject to heritage policies contained within the National Planning Policy Framework (NPPF) (current iteration 2024) and the Mid Sussex District Plan 2014-2031.

2.1.2 Planning consent was granted by the local planning authority in 2025 under application reference DM/23/2699 for the following:

Hybrid planning application seeking 1) outline planning permission for a mixed use development comprising up to 550 dwellings (Use Class C3), a care village of up to 150 dwellings (Use Class C2), land for a 2 form entry primary school (including early years provision and special needs education provision), mixed use neighbourhood centre, allotments, landscaping and sustainable urban drainage; and 2) full planning permission for playing fields, new sports pavilion, and running track associated with Imberhorne Secondary School, a Suitable Alternative Natural Greenspace (SANG) with associated car park, access from Imberhorne Lane, internal road to the SANG, pedestrian/cycle link from Imberhorne Lane and associated landscaping and infrastructure.

2.1.3 An archaeological planning condition was included, as follows:

33. *No development or preliminary groundworks of any kind shall take place until a programme of archaeological investigation has been secured in accordance with a Written Scheme of Investigation which has been submitted by the applicant and approved in writing by the Local planning Authority (Part 1).*

(ii) *No development or preliminary groundworks of any kind shall take place within a*

phase (as identified in the Written Scheme of Investigation) until the completion of the programme of archaeological evaluation for that phase, identified in the Written Scheme of Investigation defined in Part 1 and confirmed by the local authority archaeological advisors.

(iii) A mitigation strategy detailing the excavation / preservation strategy shall be submitted to the local planning authority following the completion of the archaeological evaluation.

(iv) No development or preliminary groundworks can commence on those areas containing archaeological deposits until the satisfactory completion of fieldwork, as detailed in the mitigation strategy, and which has been approved in writing by the local planning authority.

(v) The applicant will submit to the local planning authority a post excavation assessment (to be submitted within six months of the completion of the fieldwork, unless otherwise agreed in advance with the Planning Authority). This will result in the completion of post excavation analysis, preparation of a full site archive and report ready for deposition at the local museum, and submission of a publication report.

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

- 2.1.4 This Written Scheme of Investigation designs the evaluation works for the playfields, new sports pavilion and running track associated with Imberhorne Secondary School.

2.2 Geology and Topography

- 2.2.1 The Desk-Based Assessment for the wider development recorded that the... “underlying geology of the site is Upper Tunbridge Wells Sand. The site is on a north facing slope dropping from c. 115m aOD at the southern boundary to c. 95m aOD at its northern boundary” (Orion 2023, 4).
- 2.2.2 Recent evaluation work in the adjacent fields recorded that... “Natural geology was encountered at a maximum elevation of 111.61m AOD in Trench 183 and a minimum elevation of 93.08m AOD in Trench 61. This consisted of Upper Tunbridge Wells sandstone and siltstone with a band of Grinstead Clay Member mudstone, a light-brownish orange silty clay brick earth with manganese flecks, including patches of small to large ironstone and sandstone patches where the rock bed was higher to surface. There is heavy rooting across the site.” (ASE 2026, 15).

2.3 Archaeological and Historical Background

- 2.3.1 The following background is reproduced from the report for the adjacent archaeological evaluation (ASE 2026, 10-11).

Prehistoric

- 2.3.2 Neolithic and Mesolithic flint scatters indicating possible flint working and occupation sites, found during fieldwalking at Gullege Farm (Historic Environment Record numbers MWS3448 and MWS4167). Both of these sites are situated just to the west of the study site.

Romano-British

- 2.3.3 Fieldwalking and metal detecting surveys recovered some Roman finds, among the other finds recovered. A piece of Roman slag was recovered in the northernmost of the fieldwalking areas undertaken approximately 200m to the northwest of the wider development (HER MSW8273). Roman coins and Roman pottery were found by fieldwalking 200m to the west of the development (see HER MSW8274), and another possible Roman coin was recovered to the north-east of the development (HER MSW8279).
- 2.3.4 Furthermore, the alignment of a Roman Road was projected as running roughly north-south 250m to the west of the development.

Medieval

- 2.3.5 The fieldwalking undertaken 200m to the west of the development recovered a number of finds indicative of a multi-period settlement site (HER MSW8273). During this survey, finds were recovered which indicated that an early medieval building was present
- 2.3.6 A cropmark of a potential medieval building is recorded to the south of Gullege Farm (HER MSW4035), and fieldwalking and metal detecting surveys just to the south of the cropmark recovered a considerable quantity of coins and pottery of medieval date (HER MSW8275). Furthermore, the cottages at Imberhorne Farm are recorded as being of medieval origin (HER MSW8087). An Edward the IV silver penny was recovered by metal detector in the north of the development.
- 2.3.7 Fieldwalking undertaken to the west of the development (in a field just to the north of Gullege Farm) recovered pottery and tiles suggestive of a building being situated in the vicinity, including glazed tiles indicating a potential building of high status (HER MSW8274).
- 2.3.8 The earliest map which shows the development in any detail is the 1842 Tithe map (see ASE 2026, Figure 109). This shows the development as comprising a number of enclosed fields. The OS Maps from 1878 through 1913 show the gradual consolidation of the enclosed fields. In the later 20th century, the last of the smaller field boundaries have been removed, while more modern residential settlement is established to the north and east.

2.4 Relevant Archaeological Work

Geophysical Survey

- 2.4.1 There have been two phases of geophysical survey undertaken across the wider development although these did not cover the site itself.
- 2.4.2 A survey of the easternmost field within the development revealed anomalies relating to a former trackway, field boundary and an area of disturbance that could be agricultural or naturally derived (SUMO 2022).
- 2.4.3 More recent geophysical survey of the area subject to recent evaluation has recorded magnetic responses that have tentatively been assigned to the category of possible archaeology. There include rectilinear and curvilinear patterns that could represent enclosures. Numerous uncertain
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anomalies may have been caused by variations in the underlying geology, agricultural processes or buried ferrous objects. Former field boundaries and land drains were also located. A few zones of magnetic disturbance are visible which have been caused by the removal of a pond, field boundaries and former woodland (SUMO 2025).

Trial Trench Evaluation

- 2.4.4 An archaeological evaluation has recently been completed across adjacent agricultural fields as part of the wider development which are proposed for residential development. The work saw the excavation of 183 trenches, 92 of which contained archaeological features.
- 2.4.5 The evaluation recorded good deposit survival with an intact subsoil identified in 175 of the trenches, which sealed the archaeology and only limited truncation of archaeological deposits by occasional land drains, rooting and wheel ruts. The archaeological features were mostly undated; some were dated as broadly prehistoric and others as Middle/Late Iron Age to Late Roman. One focus of activity in the central-western part of the site was of undated, possibly prehistoric date, while another towards the centre of the site was of Late Iron Age to Late Roman Date. Numerous other undated pits, postholes, ditches and gullies were also recorded across much of the rest of the site. Several post-medieval boundaries and a trackway at the western edge of the site were also recorded and correspond to features illustrated on the 1842 Tithe Map (ASE 2026).

3 RESEARCH DESIGN

- 3.1 The archaeological evaluation is designed to determine the presence or absence of surviving archaeological remains at the site and, if present, to assist in formulating an appropriate archaeological mitigation strategy to be designed and implemented subsequently.
- 3.2 The investigations will aim to address the following objectives:
- To determine the presence or absence of prehistoric activity
 - To determine the presence or absence of Roman activity
 - To determine the presence or absence of medieval activity
 - To determine the presence or absence of post-medieval activity
 - To ascertain whether any traces of the post-medieval usage of the site for agricultural purposes are evident
 - To establish the extent of past post-depositional impacts on the archaeological resource
- 3.3 Similarly to the adjacent evaluation (ASE 2025) it is considered that this project has the potential to inform on the following areas of research from the South-East Research Framework (SERF) (KCC 2019):
- The use of the Weald in later prehistory: how good is the evidence for occupation or exploitation of the Weald in later prehistory? Was it a barrier to communication? (SERF Middle Bronze Age/Iron Age)
 - Examples of continuity and change in rural settlement patterns and types throughout the Roman period are important. All instances of rural settlement sites are valuable resources

that require mapping, phasing, dating and comparison with other known examples in order to determine patterns of change or regionality (SERF Roman)

- What impacts on the landscape came about during the later [Roman] period and into the sub-Roman phase? Are there discernible changes in agricultural practices and re-forestation? (SERF Roman)
- What building types are used on rural settlements? How common are roundhouses and how late do they remain in use? (SERF Roman)
- Field systems, and their relationship to preceding and succeeding systems, need to be better understood. (SERF Roman)

4 SITE METHODOLOGY

4.1 Evaluation

- 4.1.1 Thirty-seven archaeological evaluation trenches measuring 30m by 1.8m will be excavated, recorded and backfilled.
- 4.1.2 The evaluation fieldworks will follow the requirements of the Sussex Archaeological Standards (2019, Annex C).
- 4.1.3 All evaluation trench excavation will be undertaken using a mechanical excavator. The mechanical excavator will be fitted with a toothless ditching bucket to remove modern overburden under the constant supervision of an archaeologist. Spoil will be mounded a safe distance from the edges of the trench.
- 4.1.4 Machine excavation will continue in spits of 100mm at a time until either significant archaeological strata are found or natural ground exposed, whichever is encountered first. The area will be fully investigated and recorded, and features will be tested to ascertain their function, date and significance.
- 4.1.5 All arisings will be carefully inspected to ensure that any artefacts are recovered. Metal-detectors will be regularly used by an experienced member of staff to check both exposed surfaces
- 4.1.6 The excavation area and spoil heaps may be scanned with a metal-detector at regular intervals to enable finds recovery. Metal-detecting will be undertaken across archaeological features prior to and during excavation.
- 4.1.7 If human remains are present within the excavation area, then their investigation, lifting and recording would be expected, unless it can be demonstrated that preservation in situ is a meaningful option (see paras 4.2.6 and 4.2.7 for more details).
- 4.1.8 Trenches will only be backfilled once permission has been provided by the Archaeological Adviser.

4.2 Investigation and Recording Techniques

- 4.2.1 All archaeological features (stratigraphical layers, cuts, fills, structures) will be evaluated by hand tools and recorded in plan at 1:20 or in section at 1:10 using standard single context recording

methods. Full excavation of features will be avoided where possible unless it will be beneficial to do so. Features will be sampled as per the percentages outlined in the Sussex Archaeological Standards (Annex B):

- 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 / 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

Contingency sampling:

- The proportion of features to be sampled within any trench, and the necessity of extensions to or additional trenching, may be increased at the reasonable request of the Local Authority Archaeological Adviser. In the case of features within a trench this could be up to a maximum of 100% (i.e. sampling all the features in a trench, rather than sampling only half of them), in exceptional cases, e.g. should they feel that insufficient of a complex of features has been examined to allow viable provisional interpretation or dating of the whole
- However if the trench contains a large number of features, it will not usually be considered appropriate to sample all such features
- The percentage of any one feature to be sampled may need to be so increased, for similar purposes, particularly for linear features, or to enable dating evidence to be obtained for a critical discrete feature such as a post-hole forming part of a wider complex of structures.

4.2.2 Photographs will also be taken as appropriate.

4.2.3 Archaeological features, structures and deposits will be identified, cleaned, recorded and excavated by the attendant archaeological team using appropriate hand tools. All relationships between features or deposits will be investigated and recorded in order to properly understand the date and nature of the archaeological remains on the site and to recover sufficient finds

assemblages to assess the chronological development and socio-economic character of the site over time.

- 4.2.4 Archaeological excavation will require work by 'pick and shovel'; however, such techniques will be used only for the removal of homogeneous and 'low grade' layers where it can reasonably be argued that more detailed attention would not produce information of value. They will not be employed on complex stratigraphy, and the deposits to be removed must have been properly recorded first.
- 4.2.5 The strategy for sampling archaeological and environmental deposits and structures will be developed by PCA as necessary. If appropriate, the DCA and the Historic England Regional Archaeological Science Advisor will be consulted.
- 4.2.6 If articulated human remains are identified, the local coroner, the client and the DCA will be notified immediately, and the police if the remains are suspected to be less than 70 years old. If it is deemed that they can be left in situ, this will be the preferred option. The removal of human remains can only take place following the issuing of appropriate licenses from the Ministry of Justice. If removal is required, with the agreement of the DCA, then PCA will apply on behalf of the overall client for a Burial Licence to the Ministry of Justice. If this is granted, human remains will be excavated in the manner specified in the licence and screened from public view.
- 4.2.7 Archaeological human remains will be excavated in full. Burials will be excavated by hand and recorded using standard recording techniques. A rectified photograph of the excavated burial will be taken to allow digitisation in a post-excavation environment. Charnel will be collected by hand and its location noted.
- 4.2.8 All items which may constitute a treasure will be removed to a safe place and reported to the local coroner according to the procedures relating to the Treasure Act 1996. 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.
- 4.2.9 Tetra Tech Consulting will notify the DCA of the commencement of fieldwork.

4.3 Access and Safety

- 4.3.1 A site-specific H&S Risk Assessment and Method Statement will be produced prior to the commencement of the work.
- 4.3.2 Site security is the responsibility of the client.
- 4.3.3 Reasonable access to the site will be granted to the local planning authority and the DCA, plus representatives of the client or advisory bodies who wish to be satisfied, through site inspections, that the archaeological works are being conducted to proper professional standards and in accordance with the agreements made. Full access is also provided for the client and its agents.
- 4.3.4 All relevant health and safety legislation, CDM, COSHH regulations and codes of practice will be respected. This requirement constitutes one of the non-archaeological requirements on the excavation design. PCAs H&S Policy (2026).

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- 4.3.5 There is a duty of care for the overall client to provide all information reasonably obtainable on contamination and the location of live services before site works commence.
- 4.3.6 PCA will CAT scan the excavation areas prior to any machine excavation. Should services be encountered during excavation, it will be the assumption of PCA that they are live and will be avoided at all costs.
- 4.3.7 Based upon the recent adjacent evaluation work the trenches are expected to be approximately 0.5m deep, and will not therefore require any trench support works. If deeper areas of wider excavation are necessary then they will be locally fenced as appropriate, for example with netlon fencing and road pins, or block-and-mesh fencing for deeper areas and deep-cut features.
- 4.3.8 Site welfare/toilet facilities will be provided by PCA.
- 4.3.9 Minimum PPE for work on the site will comprise safety helmet, safety boots and high-visibility vest. Gloves shall be kept at the ready. Contamination-appropriate PPE (such as disposable suits, impermeable gloves, wellington safety boots and dust masks (P3 or half-filter)) will be available if suspected contaminants are encountered. Information on ground contamination has not been provided, however the recent neighbouring evaluation raised no suspicion regarding the presence of ground contaminants.
- 4.3.10 If asbestos material (suspected or confirmed) is encountered during the excavations its location will be marked, photographed and left in situ. The client will be informed as soon as possible. PCA will not remove any asbestos from site.
- 4.3.11 If during the course of the archaeological investigation items are observed or found which are considered to be potential UXO objects, all work in the vicinity of the excavation will cease and the client will be informed immediately. They will notify relevant bodies and arrange for appropriate attendance from specialists and/or emergency services.
- 4.3.12 If groundwater is present within the excavated trenches, and requires removal to allow work to proceed safely, it will be pumped from the trenches by PCA by means of a puddle pump (or similar) and generator. The water will be released do be drained across the site surface adjacent to the trench.

5 RECORDING SYSTEMS

5.1 Site Code

- 5.1.1 PCA propose to identify the site archive with a unique 'site code' **WIEG26**. It will be used to identify the site archive, including written, drawn, and electronic records, as well as artefacts.

5.2 Site Records

- 5.2.1 The recording systems adopted during the investigations will be fully compatible with those most widely used elsewhere in the county, which are those presented in PCAs *Operations Manual 1* (Taylor & Brown, 2018). No alternative recording system will be adopted without the prior

agreement of the DCA.

- 5.2.2 The site archive will be so organised as to be compatible with the other archaeological archives produced for work within the area. Individual descriptions of all archaeological strata and features excavated and exposed will be entered onto prepared *pro-forma* recording sheets which include the same fields of entry as are found on the recording sheets of the Museum of London. Sample recording sheets, sample registers, finds recording sheets, accession catalogues, and the photography record cards will follow the Museum of London equivalents. This requirement for archival compatibility extends to the use of computerised databases.
- 5.2.3 A 'site location plan' indicating the site north and based on the current Ordnance Survey 1:1250 map (reproduced with the permission of the Controller of HMSO) will be prepared. This will be supplemented by a trench plan at 1:200 (or 1:100), which will show the location of the areas investigated in relation to the investigation area and National Grid Reference. All sections should be located on plan with OS co-ordinates. The location of the OS bench marks used and the site TBM will also be indicated.
- 5.2.4 A record of the full extent in plan of all archaeological deposits as revealed in the investigation will be made; these plans will predominantly be digital, with recourse to polyester based drawing film where appropriate (for complex or small-scale features, or feature groups with complex relationships). Plans drawn by hand will be related to the site grid and at a scale of 1:10 or 1:20. 'Single context planning' will be used on site, and the information will be digitised for eventual CAD application.
- 5.2.5 At least one long section per trench will be drawn or a representative part including a profile of the top of the natural deposits (extrapolated from cut features etc, if the trench has not fully been excavated). Other sections, including the half-sections of individual layers or features may be drawn as appropriate to 1:10 or 1:20.
- 5.2.6 The OD height of all principal strata and features will be calculated and indicated on the appropriate plans and sections.

5.3 Stratigraphic Matrix

- 5.3.1 A 'Harris Matrix' stratification diagram will be used to record complex stratigraphic relationships. This record will be compiled and fully checked during the course of the excavations. Spot dating should be incorporated where applicable during the course of the excavation.

5.4 Photographic Record

- 5.4.1 An adequate photographic record of the investigations will be prepared. This will consist of high quality, colour digital photographs taken in jpeg and RAW formats by an appropriately trained individual, illustrating in both detail and general context the principal features and finds discovered. The photographic record will also include 'working shots' to illustrate more generally the nature of the archaeological operation mounted. The digital images will be preserved on a dedicated and backed up server. The RAW files will be converted to high quality tiff images for eventual preservation by local depository.
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5.5 Survey

- 5.5.1 Archaeological features, baselines and trench boundaries will be established on site by PCA using a GPS-system. If required, localised areas of grids will be installed using a GPS-system.
- 5.5.2 PCAs standard GPS equipment which will be deployed to the project comprises Geomax Zenith 16 antennae with X-Pad controllers which receive OS RTK corrections for sub-centimetre survey grade performance.

5.6 Digital Data

- 5.6.1 Digital data from the investigation will be exported at regular intervals from site to PCAs secure servers. Survey data will be exported on average every 2 days; photographs will be backed-up on site and downloaded to company servers at least weekly.
- 5.6.2 A Digital Data Management Plan is included at Appendix 1.

6 TREATMENT OF FINDS AND SAMPLES

6.1 General

- 6.1.1 All processing will take place at PCA's Brockley premises, or, if appropriate, those of our environmental consultants.
- 6.1.2 All sampling will follow the guidance contained within the Sussex Archaeological Standards (Sussex LPA Advisors, 2019)

6.2 Environmental

- 6.2.1 Different sampling strategies may be employed according to the perceived importance of the deposit or feature under investigation. Close attention will be given to sampling for date, structure and environment. Sample size should take into account the frequency with which material is likely to occur. Bulk sieving should be employed both for recovery of environmental evidence to ensure that complete samples of artefactual evidence are collected for significant deposits.
- 6.2.2 The strategy for sampling archaeological and environmental deposits and structures (which can include soils, timbers, pollen, diatoms, animal bone and human burials) will be developed in consultation with the DCA, and if necessary, the Historic England Regional Archaeological Science Advisor. PCAs geoarchaeologist, Duncan Field, and members of his team, will be on hand remotely and/or on site if needed) to establish appropriate sampling strategies for the archaeology encountered.
- 6.2.3 In general, PCAs approach is that bulk samples will be taken from contexts deemed by the excavator, the supervisor or an Advisory Archaeologist to be environmentally significant. They are collected using 10L white plastic buckets. Standard sample volume is 40L, to obtain a representative sample, though more may be required if the deposit is especially significant (e.g. corn dryer). May also be taken for artefact recovery (i.e. pottery). Feature types from which bulk samples maybe taken are wells, hearths, post holes, ditches, cesspits, rubbish pits, floor surfaces,

corn dryers etc. Column sampling is used to obtain undisturbed material for lab analysis. These samples may cross stratigraphic boundaries. Taken by inserting 50 cm metal tins/plastic guttering positioned perpendicular into the section. If multiple column samples are taken they should have a 10 cm overlap. A picture of the section should be taken before and after inserting the tin, and a specialist sample sheet filled in. In difficult to access areas a bulk column should be taken. Feature types from which column samples maybe taken are palaeochannel, lake, peat, palaeosol, or sections containing multiple occupation layers/hearths etc.

- 6.2.4 Subsequent on site work and analysis of the processed samples and remains will be undertaken by our own consultants and specialist sub-contractors.
- 6.2.5 A high priority will be given to sampling river and other anaerobic deposits, such as peat, where organic materials may be preserved. Organic samples will be subject to appropriate specialist analysis.

6.3 Artefactual

- 6.3.1 All finds retrieval policies of the Museum of London will be adopted and all identified finds and artefacts will be retained according to the stated selection retention and retrieval policy appropriate to the material type and date. No finds will be discarded without the prior approval of the archaeological officer of the DCA.
- 6.3.2 All finds will be treated in a proper manner and to standards agreed in advance with the recipient museum. They will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in the United Kingdom Institute for Conservation's '*Conservation Guidelines No.2*' and the Museum of London's '*Standards for the Preparation of Finds to be Permanently Retained by the Museum of London*'. All metal objects will be x-rayed and then selected for conservation (except in those cases where the DCA agrees that this will not be necessary).
- 6.3.3 Ceramic (pottery, clay tobacco, building material fabric and brick form) reference collections, housed at the Museum of London should be referred to for descriptive and analytical purposes in order to ensure that terminology is consistent.

7 ARCHIVES AND REPORTS

7.1 General

- 7.1.1 Following the completion and approval of the fieldwork and post-excavation work associated with this project, the resulting archive comprising such items as finds, samples, paper and digital records, photographs and digital data will be held by PCA until it is possible to transfer it to a local museum or repository which will curate the archive thereafter.
- 7.1.2 The integrity of the site archive generated by PCA will be maintained. The finds and records will be available for public consultation. Appropriate guidance is set out in the Museum and Galleries Commission's *Standards in the Museum Care of Archaeological Collections* (1992) and *Towards*

an Accessible Archaeological Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland Scotland and Wales (SMA 1995). For deposition with a local museum or repository, the *Guidelines for the Preparation of Archaeological Archives* will be followed.

- 7.1.3 If the finds are not to be donated to the local depository, arrangements will be made for a comprehensive record of all relevant materials (including detailed drawings, photographs and descriptions of individual finds), which can instead constitute the archaeological archive.
- 7.1.4 The minimum acceptable standard for the site archive is defined in the MoRPHE 2015. It will include all materials recovered, (or the comprehensive records of such materials as referred to above) and all written, drawn, and photographic records, including a copy of all reports relating to the investigations undertaken. It will be quantified, ordered, indexed, and internally consistent before transfer to appropriate depository. It will also contain a site matrix, a site summary and brief written observations on the artefactual and environmental data.
- 7.1.5 United Kingdom Institute for Conservation guidelines for the preparation of excavation archives for long term storage (1990) will be followed.
- 7.1.6 A short summary of the results of the work, even if negative, will be bound into the client report for submission to the client and the local HER along with the OASIS report form as soon as possible after the completion of archaeological works.
- 7.1.7 Minimum requirements for public dissemination are for OASIS report forms to be submitted to the OASIS Project as soon as possible within 6 months of completion of fieldwork, and the provision of a short paragraph summary of the results for publication in the relevant journal. Such publications will meet the minimum requirements set out in *Management of Research Projects in the Historic Environment* (MoRPHE 2015). There is a need to format reports so that the details of the proposed development impact can be separated from the information and enable all archaeological information to be made available to the local HER within 6 months of the completion of fieldwork.
- 7.1.8 Where the review of the project indicates the need for further assessment and analysis the recommendations set out in the MoRPHE 2015 will be followed.

7.2 Report

- 7.2.1 Notwithstanding details included above all fieldwork and results will be fully recorded and a evaluation report prepared, in line with Annex H of the Sussex Archaeological Standards (Sussex LPA Advisors. 2019).
- 7.2.2 Copies of the report will be forwarded to Tetra Tech Consulting Ltd for onward distribution to the DCA.
- 7.2.3 The report will include the following items:
- Non-technical summary;
 - Introduction;
 - Planning Background;

-
- Previous archaeological work relevant to the project;
 - Topography of the site;
 - Research objectives;
 - Methodology;
 - The results of the fieldwork and their significance;
 - An assessment of the results against original expectations and a review of the effectiveness of the fieldwork strategy;
 - Statement of potential of the archaeology, and an Updated Project Design (UPD) which outlines the proposed analysis and publication work;
 - Conclusions and recommendations, if appropriate;
 - Bibliography;
 - Acknowledgements;
 - OASIS form.

7.2.4 If required, the Sussex HER will receive from PCA a CD containing a pdfA version of the final approved report, in line with Annex I of the Sussex Archaeological Standards (2019).

7.2.5 The project resource agreed between PCA and the client allows for the production of an evaluation report, to include CAD illustrations and artefact assessment as necessary. It is intended that PCA will provide the client with a draft copy of the evaluation report for comment within 2-3 weeks of the completion of the evaluation.

7.3 Site Archive Destination

7.3.1 After all reporting and when it is known that no further work is required for this phase of work, the resultant physical site archive (paperwork and finds / samples, as are recommended for retention) will be deposited with the appropriate local museum/archive depository, expected to be **East Grinstead Museum**.

7.3.2 PCA have contacted the museum (May 2026) to establish that they can receive the archive, and their response is awaited.

7.3.3 The digital archive from the project will be deposited by PCA with the Archaeology Data Service (ADS).

7.3.4 PCA have supplied (May 2026) Tetra Tech Consulting Ltd with a form requesting landowner details, to be held on file by PCA in anticipation of archive deposition.

8 SIZE AND STRUCTURE OF PCA TEAM

- 8.1 The investigations will be supervised by a full-time member of PCA's staff who has considerable experience of working in archaeology and on sites with prehistoric and Roman archaeological remains.
- 8.2 At the time of writing PCAs supervisory lead for the project is anticipated to be Tanya Jones, who has acted in a supervisory role for PCA for over 10 years, and has undertaken similar projects for PCA in West Sussex, Surrey, Berkshire and Greater London.
- 8.3 The fieldwork project will be managed by Chris Mayo (MCIfA).
- 8.4 The supervisor will be assisted as necessary by full-time archaeologists in the employment of or sub-contacted to PCA, in addition to other support staff, such as archaeological photographers, surveyors, finds specialists and logistics.
- 8.5 A standard working day is 08.00 – 16.15. A morning tea break and 45-minute lunch break are included within this period. Any workings outside of these times are considered to be overtime.
- 8.6 The following table lists the personnel who may be involved in both archaeological fieldwork and post-excavation:

Role	Name
<i>Project Management</i>	Chris Mayo (PCA)
<i>Post-Excavation Management</i>	Elliott Wragg (PCA)
<i>Archaeological Supervision</i>	Tanya Jones (PCA)
<i>Prehistoric Pottery</i>	Lawrence Morgan-Shelbourne (PCA) Mike Seager-Thomas Jon Cotton
<i>Roman Pottery</i>	Eniko Hudak (PCA) Alice Lyons (PCA)
<i>Post-Roman Pottery</i>	Berni Sudds (PCA) Aber Johnson (PCA)
<i>Ceramic Building Material</i>	Amparo Valcarcel (PCA) Berni Sudds (PCA) Kevin Hayward
<i>Architectural Stone Work</i>	Charlotte Matthews (PCA) Kevin Hayward
<i>Petrology</i>	Kevin Hayward
<i>Building Recording</i>	Charlotte Matthews (PCA) Adam Garwood (PCA)
<i>Animal Bone</i>	Kevin Reilly (PCA)
<i>Human Remains</i>	James Langthorne (PCA)
<i>Lithics</i>	Barry Bishop (PCA)
<i>Timber</i>	Damian Goodburn
<i>Glass</i>	John Shepherd (PCA)
<i>Small Finds</i>	Dr Marit Gaimster (PCA)
<i>Roman Coins</i>	Dr James Gerrard
<i>Metalwork</i>	Dr Marit Gaimster (PCA)
<i>Leather</i>	Quita Mould
<i>Iron Slag</i>	Lynne Keys
<i>Historical Research</i>	Guy Thompson (PCA)

Role	Name
<i>Conservation</i>	Dana Goodburn-Brown
<i>Environmental Archaeology</i>	Duncan Field

9 PROGRAMMING

- 9.1 Following approval of this Written Scheme of Investigation, it is intended to start the evaluation on 22nd June 2026.
- 9.2 Tetra Tech Consulting will notify the DCA of the commencement of fieldwork.
- 9.3 A programme length of up to 2 weeks is anticipated, inclusive of machining.

10 PUBLIC ENGAGEMENT

- 10.1 No public access to the evaluation works is anticipated.
- 10.2 If noteworthy remains are found then permission will be sought from the client to publicise the work on PCAs website, <https://www.pre-construct.com/> and that of the developer.

11 BIBLIOGRAPHY

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- CIfA (2023a). *Standard for archaeological excavation*. Chartered Institute for Archaeologists.
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- KCC (2019). South-East Research Framework (SERF), at <https://www.kent.gov.uk/leisure-and-community/history-and-heritage/south-east-research-framework>
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- SUMO Geophysics Ltd (2022). 'Imberhorne Farm, East Grinstead, West Sussex'. Unpublished report, number 06028
- SUMO Geophysics Ltd (2025). 'Imberhorne Farm, East Grinstead Phase 2. Unpublished report, number 17447
- Sussex LPA Advisors. (2019). *Sussex Archaeological Standards*. Chichester DC, ESCC, WSCC.
- Taylor, J., & Brown, G. (2018). *Fieldwork Induction Manual: Operations Manual 1*. Pre-Construct Archaeology Limited.

12 Appendix 1 DIGITAL DATA MANAGEMENT PLAN

Section A: Project Information				
HER# (Site Code):	WIEG26	Other Site Codes	n/a	
Site Full Location	LAND SOUTH AND WEST OF IMBERHORNE UPPER SCHOOL (SPORT PITCHES), IMBERHORNE LANE, EAST GRINSTEAD, WEST SUSSEX			
OASIS ID:	Tbc	K-Code:	K11412	
Museum Acc. #	tbc	NGR #	TQ 37357 38837	
Planning Ref #:	DM/23/2699	Planning Authority	MID-SUSSEX DISTRICT COUNCIL	
DMP Written	12/06/2026	DMP Last Updated	n/a	
Project Manager/ Primary Contact:	Chris Mayo	Project Type:	Evaluation	
Client:	Tetra Tech Consulting Ltd	Site Supervisor:	Tanya Jones	
Data Sharing Agreement in Place?	No			
Data Management Responsibility	Pre-Construct Archaeology Limited	Who will take possession of the generated data at the end of the project	Archaeology Data Service (ADS)	
Section B: Estimated Volume of Data				
File types generated as part of the project archive by PCA:				
Data Type	Format	Estimated Volume	Details/Comment	
Spreadsheets	Excel (.xlsx), .csv	Tbc		
Database	Access (.accdb)	Tbc		
Text/Documents	.pdf, Word (.docx)	Tbc		
Images	.jpeg, .png, .DNG	Tbc		
Graphics	.dwg,	Tbc		
GIS	.shp	Tbc		
Will existing or external data be utilised?			YES	
If yes, list type of data and source: External specialist reports, external images				
Data Type	Format	Estimated Volume	Source	Details/Comment
Images	.jpeg, .png, .DNG	Tbc		
Graphics	.dwg,	Tbc		
GIS	.shp	Tbc		
Text/Documents	.pdf, Word (.docx)	Tbc		
Section C.: Data Acquisition, Processing, and Analysis				
What methods and data standards will be undertaken?				
Field data will be collected through digital and analogue means as set out within the project design. All data that will be collected will aim to work to best practice guidelines as outlined by CIFA and the ADS, as well as any specific regional guidelines, whenever possible and will be updated as the project progresses, or as guidance is modified.				
What file naming/structure is in place and how will version control be maintained? Display example below.				
Example file name: PCA _ site code _ site name _ report type _ author _ version control The project archive will be stored in a project specific folder, with sub folders being utilised to further sub-classify data as appropriate (e.g. databases, photos, reports, etc.).				
What Quality Assurances of the data are in place?				
All digital instruments used to capture data on site and during post-ex (e.g. cameras, GPS/RTK units, etc.) will be appropriately calibrated and checked to be in full working order prior to fieldwork and subsequent analysis to ensure accurate data capture. Site records and data will be reviewed during project delivery to guarantee all digital data is both secure and correct.				
Section D: Documentation and Metadata:				
How can the data be read?				
Data collected during the course of the project will include standard formats as listed within section B.				

What documentation and metadata will be provided when the data is archived?		
A catalogue of the digital archive, material archive, paper archive, and the supporting metadata will be provided to the digital repository		
Section E: Ethics and Legal Compliance:		
How can the identity of individuals be protected if required		
Personal data will be removed from the digital archive prior to deposition, and permission to include personal data will be gained during the project if required.		
Is the data GDPR 2018 compliant?		
All digital archive data is compliant with GDPR as outlined within PCA's GDPR policy.		
Who owns the data generated during the course of this project?		
Copyright for all data generated or collected by the project team belongs to PCA. However, if external data is utilised, formal permission or licences will be obtained prior to use, and correct citation given during reporting and when archived. Any licences agreed with external parties will be included within the project archive.		
Section F: Storage and Backup:		
Is sufficient storage in place?		
All project data will be held on a server based at our London office. The server has sufficient space to hold all data generated during the project.		
What backups are in place?		
Project data will be stored on a companywide intranet and on servers located at our London office.		
What data security is in place?		
All project data is restricted by permission-based access and single factor authentication. The only exception to this is when external finds or data specialists are consulted, with only files pertinent to their role are shared directly.		
Section G: Selection and Preservation:		
Which data will be selected for inclusion within the project archive?		
Selection of data that will be included within the project archive will be informed by the WSI, Project Brief, research aims, and specialist recommendations. All data selected for preservation will be logically named, identified, and structured, and will adhere to the formats listed in section B. Any deselected data will be deleted after deposition with the ADS or relevant archival repository.		
What is the long-term preservation plan for the project dataset?		
The digital archive will be deposited with the ADS.		
If this is a larger project, has the ADS been contacted regarding accession of the project dataset?	NO	
Has the Museum or depository been contacted	NO	
Section H: Data Dissemination:		
How will the dataset or parts of it be shared?		
The final project report will be uploaded to the HER via OASIS and subsequently released onto ADS's report library. Additionally, the report will be published either through a full publication, or as a note in the regional archaeological journal. After deposition of the digital archive, the ADS and relevant depository are able to share the data under licence.		
Section I: Responsibilities:		
Who will manage the data?		
The project manager will be responsible for implementing the data management plan and its security.		
Roles and Responsibilities:		
Action	Responsible Person(s)	Details/Comment
Field Data	Field team	Including initial storage and backup
Data Analysis and Interpretation	Site Supervisor/Project Manager	
Data Archiving	Archives Officer	
Data Dissemination	Project Manager/Archives Officer	Archives officer will be responsible for uploading report onto OASIS.
GDPR Compliance	Project Manager/Archives Officer/ IT Specialist	
General Data backup	IT Specialist/Archives Officer	

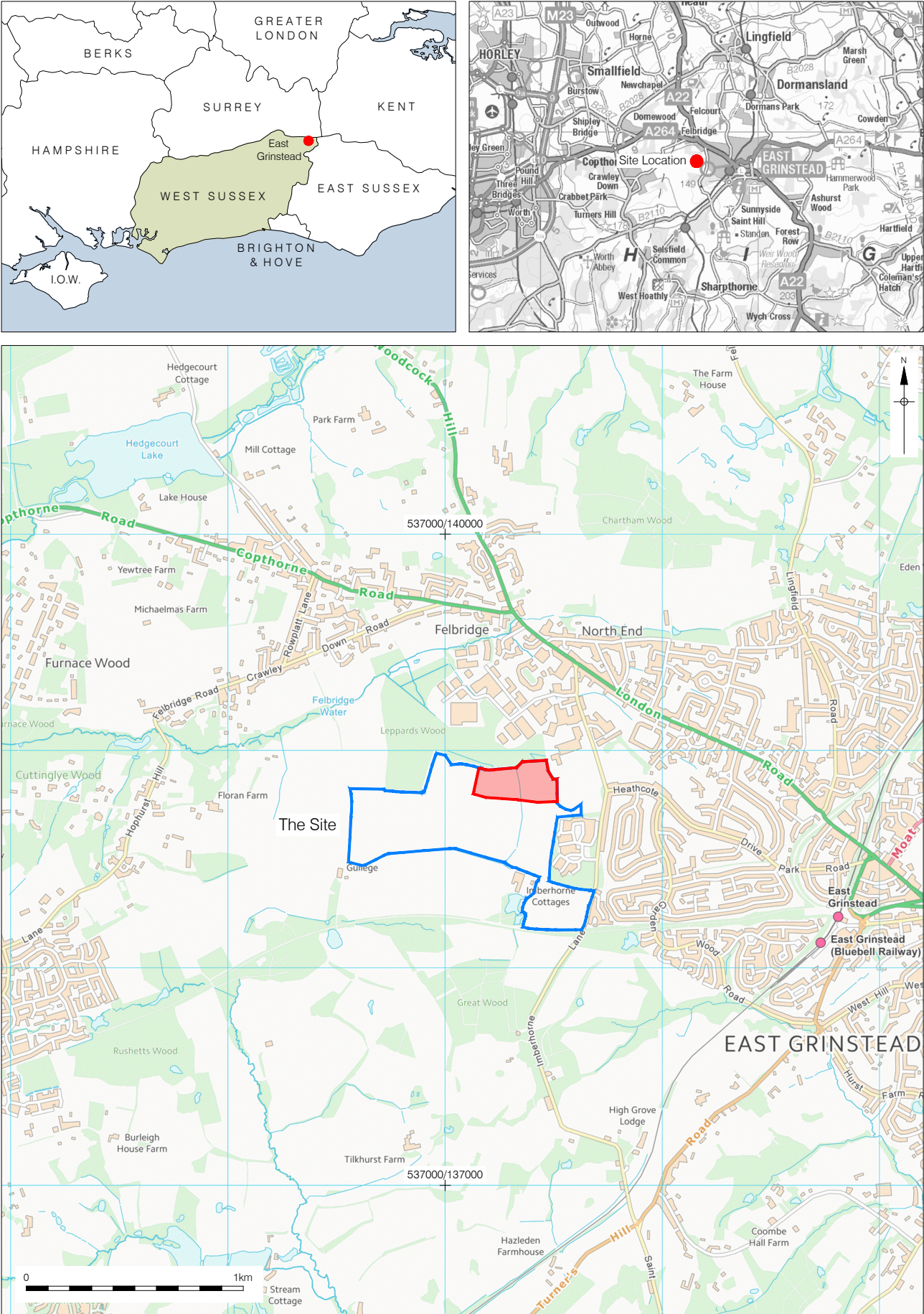


Figure 1
Site Location
1:2,000,000, 1:250,000, 1:25,000 at A4

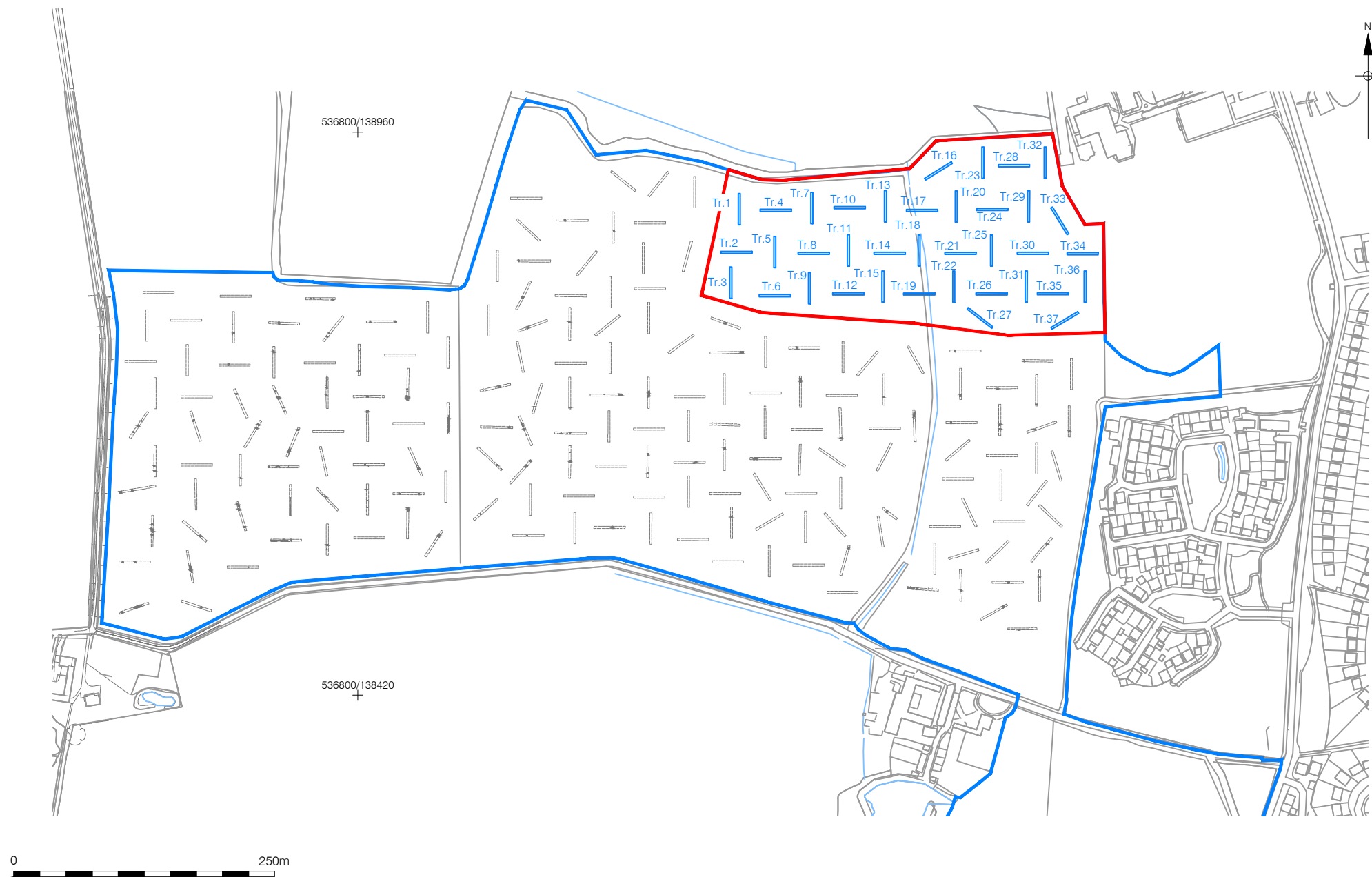


Figure 2
Detailed Site Plan showing Proposed Trench Locations and Previous Evaluation Locations
1:5,000 at A4

