

**Brookleigh End Drainage,
Burgess Hill Northern Arc,
West Sussex**

**Written Scheme of Investigation for
Archaeological SMS Excavation**

NGR: 530768 120415

Planning Ref: DM/24/2010

ASE Project no. 260043

Site Code: NAP22

March 2026

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Prepared by:	Paul Mason	Project Manager	
Reviewed and approved by:	Darryl Palmer	Senior Project Manager	
Date of Issue:	March 2026		
Version:	1		

1.0 INTRODUCTION

- 1.1 Archaeology South-East (ASE) have been commissioned by Cognition Land + Water to undertake an archaeological strip, map and sample (SMS) excavation of land forming part of the Burgess Hill Northern Arc scheme, West Sussex, hereafter 'the site' (centred on NGR 530768 120415; 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). The excavation targets the footprint of a new utility installation (Fig. 2).
- 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 outline planning permission for mixed-use development of the wider Burgess Hill Northern Arc site (DM/21/3279, an amendment of DM/18/5114). A reserved matters application for the present works is under planning reference DM/24/2010. The reserved matters application includes an informative requiring compliance with Condition 11 of DM/21/3279/ DM/18/5114:

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 Subsequent trial trench evaluation of the site revealed a linear ditch aligned through three of the trenches in the proximity of the development footprint which contained High Medieval pottery (ASE 2025).
- 1.6 Mitigation through SMS excavation is required following dialogue between RPS Tetra Tech and the LPA archaeological advisor (Place Services).
- 1.7 This document represents a Written Scheme of Investigation (WSI) for the archaeological mitigation of the site by SMS excavation which has been prepared in accordance with relevant Standards and Guidance of the Chartered Institute for Archaeologists (CIfA 2020, 2023 a & b). 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.
- 1.8 All work will be carried out in accordance with the Sussex Archaeological Standards (WSCC, ESCC, CDC 2019) which outlines the methodology to be used in the field, and in reporting and archiving of the results.

- 1.9 The project will be managed by Paul Mason (Project Manager) and by Jim Stevenson (Senior Post-Excavation Manager).

2.0 ARCHAEOLOGICAL BACKGROUND

- 2.1 What follows is a summary of the pertinent findings a desk-based assessment undertaken in advance of the current works (ASE 2023), supplemented with the results of the recent evaluation (ASE 2025).
- 2.2 Extensive works have been undertaken in the landscape north of the current site and beyond the watercourse to the east. The following comprises a summary of the most immediately relevant sites. 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, possible medieval and 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.
- 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 and comprised pits containing burnt clay, and clusters of post-holes. 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: a middle Iron Age radiocarbon date from one pit may be an outlier, possibly a result of the 'old-wood effect', whereby older dates can be obtained from unidentified charcoal. 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.

Recent Evaluation

- 2.5 Fifteen trenches were excavated across the wider site area. Most of the trenches were found to be archaeologically negative, the only feature being a linear ditch that was recorded in three of the trenches in the southern part of the site, in the vicinity of the proposed SMS area, that contained High Medieval pottery. An archaeological watching brief was also conducted nearby during groundworks for an electrical cable trench; no archaeological features, deposits or finds were identified (ASE 2025).

3.0 AIMS AND OBJECTIVES

3.1 The general aims of the evaluation are:

- To expose all archaeological remains and deposits exposed within the mitigation area with a view to understanding their character, extent, preservation, significance and date before their loss through development impacts.
- To understand to what extent the features exposed during the evaluation in this area can be explained through excavation of the wider area.
- To refine the dating, character and function of the features at this site.
- To make the results of the investigation publicly accessible through submission of a report to the East Sussex Historic Environment Record and the project archive to the local museum

3.2 The works have the potential to contribute to regional research aims set out in the South-East Research Framework (SERF):

- *Better understanding of the landscape of primarily dispersed rural settlement in terms of development and maintenance over space and time (SERF: Medieval)*
- *The development of the village in the post-medieval period (SERF: Post-Medieval and Modern)*
- *Study of more post-medieval artefact assemblages from urban/rural settings is needed to address consumption, availability, social habits, social status and the zoning of classes (SERF: Post-Medieval and Modern)*

4.0 METHODOLOGY

4.1 The mitigation area (742 sqm) will be targeted for strip, map and sample excavation (Figure 2). Spoil will be stockpiled with the potential for extension to areas in mind.

4.2 The areas will be set out using survey grade GNSS equipment. The location of archaeology will be recorded using one, 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 into the OS National Grid; photogrammetric survey using a terrestrial or RPAS (remote pilot aircraft system) mounted camera, georeferenced using SMARTNET tied to the National Grid. RPAS mounted cameras will have a 1" CMOS sensor or greater.

4.3 A Risk Assessment and Method Statement (RAMS) will be produced prior to the commencement of the work. A copy of this document will be maintained on site by ASE throughout the fieldwork.

4.4 The area of excavation will be stripped using a 360° tracked excavator. The tracked excavator will remove undifferentiated topsoil, made ground and subsoils in spits of no more than 100mm until archaeological deposits/structures are encountered or the top of the underlying natural

sediments reached. The mechanical excavator will be fitted with a toothless grading bucket of appropriate width and care will be taken that archaeological deposits are not damaged due to over machining. All machining will stop if significant archaeological deposits are encountered. Any exposed archaeological deposits will then be cleaned by hand in order to define them. The trenches will not be backfilled following excavation unless otherwise indicated by ASE management.

- 4.5 On completion of the hand cleaning, pre-excavation plans will be prepared using Global Positioning System (GPS) planning technology in combination with Total Station surveying. This will be distributed ahead of a pre-excavation site meeting to the Project Manager, the Supervisor and the ESCC County Archaeologist and client. This pre-excavation plan will be available in AutoCAD or PDF format and will be printed at a suitable scale (1:20 or 1:50) for on-site use. The plan will be updated by regular visits to site by the Archaeology South-East Surveyor who will plot excavated features and record levels in close consultation with the Supervisor and/or the excavators. Where it is deemed necessary (for example detailed structural features) features will be hand planned at a scale of 1:20 from the grid and then digitised to be included on the overall plan.
- 4.6 Any finds believed to fall potentially within the statutory definition of Treasure, as defined by the Treasure Act 1996, shall be reported to the Finds Liaison Officer. Should the find's status as treasure be confirmed the Coroner, the landowner and the LPA Archaeological Officer will also be informed. A record shall be provided to the Coroner and to the LPA Archaeological Officer 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).
- 4.7 A MoJ licence for the exhumation of human remains from an archaeological site will be obtained if needed. All statutory requirements will be followed.

5.0 RECORDING AND ANALYSIS

- 5.1 On completion of the machine strip and hand cleaning the specifics of the sample excavation strategy will be agreed with the LPA Archaeologist at an on-site meeting.
- 5.2 The archaeological investigation shall be completed to the satisfaction of the LPA Archaeologist by means of regular (i.e. weekly) updates from the archaeological contractor/consultant (including updated site plans) and site progress/sign off meetings. Partial and/or full sign off will be achieved by provision of dated archaeological site plans overlain onto the development plan and existing site survey and will also illustrate findings made in previous phases of investigation (e.g. trial trench evaluation and/or adjacent areas of investigation). All recording and analysis will be undertaken in accordance with this document and the Sussex Archaeological Standards (WSCC, ESCC, CDC 2019) unless otherwise agreed in writing by the LPA Archaeological Officer.
- 5.3 The spoil from the excavations will also be inspected by the ASE archaeologist to recover any artefacts or ecofacts of archaeological interest. A metal detector will be used at regular intervals to scan spoil derived from

the excavations and at regular intervals during the excavation of archaeological deposits and features.

5.4 With reference to Annex E of the Sussex Archaeological Standards (2019) the following general sampling strategy is anticipated to be employed:

- All archaeological features on the site will be comprehensively excavated by hand.
- "Comprehensive" excavation will normally involve (as a minimum):
 - excavation by hand of sections across all junctions or intersections of cut features;
 - excavation by hand of 1 metre to 2 metre-wide sections through linear cut datable and ancient features, and linear features manifestly rich in ancient palaeo-environmental remains, at 10-metre intervals or up to a total of 25% of the length of the linear cut feature (whichever is the greater) with sampling of termini of linear features;
 - complete excavation (100%) of all discrete datable and significant cut features of less than two sq. metres plan area, and discrete features manifestly rich in artefacts and/or ancient palaeo-environmental remains. Excavation may involve more rapid collection of all artefacts and samples from the second half of discrete features by context or spit where appropriate and following standard recoding of the section and first 50% of the feature;
 - complete (100%) excavation of all post holes, hearths, beam slots, ring gullies, pits internal to structures, where part of a structure;
 - complete (100%) excavation of the ditches of small mortuary enclosures of less than 25 sq. m enclosed area, with a sliding scale of reduced sampling of larger enclosures;
 - 100% excavation of graves and pits containing urned or unurned burial remains (cremation urns to be lifted wherever practicable for micro excavation in laboratory environment), and pits or immediate environments of structured/ placed deposits;
 - Discrete cut features containing "special" deposits or finds of locally/ nationally unusual character or date will normally be completely excavated. On sites with complex stratigraphy, all horizontal deposits will be recorded and removed by hand, using heavy or small tools as appropriate, down to the natural subsoil, unless otherwise stated.

5.5 Any variations to these sampling levels will be agreed in writing with the LPA Archaeological Adviser.

5.6 All archaeological features will be recorded according to standard ASE practice. Where practicable, all features will be planned at 1:20 and section/wall elevation drawings will be at 1:10, unless this is impractical in which case an alternative will be agreed with the ESCC Archaeological Officer. Drawings will be on plastic draughting film. Features and deposits will be described on standard pro-forma recording sheets used by ASE. All remains will be levelled with respect to Ordnance Survey datum. A photographic record will be made in digital format, monochrome and colour transparency.

- 5.7 The strategy for sampling archaeological and environmental deposits and structures (which can include soils, timbers, animal bone and human burials) will be developed with reference to Historic England guidelines for environmental archaeology (Historic England 2011) and waterlogged wood and in consultation with the Historic England 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.
- 5.8 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.

6.0 POST-EXCAVATION ANALYSIS

- 6.1 The finds selection strategy for the site is set out in the appended Selection Strategy document (Appendix 1). This selection strategy will be reviewed, updated and agreed by relevant stakeholders as the project progresses.
- 6.2 All finds will be cleaned, labelled, sorted and analysed in accordance with the practices and standards outlined in the United Kingdom Institute for Conservation's *Conservation Guidelines No.2: Guidelines for the Preparation of Excavation Archives for Long Term Storage* (UKIC 1990). Most ceramic and other building 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.
- 6.3 Suitable arrangements will be made for the conservation of artefacts where appropriate in consultation and with the agreement of the recipient museum. All finds in an unstable condition will be stabilised using passive conservation techniques where appropriate before being deposited with the local museum.
- 6.4 The majority of finds will be identified by in-house specialists within Archaeology South-East (as listed below). Any external specialists utilised work regularly with ASE and are regional specialists in their field. All material will be examined with particular attention to datable artefacts, such as lithics, pottery, building material, coins and other metalwork.
- 6.5 The following specialists will be used if necessary and where appropriate:
- | | |
|-------------------------------|--|
| Prehistoric and Roman pottery | Anna Doherty, Kayt Hawkins, Stephen Patton (ASE) |
|-------------------------------|--|

Post-Roman pottery	Sue Anderson (external), Helen Walker (external: Essex), Luke Barber (external)
CBM	Rae Regensberg (ASE)
Fired Clay	Stephen Patton, Trista Clifford (ASE)
Clay Tobacco Pipe	Elke Raemen (ASE)
Glass	Elke Raemen (ASE)
Slag	Luke Barber (external); Trista Clifford (ASE)
Metalwork	Trista Clifford, Elke Raemen (ASE)
Worked Flint	Karine Le Hégarat (ASE)
Geological material / worked stone	Luke Barber (external)
Human bone inc cremated bone	Lucy Sibun (ASE)
Animal bone including fish	Emily Johnson, Hayley Forsyth-McGee (ASE)
Marine shell	Elke Raemen (ASE); David Dunkin (external)
Registered Finds	Elke Raemen and Trista Clifford (ASE)
Coins	Trista Clifford (ASE)
Treasure administration	Trista Clifford (ASE)
Conservation	Alastair Threlfall (ASE)
Geoarchaeology	Matt Pope, Letty Ingrey, Alice Dowsett (ASE)
Macro-plant remains	Lucy Allott, Angela Vitolo, Elsa Neveu (ASE)
Charcoal and waterlogged wood	Lucy Allott, Angela Vitolo (ASE).
Historic Buildings	Michael Shapland (ASE)
6.6	Upon completion of the fieldwork, the site archive will be assembled in accordance with the guidelines set out in Management of Research Projects in the Historic Environment (Historic England 2015). The site archive will contain all the data collected during the excavation including records, finds and environmental samples. It will be quantified, ordered, indexed and internally consistent.
6.7	A post-excavation report including plans, digital photographs and drawings for the excavations will be prepared within ten months of completion of all site work (e.g. the evaluation, Strip, Map and Sample and any other mitigation areas), subject to the production of any necessary specialist reports. It will include a record of all materials recovered and all written, drawn and photographic records relating directly to the investigations undertaken. It will be quantified, ordered, indexed and internally consistent. It will also contain a site summary and brief written observations on the artefactual and environmental data.
6.8	The report will be in line with guidelines set out in Management of Research Projects in the Historic Environment (Historic England 2015).
6.9	An Online Access to the Index of Archaeological Investigations (OASIS) form will be completed at http://ads.ahds.ac.uk/project/oasis/ following the completion of the Assessment report and included as an appendix.
6.10	A draft copy of the report will be sent to the client for onward submission to the LPA Archaeologist in the first instance for their comments and approval.

Once the report has been accepted further copies and one electronic copy in PDF format will be sent to the LPA and the client as appropriate.

- 6.11 A copy of the approved report will be supplied to the West Sussex County Council Historical Environment Record (ESHER) on CD in PDF/A format on the understanding that it will become a public document after an appropriate period of time not exceeding six months.
- 6.12 Agreement shall be reached with the LPA Archaeologist regarding the format and destination of any subsequent publication(s) arising from the investigations. Proposals for publication, if appropriate, will be detailed in the post-excavation assessment report and timescales and costs for a publication programme will be agreed at that stage.
- 6.13 Upon completion of the final report for publication, the archive will be prepared for deposition 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).
- 6.14 The evaluation archive will be assimilated with the mitigation archive.
- 6.15 Permission will be sought from the landowner to deposit finds and paper archive at Burgess Hill Museum.
- 6.16 A Data Management Plan has been completed (see Appendix 2).

7.0 HEALTH AND SAFETY

- 7.1 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.

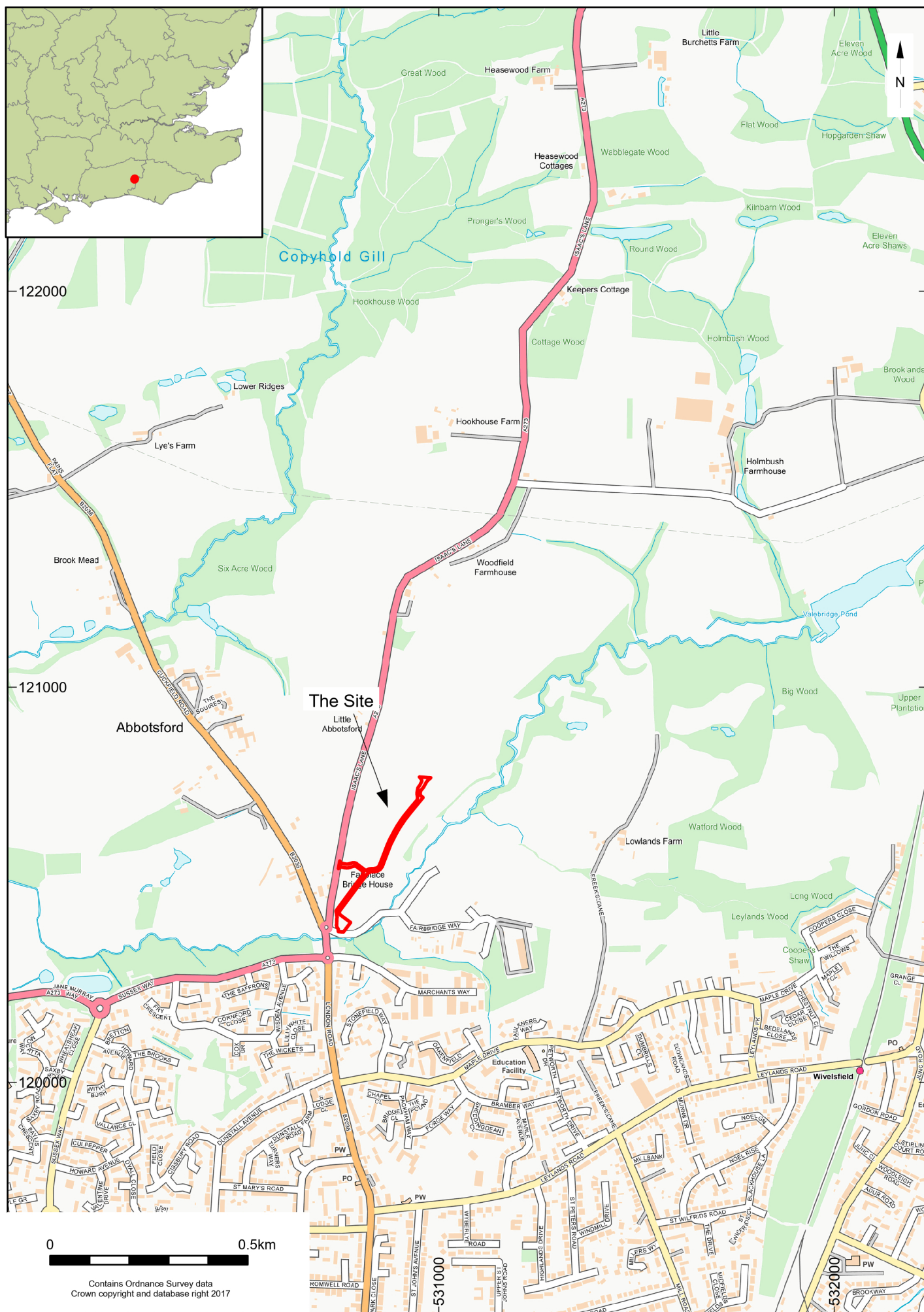
8.0 INSURANCE

- 8.1 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.

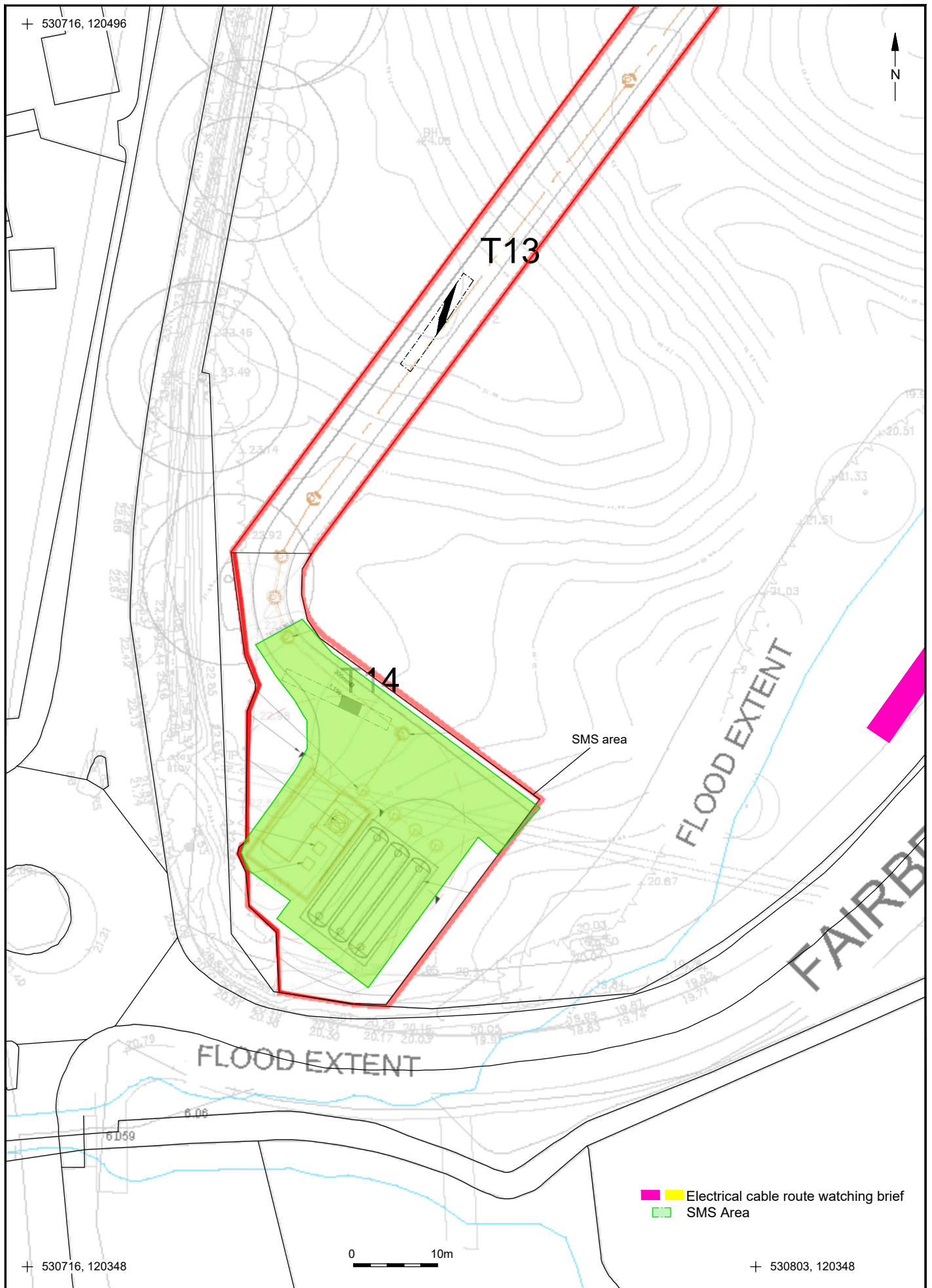
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- BGS, 2023. <https://www.bgs.ac.uk/map-viewers/bgs-geology-viewer>
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Archaeology South-East
March 2026



© Archaeology South-East		Northern Arc (The Avenue), Burgess Hill, West Sussex	Fig. 1
Project Ref: 260043	January 2026	Site Location	
Report Ref: WSI	Drawn by: AC		



© Archaeology South-East		Northern Arc (The Avenue), Burgess Hill, West Sussex	Fig.2
Project Ref: 250614	March 2026	Proposed SMS location over development plan	
Report Ref: WSI	Drawn by: AC		

Appendix A: Selection Strategy

Burgess Hill Northern Arc Avenue (Central Section)
Sitecode NAP22
(ASE project number 260043)

27/03/2026 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	Essex County Council <i>Planning Archaeologist</i>	tbc
Landowner / Developer	c/o RPS Tetra Tech	27/03/2025
Other		

Resources Required

No additional resources have been identified at this point.

Context

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

An SMS area of 742 sqm targeting a ditch containing medieval pottery

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 (ECC) 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	Will be recorded and assessed	Specialist, Collections	During fieldwork,

WASTE	for selection/deselection with presumption for deselection if of low significance	Curator, Archaeological Archive Manager, Planning Archaeologist	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 e.g. wood, leather	Will be recorded and assessed for selection/deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager,	During fieldwork, processing & recording

		Planning Archaeologist	
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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 (ECC) 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*

Archaeological Ceramic Building Materials Group (ACBMG), 2002 *Ceramic Building Material Minimum Standards for Recovery, Curation, Analysis and Publication*

ASE, 2021 *Fieldwork Manual: Excavation and Recording Guidelines*

Baker, P, and Worley, F, 2019 *Animal Bones and Archaeology: Recovery to archive*.

Barclay, A, Knight, D, Booth, P, Evans, J, Brown, D H, and Wood, I, 2016 *A Standard for Pottery Studies in Archaeology*

Brown, D H, 2011 *Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation*. Second edition

Campbell, G, Moffett, L, and Straker, V 2011 *Environmental Archaeology. A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation*. Second edition

Chartered Institute for Archaeologists (CIfA), 2014a *Standard and guidance for the collection, documentation, conservation and research of archaeological materials*

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

Chartered Institute for Archaeologists (CIfA), *Selection Toolkit*:
<https://www.archaeologists.net/selection-toolkit>

Chartered Institute for Archaeologists (CIfA), *Specialist Recording Toolkit*:
<https://www.archaeologists.net/toolkits/finds-recording>

Chartered Institute for Archaeologists (CIfA), *Specialist Reporting Toolkit*:
<https://www.archaeologists.net/reporting-toolkit>

Chartered Institute for Archaeologists (CIfA), *Dig Digital Online Resource*:
<https://www.archaeologists.net/digdigital>

Historic England, 2008 *Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains*

Historic England, 2010 *Waterlogged Wood Guidelines on the recording, sampling, conservation and curation of waterlogged wood*

Historic England, 2015 *Geoarchaeology: Using earth sciences to understand the archaeological record*

Mitchell, P D, and Brickley, M, 2017 *Updated Guidelines to the Standards for Recording Human Remains*

Perrin, K, Brown, DH, Lange, G, Bibby, D, Carlsson, A, Degraeve, A, Kuna, M, Larsson, Y, Pálsdóttir, SU, Stoll-Tucker, B, Dunning, C, and Rogalla Von Bieberstein, A, 2014 [*The Standard and Guide to Best Practice for Archaeological Archiving in Europe*](#) (EAC Guidelines 1)

Appendix B: Data Management Plan

BURGESS HILL NORTHERN ARC AVENUE (CENTRAL SECTION)

SITE CODE: NAP22

27/03/2026 VERSION 1

A Data Management Plan created using DMPonline

Creator: Nicola Elphick

Affiliation: Archaeology South-East

Template: Digital Curation Centre

Last modified: 27-03-2026

Project abstract

An SMS area of 742 sqm targeting a ditch containing medieval pottery.

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 West Sussex County Council's HER. Any other information/ data sharing will be done via requests from members of the public/researchers to either ASE or the repository.

Are any restrictions on data sharing required?

None are required.

RESPONSIBILITIES AND RESOURCES

Who will be responsible for data management?

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

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

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

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

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

What resources will you require to deliver your plan?

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

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

ADS (1) Data Management and sharing Plans

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

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

ADS (3) Guidelines for Depositors

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

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

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

Perrin, K, Brown, DH, Lange, G, Bibby, D, Carlsson, A, Degraeve, A, Kuna, M, Larsson, Y, Pálsdóttir, SU, Stoll-Tucker, B, Dunning, C and Rogalla Von Bieberstein, A (2014) *The Standard and Guide to Best Practice for Archaeological Archiving in Europe* (EAC Guidelines 1)
<http://archaeologydataservice.ac.uk/arches/Wiki.jsp?page=The%20Standard%20and%20Guide%20to%20Best%20Practice%20in%20Archaeological%20Archiving%20in%20Europe>