

**HURST FARM, HAYWARDS HEATH,
WEST SUSSEX**

Geophysical Survey and Archaeological Evaluation

Written Scheme of Investigation

NGR: 534088 122328

ASE Project No. 250051

Site Code: HHF25

Mid Sussex District Council Planning Reference:

DM/22/2272

Lewes District Council Planning Reference:

LW/22/0517

April 2026

Archaeology South-East

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West Sussex**

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Version:	4	

1.0 INTRODUCTION

- 1.1 Archaeology South-East (ASE), a division of the Institute of Archaeology, University College London (UCL), has been commissioned by Barratt Southern Counties to undertake geophysical survey and archaeological evaluation at Hurst Farm, Haywards Heath, West Sussex (Figure 1; NGR: 534088 122328).
- 1.2 Part of a larger development site, the area available for evaluation (hereafter 'the site') is irregular in shape and comprises fields totalling c.15.95 hectares, lying to the east and west of Hurstwood Lane, to the south of Rocky Lane (Figures 2-3.1/3.2). It slopes southwards from 77.5m OD in the north near Birch Way and Greenhill Park, to c.40-45m at its southern end, rising to 56m at its western corner. The site is located on the south-eastern edge of Haywards Heath, and extends into both East and West Sussex, lying within the parishes of Haywards Heath and Wivelsfield. West of Hurstwood Lane, the site is bound by Anscombe Woods, a small business park (Hurstwood Grange) and Rocky Lane to its north-west, by Hurstwood Lane to its north-east and south-east, by a field to its south and by residential development along Fox Hill to its west. East of Hurstwood Lane, the site is bound by residential development to its north, fields to its east and south (separated by a small woodland to the south-east) and by Hurstwood Lane to its north-west. Access to the site is to be confirmed.
- 1.3 According to the data available from the British Geological Survey, the bedrock geology of the site is the Upper Tunbridge Wells Sand formation of interbedded sandstone and siltstone. No superficial deposits are recorded (BGS 2025). A geotechnical investigation carried out by Campbell Reith in 2020 recorded the top of the natural sandstone as lying variously between 0.3m and 0.9m below ground level (WSP 2022a).
- 1.4 In May 2025 outline planning permission with all matters reserved except for access was granted for the erection of up to 375 new homes, a two-form entry primary school, burial ground, allotments, open space with associated infrastructure, landscaping and parking areas (Mid Sussex District Council planning reference: DM/22/2272; Lewes District Council planning reference: LW/22/0517; Figure 4).
- 1.5 Following the preparation of a Desk-Based Assessment (WSP 2022a) and Environmental Statement chapter relating built heritage and archaeology (WSP 2022b), Mark Baister at Place Services, as the Historic Environment Advisor (HEA) to Mid Sussex District Council (MSDC), concluded that the site has high potential for archaeological remains ranging in date from the prehistoric to the post-medieval period.
- 1.6 Based on this potential, the following conditions were placed on planning consent DM/22/2272 relating to archaeological works:

33. (i) No development or preliminary groundworks of any kind shall take place within a reserved matters area until a programme of geophysical survey 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.

(ii) No development or preliminary groundworks of any kind shall take place within a reserved matters area until the completion of the programme of geophysical survey identified in the Written Scheme of Investigation defined in Part (i) and confirmed by the local authority archaeological advisors.

(iii) The applicant will submit to the local planning authority a report detailing the results of the geophysical survey, which will be used to inform a programme of archaeological trial-trenching evaluation.

15. (i) No development or preliminary groundworks of any kind shall take place within a reserved matters area until a programme of archaeological trial-trenching evaluation 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.

(ii) No development or preliminary groundworks of any kind shall take place within a reserved matters area until the completion of the programme of archaeological evaluation identified in the Written Scheme of Investigation defined in Part (i) and confirmed by the local authority archaeological advisors.

(iii) A mitigation strategy detailing the excavation / preservation strategy for each reserved matters area 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 reserved matters 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.

1.7 This document represents a *Written Scheme of Investigation* prepared by ASE to be submitted to Place Services and MSDC for approval prior to commencement of the work. All work will be carried out in accordance with the current document, as well as with the relevant Chartered Institute for Archaeologists procedural documents (CIfA 2020, 2023 a & b) and the Sussex Archaeological Standards (ESCC, WSCC and CDC 2019).

1.8 It should be noted that further work and/or measures to preserve archaeological remains *in situ* may be required if significant archaeological remains are found in the evaluation. In the event that further archaeological excavation is required a supplementary WSI will be prepared detailing the proposed work and submitted for approval.

2.0 ARCHAEOLOGICAL BACKGROUND

2.1 An Archaeological Desk-Based Assessment (DBA) has been prepared for the site, based on a search of the West Sussex County Council and East Sussex County Council Historic Environment Records (HER) for a 1km radial Study Area (WSP 2022a), as well as an Environmental Statement (ES) chapter relating to built heritage and archaeology (WSP 2022b). The following includes a summary of the information

contained in the DBA. A copy of the DBA will be retained on-site during the evaluation for reference to the fuller background therein.

Prehistoric

- 2.2 There is no known finds data relating to the Palaeolithic period within the Study Area, with known activity dating to the Mesolithic period onwards. The Mesolithic hunter-gatherer communities of the postglacial period (10,000–4000 BC) inhabited a largely wooded environment. The river valleys and coast would have been favoured in providing a predictable source of food (from hunting and fishing) and water, as well as a means of transport and communication. Evidence of activity is characterised by flint tools rather than structural remains. Historic mapping shows the site of several springs and wells within or near the site, suggesting the presence of a spring line and also a predictable source of water; this is likely to have been exploited from the prehistoric period onwards and may have made the area conducive to hunting and early farming/occupation. A watching brief conducted on the construction of the Fox Hill to Haywards Heath Pipeline, recorded worked flint of either Mesolithic or Neolithic date; flint scatters were recorded 275m south-east and 300m south of the site. An assemblage of flint tools was found during an evaluation 530m west of the site at Land South of Rocky Lane, again either Mesolithic or Neolithic in date.
- 2.3 The Neolithic (4000–2000 BC) is usually seen as the time when hunter gathering gave way to farming and settled communities, and forest clearance occurred for the cultivation of crops and the construction of communal monuments. Pollen records indicate forest clearance over large areas of the British Isles during this period. Within the Study Area, scrapers and other Neolithic flint implements were found in the garden of a cottage at Haywards Heath, 750m north-west of the site; polished axe fragments were found at Clearwater Farm and Kiln Wood, 630m south-west and 950m west of the site respectively.
- 2.4 The Bronze Age (2000–600 BC) is characterised by technological change, when copper and then bronze eventually replaced flint and stone as the main material for everyday tools. It is seen as a period of increasing social complexity and organised landscapes, probably due to increasing pressure on available resources. A small flint knife of possible Bronze Age date was found during an evaluation at Land South of the Former St Francis Hospital, 30m to the north-west of site. Bronze Age flintwork was also found during an evaluation at Land South of Rocky Lane, 650m to the west of site.
- 2.5 The Iron Age (600 BC–AD 43) is characterised by expanding population, intensification of agricultural practices and the utilisation of marginal land. Hillforts were established in lowland Britain, linked to tribal land ownership. An archaeological evaluation at Land at Gamblemead, Haywards Heath, 50m south-west of site, revealed a single sherd of Late Iron/Roman pottery as well as general prehistoric worked flint. Late Iron Age/early Roman pottery was found during an evaluation at Land South of Rocky Lane, 650m to the west of site.

Romano-British

- 2.6 As one of the nearest parts of Britain to the Continent, Sussex experienced contact with Rome from an early date, first as trade and then as conquest. Following the Roman invasion of AD43, the region became heavily settled, particularly along the

Downs and the fertile Coastal Plain, where settlements were mostly associated with farming and are characterised by evidence of continuity with the previous Iron Age (Rudling 1999). Evidence for Roman activity in the Weald, however, is sparse, and is confined mainly to the arterial network of Roman roads, waystations and ironworking or industrial sites. Evidence of Roman iron-working activity, as with Iron Age sites, is skewed towards sites in East Sussex.

- 2.7 A Roman road connecting Brighton and London (Margary route 150) lies 1.7km west of the site. In addition to the above-mentioned Iron Age/Roman finds, there have been a number of finds of Roman date within the Study Area: Roman brooches found in Pellingford Brook, 500m south of the site; Roman pottery at Clearwater Farm, 500m south-east of the site; and a pair of Roman copper alloy tweezers at Wivelsfield, 650m south of the site.

Early Medieval

- 2.8 The decline of Roman authority saw a return to older ways of life, and an influx of settlers from Germanic lands across the North Sea introducing a new language and material culture into southern and eastern Britain. However, knowledge of the period following the departure of the Romans is fragmentary, in part due to issues with dating evidence, as a result of the lack of official coinage and the decline of the big pottery industries. During the early medieval period, the Weald was largely covered by the great forest of Andredeswald, which limited settlement, and resisted major encroachment until the 10th century (Hodgkinson 2008).
- 2.9 The site is located within the historic Parish of Wivelsfield. No early medieval manor is recorded in Wivelsfield, although there is an 8th century reference to a settlement of *Wifelesfeld*. Early settlement may have been in the area of the parish church of St Peter and St John the Baptist, located 1.2km to the south of the site. There are no early medieval features recorded within the study area. The site was probably open fields or woodland and heathland during the early medieval period.

Medieval

- 2.10 In 1086, Wivelsfield was most likely part of an estate belonging to William de Warenne which was probably within the manor of Hurstpierpoint. Later the site appears to have been within the manor of Franklyns or Franklands, perhaps connected with Dyrild Fraunkeleyn who is mentioned in the district in 1332. The nearest medieval settlement is probably Wivelsfield, approximately 1.2km to the south of the site.
- 2.11 The site lies within an area that was mainly in agricultural use during the medieval period; many farmsteads developed across Wivelsfield. Hospital Farm (formerly Hurst Farm, from which the site takes its name) lies to the north-west of the site boundary. The site was probably fields or woodland throughout the period.
- 2.12 Medieval remains in the Study Area comprise: medieval pottery recovered from a feature 450m south of the site, identified during the construction of the Fox Hill to Haywards Heath pipeline; residual pottery found 30m to the north-west of the site at Land South of the Former St Francis Hospital; a medieval ditch with a fragment of 13th/14th century pottery found in plough soil at Gamblemead, 50m south-west of the

site; and 13th century pottery recovered during an evaluation at Land South of Rocky Lane, 650m west of the site.

Post-medieval to Modern

- 2.13 During the post-medieval period the site is likely to have primarily been in agricultural use. The Tithe map for Wivelsfield of 1844 shows the site comprised fields, meadows, shaws and woodland, mostly belonging to Hurst House Farm [Hurst Farm]. The accompanying apportionment records Plot 633 as 'Kiln Field', which falls partly within the south-west corner of the site area east of Hurstwood Lane.
- 2.14 Later 19th century and 20th century Ordnance Survey maps show little overall change to the site; the 1896 map shows two reservoirs had been constructed south of the farm, in an area referred to as the Old Sand Pit. Between 1938 and 1961 part of a woodland in the eastern part of the site was replaced with fields.
- 2.15 Post-medieval remains have been recorded within the site boundary: a number of post-medieval ditches, a trackway and late post-medieval pottery were found during the Fox Hill to Haywards Heath Pipeline evaluation. A 17th and 18th century brickyard known as Hurst House Farm is located to the north-west of the site. There was a 19th century outfarm or field barn in the centre of the site, which has been demolished. The DBA walkover survey identified various features of likely post-medieval date, as well as a small post-medieval brick and concrete structure in the southern part of site, possibly connected with the nearby reservoirs or remains of a World War 2 defensive structure.

Geophysical Survey

- 2.16 Magnetometer survey has been conducted on c 20ha of the site area (SUMO 2025), in accordance with the methodology laid out in Appendix C of this document
- 2.17 The magnetometer survey has recorded magnetic responses interpreted as being of possible archaeological interest (Fig 5). In Areas 1 and 2 a series of linear responses have been marked which could have archaeological origins, although some could simply be uncorroborated field boundaries. Ridge and furrow cultivation is visible in Areas 3 and 5. Numerous uncertain anomalies have been marked in the survey which are probably due to geological variations, agricultural practises or buried ferrous objects. The alignments of four former field boundaries have been detected in Areas 3 and 6, along with numerous pipes in many of the survey areas. Broad and sinuous bands of increased response and a few discrete anomalies in Area 6 and 7 have been caused by geological variations. Zones of magnetic disturbance in the survey area are due to an infilled sand pit, demolition debris and spreads of other debris.

3.0 RESEARCH AIMS AND OBJECTIVES

3.1 The general aims of the archaeological investigation in summary:

- To identify if archaeological remains are present on the site and if so, assess the date, survival and condition of said remains.
- To record the character, date, location and preservation of any archaeological remains on the site.
- To record the nature and extent of any previous impacts on the archaeological sequence across the site.

3.2 Site Specific Research Objectives:

- Establish whether any evidence for kilns is present in the eastern part of the site.
- To identify any evidence for the agricultural use of the land across the periods, as well as any evidence for fields systems and changes to field boundaries.

3.3 The investigations also have the potential to address the following regional research questions with reference to the South East Research Framework:

- Development provides perhaps the best opportunity for the discovery of key flagships sites of [the Upper Palaeolithic and Mesolithic] period [including geoarchaeology and paleoenvironmental studies]¹
- Are groups resident in the Weald or entering the region as an area on the limit of their seasonal movement patterns? [Upper Palaeolithic and Mesolithic].²
- There is a need for a more even regional coverage of archaeological research, in order to eliminate the biases caused by intensive investigation of limited areas, especially parts of north Kent and West Sussex, and to develop the very basic knowledge of other areas such as Surrey, the Weald and East Sussex [Middle Bronze Age & Iron Age].³
- The [Roman] landscape is poorly understood in terms of vegetation (specifically woodland and whether or not it was significantly managed) and coastline. More work is necessary on pollen and soil samples to determine basic characteristics of areas during the period.⁴
- Harness the potential of the historic landscape to inform an understanding of the Romano-British/Anglo-Saxon transition.⁵
- Research into [medieval] agriculture [and] pastoralism require more data.⁶
- An understanding of the multifaceted [post-medieval] landscape is essential for conservation and heritage management purposes as well as interpretation.⁷

¹ https://www.kent.gov.uk/__data/assets/pdf_file/0011/98939/Upper-Palaeolithic-and-Mesolithic-Periods.pdf

² https://www.kent.gov.uk/__data/assets/pdf_file/0011/98939/Upper-Palaeolithic-and-Mesolithic-Periods.pdf

³ https://www.kent.gov.uk/__data/assets/pdf_file/0020/93170/South-East-Research-Framework-Resource-Assessment-and-Research-Agenda-for-the-Middle-Bronze-Age-and-Iron-Age.pdf

⁴ https://www.kent.gov.uk/__data/assets/pdf_file/0007/99304/The-Roman-Period-Chapter.pdf

⁵ https://www.kent.gov.uk/__data/assets/pdf_file/0008/93176/South-East-Research-Framework-Resource-Assessment-and-Research-Agenda-for-the-Anglo-Saxon-period.pdf

⁶ https://www.kent.gov.uk/__data/assets/pdf_file/0003/99471/Medieval-chapter.pdf

- 3.4 In the event that significant archaeological remains are identified during the evaluation, the research objectives will be revised in light of these finding

⁷ www.kent.gov.uk/__data/assets/pdf_file/0008/99494/Post-medieval,-Modern-and-Industrial-chapter.pdf

4.0 METHODOLOGY

- 4.1 An initial geophysical survey (magnetometry) (SUMO 2025) has been undertaken, the methodology for which is set out in Appendix C.
- 4.2 The archaeological evaluation will comprise a total of 114 x 30m by 2m trenches, to be mechanically excavated across the available area (Figures 2 - 5). The trench layout is designed to provide a representative 4% sample, with a further 1% sample (28 x 30m by 2m trenches) allowed as contingency, should this be required. Some modification to the suggested trench positions may be necessary due to other currently unknown obstructions and/or constraints, and locations may be amended following the results of the geophysical survey. Significant variations to the trench layout will be discussed with the client and the HEA to MSDC (Place Services).
- 4.3 Trenches\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.
- 4.4 A Risk Assessment will be produced prior to the commencement of the work. The locations of all the trenches will also be checked with a CAT scanner prior to the commencement of excavation.
- 4.5 The trenches will be excavated under constant archaeological supervision using a suitable mechanical excavator. The trenches will be excavated through undifferentiated topsoil and modern made ground in spits of no more than 0.10m with artefact recovery taking place every scrape until archaeological deposits are encountered or the top of the underlying natural sediments reached. The excavator will be fitted with a smooth grading bucket 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.
- 4.6 Any exposed archaeological deposits will then be cleaned by hand and recorded in plan and section in line with Paragraph 6 Annexe C of the Sussex Standards.
- 4.7 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 HEA will also be informed. A record shall be provided to the Coroner and to the HEA 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).
- 4.8 If human remains are found they will be left in situ, covered over and protected. The client and the HEA will be informed immediately. All statutory requirements will be followed.

5.0 RECORDING AND ANALYSIS

- 5.1 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 HEA to MSDC (Place Services).
- 5.2 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.
- 5.3 The HEA will be kept informed of progress and given the opportunity to attend site once all the trenches have been opened.
- 5.4 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 HEA. 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.
- 5.5 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.
- 5.6 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. In all instances deposits with clear intrusive material shall be avoided.

6.0 TREATMENT OF ARTEFACTS AND ECOFACTS

- 6.1 A site specific Selection Strategy (ClfA: The Selection Toolkit for Archaeological Archives) is set out below (Appendix A). The strategy makes provision for expanding sampling of features following discussion with the LPA archaeological advisor.
- 6.2 All pottery, bone and worked flint recovered from the excavations will be washed and marked with an appropriate code to identify the site and context. 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 The lithic and ceramic finds will be identified by specialists within Archaeology South-East, and preliminary identification of faunal remains may be undertaken if the nature of the deposits justifies such study. All finds in an unstable condition will be stabilised using passive conservation techniques where appropriate before being deposited with the receiving museum.
- 6.4 Bulk samples will be processed using tank flotation unless considered detrimental to the samples or recovery rate (such as for waterlogged samples). Waterlogged samples will be wet sieved through nested sieves and stored in wet, cool conditions or dried if considered an appropriate form of conservation for the remains.
- 6.5 Flots and wet samples may be subsampled for assessment purposes. If waterlogged wood specimens are removed from site they will be cleaned, recorded, photographed and a thin section sample will be taken for identification (unless considered detrimental to the artefact preservation or status). These specimens will be stored submerged in water in cool conditions and assessment will establish whether appropriate for conservation. Specialist samples as well as sub-samples of bulk soil samples (taken to recover pollen, parasites, fish and small bone, foraminifera and insects for example) will be sent to appropriate specialists for assessment and analysis.
- 6.6 Provision will be made for obtaining charcoal samples for radiocarbon dating from such archaeological features as structural features (e.g. post holes), hearths, kilns or features that contain good artefactual or ecofactual assemblages.

7.0 REPORTING

- 7.1 Reporting will be undertaken in accordance with the guidelines set out in the *Sussex Archaeological Standards*.
- 7.2 Within six weeks of the completion of the fieldwork a full report on the results of the field evaluation will be submitted. It will include the local geology and archaeological evidence. It will describe the work undertaken and results of elements described above. It will include a description of archaeological features and tabulated details of finds from each context. A list of environmental samples and any samples taken for dating will also be included. The report will include a plan showing the trench locations. Further plans, sections and photographs of features located and excavated will be included as necessary.
- 7.3 A draft report will be submitted to the client and thereafter the LPA who will consult with Place Services for comments/approval. Once any necessary changes have been made, the approved final report will be submitted to the local planning authority. A short summary of the work will be prepared for the relevant local archaeological journal.
- 7.4 A further digital copy of the report (including plans, illustrations and photographs) will be supplied to both the West Sussex and East Sussex Historic Environment Records on CD-ROM in a .pdf format.

8.0 PREPARATION AND DEPOSITION OF THE FINDS AND ARCHIVE

- 8.1 The site archive will be assembled in accordance with the guidelines set out in English Heritage's Management of Archaeological Projects 2 and in accordance with the guidelines set out in: 'Archaeological Archives. A guide to best practice' (AAF 2011); 'A Standard and Guide to best practice for Archaeological Archiving in Europe' (EAC 2013); and 'Standards in the Museum Care of Archaeological Collections' (SMA 2020).
- 8.2 Artefacts and ecofacts recovered during excavation form an important part of an archaeological site archive. Permission will be sought to deposit the written and drawn archive with Lewes Castle & Museums for long term curation upon completion of the fieldwork, in the interim they will be stored at ASE offices.
- 8.3 A site specific Data Management Plan is set out below (Appendix B). In addition to Lewes Castle & Museums, the digital archive will be deposited with the Archaeology Data Service (ADS).

9.0 HEALTH AND SAFETY

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

10.0 INSURANCE

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

REFERENCES

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WSP, 2022a, *Hurst Farm, Haywards Heath, Archaeological Desk-Based Assessment*, Unpublished WSP report ref. 70081355-ARC

WSP, 2022b, *Hurst Farm, Environmental Statement Volume I Chapter 11 – Built Heritage & Archaeology*, Unpublished WSP report ref. 70081355

Appendix A: Selection Strategy

Hurst Farm, Haywards Heath, West Sussex
Sitecode HHF25 (ASE project number 250051)13th June 2025, Version 1

Selection Strategy

Project Information

Project Management

Project Manager	Jon Sygrave	
Archaeological Archive Manager	Nicola Elphick	
Organisation	Archaeology South-East	
Stakeholders		Date Contacted
Collecting Institution(s)	Lewes Castle & Museums	TBC
Project Lead / Project Assurance	Mark Baister <i>Planning Archaeologist</i>	TBC
Landowner / Developer	Barratt Southern Counties	TBC
Other		

Resources Required

No additional resources have been identified at this point.

Context

This selection strategy has been produced using the written scheme of investigation for the project and from Requirements for Depositing Archaeological Archives to Lewes Castle & Museums alongside national and international archiving guidelines and ASE's in-house on-site collection policies.

The project is geophysical survey followed by an evaluation comprising 133 x 30m by 2m trenches to be excavated across the available areas of the site, comprising approximately 15.95 hectares of fields. This is in advance of a proposed development of up to 375 new homes, a two-form entry primary school, burial ground, allotments, open space with associated infrastructure, landscaping and parking areas, which was granted by Mid Sussex District Council and Lewes District Council with attached conditions. Mark Baister at Place Services, as Historic Environment Advisor to MSDC, concluded that the site has high potential for archaeological deposits. Based on this potential, it was recommended that the archaeological interest of any remains that are present could be secured by a programme of archaeological works. Conditions were

accordingly attached to the permission requiring *a programme of archaeological works in accordance with a written scheme of investigation*. The site is located towards the south-western edge of Haywards Heath, in the Low Weald of East Sussex.

The evaluation has the potential to contribute to regional research aims set out in The South East Research Framework

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

Project specific guidance:

N/A

1 – Digital Data

Stakeholders

Archaeological Archive Manager, Project Manager and Site Supervisor (ASE)
Planning Archaeologist, Collections Curator, Archaeological Consultant / Landowner

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)
Planning Archaeologist, Collections Curator, Barratt Southern Counties

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
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Stakeholders

The Project Manager (Jon Sygrave, 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 (Mark Baister) and Collections Curator (Lewes Castle & Museums) 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 Lewes Castle & 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	Specialist, Collections Curator, Archaeological	During fieldwork, processing &

	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	Archive Manager, Planning Archaeologist	recording
CTP	Will be recorded in full with a sample retained. The remainder will be deselected.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
CBM	Will be recorded and assessed for selection/deselection with presumption for deselection of majority if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
FIRED CLAY/DAUB	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
METALWORKING WASTE	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
BULK METAL	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
GLASS	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
FIRED CRACKED FLINT (FCF)	Will be recorded in full and discarded if unworked	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
WORKED FLINT	To be collected and recorded in full and retained as part of the permanent archive	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
WORKED BUILDING STONE	Will be recorded and assessed for selection/deselection with presumption for deselection. unless diagnostic.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording

UNWORKED STONE	Will be recorded in full and discarded	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
ANIMAL BONE	Will be recorded and assessed for selection/deselection	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
HUMAN BONE	Will be recorded in full and assessed for selection or appropriate reburial. With a presumption for reburial in line with national guidelines	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
MARINE SHELL	Will be recorded and assessed for selection/deselection with presumption for deselection.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
ORGANIC REMAINS e.g. wood, leather	Will be recorded and assessed for selection/deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording

Uncollected Material

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

De-Selected Material

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

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

Review Points

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

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type	REGISTERED FINDS	Section 3.	2
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Stakeholders

The Project Manager (Jon Sygrave, 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 (Mark Baister) and Collections Curator (Lewes Castle & Museums) 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 Lewes Castle & 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 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 (Darryl Palmer, 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 (Mark Baister) and Collections Curator (Lewes Castle & Museums) 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 Lewes Castle & 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

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 (revised edition)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appendix B: Data Management Plan

Land at Coopers Row, Five Ash Down, East Sussex

Site Code: HHF25

13th June 2025 Version 1

A Data Management Plan created using DMPonline

Creator: Nicola Elphick

Affiliation: Archaeology South- East

Template: Digital Curation Centre

Last modified: 05-06-2025

Project abstract:

The project is geophysical survey followed by an evaluation comprising 133 x 30m by 2m trenches to be excavated across the available areas of the site, comprising approximately 15.95 hectares of fields. This is in advance of a proposed development of up to 375 new homes, a two-form entry primary school, burial ground, allotments, open space with associated infrastructure, landscaping and parking areas, which was granted by Mid Sussex District Council and Lewes District Council with attached conditions. Mark Baister at Place Services, as Historic Environment Advisor to MSDC, concluded that the site has high potential for archaeological deposits. Based on this potential, it was recommended that the archaeological interest of any remains that are present could be secured by a programme of archaeological works. Conditions were accordingly attached to the permission requiring a programme of archaeological works in accordance with a written scheme of investigation. The site is located towards the south-western edge of Haywards Heath, in the Low Weald of East Sussex.

Dataset Repository: Lewes Castle & Museums and Archaeology Data Service

Data Collection

What data will you collect or create?

During project planning a Written Scheme of Investigation (WSI) and Selection Strategy will be produced alongside this digital management plan.

During fieldwork digital images will be captured to document the site.

CAD and GIS software will be used.

In the post excavation stage finds specialists will create digital finds records, plans will be produced and a grey literature report written.

How will the data be collected or created?

File naming structure for all files will be project number- what it is- Site code and HER event number. For example: 180932-Final Report- CPI18-ECB4568

Trained members of staff will capture digital images with a digital camera of no less than 12 megapixels or 1/2" CMOS sensor on site. All digital images will be captured in Jpeg format.

Finds specialist tables/ records will be created using up-to-date Microsoft Office software.

The location of archaeology will be recorded using one of, or a combination of the following methods: survey grade GNSS equipment with SMARTNET correctional data enabled (for example Leica GS18); TST (e.g. Leica TS16) tied in to the OS National Grid; photogrammetric survey using a terrestrial or RPAS (remote pilot aircraft system) mounted camera, georeferenced using GCP (ground control points) tied in with GNSS or TST to the National Grid. RPAS mounted camera will have a 1" CMOS sensor or greater. All spatial data will be stored according to the OSGB36 (EPSG27700) projection/coordinate system.

Grey literature reports will be created using up-to-date Microsoft Office software and the drawings will be produced using AutoCAD Map 3D 2018 (or later), and appropriate and current GIS software (ArcMap \ArcGIS Pro\QGIS). The report will also be saved as a Pdfa using Adobe Acrobat 9 Pro or later.

Documentation and Metadata

What documentation and metadata will accompany the data?

A metadata document will be produced for this project based on the ADS (Archaeology Data Service) guidelines and template for documenting metadata.

In addition, Archaeology South-East (ASE) finds manual which documents our procedure for finds recording will also accompany the project.

Ethics and Legal Compliance

How will you manage any ethical issues?

Where applicable all personal information will be removed prior to the project's deposition. All sensitive data will be restricted to project managers and will be kept for 5 years prior to being destroyed.

How will you manage copyright and Intellectual Property Rights (IPR) issues?

Archaeology South-East own the digital data but will sign over all rights during the deposition process. We will still retain the right to use images for our own marketing and internal purposes.

As part of the deposition a copy of the report will be uploaded onto OASIS. There will be no delay in the upload of this unless the client requests this.

Storage and Backup

How will the data be stored and backed up during the research?

Archaeology South East backs up their data onto external servers at University College London (UCL) at the end of each day. This is an automated process. In the event of an incident Archaeology South-East's IT support officer and archive officer will be responsible for the recovery of digital data.

How will you manage access and security?

Access to the digital data is via a secured password enabled route onto central servers. Each collaborator that will be creating or need access to the data will have their own log in. Digital images will be captured and stored onto an external device and these images will be uploaded onto the server once fieldwork has been completed by the project officer.

Selection and Preservation

Which data are of long-term value and should be retained, shared, and/or preserved?

The retained digital archive will be deposited alongside the physical archive at a local repository once all fieldwork and post excavation work has been completed. ASE will comply with each 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. (2011a) *Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation*. Second Edition. Archaeological Archives Forum (AAF)

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

Appendix C: Geophysical Survey Methodology (Sumo Geosurveys)

4 SITE METHODOLOGY

- 4.1 A temporary grid system will be established over the site and marked out using wooden pegs or canes. The location of the grid will be set out using an RTK GPS system theoretically accurate to some 0.01m and referenced to OS co-ordinates.

Dependent upon access agreements and ground conditions, either a cart or hand-held system will be employed.

- 4.2.1 Cart System: Data will be collected using a cart carrying four paired Bartington magnetic sensors (see below). Each data point is geographically referenced using an on-board Trimble RTK survey grade GPS system. Readings will be taken at 0.125m centres along traverses 1.0m apart.
- 4.2.2 Hand-Held: Data will be collected using a Bartington Grad 601-2. The instrument consists of two paired sensors (see below) and readings are logged at 0.25m centres along traverses 1.0m apart across 30m grids. The collection of data at 0.25m centres provides an appropriate methodology balancing cost and time with resolution as per Historic England guidelines.
- 4.3 Sensors: Two sensors mounted 1m horizontally apart and very accurately aligned to nullify the effects of the earth's magnetic field. Readings relate to the difference in localised magnetic anomalies compared with the general magnetic background.
- 4.4 The readings are logged consecutively into the data logger which in turn is daily downloaded into a portable computer whilst on site. At the end of each job, data are transferred to the office for processing and presentation.

5 REPORTING AND ARCHIVING

- 5.1 The report for the survey will comprise a written section describing the background to the survey, the methodologies used and a discussion of the results. The text will be illustrated using plots of the results using CAD to overlay the results and interpretations over the base mapping. The format for these drawings will either be A3 or A1 depending on the size and configuration of the survey areas.
- 5.2 Processing of the data will be carried out using the specialist software *Anomaly*. This can emphasise various aspects contained within the data, but which are often not easily seen in the raw data. Basic processing of the magnetic data involves 'equalising' the background levels with respect to adjacent traverses (Zero mean traverse). 'Despiking' is very occasionally performed to remove the anomalies resulting from small iron objects often found on agricultural land but this practice is not favoured as it creates a 'false' dataset. Once the basic processing has levelled the background it is then possible to carry out further processing including de-stagger and interpolation to emphasise the archaeological or man-made anomalies.

5.3 The presentation of the CAD drawings will include:

- a general location plan
- detailed site location showing the grid position
- grey scale plots of the minimally processed and processed data
- Interpretation plot showing anomalies identified

5.4 As a minimum the report will contain;

- Non-technical summary
- Introductory statement
- Aims and purposes of the evaluation
- Methodology
- Results, including a confidence rating for the results and their interpretation
- Conclusion
- Plans/plots, including interpretive plans of the results
- References

5.5 The archaeological DBA, if provided, will be consulted, along with historic mapping of the survey area to inform the interpretation of anomalies located during the survey. The degree of uncertainty pertaining to influences drawn from the results will also be discussed.

5.6 The full report will be uploaded to the OASIS database with a 12-month release delay unless informed otherwise.

5.15 Data Management plan

Project ID / OASIS ID: SUMO-21265 / sumogeop1-534453

Project Name: Hurstwood Lane, Haywards Heath

Project Description: Detailed magnetic survey over approx. 21.3ha

Client: Archaeology South-East

Project Manager: Thomas Cockcroft

Field Leader: TBC

Date DMP created: 09.06.2025

Date DMP last updated

09.06.2025

Version1: Technique – data

Detailed magnetic survey: Manual – cart - other

ATV/Cart Handheld magnetometers.

Documentation and metadata: All documentation and data produced so far are stored on SUMO servers in a specific job file.

Data storage, access and back-up:

- SUMO Secure server during the project life set up in a RAID configuration (a RAID configuration incorporates a level of data redundancy meaning if a single hard drive in fails data can still be restored).

- Snap shots of the data will be made at several intervals during the day to allow data to be restored for up to 30 days if changed / deleted.
- Once the final report has been completed data will be moved onto NAS drive set up in a RAID configuration.
- All data is backed up to an off-site location (Cloud storage).

ADS or other depository – Costs: ADS has not been requested, all data, reports and corresponding documentation are securely stored by SUMO.

Digital files and data to be selected for archiving:

- Raw data in XYZ format .csv and .png plus .pgw world file
- Processed data as .png plus .pgw world file
- Survey written report .pdf
- Survey photos .png
- CAD and Vector graphics (interpretations) in .dwg format

6 STAFFING

- 6.1 Site work will be carried out by an appropriate number of field teams (led by an Experienced Team Leader) to complete the work within the given timescale. The Team will be co-ordinated from designated offices personnel, where the first point of contact for the client and site team will be:

Project Officer Thomas Cockcroft 07736 164669
Team Leader TBC

7 WORKING PRACTICES AND STANDARDS

- 7.1 All site work and reporting will be carried out in accordance with the latest guidance documents issued by Historic England (EH 2008) (then English Heritage), the Chartered Institute for Archaeologists (CIfA 2014, updated 2022), the European Archaeological Council (EAC 2016).
- 7.2 **SUMO GeoSurveys** is a trading name of **SUMO Geophysics Limited** which is a **Registered Organisation** and as such is committed to upholding the standards and policies set out by the **Chartered Institute for Archaeologists**.
- 7.3 **SUMO GeoSurveys** (through its parent company **SUMO Services Ltd**) is a member of the **EuroGPR Association**

8 HEALTH AND SAFETY

- 8.1 Colin Carnachan, Company Secretary is the responsible post holder for Health & Safety matters; **SUMO** also employs an external Health & Safety advisor who can be consulted necessary.
- 8.2 All **SUMO** team leaders are first-aid trained, with all of our field operatives being part of rolling programme of first-aid training.

- 8.3 All **SUMO** field teams are equipped with mobile phones for use in an emergency.
- 8.4 In the event of an emergency the team will immediately stop work and report the incident the relevant emergency services and **SUMO** head office. If it is safe to do so they will administer first-aid and render assistance to any emergency teams on site.
- 8.5 **SUMO** will monitor the general safety arrangements and will communicate any further requirements / short falls to the client.
- 8.6 **SUMO** site personnel will be equipped with full Personal Protective Equipment (PPE).
- 8.7 In the event of an Accident: all **SUMO** site operatives are trained to Appointed Persons standard and all vehicles carry first aid kits. In the event of a serious injury/accident dial 999.
- 8.8 In case of minor injury, the closest **A & E Hospital** – see ASE RAMS
- 8.9 **Welfare Facilities** – see Figure 3.
- 8.10 **Emergency Contacts**
In the event of an accident staff to report in accordance with SUMO Ltd's Health and Safety Policy and in accordance with RIDDOR.

Name Company Role Telephone

Colin Carnachan SUMO Services Ltd Managing Director 02392 415020

Simon Haddrell SUMO GeoSurveys Operations Director 01684 592266

Thomas Cockcroft SUMO GeoSurveys Project Manager 07736 164669

TBC SUMO GeoSurveys On site Team Leader

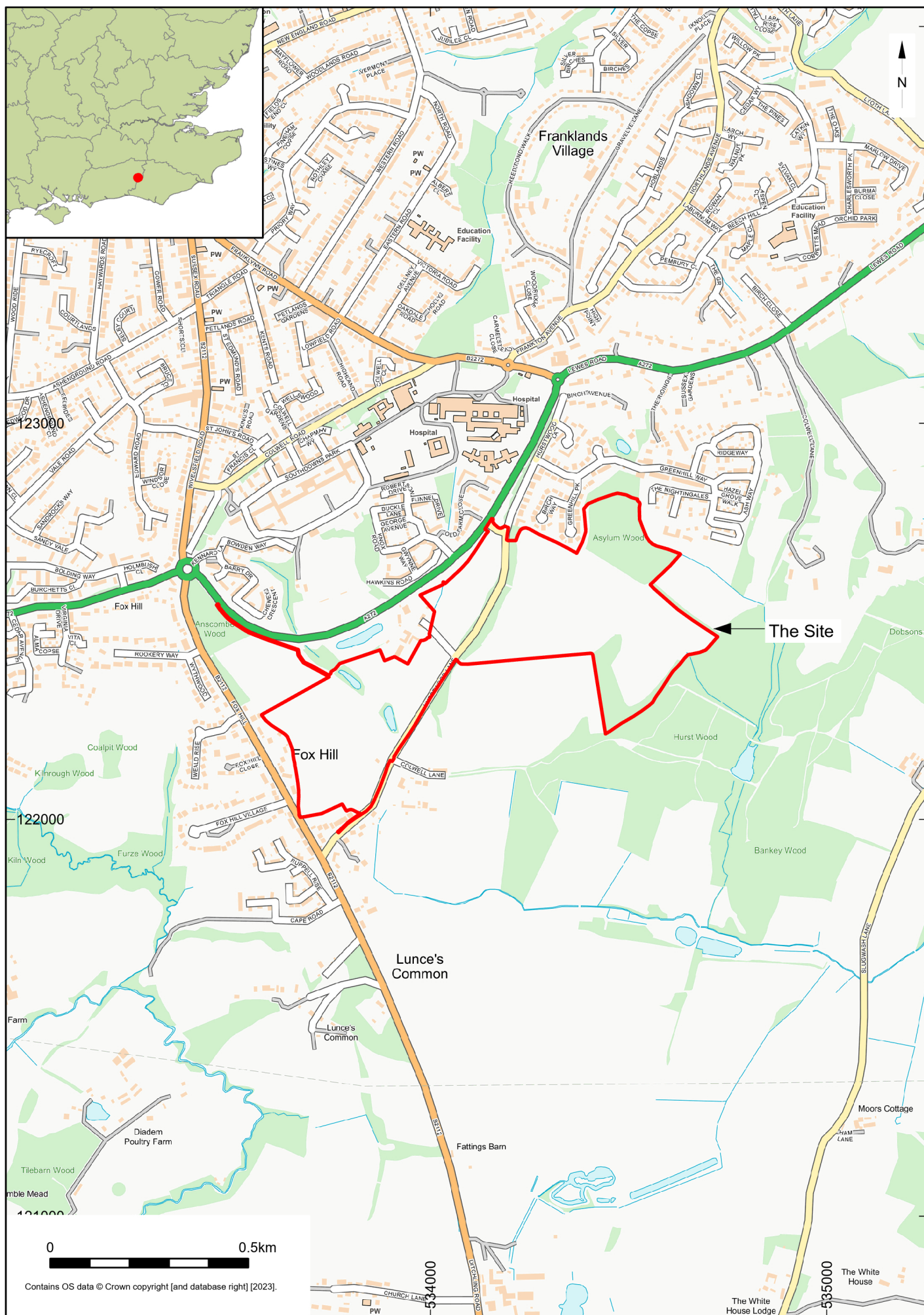
Jon Sygrave Archaeology South-East Client 07841 453003

9 INSURANCES

- 9.1 **SUMO** carries a limit of £10 million Employers liability insurance.
- 9.2 **SUMO** carries a limit of £10 million Public liability insurance and Products liability insurance.
- 9.3 **SUMO** carries a limit of £5 million Professional Indemnity insurance

SUMO: Fig. 1 – Site Location





© Archaeology South-East		Hurst Farm, Haywards Heath	Fig. 1
Project Ref: 250051	June 2025	Site Location	
Report Ref: WSI	Drawn by: AC		

