

**Woodside Grange, Woodsland Road,  
Hassocks, West Sussex**

**Written Scheme of Investigation for  
Archaeological Evaluation**

**NGR: 530891 116468**

**Mid Sussex District**

**Planning Ref: DM/23/2687 & DM/23/2688**

**ASE Project no. 240545**

**Site Code: WGH24**

**November 2024**

**Archaeology South-East**

**Units 1 & 2**

**2 Chapel Place**

**Portslade**

**East Sussex**

**BN41 1DR**

**Tel: 01273 426830**

**Email: ase@ucl.ac.uk**

**Website: [www.ucl.ac.uk/archaeology-south-east](http://www.ucl.ac.uk/archaeology-south-east)**

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<b>Prepared by:</b>	Richard James	Senior Archaeologist	
<b>Reviewed and approved by:</b>	Jon Sygrave	Project Manager	
<b>Date of Issue:</b>	November 2024		
<b>Version:</b>	1		

## 1.0 INTRODUCTION

- 1.1 Archaeology South-East (ASE) has been commissioned by Bearhaus Construction on behalf of their client Tony Lock to undertake an archaeological evaluation at Woodside Grange, Woodsland Road, Hassocks, West Sussex hereafter 'the site' (centred on NGR 530891 116468; Figure 1).
- 1.2 The site is a residential property with outbuildings and a garden on the northern edge of Hassocks.
- 1.3 The site lies in an area of known prehistoric and Roman potential and is designated as an Archaeological Notification Area (DWS8608: Possible Bronze Age to Romano-British Occupation). It lies on the edge of Hassocks which originated as a small Roman town at the junction of several Roman roads.
- 1.4 Outline planning permission was granted by Mid Sussex District Council for residential development of the site (DM/23/2687 & DM/23/2688). Archaeological conditions are as follows:

### *15. Archaeological Evaluation*

- (i) *No development or preliminary groundworks of any kind shall take place until a programme of archaeological investigation has been secured in accordance with a Written Scheme of Investigation which has been submitted by the applicant and approved in writing by the Local Planning Authority.*
- (ii) *No development or preliminary groundworks of any kind shall take place until the completion of the programme of archaeological investigation identified in the Written Scheme of Investigation defined in (i) above.*
- (iii) *The applicant will submit to the local planning authority a post excavation assessment (to be submitted within six months of the completion of the fieldwork, unless otherwise agreed in advance with the Planning Authority). This will result in the completion of post excavation analysis, preparation of a full site archive and report ready for deposition at the local museum, and submission of a publication report.*

*Reason: To protect heritage assets on the site in accordance with Mid Sussex District Plan Policy DP34.*

- 1.5 Place Services (Essex County Council), archaeological advisors to the LPA, have issued a brief for archaeological evaluation (Baister 2024), to comprise 'excavation of a series of 1.8m wide evaluation trenches within the development site, targeted at the areas of the development with the anticipated highest below-ground impact'. Subsequent to a site visit and further understanding of the development impacts, ASE proposed the number of trenches and locations in email correspondence with the LPA archaeological advisor.
- 1.6 This document represents a Written Scheme of Investigation (WSI) for the archaeological evaluation of the site which has been prepared in accordance with relevant Standards and Guidance of the Chartered Institute for Archaeologists (Clfa 2020; 2022; 2023a&b) and the Sussex Archaeological Standards (2019). All work will be reported upon in line with guidelines set out in Management of Research Projects in the Historic Environment

(MoRPHE; Historic England 2015). It will be submitted to all parties for approval prior to the commencement of work at the site.

- 1.7 The project will be managed by Jon Sygrave (Project Manager) and by Dan Swift (Post-Excavation Manager).
- 1.8 In the event that archaeological remains are found during the course of the evaluation, further archaeological mitigation may be required. Any such work would be subject to a separate Written Scheme of Investigation.

## 2.0 SITE GEOLOGY AND TOPOGRAPHY

- 2.1 The Site lies on the northern edge of Hassocks, bounded to the west by the main London to Brighton railway line and to the east by a new residential development centred on Avenue de Warenne, with further residential developments to the south beyond a narrow belt of open grassland and woodland. Agricultural land lies to the north.
- 2.2 According to the British Geological Survey 1:50,000 scale geological mapping available online<sup>1</sup>, the natural geology of the site comprises Weald Clay with Lower Greensand to the south. There are no mapped superficial deposits.

## 3.0 ARCHAEOLOGICAL BACKGROUND

- 3.1 The archaeological background has been compiled from readily available sources and other documents held in the ASE archive, including desk-based assessments carried out in proximity to the site. A full HER search has been ordered and will be included in the final report.
- 3.2 The site lies within an Archaeological Notification Area (DWS8608: Possible Bronze Age to Romano-British Occupation).
- 3.3 The HER records one other non-designated heritage asset within the site, a 19<sup>th</sup> century farmstead of which only the house survives (MWS14039).
- 3.4 Excavations in advance of the Land west of Mackie Avenue development, just south of the site, found evidence for Bronze Age, Iron Age, Romano-British, medieval and post-medieval activity (EWS954), with further prehistoric evidence found during development work east of the site (MWS15324) and with Iron Age and Roman features found to the west beyond the railway line (MWS15325).
- 3.5 A number of isolated find spots are known to date from the Palaeolithic period within Sussex, but most of the relatively small number of artefacts found have been recovered from geologically disturbed contexts – the closest to the site is a handaxe from c.1km to the south-west (MWS745). A cluster of Mesolithic findspots are recorded along the Greensand in the Hassocks area, with examples of flintwork from Clayton Wickham (MWS7292) and wood from Friar's Oak (MWS3821), both west of the railway line. The latter site also produced wood dating to the Neolithic (MWS3822), with a flint scatter recorded c.430m south-west of the site at Crossways Farm (MWS4540).

<sup>1</sup> BGS Geology Viewer - British Geological Survey accessed November 2024.

- 3.6 Later prehistoric evidence comprises a Bronze Age roundhouse excavated at Mackie Avenue, c.280m south of the site (MWS8233), together with other Bronze Age features and some later Romano-British material (MWS8232).
- 3.7 The Hassocks area became prominent during the Roman period, with an important cemetery and the cross-roads of two major roads, both c.1.3kms south-west of the site. Pottery evidence suggested that the cemetery included Continental imports as well as the more common local wares. Some of the grey wares included distorted and crushed examples, suggesting a kiln not far away. A settlement of some importance is believed to have existed along the ridge next to the cemetery, although no major evidence has yet been found. Three Roman roads are recorded in the area, two north-south roads running broadly parallel to the west of the railway line, c.450-500m west of the site (MWS7278 & 7477) and the east-west Greensand Way that broadly follows the modern Keymer Road, c.900m to the south (MWS7476). Excavations at Mackie Avenue, south of the site, recorded a Romano-British building (MWS8234) and a shrine (MWS8235).
- 3.8 A pagan Saxon cemetery was found at Hassocks, just east of the main part of the Roman cemetery (MWS3800) to the south-west. This cemetery is important as it supplies evidence of Saxon activity in the region for the 6<sup>th</sup> and 7<sup>th</sup> centuries. Further evidence of early medieval activity was found at Friars Oak, with a number of features, including a sunken-floored building, a ditch and concentrations of post-holes.
- 3.9 There is little evidence of medieval settlement in the area of the site, which remained part of a largely rural landscape. The villages of Keymer and Hassocks were originally two separate settlements which grew considerably after the opening of the London to Brighton railway in the 19<sup>th</sup> century. Woodside Farm developed as a farmstead in the 19<sup>th</sup> century, although all the buildings apart from the farmhouse have been demolished (MWS14039).

## 4.0 AIMS AND OBJECTIVES

### General Aims

- 4.1 The general aims of the archaeological investigation are:
  - To establish the presence or absence of archaeological remains and deposits within the site
  - To determine the survival, extent and minimum depth below modern ground level of any such remains
  - To determine the nature and significance of any archaeological deposits
  - To enable the Archaeological Advisor to make an informed decision as to the requirement for any further archaeological work at the site.

### Site Specific Aims

- 4.2 Site-specific research aims are identified as follows:

- Evidence relating to the identified Roman settlement activity to the south.
- Evidence relating to the prehistoric remains identified in the vicinity.
- Evidence relating to any later settlement activity.

### Research Framework

4.3 The following site-specific research aims have been drawn from the South-East Research Framework:

- The use of the Weald in later prehistory: how good is the evidence for occupation or exploitation of the Weald in later prehistory? Was it a barrier to communication? [SERF: Middle Bronze Age/Iron Age]
- The evolution of settlement: despite (or because of) the rapid accumulation of new evidence, there are major problems such as the long-term history of the land divisions laid out in the MBA/LBA; the problem of MIA settlements; the hiatus between earlier sites and those of the LIA. [SERF: Middle Bronze Age/Iron Age]
- The relationship of villa and non-villa settlements to each other and to the landscape, in a number of ways [SERF Roman Period].
- An understanding of the multifaceted landscape [SERF: Post-medieval and modern periods]

## 5.0 METHODOLOGY

5.1 The trial trench evaluation will comprise 3 x 20m x 1.8m trenches as shown on Figure 2. Trench locations may be altered, subject to unforeseen on-site constraints. A contingency has been allowed for further trenching if required. It should be noted that the proposed swimming pool will now be moved adjacent to the pavilion building within the southern end of trench 1. A plan showing this will be included in the evaluation report.

5.2 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.

5.3 The trenches will be excavated 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.

5.4 Any exposed archaeological deposits will then be cleaned by hand and recorded in plan and section sufficient to characterise them. General excavation strategy will be in accordance with the relevant sections of the CIfA Standards and Guidance and Sussex Archaeological Standards. A copy of these documents will be maintained on site by ASE throughout the fieldwork. The following main standards for trial archaeological evaluation

excavation will be applied, unless variations in practise are agreed in writing between ASE and Place Services:

- All linear features will be sampled, using a minimum 1-metre wide section
- Sampling of linear features to be at 10-metre intervals or totalling 10% of the length of the linear cut feature (whichever is the greater)
- All discrete features will be half sectioned until sufficiently characterised. Once this has been achieved a lower sample of cut features may be considered appropriate subject to agreement with Place Services. Undated features should be rapidly fully excavated for finds retrieval
- Where three or fewer pits or probable pits, whether or not evidently datable or ancient (excepting evidently modern features), occur in any trench, all those features will be sampled
- Priority is to be given to features with more charcoal-rich fills or anticipated dating evidence
- Should five or fewer archaeological features of any kind, discrete or linear, be revealed within any one trench, all those features will be sampled
- Where two or fewer buried pottery vessels are present, buried upright or inverted, both should be lifted and removed from site;
- If such vessels are believed to be human cremation burials (e.g. because of visible remains of burnt or cremated bone in their contents), a Licence from the Ministry of Justice, permitting their removal, must first be obtained
- Other probable cremation vessels or unburnt human remains should be left *in situ* after recording their visible portions

- 5.5 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.
- 5.6 Place Services will be kept informed of progress and given the opportunity to attend site once all the trenches have been opened. Trenches containing archaeological features or deposits will not be backfilled by the Archaeological Contractor until authorised by Place Services.
- 5.7 Unless otherwise agreed with client, excavated trenches shall be backfilled by ASE following completion of excavation with spoil derived from those trenches. Spoil shall be deposited and compacted as best as may be managed by machine and the surface of the fill left flush with the surrounding ground surface. No open cavities should be left from incomplete backfilling, especially around the edges of the trench. The quality of backfilling of the trenches must be inspected and approved by the Site Supervisor to the standard above mentioned prior to ASE vacating the site.

## 6.0 ENVIRONMENTAL AND OTHER SAMPLING

- 6.1 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 (Historic England 2010) and in consultation with the Historic England regional science 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.

6.2 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, following discussions with members of the environmental archaeology team and in accordance with current sampling guidelines (Historic England 2011), to target recovery of pollen, fish and small bone, molluscs, foraminifera, parasites and insects or large mammal bones and marine molluscs. When taken, samples will be extracted wholesale from deposits to maximise the range of material 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 accordance with current guidance (Bayliss & Marshall 2022). In all instances deposits with clear intrusive material shall be avoided.

## 7.0 TREATMENT OF HUMAN REMAINS AND TREASURE TROVE

7.1 If human remains are found, work will cease and all necessary statutory provisions followed. Place Services and the client will be informed immediately.

7.2 Any finds believed to fall potentially within the statutory definition of Treasure, as defined by the Treasure Act 1996, shall be reported to the local Finds Liaison Officer. Should the find's status as treasure be confirmed the Coroner, the landowner and Place Services will also be informed. A record shall be provided to the Coroner and to Place services 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).

## 8.0 RECORDING

8.1 All recording and analysis will be undertaken in accordance with this document and *Sussex Archaeological Standards* unless otherwise agreed in writing by Place Services.

8.2 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 Place Services. 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.

8.3 All relevant trench sections (or relevant parts thereof) must be drawn where archaeological deposits and features have been identified and recorded, with levels related to the Ordnance Datum. For trenches with only a topsoil or

subsoil profile and no archaeological features a representative section should be recorded with a record of the height of each key horizon at either end of the trench as well as the ground surface and maximum depths of the trench and these converted to Ordnance Datum (OD) heights.

## 9.0 POST-EXCAVATION TREATMENT OF ARTEFACTS AND ECOFACTS

- 9.1 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.
- 9.2 All finds will be cleaned, labelled, sorted and analysed in accordance with the practices and standards outlined by Archaeological Archives Forum (2011), Europae Archaeologiae Consilium (2013) and Society for Museum Archaeology (2020). 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.
- 9.3 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.
- 9.4 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 temporarily 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.
- 9.5 The potential of samples taken during fieldwork for scientific dating will be considered and actioned where appropriate. The suitability of environmental remains for radiocarbon dating will be considered with reference to Historic England guidelines (Bayliss and Marshall 2022) and by taking into account feature, context and taphonomic information, material available and the potential to contribute to relevant research questions.
- 9.6 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. Preliminary identification of faunal remains may be undertaken if the nature of the deposits justifies such study. 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 receiving museum.

9.7 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	Ted Levermore, Stephen Patton, Trista (ASE)
Clifford	Elke Raemen (ASE)
Clay Tobacco Pipe	Elke Raemen (ASE)
Glass	Luke Barber (external); Trista Clifford (ASE)
Slag	Trista Clifford, Elke Raemen (ASE)
Metalwork	Karine Le Hégarat (ASE)
Worked Flint	Luke Barber (external)
Geological material / worked stone	Lucy Sibun (ASE)
Human bone inc cremated bone	Emily Johnson, Hayley Forsyth-McGee (ASE)
Animal bone including fish	Elke Raemen (ASE); David Dunkin (external)
Marine shell	Elke Raemen and Trista Clifford (ASE)
Registered Finds	Trista Clifford (ASE)
Coins	Trista Clifford (ASE)
Treasure administration	Alastair Threlfall (ASE)
Conservation	Matt Pope, Ed Blinkhorn, Letty Ingrey, Alice Dowsett (ASE)
Geoarchaeology	Lucy Allott, Angela Vitolo, Elsa Neveu (ASE)
Macro-plant remains	Lucy Allott, Angela Vitolo (ASE).
Charcoal and waterlogged wood	Michael Shapland (ASE)
Historic Buildings	

## 10.0 REPORTING

10.1 Reporting will be undertaken in accordance with the ASE post-excavation guidelines and *Sussex Archaeological Standards*.

10.2 Within four 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.

10.3 A draft report will be submitted to the client in the first instance, then to Place Services for approval. Once any necessary changes have been made, the approved final report will be submitted to the client and should be passed to

the local planning authority with a further copy submitted to West Sussex County Council so that the results may be added to the Historic Environment Record. A short summary of the work will be prepared for the relevant local archaeological journal.

10.4 A further digital copy of the report (including plans, illustrations and photographs) will be supplied to West Sussex Historic Environment Record on CD-ROM in a .pdf format.

## **11.0 PREPARATION AND DEPOSITION OF THE FINDS AND ARCHIVE**

11.1 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).

11.2 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 Barbican House Museum (Lewes) for long term curation upon completion of the fieldwork. The archive will be prepared with reference to the standards of UKIC (1990) and the Museums and Galleries Commission (1994).

## **12.0 HEALTH AND SAFETY**

12.1 Health and Safety must take priority over archaeological requirements. It is essential that all projects be carried out in accordance with safe working practices and under a defined Health and Safety Policy. A Method Statement and Risk Assessment (RAMS) for the

## **13.0 GENERAL**

13.1 Archaeology South-East is a Chartered Institute for Archaeologists (ClfA) Registered Archaeological Organisation and conforms to the standards of professional conduct outlined in the ClfA Code of Conduct (2022) and the relevant ClfA standards and guidance.

## **14.0 INSURANCE**

14.1 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

Archaeological Archives Forum 2011 *Archaeological Archives. A guide to best practice* [[aaf archaeological archives 2011.pdf \(archaeologyuk.org\)](http://aaf.archaeologicalarchives.org.uk/2011.pdf)]

Baister, M., 2024. *Brief for Archaeological Trial Trenching and Excavation at Woodside Grange, Woodsland Road, Hassocks*. Place Services.

Bayliss, A, and Marshall, P, 2022 *Radiocarbon Dating and Chronological Modelling: Guidelines and Best Practice*. Historic England. [[Radiocarbon Dating and Chronological Modelling | Historic England](#)]

BGS 2023 <http://mapapps.bgs.ac.uk/geologyofbritain/home.html>

ClfA 2020 *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials* [[ClfAS&GFinds 2.pdf \(archaeologists.net\)](#)]

ClfA, 2022 *Code of conduct: professional ethics in archaeology* [[Code of conduct revOct2022.pdf \(archaeologists.net\)](#)]

ClfA 2023a *Standard for archaeological field evaluation* [[Standard for archaeological field evaluation.pdf \(archaeologists.net\)](#)]

ClfA 2023b *Universal guidance for archaeological field evaluation* [[Universal guidance for archaeological field evaluation.pdf \(archaeologists.net\)](#)]

Europae Archaeologiae Consilium 2013 *A Standard and Guide to best practice for Archaeological Archiving in Europe* [[Arches Wiki: Main \(archaeologydataservice.ac.uk\)](#)]

Historic England, 2010 *Waterlogged wood. Guidelines on the recording, sampling, conservation and curation of waterlogged wood* [[historicengland.org.uk/images-books/publications/waterlogged-wood/waterlogged-wood/](http://historicengland.org.uk/images-books/publications/waterlogged-wood/waterlogged-wood/)]

Historic England 2011 *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation* (second ed.). English Heritage [[Environmental Archaeology | Historic England](#)]

Historic England 2015 *Management of Research Projects in the Historic Environment* [[Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide | Historic England](#)]

Society for Museum Archaeology 2020 *Standards and Guidance in the Care of Archaeological Collections* [[Standards and Guidance in the Care of Archaeological Collections - Collections Trust](#)]

## Appendix 1: Selection Strategy

### Woodside Grange, Woodsland Road, Hassocks

#### West Sussex

Sitecode WGH24 (ASE project number 240545)

26<sup>th</sup> November 2024 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)	Barbican House Museum	
Project Lead / Project Assurance	ECC Place Services	
Landowner / Developer	Sherlock Studio	
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

The project is an evaluation comprising 3 x 20m trenches in advance of a proposed residential development. The site lies in an Archaeological Notification Area relating to prehistoric and Romano-British settlement.

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

## 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)  
County Archaeologist, Collections Curator, client

### 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, client

### 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 (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 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

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; CfA 2014a; CfA 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

<b>FIRED CLAY/DAUB</b>	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
<b>METALWORKING WASTE</b>	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
<b>BULK METAL</b>	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
<b>GLASS</b>	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
<b>FIRED CRACKED FLINT (FCF)</b>	Will be recorded in full and discarded if unworked	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
<b>WORKED FLINT</b>	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
<b>WORKED BUILDING STONE</b>	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
<b>UNWORKED STONE</b>	Will be recorded in full and discarded	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
<b>ANIMAL BONE</b>	Will be recorded and assessed for selection/deselection	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
<b>HUMAN BONE</b>	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
<b>MARINE SHELL</b>	Will be recorded and assessed for selection/deselection with presumption for deselection.	Specialist, Collections Curator, Archaeological Archive Manager,	During fieldwork, processing & recording

		Planning Archaeologist	
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 (?20<sup>th</sup> 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

### 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 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

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

### 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.

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 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

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

Brown 2011a; CfA 2014a, 2014b; Perrin et al. 2014; CfA 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 (CfA), 2014a *Standard and guidance for the collection, documentation, conservation and research of archaeological materials*

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

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

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

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

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

Heritage Eastbourne, 2020 *Procedure for the Deposition of Archaeological Archives*

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 2: Data Management Plan

**woodside grange, woodland road, hassocks, west sussex**

**Site Code: wgh24**

**26<sup>th</sup> November 2024 Version 1**

*A Data Management Plan created using DMPonline*

Creator: Nicola Elphick

Affiliation: Archaeology South- East

Template: Digital Curation Centre

Last modified: 26<sup>th</sup> November 2024

### Project abstract:

The project is an evaluation comprising 3 x 20m trenches in advance of a proposed residential development. The site lies in an Archaeological Notification Area relating to prehistoric and Romano-British settlement.

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

Dataset Repository: Barbican House Museum (Lewes)

### **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%20Guide%20to%20Best%20Practice%20in%20Archaeological%20Archiving%20in%20Europe>



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