

Archaeological Written Scheme of Investigation

Land at Woodfords, Shipley Road, Southwater, Horsham,
West Sussex, RH13 9BQ

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V1

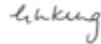
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Non-Technical Summary

This document sets out the scope for an archaeological evaluation to be undertaken on land at Woodfords, Shipley Road, Southwater, Horsham, West Sussex, RH13 9BQ (Figure 1). The proposals comprise residential development of approximately seventy-three homes, with landscaping, parking, access, and other associated works.

The evaluation comprises a 4% evaluation of the 3.3ha of developable land within the 3.76ha Study Site, with 1% reserved in contingency for further clarification of any archaeological remains if required. The evaluation of 4% of the developable land totals 24no. trenches measuring 30m x 1.8m. The contingency of 1% of the developable land totals 6no. trenches measuring 30m x 1.8m, to be evaluated as required in agreement with the Archaeological Advisor to the LPA.

The trenches are placed strategically across the Study Site in order to provide good coverage of the potential archaeological resource. The trench layout has been designed with respect to site constraints, and in particular tree protection orders (TPOs), root protection zones, access and existing services. The evaluation will be undertaken prior to any development commencing on the Study Site. The results of the investigations will inform the requirements for further mitigation, if deemed necessary.

Contents

CONTENTS

NON-TECHNICAL SUMMARY	III
1 INTRODUCTION.....	2
2 GEOLOGY & TOPOGRAPHY.....	4
Geology	4
Topography	4
3 ARCHAEOLOGICAL & HISTORICAL BACKGROUND WITH ASSESSMENT OF SIGNIFICANCE	5
Timescales used in this report	5
Prehistoric.....	5
Historic.....	5
Introduction.....	5
Previous archaeological work	5
Prehistoric	6
Roman.....	6
Anglo-Saxon/Early Medieval	6
Medieval	6
Post Medieval & Modern (including map regression exercise).....	7
4 AIMS AND OBJECTIVES.....	9
Site-Specific Objectives	9
5 ARCHAEOLOGICAL EVALUATION DETAILED SPECIFICATION	10
Evaluation Techniques.....	10
Access and Safety	11
Recording Systems	12
Finds and Samples	12
Ownership of Finds	13
Reports and Archives	13
6 OTHER MATTERS	15
Evaluation Techniques.....	15
Data Management Plan	15
Standards	15
Insurance and Health and Safety.....	15

1 Introduction

- 1.1 This document has been prepared by RPS, on behalf of their client, Bellway homes Limited (South London) as a Written Scheme of Investigation (WSI/project design) for archaeological evaluation trial trenching on land at Woodfords, Shipley Road, Southwater, West Sussex, RH13 9BQ ("the Study Site").
- 1.2 The Study Site is approximately 3.76ha in extent and is centred at National Grid Reference (NGR) TQ 15621 24998 (Figure 1). The Study Site lies within the administrative area of Horsham District Council. The Study Site is located on the outskirts of Southwater and is currently occupied by one residential building and its associated ancillary buildings, garden, driveway car parking areas, and fields laid to pasture. The Study Site is bounded to the north by the modern residential development of Rascals Close, agricultural land to the east and south, and Shipley Road to the west, beyond which lie residential buildings and agricultural land.
- 1.3 The archaeological evaluation and subsequent reporting are requirements of a condition on planning consent for the proposed development: Planning Reference DC/21/2180. These requirements are based on the advice of Place Services, acting as archaeological advisers to Horsham District Council, the Local Planning Authority (LPA), and reflect the potential of the Study Site to contain archaeological remains that may be put at risk by the development. The condition states:

'No development shall take place until a full programme of archaeological work has been secured in accordance with a Written Scheme of Investigation which has been submitted to and approved in writing by the Local Planning Authority.'

'The development hereby permitted shall not be commenced until the archaeological site investigation and post investigation assessment has been completed in accordance with the programme set out in the Written Scheme of Investigation approved under condition [i] and that provision for analysis, publication and dissemination of results and archive deposition has been secured and approved by the Local Planning Authority in writing.'

- 1.4 Since the condition was placed on the consent there has been a change at Horsham District Council, and the LPA no longer receive advice from the team at Place Services but are now advised by Nick Truckle, Archaeology Officer in the Historic Environment Planning Team at Surrey County Council. The advice remains unchanged despite this change of planning adviser.
- 1.5 The proposals comprise residential development of approximately seventy-three homes, with landscaping, parking, access, and other associated works. The private residence of Woodfords and its private garden within the central western part of the Study Site will be retained.
- 1.6 An Archaeological Desk Based Assessment (DBA) was produced in 2020 in support of a previous planning application for development of the Study Site (Orion, 2020). The DBA concluded that the Study Site held an overall low potential for archaeological remains dating from the Anglo-Saxon period, and a low to moderate potential for archaeological remains of all other time periods. Any archaeological remains present within the Study Site are likely to be of local significance only, although should any archaeological remains associated with Iron Age settlement activity be present, these would be of regional significance.
- 1.7 In accordance with the recommended condition this Written Scheme of Investigation (WSI) outlines a scope for an initial phase of archaeological trial trenching. It has been prepared in accordance with all relevant guidelines and standards, including those set down by the Chartered Institute for Archaeologists (ClfA), and Historic England (HE).
- 1.8 This WSI forms the scope of works in compliance with the wording of the planning condition, a further method statement will be provided in due course by the chosen archaeological field contractor, to include additional details on their specific services, specialists, data management plan and other particular information.

- 1.9 The trial trenching results will inform whether further archaeological work will be required within the Study Site in order to fulfil the planning condition. If appropriate, a mitigation strategy will be agreed between RPS and the Archaeological Advisor to the LPA on completion of trial trenching works and will be subject to a separate Written Scheme of Investigation.

2 Geology & Topography

Geology

2.1 The underlying bedrock geology is Weald Clay Formation – Mudstone sedimentary bedrock. No superficial deposits are recorded within the Study Site (BGS 2024).

Topography

2.2 The Study Site surface topography slopes gently from higher ground in the northwest, to lower ground in the southeast, with ground surface levels between approximately 43m aOD (above Ordnance Datum) and 50m aOD

3 Archaeological & Historical Background with Assessment of Significance

Timescales used in this report

Prehistoric

Palaeolithic	900,000 -	12,000 BC
Mesolithic	12,000 -	4,000 BC
Neolithic	4,000 -	1,800 BC
Bronze Age	1,800 -	600 BC
Iron Age	600 -	AD 43

Historic

Roman	AD 43 -	410
Saxon/early medieval	AD 410 -	1066
Medieval	AD 1066 -	1485
Post medieval	AD 1486 -	1799
Modern	AD 1800 -	Present

Introduction

3.1 A previous archaeological desk-based assessment (Orion, 2020) provided a detailed archaeological background to the Study Site. This background is summarised in the following section.

Previous archaeological work

3.2 An Archaeological Notification Area (ANA) lies to the west of Southwater, c. 730m northwest of the Study Site. The following records (EWS1170) and (EWS1979) relate to the ANA.

- A geophysical survey recorded probable archaeological features including enclosures, linear field boundaries and pit alignments possible kilns and hearths were also recorded within the central and West parts of the Study Site (EWS1170).
- An archaeological evaluation comprising 23 no. trenches recorded 11 features of archaeological interest. These comprised five ditches, four burnt features, two postholes, and a possible occupation layer. Residual prehistoric flint was recovered from the topsoil and subsoil. The majority of features recorded date to the Iron Age period, with several undated features also likely to be of Iron Age origin (EWS1979).

3.3 There have been no archaeological investigations within the Study Site, although a number have taken place nearby, generally to the north in and around the historic core of the settlement of Southwater.

3.4 A geophysical survey and archaeological evaluation were undertaken at Millfield, Southwater, c.400m northeast of the Study Site. Three pits of Mesolithic or early Neolithic origin are recorded, in addition to late Iron Age to Roman occupation evidence, and post-Medieval field systems and ponds (EWS1171).

3.5 No archaeological evidence is recorded from a watching brief undertaken directly to the north of the Study Site (EWS1922).

Prehistoric

3.6 Archaeological evaluations on land to the west of Southwater, over 700m to the northwest of the Study Site, revealed a number of archaeological features, including enclosures, linear field boundaries, and pit alignments, as well as possible kilns and hearths. Excavation confirmed an Iron Age ditch and occupation layer in a small area of the Study Site (MWS10168).

3.7 Archaeological excavations at Millfield, c. 400m to the northeast of the Study Site, recorded a possible roundhouse and enclosure from the late Iron Age and Roman period. The earliest features were recorded comprise three Mesolithic and/or Neolithic pits (MWS11695).

3.8 Evidence of prehistoric settlement activity has been found at several locations within the wider vicinity of the Study Site, with numerous features being recorded to the northwest and northeast of the Study Site. However, no prehistoric remains have been recorded on the Study Site itself or its immediate vicinity, and, as a result, the potential for the Study Site to contain finds and features dating from the prehistoric period is deemed to be low to moderate.

Roman

3.9 Roman activity is recorded in the wider landscape setting of Woodfords, with tile production industry evident c. 5km north of the Study Site at Baystone Farm (11038), and a religious ritual and funerary site is recorded c. 8.5km northeast of the Study Site at Money Mount, Hammerpond Road (11039). Within a 1km radius, Roman evidence is limited to a series of pits and ephemeral linear features recorded c. 400m northeast of the Study Site at Millfields (MWS11695).

3.10 The potential for the Study Site to contain archaeological finds and features dating from the Roman period is considered to be low to moderate.

Anglo-Saxon/Early Medieval

3.11 The HER records no evidence dating to the Saxon/Early Medieval period, either within the Study Site, or in the wider vicinity.

3.12 The Study Site is considered to have a low potential to contain archaeological finds and features dating from the Anglo Saxon/Early Medieval period.

Medieval

3.13 Woodfords lies within the ancient ecclesiastical parish of Shipley, and the Study Site may have formed part of the manor of Knepp within Shipley during the Medieval period. Knepp Castle is located to the southeast of Shipley, and Cripplegate farmhouse, located to the northeast of Woodfords, is thought to mark the position of one of the entrances to the park that surrounded the castle.

3.14 William de Braose held the Knepp estate in the mid-12th century. Comprised mostly of forest, the park was surrounded by a pale ('pale' is a term that generally refers the ditch and bank that formed the boundary of a medieval deer park), mentioned in 1201, and King John, who had seized the park from Lord Braose in the early 13th Century, frequently hunted there. The park was eventually returned to Lord Braose, and in 1326, it was at least 1,000 acres in size.

3.15 Medieval field boundaries are recorded at Millfields, c. 400m northeast of the Study Site (MWS11695).

- 3.16 Medieval field systems may survive within the Study Site, although as the Study Site is located in the rural hinterland beyond known settlements in the Medieval period, agricultural and cultivation archaeology is likely all that may be recorded within the Study Site relevant to the Medieval period.
- 3.17 The potential for the Study Site to contain archaeological finds and features dating from the Medieval period is considered to be low to moderate. Any such remains which might be present on the Study Site are likely to be of local significance only.

Post Medieval & Modern (including map regression exercise)

- 3.18 The Knepp estate gradually reduced in size and significance during the post-Medieval period, with significant areas of woodland cleared to accommodate farmland, with the space between Shipley and Southwater, including the Study Site, comprising part of the new farming landscape.
- 3.19 The 1795 Garner and Gream Map of Sussex (Figure 3) shows the Study Site as comprising parts of three fields, with four buildings situated within the Study Site, although none are in the location of the Woodfords building. Several farmhouses are shown in the wider vicinity, with Shipley Road and Mill Straight Road forming the main thoroughfares in the area.
- 3.20 The 1799 Ordnance Survey Drawing (Figure 4) depicts the Study Site in greater detail and shows only one building in the approximate location of the Woodfords property. The Study Site continues to comprise parts of three fields, although these boundaries have changed. Further land division has occurred in the surrounding area, with an increased number of smaller fields depicted.
- 3.21 The 1813 Ordnance Survey Old Series Map (Figure 5) shows the Study Site in less detail. A second building is depicted within the Study Site on the southern boundary; however, this may be the neighbouring farmstead subject to mapping discrepancy rather than a new building. The Study Site is shown on the western bank of a small valley of a tributary stream of the River Adur.
- 3.22 The 1849 Shipley Parish Tithe Map (Figure 9) shows the Study Site in more detail, illustrating that the Study Site was comprised of three plots: two fields and the private residence of Woodfords. Plots 351 and 353 are recorded as 'house field' and 'the four and a half-acre' respectively, both under arable cultivation. Plot 352 is comprised of the Woodfords building and its private garden. All plots within the Study Site are recorded as being owned and occupied by a George Langley.
- 3.23 The 1875 Ordnance Survey (OS) Map (Figure 7) shows the Study Site and surrounding area as essentially unchanged, with trees depicted along field boundaries, and a footpath between the Woodfords property and the agricultural buildings to the south of the Study Site. The building identified as 'Woodfords' is labelled 'The Vagers'. The fields to the southeast of the Study Site have been amalgamated into one larger field.
- 3.24 The 1897 OS Map (Figure 8) shows the southern field of the Study Site has been partitioned to form four small fields. The surrounding area remains unchanged. The 1947 aerial photograph (Figure 9) shows the Study Site and immediate surroundings as unchanged, however the post-war built development that comprises the southern area of Southwater is under construction, south of Mill Straight Road and east of Shipley Road.
- 3.25 The 1961 – 1962 OS Map (Figure 10) shows the Study Site as mostly unchanged, with the addition of several small ancillary buildings across the centre of the Study Site. The modern suburban development that forms the southern part of the village of Southwater has continued to increase in size and density of properties.
- 3.26 The 1976 – 1977 OS Map (Figure 11) shows the field boundaries within the Study Site have been reduced, amalgamating the Study Site to two main agricultural fields and the residential property of Woodfords. Five of the ancillary buildings identified on the 1961 – 1962 OS Map (Figure 10) have been demolished, and further infilling modern built development has occurred in the suburban area

comprising the southern reaches of Southwater. The 2001 aerial photograph (Figure 12) shows the Study Site as unchanged.

- 3.27 The 2015 aerial photograph (Figure 13) shows the northern field of the Study Site as containing an equestrian yard surface, and the suburban development of Southwater has expanded further south to flank the northern boundary of the Study Site.
- 3.28 The 2024 aerial photograph (Figure 14) and the 2024 Vector Map (Figure 15) show the Study Site as containing two new ancillary buildings, and the fields divided to form multiple smaller paddocks likely related to equestrian activity.
- 3.29 Historic maps indicate that the Study Site has historically remained in agricultural use. It is possible that the Study Site may contain archaeological features relating to the house and its associated outbuildings and gardens and may also contain field boundaries of post-Medieval origin. As a result, it is considered that the Study Site has a low to moderate potential to contain archaeological finds and features dating from the post-Medieval and Modern periods. Any such features which may survive on the Study Site are likely to be of local significance only.

4 Aims and Objectives

4.1 The principal object of the evaluation exercise is to establish whether any archaeological remains exist within the Study Site. The evaluation should aim to determine, as far as is reasonably possible, the location, form, extent, date, character, condition, significance and quality of any surviving archaeological remains, irrespective of period, liable to be impacted upon by the proposed development. An adequate representative sample of all areas where archaeological remains are potentially threatened should be studied, and attention should be given to sites and remains of all periods (inclusive of evidence of past environments).

4.2 The evaluation should also seek to clarify the nature and extent of existing disturbance and intrusions and hence assess the degree of archaeological survival of buried deposits and any surviving structures of archaeological significance.

4.3 The general aims of the project are:

- To determine the absence or presence of any archaeological remains;
- To determine or confirm the approximate date or date range of any remains, by means of artefactual or other evidence;
- To determine or confirm the approximate extent of the remains;
- To determine the condition and state of preservation of the remains;
- To determine the degree of complexity of any horizontal and/or vertical stratigraphy present;
- To determine or confirm the likely range, quality and quantity of the artefactual evidence present; and
- To determine the potential of the Study Site to provide palaeoenvironmental and/or economic evidence and the forms in which such evidence may be present; and
- To determine the sequence and dating of any Made Ground/overburden deposits to enable an understanding of the recent history of the Study Site and its impact on archaeological remains.

4.4 The assessment of significance of any surviving remains will be undertaken in the context of the wider South-East Research Framework (SERF, 2011, 2018, 2019).

Site-Specific Objectives

4.5 Within the parameters of the general aims of the project and the relevant research agenda the evaluation of the Study Site presents an opportunity to address the following research objectives and questions:

1. *Is there any evidence for prehistoric (Palaeolithic to Bronze Age) activity across the Study Site, and how does this compare with other evidence for prehistoric land use across the wider area?*
2. *Is there any evidence for Iron Age activity across the Study Site, and how does this compare with other evidence for Iron Age land use to the northeast and northwest of the Study Site?*
3. *How does the landscape of primarily dispersed rural settlement change in terms of development and maintenance over space and time?*
4. *If present, what date are the earliest archaeological remains surviving within the Study Site?*
5. *If present, what date are the latest archaeological remains surviving within the Study Site?*
6. *Have previous developmental or cultivation activities compromised the archaeological resource and potentially altered or removed the archaeological potential of the Study Site ?*

5 Archaeological Evaluation Detailed Specification

- 5.1 The overall objectives of this evaluation are set out in Section 4. This section details the onsite methodologies, report format and other related details.
- 5.2 The evaluation comprises 24no. trenches measuring 30m x 1.8m. The contingency of 1% of the developable land totals 6no. trenches measuring 30m x 1.8m. The trenches are placed across the Study Site to provide a good representation. The trench layout has been designed with respect to site constraints, and in particular tree protection orders, root protection zones, access, and existing services. The trench sample area constitutes c 4% of the developable land, with 1% reserved in contingency. The trench locations are illustrated on Figure 2b.
- 5.3 The trial trench locations are provisional at this stage and may need to be relocated due to any site constraints identified during the site works. For example, unmapped services identified during CAT scanning for services. Any amendments to the scope will be agreed with the Local Authority's Archaeological Advisor in advance of the works.
- 5.4 It is envisaged that the trenching will take approximately two weeks on-site to complete.
- 5.5 The results of the trial trenching will provide the basis for considering and designing any mitigation works deemed necessary by the Local Planning Authority (LPA) and their Archaeological Advisor at Surrey County Council (SCC).

Evaluation Techniques

General considerations

- 5.6 In the first instance the appointed archaeological fieldwork contractor will fully review all available information regarding the trench locations, in particular service plans, contamination and UXO information, and will provide their own trench plan prior to works taking place on site, to be attached to their Health and Safety Risk Assessment (RAMS) documentation.
- 5.7 The locations of all trial trenches and test pits will be surveyed in the field by the archaeological contractors' surveyors and located to a six figure National Grid reference (for eastings and northings). The surveyors will locate the corners of the trial trenches and test pits. Spot heights in m OD will be obtained at key locations along the length of the interventions in order to facilitate the recording of sediment profiles and any archaeological features observed.
- 5.8 Prior to excavation works commencing the appointed archaeological fieldwork contractor will ensure that trench and test pit locations are scanned for services by appropriately trained archaeologists using appropriate equipment (CAT and genny scanner).

Trial trench methodology

- 5.9 The trenches will be dug with a 360 excavator or similar, fitted with a 1.8m-wide toothless ditching bucket. The trenches will be excavated under the supervision of the appointed contractors Site Supervisor/Senior Archaeologist.
- 5.10 Topsoil, subsoil or any modern overburden will first be stripped and the underlying sediments examined for archaeological features. Subsequent machine excavation will cease when the first archaeological horizon or cut features are encountered, or when Pleistocene or pre-Quaternary deposits have been reached.
- 5.11 Following initial exposure of archaeological horizons, investigation of archaeological levels will be by hand-excavation techniques, with cleaning, examination and recording both in plan and section. The excavation will proceed to a level sufficient enough to define the extent, planform, date and function of any archaeological feature identified.
- 5.12 Observations will be transformed onto the Ordnance Survey National Grid Projection and heights measured in metres above Ordnance Datum, by direct measurement from verified Ordnance Survey

control points. Any necessary photographic records will be made using digital or conventional media as deemed appropriate. Any archaeological remains and the deposit sequences revealed at each intervention will be recorded in the appropriate manner (plans, sections, field notes and/or pro-forma 'context sheets').

5.13 Trial trenches will only be entered to the maximum safe depth (usually c. 1.2m, but less if questions of ground stability or ground contamination indicate health and safety conditions are unsatisfactory).

5.14 Any human remains (if encountered) will initially be left in situ, covered and protected. The latest Historic England guidance 'The Role of the Osteologist in an Archaeological Fieldwork Project' (HE 2018) indicates a preference to lift burials encountered at evaluation stage. However, this is specialist guidance which should be read in conjunction with the Advisory Panel on the Archaeology of Burials in England 2017 'Guidance for Best Practice of the Treatment of Human Remains Excavated from Christian Burial Grounds' (Second Edition), which also deals with non-Christian burials, which indicates that retention in situ is the best option. In cases where removal is the only option and absolutely essential, human remains will only be excavated after obtaining the relevant Ministry of Justice Licence, as required by the Burials Act of 1857 (amended 1981). The discovery of human remains will be reported to the local coroner. Other structured or placed deposits will be recorded and retained as "small finds". Should sufficient human bone be exposed to warrant specialist examination in situ, a human bone specialist may be required to attend to examine the remains. A review of cost and schedule will be required.

5.15 Any remains classified as 'treasure' under the Treasure Act 1996 will be removed to a secure location, and where removal cannot be undertaken on the same day as discovery, suitable security measures will be put in place to protect the finds from theft. A review of cost and schedule will be required.

5.16 Relevant geological/artificial soil horizons are to be kept separate during the evaluation to allow sequential backfilling on completion of the works.

5.17 All recording and analysis will be undertaken in accordance with this document and the relevant CfA guidance.

Access and Safety

5.18 Reasonable access to the Study Site is to be arranged for representatives of the Local Planning Authority and the Archaeological Advisor at Surrey County Council (SCC) who may wish to make site inspections to ensure that the archaeological investigations are progressing satisfactorily. If required, the monitoring meetings will be supported by short trench summaries, submitted via email with supporting photographs.

5.19 All relevant health and safety regulations must be followed. A general health and safety policy must be provided by the Archaeological Contractor and a detailed Risk Assessment and Method Statement (RAMS) for the site prepared. In particular the machine should be kept away from unsupported trench edges. Barriers, hoardings and warning notices should be installed as appropriate. Requisite PPE is to be worn at all times and is to be used by all personnel as necessary. The Archaeological Contractor will provide appropriate welfare, toilet, and washing facilities for site staff. Amongst other site-specific considerations.

5.20 The archaeological organisation must be satisfied that the applicant or developer has provided all information reasonably obtainable on contamination and the location of live services before any site work takes place. As a minimum a PAS 128 Category D search for public utility or other services must be provided to the Archaeological Contractor or undertaken by them prior to the commencement of the evaluation

5.21 No archaeological trenches will be backfilled without consultation with the archaeological advisor, following visits if necessary or by written email correspondence.

Recording Systems

- 5.22 The recording systems adopted will be fully compatible with those most widely used elsewhere in West Sussex, and those required by the Archive Receiving Body. Context sheets should include all relevant stratigraphic relationships and for complex stratigraphy a separate matrix diagram should be employed. This matrix should be fully checked during the course of the works. If there is any doubt over recording techniques the guidance of the archaeological advisor will be sought.
- 5.23 Site location plan required; general plan (e.g., OS 1:1250) showing investigation area and development site in relation to surrounding locality and street pattern.
- 5.24 This will be supplemented by trench plans at 1:500, which will show the location of the areas investigated in relationship to the investigation area, OS grid and site grid (if any). The locations of the OS bench marks used and site TBMs will also be identified.
- 5.25 Archaeological plans; some record of the full extent in plan of all archaeological deposits must be made. All significant deposits that significantly affect the interpretation of the site and relate to the evaluation objectives should be formally planned in relation to the trench and OS grid and be at a scale of 1:10 or 1:20. Single context planning is required on deeply stratified sites.
- 5.26 Sections containing significant deposits, including half sections, should be drawn as appropriate. Upon completion of the works at least one long section is to be drawn, including a profile of the top of natural deposits (extrapolated from cut features etc. if natural deposits are not reached).
- 5.27 All archaeological plans and sections should be on drawing film at a scale of 1:10 or 1:20 and should include context numbers and OD spot heights for all principal strata and features.
- 5.28 An adequate photographic record of any significant archaeological remains is required, in both plan and section. This will include black and white and colour digital images illustrating in both detail and general context the principal features and finds discovered. The photographic record will also include working shots to illustrate more generally the nature of the archaeological operation mounted. Where appropriate a photogrammetric record will be made of complex structures, features and horizons liable to be damaged in the course of the evaluation.
- 5.29 A Harris Matrix stratification diagram will be compiled and fully checked during the course of the works.

Finds and Samples

- 5.30 All recovery, retention and treatment of finds and samples will be carried out mindful of the overall purpose of the exercise, i.e. to evaluate/mitigate for further decision making, as expressed in CfA (2020) guidelines. To this end, all artefactual and ecofactual material will be reviewed on site for its capability to inform the offsite evaluation reporting, and if required, post-excavation assessment and analysis.
- 5.31 Consideration should also be given to the recovery of specialist samples for scientific analysis, particularly samples for absolute dating, structural materials and cultural/environmental evidence. Different sampling strategies may be employed according to established research targets and the perceived importance of the strata under investigation. Close attention will be given to sampling for date, structure and environment.
- 5.32 If required, the strategy for sampling archaeological and environmental deposits and structures (which can include soils, timbers, animal bone and human burials) will be developed in consultation with the Archaeological Advisor and the Historic England Scientific Advisor. Bulk samples will generally be 40 litres.

- 5.33 Organic samples will be subject to appropriate specialist analysis. There may be a requirement to submit timbers to dendrochronological analysis and to process some samples to provide C14 dating. Other forms of specialist analysis may also be appropriate.
- 5.34 All geoarchaeological and palaeoenvironmental works will be undertaken in accordance with the Historic England guidance on environmental sampling and geoarchaeological practices (Historic England 2011 & 2015 respectively).
- 5.35 All finds and samples will be treated in a proper manner and to the standards of the UK Institute of Conservators Guidelines. They will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in the UK Institute for Conservation "Conservation Guideline No 2". Appropriate guidelines set out in the Museums and Galleries Commissions "Standards in the Museum Care of Archaeological Collections (1991)" will also be followed.
- 5.36 All retained finds and samples will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in a proper manner and to standards agreed in advance with the Local Archiving Body.
- 5.37 The pottery specialist employed by the Archaeological Contractor will be familiar with local pottery types and with a record of publications in the region.
- 5.38 The spot dating of pottery will be employed, where appropriate, to inform the onsite methodology and interpretation.

Ownership of Finds

- 5.39 Whereas ownership of any finds on the Study Site lies with the landowner, it is necessary that the landowner gives the necessary approvals, licences and permissions to donate any finds recovered from the Study Site to the Local Archiving body, to enable that body to carry out its obligations to curate the finds, in perpetuity, as part of the archaeological Archive from this site.
- 5.40 These approvals, licences and permissions shall be either confirmed in the Agreement and Contract regulating the archaeological works and/or confirmed by the completion of the relevant Deed of Transfer form.
- 5.41 The client (or their agent) will make arrangements for the signing of the Deed of Transfer Form by the client or, if the landowner is different to the client, by the landowner.
- 5.42 Notwithstanding the above, subsequent arrangements may be made if required between the landowner and/or the client and the Museum for the conservation, display, provision of access to or loan of selected finds in or near their original location.

Reports and Archives

Reporting

- 5.43 A draft report on the results of the evaluation will be prepared, both in bound paper format with colour images, and also in electronic format a PDF with a minimum file size of 300dpi.
- 5.44 The summary report should include:
 - 1. The archaeological contractor's site/finds code;
 - 2. Perceived archaeological potential of the Study Site and vicinity from documentary sources – historic, cartographic, archaeological, geographical, topographic and environmental;
 - 3. The aims and methods adopted in the course of the evaluation;
 - 4. Illustrative material including maps, plans, sections, drawings and photographs as necessary: photographs should include images of work in progress together with any significant features revealed;

5. The nature, extent, date, condition and significance of the archaeological finds with specialist opinions and parallels from other sites if required;
6. The perceived degree of survival of archaeological deposits across the Study Site, as affected by its present state and recent past (e.g. extent of modern truncation); and
7. A digital copy of the draft report will be sent to RPS Heritage for onward submission to the archaeological advisor. Once approved a final copy will be submitted to the HER.

5.45 The draft report will be produced within six to eight weeks of completion of the fieldwork. A copy of the report will be forwarded to the Archaeological Advisor as soon as it is approved by the project team. Any amendments required to the draft report will be completed within six weeks of completion of the fieldwork.

Archives

5.46 A short summary of the results of the evaluation will be submitted to the West Sussex HER (using the appropriate archaeological report forms) and for publication in the appropriate academic journals.

5.47 Details of the project will be submitted to the online database maintained by the Online Access to the Index of Archaeological Investigations (OASIS) Project.

5.48 Finds and records will be curated by a single organisation, and be available for public consultation in a site archive compatible with other archaeological archives held by the Local Archiving Body and adhering to standards set out in the following:

- Archaeological Archive Forum, Archaeological Archives: a guide to best practice in creation, compilation transfer and curation (2011)
- Museums and Galleries Commission's Standards in the Museum Care of Archaeological Collections (1992)
- Society of Museum Archaeologists' draft Selection, Retention and Dispersal of Archaeological Collections (1992)
- Society of Museum Archaeologists (1995) Towards an Accessible Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland, Scotland and Wales.
- United Kingdom Institute for Conservation Guidelines for the preparation of excavation archives for long term storage (1990)
- Historic England, Chartered Institute for Archaeologists, & Dig Ventures. 'Dig Digital. Work Digital. Think Archive. Create Access'. A guide to managing digital data generated from archaeological investigations (2019)

5.49 The appointed archaeological contractor will obtain an accession number from the archive receiving body. Details on the accession number will be provided in the appointed archaeological contractor's method statement (see Section 6).

5.50 Copyright of the written archive will be vested in the Local Archiving body. Pursuant to these agreements the archive will be presented to the archive officer or relevant curator within 12 months of the completion of fieldwork (unless alternative arrangements have been agreed in writing with the local planning authority). If there is further field work the archive for the evaluation will be presented with the archive for that fieldwork.

6 Other Matters

Evaluation Techniques

6.1 RPS will oversee the Archaeological Contractor on behalf of their client. This will include the appointment process, management of fieldwork and editorial of reporting documentation. This WSI does not specifically name an Archaeological Contractor at this stage, to enable flexibility in appointing the appropriate contractor for the project at the relevant point in time. In due course, the chosen Contractor will produce a method statement to be appended to this WSI, that will include any contractor-specific information to ensure the requirements of the brief are suitably met. A number of key points regarding the suitability of an Archaeological Contractor are made here:

- 6.1.1 The Archaeological Contractor will be on the Register of Archaeological Organisations (RAO) that is kept by the Chartered Institute for Archaeologists (ClfA). This is a peer reviewed list and any organisation on that list should be considered a competent archaeological organisation.
- 6.1.2 In addition, the Archaeological Contractor will be chosen only from the RPS approved suppliers list, which is held centrally by the RPS Heritage team and further ensures the competency of the contractor. All (archaeological) organisations on the RPS approved suppliers list are Registered Archaeological Organisations with ClfA.
- 6.1.3 When appointing an Archaeological Contractor, the competency of the contractor and relevant staff will also be ensured by a proven track record in undertaking archaeological works within the West Sussex region.
- 6.1.4 The availability of an Archaeological Contractor will also be a consideration, to ensure that site programmes and reporting deadlines are met. The competency or qualifications of a contractor will not be compromised when discussing availability, time will be allowed for in the programme to ensure the appropriate staff are able to attend.
- 6.1.5 The field team deployed by the Archaeological Contractor will include only full time professional archaeological staff. No volunteers, students or similar will be allowed to undertake archaeological work.

Data Management Plan

6.2 The appointed archaeological contractor will submit a data management plan with their method statement.

Standards

- 6.3 RPS Heritage endorses *the Code of Conduct* of the Chartered Institute for Archaeologists.
- 6.4 All staff supplied by the archaeological contractor should be of a standard approved by RPS Heritage and be employed in line with the Chartered Institute for Archaeologists' Codes of Practice and hold membership of the Chartered Institute for Archaeologists.
- 6.5 Provision should be made for monitoring of all stages of the project by the client and the local planning authority and their representatives.

Insurance and Health and Safety

6.6 The archaeological contractor will maintain both public liability (£5,000,000) and professional indemnity insurance (£1,000,000). Full details of insurance cover can be supplied on request.

6.7 The principal contractor will ensure that all work is carried out to within the Health and Safety and Work etc Act 1974 and the Management of Health and Safety Regulations 1999.

Sources Consulted

Chartered Institute for Archaeologists Guidelines

Chartered Institute for Archaeologists, (CIFA), By-Laws, Standards and Policy Statements of the Chartered Institute for Archaeologists, Standards and guidance, 2020

Chartered Institute for Archaeologists, (CIFA), By-Laws, Standards and Policy Statements of the Chartered Institute for Archaeologists, Standards and guidance, 2023a

Chartered Institute for Archaeologists, (CIFA). Standards for archaeological field evaluation, 2023b

Chartered Institute for Archaeologists, (CIFA). Universal guidance for archaeological field evaluation, 2023c

National Guidance

Department of Communities and Local Government *National Planning Policy Framework* 2012 (revised December 2024, with footnote amendments in February 2025)

Department of Communities and Local Government/Department of Culture Media and Sport/English Heritage *National Planning Practice Guidance* 2014 (revised 2019)

Guidelines

Historic England (formerly English Heritage) *Conservation Principles, Policies and Guidance for the Sustainable Management of the Historic Environment* 2008 (new draft 2017)

Historic England *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to Post-Excavation*. 2011

Historic England *Historic Environment; Good Practice Advice in Planning: 2 Managing Significance in Decision-Taking in the Historic Environment* July 2015 unpublished document

Historic England *Geoarchaeology; Using earth science to understand the archaeological record*. 2015

Historic England *Historic Environment; Good Practice Advice in Planning: 1 The Historic Environment in Local Plans* July 2015 unpublished document

Historic England *Historic Environment; Good Practice Advice in Planning: 3 The Setting of Heritage Assets* December 2017 unpublished document

Historic England *Understanding Historic Buildings. A Guide to Good Recording Practice*. 2016

South East Research Framework. [South East Research Framework](#)

MAP2 *Management of Archaeological Projects* (Second Edition) 1991

MoRPHE *Management of Research Projects in the Historic Environment* The MoRPHE Project Managers' Guide 2009

MoRPHE *Management of Research Projects in the Historic Environment PPN 3: Archaeological Excavation* January 2008

Museums and Galleries Commission *Standards in the Museum Care of Archaeological Collections* 1991

United Kingdom Institute for Conservation (UKIC) *Conservation Guideline No 2* (n/d)

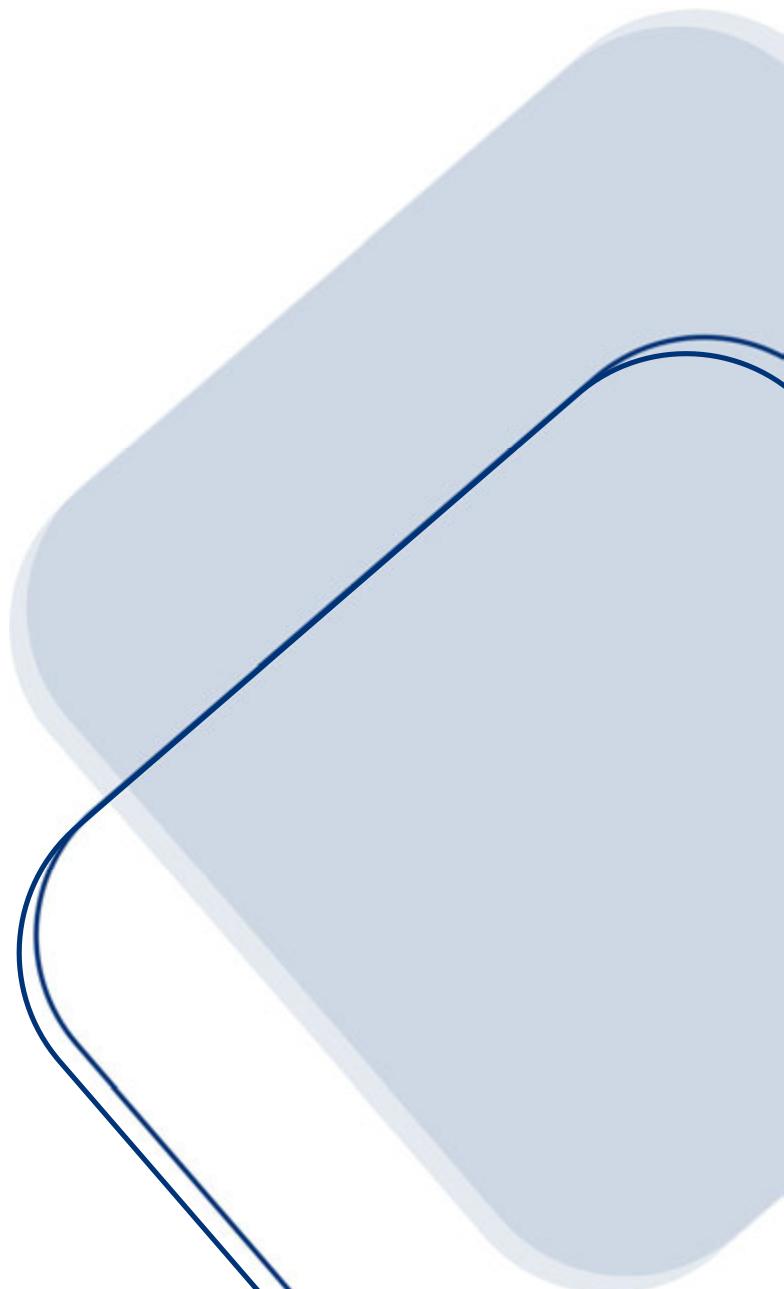
United Kingdom Institute for Conservation (UKIC) *Guidelines for the Preparation of Excavation Archives for Long-Term Storage* 1990

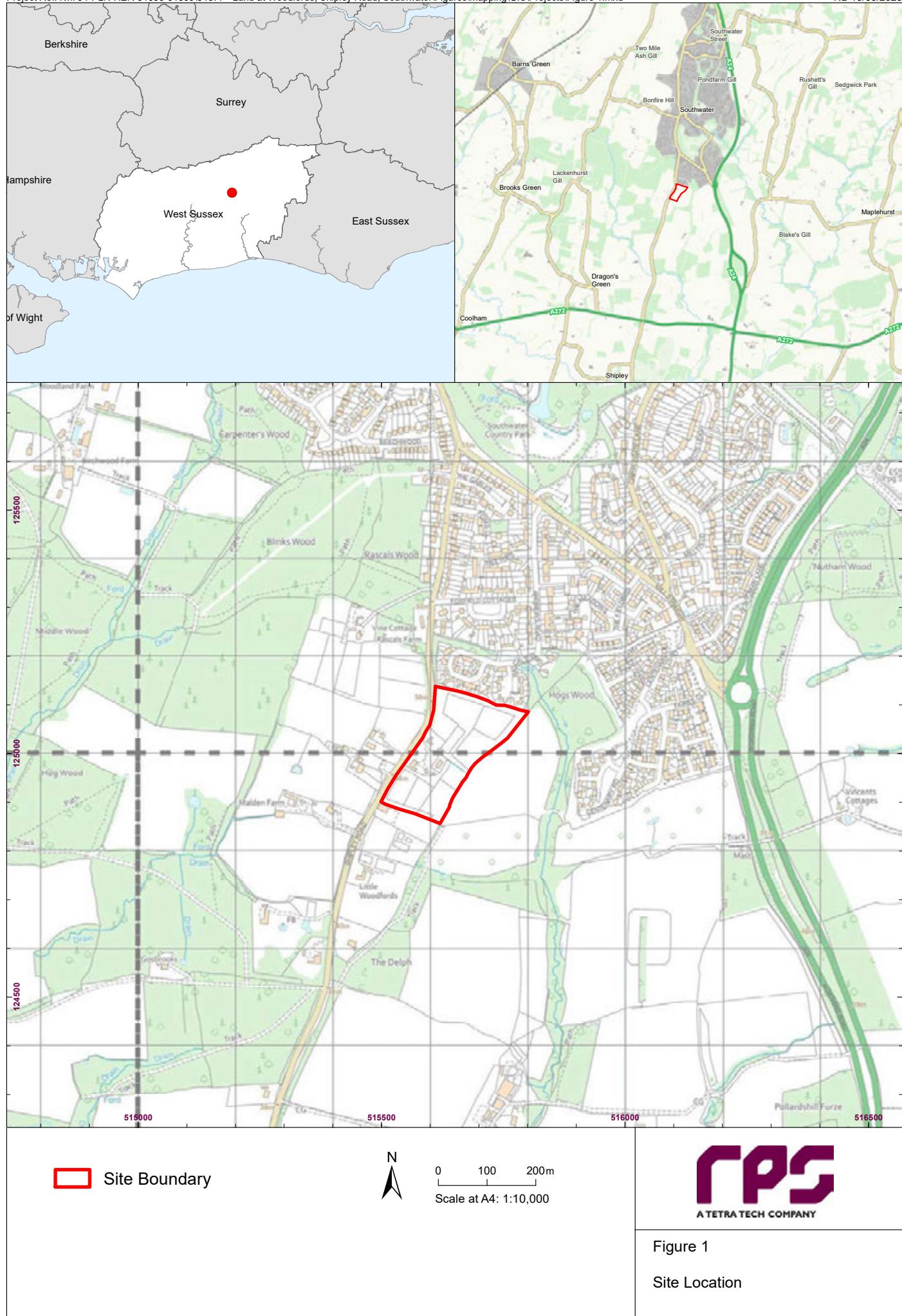
Treasure Act 1996 *Code of Practice (2nd Revision)* 1996, DCMS

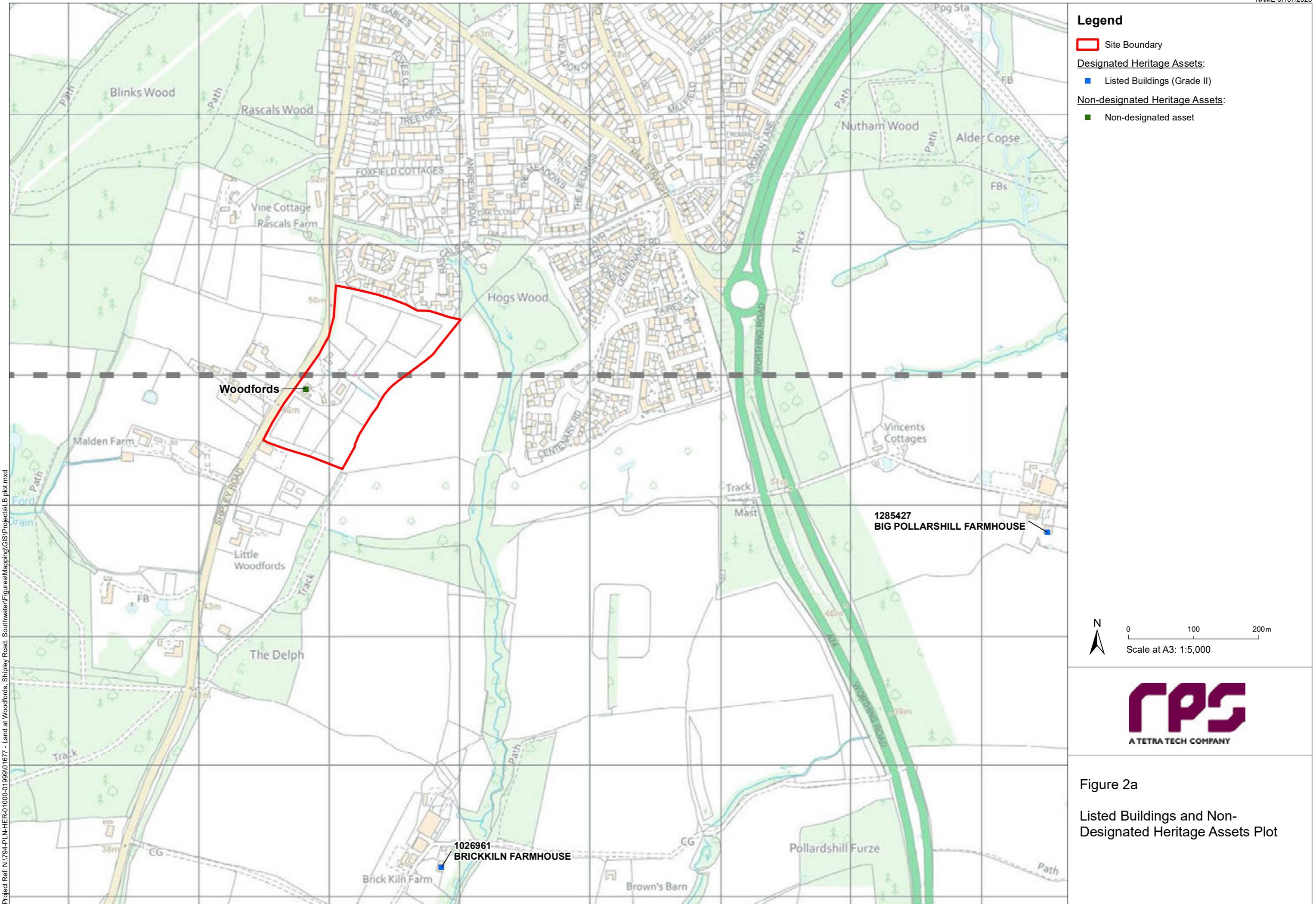
Site Specific

Orion Heritage. *Archaeological Desk-Based Assessment; Woodfords, Shipley Road, Southwater, West Sussex, PN2736 2020*

Figures







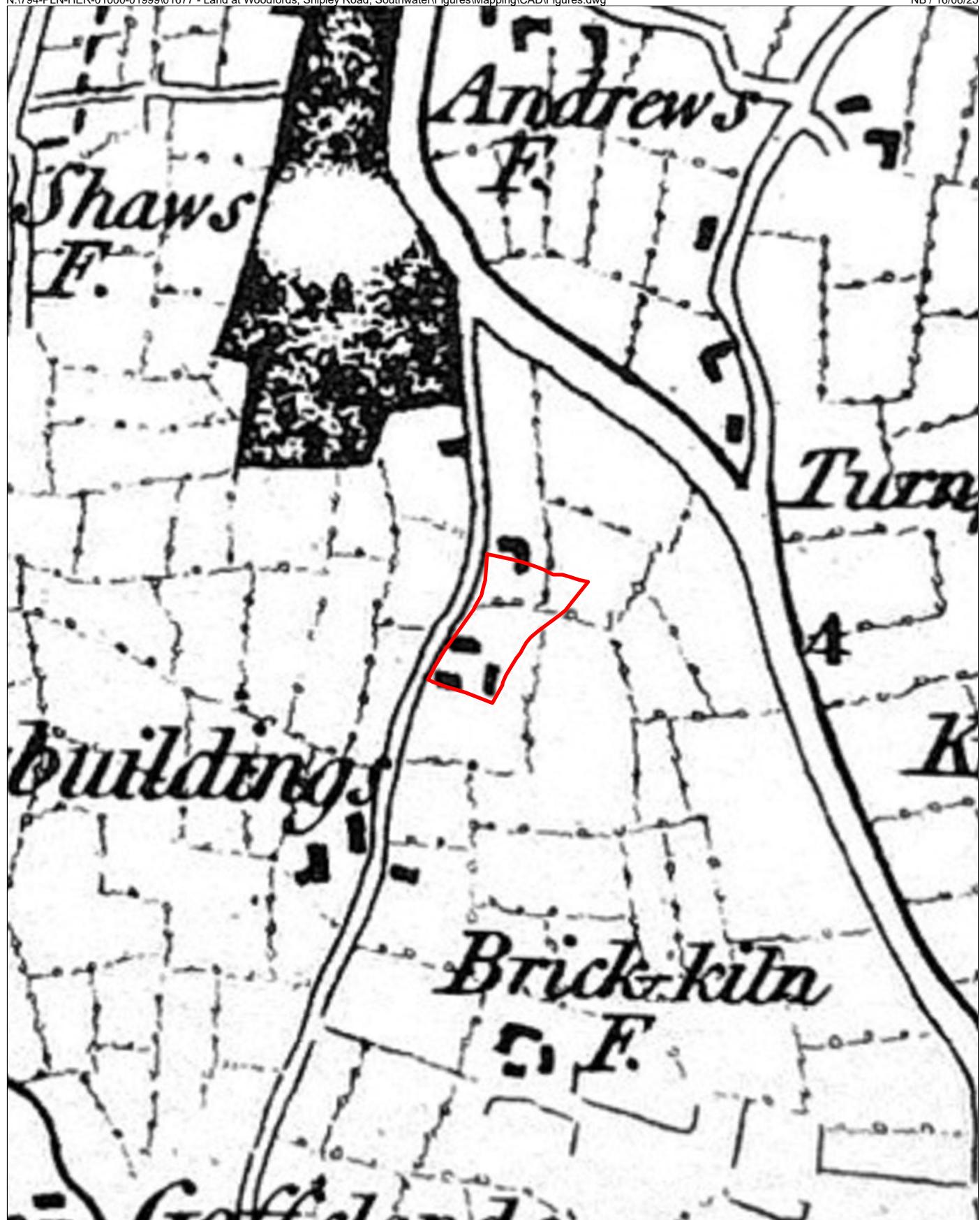


Site Boundary
Trench (30m x 1.8m)

N
0 25 50m
Scale at A4: 1:2,000

rps
A TETRA TECH COMPANY

Figure 2b
Proposed 5% trench plan



 Approximate Site Boundary

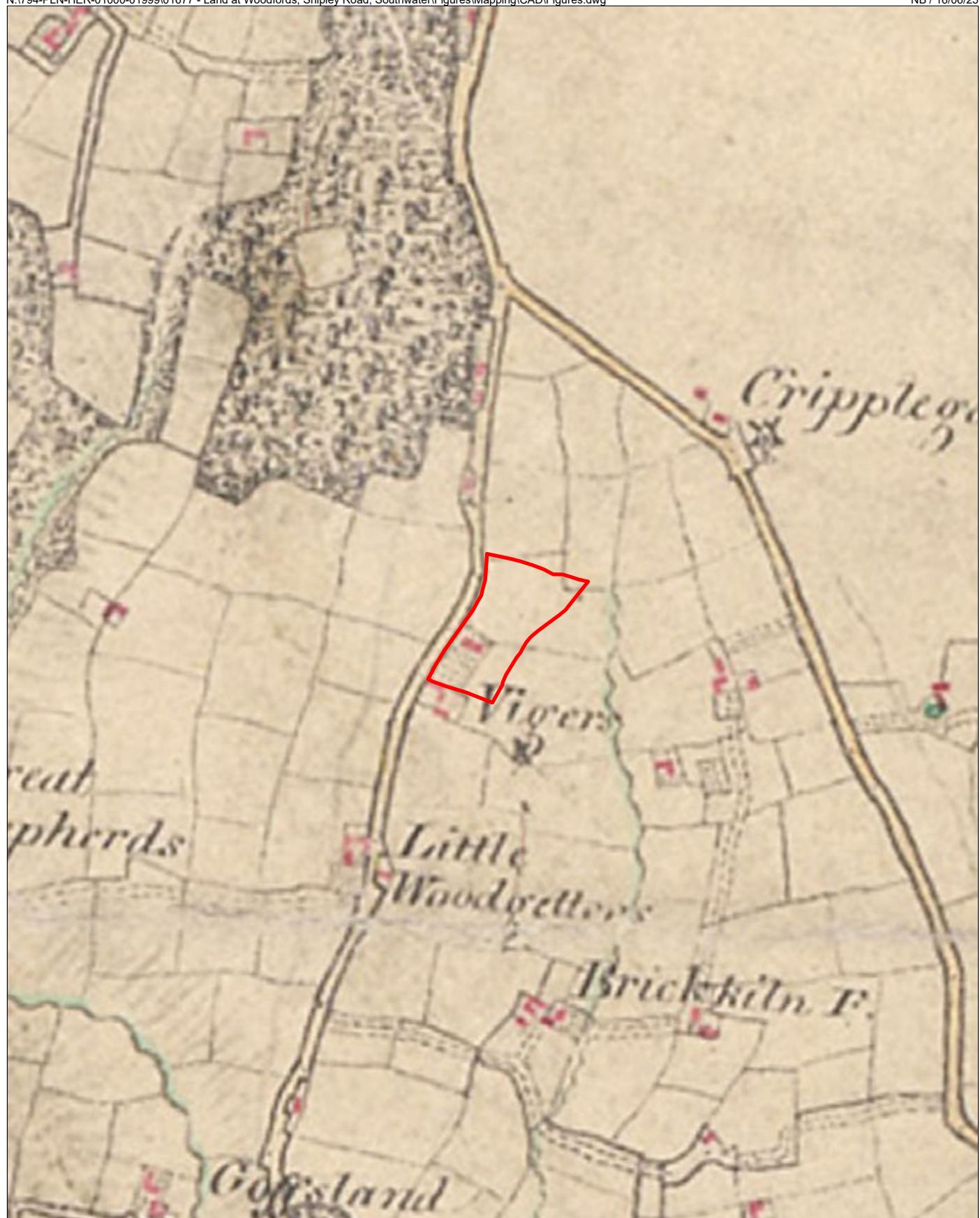


0 100 200m
Scale at A4: 1:10,000



Figure 3

1795 Gardner and Gream Map of Sussex



 Approximate Site Boundary

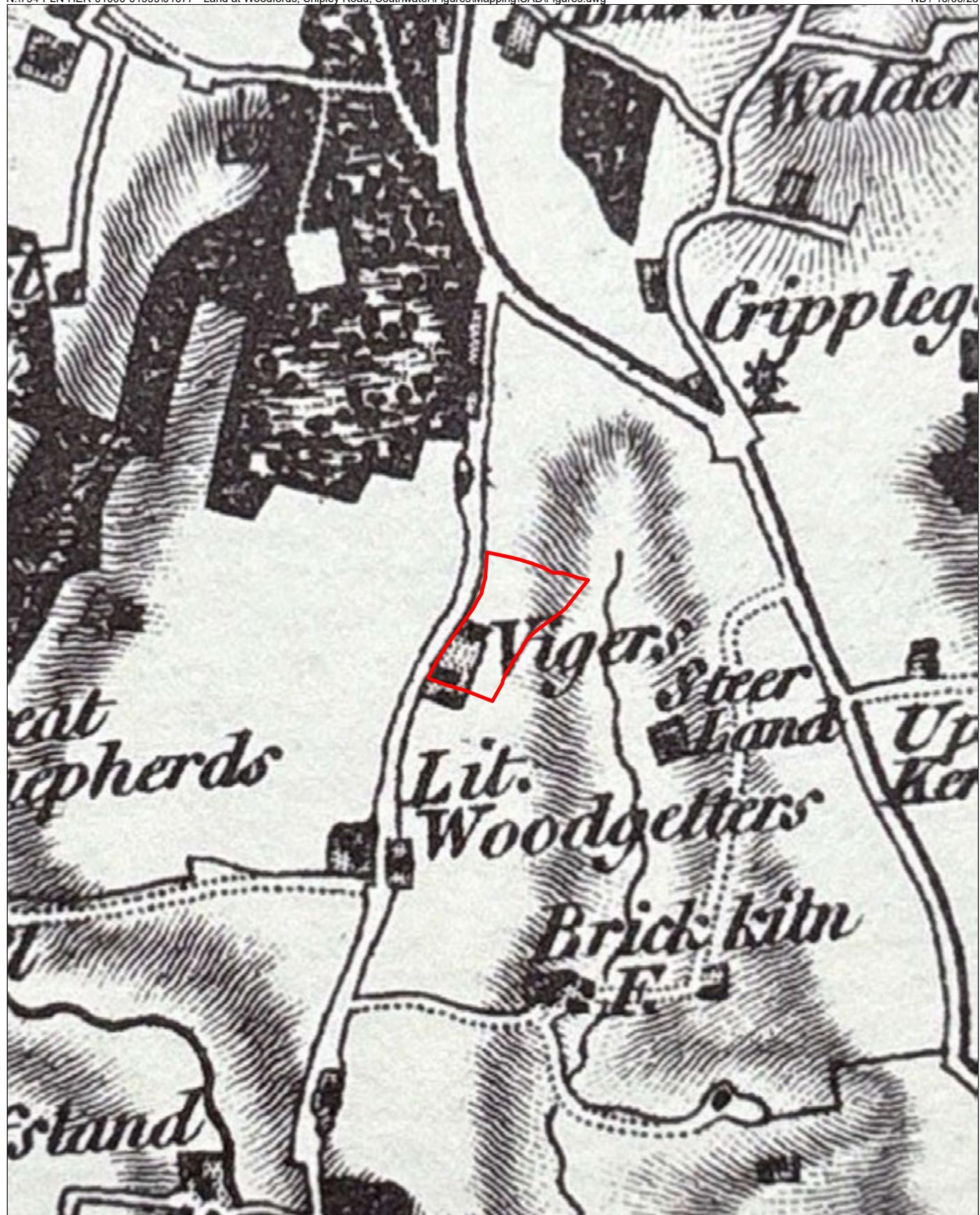


0 100 200m
Scale at A4: 1:10,000



Figure 4

1799 Ordnance Survey Drawing



 Approximate Site Boundary

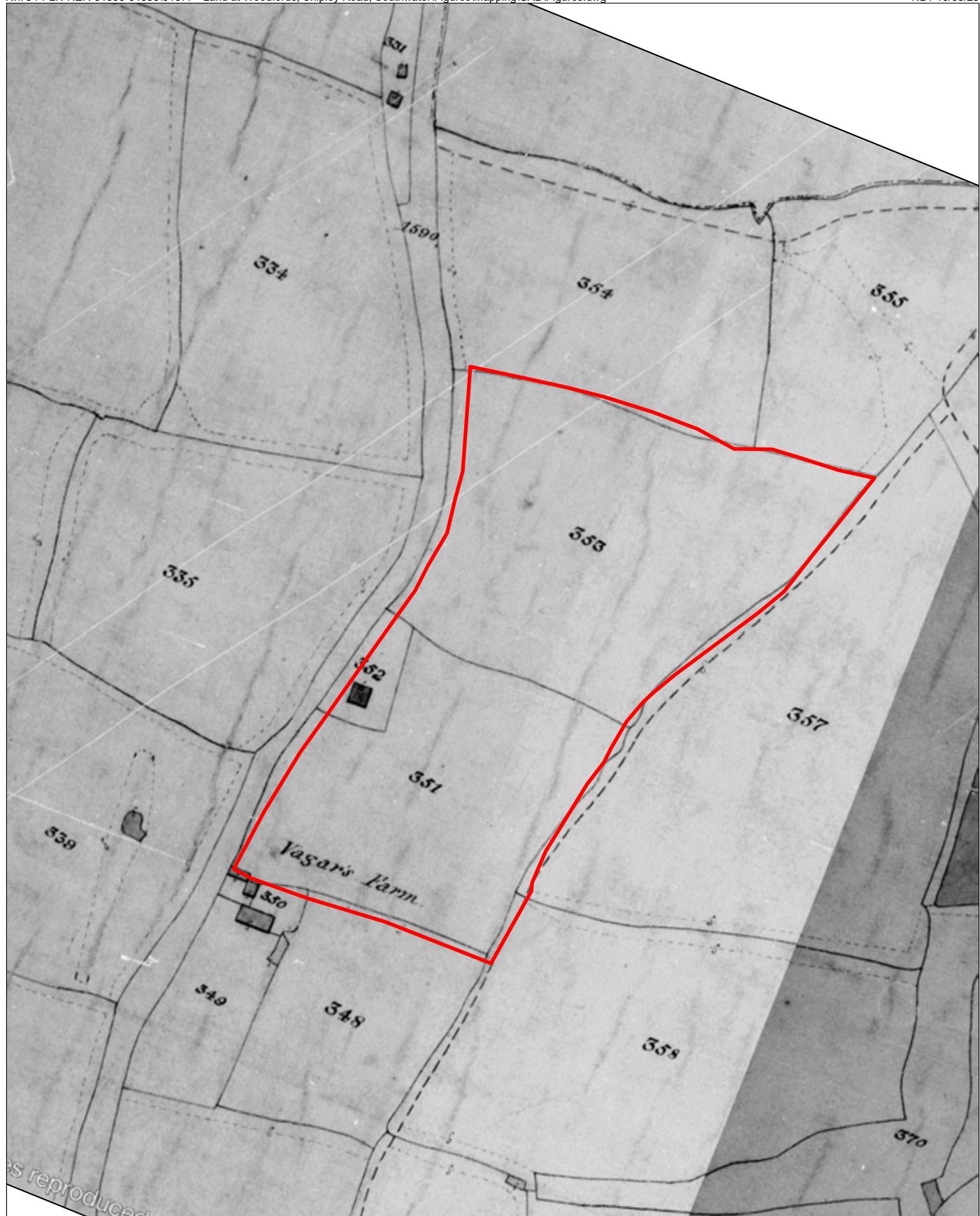


0 100 200m
Scale at A4: 1:10,000



Figure 5

1813 Ordnance Survey Old Series



 Site Boundary

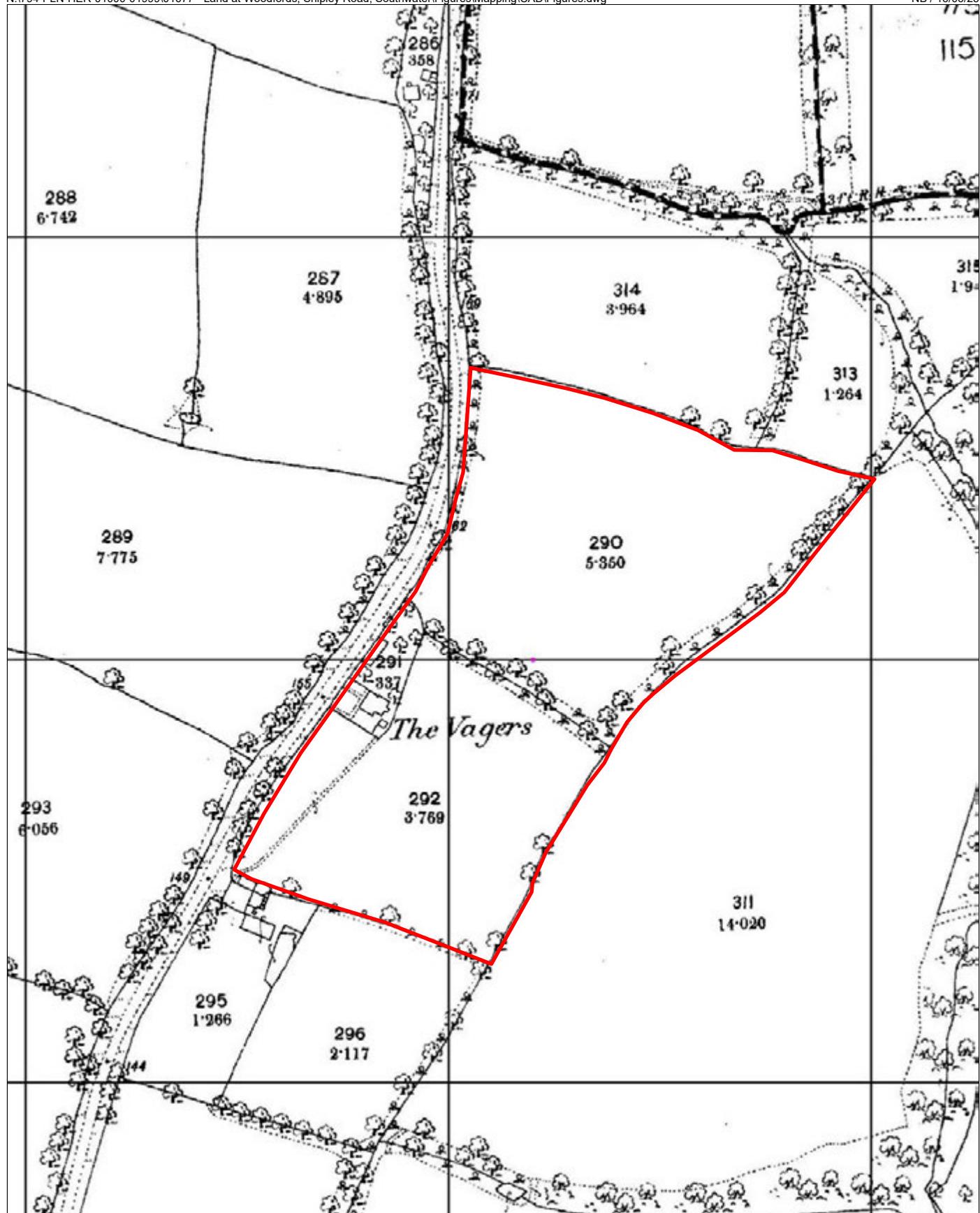


0 25 50m
Scale at A4: 1:2,500



Figure 6

1849 Shipley Parish Tithe Map



 Site Boundary

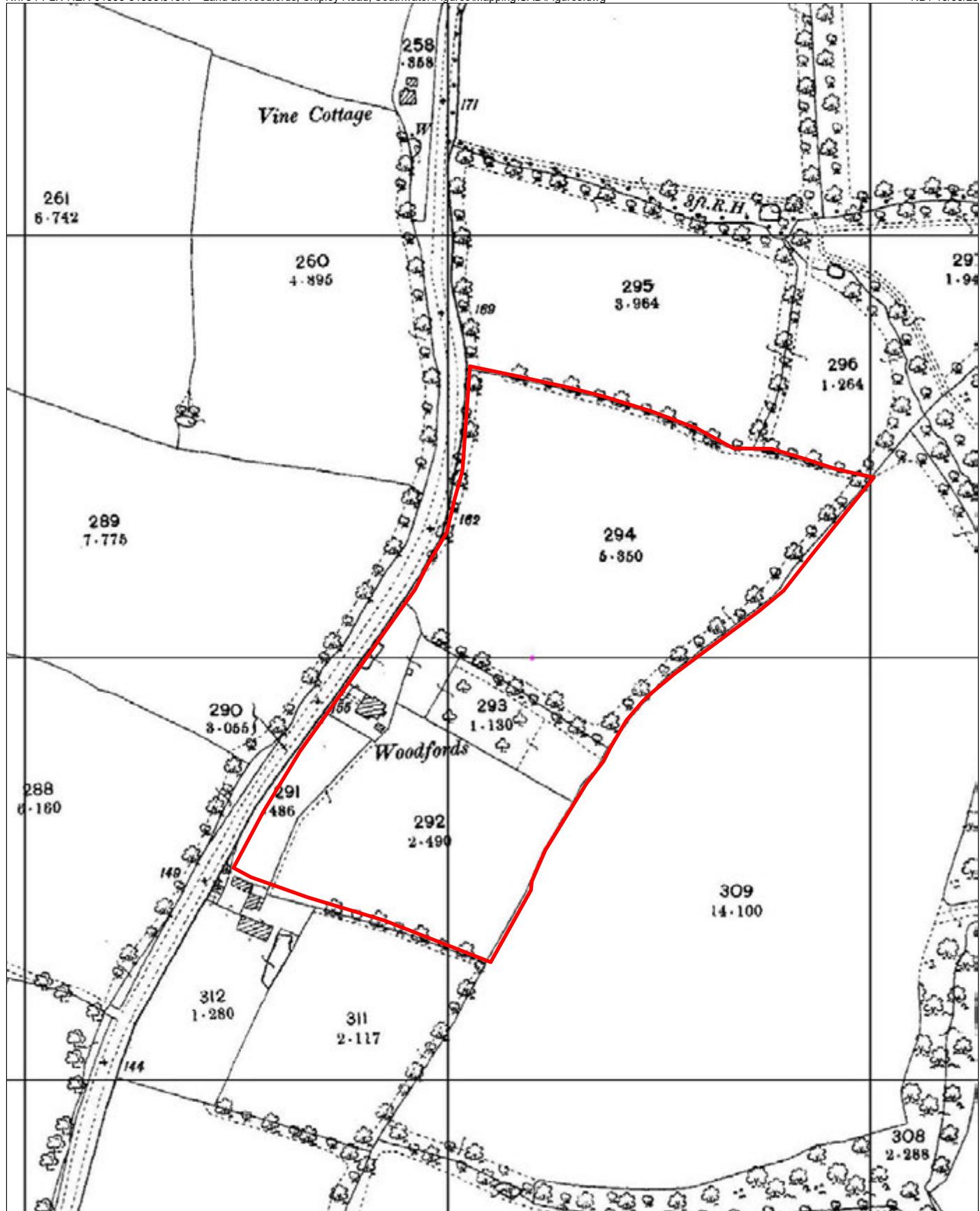


0 25 50m
Scale at A4: 1:2,500



Figure 7

1875 Ordnance Survey Map



 Site Boundary



0 25 50m
Scale at A4: 1:2,500



Figure 8

1897 Ordnance Survey Map



 Site Boundary

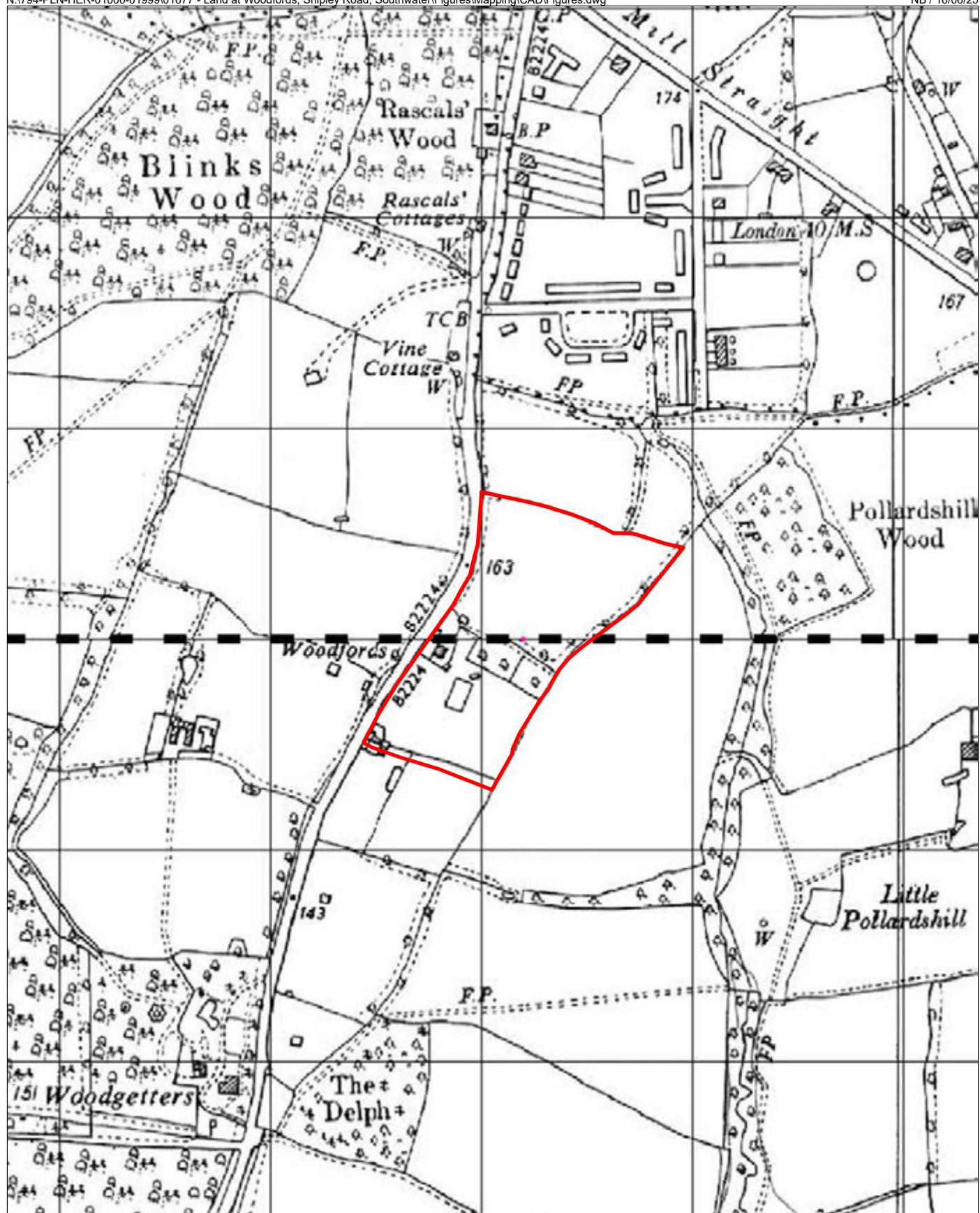


0 50 100m
Scale at A4: 1:5,000



Figure 9

1947 Aerial Photograph



Site Boundary

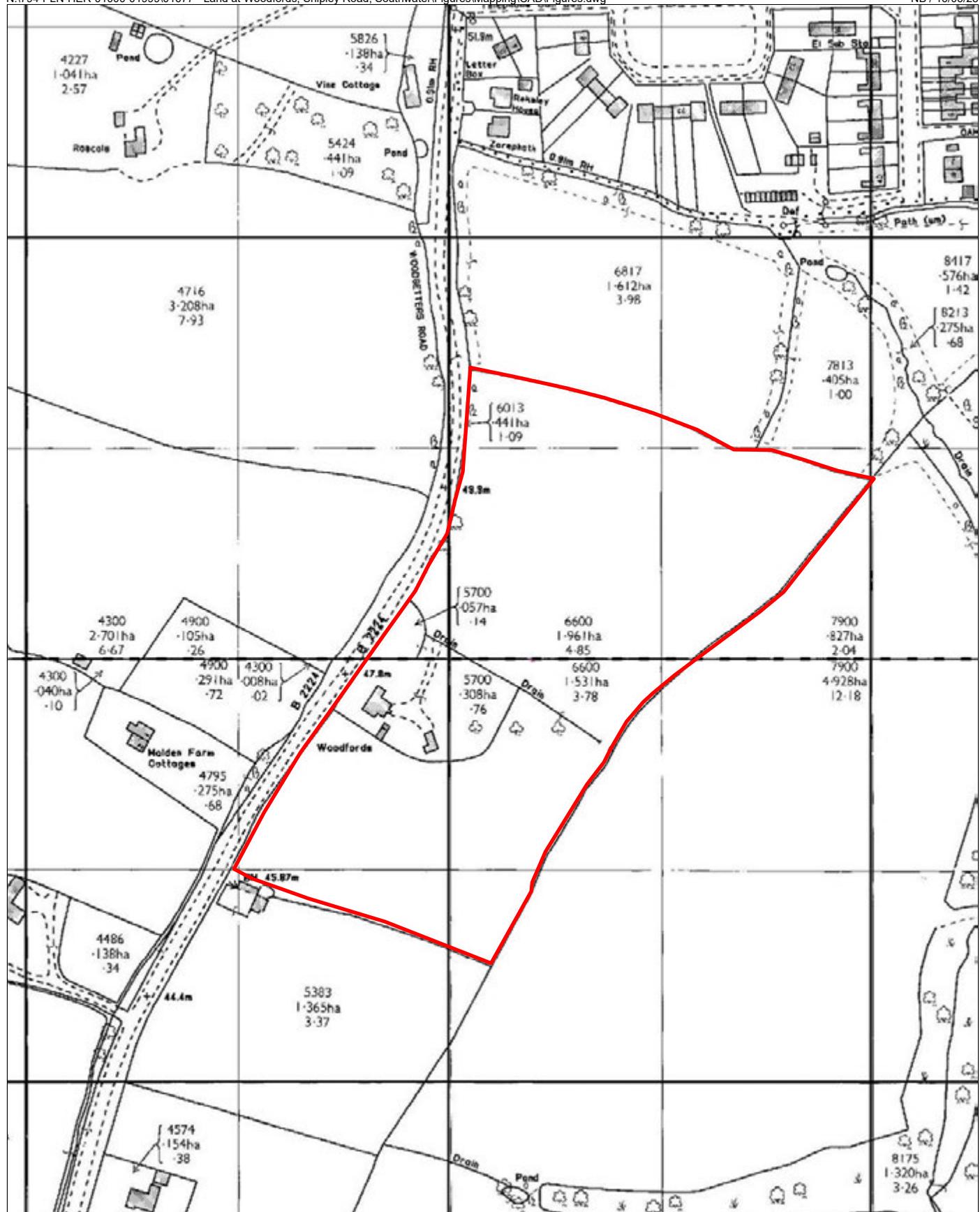


0 50 100m
Scale at A4: 1:5,000



Figure 10

1961-1962 Ordnance Survey Map



Site Boundary



0 25 50m
Scale at A4: 1:2,500



Figure 11

1976-1977 Ordnance Survey Map



 Site Boundary



0 25 50m
Scale at A4: 1:2,500



Figure 12

2001 Aerial Photograph



 Site Boundary



0 25 50m
Scale at A4: 1:2,500



Figure 13

2015 Aerial Photograph



 Site Boundary

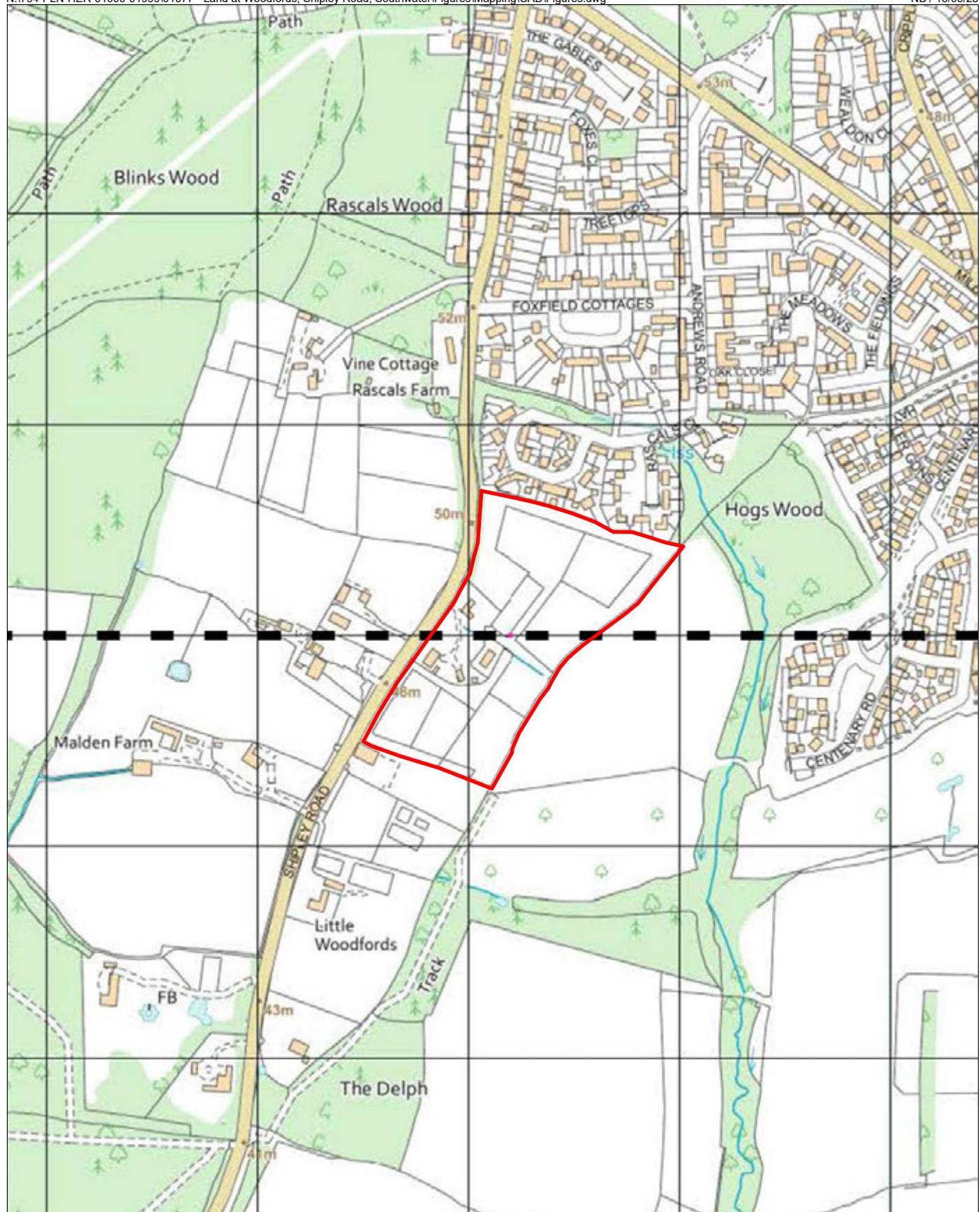


0 25 50m
Scale at A4: 1:2,500

rps
A TETRA TECH COMPANY

Figure 14

2024 Aerial Photograph



 Site Boundary



0 50 100m
Scale at A4: 1:5,000



Figure 15

2024 VectorMap