Archaeology South-East

ASE

Old Clayton Kennels, Storrington, West Sussex

Written Scheme of Investigation for Archaeological Evaluation

NGR: 511012 113691

Horsham District Council

Planning Ref: DC/23/0701

ASE Project no. 240609

Site Code: OCK24

October 2024

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Prepared by:	**Richard James**	**Senior Archaeologist**
Reviewed and approved by:	**Jon Sygrave**	**Project Manager**
Date of Issue:	**October 2024**	
Version:	**1**	

1.0 INTRODUCTION

1.1 Archaeology South-East (ASE) has been commissioned by EDP Ltd on behalf of Highwood Construction Ltd. to undertake an archaeological evaluation at Old Clayton Kennels, Storrington, West Sussex hereafter 'the site' (centred on NGR 511012 113691; Figure 1).

1.2 The site is a square parcel of land measuring c.1.36ha and occupied by the Old Clayton Kennels and Cattery. It comprises buildings and fenced enclosures surrounded by access roads, hardstanding, grassland and trees. The boundaries of the site are defined by the main road (A283) to the south and property boundaries to the north, east and west, separating the site area from an agricultural field to the east and areas of existing residential development to the north and west.

1.3 A desk-based assessment was prepared by EDP (2023) and submitted to HDC as part of the planning application. This concluded that "*the site has a 'low' potential to contain significant archaeological remains and with the evidence indicating that it comprised agricultural farmland from the post-medieval period until the development of the kennels/cattery in the later 20th century and may well have comprised either farmland or woodland/waste during the Middle Ages. Indeed, taken as a whole, there is little recorded evidence for archaeological activity of any period within the general vicinity around the site*". A subsequent consultation response by ECC Place Services (former archaeological advisors to Horsham DC, now Surrey County Council Archaeological Team) added that "*the development site is located in proximity to an area of prehistoric burial activity. A Bronze Age cremation burial was found to the north of the site in the early 20th century, and to the north-east of the site are several possible barrows that have been identified in National Trust woodland surrounding Warren Hall House. Other prehistoric finds have been recovered from the vicinity of the development site, including a Neolithic arrowhead, two Bronze Age swords and spearheads, and Mesolithic flint working debris. Additionally, the development site is immediately adjacent to the Clayton Farm Historic farmstead, which is visible on the 1839 Washington Tithe Map, and may have earlier origins*".

1.4 Outline planning permission was granted by Horsham District Council (HDC) for the demolition of the existing structures and the construction of a care home and 8 bungalows (DC/23/0701), subject to an archaeological planning condition as follows:

5 Pre-Commencement Condition:

1. With the exception of the above ground demolition and removal of existing buildings, no development or preliminary groundworks shall commence until a programme of archaeological trial trenching has been secured and undertaken in accordance with a written scheme of investigation which has been submitted by the applicant and approved by the planning authority.

2. A mitigation strategy detailing the excavation/preservation strategy shall be submitted to the local planning authority following the completion of this work.

3. No development or preliminary groundworks shall commence on those areas containing archaeological deposits until the satisfactory completion of

fieldwork, as detailed in the mitigation strategy, and which has been signed off by the local planning authority through its historic environment advisors.

4. The applicant will submit to the local planning authority a post-excavation assessment (to be submitted within three months of the completion of fieldwork, unless otherwise agreed in advance with the Local 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: This matter is fundamental as the site is of archaeological significance and it is important that it is recorded by excavation before it is destroyed by development in accordance with Policy 34 of the Horsham District Planning Framework (2015).

1.5 Surrey County Council (SCC) Archaeological Team, archaeological advisors to HDC, have agreed a trenching strategy with EDP. This comprises five 30m x 1.8m trenches and one 20m x 1.8m trench (Figure 2).

1.6 This document represents a Written Scheme of Investigation (WSI) for the archaeological evaluation of the site (item 1 in condition 5) which has been prepared in accordance with relevant Standards and Guidance of the Chartered Institute for Archaeologists (CIfA 2020; 2022; 2023a&b). All work will be reported upon in line with guidelines set out in Management of Research Projects in the Historic Environment (MoRPHE; Historic England 2015). It will be submitted to all parties for approval prior to the commencement of work at the site.

1.7 The project will be managed by Jon Sygrave (Project Manager) and by Anna Doherty (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 According to the British Geological Survey 1:50,000 scale geological mapping available online[1], the natural geology of the site comprises sandstone of the Folkestone formation, which is sedimentary bedrock formed approximately 125 to 100 million years ago in the Cretaceous Period. No superficial geological formations are recorded.

2.2 The site is located on level ground, which lies at circa 57m above Ordnance Datum (aOD).

3.0 ARCHAEOLOGICAL BACKGROUND

3.1 An Archaeological Desk Based Assessment (DBA) for the site has been undertaken by EDP based on a 1km radial study area (EDP 2023). The reader is referred to this document for a full archaeological background; a

[1] BGS Geology Viewer - British Geological Survey

copy of the DBA will be held in the site file. What follows is a summary of the principal findings of that report.

3.2 The site does not contain any designated heritage assets and is not within an archaeological notification area. The site does contain one non-designated archaeological site recorded on the HER. It relates to the construction and operation of Clayton Farm, which dates from the 16th century and later.

3.3 There is currently no evidence for early prehistoric activity or finds within the site boundary or in fact anywhere within the immediately surrounding area. There is one example of Neolithic activity within the 1km search area, this comprises a flint leaf arrowhead (MWS4622) that was found by chance encounter approximately 700m south-west of the site boundary. It is most likely that the find represents casual loss in antiquity and does not provide evidence for either permanent or even regular Neolithic activity in the environs of the site. Limited evidence for Bronze Age activity within the 1km search area is attested by the chance finds of two Bronze Age swords and spearheads (MWS1182) and a Bronze Age urn and possible cremation (MWS1193). The swords and spearheads were found near Sandgate in 1812, approximately 875m north-west of the site, whereas the urn and the probable cremation were found c.750m to the north of the site boundary at Heath Common. The urn has been dated to the Middle Bronze Age (1600 – 1001 BC) and it was found to contain a fragment of calcined bone. It is considered that there is only a low potential for the site to contain archaeological remains of middle to late prehistoric date.

3.4 There is currently no evidence for Roman activity or finds anywhere within the 1km study area around the site and so therefore the potential for the site to contain archaeological features, deposits and/or remains of Roman date is assessed as being low.

3.5 Similarly, there is currently no evidence for early medieval activity or finds anywhere within the 1km study area around the site and so therefore the potential for the site to contain archaeological features, deposits or remains of this date is considered only low.

3.6 Within the wider study area defined around the site, there is only one reference to potential activity during the Medieval period. This comprises a cluster of earthworks located on Heath Common, c.785m NE of site. The earthworks (MWS11265) are listed in the HER as being the remains of Medieval or Post-Medieval holloways and identified from aerial photographs. The earthworks are shown running in a broadly north-east to south-west orientation. The nature of the evidence indicates that, if there is any evidence for medieval activity at the site it will focus on the exploitation and management of the agricultural landscape and will not involve either settlement or industry. Overall, it is assessed that the site has a low potential to contain significant archaeological remains of medieval origin.

3.7 The Post Medieval period is the most heavily attested era within the study area, with ten records being held by the HER, eight focusing on agriculture. The one West Sussex HER entry present within the site relates to Clayton Farm Historic Farmstead (MWS9827), located on the north side of the main road. This is described as a 19th century regular farmstead courtyard, with an associated detached farmhouse (beyond the eastern edge of the site), all of

which is still extant with no apparent alteration. The farmhouse (Old Clayton, 1039953) is designated as a Grade II listed building and can be seen to the east of the eastern site boundary, once again on the north side of the road. The house is described in the listing citation as dating from the 16th century (or earlier) and being of timber-framed construction. Six further 19th century farmsteads and outfarms are located in the wider landscape. Additional evidence of post-medieval settlement is seen with two Parkscapes, at Randall House (MWS34) and at Sandgate Park (MWS3865). There is a 'moderate' potential for hitherto unknown or unrecorded archaeology of post-medieval date to be encountered within the site area.

3.8 Within the wider 1km search area surrounding Old Clayton Kennels are two WWII sites. They comprise the Site of WWII Army Camp at Barn's Farm (MWS7547) and Site of WWII Army Camp at Sandgate Park (MWS10698). There is no evidence that either wartime facility extended to include land within the site. At the same time, there is no indication or evidence for comparable or associated facilities at or within the site and therefore the conclusion is that the site has a low potential to contain significant archaeological finds or features of modern derivation.

Summary of Recent Archaeological Investigations

3.9 No previous archaeological investigation is known to have been undertaken on the site.

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:

- To identify any evidence for Mesolithic and Neolithic activity within the site.
- To identify any additional evidence for Bronze Age funerary activity and associated settlement given the proximity of known sites to the north.
- To identify any additional archaeological phases relating to the Clayton Farm historic farmstead, particularly in relation to its origins – is there evidence for earlier medieval settlement in this location?

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 Bronze Age/Iron Age)
- An understanding of the multifaceted landscape (SERF Post-medieval and Modern)
- To what extent did farms change/specialise over time? How does this vary with the underlying geology? (SERF Post-medieval and Modern)

5.0 METHODOLOGY

5.1 The trial trench evaluation will comprise five 30m x 1.8m trenches and one 20m x 1.8m trench 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.

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 the *Sussex Archaeological Standards (2019)*. 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 the SCC Archaeological Team:

• All linear features will be sampled, using a minimum 1-metre wide section
• Sampling of linear features to be at 10-metre intervals or totalling 10% of the length of the linear cut feature (whichever is the greater)
• All discrete features will be half sectioned until sufficiently characterised. Once this has been achieved a lower sample of cut features may be considered appropriate subject to agreement with the Archaeological Adviser. Undated features should be rapidly fully excavated for finds retrieval
• Where three or fewer pits or probable pits, whether or not evidently datable or ancient (excepting evidently modern features), occur in any trench, all those features will be sampled

• Priority is to be given to features with more charcoal-rich fills or anticipated dating evidence
• Should five or fewer archaeological features of any kind, discrete or linear, be revealed within any one trench, all those features will be sampled
• Where two or fewer buried pottery vessels are present, buried upright or inverted, both should be lifted and removed from site;
• If such vessels are believed to be human cremation burials (e.g. because of visible remains of burnt 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 EDP will keep the SCC Archaeological Team 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 EDP.

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. EDP, SCC Archaeological Team 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 SCC Archaeological Team will also be informed. A record shall be provided to the Coroner and to SCC Archaeological Team 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 (2019) unless otherwise agreed in writing by SCC Archaeological Team.

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 SCC Archaeological Team. 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 Clifford (ASE)

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

10.0 REPORTING

10.1 Reporting will be undertaken in accordance with the ASE post-excavation guidelines and with reference to Sussex Archaeological Standards (2019).

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 EDP in the first instance, then to SCC Archaeological Team 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 Horsham Museum for long term curation upon completion of the fieldwork. A selection strategy for the archive is set out in Appendix 1 and a Data Management plan in Appendix 2.

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 work will be produced prior to commencement of works informed by a prestart visit.

13.0 GENERAL

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

14.0 INSURANCE

14.1 Archaeology South-East is insured against claims for: employer's liability to the value of [redacted] each and every loss, any one occurrence; primary public/products liability to the value of [redacted] any one occurrence and in the aggregate for products liability, with an extension for no-fault compensation up to [redacted] in the aggregate; professional indemnity to the value of [redacted] 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)]

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
Accessed 22nd February 2023

CIfA 2020 *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials* [CIfAS&GFinds_2.pdf (archaeologists.net)]

CIfA, 2022 Code of conduct: professional ethics in archaeology [Code_of_conduct revOct2022.pdf (archaeologists.net)]

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

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

EDP 2023. *Old Clayton Kennels, Storrington: Archaeological Assessment.* EDP Report edp6683_r003b.

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/]

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]

Sussex Archaeological Standards 2019 [ar-sussex-archaeological-standards-2019-final-accessible-version-nov-2022 (4).pdf]

Archaeology South-East
October 2024

Appendix 1: Selection Strategy

Old Clayton Kennels, Storrington, West Sussex
Sitecode OCK24 (ASE project number 240609)

29th October 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)	Horsham Museum	tbc
Project Lead / Project Assurance	SCC Archaeological Team	tbc
Landowner / Developer	c/o EDP	tbc
Other		
Resources Required		
No additional resources have been identified at this point.		
Context		
This selection strategy has been produced using the written scheme of investigation for the project The project is an evaluation excavation comprising 6 trenches to be excavated ahead of mixed-use development. The site has some potential for later prehistoric and medieval/post-medieval remains. 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 and that of the receiving museum: Horsham Museum

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; CIfA 2014a; CIfA Finds Recording, Finds Reporting and Selection Toolkits)

Find Type	Selection Strategy	Stakeholders	Review Points
POTTERY	Will be recorded and assessed for selection with a presumption for selection to the permanent archive. Later post-medieval pottery may be considered for deselection where it is assessed to be of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
CTP	Will be recorded in full with a sample retained. The remainder will be deselected.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
CBM	Will be recorded and assessed for selection/deselection with presumption for deselection of majority if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
FIRED	Will be recorded and assessed	Specialist, Collections	During fieldwork,

CLAY/DAUB	for selection/deselection with presumption for deselection if of low significance	Curator, Archaeological Archive Manager, Planning Archaeologist	processing & recording
METALWORKING WASTE	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
BULK METAL	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
GLASS	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
FIRED CRACKED FLINT (FCF)	Will be recorded in full and discarded if unworked	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
WORKED FLINT	To be collected and recorded in full and retained as part of the permanent archive	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
WORKED BUILDING STONE	Will be recorded and assessed for selection/deselection with presumption for deselection. unless diagnostic.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
UNWORKED STONE	Will be recorded in full and discarded	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
ANIMAL BONE	Will be recorded and assessed for selection/deselection	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
HUMAN BONE	Will be recorded in full and assessed for selection or appropriate reburial. With a presumption for reburial in line with national guidelines	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
MARINE SHELL	Will be recorded and assessed for selection/deselection with presumption for deselection.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording

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

Uncollected Material

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

De-Selected Material

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

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

Review Points

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

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type	REGISTERED FINDS	Section 3.	2

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

De-Selected Material

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

Review Points

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

Amendments

Date	Amendment	Rationale	Stakeholders

4 – References

Advisory Panel on the Archaeology of Burials in England (APABE), 2017 *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England*

Archaeological Ceramic Building Materials Group (ACBMG), 2002 *Ceramic Building Material Minimum*

Standards for Recovery, Curation, Analysis and Publication

ASE, 2021 Fieldwork Manual: Excavation and Recording Guidelines

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

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

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

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

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

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

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

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

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

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

old clayton kennels, storrington, West Sussex

Site Code: ock24

29th october 2024 Version 1

A Data Management Plan created using DMPonline

Creator: Nicola Elphick

Affiliation: Archaeology South- East

Template: Digital Curation Centre

Last modified: 29th October 2024

Project abstract:

The project is an evaluation excavation comprising 6 trenches to be excavated ahead of mixed-use development. The site has some potential for later prehistoric and medieval/post-medieval remains.

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

Dataset Repository: Horsham Museum

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?

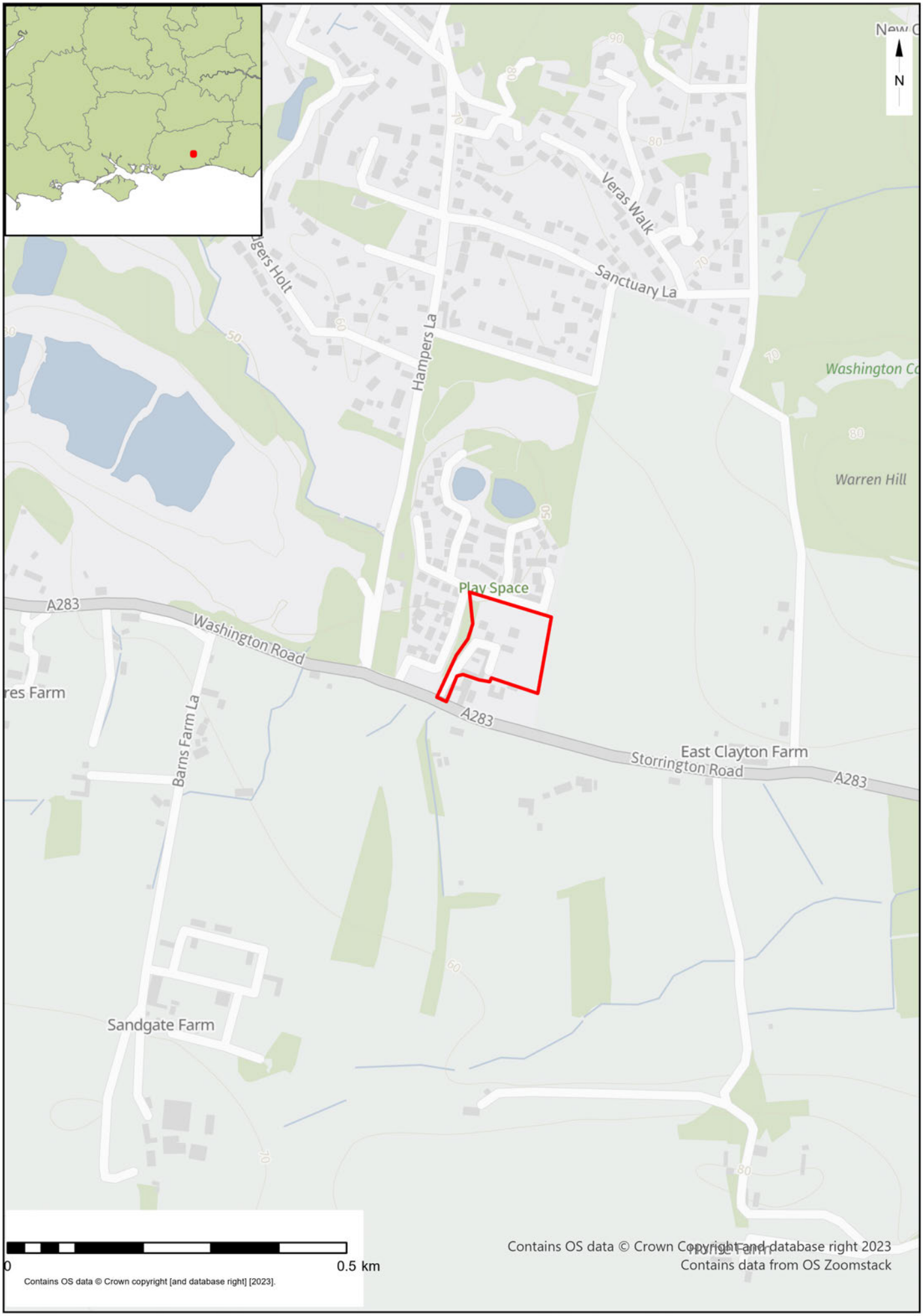
Additional funds may be required for the deposition of the dataset to the repository.

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

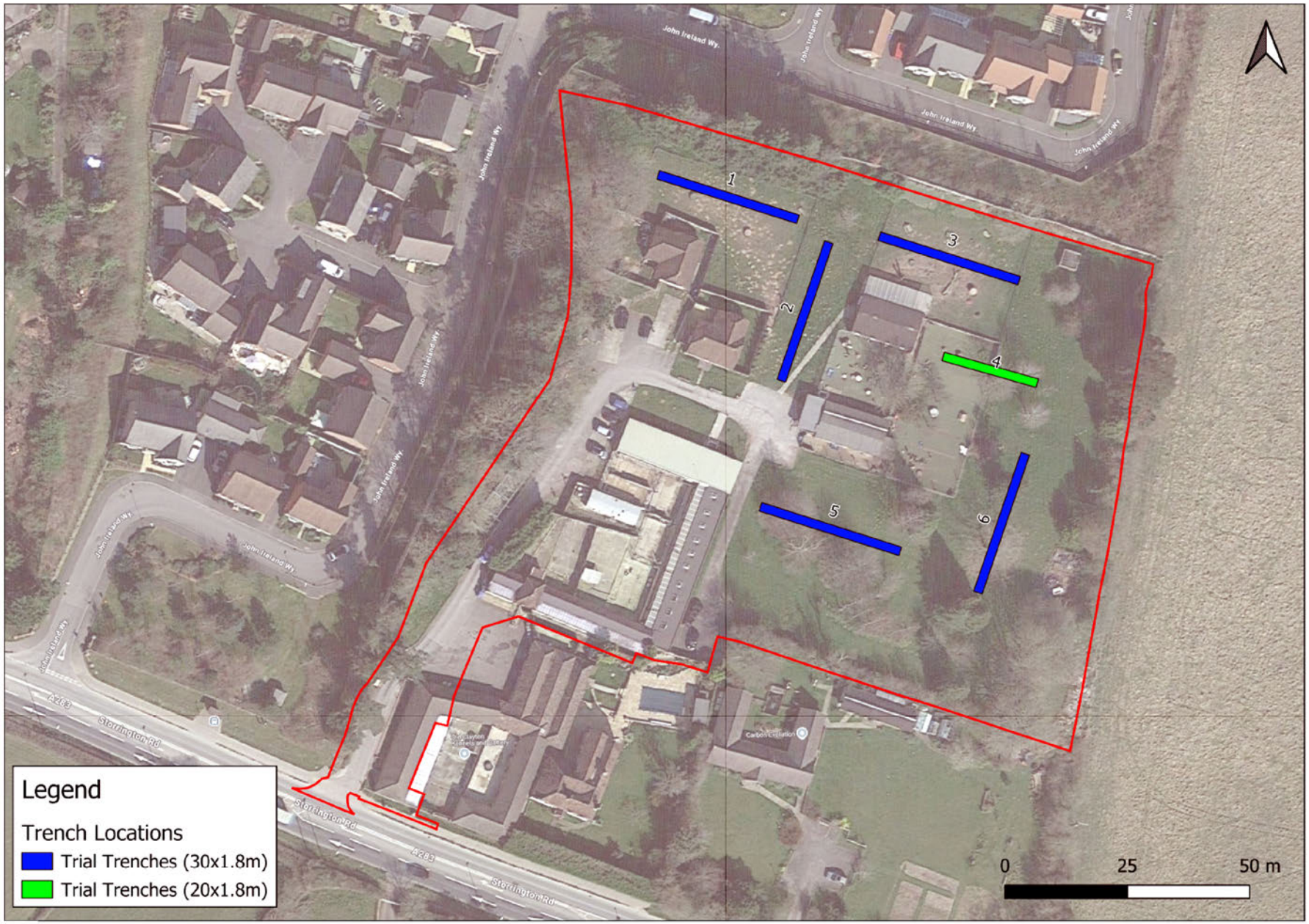
ADS (1) Data Management and sharing Plans
http://archaeologydataservice.ac.uk/advice/DataManagementPlans
ADS (2) Guides to good practice http://guides.archaeologydataservice.ac.uk/g2gp/Main
ADS (3) Guidelines for Depositors
http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors
ADS (4) Guidance 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



© Archaeology South-East		Old Clayton Kennels, Storrington	Fig. 1
Project Ref: 240609	October 2024	Site Location	
Report Ref: WSI	Drawn by: RJ		



© Archaeology South-East		Old Clayton Kennels, Storrington	Fig. 2
Project Ref: 240609	October 2024	Trench Plan	
Report Ref: WSI	Drawn by: RJ		