

Rascals Farm, Southwater, West Sussex

**Written Scheme of Investigation for an
Archaeological Mitigation Works:
Strip, Map and Sample**

NGR 515532 125148

Horsham District Council

ASE Site Code: SRF26

ASE Project No. 260486

July 2026

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Prepared by:	Richard James	Senior Archaeologist
Reviewed and approved by:	Paul Mason	Project Manager
Date of Issue:	July 2026	
Version:	2	

1 INTRODUCTION

- 1.1 Archaeology South-East (ASE), the contracting division of the Institute of Archaeology, University College London, have been commissioned by Barratt Redrow Southern Counties (hereafter referred to as 'The Client') to undertake archaeological strip, map and sample (SMS) at Rascals Farm, Southwater, West Sussex, hereafter referred to as 'the site'. The site is centred on National Grid Reference 515532 125148 and its location is shown in Figure 1. This phase of archaeological works follows on from an archaeological trial trench evaluation (ASE 2026).
- 1.2 The site occupies land currently under mixed use on the south-west edge of modern Southwater, west of Shipley Road. The site comprises an irregular area measuring c.3,865m² in the southern part of the field (Figure 2).
- 1.3 According to the British Geological Survey 1:50,000 scale geological mapping available online, the bedrock geology is Weald Clay Formation - mudstone. Superficial deposits are not mapped (BGS 2025). The recent evaluation work recorded topsoil/subsoil depths of 0.28-0.34m in this location.
- 1.4 The site is subject to proposals for residential development. Planning consent was awarded on appeal (DC/20/0695 & DC/24/0249) with the following condition:
 - I) *No development shall take place until a 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.*
 - II) *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.*
- 1.5 Following the approval of a Written Scheme of Investigation (discharged under application ref. DISC/25/0381), an archaeological trial trench evaluation has recently been carried out at the site (ASE 2026). The trench layout is shown in Figure 2. The mitigation works set out in this document relate to an area of the site where significant archaeological features and activity were identified during the evaluation trial trenching (an unurned, undated cremation and undated pits).
- 1.6 Following dialogue between ASE and Surrey County Archaeological Officer (who now acts as Horsham District Council's archaeological advisor), a strip, map and sample excavation of one area totalling c.3865m (Figure 3) around Trenches 36 and 44-47 was agreed in order to better characterise the extent, date and type of activity recorded during the archaeological evaluation.
- 1.7 The current document is a secondary Written Scheme of Investigation for archaeological strip map and sample and will be submitted to Horsham District Council and their archaeological advisors, for approval prior to commencement of the work. All work will be carried out in accordance with relevant Standards

and Guidance of the Chartered Institute for Archaeologists (CIfA 2020; 2022; 2023a&b) and the Surrey County Council guidelines (SCC 2023). 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).

- 1.8 SCC will be the primary curatorial body monitoring the scheme. Regular progress updates and opportunities to view the works will be provided.
- 1.9 The archaeological strip, map and sample mitigation works will be undertaken by suitably experienced and skilled ASE staff. The project will be managed by Paul Mason (Fieldwork) and Anna Doherty/Dan Swift (Post-Excavation).
- 1.10 ASE will adhere to the CIfA Code of Conduct throughout the project. ASE is a Registered Organisation with the CIfA.
- 1.11 The mitigation works, including the post-excavation programme, are anticipated to align with the following schedule:
 - Fieldwork to be completed by Autumn 2026
 - Post-excavation Assessment to be completed by January 2027
 - Publication to be completed by January 2028
- 1.12 This WSI commits the client to funding all works through to completion, as set out in the forthcoming sections. It is therefore anticipated that development works can commence outside of the archaeological mitigation area subject to it being clearly segregated from the rest of the site with barrier fencing. When the archaeological fieldwork has been completed to the satisfaction of HDC's archaeological advisor, the site will be handed back for development whilst funded post-excavation tasks are completed in line with the above schedule.

2 ARCHAEOLOGICAL BACKGROUND

- 2.1 The evaluation comprised 50 trenches excavated across the site with the intention of investigating prehistoric, Roman and medieval rural landscape occupation and field systems, based on discoveries in the surrounding area (ASE 2026). Archaeological features were found in only 13 of the trenches and comprised a post-medieval field boundary ditch (Trenches 26 and 46) and a series of undated features: shallow, possible postholes in Trenches 9, 10 and 41; pits in Trenches 33, 36, 45 and 47; an un-urned cremation in Trench 44; and linear features in Trenches 20, 23 and 33, 44 and 45. The linear features in Trench 23 may represent old wheel ruts.

3 RESEARCH AIMS AND OBJECTIVES

- 3.1 The general aims of the project are to:
 - Excavate and record all archaeological deposits and features within the proposed excavation areas
 - Produce relative and absolute dating and phasing for deposits and features recorded on the site
 - Establish the character of these deposits in attempt to define functional areas on the site such as industrial, domestic, etc.

- Understand how this site fits into the local and wider HER context and adds to the understanding of activity in different periods in the county
- Disseminating the results of the work and producing an accessible archive are further aims of the project

3.2 Site specific research aims:

- To better characterise and date the function of the features identified during the archaeological evaluation, in particular the unurned cremation which may be prehistoric or Romano-British in date.

3.3 The project also has the potential to inform on the following areas of research from the South East Research Framework (SERF):

- The use of the Weald in later prehistory: how good is the evidence for occupation or exploitation of the Weald in later prehistory? (SERF: Middle Bronze Age/Iron Age)
- Funerary practice: reconstructing the entire funerary sequence: what happens before, during and after (SERF: Roman)

4 METHODOLOGY

4.1 Archaeological Excavation and Recording

- 4.1.1 The archaeological excavation will comprise the excavation of a single area measuring c.3865m² (Figure 3). A contingency to expand the areas, if required, has been allowed for.
- 4.1.2 The location of the excavation area will be set-out/recorded using one, or a combination of the following methods: survey grade GNSS equipment with SMARTNET correctional data enabled (for example Leica GS18); TST (e.g. Leica TS16) tied into the OS National Grid; photogrammetric survey using a terrestrial or RPAS (remote pilot aircraft system) mounted camera, georeferenced using SMARTNET tied to the National Grid. RPAS mounted cameras will have a 1" CMOS sensor or greater.
- 4.1.3 The area will be excavated using a large tracked mechanical excavator. The area will be excavated through undifferentiated topsoil and modern made ground in spits of no more than 0.20m 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 take place under constant supervision and will stop if significant archaeological deposits are encountered. Plant will not be tracked over any of the area once stripped until consultation and sign off with SCC has taken place.
- 4.1.4 All exposed archaeological features and deposits will be recorded and excavated, except obviously modern features of no intrinsic interest and disturbances.
- 4.1.5 A full pre-excavation plan will be prepared after the stripping progresses using the methodology outlined in 4.1.2 (above). This pre-excavation plan will be

available in Autocad or PDF format and will be printed at a suitable scale (1:20 or 1:50) for on-site use, as well as being made available to RPS and SCC. The plan will be updated by regular visits to site by the Archaeology South-East Surveyor who will plot excavated features and record levels in close consultation with the Supervisor and/or the excavators. Where it is deemed necessary (for example detailed structural features or burials) features will be hand planned at a scale of 1:20 from the grid and then digitised to be included on the overall plan.

- 4.1.6 Datum levels will be taken where appropriate. Sufficient levels will be taken to ensure that the relative height of the archaeological/subsoil horizon can be extrapolated across the whole of the excavation area.
- 4.1.7 A metal detector will be used throughout the programme of topsoil/subsoil removal and again during any subsequent hand excavation. Any metal finds located this way will have their position recorded by GPS.
- 4.1.8 Archaeological features and deposits will be excavated using hand tools, unless they cannot be accessed safely or unless a machine-excavated trench is the only practical method of excavation. Any machine-excavation of archaeologically significant features will be agreed with SCC.
- 4.1.9 The sampling strategy set out in SCC's *General Standards for Archaeological Projects in Surrey* will be followed (SCC 2023):
 - 50% of intrusive non-structural features (pits, random postholes).
 - 10-25% of each linear feature's exposed area and all terminals & intersections to define relationships.
 - 50-100% of structural features (beamslots, ring ditches,) 50-100% investigation for debris areas, collapsed structures, walls.
 - Structurally associated postholes will be ½ sectioned initially, recorded and then fully excavated.
 - All structures and zones of specialised activity (e.g. funerary, ceremonial, industrial, agricultural processing) will be fully excavated and all relationships recorded as required.
 - The extent of excavation of any layers will be agreed on-site with the Archaeological Advisor. The factors governing the judgement will include the possibility that they mask earlier remains, the need to understand function and depositional processes, and the necessity to recover sufficient artefacts to date the deposit and to meet the project aims.
 - Consideration will be given to employing the single context recording system if remains are sufficiently complicated. The stratigraphy here is unlikely to require this, although this will be kept under review.
 - for other types of feature such as working hollows, quarry pits etc., all relationships, as a minimum, will be ascertained and the level of sample excavation agreed with the Archaeological Advisor in order to establish their extent, date and function.
 - 100% of domestic/industrial working features (hearths, ovens).
 - The above will be subject to review, and specific sample percentages decided at weekly site meetings between the Archaeological Advisor and ASE taking into account results as the work progresses.
- 4.1.10 Given the presence of cremation deposits, an appropriate exhumation licence will be acquired from the Ministry of Justice and the excavations will take place

in accordance with that document. Any articulated human remains, graves and cremation vessels/deposits encountered will be fully excavated. In the event of any unexpected or unusual discoveries of cremation or inhumation burials specialist advice will be sought from an appropriate specialist (Dr Lucy Sibun – ASE Senior Forensic Archaeologist). Where burials are encountered standard excavation and recording techniques for dealing with human skeletal remains will be employed. Inhumation burials will be recorded in situ and then lifted, packed and marked to standards compatible with those set out in the *Excavation and post-excavation treatment of Cremated and Inhumed Human Remains* (McKinley & Roberts 1993). Any human bone that is recovered will be assessed and recorded in accordance with the above and *Guidelines to the Standards for Recording Human Remains* (BABAO/IFA 2004), *Human Bones from Archaeological Sites* (Historic England 2004) and *Science and the Dead* (Historic England 2013).

- 4.1.11 Human remains are to be treated at all stages with care and respect, and are to be dealt with in accordance with the law. Proposals for the final deposition of any human remains that are recovered during the archaeological work will be made in the post-excavation assessment report, following specialist study and analysis.
- 4.1.12 A full photographic record comprising colour digital images will be made. The photographic record will aim to provide an overview of the excavation and the surrounding area. A representative sample of individual feature shots and sections will be taken, in addition to working shots and elements of interest (individual features and group shots). The photographic register will include: film number, shot number, location of shot, direction of shot and a brief description of the subject photographed.
- 4.1.13 The site will be secured with netlon fencing along the trench edge to limit access to the site while works are ongoing. Any deep features within the excavation area will also be fenced as appropriate.

Finds/Environmental Remains

- 4.1.14 In general, all finds from all features will be collected. Where large quantities of 19th century and later finds are present and the feature is not of intrinsic or group interest, a sample of the finds will normally be collected sufficient to date and characterise the feature.
- 4.1.15 Finds will be identified, by context number, to a specific deposit or, in the case of topsoil finds, to a specific area of the site.
- 4.1.16 All finds will be properly processed according to ASE guidelines and the ClfA Standard and guidance for the collection, documentation, conservation and research of archaeological materials (2020b) All pottery and other finds, where appropriate, will be marked with the site code and context number.
- 4.1.17 Environmental samples will be taken from well-stratified deposits that are deemed to have potential for the preservation/survival of environmental material. There will be an assumption that samples will be taken from all contexts within pits, postholes and structural deposits as a minimum. Linear features will also be sampled initially although the scale and scope of this may be reviewed in consultation with SCC. Where appropriate monolith samples will be taken from suitable features. Bulk soil samples (40 litres or 100% of context)

will be taken for wet sieving and flotation, and for finds recovery. All recovered artefacts and ecofacts, including pollen, will be assessed as part of the first stage of post excavation work and recommendations made as to the benefit for further analysis. If necessary, the Historic England regional scientific advisor will be consulted. In all instances deposits with clear intrusive material will be avoided. Provision has been made for scientific dating such as radiocarbon-dating or OSL, for example, where appropriate.

- 4.1.18 Any finds believed to fall potentially within the statutory definition of Treasure, as defined by the Treasure Act 1996, amended 2003, shall be reported to the client and the Sussex Finds Liaison Officer. Should the find's status as potential treasure be confirmed the Coroner will also be informed. A record shall be provided to all parties 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). All metal or small finds will have their locations record by GPS.

4.2 Post-Excavation, Analysis and Archive

Report

- 4.2.1 Within four weeks of the completion of the site works a brief summary of the results and a timetable for the production of a post-excavation assessment report will be submitted to SCC and the client. Within a maximum of eight months of the completion of fieldwork the full post-excavation assessment report will be produced. The assessment will be undertaken in accordance with the Written Scheme of Investigation for the project and will also give due consideration to assessing the significance of any remains encountered in relation to the Regional Research Framework priorities and agendas. The assessment will contain the following information:

- SUMMARY: A concise non-technical summary
- INTRODUCTION: General introduction to project including reasons for work and funding, planning background.
- BACKGROUND: to include geology, topography, current site usage/description, and what is known of the history and archaeology of the surrounding area.
- AIMS AND OBJECTIVES: Summary of aims and objectives of the project
- METHOD: Methodology used to carry out the work.
- FIELDWORK RESULTS: Detailed description of results. In addition to archaeological results, the depth of the archaeological horizon and/or subsoil across the site will be described. The nature, location, extent, date, significance and quality of any archaeological remains will be described.
- SPECIALIST REPORTS: Summary descriptions of artefactual and ecofactual remains recovered. Brief discussion of intrinsic value of assemblages and their more specific value to the understanding of the site. Recommendations for further assessment and publication.
- DISCUSSION AND CONCLUSIONS: Overview to include assessment of value and significance of the archaeological deposits and artefacts, and consideration of the site in its wider context. Proposals for dissemination/publication of results.
- APPENDICES: Context descriptions, finds catalogues, contents of archive and deposition details, HER summary sheet.

- FIGURES: to include a location plan of the archaeological works in relation to the proposed development (at an Ordnance Survey scale), specific plans of areas of archaeological interest (at 1:50), a section drawing to show present ground level and depth of deposits, section drawings of relevant features (at 1:20).
 - PLATES: Colour photographs of the more significant archaeological features and general views of the site will be included where appropriate.
 - FURTHER PROJECT AIMS: a timetabled task list and updated research aims and the work to be undertaken to achieve them.
- 4.2.2 Copies of the report will be supplied to SCC and the client in both digital and hard copy. Following agreement with all parties a digital copy of the report will be supplied to Surrey Historic Environment Record.
- 4.2.3 A form will be completed for the Online Access to Index of Archaeological Investigations (OASIS) at <http://ads.ahds.ac.uk/project/oasis/UTH> in accordance with the guidelines provided by Historic England and the Archaeological Data Service.

Publication

- 4.2.4 Following completion of the post-excavation assessment, a review of the post-excavation programme will be held. At this review stage a timetable and the aims of any further specialist research required will be presented in an Updated Project Design for agreement with the client and approval by SCC. All specialist reports will be commissioned and the full post-excavation programme implemented through to full archive report and publication. A publication report will be submitted to a relevant journal or monograph series following completion of the PXA and UPD. Further, detailed information on the publication programme will be presented in the post-excavation assessment and updated project design. A summary of the project will also be included in the annual PSIAH fieldwork roundup.

Archive

- 4.2.5 A full archive will be prepared for all work undertaken in accordance with the ClfA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives and in line with the requirements of the SCC.
- 4.2.6 Finds from the fieldwork will be kept with the archival material and permission will be sought from the landowner to deposit the finds and paper archive with an appropriate local museum.

5 PUBLIC ENGAGEMENT

- 5.1 Upon completion of the fieldwork, and once the initial results/finds assessment has been completed, arrangements will be made to give talks, should the results justify it, to local societies, schools etc.

6 HEALTH AND SAFETY

- 6.1 ASE's Risk Assessment and Method Statement (RAMS) system covers most aspects of excavation work and ensures that for most sites the risks are adequately controlled. Prior to and during fieldwork sites are subject to an ongoing assessment of risk. Site-specific risk assessments are kept under review and amended whenever circumstances change which materially affect the level of risk. Where significant risks have been identified in work to be carried out by ASE a written generic assessment will be made available to those affected by the work. A copy of the Risk Assessment is kept on site.

7 RESOURCES AND PROGRAMMING

- 7.1 The archaeological works will be undertaken by a professional team of archaeologists, comprising an Archaeologist with support from a team of Assistant Archaeologists and a surveyor as required.
- 7.2 The Archaeologist for the project will be determined once the programme has been agreed with the client and will be responsible for fieldwork, post-excavation reporting and archiving in liaison with the relevant specialists. The project will be managed by Paul Mason (Project Manager) and by Anna Doherty/Dan Swift (Post-Excavation Manager). CVs of all key staff are available on request.
- 7.3 Specialists who may be consulted are set out below:

Prehistoric and Roman pottery	Anna Doherty, Kayt Hawkins, Stephen Patton, Joe Locke
Post-Roman pottery	Sue Anderson (external), Luke Barber (external)
Ceramic building material	Rae Regensberg
Fired clay	Stephen Patton, Trista Clifford
Clay tobacco pipe	Elke Raemen
Glass	Elke Raemen
Slag	Luke Barber (external); Trista Clifford
Metalwork	Trista Clifford, Elke Raemen
Worked flint	Karine Le Hégarat
Geological material / stone	Luke Barber (external)
Human bone inc cremated bone	Lucy Sibun, Hayley Forsyth-Magee
Animal bone including fish	Emily Johnson, Hayley Forsyth-McGee
Marine shell	Hannah Street, David Dunkin (external)
Registered finds	Elke Raemen, Trista Clifford
Coins	Trista Clifford
Treasure administration	Trista Clifford
Conservation	Alastair Threlfall
Geoarchaeology	Matt Pope, Letty Ingre, Alice Dowsett
Macro-plant remains	Lucy Allott, Angela Vitolo, Elsa Neveu
Charcoal	Lucy Allott, Angela Vitolo, Elsa Neveu
Waterlogged wood	Lucy Allott, Hannah Street

- 7.4 Other specialists may be consulted if necessary. These will be made known to the monitoring office for approval prior to consultation. Similarly, any changes in the specialist list will be made known to the monitoring office for approval prior to consultation.

8 MONITORING

- 8.1 The SCC Archaeologist will be informed immediately of any archaeological features or deposits worthy of preservation *in situ*, and generally of any high quality archaeological remains in order that this written scheme of investigation can be reviewed if necessary. SCC will be the primary curatorial body on these mitigation works and regular progress updates and opportunities to view the works will be provided.
- 8.2 ASE will liaise as appropriate to facilitate the monitoring process. ASE will arrange for the SCC monitoring officer to inspect the excavation areas to obtain sign off before they are backfilled.
- 8.3 Any variations to the specification will be agreed with SCC.

9 INSURANCE

- 9.1 Archaeology South-East is insured against claims for: public liability to the value of £50,000,000 any one occurrence and in the aggregate for products liability; professional indemnity to the value of £15,000,000 any one occurrence; employer's liability to the value of £50,000,000 each and every loss.

Archaeology South-East
July 2026

REFERENCES

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ASE, 2023, *Post-Excavation Manual 2: POST-EXCAVATION ANALYSIS AND REPORTING GUIDELINES*

ASE, 2026, *Archaeological Evaluation Report: Land at Rascals Farm, Southwater, West Sussex*. ASE Report 2026083

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ClfA, 2019, *Selection Toolkit for Archaeological Archives*. Chartered Institute for Archaeologists

ClfA, 2020, (revision), *Standard and Guidance for the collection, documentation, conservation and research of archaeological materials (Revised)*. Chartered Institute for Archaeologists

ClfA, 2022, *Code of Conduct (revised)*. Chartered Institute for Archaeologists

ClfA, 2023a, *Standard for Archaeological Excavation* Chartered Institute for Archaeologists

ClfA, 2023b, *Universal Guidance for Archaeological Excavation* Chartered Institute for Archaeologists

Europae Archaeologiae Consilium 2013, *A Standard and Guide to best practice for Archaeological Archiving in Europe*

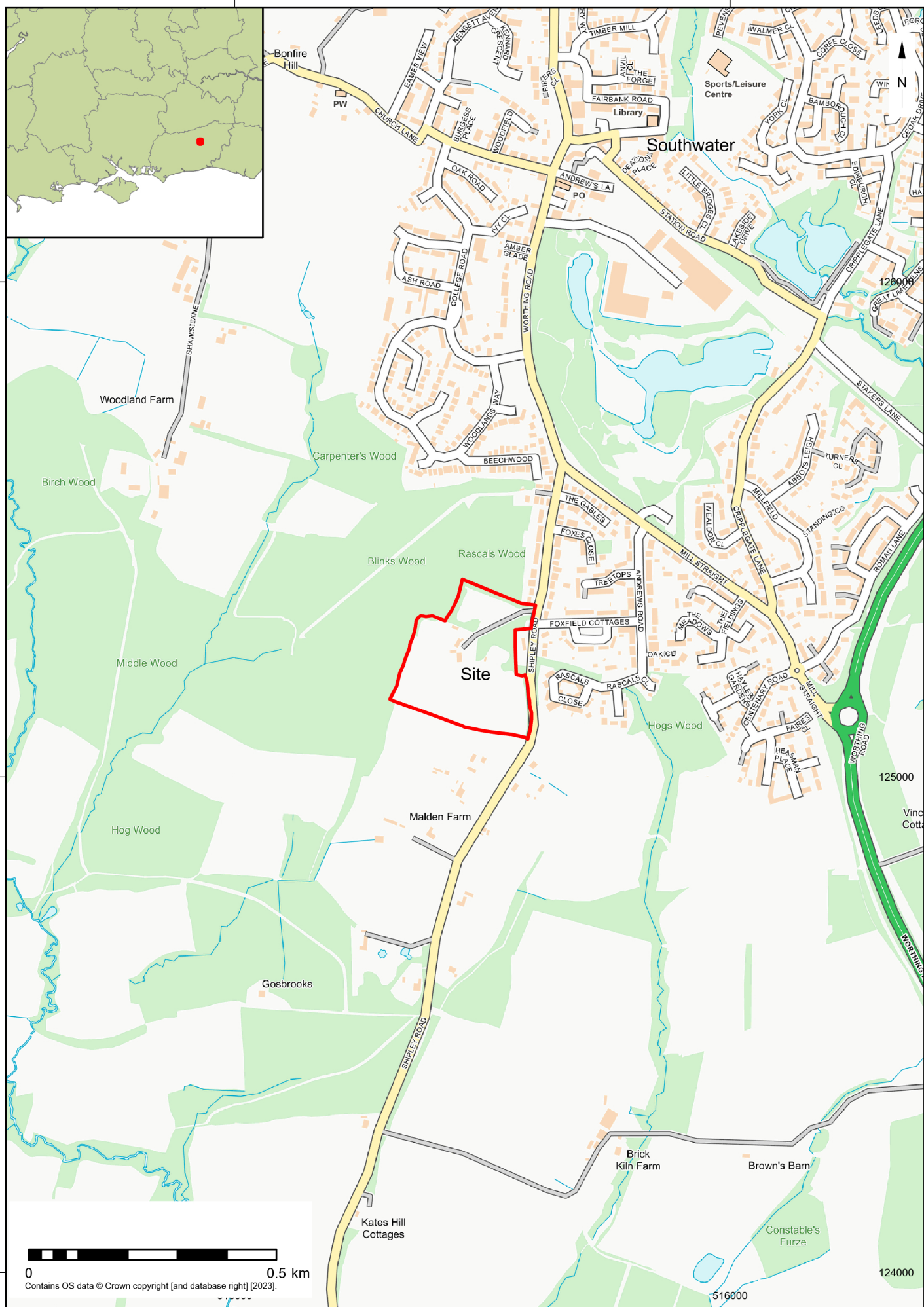
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SCC, 2023, *General Standards for Archaeological Projects in Surrey*

Society for Museum Archaeology 2020, *'Standards in the Museum Care of Archaeological Collections'*



© Archaeology South-East		Rascals Farm, Southwater, West Sussex	Fig. 1
Project Ref: 260486	July 2026	Site Location	
Report Ref: WSI	Drawn by: AC		





Appendix 1: Selection Strategy

Rascals Farm, Southwater, West Sussex
Sitecode SRF26
(ASE project number 260486)

16/07/2026 Version 1

Selection Strategy

Project Information

Project Management

Project Manager	Paul Mason	
Archaeological Archive Manager	Nicola Elphick	
Organisation	Archaeology South-East	
Stakeholders		Date Contacted
Collecting Institution(s)	Horsham Museum	tbc
Project Lead / Project Assurance	Surrey County Council <i>Planning Archaeologist</i>	14/07/2026
Landowner / Developer	Barratt Redrow Southern Counties	17/07/2026
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, previous work adjacent to the site, geophysical survey, any requirements for depositing archaeological archives to Horsham Museum alongside national and international archiving guidelines and ASE's in-house on-site collection policies.

The site comprises a strip, map and sample excavation of an area covering c.3865m² to further investigate a series of undated features, including an unurned cremation, found during evaluation trenching.

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

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1 – Digital Data			
Stakeholders			
Archaeological Archive Manager, Project Manager and Site Supervisor (ASE) Planning Archaeologist, Collections Curator, Barratt Redrow Southern Counties			
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, Barratt Redrow Southern Counties			
Selection			
All site paperwork will be included in the final permanent archive. If the project produces negative results the Selection Strategy will be reconsidered. All specialist recording sheets will be included in paper form. All digital photographs will be printed as contact sheets. The final report(s) will be issued alongside project planning and archive documents. Standards and guidance for paper archives consulted: see bibliography			
De-Selected Documents			
Any sensitive financial information or information concerning contacts for individuals involved in the project will be de-selected in line with GDPR requirements.			
Amendments			
Date	Amendment	Rationale	Stakeholders

3 – Materials			
Material type	BULK FINDS	Section 3.	1

Stakeholders

The Project Manager (Paul Mason, ASE) and Site Supervisor (ASE) will ensure the selection strategy is followed on site and seek appropriate advice as required.

The Finds Processing Supervisor (Steve Patton, ASE) will monitor the preliminary bulk finds archive selection strategy.

ASE's Finds Specialists will be responsible for recording and assessment of bulk finds and will advise on selection for inclusion in the preserved archive.

The Planning Archaeologist (SCC) and Collections Curator (Horsham Museum) will approve retention/deselection recommendations.

The Archaeological Archive Manager (Nicola Elphick, ASE) will apply the agreed selection strategy to the working project archive for deposition with Horsham Museum.

If amendments to the selection strategy are necessary due to the nature of the deposits uncovered on site or the finds assemblages these will be discussed with the other relevant stakeholders.

Selection

Material will be collected on site in line with ASE's on-site collection policies, **see section 3.1 of ASE Fieldwork Manual (ASE 2021)**.

All collected bulk finds will be washed, dried and quantified ahead of recording and appraisal by the relevant specialists.

Material-specific standards and guidance has been consulted (e.g. ACBMG 2002; APABE 2017; Baker and Worley 2019; Barclay et al. 2016; Mitchell and Brickley 2017; ClfA 2014a; ClfA Finds Recording, Finds Reporting and Selection Toolkits)

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

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

Uncollected Material

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

De-Selected Material

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

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

Review Points

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

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type	REGISTERED FINDS	Section 3.	2
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Stakeholders

The Project Manager (Paul Mason, ASE) and Site Supervisor (ASE) will ensure the selection strategy is followed on site and seek appropriate advice as required.

The Finds Processing Supervisor (Steve Patton, ASE) will monitor the preliminary registered finds archive selection strategy.

ASE's Finds Specialists will be responsible for recording and assessment of bulk finds and will advise on selection for inclusion in the preserved archive.

The Planning Archaeologist (SCC) and Collections Curator Horsham Museum will approve retention/deselection recommendations.

The Archaeological Archive Manager (Nicola Elphick, ASE) will apply the agreed selection strategy to the working project archive for deposition with Horsham Museum.

If amendments to the selection strategy are necessary due to the nature of the deposits uncovered on site or the finds assemblages these will be discussed with the other relevant stakeholders.

Selection

All artefacts identified as Registered Finds (RFs) as per ASE's on-site collection policies (ASE 2021). will be assigned a unique RF number and cleaned/dried/conserved (as appropriate) ahead of recording and appraisal.

Find Type	Selection Strategy	Stakeholders	Review Points
REGISTERED FINDS	Will be recorded in full. For registered finds, presumption is that they will be retained for archaeological archive.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording

Uncollected Material

All Registered Finds will be collected in full.

De-Selected Material

Registered Finds will be generally be retained for archive.

Review Points

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

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type	ENVIRONMENTAL REMAINS	Section 3.	2
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Stakeholders

The Project Manager (Paul Mason, ASE) and Site Supervisor (ASE) will ensure the selection strategy is followed on site and seek appropriate advice as required.

ASE's Environmental Specialists will be responsible for monitoring the preliminary bulk sample archive

selection strategy. They will also record and appraise materials derived from bulk earth samples and will advise on selection for inclusion in the archaeological archive.

The Planning Archaeologist and Collections Curator (Horsham Museum) will approve retention/ deselection recommendations.

The Archaeological Archive Manager (Nicola Elphick, ASE) will apply the agreed selection strategy to the working project archive for deposition with Horsham Museum.

If amendments to the selection strategy are necessary due to the nature of the deposits uncovered on site or the finds assemblages these will be discussed with the other relevant stakeholders.

Selection

Bulk samples will be collected on site in line with ASE's on-site collection policies, see section 2.6 of ASE Fieldwork Manual (ASE 2021).

Remains extracted from the processed samples will be assessed and recorded by the relevant specialist.

This selection strategy has been produced using current guidance and standards (Historic England 2008, 2010, 2015; Campbell et al. 2011; Baker and Worley 2019)

Find Type	Selection Strategy	Stakeholders	Review Points
FINDS FROM BULK SAMPLES e.g. Charred plant remains, charcoal, fish bone	Will be recorded and assessed for selection/discard	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording

Uncollected Material

De-Selected Material

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

Review Points

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

Amendments

Date	Amendment	Rationale	Stakeholders

4 – References

- Advisory Panel on the Archaeology of Burials in England (APABE), 2017 *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England*
- Archaeological Ceramic Building Materials Group (ACBMG), 2002 *Ceramic Building Material Minimum Standards for Recovery, Curation, Analysis and Publication*
- ASE, 2021 *Fieldwork Manual: Excavation and Recording Guidelines*
- Baker, P, and Worley, F, 2019 *Animal Bones and Archaeology: Recovery to archive.*
- Barclay, A, Knight, D, Booth, P, Evans, J, Brown, D H, and Wood, I, 2016 *A Standard for Pottery Studies in Archaeology*
- Brown, D H, 2011 *Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation.* Second edition
- Campbell, G, Moffett, L, and Straker, V 2011 *Environmental Archaeology. A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation.* Second edition
- Chartered Institute for Archaeologists (CIfA), 2014a *Standard and guidance for the collection, documentation, conservation and research of archaeological materials*
- Chartered Institute for Archaeologists (CIfA), 2014b *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*
- Chartered Institute for Archaeologists (CIfA), *Selection Toolkit*:
<https://www.archaeologists.net/selection-toolkit>
- Chartered Institute for Archaeologists (CIfA), *Specialist Recording Toolkit*:
<https://www.archaeologists.net/toolkits/finds-recording>
- Chartered Institute for Archaeologists (CIfA), *Specialist Reporting Toolkit*:
<https://www.archaeologists.net/reporting-toolkit>
- Chartered Institute for Archaeologists (CIfA), *Dig Digital Online Resource*:
<https://www.archaeologists.net/digdigital>
- Historic England, 2008 *Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains*
- Historic England, 2010 *Waterlogged Wood Guidelines on the recording, sampling, conservation and curation of waterlogged wood*
- Historic England, 2015 *Geoarchaeology: Using earth sciences to understand the archaeological record*
- Mitchell, P D, and Brickley, M, 2017 *Updated Guidelines to the Standards for Recording Human Remains*
- Perrin, K, Brown, DH, Lange, G, Bibby, D, Carlsson, A, Degraeve, A, Kuna, M, Larsson, Y, Pálsdóttir, SU, Stoll-Tucker, B, Dunning, C, and Rogalla Von Bieberstein, A, 2014 [*The Standard and Guide to Best Practice for Archaeological Archiving in Europe*](#) (EAC Guidelines 1)

Appendix 2: DMP

RASCALS FARM, SOUTHWATER, WEST SUSSEX

SITE CODE: SRF26

16/07/2026 VERSION 1

A Data Management Plan created using DMPonline

Creator: Nicola Elphick

Affiliation: Archaeology South-East

Template: Digital Curation Centre

Last modified: 16-07-2026

Project abstract

The site comprises a strip, map and sample excavation of an area covering c.3865m² to further investigate a series of undated features, including an unurned cremation, found during evaluation trenching.

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

Are any restrictions on data sharing required?

None are required.

RESPONSIBILITIES AND RESOURCES

Who will be responsible for data management?

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

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

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

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

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

What resources will you require to deliver your plan?

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

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

ADS (1) Data Management and sharing Plans

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

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

ADS (3) Guidelines for Depositors

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

ADS (4) Guidance for the selection of material for deposit and archive

<http://archaeologydataservice.ac.uk/advice/selectionGuidance.xhtml>

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

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

<http://archaeologydataservice.ac.uk/arches/Wiki.jsp?page=The%20Standard%20and%20Guide%20to%20Best%20Practice%20in%20Archaeological%20Archiving%20in%20Europe>