# WRITTEN SCHEME OF INVESTIGATION FOR AN ARCHAEOLOGICAL EVALUATION

## Duckmoor, Billingshurst, West Sussex

Site Code: DUC25

NGR: 509593 126008

Ref: 794-PLN-HER-01331
January 2025

rpsgroup.com

## 1.0 Introduction

1.1 Archaeology South-East (ASE), the contracting division of the Institute of Archaeology, University College London, have been commissioned by RPS Consulting Services Ltd (hereafter referred to as 'The Client') to undertake an archaeological evaluation in advance of development at Duckmoor, Billingshurst, West Sussex, hereafter referred to as 'the site'. The site is centred on National Grid Reference 509593 126008 and its location is shown in Figure 1.

1.2 The site occupies two agricultural fields on the north-eastern edge of Billingshurst. It is bounded by recent residential development off Hilland Road to the west, with further agricultural land to the north, east and south. All boundaries are hedgerows (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 - Sandstone. Superficial deposits are not mapped (BGS 2025). Previous archaeological investigation in fields nearby to the west indicate a likely depth of 0.30 – 0.50m combined topsoil and ploughsoil overlying natural substrate.

1.4 A desk-based assessment for the site concluded that it has a moderate potential for isolated artefacts dating to the prehistoric periods and a moderate potential for Iron Age/Roman agricultural evidence and a low potential for other periods (RPS 2020).

1.5 The site is subject to proposals for residential development.

1.6 The current document is a Written Scheme of Investigation for an archaeological trial trench evaluation of the site, for submission to Horsham Borough 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 with the Sussex Archaeological Standards 2019. All work will be reported upon in line with guidelines set out in Management of Research Projects in the Historic Environment (MoRPHE; Historic England 2015).

1.7 It should be noted that further work may be required if significant archaeological remains are found during the evaluation. In the event that further archaeological excavation is required a supplementary WSI will be prepared detailing the proposed work and submitted for approval.

1.8 The project will be managed by Paul Mason (Fieldwork) and Anna Doherty (Post-Excavation)

## 2.0 Archaeological Background

2.1 The following archaeological information is drawn from the Archaeological Desk Based Assessment with due acknowledgment (RPS 2020).

*Previous Archaeological Work*

2.2 No archaeological fieldwork has taken place on the site however a substantial programme of archaeological fieldwork was undertaken in advance of development in the immediate vicinity of the site including the fields that bound the site to the west and north-west. Fieldwork comprised a programme of fieldwalking, walkover survey, geophysical survey and targeted archaeological trial trenching (CgMs/ASE 2011a and CgMs/ASE 2011b and CgMs/ASE 2014). A subsequent programme of excavation was also undertaken focussing on significant archaeological remains recorded approximately 250m north-west of the site (CgMs/ASE 2015) and 250m south of the site (CgMs/ASE 2017). This work identified Mesolithic flint scatters and a Middle Iron Age-Romano-British settlement to the north-west and Middle Bronze Age pits, an Iron Age smithy and Roman settlement foci to the south.

2.3 Earlier prehistoric evidence comprises Mesolithic flint found 375m to the west, with further scatters found during fieldwalking to the immediate north-west. Residual Mesolithic-Neolithic flint was found during works south of the A272, with Neolithic-Bronze Age pottery associated with a pit feature. Three Middle Bronze age pits were also found.

2.4 Work 250m to the north-west found evidence for Middle Iron Age ditches and pits and a Late Iron Age/Early Romano-British rectangular enclosure with a single roundhouse, with a second added later in the Roman period and associated with stock enclosures and two cremation burials. A late Roman coin hoard was also found. Work south of the A272 found a four-post structure interpreted as a possible Iron Age smithy and two focal points of early Roman settlement, one enclosed, the other potentially unenclosed with associated field boundaries and north to south aligned trackways. Mid Roman activity took the form of Early Roman pits being utilised for refuse disposal and a small complete ring ditch was identified.

2.5 The site lies away from the historic centre of Billingshurst and evidence is limited to artefacts and some boundaries, trackways and pits found south of the A272.

2.6 The site was in agricultural use for the post-medieval period. A small farmstead or outfarm is shown on the 1841 Tithe map in the extreme north-west corner of the site, but had been largely demolished by the late 19$^{th}$ century.

## 3.0 Research Aims and Objectives

3.1 The general aims of the archaeological investigation are to ascertain:

- Whether archaeological remains are present on the site and if so to assess their location including depth below ground level, nature, date, survival, and significance;
- How they might be impacted by the development of the site; and
- To enable Horsham Borough Council's archaeological advisor to make an informed decision as to the requirement for any further archaeological work either in advance of, or during, the development.

3.2 The specific aims of the archaeological investigations are to identify:

- Any prehistoric activity predating the known Iron Age/ Roman activity in the locality;
- To identify any further indications of Iron Age/ Roman activity and to integrate this with the results of previous investigations to the north-west and to the south of the A272; and
- To identify any remains of medieval activity.

3.2 The project also has the potential to inform on the following areas of research from the South-East Research Framework;

Middle Bronze Age/Iron Age

- *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?*

- *The evolution of settlement: despite (or because of) the rapid accumulation of new evidence, there are major problems such as the long-term history of the land divisions laid out in the MBA/LBA; the problem of MIA settlements; the hiatus between earlier sites and those of the LIA.*

- *The transition to the Late Iron Age: how are we to understand the important changes from MIA to LIA, including the emergence of a southern kingdom centred on west Sussex?*

Roman: Continuity and Change

- *Examples of continuity and change in rural settlement patterns and types throughout the Roman period are important. All instances of rural settlement sites are valuable resources that require mapping, phasing, dating and comparison with other known examples in order to determine patterns of change or regionality.*

- *What impacts on the landscape came about during the later [Roman] period and into the sub-Roman phase? Are there discernible changes in agricultural practices and re-forestation?*

Roman: Rural Settlement

- *What building types are used on rural settlements? How common are roundhouses and how late do they remain in use?*

Roman: Field systems

- *Field systems, and their relationship to preceding and succeeding systems, need to be better understood.*

Medieval: Rural Landscape

- *[better] characterise the medieval rural landscape around current villages;*
- *Further investigation of agricultural practices (including animal husbandry) and land use through more systematic sampling and analyses than hitherto.*

## 4.0 Methodology

4.1 Twenty-two trenches measuring 30m x 1.8m wide will be excavated as shown on Figures 2 - 4, representing a 5% sample of the site. An allowance for additional lengths of trench to clarify initial results, where required, has been made.

4.2 The trenches will be accurately laid out using a GPS survey system or total station and tied in to the National Grid. Some modification to the suggested trench positions may be necessary due to obstructions. Significant variations to the trench layout will be discussed with the client and the archaeological advisor.

4.3 The trenches will be scanned prior to excavation using a CAT scanner. The trenches will be excavated using a suitable mechanical excavator (360° excavator) equipped with a toothless ditching bucket.

4.4 Only undifferentiated topsoil, subsoil and overburden of recent origin will be removed by machine and will be kept separately. The excavation will be taken down to the top of the first significant archaeological horizon or the top of the underlying ‘natural’, whichever is uppermost. Due to Health and Safety considerations the trench will not be excavated beyond a safe working depth (generally c. 1.2m) unless suitable precautions (i.e. stepping or battering of trench edges, and /or shoring) have been implemented; the indicative depth of 1.2m may be reduced if the trench sides appear to be particularly unstable. All machining will be undertaken under the supervision of a suitably qualified archaeologist.

4.5 On conclusion of the excavation, the spoil will be backfilled by ASE's plant. No formal reinstatement to previous condition (i.e. re-turfing) will be undertaken.

4.6 A Risk Assessment will be produced and agreed with the client prior to the commencement of the work.

## 5.0 ENVIRONMENTAL AND OTHER SAMPLING

5.1 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.

5.2 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.

## 6.0 TREATMENT OF HUMAN REMAINS AND TREASURE TROVE

6.1 If human remains are found, work will cease and all necessary statutory provisions followed. The police, the archaeological advisor and the client will be informed immediately.

6.2 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 the archaeological advisor will also be informed. A record shall be provided to the Coroner and to

the archaeological advisor 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).

## 7.0 RECORDING

7.1 All recording and analysis will be undertaken in accordance with this document and the Sussex Archaeological Standards 2019 unless otherwise agreed in writing by the archaeological advisor.

7.2 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 the archaeological advisor. 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.

7.3 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.

## 8.0 POST-EXCAVATION TREATMENT OF ARTEFACTS AND ECOFACTS

8.1 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.

8.2 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.

8.3 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.

8.4 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.

8.5 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.

8.6 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.

8.7 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) |

## 9.0 REPORTING

9.1 Reporting will be undertaken in accordance with the ASE post-excavation guidelines and with reference to local standards and guidance as appropriate.

9.2 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.

9.3 A draft report will be submitted to the client in the first instance, then to the archaeological advisor 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 WSCC 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.

9.4 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.

## 10.0 PREPARATION AND DEPOSITION OF THE FINDS AND ARCHIVE

10.1 The site archive will be assembled in accordance with the guidelines set out in Histric England'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).

10.2 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. The archive will be prepared with reference to the standards of UKIC (1990) and the Museums and Galleries Commission (1994).

## 11.0 HEALTH AND SAFETY

11.1 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 project will be approved by RPS prior to the commencement of work and all relevant health and safety regulations will be adhered to.

## 12.0 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.

## 13.0 INSURANCE

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

## References

Archaeological Archives Forum 2011 *Archaeological Archives. A guide to best practice* [aaf_archaeological_archives_2011.pdf (archaeologyuk.org)]

Archaeology South-East, 2007 *Post-Excavation Manual 1: Finds and Environmental Deposition and Processing Guidelines*

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

CgMs/ASE 2011a *A Walkover Survey, Detailed Magnetometer Survey and Surface Artefact Collection on Land at Billingshurst, West Sussex*

CgMs/ASE 2011b *Archaeological Evaluation Report Land East of Billingshurst, West Sussex*

CgMs/ASE 2014 *Archaeological Evaluation Report Land East of Billingshurst, West Sussex Phase 2*

CgMs/ASE 2015a *Archaeological Excavations on land east of Billingshurst*

CgMs/ASE 2015b *Archaeological Evaluation Land South of A272*

CgMs/ASE 2017 *Post Excavation Report Land South of A272*

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)]

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

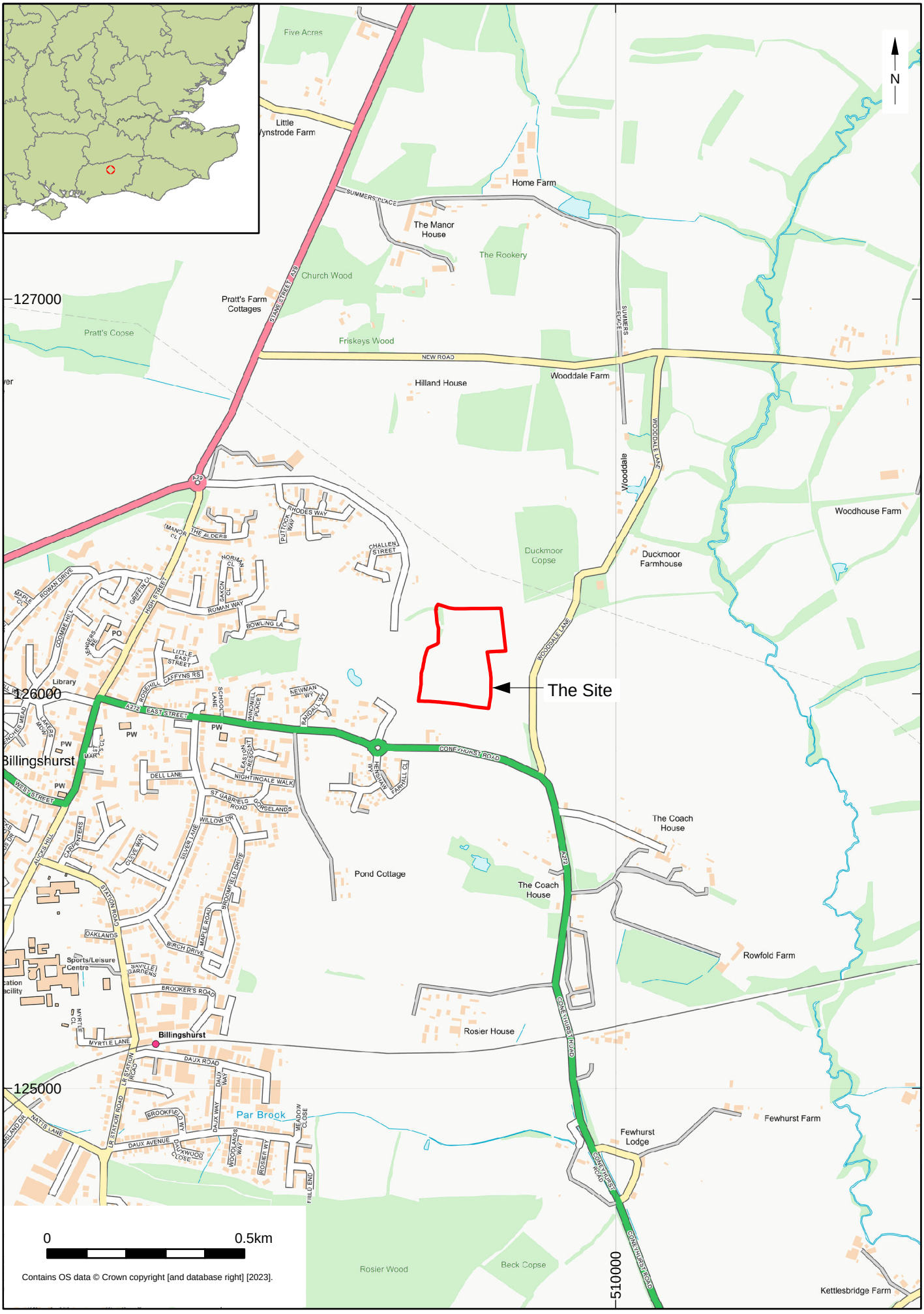
Historic England, 2010 *Waterlogged wood. Guidelines on the recording, sampling, conservation and curation of waterlogged wood* [historicengland.org.uk/images-books/publications/waterlogged-wood/waterlogged-wood/]

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]

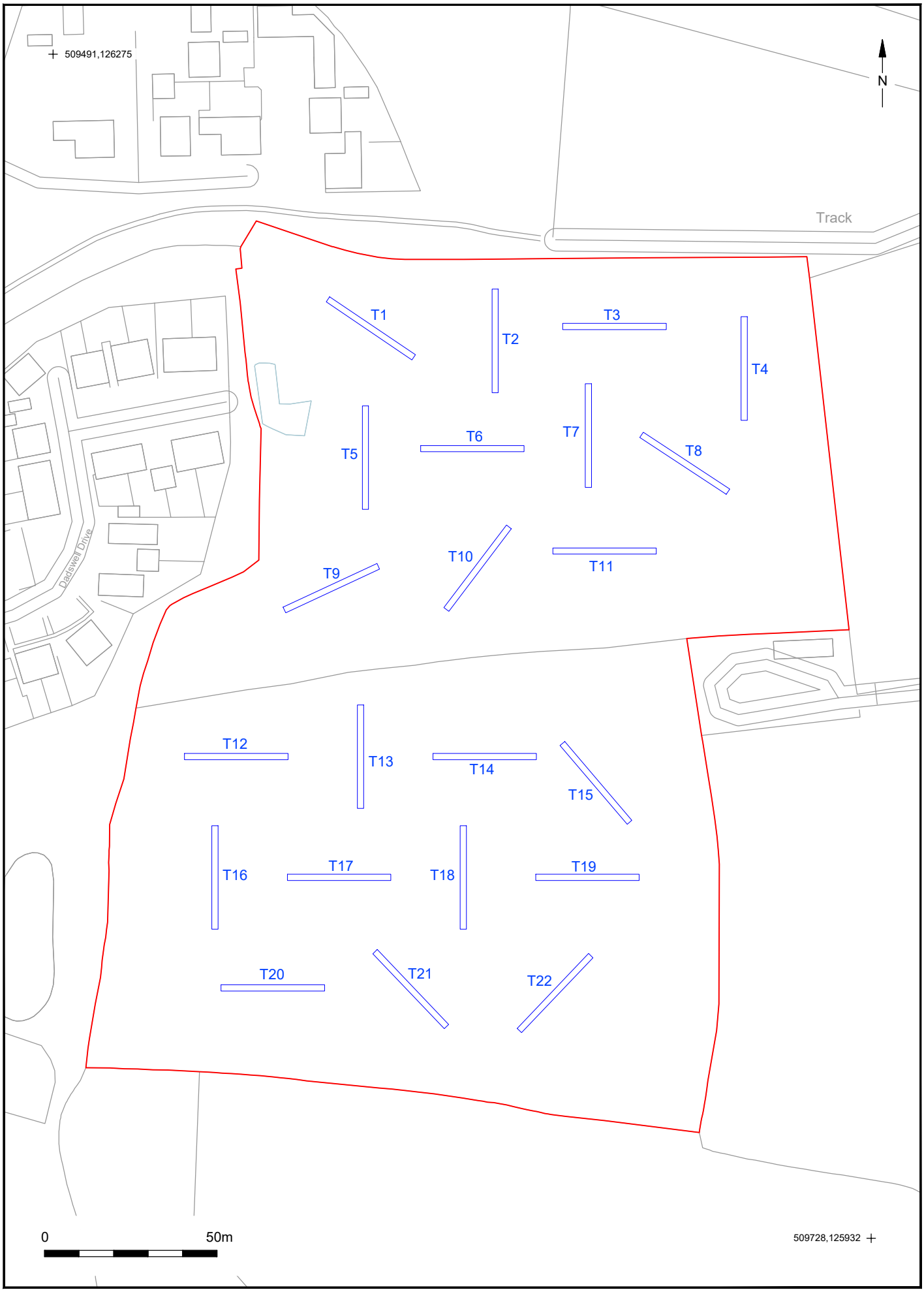
Historic England 2015 *Management of Research Projects in the Historic Environment* [Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide | Historic England]

RPS 2020 *Archaeological Desk-based Assessment: Duckmoor, East of Billingshurst, West Sussex.* RPS Report 26818.

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]




| | | |
|---|---|---|
| | Duckmoor, Billingshurst | Fig. 1 |
| | Site Location | |




| | | |
|---|---|---|
| | Duckmoor, Billingshurst | Fig.2 |
| | Proposed trench location | |




| | | |
|---|---|---|
| | Duckmoor, Billingshurst | Fig.3 |
| | Proposed trench location with development plan | |




| | | |
|---|---|---|
| | Duckmoor, Billingshurst | Fig.4 |
| | Proposed trench location with Google satellite imagery | |

## Appendix A: Selection Strategy

**Duckmoor, Billingshurst, West Sussex**
**Sitecode DUC25 (ASE project number 250011)**

**23/01/25 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** | Horsham Borough Council Archaeological Advisor | TBC |
| **Landowner / Developer** | c/o RPS | 24/01/2025 |
| **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 alongside national and international archiving guidelines and ASE's in-house on-site collection policies.

The project is an evaluation comprising 22 x 30m trenches in advance of a proposed residential development. The site lies in an area of potential relating to prehistoric and Romano-British settlement.

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

### Standards and Guidance

**This selection strategy has been produced in line with current best practice using standards and guidance listed in the bibliography section at the end of this document**

## 1 – Digital Data

**Stakeholders**

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

**Selection and De-Selected Digital Data**

Detailed in attached Data Management Plan (DMP)

**Amendments**

| Date | Amendment | Rationale | Stakeholders |
|---|---|---|---|
| | | | |

## 2 – Documents

**Stakeholders**

Archaeological Archive Manager, Project Manager and Site Supervisor (ASE)
Curator, Collections Curator, Landowner

**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 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; 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 CLAY/DAUB | Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance | Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist | During fieldwork, processing & recording |

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

| | | | |
|---|---|---|---|
| e.g. wood, leather | low significance | Archive Manager, Planning Archaeologist | 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 (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 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 |
|---|---|---|---|

**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 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

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

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

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

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

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

## Appendix B: DMP

**DUCKMOOR, BILLINGSHURST, WEST SUSSEX**

**SITE CODE: DUC25**

**23/01/25 VERSION 1**

*A Data Management Plan created using DMPonline*

Creator: Nicola Elphick

Affiliation: Archaeology South- East

Template: Digital Curation Centre

Last modified: 23-01-2025

Project abstract:

The project is an evaluation comprising 22 x 30m trenches in advance of a proposed residential development. The site lies in an area of potential relating to prehistoric and Romano-British settlement.

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 institution's digital requirements prior to deposition.

What is the long-term preservation plan for the dataset?

Once the dataset has been deposited with the archive repository ASE will retain a copy of the dataset. This dataset will be migrated onto the latest formats for future use.

## DATA SHARING

How will you share the data?

The final grey literature report will be uploaded onto the ASE website, OASIS and West Sussex County Council's HER . Any other information/ data sharing will be done via requests from members of the public/researchers to either ASE or the repository.

Are any restrictions on data sharing required?

None are required.

## RESPONSIBILITIES AND RESOURCES

Who will be responsible for data management**?**

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

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

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

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

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

What resources will you require to deliver your plan?

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

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

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

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

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

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