Archaeology South-East

ASE

Aquarius, The Street, Bramber, West Sussex

Written Scheme of Investigation for an Archaeological Watching Brief

NGR: 519184 110652

ASE Project no: 250120

Horsham District Council

Planning Ref: DC/23/1886

Site Code: TSA25

March 2025

Archaeology South-East
Units 1 & 2
2 Chapel Place
Portslade
East Sussex
BN41 1DR

Tel: 01273 426830
Email:ase@ucl.ac.uk
Web: www.ucl.ac.uk/archaeology-south-east

Aquarius, The Street, Bramber, West Sussex

Written Scheme of Investigation for an Archaeological Watching Brief

NGR: 519184 110652

ASE Project no: 250120

Horsham District Council

Planning Ref: DC/23/1886

Site Code: TSA25

March 2025

Prepared by:	**Richard James**	**Senior Archaeologist**
Reviewed and approved by:	**Jon Sygrave**	**Project Manager**
Date of Issue:	**March 2025**	
Version:	**1**	

1.0 INTRODUCTION

1.1 Archaeology South-East (ASE) has been commissioned by Mr and Mrs Bryer to undertake an archaeological watching brief during groundworks at Aquarius, The Street, Bramber, West Sussex, hereafter 'the site' (NGR 519184 110652). The site location is shown on Figure 1.

1.2 The site comprises a detached bungalow with a separate garage set within an irregular plot on the western bank of the River Adur at the eastern end of the village. It is bounded to the south by The Street, the main road through the village, which crosses the river immediately to the south-east via Beeding Bridge and extends into the separate village of Upper Beeding (Figure 3).

1.3 A planning application for the demolition of the garage and single storey side extension, the construction of a single storey extension incorporating integrated garage with accommodation above and the raising of the roof to form two-storey across the whole dwelling has been approved by Horsham District Council (DC/23/1886; Figure 4) subject to the following condition pertaining to archaeology:

3. Pre-commencement Condition: No preliminary groundworks of any kind shall take place until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved by the local planning authority.

Reason: To enable the Local Planning Authority to control the programme of archaeological work by monitoring and recording of all groundworks, in accordance with Policy 34 of the Horsham District Planning Framework (2015)

1.4 A consultation response by Surrey County Council (then archaeological advisors to Horsham District Council) identified the following archaeological significance:

Aquarius is located within Archaeological Notification Area DWS8579 – Bramber Historic core and medieval Salt-working and occupation. Archaeological fieldwork on the adjoining Millfield site (MWS6711) established that the site was located within the former tidal estuary, and that it had been used for salt-production in the 13th century, followed by a period of flooding. In the 15-16th centuries the site was reoccupied, with a number of structures present. Reclamation of the area took place in the post medieval period, raising land levels. The archaeological potential of the proposed development area is high.

1.5 All work will be undertaken in accordance with this document, the CIfA Regulations, Standards and Guidance (CIfA 2020; 2022; 2023a-c) and with the *Sussex Archaeological Standards* (2019), hereafter 'the Standards'. 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). This document is sufficient to cover all eventualities, but it should be noted that a final decision on site as to how to proceed in the event that *significant* remains are revealed in the Watching Brief will be determined in

agreement with the Archaeological advisors to the Local Planning Authority (LPA) and the client as appropriate.

1.6 This project will be managed by Jon Sygrave (fieldwork) and by Dan Swift (post-excavation).

2.0 SITE GEOLOGY AND TOPOGRAPHY

2.1 The site lies on the eastern edge of the village of Bramber, on the western bank of the river immediately north of the bridge. It lies at a height of approximately 5m aOD.

2.2 According to the British Geological Survey 1:50,000 scale geological mapping available online (BGS 2025), the natural geology of the site comprises Zig Zag Chalk Formation overlain by superficial deposits of Alluvium.

3.0 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

3.1 The following background has been prepared from the West Sussex HER (Ref. 202425-105) and existing sources including previous work by ASE in the vicinity. There are no recorded heritage assets within the site boundary. There has been no recorded below ground archaeological investigation of the site. The archaeological context is shown on Figure 2.

3.2 The site lies within an extensive archaeological notification area (ANA) relating to the historic core of Bramber and associated medieval salt-working (DWS8579). Two other ANAs exist in close proximity: DWS8196 (Early Medieval Settlement and Medieval Saltworking, Deserted Medieval Village and St. Botolphs Church, Bramber) and DWS8578 (The Site of Sele Priory and the Parish Church of St Peter, Upper Beeding).

3.3 WSHER records a medieval salt-working site immediately to the west (MWS6516 – see below for details). Other records in close proximity are MWS4245 (medieval salt-making mounds), MWS5307 (WW2 gun emplacement) and MWS7920 (the King's Head Inn).

3.4 Pre-medieval evidence in Bramber and adjacent Upper Beeding is sparse. The surrounding higher ground, both in terms of the greensand and particularly the chalk downs, have provided extensive evidence of prehistoric and Roman activity, and Steyning had prominence as a port in the early medieval period, with the church having status as a royal burial place for the kings of Wessex, notably Alfred the Great's father Aethelwulf. Bramber itself has little significance until the medieval period when a castle was built on the western side of the valley by William de Braose. This was linked to further higher ground at Beeding by a causeway incorporating two bridges, the eastern one of which (Beeding Bridge) lies adjacent to the site which, until the river was embanked in the 16th century, lay within marshy ground on the river margin.

3.5 The main archaeological significance of the site is in relation to medieval salt-working. Extensive traces of this industry were recorded along the Adur valley from Domesday onwards. Excavations on the adjacent site to the west (Millfields) in 1997 found further evidence (Ridgeway 2000). This comprised a

mound derived from a number of different layers of washed sands and silts and interpreted as a saltern created by intermittent salt-working between the 13th and 16th centuries and containing hearths, a well and at least two structural features, probably working sheds or shelters. This was preceded by a linear ditch extending eastwards across the site (though as projected, running north of the current application site) interpreted as an early attempt at drainage/reclamation. A 19th century saw pit was also recorded, possibly associated with a wharf, and footings were observed of a WW2 gun emplacement defending the bridge from attack from the east (mirroring two earlier events in 1643 when Bramber bridge was defended against attacks from the west).

4.0 RESEARCH AIMS AND OBJECTIVES

General Aims

4.1 The broad aims of the watching brief are:

- To enable any archaeological deposits and features, disturbed during the proposed works, to be adequately recorded, interpreted and reported on.

Site Specific Aims

4.2 Site-specific research aims are identified as follows:

- To identify any evidence of medieval salt-making and other settlement associated with the adjacent Millfield site, including an 11th-13th century drainage ditch plotted as heading towards the river (Ridgeway 2000);
- To identify evidence of a river crossing predating the existing stone bridge – a timber bridge is recorded in the 13th century, forming, with the stone Bramber Bridge further to the west, part of a causeway extending across the valley floor (Harris 2004).

Research Aims

4.3 The watching brief has the potential to address the following research objectives set out in the South-East Research Framework:

- Medieval industry: surrounding workshop areas should be looked for/investigated when any of the following turn up: pottery kiln sites, kilns associated with brick and floor tile manufacture, Iron smelting/smithing, water mills and windmills; the medieval textile industry needs thorough investigation (SERF: Medieval).
- Areas given over to such activities also need to be placed in their wider context. For instance, the study of the working areas of industrial sites might tell us much about the processes undertaken by workers, but not much about other aspects of their lives (living in 'shanty' circumstances for example?) (SERF: Medieval).
- Communications: work could be done on the medieval re-use of Roman roads and the siting of medieval fords and bridges; routes used for transporting raw materials or finished products between town and county, the coast and the Weald need to be traced (SERF: Medieval).

5.0 METHODOLOGY

5.1 The proposed scheme works comprise groundworks associated with the construction of the extensions to the existing building, notably foundation trenches. The area of the watching brief is shown on Figure 4.

5.2 **Any machine used for removal of material above undisturbed natural geology will be fitted with a toothless bucket of appropriate width.**

5.3 Where excavations reveal archaeological remains, an opportunity will be made for careful hand excavation and the collection of samples sufficient to understand their location, extent, date and character by the archaeologist in attendance, taking site health and safety into account. All work will be undertaken in line with the appropriate archaeological standards (cf *para 1.5*).

6.0 ARTEFACT RECOVERY

6.1 Artefacts will be recovered in accordance with section 3.1 of the ASE Fieldwork Manual (ASE 2024) and / or as specified by the Selection Strategy (Appendix 1) and taking note of any specific local requirements. Retained samples will be bagged in polythene bags according to type and context.

6.2 The spoil from the excavations will also be inspected by the ASE archaeologist to recover any artefacts or ecofacts of archaeological interest. A metal detector will be used at regular intervals to scan spoil derived from the excavations and at regular intervals during the excavation of archaeological deposits and features.

7.0 TREATMENT OF HUMAN REMAINS AND TREASURE TROVE

7.1 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 ESCC 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).

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

8.0 ENVIRONMENTAL AND OTHER SAMPLING

8.1 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.

8.2 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.

8.3 The potential of samples taken during fieldwork for scientific dating will be considered and actioned where appropriate. The suitability of environmental remains for radiocarbon dating will be considered with reference to Historic England guidelines (Bayliss and Marshall 2022) and by taking into account feature, context and taphonomic information, material available and the potential to contribute to relevant research questions.

9.0 RECORDING

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

9.2 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.

10.0 POST - EXCAVATION TREATMENT OF ARTEFACTS AND ECOFACTS

10.1 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.

10.2 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.

10.3 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.

10.4 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.

10.5 Provision will be made for obtaining samples for radiocarbon dating from such archaeological features as structural features (e.g. post holes), hearths, kilns or features that contain good artefactual or ecofactual assemblages to aid understanding and interpretation of the site.

10.6 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.

10.7 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, 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)

11.0 REPORTING AND ARCHIVE

11.1 In general, the report will present the results of the watching brief and will as a minimum standard contain sufficient detail to serve both future research and inform future planning decisions. Reporting will be undertaken in accordance with the ASE post-excavation guidelines and with reference to local standards and guidance as appropriate.

11.2 Following internal review a draft report will be submitted to the client for approval. Once any necessary changes have been made, the approved final report will be submitted to the client for onward submission to the LPA. A short summary of the report may be prepared for the relevant local archaeological journal, in this instance the Sussex Archaeological Collections.

11.3 A further digital copy of the report (including plans, illustrations and photographs) will be supplied to the WSCC Historic Environment Record on CD-ROM/by email in PDF(A) format and will include GIS Shapefiles if appropriate.

11.4 Permission will be sought to deposit the written and drawn archive with Steyning Museum for long term curation upon completion of the fieldwork. Temporary storage of the archive will be at ASE offices and/or storage facility.

12.0 PREPARATION AND DEPOSITION OF THE FINDS AND ARCHIVE

12.1 The site archive will be assembled in accordance with the guidelines set out in Historic 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).

12.2 Upon completion of the fieldwork an OASIS (Online Access to the Index of Archaeological Investigations) form will be completed. A print-out of the form will be included as an appendix to the final report.

13.0 HEALTH AND SAFETY

13.1 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 the client prior to the commencement of work and all relevant health and safety regulations will be adhered to.

14.0 GENERAL

14.1 Archaeology South-East is a Chartered Institute for 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.

15.0 INSURANCE

15.1 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.

16.0 PROJECT MANAGEMENT

16.1 This project will be managed by Jon Sygrave (fieldwork) and Dan Swift (post-excavation).

REFERENCES

Archaeological Archives Forum, 2011 *Archaeological archives. A guide to best practice in creation, compilation, transfer and curation.* [aaf_archaeological_archives_2011.pdf (archaeologyuk.org)]

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

BGS, 2025 https://www.bgs.ac.uk/map-viewers/bgs-geology-viewer/

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 monitoring and recording* [Standard for archaeological monitoring & recording.pdf (archaeologists.net)]

CIfa 2023b *Universal guidance for archaeological monitoring and recording* [Universal guidance for archaeological monitoring & recording.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)]

Harris, R. 2004. *Bramber: Historic Character Assessment Report.*

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

Ridgeway, V. 2000. A medieval saltern mound at Millfields Caravan Park, Bramber, West Sussex. *Sussex Archaeological Collections* 138.

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

Sussex Archaeological Standards (2019)

Archaeology South-East
March 2025

Appendix 1: Site Selection Strategy

Aquarius, The Street, Bramber, West Sussex
Site code TSA25 (ASE project number 250120)

26/02/25 Version 1

Selection Strategy

Project Information

Project Management		
Project Manager	Jon Sygrave	
Archaeological Archive Manager	Nicola Elphick	
Organisation	Archaeology South-East	
Stakeholders		**Date Contacted**
Collecting Institution(s)	Steyning Museum	
Project Lead / Project Assurance	Planning Archaeologist (Horsham District Council archaeological advisor)	
Landowner / Developer	Mr and Mrs Bryer	
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 and previous work adjacent to the at the site, alongside national and international archiving guidelines and ASE's in-house on-site collection policies.

The site is located on the eastern edge of Bramber, next to a medieval bridge and in an area of medieval settlement and salt-extraction. It comprises the erection of an extension to the existing detached house. Groundworks will be monitored by archaeological watching brief.

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 (Jon Sygrave, ASE) and Site Supervisor (ASE) will ensure the selection strategy is followed on site and seek appropriate advice as required.

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

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

The Planning Archaeologist and Collections Curator (Steyning 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 Steyning 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,	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

Stakeholders

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

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

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

The Planning Archaeologist and Collections Curator (Steyning 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 Steyning 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 (Jon Sygrave, ASE) and Site Supervisor (ASE) will ensure the selection strategy is followed on site and seek appropriate advice as required.

ASE's Environmental Specialists will be responsible for monitoring the preliminary bulk sample archive selection strategy. They will also record and appraise materials derived from bulk earth samples and will

advise on selection for inclusion in the archaeological archive.

The Planning Archaeologist and Collections Curator (Steyning 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 Steyning 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 2: Data Management Plan

aquarius, the street, bramber, west Sussex

Site Code: tsa25

26/02/25 Version 1

A Data Management Plan created using DMPonline

Creator: Nicola Elphick

Affiliation: Archaeology South- East

Template: Digital Curation Centre

Last modified: 26-02-2025

Project abstract:

The site is located on the eastern edge of Bramber, next to a medieval bridge and in an area of medieval settlement and salt-extraction. It comprises the erection of an extension to the existing detached house. Groundworks will be monitored by archaeological watching brief.

Dataset Repository: Steyning 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:

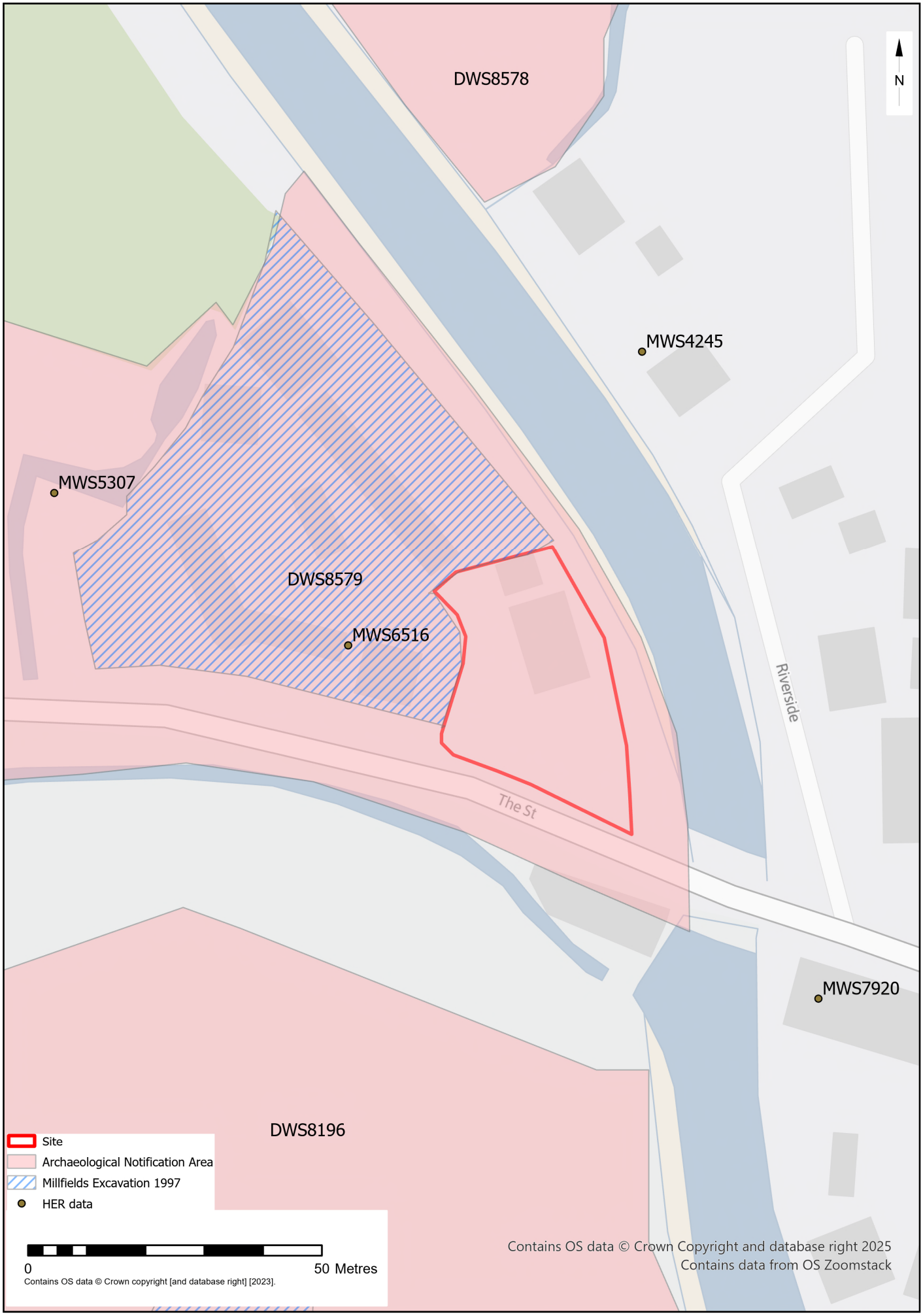
ADS (1) Data Management and sharing Plans
http://archaeologydataservice.ac.uk/advice/DataManagementPlans
ADS (2) Guides to good practice http://guides.archaeologydataservice.ac.uk/g2gp/Main
ADS (3) Guidelines for Depositors
http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors
ADS (4) Guidance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

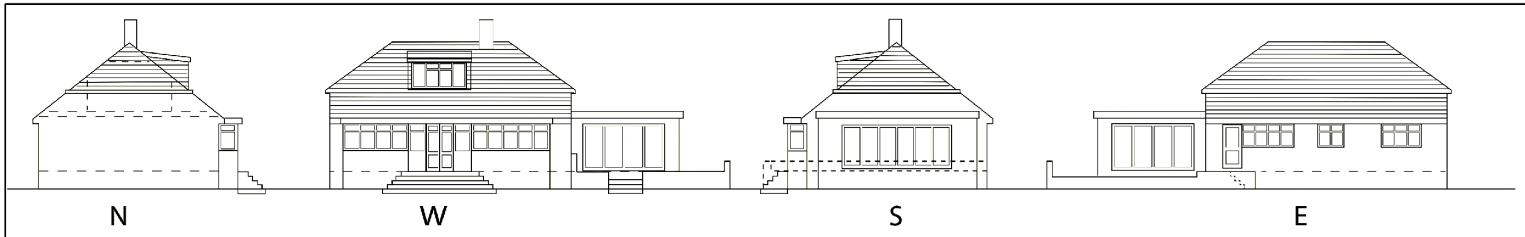
Perrin, K., Brown, D.H., Lange, G., Bibby, D., Carlsson, A., Degraeve, A., Kuna, M., Larsson, Y., Pálsdóttir, S.U., Stoll-Tucker, B., Dunning, C. and Rogalla Von Bieberstein, A. (2014) The Standard and Guide to Best Practice for Archaeological Archiving in Europe (EAC Guidelines 1) http://archaeologydataservice.ac.uk/arches/Wiki.jsp?page=The%20Standard%20and%20G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



© Archaeology South-East		Aquarius, The Street, Bramber	Fig. 1
Project Ref: 250120	February 2025	Site Location	
Report Ref: WSI	Drawn by: RJ		

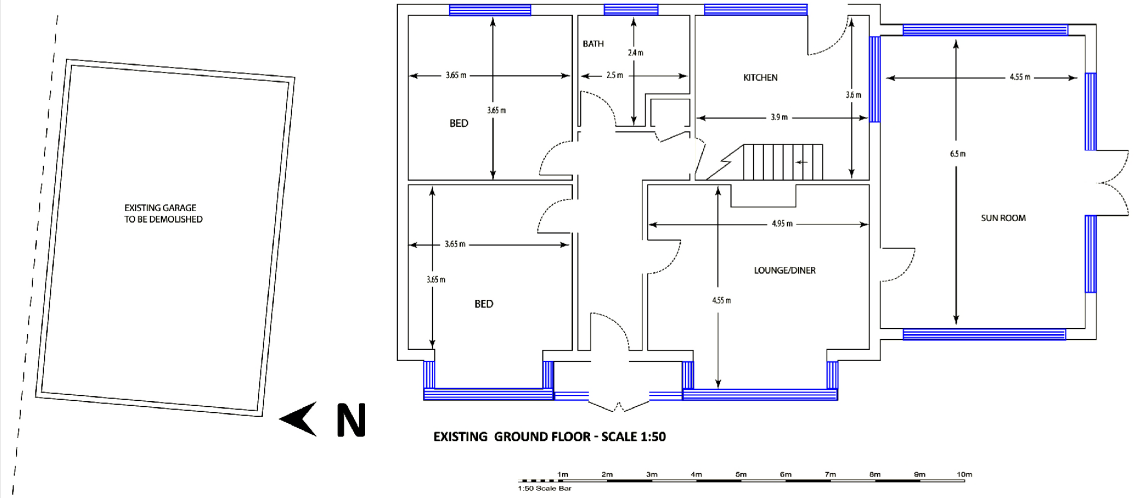


© Archaeology South-East		Aquarius, The Street, Bramber	Fig. 2
Project Ref: 250120	February 2025	Archaeological Context	
Report Ref: WSI	Drawn by: RJ		



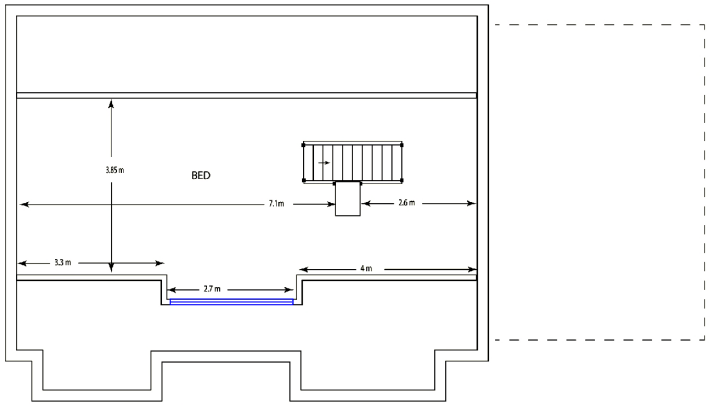
EXISTING ELEVATIONS. SCALE 1:100

1m 2m 3m 4m 5m 6m 7m 8m 9m 10m
1:100 Scale Bar



EXISTING GROUND FLOOR - SCALE 1:50

1m 2m 3m 4m 5m 6m 7m 8m 9m 10m
1:50 Scale Bar



EXISTING FIRST FLOOR - SCALE 1:50

Notes

1. No critical dimensions are to be scaled from this drawing. (except for planning purposes)
2. It is the contractor's responsibility to ensure that all work is carried out in accordance with Local Authority and N.H.B.C requirements and that all plumbing and electrical work complies with the current regulations of the area water board and electricity board.
3. Any works carried out prior to the receipt of the necessary approvals are the responsibility of the client.
4. Whilst every effort has been made to obtain accurate information on the existing structure or site, it is essential that the contractor or client check at every stage and notify the Designer of any discrepancies.

© copyright

ED63
ELEMENTAL DESIGN
elementaldesign63@gmail.com
07799 402 870
07754 093 904

Client: S. BRYER

Job Title:
AQUARIUS
BRAMBER

Drawing Title:
EXISTING FLOOR PLANS AND ELEVATIONS

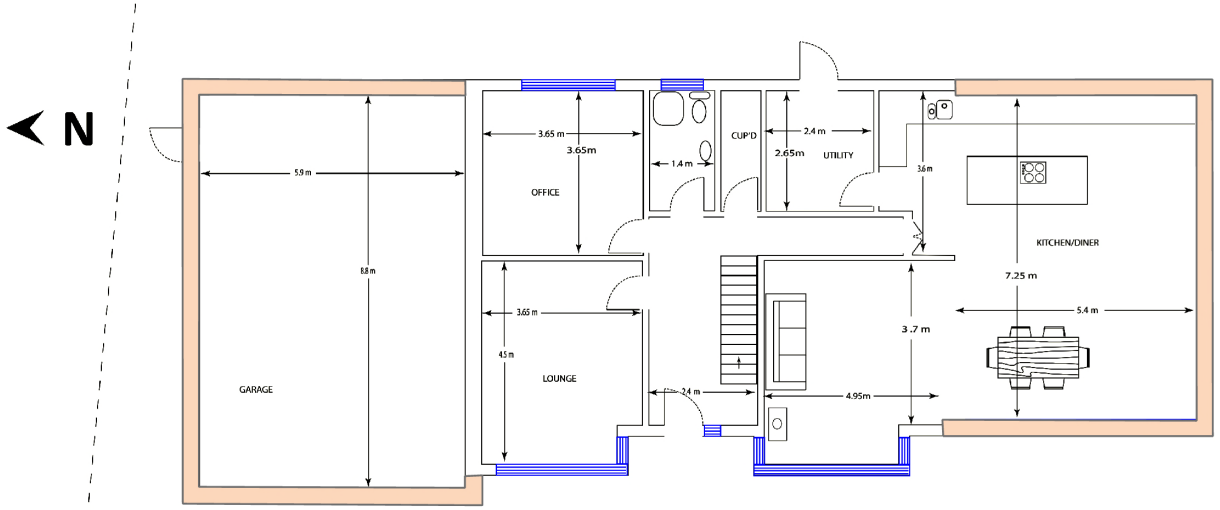
Scale - 1:50 / 1:100

Date:- 18-08-2023	Drawn by - A.Ramus

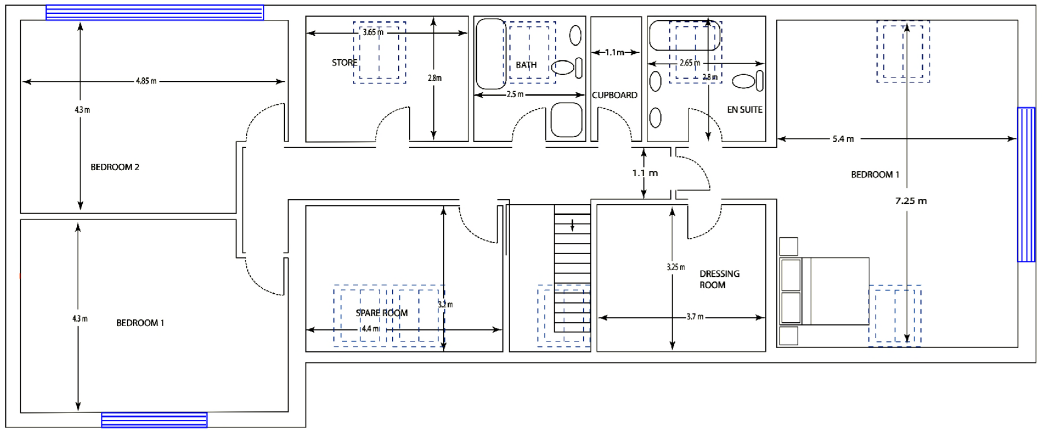
Drg no.-**AQ.BR.E**
REV:-
A1 - 841mm x 594mm

© **Archaeology South-East**		Aquarius, The Street, Bramber	Fig. 3
Project Ref: 250120	February 2025	Existing Site Layout	
Report Ref: WSI	Drawn by: RJ		

Areas to be Monitored



PROPOSED GROUND FLOOR - SCALE 1:50



PROPOSED FIRST FLOOR - SCALE 1:50

Notes

1. No critical dimensions are to be scaled from this drawing. (except for planning purposes)
2. It is the contractor's responsibility to ensure that all work is carried out in accordance with Local Authority and N.H.B.C requirements and that all plumbing and electrical work complies with the current regulations of the area water board and electricity board.
3. Any works carried out prior to the receipt of the necessary approvals are the responsibility of the client.
4. Whilst every effort has been made to obtain accurate information on the existing structure or site, it is essential that the contractor or client check at every stage and notify the Designer of any discrepancies.
5. It is the clients responsibility to ensure a competent builder is employed to carry out the work.

© copyright
PRINCIPLE DESIGNER-S. BRYER

Client: S. BRYER

Job Title:
AQUARIUS
BRAMBER.
PLANNING COPY.

Drawing Title:
PROPOSED FLOOR PLANS

Scale - 1:50 / 1:100

Date:- 13-06-2024

Drg no.-**AQ.BR-PFP**
REV:-4

A1 - 841mm x 594mm

© Archaeology South-East		Aquarius, The Street, Bramber	Fig. 4
Project Ref: 250120	February 2025	Proposed Site Layout	
Report Ref: WSI	Drawn by: RJ		