



Archaeology - Copy-editing - Proofreading

## **Barrow Hill Farm, Barrow Hill, Henfield, West Sussex**

### **Written Scheme of Investigation for a Watching Brief**



For: **gouldbaxter**

Project No. **P-00044**

Report No. **R-00044-1**

OASIS No. **promethe1-543926**

Written By: **Parris Stubbings**

Date: **July 2026**

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| Documentation Control |         |                  |                 |        |                     |                  |
|-----------------------|---------|------------------|-----------------|--------|---------------------|------------------|
| Version               | Date    | Author(s)        | Reviewer        | Status | Reason for Revision | Approver         |
| V.1.0                 | 07/2026 | Parris Stubbings | Sarah Stubbings | Draft  | Internal Review     | Parris Stubbings |
| V.1.1                 | 07/2026 | Parris Stubbings | Nick Truckle    | Draft  | Council Review      | Parris Stubbings |

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*Prometheus Solutions Limited.*

*2 Meadow Way, Westergate, Chichester, West Sussex, PO20 3QT*

*Registered in England and Wales: 15294694*

*Tel: 07513847666*

*Email: [info@prometheus-solutions.uk](mailto:info@prometheus-solutions.uk)*

*Website: [www.prometheus-solutions.uk](http://www.prometheus-solutions.uk)*

**Summary**

|                                       |                                                   |
|---------------------------------------|---------------------------------------------------|
| <b>Project Name:</b>                  | Barrow Hill Farm, Barrow Hill                     |
| <b>Location:</b>                      | Henfield, West Sussex                             |
| <b>National Grid Reference (NGR):</b> | TQ 21658 15335                                    |
| <b>Document Type:</b>                 | Written Scheme of Investigation                   |
| <b>Project Type:</b>                  | Watching Brief                                    |
| <b>Planning Authority:</b>            | Horsham District Council                          |
| <b>Planning Application:</b>          | DC/25/1931                                        |
| <b>Proposed Date of Fieldwork:</b>    | September 2026                                    |
| <b>Location of Archive:</b>           | Henfield Museum/Archaeological Data Service (ADS) |
| <b>Museum Reference Code:</b>         | TBC                                               |
| <b>Site Code:</b>                     | BHFH26                                            |
| <b>Report Number:</b>                 | R-00044-1                                         |
| <b>Author(s):</b>                     | Parris Stubbings                                  |
| <b>Produced for:</b>                  | gouldbaxter                                       |
| <b>OASIS number:</b>                  | promethe1-543926                                  |

This Written Scheme of Investigation sets out the methodology for a watching brief at Barrow Hill Farm, Barrow Hill, Henfield, West Sussex, prior to the erection of a two-storey side extension with associated landscaping works. The watching brief has been commissioned as part of Planning Application DC/25/1931.

This Written Scheme of Investigation sets out a proposed methodology for a programme of archaeological works for a watching brief, monitoring and recording during groundworks related to the proposed development. The site lies within an Archaeological Notification Area (ANA) (DWS8974); Barrow Hill Farm Medieval Historic Farmstead, Henfield, as highlighted by Nick Truckle, the archaeological advisor for Horsham District Council.

An Archaeological Interpretative Study completed by Archaeology Services Lewes has suggested that part of the original 15<sup>th</sup> Century structure was removed by later alterations within the late 15<sup>th</sup> and 16<sup>th</sup> Centuries, and that groundworks could uncover some of these earlier remains. The watching brief will allow for the identification, investigation and recording of potential deposits related to these or any other potential archaeology on-site and ensuring their preservation by record in order to satisfy the planning condition. The results of the fieldwork and any post-excavation analysis undertaken will be presented in a detailed and illustrated report and submitted to both the designated museum and the Archaeological Data Service (ADS).

## 1. Introduction

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### Project Details

- 1.1. This document sets out details of a Written Scheme of Investigation (WSI) produced by Prometheus Solutions Limited (ProSol) for a watching brief at Barrow Hill Farm, Barrow Hill, Henfield, West Sussex (henceforth referred to as ‘the Site’), centred at TQ 21658 15335 (Fig. 1). The watching brief has been commissioned by Gouldbaxter on behalf of private clients, as part of planning application number DC/25/1931. The WSI sets out the methodology for all works associated with archaeological monitoring via a watching brief covering groundworks, and for all related off-site analyses and reporting. The WSI and the schedule of work proposed were drawn up in consultation with Nick Truckle, Surrey County Council Historic Environment Planning (SCC HEP), the archaeological advisor for Horsham District Council (HDC).
- 1.2. The application proposes the erection of a two-storey side extension with associated landscaping to Barrow Hill Farm. The Site is located on Barrow Hill, situated approximately 730m south of the village of Henfield, north of the South Downs National Park (Fig. 1). The total redline boundary for the Site is approximately 8135m<sup>2</sup> with the development limited to around the existing farmhouse.
- 1.3. The Site lies within in an area of high archaeological potential, specifically within an ANA (DWS8974), Barrow Hill Farm Medieval Historic Farmstead, Henfield. An Archaeological Interpretative Study by Archaeology Services Lewes (ASL, 2025a) suggests a phase of development of the farmhouse from a 15<sup>th</sup> Century origin onwards. Earlier 15<sup>th</sup> Century structures may have been removed by alterations from the later 15<sup>th</sup> and 16<sup>th</sup> Centuries and may still exist and be disturbed by the proposed development.
- 1.4. The watching brief will allow for the identification, investigation, and recording of any exposed archaeological or artefactual deposits. The results of the fieldwork and the associated post-excavation analysis will be presented in either a full illustrative report or a HER entry as required, and will be produced in consultation with Nick Truckle, the archaeological advisor for HDC. The conditions placed upon the application will only be discharged once all elements of the WSI, including the on-site works, post-excavation analysis, reports and publication, and archival work, have been completed.
- 1.5. This WSI has been guided in its composition by *Standard for archaeological monitoring and recording* (Chartered Institute for Archaeologists (CIfA), 2023a), *Universal guidance for*

*archaeological monitoring and recording* (ClfA, 2023b), *Code of conduct: professional ethics in archaeology* (ClfA, 2022), *Sussex Archaeological Standards* (CDC et al, 2019) and *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Historic England, 2015), and in accordance with paragraph 199 of the *National Planning Policy Framework* (NPPF, 2023), and *Policy EN6 (Nationally and Locally Important Archaeological Sites)* which states:

‘Development that would harm locally important archaeological remains or their settings will only be permitted where the need for the development outweighs the damage to the archaeological interest of the site and its setting. There is a presumption in favour of preservation in situ in the case of nationally and locally important remains. Preservation of locally important remains by record will be required where the need for the development outweighs the need to preserve the remains in situ.’ (NPPF, 2023).

- 1.6. Furthermore, this WSI has been informed and guided by a pre-commencement Condition 5 within the decision notice from Horsham District Council:

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

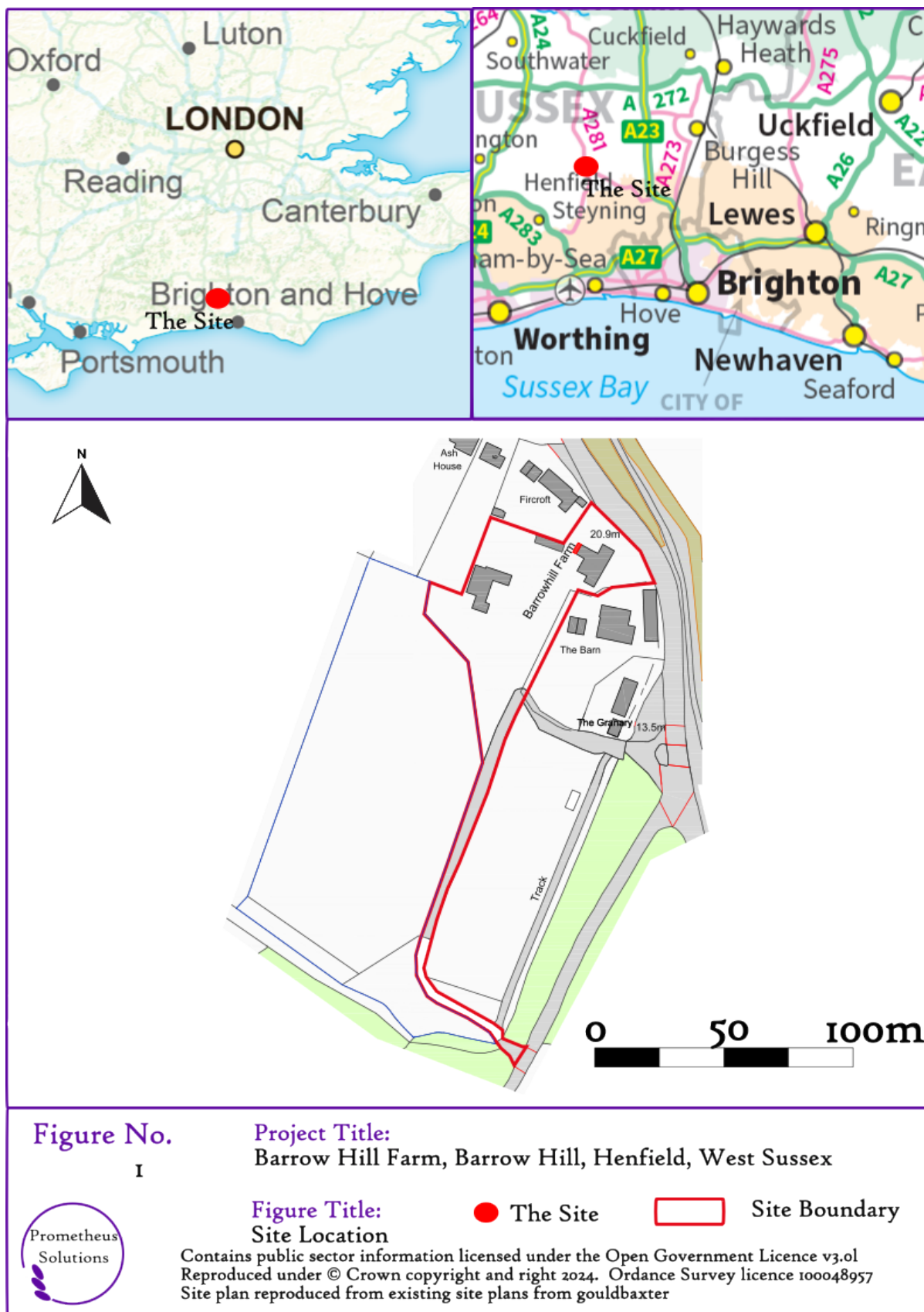
Reason: This matter is fundamental as the site is of archaeological significance and it is important that it is recorded before it is destroyed by development in accordance with Policy 34 of the Horsham District Planning Framework (2015).’

- 1.7. Additionally, Point 8 of Policy 34: Cultural and Heritage Assets of the Horsham District Planning Framework (2015) states:

‘Ensure appropriate archaeological research, investigation, recording and reporting of both above and below-ground archaeology, and retention where required, with any assessment provided as appropriate.’ (Horsham District Planning Framework, 2015).

### **The Site**

- 1.8. The proposed development site lies approximately 1.5km outside of the boundary of the South Downs National Park to the south and lies within the Barrow Hill Farm Medieval Farmstead, Henfield ANA. The Site is located approximately 730m south of Henfield and c.2.95km south-east of the Adur River. The Site is located within the existing ground of the farmhouse of Barrow Hill Farm and is surrounded in all directions by residential lands bounded by hedges and trees (Fig. 1)
- 1.9. The underlying geology is comprised mainly of sand and sandstone with silts and clays of the Lower Greensand Group, a sedimentary bedrock formed between 100.5 and 126.3 million years ago during the Cretaceous Period (BGS, 2026), There are no superficial deposits recorded.



## 2. Archaeological and Historical Background

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- 2.1. The following section utilises information contained within the records presented by the West Sussex Historic Environment Record (HER), following a request of all data within a 1km boundary of the Site (HER Reference: 202627-032). Information from both a Heritage Impact Statement and Archaeological Interpretative Study completed by Archaeology Services Lewes has also been used in discussion, specifically about the farmhouse at Barrow Hill Farm (ASL, 2025a and ASL, 2025b). These records should be referred to for full details, as the information below is a summary.
- 2.2. There are a couple of records found within the Site itself. Within the 1km boundary of the Site, a total of 52 HER records were present, as well as 9 events/activities and 69 Listed Buildings.

### **The Site**

- 2.3. There are several records within the confines of the Site itself. The Site lies within an ANA; Barrow Hill Farm Medieval Historic Farmstead, Henfield (DWS8974), which describes Barrow Hill Farm as a Medieval double sided loose courtyard farmstead with a detached farmhouse set side on from the yard.
- 2.4. Barrow Hill Farmhouse is a Grade II Listed Building (NHLE: 1027437), described as a timber-framed building dating to the 17<sup>th</sup> Century or earlier. Work by ASL in 2025 discovered and highlighted six phases dating from the late 15<sup>th</sup> Century onwards (Fig. 3). The earliest phase, Period A1, which may be earlier or contemporary to the earliest extant phase Period A2, was completely removed by the construction of Period B (ASL, 2025a and ASL, 2025b).
- 2.5. The earliest standing phase, Period A2 was built against the later demolished Period A1, during the mid to late 15<sup>th</sup> Century and consists of three bays. A narrow bay, Bay 1, is partly floored and has been interpreted as a kitchen with an open hearth (ASL, 2025a). Bay 2 is the low-end of the 2-bay open hall, and Bay 3 is a fairly conventional late Medieval open hall. The northern bays (Bay 4 and 5) were rebuilt as a cross wing at right angles to the existing A2 structure during Period B, dating to the late 15<sup>th</sup> and early 16<sup>th</sup> Century which completely removed the earlier A1 structure (ASL, 2025a).
- 2.6. Period C, dating to around 1875, saw the insertion of the stack in Bay 2, the flooring over of the open hall and a set of stairs on the western side of the stack (ASL, 2025a). Period D relates to the late 18<sup>th</sup> Century and saw the partial re-building of the roof, underbuilding of

the front wall and replacement of the southern outshot (ASL, 2025a). During this period there is a removal of the stairs to the rear and the insertion of a bread oven on the west side of the fireplace in Bay 1 (ASL, 2025a).

- 2.7. Period E dates to the 19<sup>th</sup> Century and consists of a new outshot with its own stack built against the rear wall, though it is unclear if this was partly of a two-storey construction or if the first floor was added later (ASL, 2025a). The final phase, Period F covers the 20<sup>th</sup> and 21<sup>st</sup> Centuries and includes a new glasshouse extension against the Period E outshot, consolidation of parts of the southern outshot with double wide garage doors added to the front elevation and a new roof (ASL, 2025a). This period also saw the bread oven in Bay 1 being blocked off and the wall under the side girt next to it opened up to create a false fireplace so a log burner could be installed.

### **Previous Archaeological Investigation**

- 2.8. There are a very limited number of archaeological investigations within the 1km radius around the Site, with no records on the Site itself.
- 2.9. The closest work, an evaluation completed at Townmead c. 720m north of the Site consisted of four trenches, with only one feature present, containing post-medieval material (CBAS, 2011). There was a large amount of disturbance across the site, caused by the construction and demolition of former buildings on site, which may explain a lack of archaeological remains (CBAS, 2011).
- 2.10. Similarly, an evaluation at Land east of Manor Close, c. 1.1km north of the Site, also failed to find any archaeological remains, bar a single tree throw, the absence here was claimed to relate to a lack of previous activity in the area (CgMs, 2013).
- 2.11. A geophysical survey at Land east of Charlwood Drive, c. 1.1km north-east of the Site, was heavily impacted by green waste throughout the survey area (RPS, 2024). No features of archaeological nature were identified; some faint anomalies were identified with no clear morphology. If real, these are likely agricultural, natural or modern in nature but confident identification is obscured by the green waste (RPS, 2024).
- 2.12. An evaluation and watching brief at Furners Lane consisted of four trial trenches and revealed an inverted Bronze Age cremation urn and a ditch and two pits dating to the Medieval period (ASE, 1999, Bradley and Gaimster, 2000). The pottery within these all dated

to the 13<sup>th</sup> and 14<sup>th</sup> Centuries, and one of these pits also contained a large amount of burnt clay and charcoal (ASE, 1999).

- 2.13. These limited examples show that the few investigations have recovered no or very limited archaeological remains, as well as the potential for modern disturbances having an effect on their presence. Though limited, it does not entirely rule out the potential for archaeological remains from various periods to exist.

#### **Palaeolithic – Bronze Age (970,000BC – 700BC)**

- 2.14. There are a few records within the HER related to these periods. An enclosure (MWS829) along the north side of Henfield Common c.610 north-east of the Site is likely prehistoric in nature. Also found at Henfield Common were two pits containing Mesolithic flakes and a Bronze Age arrowhead within the topsoil (MWS830). Further Mesolithic microliths (MWS543) were also found at Henfield common pasture c.560m north-east of the Site. Another findspot of Mesolithic flint were found at Henfield sandpit c.700m north-west of the Site.
- 2.15. A findspot of a Palaeolithic Axe (MWS545) was located north of Furners Lane c.975m north-west of the Site. The Neolithic period is represented by two findspots, a Laurel Leaf flint (MWS3977) found in one of the gardens off King James Lane c.395 north-west of the Site and flakes alongside Bronze Age flints during the excavation of a sandpit at Furners Farm (MWS3979) c.750m north-east of the Site.
- 2.16. Though limited to primarily find spots, they do show an overall potential for prehistoric remains to be encountered.

#### **Iron Age – Romano-British (700BC – 410AD)**

- 2.17. Within the 1km search area only a single record related to the Iron Age, a coin (MWS550). An early Iron Age gold stater found in a garden on South View c.570m north-west of the Site.
- 2.18. Similarly, there is limited evidence for the Roman period around the Site: two findspots of pottery including a Roman jug are identified c.590m north-west of the Site and 820m north-west of the Site. A section of Greensand Way (MWS7476), a Roman road is located only 260m south-east of the Site, and a potential Roman cemetery is recorded at Barrow Hill (MWS5550) approximately 305m north-west of the Site.

- 2.19. The evidence for these periods is quite limited, but it shows there is a background of potential for remains related to these periods especially with a Roman cemetery quite close to the Site.

#### **Early Medieval - Medieval (AD 410 – 1539)**

- 2.20. The Medieval period is well represented around the Site, with work by ASL showing that many modern farms have names associated with surnames recorded during the 13<sup>th</sup> and 14<sup>th</sup> Centuries, including Barrow Hill, Betley, Buckwish, Catsland, Nymans and Pokerlee (ASL, 2025b). There are three ANA's within the search boundary of the Site. These include the Henfield Historic Core (DWS8573), the centre of which is approximately 970m north-west of the Site, the Medieval and Post-Medieval Hamlet of Nep Town (DWS8964), centred c.515m north-west of the Site, and Medieval Burae Plots, Henfield (DWS8574) centred c.700m north-west of the Site. The Henfield Historic Core ANA comprises of the church, churchyard and a loose grouping of older houses which become a discrete cluster of houses by the post-medieval period. The Medieval and Post-Medieval Hamlet of Nep Town only joined the village of Henfield during expansion throughout the 19<sup>th</sup> and 20<sup>th</sup> Centuries, its long history as a fringe location is reflected in a scatter of historic farmhouses and other buildings. The area of the Medieval Burae Plots, Henfield, comprises of a cluster of buildings of late Medieval date with a reasonable number of plot boundaries surviving. Many late Medieval and Post-Medieval buildings survive as does a reasonable amount of the historic street front.
- 2.21. The Grade II\* Listed the Parish Church of St Peter (NHLE: 1027376) c.955m north-west of the Site may date as early at the 13<sup>th</sup> Century. The Chancel arch dates to the 13<sup>th</sup> Century, with the tower and Parham Chapel dating to the 15<sup>th</sup> Century, with further rebuilding from the 19<sup>th</sup> Century.
- 2.22. The oldest section of the Grade II\* Wantley Manor (NHLE: 1027376) c.980m north-west of the Site, is probably the south wing, containing remains of the Medieval Hall. The east wing, which was later converted into outbuildings, was likely built next, with the west wing now obscured by later 18<sup>th</sup> Century additions built even later.

#### **Post-Medieval – Modern (1540 - Present)**

- 2.23. The largest portion of the HER records for this period relate to Grade Listed houses or farmhouses, dating in particular to the 18<sup>th</sup> and 19<sup>th</sup> century. Examples of these include the Grade II Cedar View (NHLE: 1027385) c.460m north-west of the Site, built originally in 1736

as a parish workhouse and used until 1837, and the 18<sup>th</sup> Century Grade II Challens (NHLE: 1027409) c.430m north-west of the Site. The large quantity of houses related to this period shows a rapid expansion of the area around Henfield with much of what now exists having arisen during this period.

- 2.24. Some records point to earlier buildings such as the Grade II Blackhouse Farm Cottage (NHLE: 1193154) c.970m west of the Site, a timber-framed building dating to the 17<sup>th</sup> Century or earlier, the Grade II Dykes (NHLE: 1354001) c.625m north-east of the Site, two cottages converted into a single house around 1920 but probably originally a timber-framed building from the 17<sup>th</sup> Century, and the Grade II The Cat House (NHLE: 1192392) c.94m north-west of the Site which is probably a 16<sup>th</sup> Century timber-framed building which has been refaced with bricks.
- 2.25. Industrial activity and expansion can also be seen within the area during this period, with the 1874-5 OS Map recording Henfield Windmill (MWS555) approximately 110m north-east of the Site, a steam mill (MWS556) c.130m north-east of the Site and a brickworks (MWS5142) south of Henfield c.315m of the Site. Similarly, Henfield Station (MWS11334) c.1.3km north-west of the Site, was constructed in 1861 before being closed in 1966. All of these show the expansion and modernisation of the area within this period.
- 2.26. A WWII Weapon Pit (EWS1863) has been located the back garden of Challens, approximately 425m north-west of the Site. Originally identified by the homeowner in 2018 before being excavated by Sussex Military Research later the same year, the pit is approximately 4ft wide and constructed of brick with a concrete floor/base. With no evidence for a gun mount, it fits with being a weapons pit. Henfield was an anti-invasion nodal point during WWII, and its location at the junction of the main Brighton and Shoreham roads made for a good tactical location.
- 2.27. The post-medieval and Modern periods see much of the development of modern Henfield, with expansion seen with a large quantity of Grade Listed housing and evidence for an increase in industrial activities.

### **3. Aims and Objectives**

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- 3.1. The aims and objectives of the watching brief are to establish the potential of the Site via the presence or absence of archaeological deposits and/or remains. If deposits and/or remains are present, to record their location, character, date, and level of preservation, and to record

the nature and extent of any pre-existing damage to archaeological deposits and/ or remains.

- 3.2. The aims and objectives are particularly relevant to the potential of archaeological remains related to the 15<sup>th</sup> Century origin of the farmhouse potentially surviving within the development areas. If such remains are uncovered, the post-excavation report will reference the South East Research Framework (SERF), so that they may be placed within their local and regional contexts.
- 3.3. This information will enable HDC's archaeological advisor, Nick Truckle (SCC HEP), and HDC to identify and assess the exact significance of any archaeological heritage assets noted, and to consider the potential impact of the proposed groundworks upon that significance and, if appropriate, develop strategies to avoid or minimise conflict between heritage asset conservation and the development proposal, in line with the *National Planning Policy Framework* (NPPF, 2023).
- 3.4. ProSol will ensure the construction of a stable, ordered and accessible project archive.

## 4. Methodology

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- 4.1. The definition of an archaeological monitoring and recording (otherwise known as a watching brief) is:

‘...a formal programme of observation, investigation and recording conducted during works carried out for non-archaeological reasons, where there is a possibility that archaeological deposits may be disturbed or destroyed. This will be within a specified area or site on land, in an inter-tidal zone or under water.’ (ClfA, 2023a).

- 4.2. An archaeological watching brief will:

‘... will record and report on the archaeological resource within a specified area, using methods that are described in a project design<sup>2</sup> that is fit for purpose.’ (ClfA, 2023a).

- 4.3. The watching brief has been designed to satisfy the guidelines set out by ClfA and by Chichester District Council et al (2019).
- 4.4. The watching brief will include all areas of groundwork consisting of below-ground excavation. All excavation, monitoring and recording will be undertaken in a safe manner under constant archaeological supervision (Fig. 2).
- 4.5. The client shall afford the archaeological contractor sufficient time, space, and resources to investigate any potential archaeological deposits and/or remains to the archaeological contractor’s satisfaction and in a safe manner, ensuring the aims and objectives of this document are met.
- 4.6. If significant archaeological remains are identified within the watching brief, it may be necessary to undertake more extensive archaeological investigation to recover further evidence. Any such work may require an updated project design. Any changes to the WSI proposal or an additional project design would be agreed in conjunction with HDC’s archaeological advisor, HDC, ProSol, and the client.
- 4.7. Where possible, all excavation will be undertaken by a 360° tracked excavator equipped with a toothless grading bucket. All machining will be conducted under constant supervision by the archaeological contractor and will cease when the first archaeological horizon is revealed.

- 4.8. The client will provide information regarding the presence of any below/above ground services, ecological- or environmental- constraints, and any other relevant information. Before excavation begins, the areas will be examined by initial visual inspection and scanned with a Cable Avoidance Tool (CAT) by the client's contractor to verify the absence of below-ground services.
- 4.9. Where archaeological features are exposed, excavation shall be carried out stratigraphically by hand and recorded according to ClfA and Chichester District Council et al (2019) guidelines and best practice. As a minimum, features and deposits will be investigated using hand tools to the following sample levels:
- ④ Full excavation of small discrete features (pits, postholes and stakeholes) until sufficiently characterised. Once characterised, a lower representative sample may be considered appropriate with agreement with the Local Planning Authority (LPA) archaeological officer.
  - ④ Half-sectioning (50%) of larger discrete features, and along the length of longer linear discrete features
  - ④ Long linear features will be samples along their length, to a minimum of 10%.
  - ④ Terminals, junctions, and relationships between features will also be investigated.
  - ④ Should these percentages not yield sufficient information to understand form and function of archaeological features and/or deposits, then further excavation may be required.
  - ④ Additional excavation may be required for the taking of environmental samples and artefact recovery.
  - ④ Features firmly of modern or later post-medieval date may not be excavated.
  - ④ Where *in-situ* structural remains are encountered, sufficient excavation will be undertaken to confirm form, function, sequence, chronology, and construction method.
- 4.10. If complex or extensive archaeological features, stratigraphy, or deposits that are worthy of preservation *in-situ* are exposed, then excavation will cease so as not to compromise the integrity of the archaeological record, and the exposed areas will be protected. The client

and the LPA archaeological officer will be informed and no further works on these features will be undertaken until a suitable mitigation strategy has been agreed by all parties.

- 4.11. All archaeological features and/or deposits will be recorded at a minimum using ProSol pro-forma recording system with written and measured descriptions.
- 4.12. An adequate digital photographic record of the archaeological works will be compiled in both section and plan utilising a camera with appropriate mega-pixel resolution. All excavated features and deposits will be photographed. A selection of representative feature group/area shots will also be taken, along with general in-progress shots to illustrate the general nature of the works. A photographic scale and north arrow will be included in detailed photographs.
- 4.13. All features/deposits will be recorded by appropriately scaled drawn sections, drawn plans and/or electronically using a Leica GPS. All scale drawings shall be undertaken at a scale appropriate to the size and/or significance/complexity of the archaeological features to allow accurate depiction and interpretation (generally 1:10 or 1:20 for sections and 1:20 or 1:50 for plans).

#### **Artefacts**

- 4.14. Artefacts recovered and retained for processing and analysis will be done in consultation with the relevant specialists. Artefacts from topsoil, subsoil and unstratified contexts will normally be noted and discarded unless they are of intrinsic interest, or their further examination is considered necessary for the interpretation of a site.
- 4.15. All artefacts from stratified excavated contexts will be collected, except for large assemblages of post-medieval or modern material. Such material may be noted and discarded or, if appropriate, a representative sample may be retained.
- 4.16. Spoil will be examined for the recovery of artefacts; a metal detector may be used to enhance the recovery of metal finds as required.
- 4.17. All metal finds, and other typologically distinct or closely dateable artefacts will be recorded three-dimensionally.

#### **Treasure**

- 4.18. Upon discovery of treasure, these items will be removed to a safe place and reported to the local Finds Liaison Officer and local coroner within 14 days in accordance with the *Treasure*

Act 1996 and the Code of Practice referred to therein. Suitable security measures will be taken to protect the finds from theft. The definition of 'Treasure' is provided within the Code of Practice of the above act and primarily refers to items of gold and/or silver.

### **Environmental Remains**

- 4.19. Due care will be taken to identify deposits which may have environmental potential and, where appropriate, a programme of environmental sampling will be initiated in preparation for scientific assessment/analysis/dating in accordance with English Heritage guidelines (English Heritage, 2011).
- 4.20. A sampling strategy implementing the use of bulk soil samples (maximum of 100% or 40 litres) for the recovery and examination of diatoms, charcoal, insects, plant macrofossils and molluscs, will be undertaken focusing on appropriate well-sealed and dateable contexts. Priority will be given to features and/or deposits associated with defined activities (e.g. cesspits, hearths, kilns etc.). The sampling strategy may be adapted for the specific circumstances of the Site in liaison with the LPA archaeological officer.
- 4.21. All samples will be appropriately labelled and fully recorded using ProSol pro-forma systems, including information on sample type, sample size, reason for sampling, context description, sample conditions, spatial location, and provisional dating. Sample locations will be recorded on relevant section drawings and plans and surveyed using a Leica GPS.
- 4.22. If sealed waterlogged deposits are encountered, a sampling strategy will be considered for the recovery of waterlogged remains. This strategy will be defined in consultation with specialists and the LPA archaeological officer, with site visits afforded if required.
- 4.23. All sample processing and reporting will be undertaken by relevant specialists.
- 4.24. Following specialist advice other sampling methods may be undertaken, such as monoliths, column samples, OSL, archaeomagnetic dating and dendrochronology.

### **Human Remains**

- 4.25. If the presence of potential human remains is encountered (inhumation or cremation), excavation shall cease pending ProSol obtaining a Ministry of Justice Licence.
- 4.26. Any remains will be left *in-situ*, covered and protected, pending discussion with the client, ProSol, osteoarchaeological specialists and the LPA archaeological officer to determine the need for excavation/removal and/or sampling. Where necessary human remains will be fully

recorded, excavated and removed from the Site in compliance with the Ministry of Justice Licence.

- 4.27. All excavation of human remains and associated post-excavation processes will be in accordance with the standards set out in ClfA Technical Paper *Updated Guidelines to the Standards for recording Human Remains* (ClfA, 2017).

#### **General**

- 4.28. All works will be carried out in accordance with the *Code of Approved Practice* as set out by the Chartered Institute for Archaeologists. Accordingly, the project team will abide by the ClfA's code of approved practice.
- 4.29. Any variation of the above will be undertaken in consultation with the Local Planning Authority (LPA).

## **5. Personnel and Timetable**

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- 5.1. The project will be under the management Parris Stubbings. Parris has more than 13 years' experience in commercial archaeology. Other members of the team will all have suitable and relevant knowledge and experience of both the archaeological works and the heritage landscape (details available upon request).
- 5.2. Projects will be organised as follows: a Project Manager will direct the fieldwork throughout the project, day to day responsibility will rest upon a Project Leader, who will be on-site throughout the process, although this may be one and the same. The watching brief will be carried out by staff with suitable experience of this type of investigation and adhering to ClfA's *Code of Conduct: professional ethics in archaeology* (ClfA, 2022).
- 5.3. The duration of the watching brief on the Site is currently unknown but anticipated to take at minimum a single day. Analysis of the results and subsequent reporting will take up to approximately a month, longer if dictated by specialist reporting, etc.
- 5.4. Depending upon the nature of the deposits and artefacts encountered it may be necessary to consult a number of local and/or national specialists who will be invited to advise and report on specific aspects of the project. A list of some of these potential specialists is displayed in Table 1.1 below.

| <b>Specialist</b>         | <b>Expertise</b>                                                    | <b>Period</b>              | <b>Organisation</b>                       |
|---------------------------|---------------------------------------------------------------------|----------------------------|-------------------------------------------|
| <b>John Allan</b>         | Ceramic                                                             | Medieval/<br>Post-medieval | Freelance                                 |
| <b>Henrietta Quinnell</b> | Ceramic                                                             | Prehistoric                | Freelance                                 |
| <b>Imogen Wood</b>        | Ceramic                                                             | All                        | Freelance                                 |
| <b>Ed McSloy</b>          | Ceramic and Metalwork                                               | All                        | Cotswold Archaeology                      |
| <b>Gary Saunders</b>      | Metalwork                                                           | All                        | Freelance                                 |
| <b>Jacky Sommerville</b>  | Flint                                                               | All                        | Cotswold Archaeology                      |
| <b>Andy Clarke</b>        | Animal Bone                                                         | All                        | Cotswold Archaeology                      |
| <b>Matilda Holmes</b>     | Animal Bone                                                         | All                        | Freelance                                 |
| <b>Kristopher Pool</b>    | Animal Bone                                                         | All                        | Freelance                                 |
| <b>Sharon Clough</b>      | Human Remains                                                       | All                        | Cotswold Archaeology                      |
| <b>Mike Allen</b>         | Environmental Remains/<br>Geoarchaeology/<br>Archaeological Science | All                        | AEA Allen<br>Environmental<br>Archaeology |
| <b>Stacey Addams</b>      | Environmental Remains                                               | All                        | York Archaeology                          |
| <b>Sarah Wyles</b>        | Environmental Remains                                               | All                        | Cotswold Archaeology                      |

**Table 1.1 – List of Specialists**

## 6. Post-Excavation, Archiving and Reporting

- 6.1. Following the completion of the fieldwork, any artefacts and environmental samples will be processed, assessed, conserved, and packaged in accordance with all relevant guidelines. All archive materials will be retained by ProSol until provision for alternative deposition is made.
- 6.2. The level of reporting will be confirmed with HDC's archaeological advisor and the LPA on completion of the watching brief. If few or no archaeological deposits are exposed, this is likely to restrict its publication value, and it would be anticipated that only a shorter and more focused report will be produced.
- 6.3. If an illustrated report is required, then this will be compiled based on the fieldwork results. The extent and nature of this report will be confirmed with HDC's archaeological advisor and

the LPA upon completion of the fieldwork. A draft copy of the report will be provided pre-submission to the archaeological officer for informal comment via email correspondence. At the completion of this correspondence, copies of the report (PDF format) will be distributed to the client for submission to the LPA. The report may vary depending on the nature and extent of any archaeological deposits present, but at a minimum will consist of:

-  A report number, date, and the OASIS reference number.
  -  A non-technical summary.
  -  Project details
  -  A summary of the archaeological and historical background
  -  A description of the methodology
  -  A description of the results and conclusion
  -  A summary assessment of any artefact/paleoenvironmental analysis undertaken.
  -  A plan showing the location of the Site.
  -  Sections and plans and of any archaeology present and a selection of appropriate photographs.
  -  Archive preparation and deposition arrangements.
  -  References
  -  An index of contexts as an appendix.
  -  Full assessments of any artefacts/paleoenvironmental analysis undertaken, presented as an appendix
  -  OASIS report as an appendix
  -  A copy of this WSI as a final appendix
- 6.4. Once the report has been approved by HDC's archaeological advisor and a copy formally submitted and accepted by the LPA, a summary of information will be entered onto the OASIS online database of archaeological projects in Britain, which will include the OASIS reference number, and the report uploaded. This must be completed before the planning condition will be considered to be discharged.
- 6.5. The project archive will be held by ProSol at its office in West Sussex until such time as all archaeological works at the Site have been confirmed as completed. ProSol will then notify HDC's archaeological advisor and the LPA and make arrangements for the deposition of the Site archive and, subject to agreement with the legal landowner(s), the artefact collection. If Henfield Museum does not accept such deposition, ProSol will consult with HDC's archaeological advisor to arrange appropriate deposition with an alternative accredited museum and will hold the project archive until such an arrangement is made. A digital

archive (comprising digital photographs and other relevant digital-born data) will be submitted to the Archaeological Data Service (ADS).

- 6.6. Following arrangements with HDC's archaeological advisor for the deposition of the Site archive and the artefact collection, any material which has been classified as not requiring deposition shall be discarded in a sensitive way. The museum will be offered the paper archive, and it will be scanned into a digital format and, along with any other digital-born data, deposited with ADS. Any paper archive produced on-site shall be either held by ProSol at its office in West Sussex or shall be appropriately disposed of following the fulfilment of all duties. Undeposited artefactual material shall be offered to the legal landowner(s), local museums, universities, and societies who may benefit with the acquisition of such collections. ProSol will keep a record of all discarded materials and the transfer of any artefact collections.
- 6.7. The archive will be concluded within 6 months of the completion of the final report.
- 6.8. If significant results are revealed by the watching brief, further publication may be required in a relevant journal, in agreement with HDC's archaeological advisor.

## **7. Health and Safety**

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- 7.1. All archaeological staff will operate under ProSol's Health and Safety Policy, and any other additional requirements set out by main site contractor. All works will be carried out in accordance with (but not limited to) the *Health and Safety at Work Act 1974* and all subsequent Health and Safety legislation. A site-specific Project Health and Safety Plan will be formulated prior to commencement of fieldwork, setting out the site-specific health and safety policies that will be enforced in order to reduce to a minimum any risks to health and safety.
- 7.2. In accordance with ProSol's Health and Safety Policy, the archaeological site representative will be responsible for ensuring that all operations under their control are carried out in accordance with all details laid out in this Section.
- 7.3. All archaeological staff will not work, or be asked to work, in unsafe or unhealthy conditions, even where not to do so may result in the possibility of under-recording the archaeological resource.
- 7.4. Senior members will have up-to-date first aid qualifications.
- 7.5. On-site archaeologists will undertake any site safety induction course provided by ProSol or the client if necessary. The client will also provide any details of all known buried services

or other below- and above-ground hazards and provide specific guidance on how works should be undertaken around those hazards. Health and safety requirements will be always observed by all archaeological staff working on site, particularly when working with machinery, deep excavations, standing buildings and any other hazards.

- 7.6. Appropriate PPE will always be employed. As a minimum: high-visibility jackets, safety helmets and protective footwear will be worn. Additional PPE (such as gloves, glasses etc) will be worn as and when required.
- 7.7. If the depth of any excavations or trenching exceeds either 1.2m or is excavated through unstable ground, a dynamic risk assessment will be undertaken to determine the stability of the excavation. If necessary, excavated sides will be shored or stepped to enable the archaeologists to examine and, if appropriate, record any features. A vigorous risk assessment methodology (shoring, stepping etc.) for work in any deeper excavations will be developed with the client and the groundcrew to ensure only the safest possible working conditions for all on-site personnel, visitors and the public.

## **8. Insurances and Quality Control**

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- 8.1. ProSol carries Public Liability Insurance to a limit of £5,000,000 and Professional Indemnity Insurance to a limit of £250,000.
- 8.2. ProSol is committed to the highest standard of professional ethics and technical standards and adheres to the guidelines provided by ClfA and Historic England.
- 8.3. ProSol endorses the *Code of Conduct: professional ethics in archaeology* (ClfA, 2022), *Standard and guidance for commissioning work for providing consultancy advice on archaeology and the historic environment* (ClfA, 2020).
- 8.4. The products and work undertaken will be carried out by professional archaeologists of at least ACIfA-level equivalent competence.

## **9. Monitoring**

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- 9.1. HDC's archaeological advisor will be notified at least one week prior to the start of work on-site, ensuring opportunities to visit the Site, and to check on both quality and progress of the work as required.
- 9.2. Throughout the works, HDC's archaeological advisor will be kept informed of progress, and once on-site works are complete, there will be a post-fieldwork monitoring meeting (via

email/phone call) to discuss the next stages regarding the fieldwork results. Access to site will also be facilitated for visits by any specialists if deemed necessary.

9.3. The project is currently anticipated to commence in September 2026.

## 10. References

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**Project Title:**

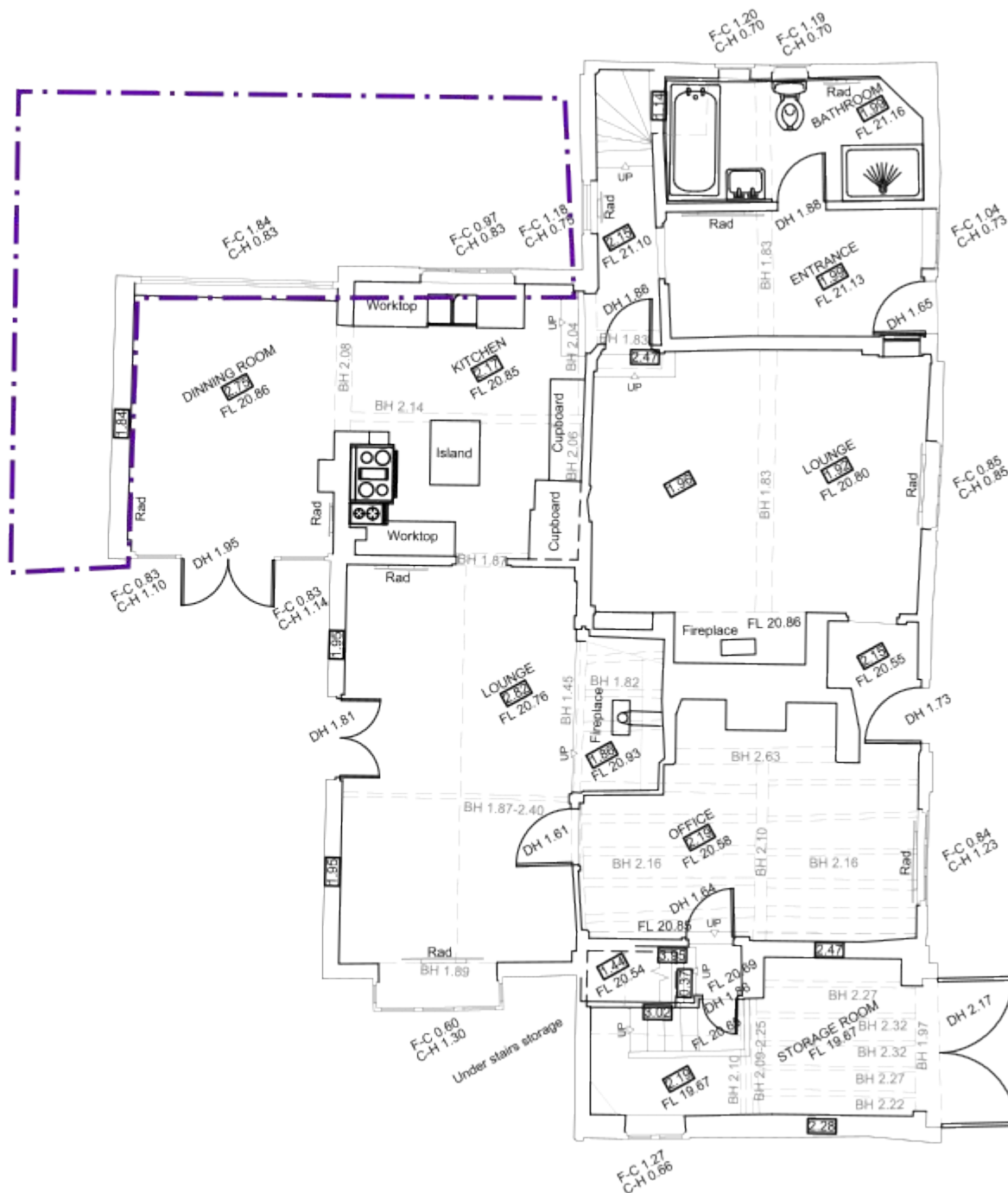
Barrow Hill Farm, barrow  
Hill, Henfield, West Sussex

**Figure Title:**

Extension Location Plan

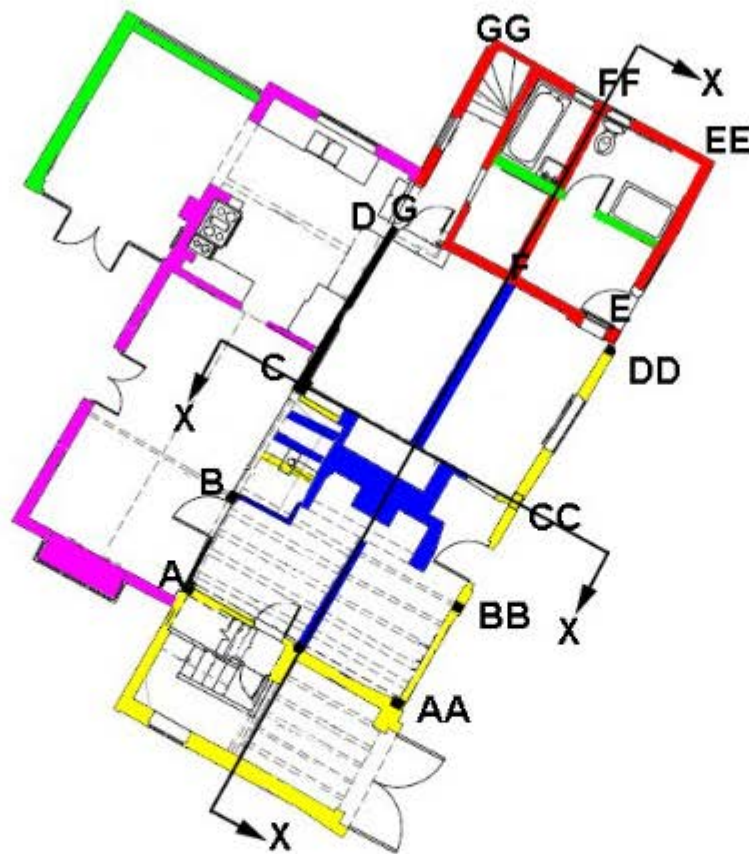
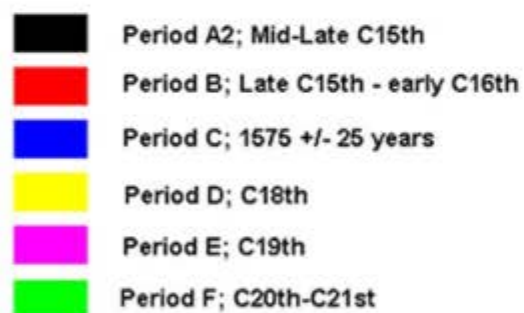


Extension Area



**Project Title:**  
Barrow Hill Farm, Barrow  
Hill, Henfield, West Sussex

**Figure Title:**  
Plan of Proposed Phasing



Existing ground floor plan

0 5m



Existing first floor plan