

**Land South of Station Road,
Cowfold, West Sussex**

**Written Scheme of Investigation for
Archaeological Excavation**

NGR 521009 122669

ASE Project no. 260207

Site Code: CFO26

**Horsham District Council
Planning Ref: DC/24/0982**

May 2026

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Prepared by:	Richard James	Senior Archaeologist
Reviewed and approved by:	Jon Sygrave	Project Manager
Date of Issue:	May 2026	
Version:	1	

1.0 INTRODUCTION

- 1.1 Archaeology South-East (ASE) has been commissioned by Devine Homes PLC to undertake archaeological excavation of Land South of Station Road, Cowfold, West Sussex, hereafter 'the site' (centred on NGR 521009 122669; Fig. 1).
- 1.2 The site comprises a pastoral field lying to the south of the A272 Station Road, to the west of the village of Cowfold. It is bounded by Station Road to the north, fields to the south and west, and residential development, a school and a field to the east. The site lies on the northern slope of a valley associated with a stream c.500m to the south, and slopes from a height of c.34m AOD in the north to c.30m AOD at the southern site boundary.
- 1.3 According to the British Geological Survey the geology comprises the Horsham Stone Member (Sandstone), with the Weald Clay Formation (Mudstone) to the south. No superficial deposits are recorded (BGS 2026).
- 1.4 The site forms part of a larger development. Horsham District Council (HDC) has granted planning permission for residential development in the central and northern part of the site, for 35 new dwellings including associated landscaping and parking, with provision of additional parking facilities associated with St Peters Catholic School and provision of public open space with 9 allotments (DC/24/0982). Condition 6 relates to archaeology:

Condition 6 – Pre-Commencement Condition

(a) No development shall take place until a programme of archaeological work has been secured in accordance with a Written Scheme of Archaeological Investigation which has been submitted to and approved in writing by the Local Planning Authority.

(b) The development hereby permitted shall not be commenced until the archaeological site investigation and post investigation assessment has been completed in accordance with the programme set out in the Written Scheme of Investigation approved under condition [i] and that provision for analysis, publication and dissemination of results and archive deposition has been secured and approved by the Local Planning Authority in writing.

- 1.5 An archaeological evaluation was undertaken in accordance with the planning condition in August 2025 (ASE 2025). This identified archaeological features of Saxo-Norman and medieval date in the north-eastern corner of the field (Trenches 5, 6, 10 and 14). Consequently, Surrey County Council (SCC), archaeological advisors to HDC, required a mitigation excavation (strip, map and sample) focussed on this location (Figs 2 and 3).
- 1.6 This document is a Written Scheme of Investigation (WSI) for the archaeological mitigation of the site. It has been prepared in accordance with relevant Standards and Guidance of the Chartered Institute for Archaeologists (CIfA 2020, 2023a & b). All work will be reported upon in line with guidelines set out in Management of Research Projects in the Historic Environment (MoRPHE; Historic England 2015). It will be submitted to all parties for approval prior to the commencement of work at the site.
- 1.7 All work will be carried out in accordance with the Sussex Archaeological Standards (2019) which outlines the methodology to be used in the field, and in reporting and archiving of the results. The project will be managed by Jon Sygrave (fieldwork) and by Anna Doherty (post-excavation).

2.0 ARCHAEOLOGICAL BACKGROUND

- 2.1 The following background information is paraphrased from the DBA for the site, which reviewed known archaeological assets within a 1km radius (RPS 2025). A copy of the DBA will be retained on-site during the evaluation for reference to the fuller background therein.

Prehistoric

- 2.2 No evidence for either Palaeolithic or Mesolithic archaeological remains are recorded within the study area on the West Sussex Historic Environment Record (HER). Later prehistoric evidence is restricted to a Middle to Late Bronze Age palstave and ring found c.120m east of the site. The paucity of evidence for the later prehistoric periods within the study area is likely to be due to the wooded nature of the area during these periods, which would have been unsuitable for occupation and settlement activity.

Romano-British and Early Medieval

- 2.3 There are no nearby sites, monuments or findspots of Romano-British or early medieval date recorded by the HER. It is likely the site remained within an area of woodland.

Medieval

- 2.4 Cowfold is first documented in AD 1232, and the name is thought to have originated as a Saxon word describing an enclosure for cattle (Mills 2011 & VCH 1987). The parish was divided between six manorial estates and it is thought that the parish generally comprised areas of woodland and pasture in the early medieval period, as suggested by place name evidence incorporating the words 'den', 'fold' and 'hurst' (VCH 1987).
- 2.5 The study site lies within an Archaeological Notification Area (ANA) as defined by the HER, associated with an area of Cowfold that has been previously identified from documentary and cartographic evidence as a medieval or post-medieval pottery industry centre. A number of field names within the immediate vicinity of the site, such as 'Potter's Field', 'Potter's Barn' and 'Potter's Mead', are noted on the HER as suggesting the presence of medieval or post-medieval pottery kilns, and the HER states that there is a high likelihood that archaeological features associated with this pottery centre survive below ground (HER ANA Ref: DWS8547). Recent geophysical survey has suggested a series of possible kilns within the southern part of the site [outside the development area] which may be linked to this industry (SUMO Services 2020).

Post-Medieval and Modern

- 2.6 Cartographic and documentary evidence for possible pottery production is recorded on the HER within the site, which could be of possible medieval or post-medieval date.
- 2.7 The 1806 Ordnance Survey map shows 'Potter's Farm' to the west of Cowfold; this is identified on the HER as a 19th century farmstead. The site largely comprised open land at this time.

- 2.8 The 1839 Cowfold Tithe map is the first to depict the site in detail. This shows Potter's Farm along the site's western boundary, with the site divided into two main field parcels, and a track, leading to the to the farm, close to the western side of the northern field. The accompanying apportionment records the land parcels associated with the site as: Potter's Field (arable), Potter's Barn Yards & Barn Field, Cart House Platt (Pasture) and Potter's Mead (Grass). A similar picture is presented by the Ordnance Survey map of 1877.
- 2.9 The Ordnance Survey map of 1897 shows the area occupied by the farm buildings had been expanded southwards, with a brick field and clay pit to their south [within the south-west corner of the site, outside the development area]. It was operated by Holloway & Fieldus in 1882, who had a depot in Brighton, and by George Wassell in 1890 (Beswick 1993). An area of allotment gardens is also first shown within the central part of the site in 1897.
- 2.10 The Ordnance Survey map of 1911 shows the brickfield in the south-west corner of the site had been expanded, and the area turned over for allotments had been increased. The subsequent map of 1956 shows the brickfield area as woodland and scrubland, suggesting that the brickworks had gone out of use by this time. The allotments had been further expanded to cover much of the central part of the site; the subsequent map of 1972 shows the extent of the allotments decreased, and the former brickworks/farmstead buildings had been demolished by this date, with the farm access track subsequently removed, prior to 1993.
- 2.11 Geophysical survey carried out in 2020 identified anomalies that suggest pottery kilns may be present in the south of the site, outside of the main development area (SUMO Services 2020).
- 2.12 Evaluation by trial trenching in 2025 found the following:

Twenty-one trenches were excavated, of which 13 contained archaeological features. Residual finds also suggest some prehistoric/pre-Middle Bronze Age and possible late 1600s presence. The archaeology recorded comprised 14 shallow foundation cuts, 4 pits, a posthole, a trackway, a gully and 4 linear features. The earliest of these features are 2 - 3 pits and a posthole of Saxo-Norman/high medieval date situated in the northeastern part of the site. The precise date, context, extent and nature of this activity is unclear. The other features are late post-medieval and include a trackway first shown on historic maps in 1825, and foundation cuts that most likely represent the remnants of sheds and/or greenhouses in allotments shown on historic maps from 1890. (ASE 2025)

3.0 RESEARCH AIMS AND OBJECTIVES

3.1 The aims of the archaeological investigation are to ascertain:

- To excavate and record all archaeological remains and deposits exposed with a view to understanding their character, extent, preservation, significance and date before their loss through development impacts.
- To understand to what extent the features exposed during the evaluation can be explained through excavation of the wider area.
- To refine the dating, character and function of the features at this site.
- To make the results of the investigation publicly accessible through submission of a report to the West Sussex Historic Environment Record and the project archive to the local museum.

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

- An understanding of the multifaceted landscape (SERF: Post-medieval and modern period)
- Several discrete Saxo-Norman/high medieval features (2 - 3 pits and a posthole) were recorded but the precise date, context, extent and nature of this activity is unclear. Due to the rarity of Saxo-Norman archaeology in Sussex, it is considered important that the context of this evidence be better understood. While this research topic is not explicitly articulated in SERF, it is associated with the following: Approaches to investigating Early Medieval settlement and exploitation of the Weald (SERF: Anglo-Saxon).

4.0 METHODOLOGY

- 4.1 One T-shaped excavation area (1,500m²) will be excavated across the development footprint as shown in Figures 2 and 3, expanding the area previously examined in evaluation trenches 5, 6, 10 and 14. Spoil will be stockpiled with the potential for extension to areas in mind. Provision has been made for the extension of excavation area by up to 10% should significant archaeological features continue beyond the limit of excavation or are found within 5m of the limit of excavation. The requirement for the excavation of contingency areas will be determined in consultation with the client and SCC.
- 4.2 The trench will be accurately laid out using a GPS survey system or total station and tied into the National Grid.
- 4.3 The trench will be scanned prior to excavation using a CAT scanner. The trench will be excavated using a suitable mechanical excavator (360° excavator) equipped with a toothless ditching bucket.
- 4.4 Only undifferentiated topsoil, subsoil and overburden of recent origin will be removed by machine and will be kept separately. The excavation will be taken down to the top of the first significant archaeological horizon or the top of the underlying 'natural', whichever is uppermost. Due to Health and Safety considerations the trench will not be excavated beyond a safe working depth (generally c. 1.2m) unless suitable precautions (i.e. stepping or battering of trench edges, and /or shoring) have been implemented; the indicative depth of 1.2m may be reduced if the trench sides appear to be particularly unstable. All machining will be undertaken under the supervision of a suitably qualified archaeologist.
- 4.5 On conclusion of the excavation, the spoil will be backfilled by ASE's plant. Trenches will not be backfilled until they have been signed off by SCC. No formal reinstatement to previous condition (i.e. re-turfing) will be undertaken.
- 4.6 A Risk Assessment will be produced and agreed with the client prior to the commencement of the work.

5.0 EXCAVATION AND RECORDING TECHNIQUES

- 5.1 All exposed archaeological features and deposits will be cleaned by hand, planned and recorded. All discrete cut features will be sampled as a minimum by half section (i.e. 50% of feature excavated). At least 25% of any linear feature will be sectioned to produce a vertical section where practicable. A minimum 50% of structural features (beamslots, ring ditches) - actual surviving structural elements (walls, collapse/debris fields) will be exposed, cleaned and preserved for excavation in more appropriate circumstances. 50-100% domestic/industrial working features (hearths, ovens) - unless large & structural, in which case see above. All features will be planned at the scale of 1:20 in relation to the trench outline. Further plans at the scale of 1:20 and sections at the scale of 1:10 will be drawn as necessary. Plans will be drawn on plastic film. Comparative site levels will be recorded for each feature or important context with reference to an OS bench mark, or if unfeasible to an arbitrary on-site datum.
- 5.2 All archaeological features and deposits will be recorded using the standard context record sheets used by Archaeology South-East, UCL. A metal detector will be used to scan all excavated material.
- 5.3 The client and SCC will be informed immediately of any archaeological features or deposits worthy of preservation *in situ*, and generally of any high quality archaeological remains in order that this written scheme of investigation can be reviewed if necessary.
- 5.4 The strategy for sampling archaeological and environmental deposits and structures encountered during any stage of archaeological fieldwork (which can include soils, timbers, animal bone and human burials) will be developed with reference to English Heritage guidelines for environmental archaeology (English Heritage 2011) and waterlogged wood (English Heritage 2010) and in consultation with the English Heritage regional advisor or relevant specialists. Samples will be collected from suitable excavated contexts, including dated/datable buried soils, well-sealed slowly silting features, sealed hearths, sealed features containing evident carbonised remains, peats, water-logged or cess deposits.
- 5.5 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 to target recovery of pollen (using monolith tins), fish and small bone, molluscs, foraminifera, parasites and insects (in small <20 litre samples) or large mammal bones and marine molluscs (in large samples of ~80-100 litres). When taken, large samples will be extracted wholesale from deposits to maximise the range of bone 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.
- 5.6 In the event that human remains are discovered the client and SCC will be informed. No human remains will be lifted at evaluation stage unless it is unavoidable and only with the appropriate licence from the Ministry of Justice.
- 5.7 Finds believed to fall potentially within the statutory definition of Treasure, as defined by the Treasure Act 1996 (amended 2003), shall be reported to the local Finds Liaison Officer. Should the find's status as treasure be confirmed the Coroner, the landowner and SCC will also be informed. A record shall be provided to the Coroner

and to SCC 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).

6.0 PROCESSING AND IDENTIFICATION OF RECOVERED MATERIAL

- 6.1 All pottery, bone and worked flint recovered from the excavation will be washed and marked with an appropriate code to identify the site and context. Most ceramic and other building material (not including significant diagnostic 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.
- 6.2 The lithic and ceramic finds will be identified by specialists within Archaeology South-East, and preliminary identification of faunal remains may be undertaken if the nature of the deposits justifies such study. All finds in an unstable condition will be stabilized using passive conservation techniques where appropriate before being deposited with the receiving museum.
- 6.3 Environmental samples will be processed using tank flotation unless considered detrimental to the samples or recovery rate (such as for waterlogged samples). Bulk samples will target recovery of plant remains (charcoal and macrobotanicals), fish, bird, small mammal and amphibian bone, and small artefacts. 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. Specialist samples may also be taken from dry or waterlogged contexts. Such samples will target recovery of pollen (using monolith tins), molluscs, foraminifera, parasites and insects. Larger samples (80-100 litres) will be extracted wholesale from deposits rich in marine molluscs and large mammal bones. As a general rule waterlogged wood specimens will be recorded in detail in their original location. If removed they will be cleaned, photographed and a thin section sample will be taken for identification. Specimens will either be stored in wet cool conditions or dried if considered appropriate for the material. In all instances deposits with clear intrusive material shall be avoided.

7.0 POST-EXCAVATION ANALYSIS

- 7.1 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.
- 7.2 All finds will be cleaned, labelled, sorted and analysed in accordance with the practices and standards outlined in the United Kingdom Institute for Conservation's *Conservation Guidelines No.2: Guidelines for the Preparation of Excavation Archives for Long Term Storage* (UKIC 1990). 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.
- 7.3 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 local museum.
- 7.4 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.
- 7.5 The following specialists will be used if necessary and where appropriate:

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

- 7.6 Upon completion of the fieldwork, the site archive will be assembled in accordance with the guidelines set out in Management of Research Projects in the Historic Environment (Historic England 2015). The site archive will contain all the data

collected during the excavation including records, finds and environmental samples. It will be quantified, ordered, indexed and internally consistent.

- 7.7 A post-excavation report including plans, digital photographs and drawings for the excavations will be prepared within ten months of completion of all site work (e.g. the evaluation, Strip, Map and Sample and any other mitigation areas), subject to the production of any necessary specialist reports. It will include a record of all materials recovered and all written, drawn and photographic records relating directly to the investigations undertaken. It will be quantified, ordered, indexed and internally consistent. It will also contain a site summary and brief written observations on the artefactual and environmental data.
- 7.8 The report will be in line with guidelines set out in Management of Research Projects in the Historic Environment (Historic England 2015).
- 7.9 An Online Access to the Index of Archaeological Investigations (OASIS) form will be completed at <http://ads.ahds.ac.uk/project/oasis/> following the completion of the Assessment report and included as an appendix.
- 7.10 A draft copy of the report will be sent to the client for onward submission to SCC in the first instance for their comments and approval. Once the report has been accepted further copies and one electronic copy in PDF format will be sent to the LPA and the client as appropriate.
- 7.11 A copy of the approved report will be supplied to the West Sussex County Council Historical Environment Record (ESHER) on CD in PDF/A format on the understanding that it will become a public document after an appropriate period of time not exceeding six months.
- 7.12 Agreement shall be reached with SCC regarding the format and destination of any subsequent publication(s) arising from the investigations. Proposals for publication, if appropriate, will be detailed in the post-excavation assessment report and timescales and costs for a publication programme will be agreed at that stage.
- 7.13 Upon completion of the final report for publication, the archive will be prepared for deposition 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).
- 7.14 The evaluation archive will be assimilated with the mitigation archive.
- 7.15 Permission has been sought for the deposition of the site archive and finds at Horsham Museum. An accession number will be obtained as necessary. In the event that Horsham Museum cannot receive the archive it will be stored in ASE's offices until this becomes possible or an alternative repository is identified.
- 7.16 A Data Management Plan has been completed (see Appendix 2).

8.0 HEALTH AND SAFETY

- 8.1 A risk assessment for the project will be prepared prior to the commencement of work. All relevant health and safety regulations will be adhered to.

9.0 INSURANCE

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

10.0 MONITORING

- 10.1 Provision will be made at all stages of the project for The Client and SCC to monitor progress and standards. Adequate provision will be made available by ASE for SCC to make site monitoring visits at agreed and specified times.

REFERENCES

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- WSCC, ESCC, 2019, *Sussex Archaeological Standards*
- Archaeology South-East**
May 2026

Appendix A: Selection Strategy

Land South of Station Road, Cowfold, West Sussex
Sitecode CFO26 (ASE project number 260207)6th May 2026, Version 1

Selection Strategy

Project Information

Project Management

Project Manager	Jon Sygrave	
Archaeological Archive Manager	Nicola Elphick	
Organisation	Archaeology South-East	
Stakeholders		Date Contacted
Collecting Institution(s)	Horsham Museum	TBC
Project Lead / Project Assurance	Nick Truckle <i>Planning Archaeologist</i>	TBC
Landowner / Developer	Devine Homes PLC	TBC
Other		

Resources Required

No additional resources have been identified at this point.

Context

This selection strategy has been produced using the written scheme of investigation for the project and from Requirements for Depositing Archaeological Archives to Horsham Museum alongside national and international archiving guidelines and ASE's in-house on-site collection policies.

The project is strip, map and sample mitigation excavation of an area previously evaluated and found to contain features of Saxo-Norman date.

The excavation has the potential to contribute to regional research aims set out in The South East Research Framework

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

Project specific guidance:

N/A

1 – Digital Data

Stakeholders

Archaeological Archive Manager, Project Manager and Site Supervisor (ASE)
Planning Archaeologist, Collections Curator, Archaeological Consultant / 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)
Planning Archaeologist, Collections Curator, Devine Homes PLC

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
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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 (Nick Truckle) and Collections Curator (Horsham Museum) will approve retention/ deselection recommendations.

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

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

Selection

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

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

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

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

FIRED 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
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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 (Nick Truckle) and Collections Curator (Horsham Museum) will approve retention/ deselection recommendations.

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

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

Selection

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

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

Uncollected Material

All Registered Finds will be collected in full.

De-Selected Material

Registered Finds will generally be retained for archive.

Review Points

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

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type	ENVIRONMENTAL REMAINS	Section 3.	2
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Stakeholders

The Project Manager (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 (Nick Truckle) and Collections Curator (Horsham Museum) will approve retention/ deselection recommendations.

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

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

Selection

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

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

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

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

Uncollected Material

De-Selected Material

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

Review Points

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

Amendments

Date	Amendment	Rationale	Stakeholders

4 – References

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

Archaeological Ceramic Building Materials Group (ACBMG), 2002 *Ceramic Building Material Minimum Standards for Recovery, Curation, Analysis and Publication*

ASE, 2021 Fieldwork Manual: Excavation and Recording Guidelines (revised edition)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appendix B: Data Management Plan

Land South of Station Road, Cowfold, West Sussex

Site Code: CFO26

6th May 2026 Version 1

A Data Management Plan created using DMPonline

Creator: Nicola Elphick

Affiliation: Archaeology South- East

Template: Digital Curation Centre

Last modified: 06-05-2026

Project abstract:

The project is strip, map and sample mitigation excavation of an area previously evaluated and found to contain features of Saxo-Norman date.

Dataset Repository: Horsham Museum

Data Collection

What data will you collect or create?

During project planning a Written Scheme of Investigation (WSI) and Selection Strategy will be produced alongside this digital management plan.

During fieldwork digital images will be captured to document the site.

CAD and GIS software will be used.

In the post excavation stage finds specialists will create digital finds records, plans will be produced and a grey literature report written.

How will the data be collected or created?

File naming structure for all files will be project number- what it is- Site code and HER event number. For example: 180932-Final Report- CPI18-ECB4568

Trained members of staff will capture digital images with a digital camera of no less than 12 megapixels or 1/2" CMOS sensor on site. All digital images will be captured in Jpeg format.

Finds specialist tables/ records will be created using up-to-date Microsoft Office software.

The location of archaeology will be recorded using one of, or a combination of the following methods: survey grade GNSS equipment with SMARTNET correctional data enabled (for

example Leica GS18); TST (e.g. Leica TS16) tied in to the OS National Grid; photogrammetric survey using a terrestrial or RPAS (remote pilot aircraft system) mounted camera, georeferenced using GCP (ground control points) tied in with GNSS or TST to the National Grid. RPAS mounted camera will have a 1" CMOS sensor or greater. All spatial data will be stored according to the OSGB36 (EPSG27700) projection/coordinate system.

Grey literature reports will be created using up-to-date Microsoft Office software and the drawings will be produced using AutoCAD Map 3D 2018 (or later), and appropriate and current GIS software (ArcMap \ArcGIS Pro\QGIS). The report will also be saved as a Pdfa using Adobe Acrobat 9 Pro or later.

Documentation and Metadata

What documentation and metadata will accompany the data?

A metadata document will be produced for this project based on the ADS (Archaeology Data Service) guidelines and template for documenting metadata.

In addition, Archaeology South-East (ASE) finds manual which documents our procedure for finds recording will also accompany the project.

Ethics and Legal Compliance

How will you manage any ethical issues?

Where applicable all personal information will be removed prior to the project's deposition. All sensitive data will be restricted to project managers and will be kept for 5 years prior to being destroyed.

How will you manage copyright and Intellectual Property Rights (IPR) issues?

Archaeology South-East own the digital data but will sign over all rights during the deposition process. We will still retain the right to use images for our own marketing and internal purposes.

As part of the deposition a copy of the report will be uploaded onto OASIS. There will be no delay in the upload of this unless the client requests this.

Storage and Backup

How will the data be stored and backed up during the research?

Archaeology South East backs up their data onto external servers at University College London (UCL) at the end of each day. This is an automated process. In the event of an incident Archaeology South-East's It support officer and archive officer will be responsible for the recovery of digital data.

How will you manage access and security?

Access to the digital data is via a secured password enabled route onto central servers. Each collaborator that will be creating or need access to the data will have their own log in. Digital images will be captured and stored onto an external device and these images will be uploaded onto the server once fieldwork has been completed by the project officer.

Selection and PreservationWhich data are of long-term value and should be retained, shared, and/or preserved?

The retained digital archive will be deposited alongside the physical archive at a local repository once all fieldwork and post excavation work has been completed. ASE will comply with each institutions digital requirements prior to deposition.

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

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

Data SharingHow 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 ResourcesWho 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>

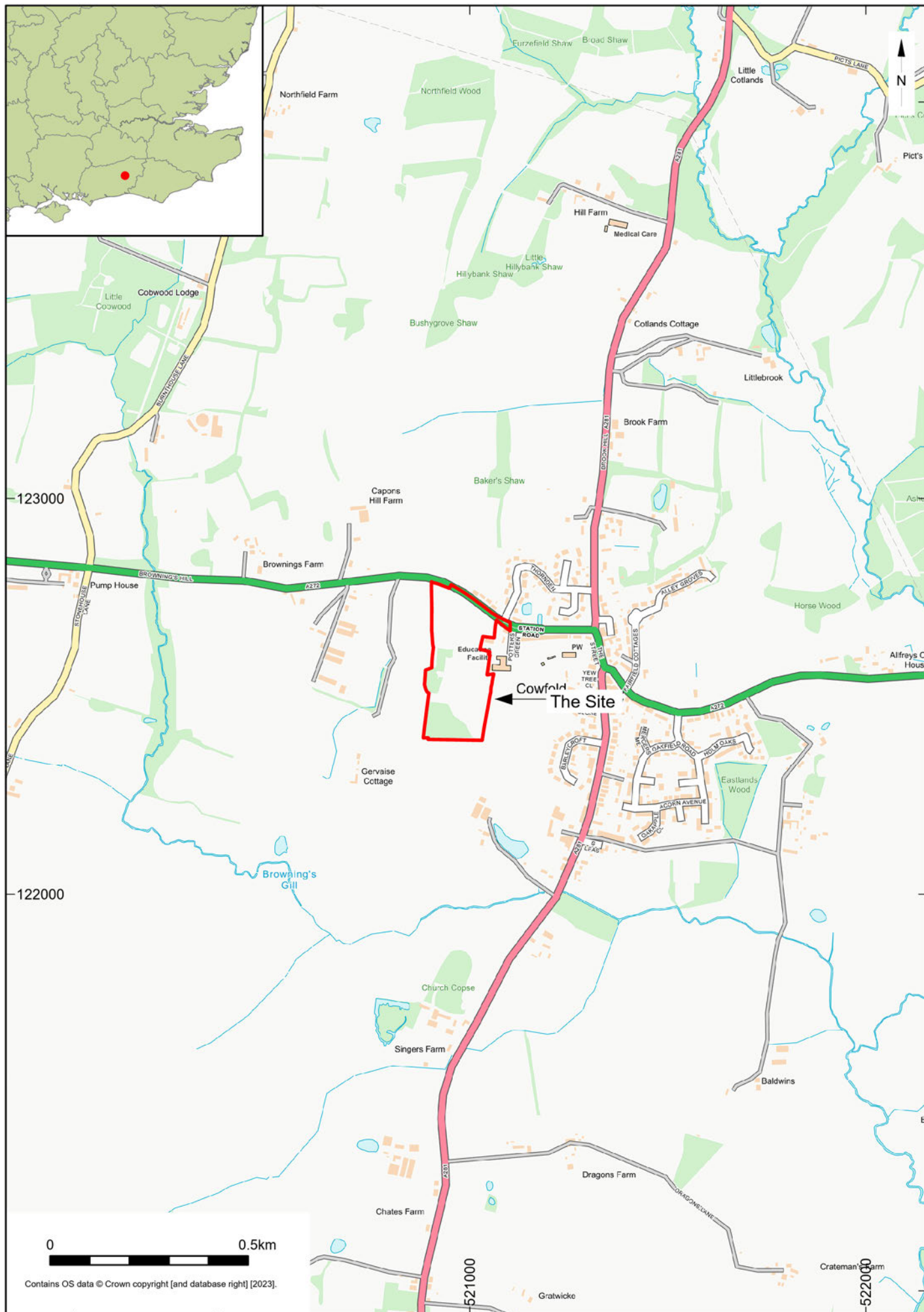
ADS (4) Guidance for the selection of material for deposit and archive

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

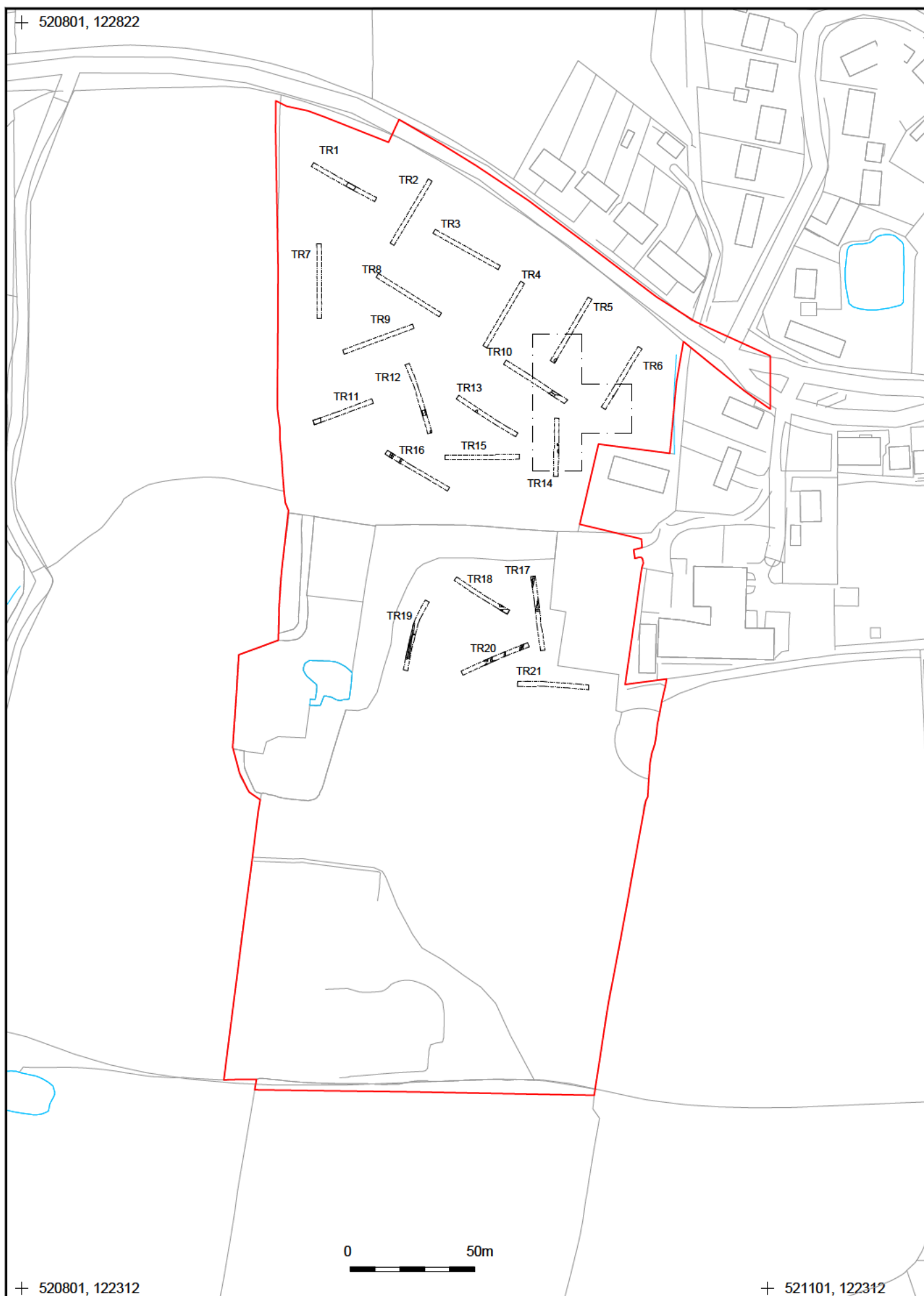
Brown, D.H. (2011a) *Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation*. Second Edition. Archaeological Archives Forum (AAF)

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		Cowfold: Land South Of Station Road	Fig. 1
Project Ref: 260207	May 2026	Site Location	
Report Ref: WSI	Drawn by: AC		



© Archaeology South-East		Cowfold: Land South Of Station Road	Fig. 2
Project Ref: 260207	May 2026	Proposed mitigation location	
Report Ref: WSI	Drawn by: AC		

