



Cobwood Solar Farm Cowfold West Sussex

Written Scheme of Investigation for
Archaeological Watching Brief

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Logix House
Wrotham Road
Meopham
Gravesend
Kent
DA13 0QB

www.wessexarch.co.uk

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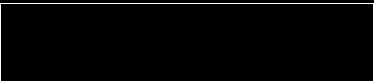
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Planning authority Horsham District Council
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Museum name TBC

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Document compiled by Jon Sanigar
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Cobwood Solar Farm Cowfold West Sussex

Written Scheme of Investigation for Archaeological Watching Brief

1 INTRODUCTION

1.1 Project and planning background

1.1.1 Wessex Archaeology has been commissioned by Cobwood Solar Farm Limited ('the client'), to produce a written scheme of investigation (WSI) for a proposed archaeological watching brief. The Site measures c.71.3ha, and is centred on NGR 519500 122675, at Burnthouse Lane, Cowfold, West Sussex RH13 8DL (Fig. 1). The works to be monitored cover an area of c.4.57ha.

1.1.2 The proposed development comprises the construction and operation of a solar photovoltaic farm and associated infrastructure including transformers, inverters, DNO Substation, customer switchgear, security cameras, fencing, access tracks and landscaping.

1.1.3 The works that are to be monitored comprise activities with the greatest below ground impact (Figs. 2 to 8):

- Construction Access;
- Construction and Maintenance Access;
- Site Access;
- Underground Cable Routes;
- Compound Areas;
- Inverters;
- Substation; and
- Customer Switchgear.

1.1.4 A planning application (DC/23/2172) submitted to Horsham District Council, was granted on 21/05/2024, subject to conditions. The following conditions relate to archaeology:

Condition 7

Pre-Commencement Condition: 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 by excavation before it is destroyed by development in accordance with Policy 34 of the Horsham District Planning Framework (2015).

- 1.1.5 Consultation was received from the Archaeological Advisor to Horsham District Council on 14/02/2024. Their response is below:

The site is large and so a desk based archaeological assessment has been provided. The document, which has been produced by Cotswold Archaeology, concludes that the site has a seemingly low archaeological potential but notes that this may be influenced by a lack of previous archaeological fieldwork in the area. In order to clarify the potential a geophysical survey of the site has been carried out by AOC Archaeology which revealed a possible enclosure to the north of the Site and a possible trackway to the south-west. Uncertain linear anomalies were detected as were remains associated with agriculture which included evidence for ridge and furrow cultivation. Some fields contained high levels of magnetic disturbance caused by recent agricultural activity that would mask any archaeological remains that may be present.

As there is nothing in the geophysical survey results that suggests significant archaeological features are present across the site, together with the fact that the installation of the solar panels themselves involve limited ground disturbance, I do not consider that further evaluation of the site is appropriate. However as there is still a chance that archaeological features that would not be recorded by geophysics could be present, it would be reasonable to require a programme of archaeological monitoring on the elements of the scheme that will require a more extensive areas of disturbance. In particular monitoring will be required for site compounds, access roads and the foundation excavations for the inverter cabins.

- 1.1.6 This watching brief is part of a programme of archaeological works, which has included a desk-based assessment (Cotswold Archaeology 2023), and a geophysical survey (AOC 2024).

1.2 Scope of document

- 1.2.1 This WSI sets out the aims and objectives of the watching brief, and the methods and standards that will be employed. It conforms to current best practice, as well as the Chartered Institute for Archaeologists' relevant standards and guidance (CIfA 2014a; 2023a–b), the guidance in *Management of Research Projects in the Historic Environment* (MoRPHE; Historic England 2015a), and the *Sussex Archaeological Standards* (West Sussex County Council 2019).

- 1.2.2 This document will be submitted to the Archaeological Advisor at West Sussex County Council (WSCC), archaeological advisor to the Local Planning Authority (LPA), for approval prior to the fieldwork.

1.3 Location, topography and geology

- 1.3.1 The site is located within an undulating, hilly landscape, with the northern part of the site located at a higher elevation than the south. The maximum elevation of the land comprising the site is c.45 m above Ordnance Datum (aOD) within the north-east of the site, falling to c.22 m aOD within the south-west part of the site.
- 1.3.2 The underlying bedrock geology of the site is mostly Weald Clay Formation Mudstone. An underlying bedrock geology of Horsham Stone Member Sandstone is present towards the centre of the site as two bands on an east to west orientation (British Geological Survey 2026).

- 1.3.3 No superficial geological deposits are recorded within the site (British Geological Survey 2026).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Introduction

- 2.1.1 The archaeological and historical background was assessed in a prior desk-based assessment (DBA; Cotswold Archaeology 2023), which considered the recorded historic environment resource within a 1 km study area of the development. A summary of the results is presented below, with relevant entry numbers from the West Sussex Historic Environment Record (HER) and the National Heritage List for England (NHLE) included. Additional sources of information are referenced, as appropriate.

2.2 Previous investigations related to the development

Desk-based assessment (Cotswold Archaeology 2023)

- 2.2.1 A desk-based assessment was undertaken by Cotswold Archaeology in 2023. Evidence of prehistoric activity within the study area comprises chance findspots with no associated archaeological features or deposits, and no Roman period activity has been recorded within the study area. This may be reflection of the lack of archaeological investigation within the landscape. Available documentary, satellite, cartographic and LiDAR resources suggest that the site functioned as agricultural land from the medieval period onwards. LiDAR imagery shows the remains of ridge and furrow cultivation and former field boundaries within the site.

Geophysical survey (AOC 2024)

- 2.2.2 A magnetometer survey was undertaken by AOC in 2023. The survey recorded a possible archaeological feature, comprising a conjoining linear trend to form an enclosed space in the north of the site. In the southwest of the site, two magnetically enhanced parallel linear trends, aligned approximately east-west, have been detected which could potentially indicate a double ditched track. Multiple anomalies in the form of linear trends have been identified across the survey parcels as unclear in origin. A number of former field boundaries have been identified. Anomalies likely to be agricultural in origin, have been detected in the form of field drains, ridge and furrow cultivation and modern ploughing trends.

2.3 Archaeological and historical context

Prehistoric to Romano-British (900,000 BC to AD 410)

- 2.3.1 No prehistoric activity has been recorded within the Site and only limited prehistoric activity recorded within the study area. The earliest evidence of activity within the study area dates to the Mesolithic period, comprising two pieces of worked flint c.530 m to the north of the site.
- 2.3.2 The Neolithic (4,000 BC – 2,400 BC) and Bronze Age (2,400 BC – 700 BC) archaeological resource within West Sussex is typified by large quantities of surface finds (Lievers 2011). There is also evidence of woodland clearance dating from the Neolithic, Bronze Age and Iron Age (700 BC – AD 43) periods recorded within both High and Low Weald. Evidence of the Neolithic comprises a single flint arrowhead c.780 m to the north, and a Bronze Age palstave axe head was recorded c.1.1 km to the east.
- 2.3.3 No evidence of the Iron Age or Romano-British period is recorded within the site or the study area.

- 2.3.4 Roman roads are recorded across the wider region, however the closest one of these is located c.8.5 km south of the site. By comparison with other regions, only a modest number of Romano-British settlements or farmsteads have been recorded across the Weald. This is partly due to the fact that Wealden clays are relatively poor for arable farming. Therefore, activity within the area is generally characterised by iron-working sites, for which there is little evidence of associated domestic habitation (Cotswold Archaeology 2023).

Anglo-Saxon to medieval (AD 410 to 1540)

- 2.3.5 Following the end of Roman rule, Britain was split into various small kingdoms and prior to the arrival of the Normans in the 11th century little recorded evidence survives from this period in England. There is no Saxon or other early medieval activity recorded within the Site or the study area. The Domesday Survey records Shermanbury as the closest settlement to the Site, c.3.3 km south of the Site, which was a small settlement of eight households. This suggests that during the early medieval period the Site and the surrounding area remained a rural landscape.
- 2.3.6 This likely continued into the medieval period, as demonstrated by the presence of medieval farmsteads and settlements recorded within the study area and in the wider landscape. The nearest medieval village to the site is Cowfold, c.1 km to the east.
- 2.3.7 Several medieval farmsteads are recorded within the site's environs, with Bowshots Farm located to the immediate north for example. The site likely formed part of the agricultural landscape around these farmsteads.

Post-medieval to modern (1540 to present day)

- 2.3.8 In the post-medieval period, the site likely remained agricultural in character and associated with surrounding farmsteads. Recorded within the wider landscape is Hill Farm Parkscape c.830 m to the east, Belmoredean Parkscape to the immediate north and north-west of the site. Evidence of agricultural features such as ridge and furrow were noted on LiDAR imagery towards the centre of the site.
- 2.3.9 Evidence of post-medieval quarries are recorded within the landscape, with a stone quarry c.670 m to the north. LiDAR imagery of the site indicates that depressions within the site could be remains of small quarries or extraction pits.
- 2.3.10 In the 19th century a former farmstead named Champion's Farm was located towards centre area of the site, which has been completely lost, and no above ground remains survive.
- 2.3.11 Evidence of an active brick-making industry is abundant across the areas of High and Low Weald. Evidence of two brickworks is recorded c.430 m to the west and c.730 m to the east of the site.

3 AIMS AND OBJECTIVES

3.1 Aims

- 3.1.1 The aims of the investigation are to:

- allow, within the resources available, the preservation by record of archaeological deposits, the presence and nature of which could not be established (or established with sufficient accuracy) in advance of the development or other works;



- provide an opportunity, if needed, to signal to all interested parties, before the destruction of the material in question, that an archaeological find has been made for which the allocated resources are not sufficient to support treatment to a satisfactory and proper standard; and
- guide, not replace, any requirement for contingent excavation or preservation of possible deposits.

3.2 General objectives

3.2.1 In order to achieve the above aims, the general objectives are to:

- determine the presence or absence of archaeological features, deposits, structures, artefacts or ecofacts within the specified works area;
- record and establish, within the constraints of the works, the extent, character, date, condition and quality of any surviving archaeological remains (a preservation by record);
- place any identified archaeological remains within a wider historical and archaeological context in order to assess their significance; and
- make available information about the archaeological resource on the site by preparing a report on the results.

4 FIELDWORK METHODS

4.1 Introduction

4.1.1 Compliance with health and safety regulations and requirements will take priority over archaeological considerations in all works.

4.1.2 All works will be undertaken in accordance with the detailed methods set out within this WSI. Any significant variations to these methods will be agreed in writing with the Archaeological Advisor at WSCC and the client prior to being implemented.

4.1.3 At the current time, the site layout is not fully fixed. Monitoring locations will be based upon the final construction layout rather than the areas presented within the figures accompanying this document. Based upon the current designs, the works to be monitored are (Figs. 2 to 8):

- Construction Access;
- Construction and Maintenance Access;
- Site Access;
- Underground Cable Routes;
- Compound Areas;
- Inverters;
- Substation; and
- Customer Switchgear.

4.1.4 Once the construction details are finalised the locations for the archaeological watching brief will be reviewed with the archaeological advisor and the client.



- 4.1.5 Some construction activities such as access roads and compounds may only require between 200mm-300mm of ground removal. These activities will be monitored initially but should it transpire that these excavations are not deep enough to impact archaeological remains, discussions will be held with the archaeological advisor with the view to suspend the watching brief for this activity within a defined area, in agreement with the archaeological advisor and the client. Weekly progress updates can be provided to the archaeological advisor as required.

4.2 Service location and other constraints

- 4.2.1 The client and/or their principal contractor will be responsible for the identification and protection of any above- and below-ground services within the watching brief area/s. The client and/or their principal contractor will also be responsible for informing Wessex Archaeology of, and delimiting, any other areas of environmental, ecological or other constraints.

4.3 Watching brief methods

- 4.3.1 The watching brief will be undertaken by at least one archaeologist, subject to the number of site operations being carried out at any one time. All mechanical excavation will, where possible, be undertaken using a toothless ditching bucket and will be constantly monitored by the attending archaeologist.
- 4.3.2 Without causing unnecessary delay to the groundwork programme, the archaeologist may ask for the groundwork to be temporarily halted whilst investigations are carried out. If appropriate, areas of archaeological interest will be defined and suitably protected in advance of their investigation and recording.
- 4.3.3 Where necessary, the surface of archaeological deposits will be cleaned by hand. A sample of the archaeological features and deposits identified will be hand-excavated and recorded, sufficient to address the project aims. Spoil from machine stripping and hand-excavation will be visually scanned for the purposes of finds retrieval and, where appropriate, will also be metal-detected by trained archaeologists. Finds will be collected and bagged by context.
- 4.3.4 If extensive, complex or well-preserved archaeological remains are identified, for which the scope of the approved strategy is insufficient, the monitoring archaeologist will halt the groundwork, delimit the area of archaeological interest, and report immediately to the Wessex Archaeology project manager. Wessex Archaeology will then inform the groundwork contractor, the client and the Archaeological Advisor at WSCC, as a contingent excavation or revised strategy may be required. The programme, and additional resources, for any contingent excavation will be agreed with the client. Accordingly, this WSI will need revising before any further fieldwork proceeds – the revised WSI will need the approval of the Archaeological Advisor at WSCC, on behalf of the LPA.
- 4.3.5 If human remains are uncovered, the specific methods outlined below (section 4.7) will be followed.

4.4 Recording

- 4.4.1 All exposed archaeological deposits and features will be recorded using Wessex Archaeology's pro forma recording system.
- 4.4.2 A complete record of excavated archaeological features and deposits will be made. This will include plans and sections, drawn to appropriate scales (generally 1:20 or 1:50 for plans, 1:10 for sections) and tied to the Ordnance Survey (OS) National Grid.



- 4.4.3 A full photographic record will be made using digital cameras equipped with an image sensor of not less than 10 megapixels. This will record the detail and general context of the principal features and the site. Digital images will be subject to managed quality control and curation processes, which will embed appropriate metadata within the image and ensure long term accessibility of the image set.

4.5 Survey

- 4.5.1 The real time kinematic (RTK) survey of all archaeological features will be carried out using a Leica Global Navigation Satellite System (GNSS) connected to Leica's SmartNet service. All survey data will be recorded in OS National Grid coordinates and heights above OD (Newlyn), as defined by OSTN15 and OSGM15, with a three-dimensional accuracy of at least 50 mm.
- 4.5.2 If, due to unforeseen circumstances, it is not possible to survey using survey equipment prior to the destruction of the material, archaeological features will be located to client plans that are related to OS mapping or structures/features that appear on OS mapping. This will be achieved using hand-held measuring tapes and the basic principles of triangulation.

4.6 Monitoring

- 4.6.1 The client will inform the Archaeological Advisor at WSCC of the start of the watching brief and its progress. Reasonable access will be arranged for the Archaeological Advisor at WSCC to make site visits to inspect and monitor progress. Any variations to the WSI, if required to better address the project aims, will be agreed in advance with the client and the Archaeological Advisor at WSCC.

4.7 Finds

General

- 4.7.1 All archaeological finds will be retained, although those of clearly very recent origin with negligible potential to provide information relevant to the project aims and objectives may be recorded on site and not retained. Where appropriate, soil samples may be taken and sieved to aid in finds recovery. Any finds requiring conservation or specific storage conditions will be dealt with immediately in line with *First Aid for Finds* (Watkinson and Neal 1998).

Human remains

- 4.7.2 In the event of discovery of any human remains (articulated or disarticulated, cremated or unburnt), all excavation of the deposit(s) will cease pending Wessex Archaeology obtaining a Ministry of Justice licence (this includes cases where remains are to be left *in situ*).
- 4.7.3 Initially the remains will be left *in situ*, covered and protected, pending discussions between the client, Wessex Archaeology's osteoarchaeologist and the Archaeological Advisor at WSCC regarding the need for excavation/removal or sampling. Where this is deemed appropriate, the human remains will be fully recorded, excavated and removed from site in compliance with the Ministry of Justice licence.
- 4.7.4 Excavation and post-excavation processing of human remains will be in accordance with Wessex Archaeology protocols and in-line with current guidance documents (e.g., McKinley 2013) and the standards set out in ClfA Technical Paper 13 (McKinley and Roberts 1993). Appropriate specialist guidance/site visits will be undertaken if required.

- 4.7.5 The final deposition of human remains subsequent to the appropriate level of osteological analysis and other specialist sampling/examinations will follow the requirements set out in the Ministry of Justice licence.

Treasure

- 4.7.6 Wessex Archaeology will immediately notify the client and the Archaeological Advisor at WSCC on discovery of any material covered, or potentially covered, by the *Treasure Act 1996*. All information required by the Act (i.e., finder, location, material, date, associated items etc.) will be reported to the Coroner within 14 days.

4.8 Environmental sampling

- 4.8.1 All sampling will be undertaken following Wessex Archaeology's in-house guidance, which adheres to the principles outlined in guidance issued by Historic England (2015b; 2025).
- 4.8.2 Bulk environmental soil samples, for the recovery of plant macrofossils, wood charcoal, small animal bones and other small artefacts, will be taken as appropriate from well-sealed and dateable contexts. In general, features directly associated with particular activities (e.g., pits, latrines, cesspits, hearths, ovens, kilns and crop driers) should be prioritised for sampling over features, such as ditches or postholes, that are likely to contain reworked and residual material.
- 4.8.3 If waterlogged or mineralised deposits are encountered, an appropriate environmental sampling strategy will be agreed with the Archaeological Advisor at WSCC. Specialist guidance will be provided by Wessex Archaeology's geoarchaeological and environmental team, with site visits undertaken if required.
- 4.8.4 Any samples will be of an appropriate size – typically 40 litres for the recovery of environmental evidence from dry contexts, and 10 litres from waterlogged deposits.
- 4.8.5 Following specialist advice, other sampling methods such as monolith, Kubiena or contiguous small bulk (column) samples may be employed to enable investigation of deposits with regard to microfossils (e.g., pollen, diatoms) and macrofossils (e.g., molluscs, insects), soil micromorphological or soil chemical analyses.

5 POST-EXCAVATION METHODS AND REPORTING

5.1 Stratigraphic evidence

- 5.1.1 All written and drawn records, and surveyed data from the watching brief will be collated and checked. Key data will usually be transcribed into a database, which can be updated during any further analysis. The preliminary phasing of archaeological features and deposits will be undertaken using stratigraphic relationships and the spot dating from finds, particularly pottery, and any other relevant information.
- 5.1.2 A written description will be made of all archaeologically significant features and deposits that were exposed and excavated, ordered by period/phase and/or feature group as appropriate.

5.2 Finds evidence

- 5.2.1 All retained finds will, as a minimum, be cleaned, weighed, counted and identified. They will then be recorded to a level appropriate to the aims and objectives of the project. Recording and reporting will conform to the Type 1 (Description) level according to the ClfA (n.d. a)

Toolkit for Specialist Reporting, to include appropriate quantification and characterisation. The report will include a table of finds by feature/context.

- 5.2.2 Metalwork from stratified contexts will be X-rayed and, along with other fragile and delicate materials, stored in a stable environment. The X-raying of objects and other conservation needs will be undertaken by Wessex Archaeology's conservation staff or another approved conservation centre.
- 5.2.3 Finds will be suitably bagged and boxed in accordance with the guidance given by the relevant museum and ClfA (2014b).

5.3 Environmental evidence

- 5.3.1 Bulk environmental soil samples will be processed by standard flotation methods. The residues will be fractionated into 5.6/4 mm and 1 mm and dried if necessary. The coarse residue fraction (>5.6/4 mm), and the fine fraction when appropriate, will be sorted and discarded, with any finds recovered given to the appropriate specialist. The flot will be retained on a 0.25 mm mesh and scanned to assess the range of environmental remains present and their preservation. Unsorted fine residues will be retained until after any analyses and discarded following final reporting (in accordance with the Selection policy, below).
- 5.3.2 In the case of samples from cremation-related deposits the flots will be retained on a 0.25 mm mesh, with residues fractionated into 4 mm, 2 mm and 1 mm. In the case of samples from inhumation burial deposits, the sample will be wet-sieved through 9.5 mm and 1 mm mesh sizes. The coarse fractions (9.5 mm) will be sorted with any finds recovered given to the appropriate specialist together with the finer residues.
- 5.3.3 Any waterlogged samples will be processed by standard waterlogged flotation methods.
- 5.3.4 Recording and reporting will conform to the Type 1 (Description) level according to the ClfA (n.d. a) *Toolkit for Specialist Reporting*, to include appropriate quantification and characterisation.

5.4 Reporting

- 5.4.1 Following completion of the fieldwork and the assessment of the stratigraphic, finds and environmental evidence, a draft report will be prepared in general accordance with relevant guidance (ClfA 2023b). The draft report will be submitted for approval to the client and the Archaeological Advisor at WSCC for comment. Once approved, a final version will be submitted.
- 5.4.2 The report will include the following elements:
- Non-technical summary;
 - Project background;
 - Archaeological and historical context;
 - Aims and objectives;
 - Methods;
 - Results – stratigraphic, finds and environmental;

- Conclusions in relation to the project aims and objectives, and discussion in relation to the wider local, regional or other archaeological contexts and research frameworks etc;
- Archive preparation and deposition arrangements;
- Appendices;
- Illustrations; and
- References.

5.4.3 A copy of the final report will be deposited with the HER, along with surveyed spatial digital data (.dxf or shapefile format).

Publication

5.4.4 If no further excavation works are undertaken, a short report on the results will be prepared for publication in a suitable journal, if considered appropriate and agreed with the client and the Archaeological Advisor at WSCC.

OASIS

5.4.5 An OASIS (online access to the index of archaeological investigations) record (<http://oasis.ac.uk>) will be created, with key fields completed, and a .pdf version of the final report submitted. Subject to any contractual requirements on confidentiality, copies of the OASIS record will be integrated into the relevant local and national records and published through the Archaeology Data Service (ADS) ArchSearch catalogue.

6 ARCHIVE STORAGE AND CURATION

6.1 Museum

6.1.1 The site falls within an area where there is currently no collecting museum. Every effort will be made to identify a suitable repository for the archive resulting from the fieldwork, and if this is not possible, Wessex Archaeology will initiate discussions with the local planning authority in an attempt to resolve the issue. If no suitable repository is identified, Wessex Archaeology will continue to store the archive but may institute a charge to the client for ongoing storage beyond a set period.

6.2 Transfer of title

6.2.1 The legal owner of any finds recovered (i.e., the landowner), with the exception of human remains and any objects covered by the *Treasure Act 1996*, will be contacted to request transfer of their ownership to the museum via a written agreement.

6.3 Preparation of archive

Physical archive

6.3.1 The physical archive will be prepared following the standard conditions for the acceptance of excavated archaeological material, and in general following nationally recommended guidelines (Brown 2011; ClfA 2014b; SMA 1995). The archive will usually be deposited within one year of completion of the project, with the agreement of the client.

Digital archive

6.3.2 The digital archive will be deposited with a Trusted Digital Repository, in this instance the Archaeology Data Service (ADS), to ensure its long-term curation. Digital data will be

prepared following ADS guidelines (ADS 2013 and online guidance) and accompanied by metadata.

Finds archive

- 6.3.3 Any finds (artefacts and ecofacts) will be prepared following the standard conditions for the acceptance of excavated archaeological material and, in general, following nationally recommended guidelines (Brown 2011; ClfA 2014b; NPAAW 2017; SMA 1995). The archive will usually be deposited within one year of completion of the project, with the agreement of the client.

6.4 Selection strategy

- 6.4.1 It is widely accepted that not all records and materials (artefacts and ecofacts) collected or created during an archaeological project require preservation in perpetuity. These records and materials will be subject to selection in order to establish what will be retained for long-term curation, with the aim of ensuring that all elements selected to be retained are appropriate to establish the significance of the project and support future research, outreach, engagement, display and learning activities, i.e., the retained archive should fulfil the requirements of future researchers and the receiving museum.
- 6.4.2 The selection strategy, which details the project-specific selection process, is underpinned by national guidelines on selection and retention (Brown 2011, section 4) and generic selection policies (SMA 1993; Wessex Archaeology's internal selection policy) and follows ClfA's (n.d. b) *Toolkit for Selecting Archaeological Archives*. It should be agreed by all stakeholders (Wessex Archaeology's specialists, external specialists, local authority, museum) and fully documented in the project archive.
- 6.4.3 In this instance, given that the level of finds recovery is expected to be relatively low, decisions on selection will be deferred until after the fieldwork, and no detailed strategy is presented here. Any material not selected for retention may be used for teaching or reference collections by the museum, or by Wessex Archaeology.

6.5 Security copy

- 6.5.1 In line with current best practice (e.g., Brown 2011), on completion of the project a security copy of the written records will be prepared in the form of a digital PDF/A file.

7 COPYRIGHT

7.1 Archive and report copyright

- 7.1.1 The full copyright of the written/illustrative/digital archive relating to the project will be retained by Wessex Archaeology under the *Copyright, Designs and Patents Act 1988* with all rights reserved. The client will be licenced to use each report for the purposes that it was produced in relation to the project as described in the specification. The museum, however, will be granted an exclusive licence for the use of the archive for educational purposes, including academic research, providing that such use conforms to the *Copyright and Related Rights Regulations 2003*.
- 7.1.2 Digital copies of the final report will be made available to the Historic Environment Record (HER) through OASIS (online access to the index of archaeological investigations). Geospatial/survey data forming part of the digital archive will be supplied, on request, to the HER.

7.2 Third party data copyright

- 7.2.1 This document, the report and the project archive may contain material that is non-Wessex Archaeology copyright (e.g., Ordnance Survey, British Geological Survey, Crown Copyright), or the intellectual property of third parties, which Wessex Archaeology are able to provide for limited reproduction under the terms of our own copyright licences, but for which copyright itself is non-transferable by Wessex Archaeology. Users remain bound by the conditions of the *Copyright, Designs and Patents Act 1988* with regard to multiple copying and electronic dissemination of such material.

8 WESSEX ARCHAEOLOGY PROCEDURES

8.1 External quality standards

- 8.1.1 Wessex Archaeology is registered as an archaeological organisation with the Chartered Institute for Archaeologists (CIfA) and fully endorses its *Code of Conduct* (CIfA 2014c) and *Regulations for Professional Conduct* (CIfA 2019). All staff directly employed or subcontracted by Wessex Archaeology will be of a standard approved by Wessex Archaeology, and archaeological staff will be employed in line with the CIfA codes of practice, and will normally be members of the CIfA.

8.2 Personnel

- 8.2.1 The fieldwork will be directed and supervised by an experienced archaeologist from Wessex Archaeology's core staff. The overall responsibility for the conduct and management of the project will be held by one of Wessex Archaeology's project managers, who will visit the fieldwork as appropriate to monitor progress and to ensure that the scope of works is adhered to. Where required, monitoring visits may also be undertaken by Wessex Archaeology's Health and Safety manager.
- 8.2.2 The assessment of any finds and environmental data will be undertaken by Wessex Archaeology core staff or external specialists, using Wessex Archaeology's standard methods, under the supervision of the departmental managers and the overall direction of the project manager. A complete list of finds and environmental specialists is provided in Appendix 1.
- 8.2.3 Key staff (Project Manager and Fieldwork Director) will be determined prior to the work taking place.
- 8.2.4 Wessex Archaeology reserves the right, where necessary due to unforeseen circumstances, to replace nominated personnel with alternative members of staff of comparable expertise and experience.

8.3 Internal quality standards

- 8.3.1 Wessex Archaeology is an ISO 9001 accredited organisation (certificate number FS 606559), confirming the operation of a Quality Management System which complies with the requirements of ISO 9001:2015 – covering professional archaeological and heritage advice and services. The award of the ISO 9001 certificate, independently audited by the British Standards Institution (BSI), demonstrates Wessex Archaeology's commitment to providing quality heritage services to our clients.
- 8.3.2 Wessex Archaeology assigns responsibility to individual managers for the successful completion of all aspects of a project, including reporting. This includes monitoring progress and quality; controlling the budget from inception to completion; and all aspects of health

and safety for the project. At all stages, the project manager will carefully assess and monitor performance of staff and adherence to objectives, timetables and budgets, while the manager's own performance is monitored by the team leader or regional director. The technical managers in the Graphics, Research, GeoServices and IT sections provide additional assistance and advice.

- 8.3.3 All staff are responsible for following Wessex Archaeology's quality standards but the overall adherence to and setting of these standards is the responsibility of the senior management team who, in consultation with the team leaders/regional directors, also ensure projects are adequately programmed and resourced within Wessex Archaeology's portfolio of project commitments.

8.4 Health and safety

- 8.4.1 All works will be undertaken in accordance with the *Health and Safety at Work Act 1974*; the *Management of Health and Safety at Work Regulations 1999* and all other applicable health and safety legislation.
- 8.4.2 Wessex Archaeology is an ISO 45001 accredited organisation (certificate number OHS 744383), confirming the operation of an Occupational Health and Safety Management System that complies with the requirements of ISO 45001:2018. The award of the ISO 45001 certificate, independently audited by the British Standards Institution (BSI), demonstrates Wessex Archaeology's commitment to delivering effective risk management across all its activities.
- 8.4.3 Wessex Archaeology will, for all projects, produce one or more task and site-specific risk assessments and method statements (RAMS), which will ensure our staff can work safely on the site. A copy of the RAMS and our Health and Safety Policy can be provided to the client. All staff on our sites will be made fully familiar with the RAMS before work commences.
- 8.4.4 We aim to work collaboratively on health and safety with clients and, where separately appointed, with principal contractors. We expect clients to provide in good time all the necessary risk information about a site that may affect the archaeological work, such as locations of utilities or any known ground contamination. We will comply with the project specific Personal Protective Equipment (PPE) requirements, and any other specific additional requirements of the Principal Contractor.
- 8.4.5 All fieldwork staff are provided with relevant health and safety training to ensure they are able to work safely in a construction industry environment. This includes training accredited by the Construction Industry Training Board (CITB), Institution of Occupational Safety & Health (IOSH) and the National Plant Operators Recognitions Scheme (NPORS). However, since May 2024 the Construction Skills Certification Scheme (CSCS) has ceased issuing cards to archaeologists.

8.5 Insurance

- 8.5.1 Wessex Archaeology holds Employers Liability (£15,000,000), Public Liability (£15,000,000) and Professional Indemnity (£10,000,000) policies.

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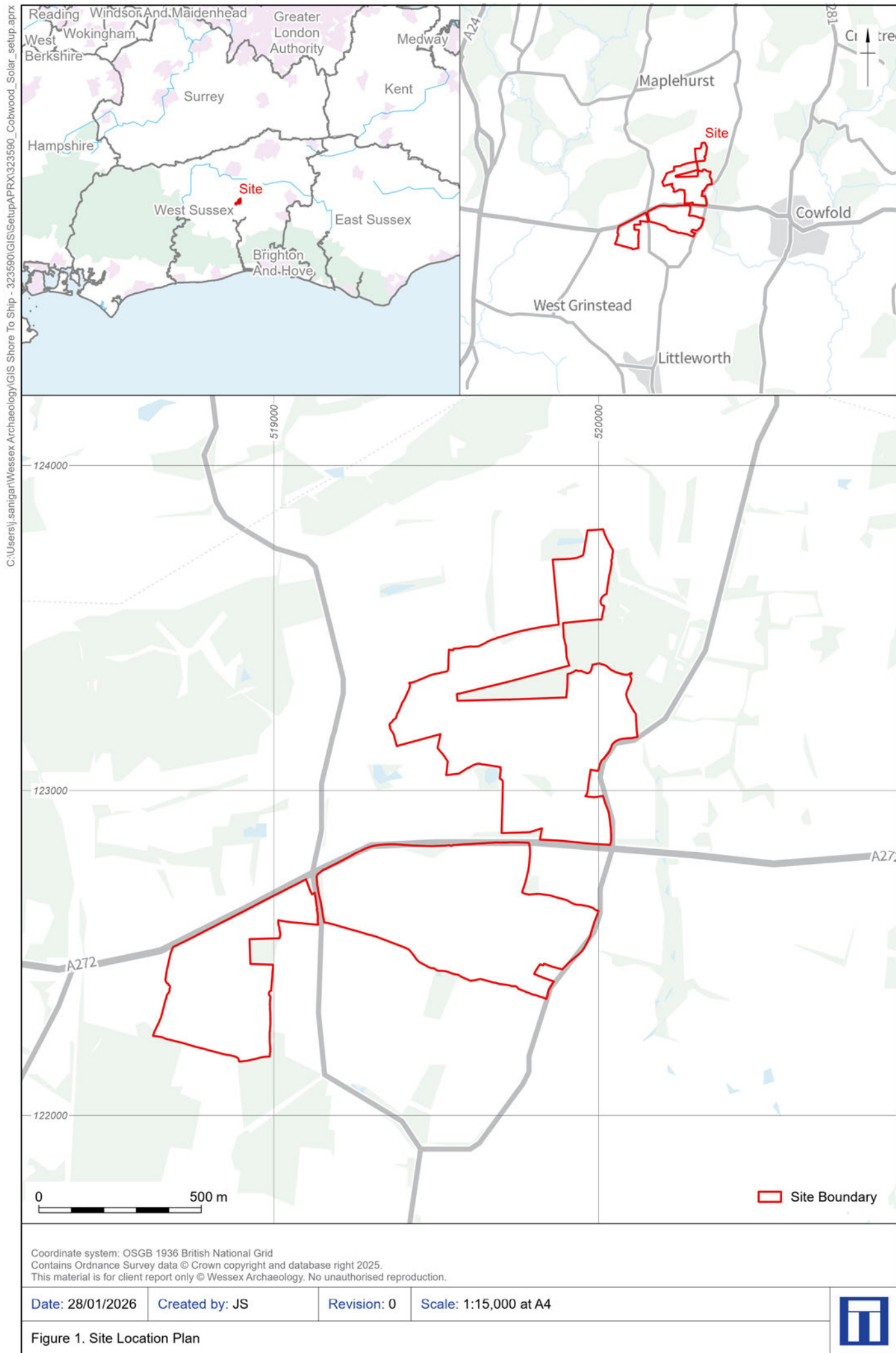
APPENDICES

Appendix 1 Finds and environmental specialists

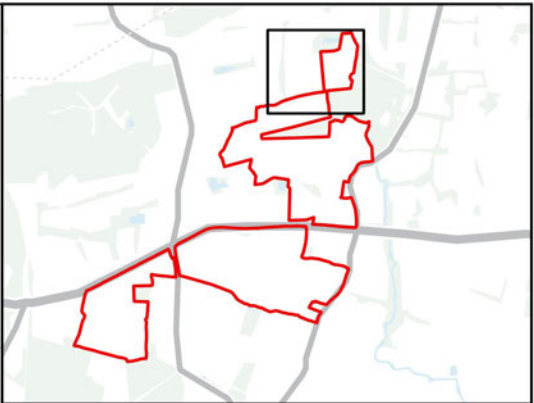
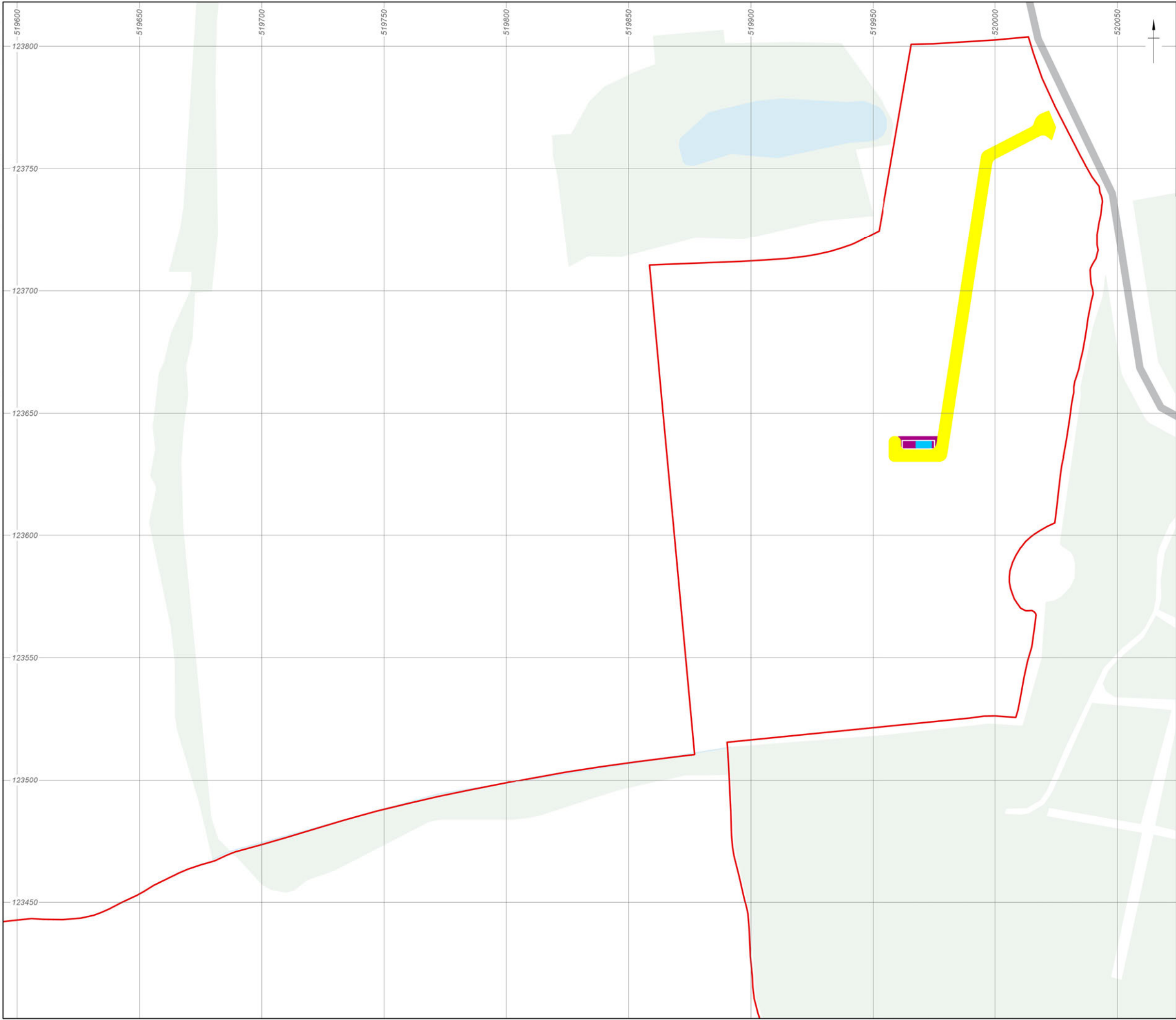
Name	Qualifications	Specialism
Sander Aerts	BA; MSc	Archaeoentomological remains, animal bone, marine shell
Phil Andrews	BSc; FSA; MCIfA	Slag and metal working debris
Richard Bradley	BA; MA; MCIfA	Battlefield artefacts, particularly Civil War period lead shot
Ceridwen Boston	BSocSc; MA; MSc; DPhil	Osteoarchaeology; funerary archaeology
Elina Brook	BA; MA; PCIfA	Later prehistoric and Romano-British pottery, and small finds
Alex Brown	BA; MSc; PhD	Geoarchaeology, palynology
Dan Carter	BSc; PhD	Pottery with particular emphasis on post-Roman ceramics. Small and bulk finds including ceramic building material, fired clay, metalwork, clay tobacco pipe, stone, shale and glass
Liz Chambers	BA; MSc	Geoarchaeology
Fiona Eaglesham	BSc; MSc	Archaeobotanical remains
Robert Francis	BSc, MSc, PhD	Anthracological remains, archaeobotanical remains
Erica Gittins	BA; MA; PhD	Prehistoric flint
Phil Harding	PhD	Prehistoric flint, particularly Palaeolithic flint
Hayley Hawkins	BSc; MSc	Geoarchaeology, marine geoarchaeology
Lorrain Higbee	BSc; MSc; MCIfA	Animal bone
Matt Leivers	BA; PhD; ACIfA	Prehistoric pottery and flint
Inés López-Dóriga	BA; MA; PhD	Archaeobotanical remains
Erica Macey-Bracken	BA; ACIfA	Post-medieval finds, ceramic building material and worked wood
Katie Marsden	BSc	Pottery from prehistoric to post-medieval/modern. Metalwork of all periods, including coins. Small and bulk finds including fired clay, ceramic building material, worked bone
Cai Mason	BSc; MCIfA	Post-medieval finds, particularly glass
Jacqueline McKinley	BTech; FSA	Human remains (inhumations and cremations)
Nicki Mulhall		Geoarchaeology and archaeobotanical remains
David Mullin	BA; M.Phil; PhD	Earlier prehistoric pottery (Neolithic–Late Bronze Age)
Marek Lewcun		Clay tobacco pipe
Virva Lompolo	HuK; FM*; MSc	Pottery trainee (*HuK equiv. = BA; FM equiv.= MA; qualifications acquired in Finland)
Jack Oughton	MSci; PhD	Geoarchaeology, palynology, geology
Kate Roberts	BA; MSc	Archaeobotanical remains
Charlie Robertson	BA; MSc	Human remains (inhumations)
Megan Scantlebury	BA; MSc	Archaeobotanical remains



Name	Qualifications	Specialism
Rachael Seager Smith	BA; MCIfA	Pottery with particular emphasis on Roman ceramics; and metalwork, fired clay, ceramic building material, stone, worked bone, shale, glass, and wall plaster
Andrew Shaw	BA; MA; PhD	Palaeolithic lithic artefacts and Pleistocene geoarchaeology
Mark Stewart	BA; MPhil	Prehistoric flint, worked stone, ceramic building material, glass, fired clay
Amy Thorp	BA; MA	Pottery with emphasis on Roman ceramics, small finds
Ed Treasure	BSc; MRes; PhD	Archaeobotanical remains, including plant remains and charcoal/wood
Kevin Trott	BA	Pottery from the Iron Age to early modern period, with emphasis on later Iron Age/Romano-British and medieval to post-medieval periods. Ceramic building material, fired clay/briquetage, metalwork/small finds, clay tobacco pipes, worked bone, stone artefacts, shale, glass, wall plaster, leather, marine shell
Ashley Tuck	BSc; MCIfA	Post-medieval CBM, crucibles, industrial residues and metal
Jessica Waterworth	BA; MSc	Animal bone
Thomas Wicks	BA; MA	Conservation of objects



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- Site Boundary
- Transformer
- Maintenance Track
- DNO Substation Hatch

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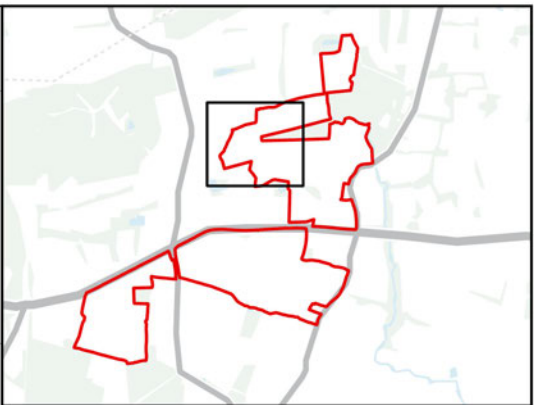
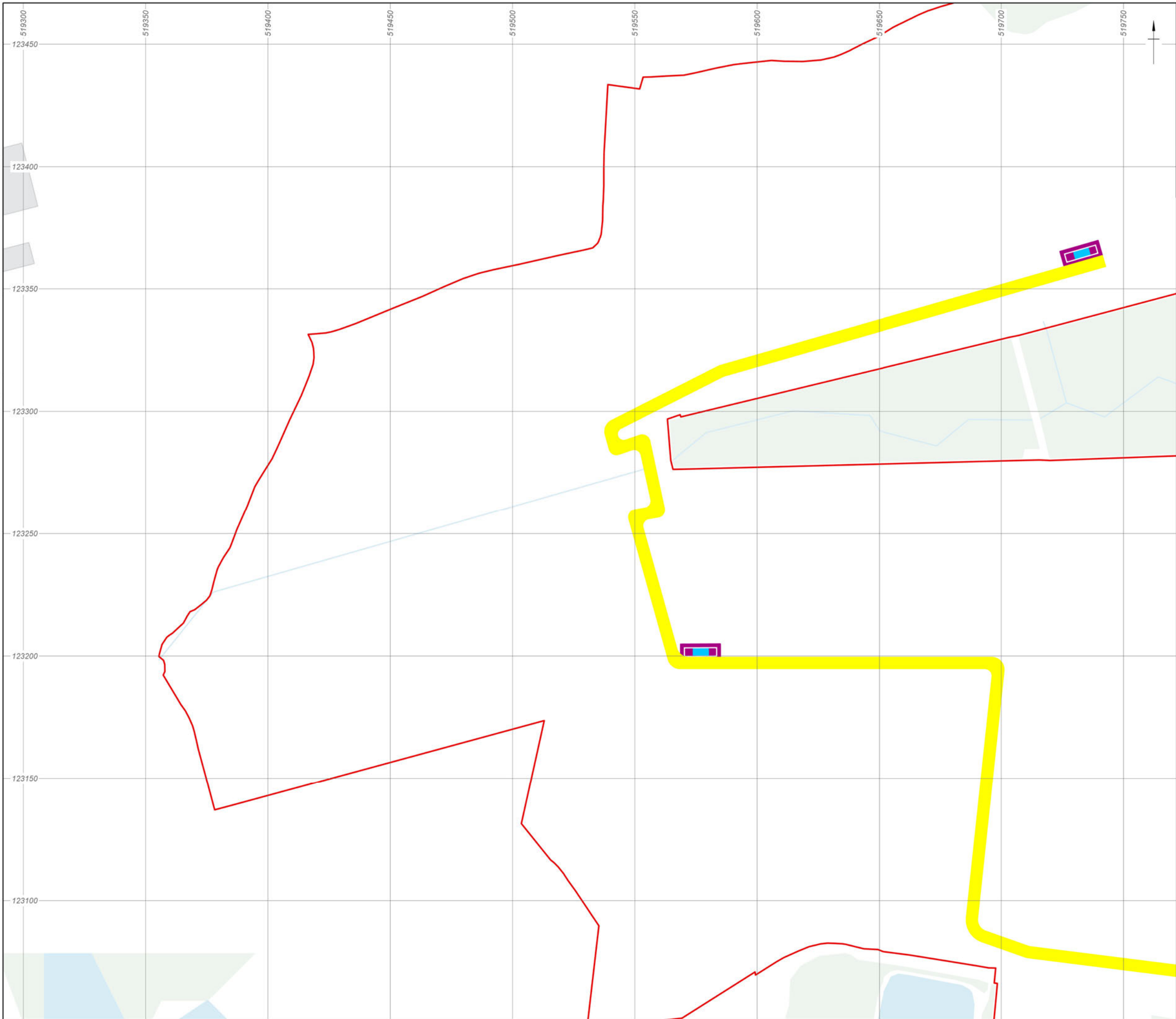
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Figure 2 Archaeological Monitoring Areas

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- Site Boundary
- Transformer
- Maintenance Track
- DNO Substation Hatch

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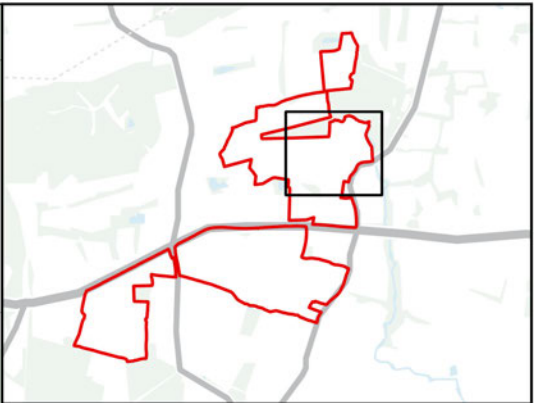
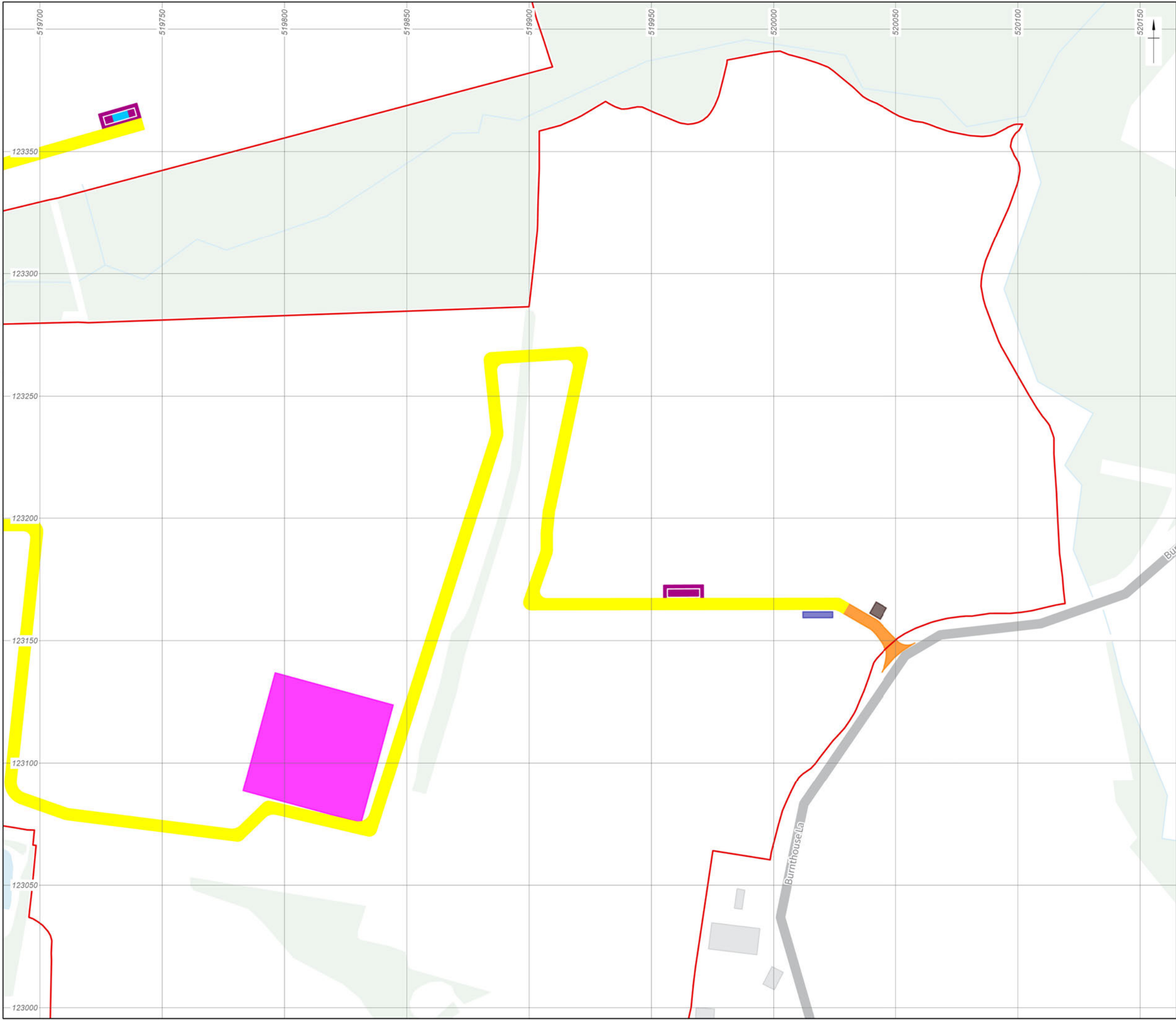
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Figure 3 Archaeological Monitoring Areas

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- Site Boundary
- DNO Substation Hatch
- Indicative Compound Areas
- DNO Access
- Transformer
- Maintenance Track
- DNO Substation Hatch
- Substation
- Substation

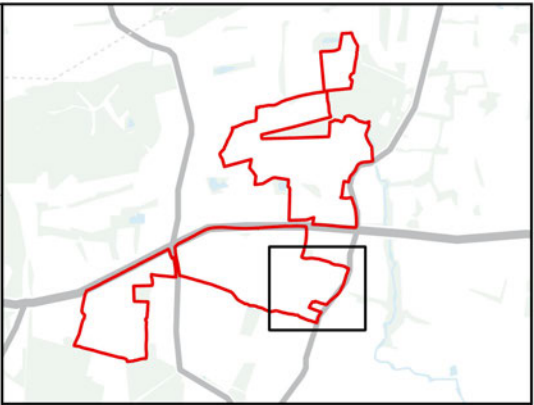
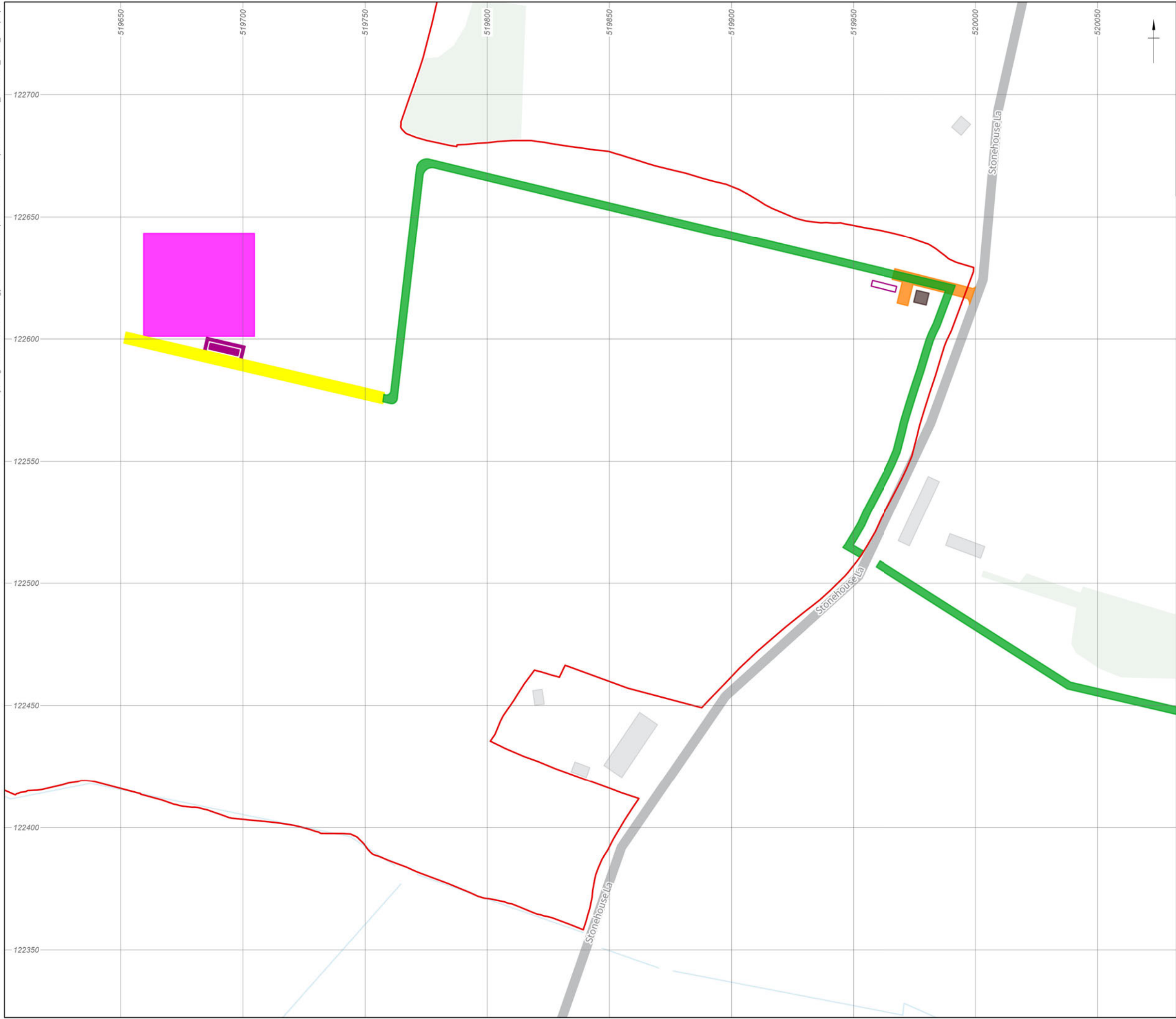


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Figure 4 Archaeological Monitoring Areas

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- Site Boundary
- Indicative Compound Areas
- Transformer
- DNO Access
- Maintenance Track
- Underground electric line
- Substation
- Substation



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Figure 5 Archaeological Monitoring Areas

