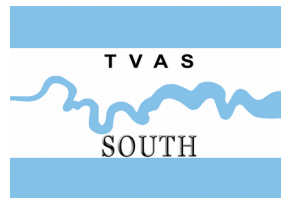


Land at The Copse, Worthing Road, Horsham, West Sussex

Project specification for an archaeological watching brief

June 2026



Ref: 26s26wb

Land at The Copse, Worthing Road, Horsham West Sussex

Project specification for an archaeological watching brief

1.0 Introduction

- 1.1 Planning permission (DC/24/0622) has been gained from Horsham District Council for the erection of a new care home on land at The Copse, Worthing Rd, Horsham West Sussex (TQ 1605 2820) (Fig. 1). the permission is subject to condition (8) relating to archaeology. An archaeological watching brief is to take place prior to works commencing on site and shall take place in accordance with a Written Scheme of Investigation (WSI) approved by the archaeological advisor to the council. This is in accordance with the *National Planning Policy Framework* (NPPF 2025).

2.0 Archaeological Background

- 2.1 The site lies within the Sussex Weald, until recently an area considered to contain few sites of archaeological interest prior to the medieval period (Rudling 2003). The exceptions to this were iron production sites in Iron Age, Roman and Saxon times (Cleere and Crossley, 1995) and Mesolithic sites on the fringes of the Weald in north east Hampshire and south west Surrey (Rankine 1954). However, recent fieldwork has located several sites of different periods in the Horsham area and beyond (eg McNicoll *et al* 2017; Margetts, 2018). Horsham is also known for sites which are a variation of typical sites of Mesolithic date and which might represent a middle Mesolithic with a distinct microlith form- a Horsham Point (Clarke 1934; Jacobi 1976). Most Mesolithic sites in the arable lands of southern England comprise no more than clusters of lithic artefacts now usually found only within topsoil/ploughsoil contexts. Below ground cut features are extremely infrequently encountered.
- 2.2 The site geology has been mapped as Horsham stone as a part of the Weald Clay (BGS 1972) and lies at a height of c. 55m above Ordnance Datum (aOD).

3.0 Aims and Objectives

The aims of the project are:

- 3.1 The aims of the project are to excavate and record any archaeological deposits affected by the groundworks associated with the new development. This is expected to involve monitoring foundation trenches, service trenches, access road, creation of a swale and any other intrusive groundworks.
- 3.2 To assess the potential and significance of any such deposits located according to research priorities set out in *Historic England Research Agenda* (HE 2017) and any more local or thematic research priorities as necessary such as the *South-East Research Framework Resources Assessment and Research Agenda* (SERFA 2019)

4.0 Methodology

- 4.1 Archaeological deposits which are threatened by groundworks will be excavated and recorded. Sufficient time will be allowed to carry this out within the groundworkers' schedules. If plant is used to dig i.e. the foundation and service trenches, it will be fitted with a toothless bucket. On the discovery of archaeological deposits, machine excavation will cease and the archaeological features will be dug by hand.
- 4.2 In general, all finds and artefacts will be retained. All but a sample of some classes of building material will be discarded after recording. The categories of artefacts to be discarded will be discussed with the recipient museum and the archaeological advisor to Horsham Council.
- 4.3 Conservation on site will follow guidelines in First Aid for Finds with any other specialist conservation work subcontracted to the project conservator (see project team below).
- 4.4 A programme of environmental sampling will take place should sufficient well stratified subsoil deposits be located. Typically, this involves samples of 40l depending on the size of the feature

examined. These will be sampled in consultation with our environmental consultants and the archaeological advisor to Horsham Council. Sampling will take place according to Historic England (HE 2015b).

- 4.5 Discovery of any human remains will be confirmed by minimal excavation but no further action will be taken as part of the evaluation exercise, unless requested as additional work by the client in consultation with the archaeological advisor to Horsham Council. Human remains will be treated following the guidelines in (Mitchell and Brickley 2017) and TVAS Field Recording Manual (9th edition 2021).
- 4.6 All gold, silver, prehistoric base metal and any associated objects will be removed to a safe place and reported to the local coroner and county liaison officer according to the procedures relating to the Treasure Act (1996) and its subsequent amendments. Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft. No title will be assumed by the finder of any items of value.
- 4.7 In the unlikely event of an unexpected discovery of exceptional archaeological findings, such as extensive human remains or other complex archaeological deposits, this may require an additional level of mitigation to enable preservation in-situ (such as by a modification to the groundworks scheme) or further archaeological recording. The scope of this mitigation will have to be determined in consultation with the client and the archaeological advisor to Horsham Council. In such circumstances a modest delay to the works on site may ensue whilst this consultation and resultant mitigation takes place..

5.0 Methodology

- 5.1 A single context recording system will be used in accordance with the TVAS Field Recording Manual (9th Edition 2021). Descriptions of individual deposits and features will be recorded on pro-forma context recording sheets. All recording shall follow established industry standards and be undertaken in line with the Sussex Archaeological Standards 2019 (ESCC 2019).
- 5.2 All archaeological deposits exposed will be planned at a scale of 1:20 and sections drawn at a scale of 1:10. All site drawings will be by pencil on drafting film.
- 5.3 The locations of the trenches, and of all plans and sections will be tied into the National Grid and levelled using Trimble survey-grade GNSS units.
- 5.4 Heights above Ordnance Datum will be taken and recorded on plans and sections.
- 5.5 The photographic record will consist of digital image. It will record the principal features and finds discovered, both in detail and in their general context. The photographic record will also include 'working shots' and, where applicable, aerial photographs to illustrate the nature of the archaeological fieldwork programme. All feature shots will include appropriate scales and a photo board, the latter positioned in such a way that the writing is legible and including the context number and site code. Digital images will be made using Canon EOS 4000D cameras with APS-C sensors taking 16-megapixel images.

6.0 Post-fieldwork

- 6.1 The completion of fieldwork shall be confirmed in writing to the Archaeological Advisor within ten working days (or period as agreed) along with a brief written summary of the findings, together with plans showing the Site location, any revealed archaeological features and/or relevant standing structures.
- 6.2 Finds assessment and processing, sieving of bulk samples (including flotation and the sorting of residues) and analysis will commence immediately following the completion of the fieldwork in accordance with guidelines in MoRPHE (HE 2015b), Annex H of the Sussex Archaeological Standards 2019 and established TVAS post-excavation procedures (TVAS 2013).
- 6.3 Artefacts/ecofacts will be cleaned, conserved, labelled and prepared for long term museum storage in accordance with industry standards and in consultation with the recipient museum. Iron objects will be x-rayed as part of this process where necessary.

6.4 Specialist reports will be prepared on the artefacts and ecofacts recovered; particular attention will be paid to correlating the pottery recovered with local or regional fabric type sequences.

6.5 Specialist analysis and reporting will be carried out by the following specialist staff or consultants as appropriate:

Pottery Specialist	Dr Jane Timby, Ms Sue Anderson, Mr. Luke Barber, Dr Barbara McNee, Mr Scott Martin (consultants) or Dr Cristina Mateos-Leal, Ms Rebecca Pressler or Mr Sam Rishman (TVAS)
Environment	(general) Professor Mark Robinson (Oxford University) or Ms Rosalind McKenna (consultant)
Brick and Tile	Ms Danielle Milbank (TVAS)
Carbonised botanical remains	Professor Mark Robinson (Oxford University) or Ms Rosalind McKenna (consultant)
Faunal remains	Dr Matilda Holmes (consultants), Ms. Harriet Wright or Dr Ceri Falys (TVAS)
Struck flint	Dr Steve Ford (TVAS)
Human remains	Dr Ceri Falys (TVAS)
Coins	Dr Pierre Manisse (TVAS)
Metalwork	Dr Robin Taylor (consultant) or Ms Sophie Peng (TVAS)
Pollen	Quest, (Reading University)
Wood	Ms Rosalind McKenna, (consultant) or Mr. Michael Bamforth (consultant)
Slag	Dr David Dungworth or Mr Luke Barber (consultants)
Archaeomagnetism	Bradford University
Radiocarbon dating	Queens University, Belfast
Conservation	Wiltshire County Council Heritage Centre

7.0 Report and Dissemination

7.1 A report on the results of the fieldwork should be available within two weeks following completion of the fieldwork.

7.2 The reports will follow the TVAS established format, comprising a descriptive text, illustrations and catalogues in appendices as appropriate. The reports will also follow the requirements of the Sussex Archaeological Standards (ESCC 2019).

7.3 The text will address the aims and objectives of the project, the methodology employed, describe the basic nature of the archaeological deposits discovered, and report on the artefacts recovered. It will then attempt to place the significance of the findings in their local, regional and national setting if appropriate.

7.4 The report will include a front sheet providing the following information:

- *Site name
- *Grid reference
- *Site activity (evaluation trenching, geophysical survey, fieldwalking, watching brief, excavation, etc.)
- *Date and duration of project
- *Site code
- *Area of site
- *Summary of results
- *Monuments identified (referenced to the RCHME Thesaurus of Monument Types)
- *Location and reference of archive

7.5 The illustrations will include:

- *a site location plan

- *a plan of archaeological deposits
- *profiles/sections of excavated features
- *a selection of photographs

- 7.6 The findings, even if negative will be published as a note in an appropriate journal such as *Sussex Archaeological Collections*.
- 7.7 A copy of the report will be supplied to the West Sussex HER digitally in PDF/A format on a CD. Non-published report(s) will be made available for inspection or download on the TVAS website. A digital copy of the report will also be provided to the OASIS project.

8.0 Archive Selection Strategy, Data Management Plan and Archive Deposition

- 8.1 An academic synthesis of the findings of the fieldwork will be presented as a report detailed above in section 8, addressing where appropriate regional research topics such as those presented in the *South-East Research Framework Resources Assessment and Research Agenda* (SERFA 2019). Selected summary data, such as digital images, will be supplied to the West Sussex HER for publicity or lecture purposes if requested. The original record and artefact data will be managed according to the plan set out below.
- 8.2 The finds and site archive will be prepared in accordance with guidelines in MoRPHE (HE 2015b), CifA guidance (CifA 2020) and after consultation with the recipient museum.
- 8.3 The site archive will be deposited with the Archaeology Data Service.
- 8.4 With the agreement of the landowner, any finds will be deposited at Horsham Museum.
- 8.5 The digital component of the archive will be managed according to TVAS digital archive and backup recording policies.

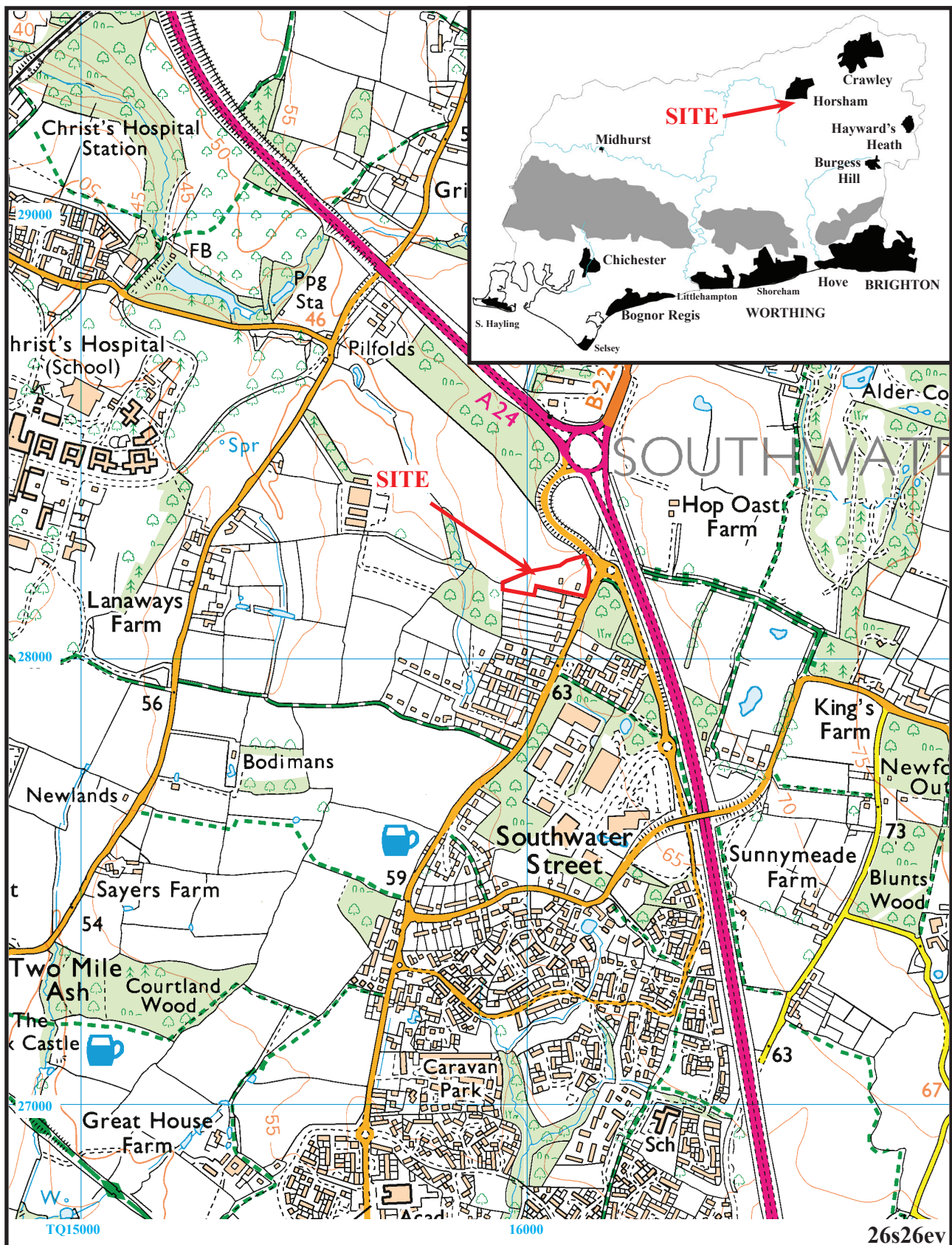
9.0 General Items

- 9.1 The project will be managed on a regular basis by a Member of the Chartered Institute for Archaeologists with an appropriate area of competence (S. Ford, D. Sanchez or A. Taylor). The Post Excavation Manager is Dr Cristina Mateos-Leal and Ms. Katherine Fleckney. The fieldwork will be supervised and carried out by staff of other categories of membership of the CIFA upon clarification of the groundworks timetable. One component of work is proposed by means of the archaeological watching brief; however, further fieldwork may be required if deposits are encountered which cannot be preserved in situ.
- 9.2 The fieldwork and post-fieldwork will be monitored by the Archaeological Advisor and all reasonable access will be provided to the works. Any changes in the agreed project design will be discussed and agreed with the Archaeological Advisor before implementation. The Archaeological Advisor will be contacted both prior to work commencing on site, and during the fieldwork itself, to arrange one or more site monitoring visits if required.
- 9.3 The project will be carried out in accordance with the CifA Standard and Guidance for archaeological monitoring and recording (CIFA 2023a; CIFA 2023b) and Code of Conduct (2022) and the quality control mechanisms set out in the TVAS fieldwork and post-fieldwork manuals.
- 9.4 Safe working practices will be adopted as set out in the TVAS health and safety manual and current health and safety standards will be adhered to.
- 9.5 Our insurance cover comprises £10 million for public liability, £10 million for employee liability, cover for any hired-in plant, and professional indemnity cover of £5m.

10.0 References

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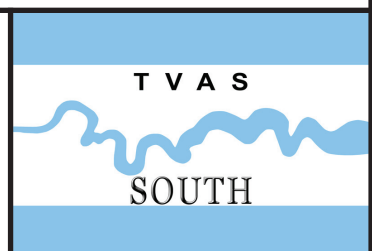
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**Land at The Copse, Worthing Road, Horsham, West Sussex
Proposal for an Archaeological Watching Brief**

Figure 1. Location of site within Horsham and West Sussex.

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Figure 2. Detailed location of site showing existing plan
(upper) and proposed layout (lower).

