

Archaeological Evaluation:

**Land at East Street, Rusper,
West Sussex**

Written Scheme of Investigation

NGR: 520768 137280

**Horsham District Council
Planning Application Reference: DC/25/0523**

**ASE Project No: 250730
Site Code: LES25**

December 2025

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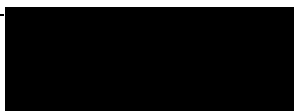
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Prepared by:	Simon Stevens	Project Officer		
Reviewed and approved by:	Leonie Pett	Project Manager		
Date of Issue:	December 2025			

1.0 INTRODUCTION

- 1.1 Archaeology South-East (ASE), the contracting division of UCL's Institute of Archaeology, have been commissioned by Devine Homes PLC to undertake an archaeological evaluation on land at East Street, Rusper, West Sussex (520768 137280; Fig. 1).
- 1.2 The site lies on the north side of East Street on the eastern fringe of the Wealden village of Rusper. A property fronting onto East Street is located immediately to the west, and there is undeveloped land to the north and east. The local planning authority (LPA) is Horsham District Council.
- 1.3 A planning application for the erection of 18no. 2-, 3- and 4-bedroom dwellings, (including 6no. affordable housing units), together with access from East Street, vehicle and cycle parking, landscaping and open space, and sustainable drainage (planning reference DC/25/0523) was accompanied by an archaeological desk-based assessment (DBA) which identified the site as having some archaeological potential (PCA 2025). The Surrey County Council (SCC) Archaeological Officer, who advises the LPA on archaeological matters, recommended that a condition be placed on the permission. Accordingly, the following condition has been applied to the permission:
- i) 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.*
- ii) 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.*
- Reason: As 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)*
- 1.4 Following advice from the Surrey County Archaeological Officer, it has been determined that, in the first instance, a programme of archaeological works should comprise an archaeological trial trench evaluation.
- 1.5 The current document is a Written Scheme of Investigation for the archaeological evaluation and will be submitted to Horsham District Council and their archaeological advisors, for approval prior to commencement of the work. All work will be carried out in accordance with relevant Standards and Guidance of the Chartered Institute for Archaeologists (CIfA 2022; 2023) and West Sussex County Council guidelines (ESCC, WSCC & CDC 2019). ASE is a Registered Organisation with the CIfA.
- 1.6 Should subsequent mitigation works be required they shall be covered under a separate WSI.

2.0 GEOLOGICAL AND ARCHAEOLOGICAL BACKGROUND

2.1 Geology and Topography

- 2.1.1 The site consists of a pasture field used for animal grazing. There is a notable slope from north-west to south-east.
- 2.1.2 According to the latest data available from the British Geological Survey, the underlying geology at the site consists of the mudstone of the Weald Clay Formation. There are no recorded superficial deposits (BGS 2025).

2.2 Introduction

- 2.2.1 The following archaeological information is drawn directly from DBA (*ibid.*), based on a search of entries on the West Sussex County Council Historic Environment Record (HER) within a 1km radius of the site ('the study area'). The DBA assigned an identifying number to the 28 heritage assets which are included in the text in **bold**, tabulated in Appendix 1 and shown plotted on Fig. 1, reproduced with all due acknowledgement.

2.3 Prehistoric

- 2.3.1 The Low Weald, in which the study site is located, is a broad, low-lying clay vale, which wraps around the northern, western and southern edges of the High Weald, to which it is inextricably linked, with both areas known together as the Weald. The Low Weald would have been densely wooded in the prehistoric period, with many ponds and meandering streams running through it.
- 2.3.2 Human occupation of the Low Weald occurred from at least the Mesolithic period, with hunter gatherer communities occupying temporary and semi-permanent camps across the area. Important Mesolithic sites have been found across the Low Weald, including rock shelters. The later prehistoric periods saw much of the woodland cleared and Bronze Age farmer communities have been identified. The clearance of woodland increased into the Iron Age and Roman periods.
- 2.3.3 As a part of the heritage assessment works undertaken in relation to the proposed second runway at Gatwick Airport an analysis of LiDAR data for the 7400ha surrounding Gatwick Airport was undertaken. The assessment aimed to map and characterise features not already listed in local authority HERs, documenting over 200 new features, mostly relating to historic agriculture and land division, but also including several undocumented earthworks, enclosures, mounds and other features likely to be of archaeological importance. Several potential features were identified within the wider Ruspur area, to the northeast of the study area, between Ruspur and Gatwick Airport and included possible ditched enclosures, earthworks, field boundaries and palaeochannels (AOC 2016, Figure 1: **13**).
- 2.3.4 Despite the potential for prehistoric features in the wider surrounding area, there are no entries of a prehistoric date recorded in the HER from within the study area. It is therefore considered that the potential for evidence of human activity during the prehistoric period can be described as low. Any prehistoric features and findspots encountered are likely to be of a local significance.

2.4 Roman

- 2.4.1 The Romans arrived in 43AD, quickly establishing control over the southeast of England. New settlements were established, and new roads were constructed, to aid in the military conquest of Britain and subsequently acting as a network for trade and communications. Rusper was located between two Roman roads linking London to the south coast. The line of Stane Street, which connected London to Chichester, was located approximately 7km to the west of the study site, while the London to Brighton Way was located approximately 15km to the east of the study site (Gwynne 1990).
- 2.4.2 The Roman roads running through the area also helped to open up the ironworking potential of the Weald. During the Roman period, and again in the Tudor and early Stuart era, the Weald was the main iron-producing region in Britain. The geology of the Weald produced sands and clays yielding iron ore, as well as the stone and brick to build furnaces, while the woodland provided the fuel necessary for smelting and the numerous water sources helped to power the forges and furnaces. 68 ironworking sites have been discovered across the High Weald during the Roman period, with over 100 ironworking furnaces in the Broadfield area of greater Crawley, to the southeast of Rusper (Harris 2011).
- 2.4.3 Despite the evidence for Roman ironworking activities across the Weald at this time, there are no entries of Roman date recorded in the HER from within the study area. It is therefore considered that the potential for Romano-British archaeology is low. If archaeological remains dating to the period are present, they are likely to be of local significance.

2.5 Early Medieval/ Saxon

- 2.5.1 During the Saxon period, the Weald is known to have largely been utilised for transhumance practices, with livestock seasonally driven into woodland pastures known as dens, where they could feed on acorns and beech masts. The dens were often detached from their parent settlements, often by distances of over 30km and connected by droves. Their creation represents one of the principal processes of the later medieval settlement of the Weald, as temporary camps utilised for the panning of swine are believed to have often grown into settlements in their own right and the numerous north to south oriented roads across the Weald are a legacy to this practice (Harris 2011).
- 2.5.2 The placename Rusper is believed to signify an enclosure (presumably for livestock) in forest land (Baggs et al. 1987: 109-112). Whereas several settlements in the later parish of Rusper probably originated as outliers of manors in the south of the county (e.g. *Gotwick* in the north-east of the parish), there is no evidence that a settlement existed at Rusper during the Saxon period and there are no entries of a Saxon date recorded in the HER from within the study area. The archaeological potential for the period is therefore considered low. Any early medieval features or finds are considered to be of local significance.

2.6 Medieval

- 2.6.1 The name Rusper was first recorded c.1200, used to describe a Benedictine priory which was founded shortly before this time, approximately 1 mile to the southwest of the present-day settlement. The first definitive reference to the settlement of Rusper comes from 1299. Seventeen people are recorded as being taxed in the *vill* of Rusper in 1327. Arable farming predominated in the parish and sheep were also known to have been kept (Baggs et al. 1987: *ibid.*, 115-117).
- 2.6.2 There are two entries recorded in the HER from within the study area which give evidence to the medieval nature of Rusper. The first identifies Dialpost Farm as a medieval dispersed multi-yard farmstead (Figure 1: **2**). Secondly, an archaeological evaluation at the former Wayside Nursing Home, approximately 175m to the west of the study site, identified a single gully containing pottery which dated it to the late 12th or 13th century. The gully was interpreted as a drainage or boundary feature (ASE 2016, Figure 1: **1**).
- 2.6.3 There are also several buildings of a medieval date recorded in the HER from within the study area. The parish church of St Mary Magdalene dates to the 14th or 15th centuries and was largely rebuilt in the 19th century, although the 15th century tower remains standing (Figure 1: **14**). There are also several properties located within Rusper of a 16th century date, giving a good indication of the area at the end of the medieval period or the start of the post-medieval period. These include a timber-framed building known as Avery's (Figure 1: **15**), Ghyll Manor Cottage (Figure 1: **18**), Venters Lodge (Figure 1: **20**) and a large house, now subdivided and known as Little Venters and Venters (Figure 1: **23**).
- 2.6.4 It is considered that the potential for archaeological features and deposits dating to the medieval period is low to moderate. Any medieval features or finds are considered to be of local significance.

2.7 Post-Medieval and Modern

- 2.7.1 The population of Rusper is recorded as being comprised of 168 adults in 1676 and 65 families are estimated to have lived in the parish in 1724. In 1801, 399 individuals are recorded, rising quickly to 564 in 1841 (Baggs et al. 1987: 109-112).
- 2.7.2 The nature of post-medieval Rusper is recorded in several listed buildings located within the study area. These refer to private residences such as Quincefold (Figure 1: **17**), Highams (Figure 1: **21**), Rusper Court House (Figure 1: **22**), Michaelmas Cottage (Figure 1: **26**) and Norman Cottages (Figure 1: **27**). There are also two public houses, the Star Inn (Figure 1: **19**) and the Plough Inn (Figure 1: **24**) and two 18th century outbuildings (Figure 1: **16 & 25**). Rusper remained largely agricultural in nature during the post-medieval period. Farms remained generally small, with most between 40 and 200 acres. In the 17th and 18th centuries, sheep, cows and pigs were kept, and wheat, oats, peas and tares were grown. In 1841, there was five times as much arable land as meadow and pasture in the area (Baggs et al. 1987: 115-117).
- 2.7.3 There are several post-medieval farmsteads recorded in the HER from within the study area, which give evidence to the agricultural nature of Rusper. These include the 17th century Chowles Farm (Figure 1: **10**), the 18th century Highams

Farm (Figure 1: 11) and Norman's Farm (Figure 1: 4), and the 19th century Rusperhouse Farm (Figure 1: 5), Ventners Farm (Figure 1: 6) and Gardener's Farm (Figure 1: 12). Additional post-medieval entries recorded in the HER from within the study area refer to the site of a parkscape at Normanhurst (Figure 1: 3), a brickyard to the northeast of Rusper (Figure 1: 7), a windmill (Figure 1: 8) and a limekiln (Figure 1: 9). Modern (1901 to present) Rusper continued to grow and develop into the 20th century. The population grew from 720 in 1921 to 1,239 in 1951 and 2,678 in 1981 (Baggs et al. 1987: 109-112). There is only a single entry of modern date recorded in the HER from within the study area. This refers to the Rusper War Memorial, which was first unveiled in 1921 (Figure 1: 28).

- 2.7.4 This dataset suggests that the potential for post-medieval and modern archaeological features or deposits is high, with the most likely evidence relating to agricultural features such as boundary ditches or garden features within the southwest corner of the study site. If remains dating from these periods were encountered, they would be of local significance.

3.0 RESEARCH AIMS

- 3.1 The broad aims of the archaeological investigation are as follows:

- To assess the character, extent, preservation, significance, date and quality of any such remains and deposits
- To assess how they might be affected by the development of the site
- To establish the extent to which previous groundworks and/or other processes have affected archaeological deposits at the site
- To assess what options should be considered for mitigation

- 3.2 The specific aims of this project are, where possible:

- Are there any other prehistoric finds or features present within the site?
- Is there any evidence of Romano-British activity within the site?
- Is there evidence for medieval or post-medieval woodland clearance and/or farming activities within the site?
- Can the evolution of the site's use over time be further understood?

- 3.3 The site also has some potential to address the following research priorities identified in the South Eastern Research Framework:

- The use of the Weald in later prehistory
- The relationship between towns and their hinterland (town/country), especially their changing role in the industrial period
- More understanding of the landscape of primarily dispersed settlement

4.0 METHODOLOGY

- 4.1 The evaluation will consist of seven trenches each measuring 30m x 1.8m within the currently available area of the application area, as shown on Figs. 2 and 3.

- 4.2 A Risk Assessment and Method Statement (RAMS) will be prepared prior to commencement of the work.
- 4.3 Written notice will be given to the Surrey County Council archaeology officer prior to the commencement of the fieldwork.
- 4.4 The location of the trenches will be set-out/recorded using one, 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 into the OS National Grid; photogrammetric survey using a terrestrial or RPAS (remote pilot aircraft system) mounted camera, georeferenced using SMARTNET tied to the National Grid. RPAS mounted cameras will have a 1" CMOS sensor or greater. The location of the trenches will be reviewed following the initial pre-start site walkover and during the trenching work by the project supervisor.
- 4.5 All trenches will be scanned prior to excavation using a Cable Avoidance Tool (CAT). The trenches will be excavated using a suitable mechanical excavator fitted with a flat-bladed ditching bucket and under constant archaeological supervision. A toothed bucket may be required to break concrete/paved ground surfaces. The trenches will be excavated through modern made ground in spits of no more than 0.25m until archaeological deposits are encountered or the top of the underlying natural is reached. Care will be taken that archaeological deposits are not damaged due to over machining. All machining will stop if significant archaeological deposits are encountered.
- 4.6 Spoil will be banded around the edges of the trenches to provide a physical and visible barrier. Should trenches need to be excavated below a safe working depth (e.g. thick made ground) they will be stepped or battered.
- 4.7 If necessary, the exposed subsoil or archaeological horizon will be cleaned by hand immediately after machine stripping, and any archaeological deposits or negative features planned.
- 4.8 The opportunity to have a meeting on site shall be provided once the trenches are open, with the client and the SCC Archaeology Officer to assess the results.
- 4.9 Backfilling and compaction will be undertaken by the machine on completion of the work and once agreed by the SCC Archaeology Officer, but there will be no reinstatement to existing condition.
- 4.10 Spoil heaps and trench bases will be scanned with a metal detector as will the spoil derived from excavated features. Any finds recovered by this method will be suitably bagged in accordance with section 6 below.
- 4.11 An online OASIS record will be compiled for the project.

5.0 STANDARDS

- 5.1 ASE will adhere to the ClfA Standard and Guidance for archaeological field evaluation (ClfA 2023), and Code of Conduct (ClfA 2022), and the Sussex archaeological standards) (ESCC, WSCC & CDC 2019). ASE is a Registered Organisation with the ClfA.

- 5.2 All exposed archaeological features and deposits will be recorded and excavated, except obviously modern features and disturbances.
- 5.3 Standard ASE methodologies will be employed. All stratigraphy will be recorded using the ASE context recording system.
- 5.4 An overall plan tied into the Ordnance Survey National Grid will be drawn in addition to individual plans showing areas of archaeological interest. All features revealed will be planned.
- 5.5 Site plans will be at 1:20 unless circumstances dictate otherwise. Plans at other scales will be drawn if appropriate (e.g., cremation burials at 1:10). Sections will be drawn at 1:10.
- 5.6 Datum levels will be taken where appropriate (see 5.11 below). Sufficient levels will be taken to ensure that the relative height of the archaeological/subsoil horizon can be extrapolated across the whole of the development area.
- 5.7 Archaeological features and deposits will be excavated using hand tools unless they cannot be accessed safely or unless a machine-excavated trench is the only practical method of excavation. Any machine-excavation of archaeologically significant features will be agreed with the SCC Archaeology Officer.
- 5.8 With the exception of modern disturbances, normally a minimum 50% of all contained features will be excavated. Modern disturbances will only be excavated as necessary in order to properly define and evaluate any features that they may cut. Normally 10% (or at least a 1m-long segment) of non-structural linear features will be excavated. At least 50% of linear features with a possible structural function (e.g., beam slots) will normally be excavated. Details of the precise excavation strategy and any alterations to it will be discussed with the monitoring officer if particularly significant archaeology is revealed as a result of topsoil stripping. Further discussion and agreement on the approach to the excavation of complex areas may be requested during the project.
- 5.9 Should human remains be encountered the coroner will be informed, together with the client and monitoring officer. All articulated human remains, graves and cremation vessels/deposits will receive minimal excavation to define their extent and establish whether they are burials or not. Generally, all graves and cremation burials will be recorded, and their positions noted without full excavation, only surface cleaning. A decision would then be made on future treatment of the human remains in consultation with the client/their agent and the SCC Archaeology Officer. Graves and cremation burials would only be excavated in exceptional circumstances and only with the necessary licence from the Ministry of Justice.
- 5.10 A full photographic record comprising colour digital images will be made. The photographic record will aim to provide an overview of the excavation and the surrounding area. A representative sample of individual feature shots and sections will be taken, in addition to working shots and elements of interest (individual features, group and general shots). The photographic register will

include: film number, shot number, location of shot, direction of shot and a brief description of the subject photographed.

- 5.11 All archaeological remains will be recorded and levelled relative to Ordnance Datum by an archaeological surveyor, using DGPS (Differential Global Positioning System) technology. All archaeological features and deposits will be recorded using the standard context record sheets used by ASE. Soil colours are recorded using visual inspection and not by reference to the Munsell Colour chart.

6.0 FINDS/ENVIRONMENTAL

- 6.1 In general, all finds from all features will be collected. Where large quantities of post-medieval and later finds are present, and the feature is not of intrinsic or group interest, a sample of the finds assemblage will normally be collected sufficient to date and characterise the feature.
- 6.2 Finds will be identified, by context number, to a specific deposit or, in the case of topsoil finds, to a specific area of the site.
- 6.3 All finds will be properly processed according to ASE guidelines and the ClfA Standard and guidance for the collection, documentation, conservation and research of archaeological materials (2014c). All pottery and other finds, where appropriate, will be marked with the site code and context number.
- 6.4 If appropriate, environmental samples will be taken from well-stratified, datable deposits that are deemed to have potential for the preservation/survival of ecofactual material. Bulk soil samples (minimum 40 litres or 50% of context) will be taken for wet sieving and flotation, and for finds recovery. ASE's environmental consultant is Karine Le Hegarat (ASE) and, if necessary, the Historic England regional scientific advisor will be consulted. In all instances deposits with clear intrusive material shall be avoided.
- 6.5 Any 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 Finds Liaison Officer, the client and the SCC Archaeology Officer. Should the find's status as potential treasure be confirmed the Coroner will also be informed. A record shall be provided to all parties of the date and circumstances of discovery, the identity of the finder, and the exact location of the find(s) (OS map reference to within 1 metre and find spot(s) marked onto the site plan).

7.0 POST-EXCAVATION, ANALYSIS, REPORTING and ARCHIVE

Report

7.1 Within eight weeks of the completion of fieldwork a report will be produced containing the following information:

- SUMMARY: A concise non-technical summary
- INTRODUCTION: General introduction to project including reasons for work and funding, planning background.
- BACKGROUND: to include geology, topography, current site usage/description, and what is known of the history and archaeology of the surrounding area.
- AIMS AND OBJECTIVES: Summary of aims and objectives of the project
- METHOD: Methodology used to carry out the work.
- FIELDWORK RESULTS: Detailed description of results. In addition to archaeological results, the depth of the archaeological horizon and/or subsoil across the site will be described. The nature, location, extent, date, significance and quality of any archaeological remains will be described.
- SPECIALIST REPORTS: Summary descriptions of artefactual and ecofactual remains recovered. Brief discussion of intrinsic value of assemblages and their more specific value to the understanding of the site.
- DISCUSSION AND CONCLUSIONS: Overview to include assessment of value and significance of the archaeological deposits and artefacts, and consideration of the site in its wider context.
- APPENDICES: Context descriptions, finds catalogues, contents of archive and deposition details, HER summary sheet. OASIS record sheet
- FIGURES: to include a location plan of the archaeological works in relation to the proposed development (at an Ordnance Survey scale), specific plans of areas of archaeological interest (at 1:50), a section drawing to show present ground level and depth of deposits, section drawings of relevant features (at 1:20). Colour photographs of the more significant archaeological features and general views of the site will be included where appropriate.

7.2 The report will be supplied to the SCC Archaeology Officer in their role as archaeological advisors to Horsham District Council, the Client and the Regional Advisor for Archaeological Science at Historic England's South-East of England's offices.

7.3 A form will be completed for the Online Access to Index of Archaeological Investigations (OASIS) at <https://oasis.ac.uk/> in accordance with the guidelines provided by Historic England and the Archaeological Data Service.

Publication

7.4 Publication will be by an evaluation report produced within eight weeks of the completion of fieldwork. A summary report will also be submitted for publication in the annual fieldwork round-up in a suitable journal. In the event that no further works are planned, and exceptional archaeological remains are found which

warrant publication in their own right a separate note on these will be produced to a timetable to be agreed with the client and the SCC Archaeology Officer.

8.0 HEALTH AND SAFETY

- 8.1 ASE's Risk Assessment and Method Statement (RAMS) system covers most aspects of excavation work and ensures that for most sites the risks are adequately controlled. Prior to and during fieldwork sites are subject to an ongoing assessment of risk. Site-specific risk assessments are kept under review and amended whenever circumstances change which materially affect the level of risk. Where significant risks have been identified in work to be carried out by ASE a written generic assessment will be made available to those affected by the work. A copy of the Risk Assessment is kept on site.

9.0 RESOURCES AND PROGRAMMING

- 9.1 The archaeological works will be undertaken by a professional team of archaeologists, comprising a Project Supervisor with support from up to two Archaeologists and a surveyor as required.
- 9.2 The Archaeologist for the project will be determined once the programme has been agreed with SCC Archaeological Officer and will be responsible for fieldwork, post-excavation reporting and archiving in liaison with the relevant specialists. The project will be managed by Leonie Pett (project manager, fieldwork) and Dan Swift (project manager, post-excavation).
- 9.3 The SCC Archaeology Officer will be notified of the supervising archaeologist assigned to the project prior to start of works and should any subsequent change of personnel occur. CVs of all key staff are available on request.

The following specialists (in-house ASE except where noted) 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 Ingrey, 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

- 9.4 Other specialists may be consulted if necessary. These will be made known to the monitoring office for approval prior to consultation. Similarly, any changes in the specialist list will be made known to the monitoring office for approval prior to consultation.

10.0 MONITORING

- 10.1 The SCC Archaeology Officer will be responsible for monitoring progress and standards on behalf of the LPA throughout the project.
- 10.2 Any variations to the specification will be agreed with the client and the SCC Archaeology Officer prior to being carried out.
- 10.3 The SCC Archaeology Officer will be kept informed of progress by the client throughout the project and will be contacted in the event that significant archaeological features are discovered. Arrangements will be made for the monitoring officer to inspect the evaluation trenches before they are backfilled – trenches will not be backfilled without the agreement of the monitoring officer.

11.0 INSURANCE

- 11.1 Archaeology South-East is insured against claims for: public liability to the value of £50,000,000 any one occurrence and in the aggregate for products liability; professional indemnity to the value of £5,000,000 any one occurrence; employer's liability to the value of £50,000,000 each and every loss.

Archaeology South-East
December 2025

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Appendix 1 - Summary of selected Heritage Assets (PCA 25) (refer to Fig. 1)

PCA Number	Easting	Northing	Mon ID	Pref Ref	Record Type	Name	Mon Type	Period	Date	Summary
Medieval										
1	0	0	MWS14964	MWS14964	MON	Former Wayside Nursing Home, Rusper - Evaluation	GULLY	Medieval	1150 AD to 1300 AD	An archaeological evaluation was carried out at the Former Wayside Nursing Home, Rusper, in advance of residential development. A later 12th or 13th century gully was identified in the south central part of the site. No other archaeological remains or finds were recorded.
2	0	0	MWS10058	MWS10058	MON	Dialpost Farm Historic Farmstead, Rusper	FARMSTEAD	Medieval	1066 AD to 1539 AD	Dialpost Farm, Rusper, has been identified as a Historic Farmstead dating to the medieval period.
Post-Medieval										
3	521200	137280	MWS104	MWS104	LND	Parkscap - Normanhurst	PARK	Post-Medieval	1540 AD to 1900 AD	A parkscap is shown at Normanhurst by the OS in 1872-4
4	521005	137166	MWS12605	MWS12605	MON	Normans Historic Farmstead, Rusper	FARMSTEAD	Post-Medieval	1800 AD to 1900 AD	Normans, Rusper, has been identified as a Historic Farmstead dating to the 19th Century.
5	520502	137514	MWS13492	MWS13492	MON	Site of Rusperhouse Farm Historic Farmstead, Rusper	FARMSTEAD	Post-Medieval	1800 AD to 1900 AD	Site of Rusperhouse Farm, Rusper, has been identified as a Historic Farmstead dating to the 19th century - the Farmstead has been totally demolished/lost
6	521541	137747	MWS13882	MWS13882	BLD	Ventners Farm Historic Farmstead, Rusper	FARMSTEAD; FARMHOUSE	Post-Medieval	1800 AD to 1900 AD	Ventners Farm, Rusper, has been identified as a Historic Farmstead dating to the 19th century - Only the Farmhouse survives.
7	520900	137500	MWS4877	MWS4877	MON	Brickyard NE. of Rusper Village	BRICKWORKS	Post-Medieval	1800 AD to 1900 AD	

PCA Number	Easting	Northing	Mon ID	Pref Ref	Record Type	Name	Mon Type	Period	Date	Summary
8	520630	137020	MWS670	MWS670	MON	Windmill - Rusper	WINDMILL	Post-Medieval	1540 AD to 1900 AD	A windmill is shown at Rusper by the Ordnance Survey in 1870-75.
9	520945	136305	MWS7758	MWS7758	MON	Lime kiln - Rusper Court	LIME KILN	Post-Medieval	1540 AD to 1900 AD	Lime kiln - Rusper Court
10	0	0	MWS9747	MWS9747	MON	Chowles Farm Historic Farmstead, Rusper	FARMSTEAD	Post-Medieval	1600 AD to 1699 AD	Chowles Farm, Rusper, has been identified as a Historic Farmstead dating to the 17th century
11	520218	137817	MWS11481	MWS11481	MON	Highams Farm Historic Farmstead, Rusper	FARMSTEAD; L SHAPE PLAN	Post-Medieval	1700 AD to 1799 AD	Highams Farm, Rusper, has been identified as a Historic Farmstead dating to the 18th century.
12	0	0	MWS10736	MWS10736	MON	Gardener's Farm Historic Farmstead, Rusper	FARMSTEAD; U SHAPE PLAN	Post-Medieval	1800 AD to 1900 AD	Gardener's Farm, Rusper, has been identified as a Historic Farmstead dating to the 19th century.
Unknown										
13	0	0	MWS13691	MWS13691	MON	Gatwick Airport R2 Heritage Assessment: Lidar Analysis - Overview Record	ARCHAEOLOGICAL FEATURE	Undated	Unknown	Analysis of LiDAR data for 7400ha surrounding Gatwick Airport was undertaken as part of the heritage assessment works relative to the proposed second runway (R2) at the airport.
Listed Buildings										
14	520519	137348	DWS5028	DWS5028	I	THE PARISH CHURCH OF ST MARY MAGDALENE	LB	14th to 15th Century	1300 AD to 1499 AD	Chancel with north vestry, nave with aisles, south porch and west tower. Tower C15. Remainder originally C14 rebuilt in 1855. Graded for good medieval tower
15	520545	137243	DWS5029	DWS5029	II	AVERY'S	LB	16th Century	1500 AD to 1599 AD	L-shaped C16 timber-framed building with plaster and painted brick infilling. Two storeys. Four windows. Horsham slab roof. Casement windows. North-east wing has a tile-hung gable oversailing on a moulded bressumer. Modern porch.
16	520532	137261	DWS5030	DWS5030	II	OUTBUILDING ADJOINING AVERY'S ON NORTH WEST SIDE	LB	18th Century	1700 AD to 1799 AD	Tall C18 building faced with tarred weatherboarding. Tiled roof. One sash window with glazing bars.

PCA Number	Easting	Northing	Mon ID	Pref Ref	Record Type	Name	Mon Type	Period	Date	Summary
17	520422	137115	DWS5031	DWS5031	II	QUINCEFOLD	LB	17th Century or Earlier	1550 AD to 1699 AD	Restored C17 or earlier timber-framed building with red brick infilling. Tiled roof. Casement windows. Two storeys. Three windows. Modern red brick gabled addition to south
18	520552	137380	DWS5032	DWS5032	II	GHYLL MANOR COTTAGE	LB	16th Century	1500 AD to 1599 AD	Formerly 2 cottages, now one house. C16 timber-framed building with painted brick infilling. Tiled roof. Casement windows. Two storeys. Five windows.
19	520565	137240	DWS5033	DWS5033	II	THE STAR INN	LB	17th Century	1600 AD to 1699 AD	V-shaped building at fork in the road. Probably C17 timber-framed building, refaced, the south-east wing in the C18, the south-west wing in C19. Now faced with painted brick, roughcast and tile hanging. Tiled roof. Casement windows. Two storeys. Four windows facing south-east, 3 windows facing south-west.
20	521672	137616	DWS5038	DWS5038	II	VENTERS LODGE	LB	16th Century	1500 AD to 1599 AD	Not now a lodge. L-shaped C16 timber-framed building with red brick infilling. Tiled roof. Casement windows. Gable ends, east, west and north. Two storeys. Two windows.
21	520273	137908	DWS5655	DWS5655	II	HIGHAMS	LB	17th Century or Earlier	1550 AD to 1699 AD	C17 or earlier. Two storeys and attic in gable. Four windows. Now faced with red brick and grey headers on ground floor and fishscale tiles above, east wing weather-boarded. Horsham slab roof. Casement windows. C19 gabled brick porch

PCA Number	Easting	Northing	Mon ID	Pref Ref	Record Type	Name	Mon Type	Period	Date	Summary
22	521082	136341	DWS5892	DWS5892	II	RUSPER COURT HOUSE AND RUSPER COURT MANOR AND RUSPER COURT PLACE	LB	Late 16th or Early 17th Century	1567 AD to 1632 AD	Originally one house called Rusper Court or Court House, now 3 dwellings. L-shaped late C16 or early C17 timber-framed house now much enlarged to form a half H-plan. The south front has been rebuilt in red brick on the ground floor and is tile hung above, but the north face of the wing has the timbering exposed with brick infilling. Two storey, 4 windows in the original portion. Brick chimney breast in the middle of the south front with half a stepped brick gable. Ashlar chimney breast at the east end of the south wing. Horsham slab roof. Tile-hung gabled turret with cupola over at the west end of the roof. Modern casement window in front but some windows with small square panes behind. Large additions to north and north-west to form a half-H-plan.
23	521518	137748	DWS6165	DWS6165	II	LITTLE VENTORS AND VENTERS	LB	16th Century	1500 AD to 1599 AD	Large house, now sub-divided. Restored C16 timber-framed with herring-bone brick nogging. Long south wing close-studded. Shorter north wing has gable. Horsham slab roof. Casement windows. Two storeys and attic. Eight windows. Three dormers.
24	520556	137354	DWS6167	DWS6167	II	THE PLOUGH INN	LB	17th Century or Earlier	1550 AD to 1699 AD	C17 or earlier timber-framed building, now fronted with stucco on ground floor and weather boarding above. Horsham slab roof, south end tiled. Casement windows. Two storeys. Four windows.
25	520300	137890	DWS6282	DWS6282	II	BARN TO SOUTH-EAST OF HIGHAMS	LB	18th Century	1700 AD to 1799 AD	C18. Faced with weather-boarding. Tiled roof.
26	520541	137216	DWS6586	DWS6586	II	MICHEALMAS COTTAGE	LB	17th Century or Earlier	1550 AD to 1699 AD	C17 or earlier timber-framed building with red brick infilling, first floor now tile-hung. Tiled roof. Casement windows. Two storeys. Two windows. Large modern addition behind.

PCA Number	Easting	Northing	Mon ID	Pref Ref	Record Type	Name	Mon Type	Period	Date	Summary
27	520573	137272	DWS6587	DWS6587	II	NORMAN COTTAGES	LB	Early 19th Century	1800 AD to 1832 AD	Early C19. Two storeys. Two windows. Ground floor painted brick, above hung with fishscale tiles. Tiled roof. Casement windows. Doorways with flat hoods over.
28	520543	137332	DWS8736	DWS8736	II	Rusper War Memorial	LB	20th Century	1900 AD to 1999 AD	First World War memorial unveiled on 21 August 1921, with further names added after the Second World War

Appendix 2 – Data Management Plan

East Street, Rusper, West Sussex
Site Code: LES25

04-12-2025 Version 1
A Data Management Plan created using DMPonline

Creator: Simon Stevens

Affiliation: Archaeology South- East

Template: Digital Curation Centre

Last modified: 08-12-2025

Project abstract:

Archaeology South-East (ASE), the contracting division of UCL's Institute of Archaeology, have been commissioned by Devine Homes PLC to undertake an archaeological evaluation on land north of East Street, Rusper, West Sussex;

The site has been subject to a planning application for:

The erection of 18no. 2-, 3- and 4-bedroom dwellings, (including 6no. affordable housing units), together with access from East Street, vehicle and cycle parking, landscaping and open space, and sustainable drainage.

This stage of works comprises archaeological evaluation by trial trenching comprising a circa 5% sample of the development area amounting to seven 30m by 1.8m trenches.

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

Selection and Preservation

WHICH DATA ARE OF LONG-TERM VALUE AND SHOULD BE RETAINED, SHARED, AND/OR PRESERVED?

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

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

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

Data Sharing

How will you share the data?

The final grey literature report will be uploaded onto the ASE website, OASIS and Surrey County Council's HER. Any other information/ data sharing will be done via requests from members of the public/researchers to either ASE or the repository.

Are any restrictions on data sharing required?

None are required.

Responsibilities and Resources

WHO WILL BE RESPONSIBLE FOR DATA MANAGEMENT?

ASE's archive officer is responsible for implementing the DMP and ensuring it is reviewed and revised as appropriate.

The project officer is responsible for the capture and quality of the digital images.

Each finds specialist is responsible for their respective data sets and the quality they produce.

ASE's IT officer will be responsible for data storage and backup.

ASE's archive officer will also be responsible for metadata production, data archiving and sharing.

What resources will you require to deliver your plan?

Additional funds may be required for the deposition of the dataset to the repository.

This data management plan has been created using current 'best practice' guidelines for digital data:

ADS (1) Data Management and sharing Plans

<http://archaeologydataservice.ac.uk/advice/DataManagementPlans>

ADS (2) Guides to good practice <http://guides.archaeologydataservice.ac.uk/g2gp/Main>

ADS (3) Guidelines for Depositors

<http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors>

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

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

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

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

<http://archaeologydataservice.ac.uk/arches/Wiki.jsp?page=The%20Standard%20and%20Guide%20to%20Best%20Practice%20in%20Archaeological%20Archiving%20in%20Europe>

Appendix 3 – Selection Strategy

Land at East Street, Ruspar, West Sussex
Site code: LES25 (ASE project number 250730)

15th December 2025 Version 1

Selection Strategy

Project Information

Project Management

Project Manager	Leonie Pett	
Archaeological Archive Manager	Nicola Elphick	
Organisation	Archaeology South-East	
Stakeholders		Date Contacted
Collecting Institution(s)	Horsham Museum	15/12/2025
Project Lead / Project Assurance	Nick Truckle	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, previous work adjacent to the site, geophysical survey, Requirements for Depositing Archaeological Archives to Horsham Museum alongside national and international archiving guidelines and ASE's in-house on-site collection policies.

Archaeology South East (ASE) the contracting division of UCL's Institute of Archaeology have been commissioned by Devine Homes PLC to undertake an archaeological evaluation of Land at East St, Rusper, West Sussex (520768 137280) Prior to the erection of 18 2-3- and 4-bedroom dwellings, including 6 affordable housing units. The site lies on the North side of East Street on the eastern fringe of the Wealden village of Rusper. A property fronting onto East Street is located immediately to the west, and there is undeveloped land to the north and east. The local planning authority (LPA) is Horsham District Council

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:

1 – Digital Data

Stakeholders

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

Selection and De-Selected Digital Data

Detailed in attached Data Management Plan (DMP)

Amendments

Date	Amendment	Rationale	Stakeholders

2 – Documents

Stakeholders

Archaeological Archive Manager, Project Manager and Site Supervisor (ASE)
Curator, Collections Curator,

Selection

All site paperwork will be included in the final permanent archive. If the project produces negative results the Selection Strategy will be reconsidered.

All specialist recording sheets will be included in paper form.

All digital photographs will be printed as contact sheets. The final report(s) will be issued alongside project planning and archive documents.

Standards and guidance for paper archives consulted: see bibliography

De-Selected Documents

Any sensitive financial information or information concerning contacts for individuals involved in the project will be de-selected in line with GDPR requirements.

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type

BULK FINDS

Section 3.

1

Stakeholders

The Project Manager (Leonie Pett 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	Specialist, Collections	During fieldwork,

	for selection/deselection with presumption for deselection of majority if of low significance	Curator, Archaeological Archive Manager, Planning Archaeologist	processing & recording
FIRE 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
FIRE 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	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording

	with national guidelines		
MARINE SHELL	Will be recorded and assessed for selection/deselection with presumption for deselection.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
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 (Leonie Pett, 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 be generally be retained for archive.

Review Points

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

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type	ENVIRONMENTAL REMAINS	Section 3.	2
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Stakeholders

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

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

The Planning Archaeologist and Collections Curator 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 Hastings 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
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4 – References

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

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

ASE, 2021 *Fieldwork Manual: Excavation and Recording Guidelines*

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

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

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

Campbell, G, Moffett, L, and Straker, V 2011 *Environmental Archaeology. A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation.* Second edition

Chartered Institute for Archaeologists (CIfA), 2014a *Standard and guidance for the collection, documentation, conservation and research of archaeological materials*

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

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

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

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

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

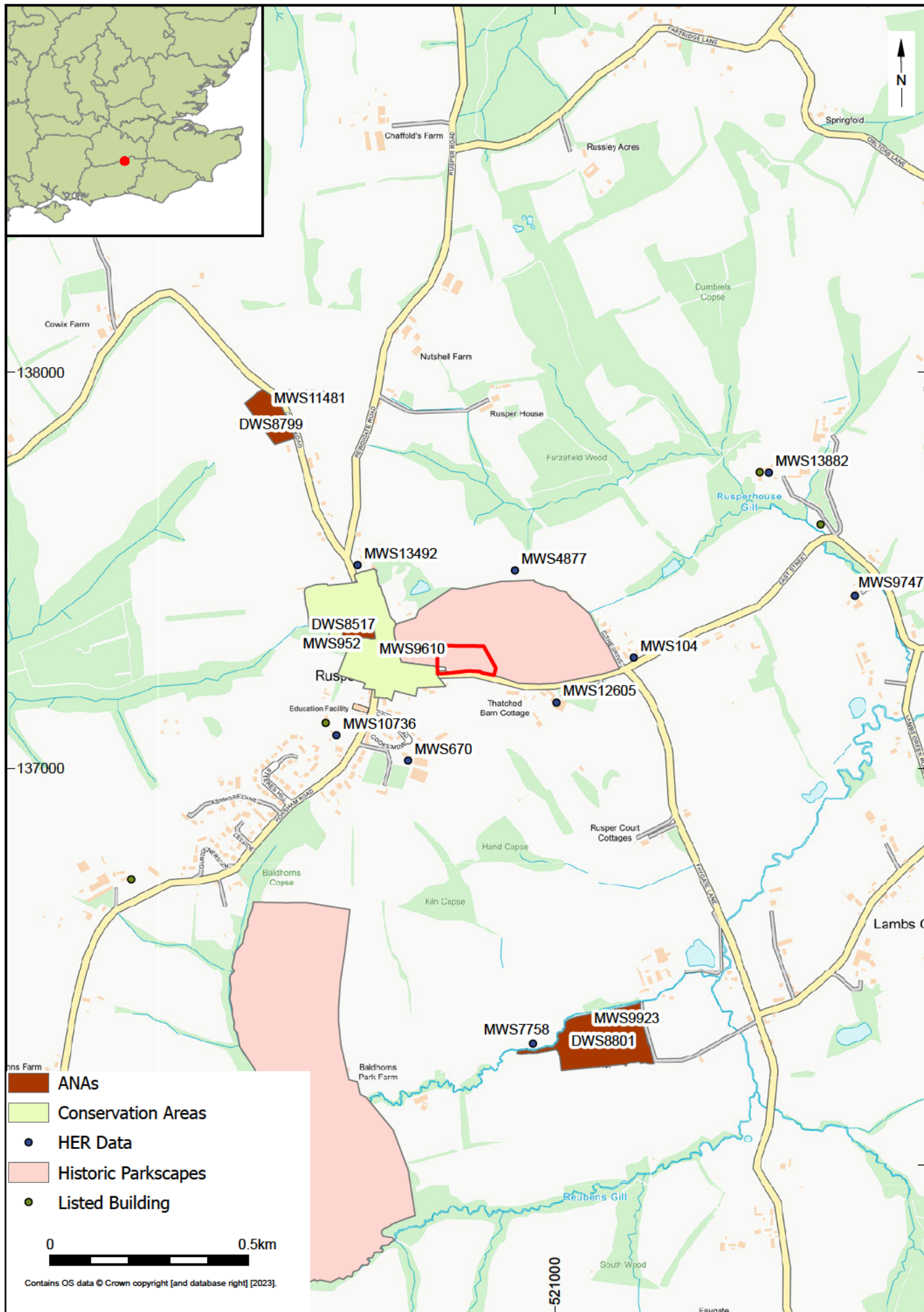
Historic England, 2008 *Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains*

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

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

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

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



© Archaeology South-East		Rusper: Land Off East Street RH12 4RB	Fig. 1
Project Ref: 250730	December 2025	Site Location	
Report Ref: WSI	Drawn by: AC		

