

Storrington Squash Club, Greyfriars Lane, Storrington

**Written Scheme of Investigation for an
Archaeological Watching Brief**

NGR: 508535 114060

ASE Project no: 260316

**Horsham District Council
Planning ref. DC/22/2297**

Site Code: GLS26

June 2026

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Prepared by:	Richard James	Senior Archaeologist
Reviewed and approved by:	Hayley Nicholls	Project Manager
Date of Issue:	June 2026	
Version:	1	

1.0 INTRODUCTION

- 1.1 Archaeology South-East (ASE) has been commissioned by Pace Construction Limited (hereafter 'the client') to undertake an archaeological watching brief during groundworks for the construction of a residential unit following the demolition of the existing Storrington Squash Club, Greyfriars Lane, Storrington, West Sussex, hereafter 'the site' (NGR 508535 114060). The site location is shown on Figure 1.
- 1.2 The squash club is located in the historic core of Storrington, c.40m south-west of the Parish Church of St Mary the Virgin. It lies south of School Lane, west of Greyfriars Lane, and is accessed from the latter via a metalled lane.
- 1.3 Planning consent was granted by Horsham District Council (HDC) in May 2025 for "*Demolition of existing Squash Club and construction of a residential building containing 8no flats, including the provision of 14no parking spaces, private outdoor amenity space and landscaping (Amended Plans).*" This included a planning condition requiring archaeological mitigation to take the form of a watching brief during all groundworks:

4. Pre-Commencement Condition:

- 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 brought into use 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 This document represents a Written Scheme of Investigation (WSI) for an archaeological watching brief to be maintained during the ground works associated with this site. All work will be undertaken in accordance with this document, the ClfA Regulations, Standards and Guidance (ClfA 2020; 2022; 2023a-c) and with the *Sussex Archaeological Standards* (2019), hereafter 'the Standards'. All work will be reported upon in line with guidelines set out in *Management of Research Projects in the Historic Environment* (MoRPHE; Historic England 2015). This document is sufficient to cover all eventualities, but it should be noted that a final decision on site as to how to proceed in the event that *significant* remains are revealed in the Watching Brief will be determined in agreement with Horsham District Council (HDC), their archaeological advisors (SCC), and the client as appropriate.

- 1.5 This project will be managed by Hayley Nicholls (fieldwork) and by Dan Swift (post-excavation).

2.0 SITE GEOLOGY

- 2.1 According to the British Geological Survey 1:50,000 scale geological mapping available online¹, the bedrock geology of the site is sandstone of the Folkestone Formation. No superficial deposits are mapped.

3.0 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

- 3.1 The following draws on background information from a desk-based assessment produced to support the application². The full report should be consulted for further details.
- 3.2 The site is located just outside the Storrington Conservation Area but is located within an Archaeological Notification Area (WSCC Ref. Horsham 053: Storrington Historic Core).
- 3.3 *'Prehistoric: The surrounding Downland landscape contains evidence for a range of prehistoric activity. In 2000 excavations at Deanway revealed evidence for possible mid-late Neolithic activity that continues through late Bronze Age / early Iron Age. Remnant rectilinear field systems attributable to Iron Age and later are present within the same area. Peripheral to the town frequent though not exceptional prehistoric find spots have been made: at Sullington Warren indications for Mesolithic flint working site were found in 1996-7 [SMR ref: 6635]. Sullington Warren contains 9 Bronze Age barrows arranged in two linear groupings. Selected barrows were excavated in 1809 [SMR ref: 2541].'*
- 3.4 *'Romano-British: 'The Greensand Way' passes approximately 1.7 km north of the centre of Storrington. The route is connected to Stane Street, the London Hassocks road and the London –Lewes Road. [SMR ref: 1931] The Greensand Way remains the only reliably attributed Roman Road in the area. Whilst residual Roman finds have been found in the general Storrington area no evidence of Roman activity has been found within Storrington itself. This is attributed in part to the lack of controlled excavation / investigation within the town and its immediate environs.'*
- 3.5 *'Medieval: Similarly finds within the town area from the Anglo-Saxon and Saxo-Norman periods have been sparse. It is considered, as with Roman period archaeology, that absence is as much a function of the lack of controlled excavation as a reflection of true absence. St Marys' church, representing an indication of the probable centre of early medieval Storrington might legitimately be considered to represent a focus for medieval activity and possibly that of earlier periods.'*

¹ <http://mapapps.bgs.ac.uk/geologyofbritain/home.html>, accessed June 2026

² Development Archaeological Services Ltd (undated), *Summary Note to Assess the Archaeological Potential and Heritage Impact of a Proposed Development located at: Storrington Squash Club Ltd., Greyfriars Lane, Church Street, Storrington, West Sussex RH20 4HE.*

4.0 RESEARCH AIMS AND OBJECTIVES

General Aims

4.1 The broad aims of the watching brief are:

- To enable any archaeological deposits and features, disturbed during the proposed works, to be adequately recorded, interpreted and reported on.

Site Specific Aims

4.2 Site-specific research aims are identified as follows:

- To identify any evidence of activity relating to the origins and development of the historic settlement of Storrington (medieval and post-medieval);
- To identify any archaeological evidence of activity pre-dating the historic settlement (prehistoric and Roman).

Research Aims

4.3 The Storrington Extensive Urban Survey report³ contains three research questions relevant to the site:

- RQ1: What was the nature of the palaeo-environment (ancient environment), and the prehistoric, Roman, and Anglo-Saxon human activity in the area?
- RQ4: What evidence is there for the nature of the medieval settlement before the market grant of 1400?
- RQ7: How have tenements developed from the first built-up street frontages to the plots that survive today?

5.0 METHODOLOGY

5.1 The development comprises the demolition of the existing squash club building and its replacement on broadly the same footprint by a 3-storey block of 8 residential apartments, with external landscaping including car park treatment (Figures 2-3). The archaeological monitoring will cover any groundworks associated with the foundations for the new building, any external service trenching and any other groundworks that have the potential to disturb buried archaeological deposits.

5.2 All hand and machine excavation carried out by the groundwork contractor must be undertaken with due regard for the potential to encounter archaeological remains. **Any machine used for removal of material above undisturbed natural geology will be fitted with a toothless bucket of appropriate width.**

5.3 Where excavation or other works reveals significant archaeological features, excavation and/or other activities by contractor's staff will cease. The features will then be hand excavated/cleaned and recorded to archaeological standards by the archaeologist(s) in attendance. Excavations will be hand

³ Harris, R., 2005. *Storrington: Historic Character Assessment Report*. WSCC/ESCC/BHCC/English Heritage.

cleaned by archaeologists as necessary to clarify the presence/absence and nature of any features. Adequate time will be made available for appropriate archaeological excavation by hand to identify and record the remains as far as possible within the limits of the works in order to extract archaeological and environmental information, should this prove necessary.

- 5.4 The LPA's Archaeological Advisor (SCC) will be kept informed of progress so that the archaeological work can be monitored. Any variation to the scale and scope of the watching brief defined in this document will be agreed in writing (email) with SCC. A final decision on site as to how to proceed in the event that significant remains are revealed during the Watching Brief will be determined in agreement with SCC. ASE will communicate to all relevant parties that the archaeological watching brief fieldwork has been completed via email exchange.

6.0 ARTEFACT RECOVERY

- 6.1 Artefacts will be recovered in accordance with section 3.1 of the ASE Fieldwork Manual (ASE 2024) and / or as specified by the Selection Strategy (Appendix 1) and taking note of any specific local requirements. Retained samples will be bagged in polythene bags according to type and context.
- 6.2 The spoil from the excavations will also be inspected by the ASE archaeologist to recover any artefacts or ecofacts of archaeological interest. A metal detector will be used at regular intervals to scan spoil derived from the excavations and at regular intervals during the excavation of archaeological deposits and features.

7.0 TREATMENT OF HUMAN REMAINS AND TREASURE TROVE

- 7.1 Any finds believed to fall potentially within the statutory definition of Treasure, as defined by the Treasure Act 1996, shall be reported to the local Finds Liaison Officer. Should the find's status as treasure be confirmed the Coroner, the landowner and SCC will also be informed. A record shall be provided to the Coroner and to SCC of the date and circumstances of discovery, the identity of the finder, and the exact location of the find(s) (OS map reference to within 1 metre, and find spot(s) marked onto the site plan).
- 7.2 If human remains are found, work will cease and all necessary statutory provisions followed. SCC and the client will be informed immediately.

8.0 ENVIRONMENTAL AND OTHER SAMPLING

- 8.1 The strategy for sampling archaeological and environmental deposits and structures (which can include soils, timbers, animal bone and human burials) will be developed with reference to Historic England guidelines for environmental archaeology (Historic England 2011) and waterlogged wood (Historic England 2010) and in consultation with the Historic England regional science advisor or relevant specialists. Samples will be collected from suitable excavated contexts, including dated/datable buried soils, well-sealed slowly silting features, sealed hearths, sealed features containing evident carbonised remains, peats, water-logged or cess deposits.

- 8.2 Bulk soil samples (of 40 litres where possible or 100% of the context if smaller) will be taken to target the recovery of plant remains (including wood charcoal and macrobotanicals), fish, bird, small mammal and amphibian bone, and small artefacts. Specialist samples may also be taken, following discussions with members of the environmental archaeology team and in accordance with current sampling guidelines (Historic England 2011), to target recovery of pollen, fish and small bone, molluscs, foraminifera, parasites and insects or large mammal bones and marine molluscs. When taken, samples will be extracted wholesale from deposits to maximise the range of material recovered. As a general rule waterlogged wood specimens will be photographed and recorded in detail in their original location prior to being lifted or sampled for more detailed assessment. Other scientific dating and geoarchaeological techniques will be considered and employed where appropriate in accordance with current guidance (Bayliss & Marshall 2022). In all instances deposits with clear intrusive material shall be avoided.
- 8.3 The potential of samples taken during fieldwork for scientific dating will be considered and actioned where appropriate. The suitability of environmental remains for radiocarbon dating will be considered with reference to Historic England guidelines (Bayliss and Marshall 2022) and by taking into account feature, context and taphonomic information, material available and the potential to contribute to relevant research questions.

9.0 RECORDING

- 9.1 All recording will be undertaken in accordance with this document and Sussex Archaeological Standards unless otherwise agreed in writing by SCC.
- 9.2 All archaeological features will be recorded according to standard ASE practice. Where practicable, all features will be planned at 1:20 and section/wall elevation drawings will be at 1:10, unless this is impractical in which case an alternative will be agreed with SCC. Drawings will be on plastic draughting film. Features and deposits will be described on standard pro-forma recording sheets used by ASE. All remains will be levelled with respect to Ordnance Survey datum. A photographic record will be made in digital format, monochrome and colour transparency.

10.0 POST - EXCAVATION TREATMENT OF ARTEFACTS AND ECOFACTS

- 10.1 The finds selection strategy for the site is set out in the appended Selection Strategy document (Appendix 1). This selection strategy will be reviewed, updated and agreed by relevant stakeholders as the project progresses.
- 10.2 All finds will be cleaned, labelled, sorted and analysed in accordance with the practices and standards outlined by Archaeological Archives Forum (2011), Europae Archaeologiae Consilium (2013) and Society for Museum Archaeology (2020). Most ceramic and other building material and burnt flint will be identified, counted, weighed and discarded. Samples will be retained as appropriate. Finds will be bagged in polythene bags according to type and context.
- 10.3 Bulk samples will be processed using tank flotation unless considered detrimental to the samples or recovery rate (such as for waterlogged samples). Waterlogged samples will be wet sieved through nested sieves and

stored in wet, cool conditions or dried if considered an appropriate form of conservation for the remains.

- 10.4 Flots and wet samples may be subsampled for assessment purposes. If waterlogged wood specimens are removed from site they will be cleaned, recorded, photographed and a thin section sample will be taken for identification (unless considered detrimental to the artefact preservation or status). These specimens will be temporarily stored submerged in water in cool conditions and assessment will establish whether appropriate for conservation. Specialist samples as well as sub-samples of bulk soil samples (taken to recover pollen, parasites, fish and small bone, foraminifera and insects for example) will be sent to appropriate specialists for assessment and analysis.
- 10.5 Provision will be made for obtaining samples for radiocarbon dating from such archaeological features as structural features (e.g. post holes), hearths, kilns or features that contain good artefactual or ecofactual assemblages to aid understanding and interpretation of the site.
- 10.6 The majority of finds will be identified by in-house specialists within Archaeology South-East (as listed below). Any external specialists utilised work regularly with ASE and are regional specialists in their field. All material will be examined with particular attention to datable artefacts, such as lithics, pottery, building material, coins and other metalwork. Preliminary identification of faunal remains may be undertaken if the nature of the deposits justifies such study. Suitable arrangements will be made for the conservation of artefacts where appropriate in consultation and with the agreement of the recipient museum. All finds in an unstable condition will be stabilised using passive conservation techniques where appropriate before being deposited with the receiving museum.
- 10.7 The following specialists will be used if necessary and where appropriate:

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

11.0 REPORTING AND ARCHIVE

- 11.1 In general, the report will present the results of the watching brief and will as a minimum standard contain sufficient detail to serve both future research and inform future planning decisions. Reporting will be undertaken in accordance with the ASE post-excavation guidelines, the data management plan attached to this document and with reference to local standards and guidance as appropriate.
- 11.2 Following internal review a draft report will be submitted to the client for approval. Once any necessary changes have been made, the approved final report will be submitted to the client for onward submission to the LPA and SCC. A short summary of the report may be prepared for the relevant local archaeological journal, in this instance the Sussex Archaeological Collections.
- 11.3 A further digital copy of the report (including plans, illustrations and photographs) will be supplied to the WSCC Historic Environment Record on CD-ROM/by email in PDF(A) format and will include GIS Shapefiles if appropriate.
- 11.4 Permission will be sought to deposit the written and drawn archive with Horsham Museum for long term curation upon completion of the fieldwork. Temporary storage of the archive will be at ASE offices and/or storage facility.

12.0 PREPARATION AND DEPOSITION OF THE FINDS AND ARCHIVE

- 12.1 The site archive will be assembled in accordance with the guidelines set out in Historic England's Management of Archaeological Projects 2 and in

accordance with the guidelines set out in: 'Archaeological Archives. A guide to best practice' (AAF 2011); 'A Standard and Guide to best practice for Archaeological Archiving in Europe' (EAC 2013); and 'Standards in the Museum Care of Archaeological Collections' (SMA 2020).

- 12.2 Upon completion of the fieldwork an OASIS (Online Access to the Index of Archaeological Investigations) form will be completed. A print-out of the form will be included as an appendix to the final report.

13.0 HEALTH AND SAFETY

- 13.1 Health and Safety must take priority over archaeological requirements. It is essential that all projects be carried out in accordance with safe working practices and under a defined Health and Safety Policy. A Method Statement and Risk Assessment (RAMS) for the project will be approved by the client prior to the commencement of work and all relevant health and safety regulations will be adhered to.

14.0 GENERAL

- 14.1 Archaeology South-East is a Chartered Institute for Archaeologists (CIfA) Registered Archaeological Organisation and conforms to the standards of professional conduct outlined in the CIfA Code of Conduct (2022) and the relevant CIfA standards and guidance.

15.0 INSURANCE

- 15.1 Archaeology South-East is insured against claims for: employer's liability to the value of £50,000,000 each and every loss, any one occurrence; primary public/products liability to the value of £50,000,000 any one occurrence and in the aggregate for products liability, with an extension for no-fault compensation up to £15,000,000 in the aggregate; professional indemnity to the value of £15,000,000 any one occurrence and in the aggregate.

16.0 Project Management

- 16.1 This project will be managed by Hayley Nicholls (fieldwork) and Dan Swift (post-excavation).

REFERENCES

Archaeological Archives Forum, 2011 *Archaeological archives. A guide to best practice in creation, compilation, transfer and curation.* [[aaf archaeological archives 2011.pdf \(archaeologyuk.org\)](#)]

Bayliss, A, and Marshall, P, 2022 *Radiocarbon Dating and Chronological Modelling: Guidelines and Best Practice.* Historic England. [[Radiocarbon Dating and Chronological Modelling | Historic England](#)]

BGS, 2026 <https://www.bgs.ac.uk/map-viewers/bgs-geology-viewer/>

ClfA, 2020 *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* [[ClfAS&GFinds 2.pdf \(archaeologists.net\)](#)]

ClfA 2022 *Code of conduct: professional ethics in archaeology* [[Code of conduct revOct2022.pdf \(archaeologists.net\)](#)]

ClfA 2023a *Standard for archaeological monitoring and recording* [[Standard for archaeological monitoring & recording.pdf \(archaeologists.net\)](#)]

ClfA 2023b *Universal guidance for archaeological monitoring and recording* [[Universal guidance for archaeological monitoring & recording.pdf \(archaeologists.net\)](#)]

Europae Archaeologiae Consilium, 2013 *A Standard and guide to best practice for Archaeological Archiving in Europe* [[Arches Wiki: Main \(archaeologydataservice.ac.uk\)](#)]

Historic England, 2010 *Waterlogged wood. Guidelines on the recording, sampling, conservation and curation of waterlogged wood* [[historicengland.org.uk/images-books/publications/waterlogged-wood/waterlogged-wood/](#)]

Historic England, 2011 *Environmental archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation (second ed.).* English Heritage [[Environmental Archaeology | Historic England](#)]

Historic England, 2015 *Management of research projects in the historic environment (MoRPHE)* [[Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide | Historic England](#)]

Society for Museum Archaeology 2020 *Standards and Guidance in the Care of Archaeological Collections* [[Standards and Guidance in the Care of Archaeological Collections - Collections Trust](#)]

Sussex Archaeological Standards (2019)

Archaeology South-East
June 2026

Storrington Squash Club, West Sussex
Site code GLS26 (ASE project number 260316)

17th June 2026 Version 1

Selection Strategy

Project Information

Project Management

Project Manager	Hayley Nicholls	
Archaeological Archive Manager	Nicola Elphick	
Organisation	Archaeology South-East	
Stakeholders		Date Contacted
Collecting Institution(s)	Horsham Museum	TBC
Project Lead / Project Assurance	Surrey County Council	TBC
Landowner / Developer	Pace Construction Ltd	10/06/2026
Other	We Extend Ltd	

Resources Required

No additional resources have been identified at this point.

Context

This selection strategy has been produced using the written scheme of investigation for the project and national and international archiving guidelines and ASE's in-house on-site collection policies.

The project is a watching brief during the construction of residential accommodation following the demolition of an existing sports clubhouse.

The watching brief has the potential to contribute to regional research aims set out in the extensive urban assessment report.

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

1 – Digital Data

Stakeholders

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

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 (Hayley Nicholls, 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 (Surrey County Councilin) and Collections Curator (Horsham Museum) will approve retention/ deselection recommendations.

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

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

Selection

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

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

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

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

METALWORKING WASTE	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
BULK METAL	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
GLASS	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
FIRED CRACKED FLINT (FCF)	Will be recorded in full and discarded if unworked	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
WORKED FLINT	To be collected and recorded in full and retained as part of the permanent archive	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
WORKED BUILDING STONE	Will be recorded and assessed for selection/deselection with presumption for deselection. unless diagnostic.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
UNWORKED STONE	Will be recorded in full and discarded	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
ANIMAL BONE	Will be recorded and assessed for selection/deselection	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
HUMAN BONE	Will be recorded in full and assessed for selection or appropriate reburial. With a presumption for reburial in line with national guidelines	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
MARINE SHELL	Will be recorded and assessed for selection/deselection with presumption for deselection.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
ORGANIC REMAINS	Will be recorded and assessed for selection/deselection if of	Specialist, Collections Curator, Archaeological	During fieldwork, processing &

e.g. wood, leather	low significance	Archive Manager, Planning Archaeologist	recording
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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 (Hayley Nicholls, 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 (Surrey County Council) 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 (Hayley Nicholls, 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 Horsham Museum.

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

Selection

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

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

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

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

Uncollected Material

De-Selected Material

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

Review Points

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

Amendments

Date	Amendment	Rationale	Stakeholders

4 – References

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

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

ASE, 2021 Fieldwork Manual: Excavation and Recording Guidelines

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

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

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

Brown 2011a; ClfA 2014a, 2014b; Perrin et al. 2014; ClfA Finds Recording, Finds Reporting and Selection Toolkits

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

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

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

Chartered Institute for Archaeologists (ClfA), *Selection Toolkit*:

<https://www.archaeologists.net/selection-toolkit>

Chartered Institute for Archaeologists (ClfA), *Specialist Recording Toolkit*:

<https://www.archaeologists.net/toolkits/finds-recording>

Chartered Institute for Archaeologists (ClfA), *Specialist Reporting Toolkit*:

<https://www.archaeologists.net/reporting-toolkit>

Chartered Institute for Archaeologists (ClfA), *Dig Digital Online Resource*:

<https://www.archaeologists.net/digdigital>

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

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

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

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

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

STORRINGTON SQUASH CLUB, WEST SUSSEX

SITE CODE: GLS26

17TH JUNE 2026 VERSION 1

A Data Management Plan created using DMPonline

Creator: Nicola Elphick

Affiliation: Archaeology South- East

Template: Digital Curation Centre

Last modified: 17th June 2026

Project abstract:

The project is a watching brief during the construction of residential accommodation following the demolition of an existing sports clubhouse.

Dataset Repository: Horsham Museum

DATA COLLECTION

What data will you collect or create?

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

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

CAD and GIS software will be used.

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

How will the data be collected or created?

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

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

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

The location of archaeology will be recorded using one of, or a combination of the following methods: survey grade GNSS equipment with SMARTNET correctional data enabled (for example Leica GS18); TST (e.g Leica TS16) tied in to the OS National Grid; photogrammetric survey using a terrestrial or RPAS (remote pilot aircraft system) mounted camera, georeferenced using GCP (ground control points) tied in with GNSS or TST to the National Grid. RPAS mounted camera will have a 1" CMOS sensor or greater. All spatial data will be stored according to the OSGB36 (EPSG27700) projection/coordinate system.

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

DOCUMENTATION AND METADATA

What documentation and metadata will accompany the data?

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

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

ETHICS AND LEGAL COMPLIANCE

How will you manage any ethical issues?

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

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

Archaeology South-East own the digital data but will sign over all rights during the deposition process.

We will still retain the right to use images for our own marketing and internal purposes.

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

STORAGE AND BACKUP

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

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

How will you manage access and security?

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

SELECTION AND 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 West Sussex County Council's HER. Any other information/ data sharing will be done via requests from members of the public/researchers to either ASE or the repository.

Are any restrictions on data sharing required?

None are required.

RESPONSIBILITIES AND 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>

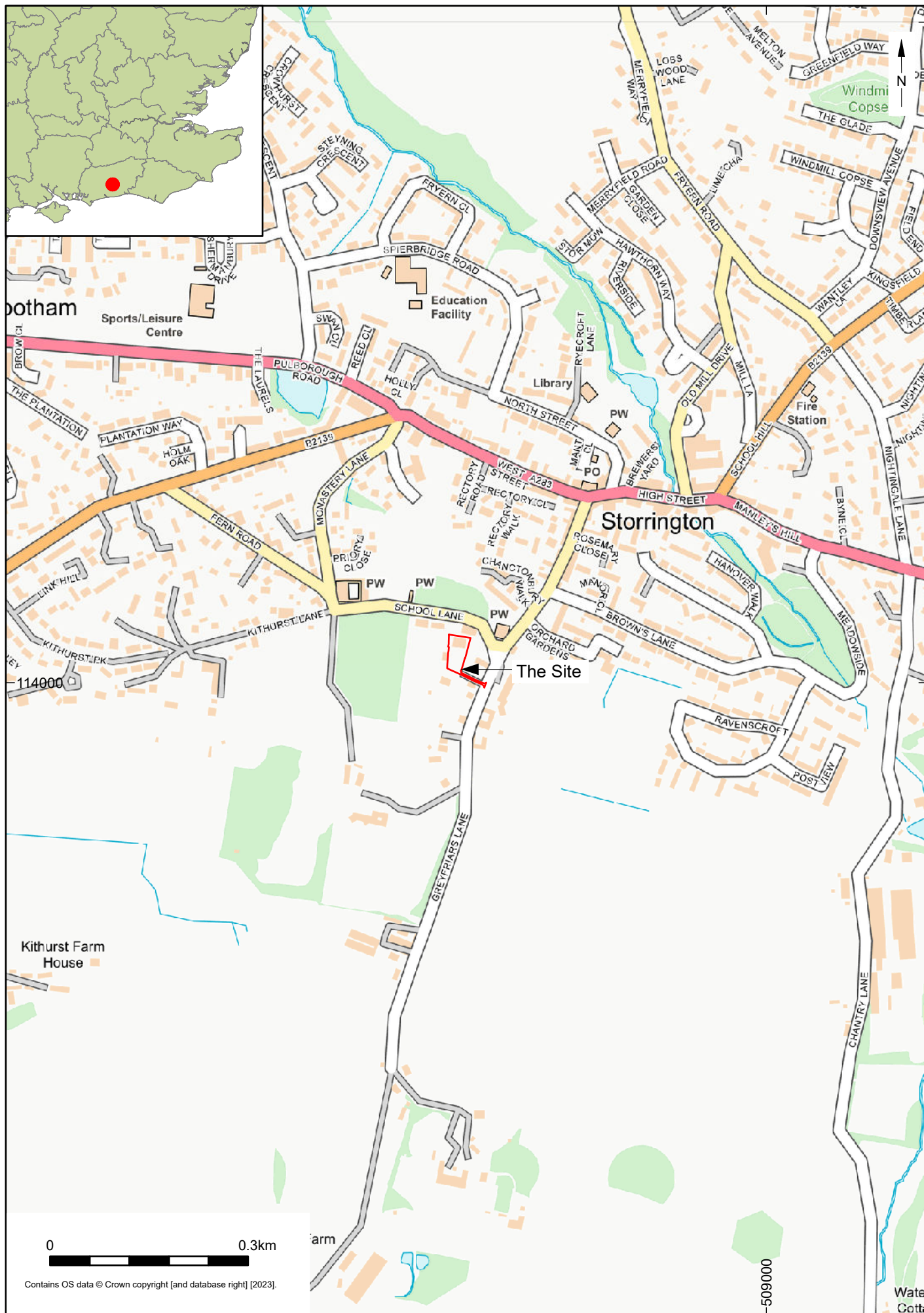
ADS (4) Guidance for the selection of material for deposit and archive

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

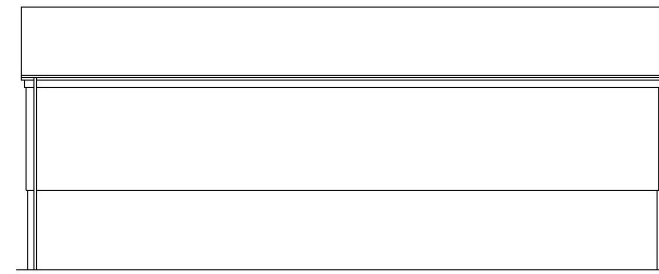
Brown, D.H. (2011a) *Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation*. Second Edition. Archaeological Archives Forum (AAF)

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)

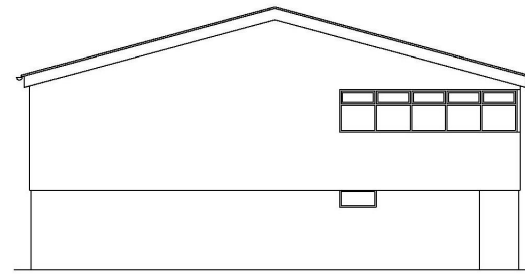
<http://archaeologydataservice.ac.uk/arches/Wiki.jsp?page=The%20Standard%20and%20Guide%20to%20Best%20Practice%20in%20Archaeological%20Archiving%20in%20Europe>



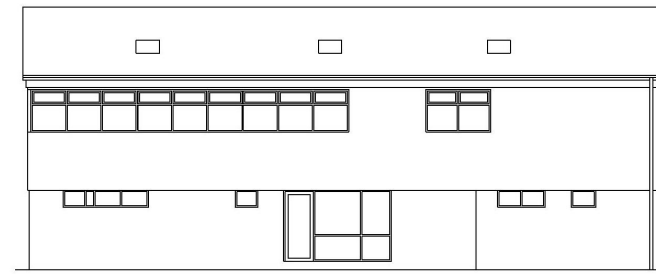
© Archaeology South-East		Storrington Squash Club	Fig. 1
Project Ref: 260316	June 2026	Site Location	
Report Ref: WSI	Drawn by: HLF		



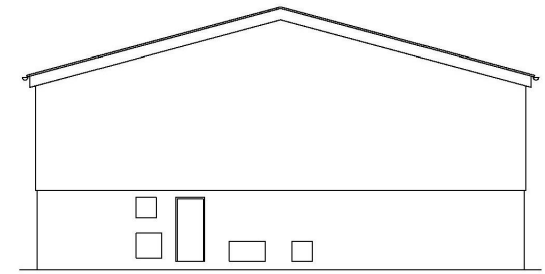
North Elevation Existing Squash Club Building
1:200



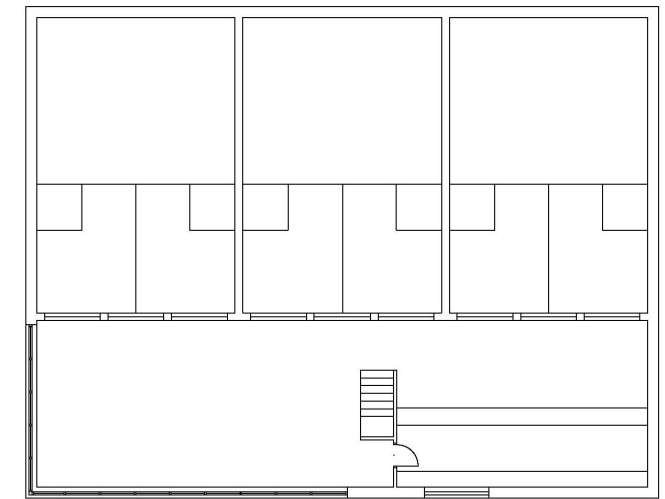
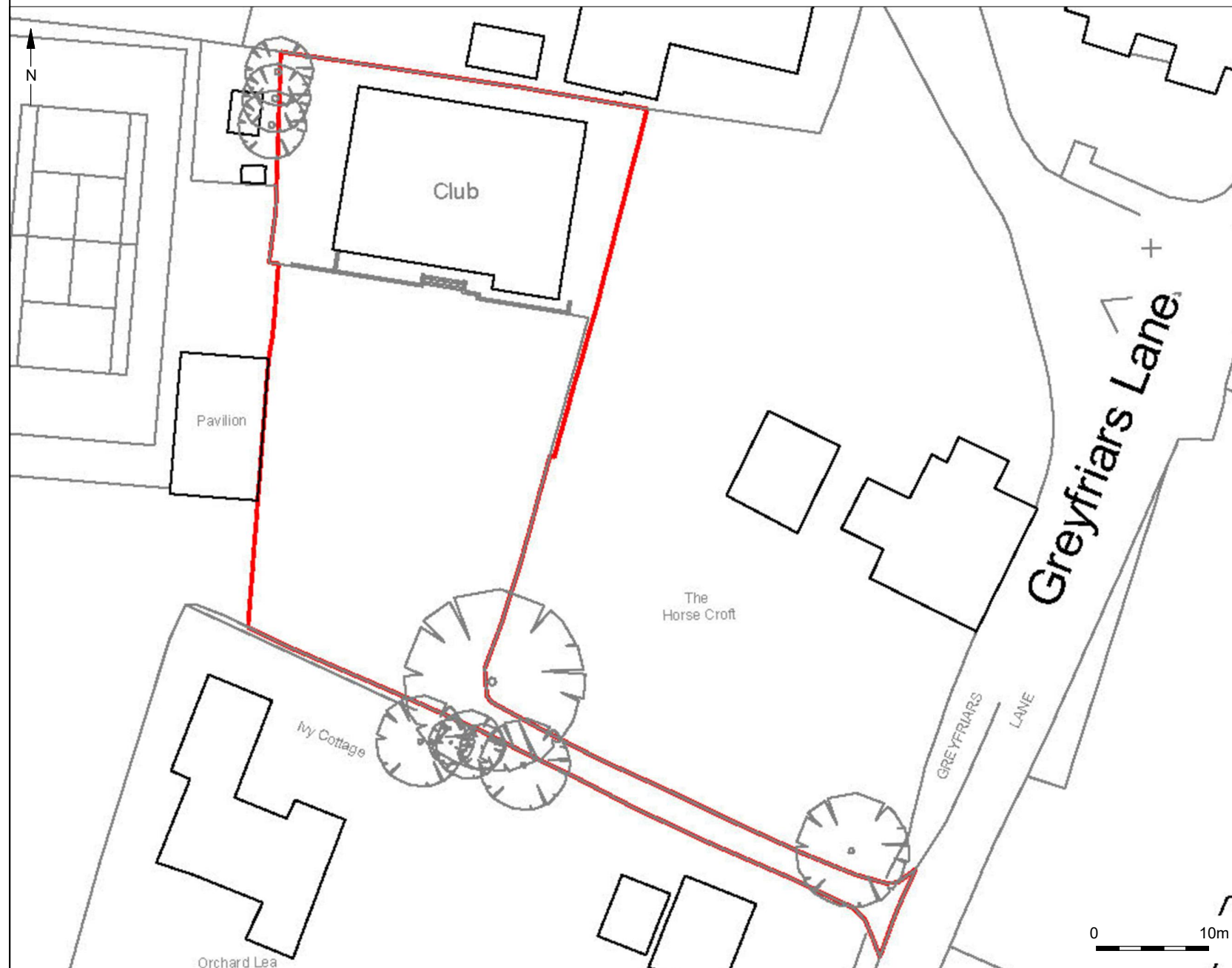
West Elevation Existing Squash Club Building
1:200



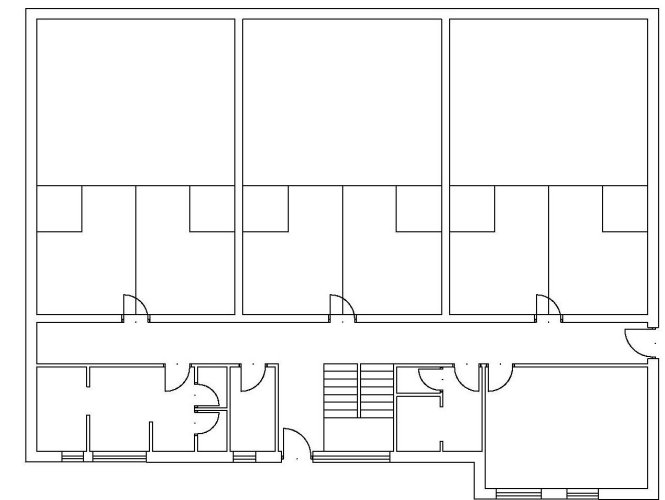
South Elevation Existing Squash Club Building
1:200



East Elevation Existing Squash Club Building
1:200

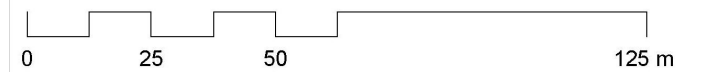


First Floor Plan Existing Squash Club Building
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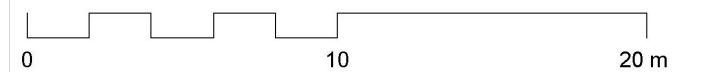


Ground Floor Plan Existing Squash Club Building
1:200

1 : 1250 Scale @ A3



1 : 200 Scale @ A3





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Project Ref: 260316

June 2026

Report Ref: WSI

Drawn by: HLF

Storrington Squash Club

Proposed Site Plan

Fig.3