Land East of Littleworth Lane, Partridge Green, West Sussex

Written Scheme of Investigation for archaeological evaluation

Planning ref: DC/22/0301; APP/Z3825/W/23/3324144
ASE project number: 260676
Site code: PLL26

UCL Archaeology South-East

Land East of Littleworth Lane, Partridge Green, West Sussex

Written Scheme of Investigation for archaeological evaluation

[Horsham District Council]

National Grid Reference:	519416 119696
Planning reference:	DC/22/0301; APP/Z3825/W/23/3324144
Site code:	PLL26
Accession number:	TBC
ASE project number:	260676
Prepared by:	Paul Mason (Project Manager)
Reviewed and approved by:	Jon Sygrave (Project Manager)
Version:	1
Issue date:	November 2026
Revision date:	

Contents

List of figures iii

1 Introduction 1

1.1 Site location 1
1.2 Project background 1
1.3 Scope of this document and standards 1

2 Topography and geology 2

2.1 Topography 2
2.2 Geology 2

3 Archaeological and historical background 2

3.1 Historic environment context 2
3.2 Prehistoric 3
3.3 Roman 3
3.4 Medieval 3
3.5 Post-medieval 3

4 Research aims and objectives 3

4.1 General aims 3
4.2 Research aims 4

5 Health and safety 4

6 Methodology 4

6.1 Fieldwork preparation and set out 4
6.2 Machine excavation 5
6.3 Archaeological excavation, survey and recording 5
6.4 Finds and environmental material 7

Selection strategy 7
Treatment of human remains 7
Treatment of Treasure 7
Environmental and specialist sampling 8

6.5 Monitoring 8
6.6 Backfilling and reinstatement 9

7 Post-excavation methodology 9

7.1 Finds 9
7.2 Environmental and specialist samples 9
7.3 Specialist analysis 10
7.4 Reporting 10

8 Archiving 11

9 Public engagement 11

9.1 Introduction 11
10 Resources and specialist expertise 11
11 Insurance 12
12 References 13
APPENDIX 1: Selection Strategy 17
APPENDIX 2: Data Management Plan 22

List of figures

Figure 1: Site location

Figure 2: Proposed trench plan

Figure 3: Proposed trench plan over development masterplan

1 Introduction

Archaeology South-East (ASE), the contracting division of UCL's Institute of Archaeology, has been commissioned by Macar to undertake an archaeological evaluation at Land East of Littleworth Lane, Partridge Green, West Sussex (centred on NGR 519416 119696; Figure 1). The site is subject to proposals for a new residential development.

1.1 Site location

1.1.1 The site lies on the northern periphery of Partridge Green and is bounded to the west by Littleworth Lane, to the south by residential properties on The Rise and to the north and east by farmland (Figure 2).

1.1.2 The site has an area of c.3.7ha and comprises pastureland, primarily used for grazing, with mature hedgerows and trees forming the site boundaries. The remnants of a pond, and several modern out buildings, exist within the north-western corner of the site.

1.2 Project background

1.2.1 Outline planning permission for residential development of the site has been granted on appeal (DC/22/0301; APP/Z3825/W/23/3324144; Figure 3). The following archaeological condition was attached the consent:

12) No development or preliminary groundworks shall commence until a programme of archaeological work secured in accordance with a Written Scheme of Archaeological Investigation which has been submitted to and approved in writing by the Local Planning Authority. 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 this condition and that provision for analysis, publication and dissemination of results and archive deposition has been secured and approved by the Local Planning Authority in writing.

1.2.2 A desk-based assessment prepared in support of the original application concluded that the site has a low/uncertain potential for archaeological deposits predating the medieval period, and a low-moderate potential for remains dating from the later medieval/post-medieval periods (ASE 2016).

1.3 Scope of this document and standards

1.3.1 This document is a Written Scheme of Investigation (WSI) for the archaeological trial trench evaluation of the site. It will be submitted to

© UCL Archaeology South-East

the client for onward submission to Horsham District Council for approval.

1.3.2 This document has been prepared, and all work will be undertaken in accordance with this document and relevant Standards and Universal Guidance of the Chartered Institute for Archaeologists (CIfA 2020a&b, 2021, 2022a, 2023a&b, 2024b).

1.3.3 Archaeology South-East is a CIfA Registered Organisation and conforms to the standards of professional conduct outlined in the CIfA *Code of Conduct* (2022a).

1.3.4 The results of the archaeological evaluation will inform decisions regarding the need for, and extent of, any further archaeological works that may be required in order to mitigate the impact of the development upon the archaeological resource. That decision will be made by the curatorial archaeologist. Any subsequent stages of work will be subject to a separate WSI.

2 Topography and geology

2.1 Topography

2.1.1 The site is situated on ground that gently slopes from approximately 14-15m OD at the northern extent, to approximately 18m-20m OD at the southern extent.

2.1.2 The northern boundary is partially defined by a stream

2.2 Geology

The geology of the site comprises Wealden Clay Formation Mudstone. A tongue of alluvium (clay, silt, sand and gravel) enters the site from its north-west corner (BGS 2026).

3 Archaeological and historical background

3.1 Historic environment context

3.1.1 The following has been paraphrased from the desk-based assessment for the site (ASE 2026).

© UCL Archaeology South-East

3.2 Prehistoric

3.2.1 No prehistoric activity is recorded in the vicinity of the site.

3.3 Roman

3.3.1 No Roman activity is recorded in the vicinity of the site.

3.4 Medieval

3.4.1 Partridge Green is thought to have comprised part of the rural landscape attached to the medieval manor of Bidlington Kingsbarns.

3.4.2 A medieval park is recorded at Littleworth, c.400m to the north-west of the site.

3.4.3 Blanches Farm, to the immediate north of the site, has probable origins in the late medieval period.

3.5 Post-medieval

3.5.1 Partridge Green began to develop as a village in the 18th century; its development accelerated on the arrival of the railway in 1861.

3.5.2 During the 19th and earlier 20th centuries brickmaking, tilemaking and pottery manufacture were well established industries in the parish of West Grinstead, especially so at Partridge Green

3.5.3 Historic mapping dating from c.1800 onwards depicts the site as agricultural land. The field boundaries depicted on the Tithe map of 1841 are still extant today. A small pond extends into the north-western corner of the site.

3.5.4 The OS map of 1974 is the first to depict farm buildings in the north-west corner of the site. The pond is no longer shown.

4 Research aims and objectives

4.1 General aims

4.1.1 The general aims of the archaeological investigation are:

- To define, insofar as possible, the date, character, form and function of any archaeological features
- To determine the survival, extent and minimum depth below modern ground level of any such remains

© UCL Archaeology South-East

- To determine the nature and significance of any archaeological deposits

4.2 Research aims

4.2.1 The work has the potential to address the research objectives outlined below as set out in the South East Research Framework (SERF):

- A consideration of the interaction between town and country. Towns should not be split off from their hinterlands. Rural settlements need the treatment afforded to towns by Extensive Urban Surveys (SERF Medieval Period)
- Comparisons between urban and rural, coastal and in-land communities (SERF Medieval Period)
- An understanding of the multifaceted landscape (SERF Post-Medieval and Modern)
- The development of the village in the post-medieval period (SERF Post-Medieval and Modern)
- The relationship between towns and their hinterland (town/country), especially their changing role in the industrial period (SERF Post-Medieval and Modern)
- The morphology of production sites, from kiln technology to ancillary buildings (SERF Post-Medieval and Modern)
- The spatial distribution of brickyards/kilns in relation to available transport and intended markets (SERF Post-Medieval and Modern)

5 Health and safety

5.1.1 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 Risk Assessment and Method Statement (RAMS) for the project will be submitted to the client prior to the commencement of work, and all relevant health and safety regulations will be adhered to.

6 Methodology

6.1 Fieldwork preparation and set out

6.1.1 Twenty-six trenches measuring 30m x 1.8m will be excavated as shown on Figure 2-3 representing a 4% sample of the site. A contingency for further trenching has been allowed for should this be required.

6.1.2 Written notice will be given to the curatorial archaeologist prior to the commencement of the fieldwork.

© UCL Archaeology South-East

6.1.3 The area/trenches will be set out using survey grade GNSS equipment.

6.1.4 Minor adjustments to trench locations may be made where required by unforeseen site constraints. Any significant variation to the approved trench layout will be agreed with the curatorial archaeologist prior to implementation.

6.2 Machine excavation

6.2.1 The trenches will be excavated using a suitable mechanical excavator under constant supervision of an experienced archaeologist. Undifferentiated topsoil and modern made ground will be removed in spits of no more than [0.10m] with artefact recovery taking place every scrape until archaeological deposits are encountered or the top of the underlying natural sediments reached. The excavator will be fitted with a smooth grading bucket and care will be taken that archaeological deposits are not damaged due to over machining. All machining will stop if significant archaeological deposits are encountered.

6.2.2 Trenches will not be excavated beyond a safe working depth. Where deeper excavation is required, appropriate measures will be implemented in accordance with the project RAMS.

6.2.3 The opportunity to have a meeting on site shall be provided, once the trenches are open, with the client and the curatorial archaeologist to assess the results.

6.3 Archaeological excavation, survey and recording

6.3.1 Any exposed archaeological deposits will be cleaned by hand as necessary to define and investigate them. Archaeological features and deposits will be sample excavated sufficiently to establish their character, date, extent where practicable, and significance, and to address the aims and objectives of the evaluation.

6.3.2 The following general strategy will be employed:

- 50% of discrete cut features, such as pits and isolated postholes, will be excavated.
- 10% of the exposed length of linear features will be excavated, including appropriate sections through intersections and terminals where necessary to establish relationships.
- A minimum of 50% of structural features, such as beam slots and ring ditches, will be investigated. Substantial surviving structural remains, such as walls, structural deposits and collapse/debris

© UCL Archaeology South-East

spreads, will normally be exposed and recorded sufficiently to characterise them without unnecessary excavation.

- 50–100% of domestic and industrial working features, such as hearths and ovens, will be excavated where appropriate. Substantial structural examples will be treated as above.

6.3.3 The level of excavation will be proportionate to the requirements of the evaluation. Significant archaeological remains will not be unnecessarily excavated where sufficient information has been obtained to characterise them. Where significant, complex or unexpected remains are encountered, the appropriate level of investigation will be agreed with the curatorial archaeologist.

6.3.4 Archaeological features and deposits will be excavated using hand tools unless they cannot be accessed safety 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 curatorial archaeologist in advance.

6.3.5 All archaeological features will be recorded according to standard ASE practice (ASE 2021). Archaeological contexts and other associated records will be created and maintained using a digital recording methodology, with records entered directly into electronic recording systems. Standard ASE pro forma recording sheets will be used where no appropriate digital recording format exists for a particular record type.

6.3.6 All trench bases, features and spoil heaps will be scanned using a metal detector. The detector will not be set to discriminate against iron.

6.3.7 Archaeological remains will be located 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 into the National Grid. RPAS mounted cameras will have a 1” CMOS sensor or greater. Any archaeological remains will be planned using one of these methods, appropriate to the scale and detail required. Where hand-drawn plans are created, they will be drawn at a scale of 1:20 unless circumstances dictate otherwise (e.g. burials at 1:10). Sections will be drawn at 1:10.

6.3.8 All archaeological remains will be levelled relative to the Ordnance Datum by an archaeological surveyor, using survey grade GNSS equipment.

6.3.9 A full photographic record comprising colour digital images will be made. Individual feature shots and sections will be taken, in addition to working shots and elements of interest. The photographic register will include

© UCL Archaeology South-East

film/camera number, shot number, location of shot, direction of shot and a brief description of the subject photographed.

6.3.10 The general excavation strategy will be in accordance with the relevant sections of the CIfA Standard and Universal Guidance for archaeological field evaluation (2023a&b). A copy of these documents will be maintained on site by ASE throughout the fieldwork.

6.4 Finds and environmental material

Selection strategy

6.4.1 Finds will be recovered in accordance with section 3.1 of the ASE Fieldwork Manual (ASE 2021) and as specified by the Selection Strategy, [Appendix 1] of this document. Retained samples will be bagged in polythene bags according to type and context.

6.4.2 The spoil from the excavations will also be inspected by the ASE archaeologists 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 during the excavation of archaeological deposits and features.

Treatment of human remains

6.4.3 Should any human burials or remains be encountered the curatorial archaeologist will be immediately informed and all statutory requirements followed.

6.4.4 No human remains will be lifted during the course of the evaluation unless absolutely necessary and, in this eventuality, with all necessary statutory requirements and under an appropriate licence from the Ministry of Justice.

Treatment of Treasure

6.4.5 Any finds believed to fall potentially within the statutory definition of Treasure, as defined by the Treasure Act 1996, shall be reported to the county Finds Liaison Officer and/or Treasure Registrar at the British Museum within 14 days of identifying the find(s) as Treasure, following statutory guidance published by the British Museum/Portable Antiquities Scheme. Should the find's status as Treasure be confirmed, the Coroner, landowner and County Archaeological Officer will also be informed. A record shall be provided to the Coroner and to the County Archaeological Officer 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).

© UCL Archaeology South-East

Environmental and specialist sampling

6.4.6 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 2025a) and waterlogged wood (Historic England 2025b) 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

6.4.7 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 2025a, 2025b, 2018; Baker and Worley 2019), 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 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. In all instances deposits with clear intrusive material shall be avoided.

6.4.8 Burnt unworked flint (or other local unworked burnt stone) will not routinely be hand-collected but, in deposits where it makes up more than an estimated 15% of the soil matrix, a 40L sample will be taken, in order to recover a representative sample of burnt stone and record the count and weight, range of sizes and degree of burning etc. After the recording process, this material will be discarded.

6.5 Monitoring

6.5.1 The curatorial archaeologist will be kept informed of progress and given appropriate opportunities to monitor the evaluation. Any significant or unexpected archaeological remains will be discussed with the curatorial archaeologist as necessary.

6.5.2 Any variations to the specification will be agreed with the curatorial archaeologist and the client.

© UCL Archaeology South-East

6.6 Backfilling and reinstatement

6.6.1 Trenches will not be backfilled until sign-off has been obtained from the curatorial archaeologist. Backfilling and compaction will be undertaken by machine in appropriate layers, with excavated material returned to the trenches in a controlled manner. No formal reinstatement to the original ground condition will be undertaken.

7 Post-excavation methodology

7.1 Finds

7.1.1 The finds selection strategy for the site is set out in the appended Selection Strategy document (Appendix 1). The strategy will be kept under review and amended as appropriate in consultation with relevant stakeholders.

7.1.2 All finds will be cleaned, labelled and quantified in accordance with the practices and standards outlined by Archaeological Archives Forum (2011), Europae Archaeologiae Consilium (2013), Society for Museum Archaeology (2020) and Chartered Institute for Archaeologists (2014b; 2022). Finds will be bagged in polythene bags according to type and context.

7.1.3 ASE has in-house archaeological conservation expertise. Where fragile or complex finds are encountered, appropriate conservation advice will be sought and, where necessary, specialist conservation measures will be undertaken during excavation, lifting, processing and post-excavation work. Finds will be appropriately stabilised, packaged and stored from the point of recovery to minimise deterioration and maintain suitable environmental conditions. Specialist conservation measures, including block lifting, X-radiography, investigative cleaning and laboratory treatment, will be undertaken where appropriate. Conservation and preparation for long-term archive will be undertaken in accordance with the project Selection Strategy and relevant national standards and guidance.

7.2 Environmental and specialist samples

7.2.1 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.

7.2.2 Flots and wet samples may be subsampled for assessment purposes. If waterlogged wood specimens are removed from site they will be cleaned,

© UCL Archaeology South-East

recorded, photographed and a thin section sample will be taken for identification (unless considered detrimental to the artefact preservation or status). Specimens will be temporarily stored under suitable conditions and assessed to establish their significance, potential and any requirement for conservation. In rare circumstances, and depending on the project remit, specialist samples and appropriate sub-samples of bulk soil samples may be submitted to relevant specialists for assessment (e.g. rapid pollen assessment) in order to characterise the environmental evidence and establish its potential.

7.2.3 Where appropriate and dependent on the project remit, the potential of samples taken during fieldwork for scientific dating will be considered. The suitability of environmental remains for radiocarbon dating will be assessed with reference to Historic England guidelines (Bayliss and Marshall 2022).

7.3 Specialist analysis

7.3.1 The majority of artefacts and ecofacts will be identified by in-house specialists within ASE (see 10 Resources and specialist expertise). Any external specialists utilised work regularly with ASE and are regional specialists in their field. All finds and environmental material will be examined and recorded to a level appropriate to the aims of the evaluation, following current professional guidelines (e.g. Chartered Institute for Archaeologists 2021, 2024a, 2025; Historic England 2015, 2018, 2025a, 2025b; Baker and Worley 2019; PCRG et al 2016).

7.4 Reporting

7.4.1 Upon completion of the fieldwork, the site archive will be assembled in accordance with relevant professional and repository standards. The site archive will contain the records, finds and environmental material generated by the evaluation and will be quantified, ordered, indexed and internally consistent.

7.4.2 Reporting will be undertaken in accordance with relevant CIfA standards and guidance, ASE post-excavation procedures.

7.4.3 Within eight weeks of completion of the fieldwork, subject to the receipt of any required specialist contributions, a report on the results of the archaeological evaluation will be prepared. The report will include the project background and aims, methodology, geological and archaeological context, results of the fieldwork, and an assessment of the nature, date, extent, condition and significance of any archaeological remains encountered. It will include appropriate specialist contributions, tabulated finds and environmental data, and relevant plans, sections, photographs and other illustrations.

© UCL Archaeology South-East

7.4.4 A copy of the draft evaluation report will be supplied to the client and the archaeological advisor.

7.4.5 A copy of the approved evaluation report will be supplied to the relevant Historic Environment Record on the understanding that it will become a public document after an appropriate period, subject to any confidentiality restrictions.

7.4.6 An OASIS form will be completed following the completion of the evaluation report and included as an appendix.

8 Archiving

8.1.1 Upon completion of the final report for publication, the archive will be prepared for deposition in accordance with the relevant guidelines of the receiving repository and current standards and guidance (AAF 2011; EAC 2013; (SMA 2020).

8.1.2 Permission has been sought for the deposition of the site archive at Horsham Museum. An accession number will be obtained as necessary. In the event that Horsham Museum cannot receive the archive it will be stored in ASE's offices until this becomes possible or an alternative repository is identified.

9 Public engagement

9.1 Introduction

9.1.1 ASE can provide public engagement as part of archaeological projects where appropriate to their aims, significance, scope and wider requirements. The nature and scale of engagement will be proportionate and agreed on a case-by-case basis.

10 Resources and specialist expertise

10.1.1 The archaeological evaluation will be undertaken by suitably qualified and experienced ASE staff including field archaeologists, geomatics team, project managers and specialist staff as appropriate to the requirements of the project.

10.1.2 The following specialists will be used where appropriate (based within ASE unless otherwise stated):

© UCL Archaeology South-East

Finds material/specialism	Specialist(s)
Prehistoric and Roman pottery	Anna Doherty, Kayt Hawkins, Stephen Patton, Joseph Locke
Post-Roman pottery	Sue Anderson (external), Luke Barber (external)
Ceramic Building Material (CBM)	Rae Regensberg
Fired Clay	Stephen Patton
Clay Tobacco Pipe (CTP)	Elke Raemen
Glass	Elke Raemen
Slag	Luke Barber (external)
Metalwork	Trista Clifford, Elke Raemen, Rae Regensberg, Charlotte Ford
Worked Flint	Karine Le Hégarat
Geological material / worked stone	Luke Barber (external)
Human bone incl. cremated bone	Lucy Sibun, Hayley Forsyth-Magee
Forensic archaeology	Lucy Sibun
Animal bone including fish	Emily Johnson, Hayley Forsyth-Magee
Marine shell	Hannah Street
Registered finds	Trista Clifford, Elke Raemen, Rae Regensberg, Charlotte Ford
Coins	Trista Clifford
Treasure administration	Trista Clifford
Conservation	Alastair Threlfall
Geoarchaeology	Matt Pope, Letty Ingrey, Alice Dowsett, Richard Payne, Lia Schurtenberger
Macro-plant remains/charcoal	Lucy Allott, Mariangela Vitolo
Waterlogged wood	Lucy Allott, Hannah Street
Historic Buildings	Michael Shapland, Katya Harrow, Amy Williamson
Public Engagement	Sarah Wolferstan, Fiona Griffin, Emily Johnson

11 Insurance

11.1.1 Archaeology South-East is insured against claims for: employer's liability to the value of £25,000,000 each and every loss, any one occurrence; primary public/products liability to the value of £25,000,000; professional indemnity to the value of £5,000,000 any one occurrence and in the aggregate.

© UCL Archaeology South-East

12 References

ADS, 2026a Guides to good practice https://archaeologydataservice.ac.uk/help-guidance/guides-to-good-practice/

ADS, 2026b Instructions for depositors https://archaeologydataservice.ac.uk/help-guidance/instructions-for-depositors/

ADS, 2026c Selection and appraisal of data https://archaeologydataservice.ac.uk/help-guidance/how-to-prepare-data/selection-guidance/

ADS, 2026d Data management and sharing plans https://archaeologydataservice.ac.uk/help-guidance/how-to-prepare-data/data-management-sharing-plans/

Advisory Panel on the Archaeology of Burials in England (APABE), 2013 *Science and the Dead: A Guideline for the Destructive Sampling of Archaeological Human Remains for Scientific Analysis*

Archaeological Archives Forum, 2011 *Archaeological archives. A guide to best practice* https://archives.archaeologyuk.org/aaf_archaeological_archives_2011.pdf

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

ASE 2016 *An Archaeological Desk-Based Assessment of Land to the East of Littleworth Lane, Partridge Green, Horsham, West Sussex;* ASE Report No 2016212

ASE, 2021 *Excavation and Recording Manual*

Baker, P, & Worley, F, 2019 *Animal bones and archaeology recovery to archive* https://historicengland.org.uk/images-books/publications/animal-bones-and-archaeology/

Bayliss, A, & Marshall, P, 2022 *Radiocarbon Dating and Chronological Modelling: Guidelines and Best Practice* https://historicengland.org.uk/images-books/publications/radiocarbon-dating-chronological-modelling

BGS, 2026 https://www.bgs.ac.uk/map-viewers/bgs-geology-viewer/ (accessed 12/11/2026)

Brickley, M, & McKinley, J I, (eds) 2004 *Guidelines to the Standards for Recording Human Remains*. British Association for Biological Anthropology and Osteoarchaeology/Institute of Field Archaeologists Technical Paper no 7

© UCL Archaeology South-East

Brown, D H, 2011 *Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation,* 2nd edn

Campbell, G, Moffett, L, & Straker, V 2011 *Environmental Archaeology. A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation,* 2nd edn

Chartered Institute for Archaeologists, 2020a *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* https://www.archaeologists.net/sites/default/files/CIfAS%26GFinds_2.pdf

Chartered Institute for Archaeologists, 2020b *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* https://www.archaeologists.net/sites/default/files/2023-11/CIfA-SandG-Archaeological-Archives-2020.pdf

Chartered Institute for Archaeologists, 2021 *Toolkit for specialist reporting,* https://www.archaeologists.net/work/toolkits/specialist-reporting/introduction

Chartered Institute for Archaeologists, 2022a *Code of conduct: professional ethics in archaeology* https://www.archaeologists.net/sites/default/files/Code of conduct revOct2022.pdf

Chartered Institute for Archaeologists, 2022b *Toolkit for recording archaeological materials* https://www.archaeologists.net/work/toolkits/finds-recording

Chartered Institute for Archaeologists, 2022c *Toolkit for selecting archaeological archives* https://www.archaeologists.net/selection-toolkit

Chartered Institute for Archaeologists, 2023a *Standard for archaeological excavation* https://www.archaeologists.net/sites/default/files/Standard for archaeological excavation.pdf

Chartered Institute for Archaeologists, 2023b *Universal guidance for archaeological excavation* https://www.archaeologists.net/sites/default/files/Universal guidance for archaeological excavation.pdf

Chartered Institute for Archaeologists, 2023c *Toolkit for public engagement* https://www.archaeologists.net/work/toolkits/engagement/introduction

Chartered Institute for Archaeologists, 2024a *Toolkit for finds: pottery*, https://www.archaeologists.net/work/toolkits/specialist-reporting

Chartered Institute for Archaeologists, 2024b *Toolkit for managing digital data (Dig Digital)* https://www.archaeologists.net/digdigital

© UCL Archaeology South-East

Chartered Institute for Archaeologists, 2025 *Toolkit for finds: Roman coinage*, https://www.archaeologists.net/work/toolkits/roman-coinage

Europae Archaeologiae Consilium, 2013 *A standard and guide to best practice for archaeological archiving in Europe* https://archaeologydataservice.ac.uk/arches/Wiki.jsp?page=Main

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* https://historicengland.org.uk/images-books/publications/waterlogged-wood/

Historic England, 2015a *Management of research projects in the historic environment* https://historicengland.org.uk/images-books/publications/morphe-project-managers-guide/

Historic England, 2015b *Geoarchaeology: using earth sciences to understand the archaeological record* https://historicengland.org.uk/images-books/publications/geoarchaeology-earth-sciences-to-understand-archaeological-record/

Historic England, 2018 *Waterlogged organic artefacts: guidelines on their recovery, analysis and conservation* https://historicengland.org.uk/images-books/publications/waterlogged-organic-artefacts/

Historic England, 2025a *Environmental archaeology: a guide to the theory and practice of methods, from sampling and recovery to post-excavation,* 3rd edn https://historicengland.org.uk/images-books/publications/environmental-archaeology-3rd/

Historic England, 2025b *Waterlogged wood: guidance on the excavation, recording, sampling and conservation of waterlogged archaeological wood* https://historicengland.org.uk/images-books/publications/waterlogged-wood/

Historic England, 2025c *Environmental archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation,* 2nd ed https://historicengland.org.uk/images-books/publications/environmental-archaeology-2nd/

Mays, S, Brickley, M, & Dodwell, N, 2004 *Human Bones from Archaeological Sites: Guidelines for Producing Assessment Documents and Analytical Reports*

McKinley, J I, & Roberts, C, 1993 *Excavation and post-excavation treatment of cremated and inhumed human remains*. Birmingham: Institute of Field Archaeologists Technical Paper no 13

© UCL Archaeology South-East

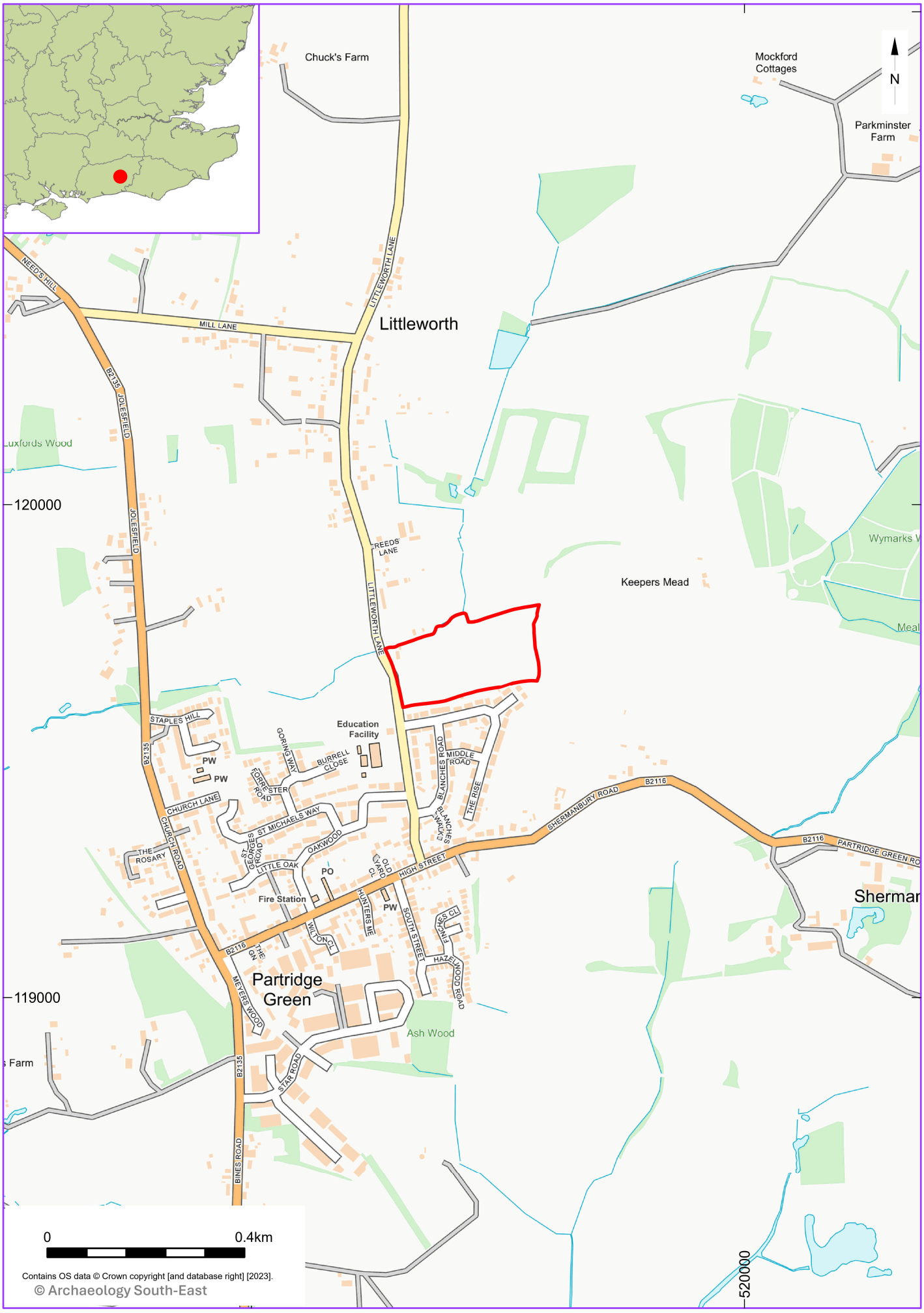
Mitchell, P D, & Brickley, M, 2017 *Updated Guidelines to the Standards for Recording Human Remains*

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, & Rogalla Von Bieberstein, A, 2014 *The Standard and Guide to Best Practice for Archaeological Archiving in Europe* (EAC Guidelines 1)

PCRG, SGRP, & MPRG, 2016 *A standard for pottery studies in archaeology* https://historicengland.org.uk/images-books/publications/standard-for-pottery-studies-in-archaeology

Society for Museum Archaeology, 2020 *Standards and Guidance in the Care of Archaeological Collections* https://collectionstrust.org.uk/resource/standards-and-guidance-in-the-care-of-archaeological-collections/

© UCL Archaeology South-East



UCL Archaeology South-East

Project Ref: 260676	Littleworth Lane, Partridge Green	Fig. 1
Report Ref: WSI		
November 2026	Site Location	
Drawn by: HLF		

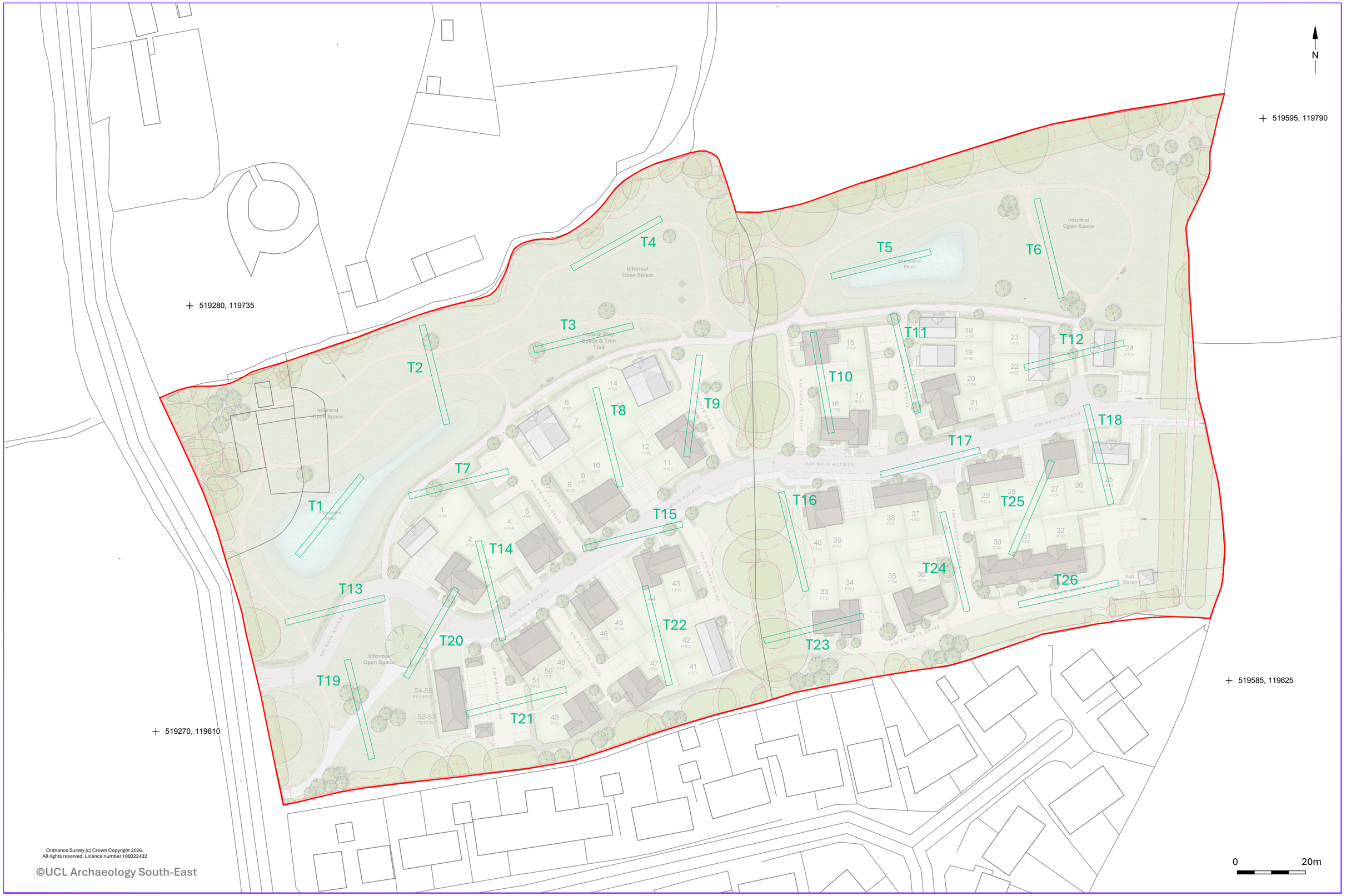


Ordnance Survey (c) Crown Copyright 2026.
All rights reserved. Licence number 100022432

©UCL Archaeology South-East

UCL Archaeology South-East

Project Ref: 260676	Littleworth Lane, Partridge Green	Fig. 2
Report Ref: WSI		
November 2026	Proposed trench location plan	
Drawn by: H Faux		



Ordnance Survey (c) Crown Copyright 2026.
All rights reserved. Licence number 100022432

©UCL Archaeology South-East

UCL Archaeology South-East

Project Ref: 260676	Littleworth Lane, Partridge Green
Report Ref: WSI	
November 2026	Proposed trench location plan
Drawn by: H Faux	

Fig. 3

APPENDIX 1: Selection Strategy

Document information	
Version number	1
Date	12/11/2026

Project information		
Project management		
Project Manager	ASE Project Manager	
Archaeological Archive Manager	ASE Senior Archive Officer	
Organisation	Archaeology South-East	
Stakeholders		**Date contacted**
Collecting Institution(s)	Horsham Museum	TBC
Project Lead / Project Assurance	Curatorial Archaeologist	TBC
Landowner / Developer	Macar	12th November 2026
Other		
Resources required		
NA		
Context		
This Selection Strategy forms Appendix 1 of the Written Scheme of Investigation (WSI) and should be read in conjunction with this document. It has been prepared with reference to the project aims and methodology, relevant archive deposition requirements, national guidance and ASE's standard collection policies.		
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 Project Officer/Site Supervisor (ASE) Curatorial Archaeologist, Collections Curator, Archaeological Data Service (ADS)
Selection and de-selected digital data
All born digital data will be considered for deposition with an appropriate repository in accordance with ADS guidelines (ADS 2026a,b,c). As a minimum this will comprise this WSI and appended Selection Strategy (Appendix 1) and Digital Management Plan (DMP, Appendix 2), digital images,

© UCL Archaeology South-East

digital finds records, grey literature report and site plan in the form of a shape or drawing file, produced using CAD and GIS software (see DMP, Appendix 2).

Amendments

Date	Amendment	Rationale	Stakeholders

2 – Documents

Stakeholders

Archaeological Archive Manager, Project Manager and Project Officer/Site Supervisor (ASE) Curatorial Archaeologist, Collections Curator

Selection

All site paperwork and digital records 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 or digital form. All digital photographs will be printed as contact sheets. The final report(s) will be issued alongside project planning and archive documents. This selection strategy has been produced using current guidance and standards (Brown 2011; CIfA 2020b; EAC 2013).

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. Only the final versions of reports and files will be included, any duplicate, blurred or incorrect information will be discarded.

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type	**Finds**	Section 3.	1

Stakeholders

The **Project Manage**r (ASE) and **Site Supervisor** (ASE) will ensure the selection strategy is followed on site and seek appropriate advice as required. The **Finds Processing Supervisor** (ASE) will monitor the preliminary bulk finds archive selection strategy. ASE's **Artefact and Ecofact Specialists** will be responsible for recording and assessment of bulk finds and will advise on selection for inclusion in the preserved archive. The **Curatorial Archaeologist** and the museum **Collections Curator** will approve retention/ deselection recommendations. The **Senior Archive Officer** (ASE) will apply the agreed selection strategy to the working project archive for deposition with the receiving museum.

© UCL Archaeology South-East

The Selection Strategy will be kept under review during fieldwork. Where amendments are required due to the nature, significance or quantity of deposits or finds assemblages encountered, these will be discussed and agreed with the 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). Generally all finds are collected except for those listed in **Uncollected material** below.

Material-specific standards and guidance have been consulted (eg ACBMG 2002; APABE 2017; Baker and Worley 2019; Barclay et al. 2016; Mitchell and Brickley 2017; CIfA 2020b, 2021, 2022b)

Find type	Selection strategy
Registered finds (RFs)	All artefacts identified as 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. RFs will be recorded in full. The presumption is that they will be retained for archaeological archive.
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.
Clay Tobacco Pipe (CTP)	Will be recorded in full with a sample retained. The remainder will be deselected.
Ceramic Building Material CBM	Will be recorded and assessed for selection/deselection with presumption for deselection of majority if of low significance.
Fired clay/daub	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance.
Metalworking waste	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance.
Bulk metal	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance.
Glass	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance.
Burnt unworked flint/Fire-cracked flint (FCF)	FCF is not hand-collected. Contexts where the density of FCF exceeds 15% of the total soil matrix are bulk sampled. Where the density is below 15% the presence is noted but the material is not collected.
Worked flint	To be collected and recorded in full and retained as part of the permanent archive.

© UCL Archaeology South-East

Worked building stone	Will be recorded and assessed for selection/deselection with presumption for deselection. unless diagnostic and significant.
Unworked stone	Will be recorded in full and discarded.
Animal bone	Will be recorded and assessed for selection/deselection.
Human bone	Will be recorded in full and assessed for selection or appropriate reburial. With a presumption for reburial in line with national guidelines.
Marine shell	Will be recorded and assessed for selection/deselection with presumption for deselection.
Organic remains e.g. wood, leather	Will be recorded and assessed for selection/deselection if of low significance.

Uncollected material

In line with ASE's Fieldwork Manual (ASE 2021, 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.

All Registered Finds will be collected in full.

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.

Registered Finds will generally be retained for archive.

Review points

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

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type	**Environmental remains**	Section 3.	2

Stakeholders

The **Project Manager** and **Project Officer/Supervisor (ASE)** will ensure the selection strategy is followed on site and seek appropriate advice as required.

© UCL Archaeology South-East

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 **Curatorial Archaeologist** and **Collections Curator** will approve retention/ deselection recommendations.

The **Senior Archive Officer (ASE)** will apply the agreed selection strategy to the working project archive for deposition with the receiving museum.

The Selection Strategy will be kept under review during fieldwork. Where amendments are required due to the nature, significance or quantity of deposits or finds assemblages encountered, these will be discussed and agreed with the 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 2025a&b; Campbell et al. 2011; Baker and Worley 2019)

Find type	Selection strategy
Finds from bulk samples e.g. Charred plant remains, charcoal, fish bone	Will be recorded and assessed for selection/discard

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

See Section 12 References

APPENDIX 2: Data Management Plan

Document information	
Version number	1
Date	12/11/2026

Project information	
Created by	Senior Archive Officer (ASE)
Organisation	Archaeology South-East (ASE)
Template	CIfA (2024) Toolkit for Managing Digital Data (Dig Digital)

Context

This Data Management Plan forms Appendix 2 of the Written Scheme of Investigation (WSI) and should be read in conjunction with this document. It has been prepared with reference to the project aims and methodology, relevant archive and repository requirements, national guidance and ASE's standard data-management procedures.

Dataset repository

Horsham Museum

Data collection

What data will you collect or create?

The archive is expected to consist of the following file types and formats:
Project planning:

- A Written Scheme of Investigation (WSI) (.pdf)
- Selection Strategy (.pdf)

Fieldwork:

- Digital photographs (.jpg/jpeg/RAW)
- Survey data (.shp, .geotiff, .dwg)
- Context sheets (.pdf)
- Site plan (.dwg)

Post-excavation:

- Specialist reports (.docx, .pdf)
- Specialist data (.xlsx)
- Finds illustrations (.pdf)
- Finds photographs (.jpeg)
- Database (.csv)
- Report (.pdf)

How will the data be collected or created?

Files will be named in accordance with ASE's file-naming convention. Filenames will include an appropriate project identifier (ASE project number and site code), a description of the data or document type and, where appropriate, version or specialist information. Filenames will be unique and applied consistently throughout the project. Where data are intended for deposition with the Archaeology Data Service, filenames will conform to ADS naming requirements.

© UCL Archaeology South-East

For example: 180932-CPI18-FinalReport-ECB4568
Specialist data: 171175-FEX316-PXA-animalbone
Image files: RDL002-005

Digital images will be captured by trained staff using suitable photographic equipment and in accordance with ASE fieldwork procedures. Images will be accompanied by appropriate photographic metadata and will be retained or converted into formats acceptable to the receiving repository.

All **reports and digital finds specialist tables/records** will be created using up-to-date Microsoft Office software. The report will also be saved as a pdfa using the latest Adobe Acrobat or Kofax Power PDF.

The **location of archaeological remains** 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 (eg Leica TS16) tied into 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, or a predefined CRS for linear or off-shore projects.

Drawings will be produced using AutoCAD Map 3D 2018 (or later), and appropriate and current GIS software (ArcMap\ArcGIS Pro\QGIS).

Documentation and metadata

What documentation and metadata will accompany the data?

Project data will be accompanied by sufficient documentation and metadata to enable the dataset to be understood, located and reused. Metadata will be prepared in accordance with the requirements of the receiving repository and, where applicable, Archaeology Data Service (ADS) guidance and templates.

Ethics and legal compliance

How will you manage any ethical issues?

Personal information will not form part of the permanent archaeological archive unless its retention is specifically required and approved. Any personal or sensitive information generated during the project will be removed or redacted prior to deposition in accordance with applicable data-protection legislation and ASE/UCL policies.

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

ASE 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?

© UCL Archaeology South-East

- **Institutional Servers: ASE project data** is stored securely on **UCL servers** and backed up off-site automatically at the end of each day.
- **Cloud Storage: Spatial data** is hosted on **Microsoft SharePoint Cloud servers (UCL)**, which feature real-time, automated backups as data is created.
- **Data Recovery:** In the event of a data loss incident, the **ASE Data Manager and UCL Information Services Division (ISD)** are responsible for data recovery.

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 at regular intervals during fieldwork by the Project Officer.

Selection and preservation

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

Digital data selected for the permanent archaeological archive will be retained and deposited in accordance with the project Selection Strategy, the requirements of the receiving repository and relevant professional standards. The retained digital archive will be deposited alongside the physical archive, where applicable, following completion of fieldwork and post-excavation work.

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

The retained digital dataset will be prepared for deposition in accordance with the requirements of the receiving repository and relevant national standards. ASE will retain a copy of the deposited dataset in accordance with its organisational data-management procedures. Where necessary, data will be migrated to appropriate current formats to maintain accessibility and long-term preservation.

Data sharing

How will you share the data?

The final archaeological report will be submitted to OASIS and the appropriate Historic Environment Record (HER), and will be made publicly accessible in accordance with the requirements of those services and the receiving repository. Where appropriate, the report may also be made available through ASE's website.

Other digital data selected for the permanent archive will be made available through the receiving repository and/or Archaeology Data Service (ADS), as applicable. Requests for access to other project data will be considered in accordance with ASE/UCL policies and any relevant contractual, legal or repository requirements

Are any restrictions on data sharing required?

No restrictions are anticipated unless required for reasons of confidentiality, data protection, intellectual property, site security or by agreement with the client or receiving repository. Any restrictions will be documented and applied only for as long as necessary

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.

© UCL Archaeology South-East

ASE's Data Manager and UCL ISD will be responsible for data storage and backup.

ASE's Senior 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 2026d)

See Section 12 References