Archaeology South-East

ASE

Rascals Farm, Southwater, West Sussex

Written Scheme of Investigation for an Archaeological Evaluation

NGR 515532 125148

Horsham District Council

Site Code: SRF25

ASE Project No. 250500

August 2025

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Prepared by:	**Pip Stephenson**	**Senior Archaeologist**	
Reviewed and approved by:	**Paul Mason**	**Project Manager**	
Date of Issue:	**August 2025**		
Version:	**3**		

1.0 Introduction

1.1 Archaeology South-East (ASE), the contracting division of The Centre for Applied Archaeology at the Institute of Archaeology, University College London, have been commissioned by Barratt Redrow Southern Counties (hereafter referred to as 'The Client') to undertake an archaeological evaluation in advance of development at Rascals Farm, Southwater, West Sussex, hereafter referred to as 'the site'. The site is centred on National Grid Reference 515532 125148 and its location is shown in Figure 1.

1.2 The site occupies land currently under mixed use on the south-west edge of modern Southwater, west of Shipley Road. The north is under woodland and scrub woodland, and the south comprises eight fields currently under pasture, a sand school and the buildings of Rascals Farm. Rascals Wood and part of Blinks Wood (Ancient Re-planted woodland)[1] define the site's northern and north-western limit. The grounds of the detached property of Vine's Cottage lie west of Shipley Road on the site's north-eastern boundary. The west, south and east of the site are defined by thick hedgerows, with modern plantation to the west and pasture fields/paddocks south of the site (Figure 2).

1.3 According to the British Geological Survey 1:50,000 scale geological mapping available online, the bedrock geology is Weald Clay Formation - mudstone. Superficial deposits are not mapped (BGS 2025). Previous archaeological investigation in fields nearby to the east indicate a likely depth of 0.20 – 0.30m combined topsoil and ploughsoil overlying natural substrate.

1.4 An Archaeology & Heritage Assessment was prepared for the site (ACD Environmental, 2020) and specialist archaeological advice provided by Place Services for Horsham District Council (2020) noted that the proposed development is situated between historic farmsteads, evident on the first edition Ordnance Survey map of 1842, and the historic settlement of Southwater. To the east of the proposed development, excavations have found preserved archaeological deposits including ditches and earthworks. Historic maps indicate that there has been little previous development on the proposed development area increasing the potential for preserved remains. This document recommended the placing of the following condition (DC/20/0695) in accordance with the National Planning Policy Framework:

I) No development shall take place until a programme of archaeological work has been secured in accordance with a Written Scheme of Investigation which has been submitted to and approved in writing by the Local Planning Authority.

[1] https://magic.defra.gov.uk/MagicMap.html accessed 11th August 2025

II) The development hereby permitted shall not be commenced until the archaeological site investigation and post investigation assessment has been completed in accordance with the programme set out in the Written Scheme of Investigation approved under condition [i] and that provision for analysis, publication and dissemination of results and archive deposition has been secured and approved by the Local Planning Authority in writing.

1.5 The site is subject to proposals for residential development. Planning consent was awarded on appeal (DC/20/0695 & DC/24/0249).

1.6 The current document is a Written Scheme of Investigation for an archaeological trial trench evaluation of the site, for submission to Horsham District Council and their archaeological advisor, Surrey County Council, for approval prior to commencement of the work. All work will be carried out in accordance with this document, as well as with the relevant Standards and Guidance: Archaeological Evaluations of the Chartered Institute for Archaeologists (CIfA, 2023a and b), and other codes and relevant documents of the CIfA (CIfA 2019a; CIfA, 2019b; CIfA in prep.) and the General Standards for Archaeological Projects in West Sussex (WSCC 2023).

1.7 It should be noted that further work may be required if significant archaeological remains are found during the evaluation. In the event that further archaeological excavation is required a supplementary WSI will be prepared detailing the proposed work and submitted for approval.

1.8 The project will be managed by Paul Mason (Fieldwork) and Jim Stevenson (Post-Excavation).

2.0 Archaeological Background

2.1 The following archaeological information is drawn from the Archaeology & Heritage Assessment (ACD 2020) and documents produced for previous work by ASE undertaken in proximity (ASE 2014, 2013a, 2016a and b).

Prehistoric and Roman

2.2 Until recently relatively little evidence of prehistoric and Roman activity was known in the Weald. The area was thought to have been largely covered in dense forest and soils were less suited to agriculture than areas on the surrounding Chalk and Greensand geology.

2.3 A large number of Mesolithic and Neolithic flints have been previously recovered during field-walking in the wider locality east of the site (ASE 2016a - HER 3570), and within the Horsham area are important sites principally associated with distinctive outcrops of hard Tunbridge Wells Sandstone that were utilised by Mesolithic groups as rock shelter

habitation sites. Notable regions include St Leonard's Forest and the Southwater-Nutley area, where the twentieth century collectors Piffard, Attree and Honeywood worked (Curwen 1954; Jacobi 1978) (SERF-Mesolithic, 12). Some small-scale agricultural exploitation of the more tractable soils is suggested by pollen evidence from the Neolithic onwards, and the presence of Bronze Age barrows (burial mounds) within the High Weald points to some level of settlement at this period. Geophysical survey, trial trenching and subsequent excavation has been completed at Millfields, half a kilometre north-east of the site and ahead of residential development (ASE 2013a). These investigations recorded three Mesolithic or Neolithic pits and later archaeology - see below (ASE 2013a; ACD Environmental 2020). Archaeological evaluation on land near Millfields, on Mill Straight found a very small quantity of residual struck flint and a polished stone axe head further suggesting some activity of Mesolithic to Neolithic date (ASE 2016a).

2.4 The Iron Age saw the beginnings of the Wealden Iron industry, and the presence of fortified hilltop enclosures suggests some level of organisational control over the exploitation of iron ore (Stevens 2013). However, most of the ironworking activity was concentrated in the eastern part of the Weald (Gardiner 1990, 46). Evidence of Roman activity is similarly skewed towards ironworking sites in East Sussex (ibid).

2.5 Nonetheless, recent fieldwork is beginning to suggest that the western part of the Weald was more heavily settled in the later Iron Age and Roman periods than previously assumed. At Horley, various large scale excavations in advance of housing development have revealed settlement enclosures, with evidence of discrete Middle/Late Iron Age, Late Iron Age/earlier Roman and Broadbridge Heath, have revealed an extensive archaeological landscape and roundhouses and enclosures have been recorded. Large quantities of pottery from the site include material of Middle Iron Age to late Roman date (ASE 2013b).

2.6 The investigations at Millfields to the east of the site found evidence of settlement dating to the 1st century AD including multiple pits and a round house (ASE 2013a; ACD Environmental 2020) and some later Roman pottery (ASE 2013a). Possible settlement and/or field system evidence dating to the 1st and 2nd century AD was subsequently found nearby at Mill Straight (ASE 2016a). Extensive investigations 'west of Southwater', have been completed at least half a kilometre north west of the site. A range of work has revealed evidence of ditches and an occupation layer dated to the Iron Age, undated burnt pits thought to relate to the practice of 'burn beating' clearing large areas of scrub by burning and turning over the soil by hand (ASE 2016b) and found both prehistoric flints and Roman pottery.

Early medieval, medieval and post-medieval

2.7 It is thought that local Wealden land was largely controlled by parent manors situated on more fertile soils during the Anglo-Saxon period. During the later medieval period a series of small settlements and farmsteads began to emerge in the area, probably as a result of woodland clearance for swine pasture. The site lies within the parish of Shipley, held by the Knights Templar until their suppression in 1312 (ASE 2014). The northern boundary of the site follows the parish boundary between Shipley and Horsham, which was fixed in 1247 by agreement between the Knights and Rusper Priory (Hudson 1986). The Sussex Historic Landscape Character database (Bannister 2010) defines much of the surrounding landscape as assarted, which is defined as fields created by the clearance of woodland (or other manorial waste such as heaths and commons). Local records show this process in operation from at least the 12th century, with much of the parish cleared of woodland by the 14th century, although assarting continued (on a smaller scale) until c.1650 (*Ibid.*).

2.8 It is thought that the settlement of Southwater, first emerged as medieval ribbon development along the road to Steyning and the coast (ASE 2016a). Investigations at Millfield found field boundaries almost certainly established by the 14th-15th century and perhaps as early as the late 12th-13th centuries (ASE 2013a). Archaeological investigations closer to the historic core of Southwater and north of the study area do suggest that iron working was taking place in the medieval period and the Weald was a centre for this industry at the time. Archaeological evaluations have located sites of medieval iron working (ACD Environmental 2020).

2.9 Historical mapping suggest the landscape has remained relatively stable in the recent post-medieval period. The tithe map of 1847 (WSRO TD W108) shows the site divided into three fields, the boundaries of which can be still discerned in the modern layout. Vine cottage, east of the site appears to be also figured on this map. The field division remained unchanged into the 1960s by which date a small house had been established within the site, and this was soon expanded to correspond to the modern building layout. The modern site is sub-divided into a series of smaller fields or paddocks.

Recent Investigations

2.10 A list of the works recently undertaken on land east of the site is given below:

- Investigations at Millfields immediately south-east of Southwater identified possible Mesolithic/Neolithic pits, Ist century settlement and medieval field boundaries (ASE 2013a)
- A watching brief on Land West of Rascal's Close during development identified no archaeological features, deposits or finds during two visits to the site (ASE 2013c);

- Historic landscape survey at Mill Straight found limited evidence of archaeological features excepting likely post-medieva activity (ASE 2014); and
- Archaeological evaluation at Mill Straight found a very small quantity of residual struck flint and a polished stone axe head suggesting some activity of Mesolithic to Neolithic date and possible settlement/field systems of 1st – 2nd century AD Roman date.

3.0 Research Aims and Objectives

3.1 The general aims of the archaeological investigation are to ascertain:

- Whether archaeological remains are present on the site and if so to assess their location including depth below ground level, nature, date, survival, and significance;
- How they might be impacted by the development of the site; and
- To enable the Surrey County Council Archaeology Officer (advisers to Horsham District) to make an informed decision as to the requirement for any further archaeological work either in advance of, or during, the development.

3.2 The specific aims of the archaeological investigations are to identify:

- Any prehistoric activity predating the known Late Iron Age/Early Roman activity in the locality;
- To identify any further indications of Late Iron Age/Early Roman activity and to integrate this with the results of previous investigations in the vicinity; and
- To identify any remains of medieval activity including field systems and iron working.

3.3 The project also has the potential to inform on the following areas of research from the South-East Research Framework (to be updated in line with any findings);

South-East Research Framework

Continuity and Change:

- *Examples of continuity and change in rural settlement patterns and types throughout the Roman period are important. All instances of rural settlement sites are valuable resources that require mapping, phasing, dating and comparison with other known examples in order to determine patterns of change or regionality.*

- *What impacts on the landscape came about during the later [Roman] period and into the sub-Roman phase? Are there discernible changes in agricultural practices and re-forestation?*

Rural Settlement (Roman):

- *What building types are used on rural settlements? How common are roundhouses and how late do they remain in use?*

Field systems (Roman):

- *Field systems, and their relationship to preceding and succeeding systems, need to be better understood.*

Rural Landscape (medieval)

- [better] characterise the medieval rural landscape around current villages;
- Further investigation of agricultural practices (including animal husbandry) and land use through more systematic sampling and analyses than hitherto.

4.0 Methodology

4.1 Fifty trenches measuring 30m x 2.0m wide will be excavated as shown on Figures 2 and 3, representing a c 5% sample of the site (Figs 2 and 3).

4.2 The trenches will be accurately laid out using a GPS survey system or total station and tied in to the National Grid. Some modification to the suggested trench positions may be necessary due to obstructions. Significant variations to the trench layout will be discussed with the client and the SCC Archaeological Officer.

4.3 The trenches will be scanned prior to excavation using a CAT scanner. The trenches will be excavated using a suitable mechanical excavator (360° excavator) equipped with a toothless ditching bucket.

4.4 Only undifferentiated topsoil, subsoil and overburden of recent origin will be removed by machine and will be kept separately. The excavation will be taken down to the top of the first significant archaeological horizon or the top of the underlying 'natural', whichever is uppermost. Due to Health and Safety considerations the trench will not be excavated beyond a safe working depth (generally c. 1.2m) unless suitable precautions (i.e. stepping or battering of trench edges, and /or shoring) have been implemented; the indicative depth of 1.2m may be reduced if the trench sides appear to be particularly unstable. All machining will be undertaken under the supervision of a suitably qualified archaeologist.

4.5 On conclusion of the excavation, the spoil will be backfilled by ASE's plant. No formal reinstatement to previous condition (i.e. re-turfing) will be undertaken.

4.6 A Risk Assessment will be produced and agreed with the client prior to the commencement of the work.

5.0 Excavation and Recording Techniques

5.1 All exposed archaeological features and deposits will be cleaned by hand, planned and recorded. All discrete cut features will be sampled as a minimum by half section (i.e. 50% of feature excavated). At least 25% of any linear feature will be sectioned to produce a vertical section where practicable. A minimum 50% of structural features (beamslots, ring ditches) - actual surviving structural elements (walls, collapse/debris fields) will be exposed, cleaned and preserved for excavation in more appropriate circumstances. 50-100% domestic/industrial working features (hearths, ovens) - unless large & structural, in which case see above. All features will be planned at the scale of 1:20 in relation to the trench outline. Further plans at the scale of 1:20 and sections at the scale of 1:10 will be drawn as necessary. Plans will be drawn on plastic film. Comparative site levels will be recorded for each feature or important context with reference to an OS bench mark, or if unfeasible to an arbitrary on-site datum.

5.2 All archaeological features and deposits will be recorded using the standard context record sheets used by Archaeology South-East, UCL. A metal detector will be used to scan all excavated material.

5.3 The client and the SCC Archaeological Officer will be informed immediately of any archaeological features or deposits worthy of preservation in situ, and generally of any high quality archaeological remains in order that this written scheme of investigation can be reviewed if necessary.

5.4 The strategy for sampling archaeological and environmental deposits and structures encountered during any stage of archaeological fieldwork (which can include soils, timbers, animal bone and human burials) will be developed with reference to English Heritage guidelines for environmental archaeology (English Heritage 2011) and waterlogged wood (English Heritage 2010) and in consultation with the English Heritage regional 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.

5.5 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 to target recovery of pollen (using monolith tins), fish and small bone, molluscs, foraminifera, parasites and insects (in small <20 litre samples) or large mammal bones and marine molluscs (in large samples of ~80-100 litres). When taken, large samples will be extracted

wholesale from deposits to maximise the range of bone 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.

5.6 In the event that human remains are discovered the SCC Archaeological Officer will be informed. No human remains will be lifted at evaluation stage unless it is unavoidable and only with the appropriate licence from the Ministry of Justice.

5.7 Finds believed to fall potentially within the statutory definition of Treasure, as defined by the Treasure Act 1996 (amended 2003), shall be reported to the local Finds Liaison Officer. Should the find's status as treasure be confirmed the Coroner, the landowner and the County Archaeologist will also be informed. A record shall be provided to the Coroner and to the County Archaeologist 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).

6.0 Processing and identification of recovered material

6.1 A Finds Selection Strategy for the site is included in Appendix A. All pottery, bone and worked flint recovered from the excavation will be washed and marked with an appropriate code to identify the site and context. Most ceramic and other building material (not including significant diagnostic 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.

6.2 The lithic and ceramic finds will be identified by specialists within Archaeology South-East, and preliminary identification of faunal remains may be undertaken if the nature of the deposits justifies such study. All finds in an unstable condition will be stabilized using passive conservation techniques where appropriate before being deposited with the receiving museum.

6.3 Environmental samples will be processed using tank flotation unless considered detrimental to the samples or recovery rate (such as for waterlogged samples). Bulk samples will target recovery of plant remains (charcoal and macrobotanicals), fish, bird, small mammal and amphibian bone, and small artefacts. 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. Specialist samples may also be taken from dry or waterlogged contexts. Such samples will target recovery of pollen (using monolith tins), molluscs, foraminifera, parasites and insects. Larger samples (80-100

litres) will be extracted wholesale from deposits rich in marine molluscs and large mammal bones. As a general rule waterlogged wood specimens will be recorded in detail in their original location. If removed they will be cleaned, photographed and a thin section sample will be taken for identification. Specimens will either be stored in wet cool conditions or dried if considered appropriate for the material. In all instances deposits with clear intrusive material shall be avoided.

7.0 Reporting

7.1 Within six weeks of the completion of the fieldwork a full report on the results of the field evaluation will be submitted. It will include the local geology and archaeological evidence. It will describe the work undertaken and results of elements described above. It will include a description of archaeological features and tabulated details of finds from each context. A list of environmental samples and any samples taken for future dating will also be included. The report will include a plan showing the trench locations. Further plans, sections and photographs of features located and excavated will be included as necessary. The report will also include a timetable of works carried out and a consideration of the project strategy with a confidence rating.

7.2 Following internal review the report will be submitted to The Client and the SCC Archaeologist for comment/approval. Once any necessary amendments have been made by ASE the requisite number of bound and digital copies (PDF format) will be distributed to The Client, SCC and other interested parties.

8.0 Preparation and deposition of the finds and archive

8.1 The site archive will be assembled in accordance with the guidelines set out in English Heritage'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).

8.2 Permission will be sought from the landowner to deposit finds and paper archive in an appropriate local museum.

8.3 A Data Management Plan (DMP) is presented in Appendix B.

9.0 Health and Safety

9.1 A risk assessment for the project will be prepared prior to the commencement of work. All relevant health and safety regulations will be adhered to.

10.0 Insurance

10.1 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.

11.0 Specialists to be used as necessary:

11.1 The following specialists will be used if necessary and where appropriate:

Prehistoric and Roman pottery	Anna Doherty, Kayt Hawkins, Stephen Patton (ASE)
Post-Roman pottery	Sue Anderson (external), Helen Walker (external: Essex), Luke Barber (external)
CBM	Rae Regensberg (ASE)
Fired Clay	Ted Levermore, Stephen Patton, Trista
Clifford	(ASE)
Clay Tobacco Pipe	Elke Raemen (ASE)
Glass	Elke Raemen (ASE)
Slag	Luke Barber (external); Trista Clifford (ASE)
Metalwork	Trista Clifford, Elke Raemen (ASE)
Worked Flint	Karine Le Hégarat (ASE)
Geological material / worked stone	Luke Barber (external)
Human bone inc cremated bone	Lucy Sibun (ASE)
Animal bone including fish	Emily Johnson, Hayley Forsyth-McGee (ASE)
Marine shell	Elke Raemen (ASE); David Dunkin (external)
Registered Finds	Elke Raemen and Trista Clifford (ASE)
Coins	Trista Clifford (ASE)
Treasure administration	Trista Clifford (ASE)
Conservation	Alastair Threlfall (ASE)
Geoarchaeology	Matt Pope, Ed Blinkhorn, Letty Ingrey, Alice Dowsett (ASE)
Macro-plant remains	Lucy Allott, Angela Vitolo, Elsa Neveu (ASE)
Charcoal and waterlogged wood	Lucy Allott, Angela Vitolo (ASE).
Historic Buildings	Michael Shapland (ASE)

11.2 These are the most commonly required specialisms. Should other specialists be required they will be appointed as necessary to the satisfaction of ASE Quality Assurance procedures and those of SCC.

12.0 Monitoring

12.1 Provision will be made at all stages of the project for the client and the SCC Archaeological Officer to monitor progress and standards. Adequate provision will be made available by ASE for the SCC Archaeological Officer to make site monitoring visits at agreed and specified times.

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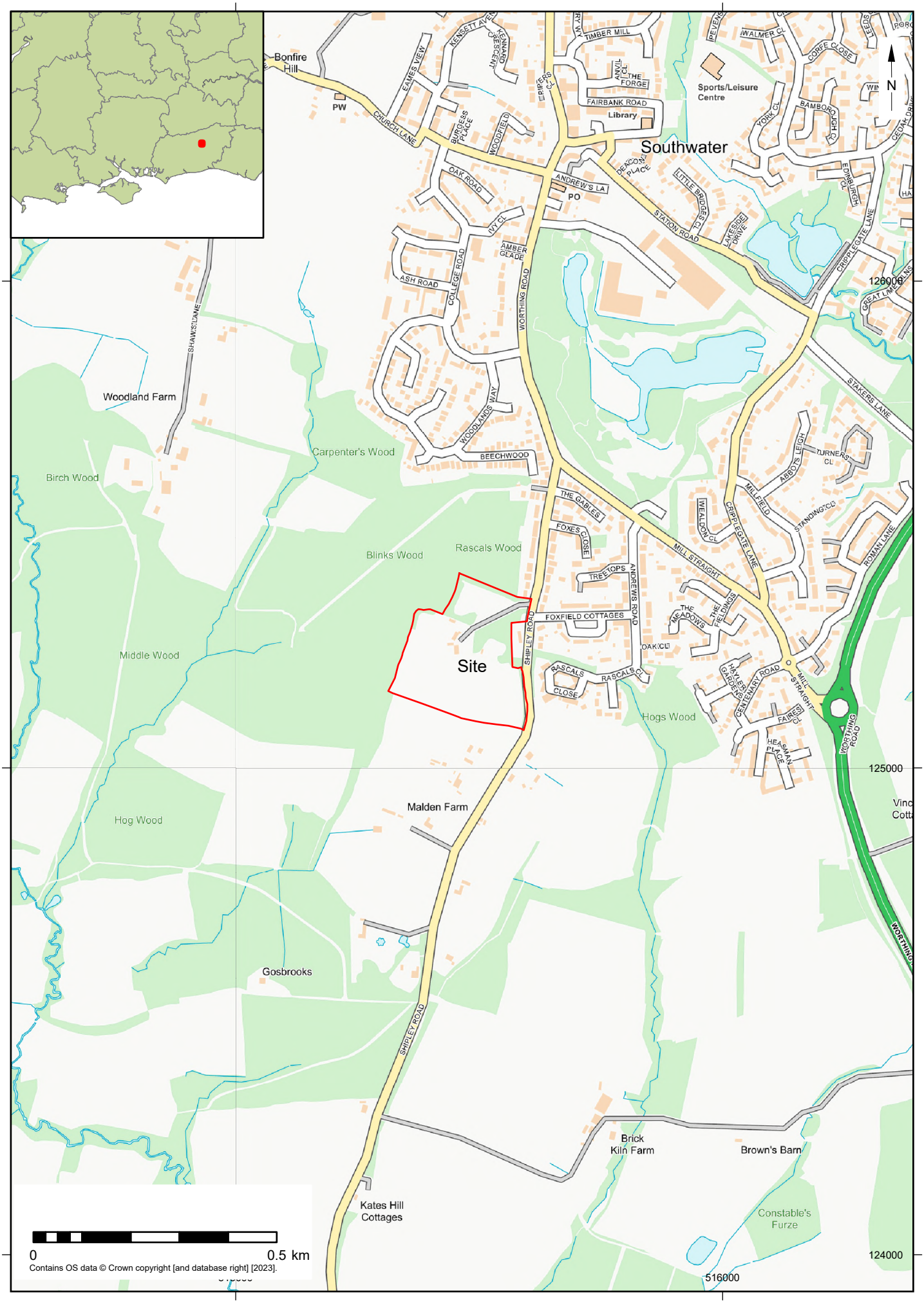
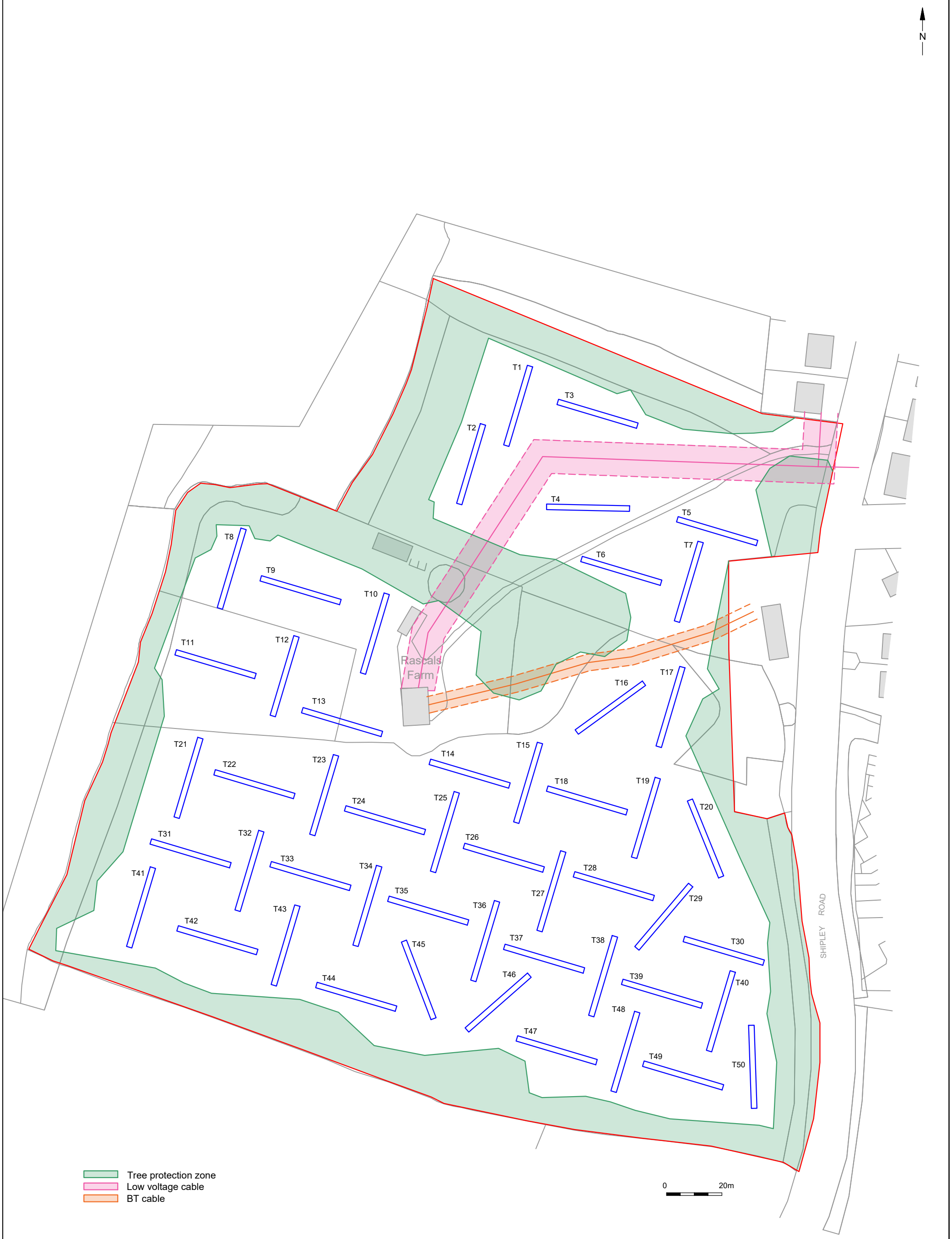
Archaeology South-East
August 2025



© Archaeology South-East		Rascals Farm, Southwater, West Sussex	Fig. 1
Project Ref: 250500	Aug 2025	Site Location	
Report Ref: WSI	Drawn by: APL		



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© **Archaeology South-East**		Rascals Farm, Southwater, West sussex	Fig. 2
Project Ref: 250500	Aug 2025	Proposed trench plan with known constraints	
Report Ref: WSI	Drawn by: APL		



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© **Archaeology South-East**		Rascals Farm, Southwater, West sussex	Fig. 3
Project Ref: 250500	Aug 2025	Trench location and proposed development plan	
Report Ref: WSI	Drawn by: APL		

Appendix A: Selection Strategy

Rascals Farm, Southwater, West Sussex
Sitecode SRF25
(ASE project number 250500)

12/08/2025 Version 1

Selection Strategy

Project Information

Project Management		
Project Manager	Paul Mason	
Archaeological Archive Manager	Nicola Elphick	
Organisation	Archaeology South-East	

Stakeholders		Date Contacted
Collecting Institution(s)	Horsham Museums	tbc
Project Lead / Project Assurance	Surrey County Council *Planning Archaeologist*	tbc
Landowner / Developer	Barratt Redrow Southern Counties	14/08/2025
Other		

Resources Required

No additional resources have been identified at this point.

Context

This selection strategy has been produced using the written scheme of investigation for the project, previous work adjacent to the at the site, geophysical survey, any requirements for depositing archaeological archives to Horsham Museums alongside national and international archiving guidelines and ASE's in-house on-site collection policies.

The site occupies land currently under mixed use on the south-west edge of modern Southwater, west of Shipley Road, Horsham, West Sussex. The north is under woodland and scrub woodland, and the south comprises eight fields currently under pasture, a sand school and the buildings of Rascals Farm. Rascals Wood and part of Blinks Wood (Ancient Re-planted woodland)[1] define the site's northern and north-western limit. The grounds of the detached property of Vine's Cottage lie west of Shipley Road on the site's north-eastern boundary. The west, south and east of the Site are defined by thick hedgerows, with modern plantation to the west and pasture fields/paddocks south of the site. The proposed investigation comprises

[1] https://magic.defra.gov.uk/MagicMap.html accessed 11th August 2025

trial trench evaluation by means of 50 trenches measuring 30 x 2m corresponding to c 5% of the proposed development area.

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)
Planning Archaeologist, Collections Curator, Barratt Redrow Southern Counties

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, Barratt Redrow Southern Counties

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 (Paul Mason, 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 (SCC) and Collections Curator (Horsham Museums) 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 Museums.

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; CIfA 2014a; CIfA 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,	During fieldwork, processing & recording

		Planning Archaeologist	
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	Specialist, Collections	During fieldwork,

	assessed for selection or appropriate reburial. With a presumption for reburial in line with national guidelines	Curator, Archaeological Archive Manager, Planning Archaeologist	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 e.g. wood, leather	Will be recorded and assessed for selection/deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording

Uncollected Material

In line with ASE's Fieldwork Manual (section 3.1) - unstratified unworked stone, unworked flint, bone should not be collected on site. In general, other unstratified bulk finds will not be collected in full, although a sample of diagnostic/datable examples may be retained, especially if they represent types of material or periods not present in stratified deposits. Obviously modern (?20th century or later) finds will only be collected where they are of intrinsic interest. Uncollected finds will be noted on the relevant context sheets and will remain on site.

De-Selected Material

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

Once all human bones have been processed, assessed and recorded, those not being reburied or going into the permanent archive will be assessed for their potential to add to a research reference collection.

Review Points

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

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type	REGISTERED FINDS	Section 3.	2

Stakeholders

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

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 (SCC) and Collections Curator Horsham Museums 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 Museums.

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

Stakeholders

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

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

The Planning Archaeologist and Collections Curator (Horsham Museums) will approve retention/ deselection recommendations.

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

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

Selection

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

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

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

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

Uncollected Material

De-Selected Material

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

Review Points

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

Amendments

Date	Amendment	Rationale	Stakeholders

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 A*rchaeological Archives – a guide to best practice in creation, compilation, transfer and curation.* Second edition

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

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

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

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

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

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

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

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

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

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

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

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

Appendix B: DMP

RASCALS FARM, SOUTHWATER, WEST SUSSEX

SITE CODE: SRF25

12/08/2025 VERSION 1

A Data Management Plan created using DMPonline

Creator: Nicola Elphick

Affiliation: Archaeology South-East

Template: Digital Curation Centre

Last modified: 12-08-2025

Project abstract

The site occupies land currently under mixed use on the south-west edge of modern Southwater, west of Shipley Road, Horsham, West Sussex. The north is under woodland and scrub woodland, and the south comprises eight fields currently under pasture, a sand school and the buildings of Rascals Farm. Rascals Wood and part of Blinks Wood (Ancient Re-planted woodland)[1] define the site's northern and north-western limit. The grounds of the detached property of Vine's Cottage lie west of Shipley Road on the site's north-eastern boundary. The west, south and east of the Site are defined by thick hedgerows, with modern plantation to the west and pasture fields/paddocks south of the site. The proposed investigation comprises trial trench evaluation by means of 50 trenches measuring 30 x 2m corresponding to c 5% of the proposed development area.

Dataset Repository: Horsham Museums

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 mananagement 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

[1] https://magic.defra.gov.uk/MagicMap.html accessed 11th August 2025

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 Univeristy 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 collaborater 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 digitial 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 instutions 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 Cambridgeshire 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 repsonsible 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, 2011 *Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation*. Second Edition. Archaeological Archives Forum (AAF)

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