

DEVELOPMENT ARCHAEOLOGY SERVICES Ltd.

Draft submission 22: 06:2026

PREPARED FOR & ON BEHALF OF JVB CONSTRUCTION LTD

- Planning Authority Horsham District Council [CDC]
- Planning: M. Medicott [Place Services] as advisor to LPA [Horsham District Council]

Application reference: DC/25/1826 [initial DC/22/1815] Application description: Erection of 35 dwellings and creation of open space, landscaping and access road

Figure 1: Site location. Site Centred at National Grid Reference **TQ 21124 22934**

Figure 2: Site location detail at original scale of 1:2500.

Figure 3: Indicative survey trench location plan

Figure 4: Proposed site / build layout.

1.0

Introduction & background

Summary of main requirements comprising: Review of planning authority [Horsham District Council] consultees' advice regarding the application and review of previously submitted Desk based Assessment for the site. Preliminary cable scan trace of the proposed trial trench locations; the excavation [by machine] of **20 X 25m X 2m = total survey area c.**

1.1

1, 000m2 = +5% of the development impact area [including access and service routes] with trenches being spaced to sample all areas where the proposed build and associated ground works may impact on potential archaeological levels, the excavation and recording of any archaeological features and deposits by hand by suitably qualified archaeologists; and the production of a report on the excavations, including an assessment of the findings All works to comply with the relevant portions of Policy 34 of the Horsham Planning Framework [2015]

A contingency of an additional 250m2 of trenching will be available to elucidate survey findings, specifically to confirm presence / absence of significant archaeology that may require additional investigation.

Note: The investigation and reporting, as detailed, constitutes a 'preliminary phase' of investigation. Should results prove negative or archaeological results prove to be of low

significance [to be confirmed with the LPA's archaeological consultee] then no additional work/investigation will be required. Should the survey produce or suggest significant archaeology is present and at threat from the proposed development then additional mitigation works, to be detailed in an additional specification, will be required.

1.2 Site location and description.

The assessment site comprises an area of several enclosures that are situated off the western frontage of the modern A281 trunk road and to the north of the northern outskirts of the village of Cowfold. The modern settlement of Cowfold is situated within the modern civil parish of the same name, administrative district of Horsham, county of West Sussex.

- 1.2.1 Topographically, the assessment development site lies within an undulating upland area of the Sussex High Weald. The assessment site is situated on seasonally waterlogged fine loamy over clayey soils and coarse loamy over clayey soils of the Wickham 5 Series, which overlie Wealden clays of the Lower Cretaceous [Soil Survey, 1983; BGS, 1972].
- 1.2.3 Note: The northern gross site area is excluded from any impact associated with ground work / build / foundation installation [See Figure 4].
- 1.2.3 The site is centred at approximately Central National Grid reference: TQ 21124 22934.
[Figure 1].

2.0 Planning background. [summary of the development]

Having considered the results / findings of the previously submitted Desk Based Assessment [DAS Ltd, [Hall & Pine] 2021 for the site the following **Condition [4]** was placed on the Permission:

2.1

4 Pre-Commencement Condition:

- i. No development shall take place until a programme of archaeological work has been secured in accordance with a Written Scheme of Archaeological Investigation which has been submitted to and approved in writing by the Local Planning Authority.
- ii. The development hereby permitted shall not be commenced until the archaeological site investigation and post investigation assessment has been completed in accordance with the programme set out in the Written Scheme of Investigation approved under condition [i] and that provision for analysis, publication and dissemination of results and archive deposition has been secured and approved by the Local Planning Authority in writing.

Reason: As this matter is fundamental as the site is of archaeological significance and it is important that it is recorded by excavation before it is destroyed by development in accordance with Policy 34 of the Horsham District Planning Framework (2015).

2.2

In response to Condition 4 of the permission, the applicant has requested that Development Archaeology Services Ltd [DAS] produce and submit the required Written Scheme of Investigation [WSI] detailing an appropriate strategy for mitigating the impacts of the proposed development on significant surviving archaeological remains that may present within the application site.

2.3

This document constitutes the required 'Written Scheme of Investigation' [Refer to Condition 4 of the permission] and will be submitted to Horsham District Council, initially in draft form, for comment leading to ratification / approval by HDC's archaeological officer / consultee prior to the commencement of the on-site works and subsequent reporting as detailed below.



Figure 1: Site location at scale 1:25,000. The site is shown in red. (O.S. copyright licence number 100048723)

3.00 General procedures

Preliminary phase of purposive archaeological trial trenching will be undertaken once the site has been confirmed clear of any ecological, or other, constraints.

- 3.1 The archaeological contractor [DAS Ltd or other contractor, as appointed] shall take full responsibility in ensuring that the archaeological work will be of a comparable standard, and will use a similar methodology, to previous archaeological work in the area. Sufficient contingences in terms of time and resources will also be made available to adequately elucidate initial findings. Allied to this, there will be further contingencies made available for all post excavation costs [including the artefactual and environmental material].

- 3.2 The archaeological evaluation will be managed by Mr. Christopher Pine MA BSc in conjunction with Mr. Neville Hall. The on-site fieldwork will be undertaken by Christopher Pine and Neville Hall. At all reasonable times a member of staff, responsible on DAS' behalf for the conduct of the on-site work, shall be present. The following specialists, as required, will also be involved in this project:

- | | |
|--------------------------------|---|
| • M. Seager Thomas | Pre-historic through to Anglo-Saxon ceramics |
| • Luke Barber | Roman Medieval and Post-medieval ceramics |
| • Chris Pine & Dr. M. R. Bates | Environmental / Geoarchaeological / Botanical |
| • Dr. Malin Holst | Osteoarchaeological |
| • Dr. Matt Pope | Lithics / pre-historic artefacts. |

- 3.3 Prior to the commencement of archaeological works on the site, DAS shall have:

- 3.3.1 Obtained a provisional accession number from the designated recipient museum.

- 3.3.2 Obtained information derived from the Statutory Undertakers on services [gas, electricity, water, sewerage and telecommunications] on the site, and ascertained the alignments of public rights of way.

- 3.3.3 Shall have issued a copy of the approved 'WSI' to the Field Officer responsible for carrying out the work on site [to be kept on site at all times].

3.3.4 'Horsham District Council's Archaeology Officer/s / advisors will be given a minimum 7 working days' notice as to start of field work. Regular email updates, to include a selection of digital photographs will be provided with written update / progress reports to the HDC's archaeological officer during field work phase.

3.5 Prior to the excavation of the archaeological trial trench, a scan will be undertaken using a CAT or other cable-tracer to locate any live services.

3.6 A program of excavation of the investigation trenching [as outlined in Section 4 below] will be undertaken using a mechanical excavator using a toothless ditching bucket [c. 30cms width] followed by the manual investigation and recording of any archaeological features.

3.7 Where appropriate, a program of sampling of key archaeological contexts will be carried out for subsequent processing and assessment / analysis.

3.8 A full written report on the results of the archaeological investigation shall be completed within approximately 10 working days of the completion of the on-site works. This report will also include specialists' reports as required. Copies of this report will be submitted to HDC's archaeology officer / advisor, and the client. This report will then become available for public consultation.

3.9 This report is an essential piece of documentation for use by the Local Planning Authority, and therefore a reasonable basic minimum level of report will be provided by DAS. Guidelines as detailed in Sussex Archaeological Standards [West & East Sussex: April 2015 and amended 2017] will be followed. A fuller presentation of reporting elements is presented at Section 5 below.

3.10 All elements of the evaluation, regarding both field work and report production, will follow and be guided by the Chartered Institute of Archaeologists *Standard and Guidance for Field Evaluation* [2014].

- 3.11 DAS will liaise, as appropriate, with other archaeological field units who have carried out archaeological investigations in the vicinity of the proposed development site to ensure that the work undertaken is in accordance with previous studies in the area.

4.0 Objectives of the Field Evaluation

- 4.1 To establish whether any archaeological remains exist in the area, with particular regard to any which are of sufficient importance to require additional second phase investigation. The results of the preliminary phase of investigation will inform any subsequent archaeological mitigation.

- 4.2 The investigation should aim to determine, as far as reasonably possible, the location, form, extent, date character, condition, significance and quality of any surviving archaeological remains, irrespective of period, liable to be threatened by the proposed development. A representative sample of all areas where archaeological remains are potentially threatened should be studied, and attention given to sites and remains of all periods.

- 4.3 The archaeological investigation should also seek to clarify the nature and extent of existing disturbance and intrusions and hence assess the degree of archaeological survival of buried deposits and any surviving structures of archaeological significance.

- 4.4 Within these parameters, the investigation of this site presents an opportunity to address the following objectives:

- 4.4.1 To establish the presence or otherwise of remains of all periods.
- 4.4.2 To establish the palaeoenvironmental context of any activity/occupation;
- 4.4.3 Evaluate the likely impact of past land use;

- 4.4.4 Establish the presence or otherwise of masking colluvial/alluvial deposits and of waterlogged organic deposits.
- 4.4.5 To provide sufficient information to construct a second phase archaeological mitigation strategy, if necessary.
- 4.5 Where physical preservation *in situ* is likely to be considered as a mitigation option, the primary factors affecting the present state of preservation and the direct and indirect effect of the proposed development should also be considered.

5.0 Investigation Methodology.

- The proposed survey will involve the excavation of 20 trial trenches / test pits totalling c. 25m in length [2m wide] equating to a survey area of approx. 1000m² or 5% of the total site development impact area. Trenches being spaced across the full site area to sample all areas where the proposed build and associated ground works may impact on potential archaeological levels. [An indicative trench layout is shown at **Figure 4**]. A contingency of an additional 250 m² of trenching will be available to elucidate survey findings. Note: The trench locations shown should, at this stage, be considered as indicative and dependant on going results may be modified / adapted. Any modification / adaption of survey trench locations will be undertaken with the approval of the Horsham District Council's Archaeology advisor [M. Medicott [Place Services]
- 5.1

- The trenches [location and heights relative to OD] will be surveyed in using a Total Station [with consequent c. 100% accuracy] and excavated under the supervision of suitably qualified and experienced archaeologists.
- 5.2

- The initial excavation of the trial trenches shall be by a c. 12 ton 360° tracked mechanical excavator of sufficient size and power, fitted with a c. 2m -wide toothless ditching bucket. The machine will excavate in less than 5cm spits. The spoil generated will be banked at a safe distance from the trenches' edge [spoil heaps will not exceed 1.2m in height].
- 5.3

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5.4 The mechanical excavation will remove the modern over-burden exposing the underlying archaeological/geological [natural] deposits. The archaeology revealed will be recorded in plan and manually excavated.

5.5 All archaeological features, structures and deposits exposed in the trench will be cleaned, planned and recorded [in a manner compatible with that most widely used elsewhere in the County and in accordance with guidelines as detailed in Sussex Archaeological Standards [West & East Sussex: April 2015]

5.6 All archaeological contexts revealed through excavation will be planned in relation to the trench within which they lie and this trench will be planned onto a copy of an Ordnance Survey base map of not smaller than 1:1250 scale. All significant deposits will be formally planned at a scale of 1:20 with sections recorded at a scale of 1:10 [this will include all features half-sectioned]. All archaeological contexts will be surveyed using a temporary benchmark derived from an Ordnance Survey benchmark.

5.7 Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto prepared pro-forma recording [context] sheets. Sample recording sheets, finds recording sheets, sample registers and a photographic register will also be used.

5.8 A photographic record will be made using digital camera [min 8mpg resolution] to illustrate in both detail and general context the principal features and finds discovered also be used. Working shots to illustrate the nature of the archaeological investigation will also be included. All archive material will be guided, as an exemplar, by: 'Guide to the Deposition of Archaeological Archives with Winchester Museums' [2011] regarding photographic [both digital and film] deposition Section 3.00 and particularly Section 3.7]

5.9 Archaeological excavation may require work by mattock, pick or shovel; these will only be used for the removal of homogenous deposits. These techniques will not be used to remove complex or sensitive archaeology.

5.10 A proportion of archaeological features, structures or deposits, will be excavated. The amount of archaeological context excavated will vary with type: all intersections and termini; at least 50% of each large discrete feature [e.g. a pit] will be excavated, and 50% of each small discrete feature [e.g. a posthole], with a minimum of 20% for each linear feature / deposit

exposed in the trenches. The proportion of each archaeological feature excavated will be sufficient to obtain a representative picture of the feature's date and function.

- 5.11 Particular care will be taken not to damage any areas containing significant remains that may merit further detailed investigation under full excavation conditions [second phase] and in addition areas of potential national importance which may merit preservation *in situ*, even if obscuring underlying archaeological features. Such areas will be protected from the weather and other forms of deterioration. A sufficient sample of these areas will be investigated to assess their character and quality, without compromising the policy of preservation *in situ*.

- 5.12 Horsham District Council's archaeology advisor / officer, will be notified at the earliest opportunity of any archaeological contexts considered worthy of preservation *in situ*.

- 5.13 The strategy and methodology for the sampling, recording, processing, assessment, analysis and reporting of deposits with environmental archaeology potential will be in accordance with English Heritage Centre for Archaeology Guidelines "Environmental Archaeology – A guide to the theory and practice of methods, from sampling and recovery to post-excavation" [English Heritage, 2011]. Any variation to this guidance will be agreed in advance with both LDC's archaeological consultee and/or the Historic England's Science Advisor [South East].

- 5.14 High priority deposits for palaeo-environmental sampling are: primary fills of pits, wells, ditches and cesspits, layers of middens, occupation surfaces and other discrete activity areas, contents of hearths, kilns and ovens, storage areas or containers. Discrete burnt or charcoal areas are of the greatest interest and should always be sampled, but sampling should not be limited to areas of visibly burnt remains, for even charred plant remains are not necessarily visible within deposits, and many other types of material, including small finds, can be retrieved from the bulk samples. For some contexts and features [e.g. ditches, middens, occupation layers] multiple samples might be needed, from different locations; and for floors sampling should target areas where preservation is likely to be best [e.g. corners]. It is to be anticipated that on dry sites, pit and ditch fills where concentrations of bones and pottery are visible will yield the richest bulk samples.

- 5.15 Judgmental sampling strategies will be undertaken in the field by C. A. Pine [DAS Environmental officer] using sampling techniques such as column / monolith / kubiena

samples / core [hand driven] through obviously complex environmentally rich sediment sequences.

- 5.16 Consideration will be given to the collection of samples that may be used for scientific dating techniques such as:

- radiometric [14C] dating
- dendrochronology
- archaeomagnetic dating

Provision for the application of scientific dating techniques [by uptake of contingency] will be made at assessment stage.

- It is possible that human remains will be revealed during the archaeological investigations. At evaluation stage human remains will be retained *in situ* wherever possible. HDC's archaeology officer / advisor will be informed immediately as to the presence of any human remains found on site. Any such remains revealed during the archaeological investigations will be covered and protected *in situ*, and reported to the relevant Coroner's Office, the local Environmental Health Department, and the police will be informed. Where their removal is agreed by the appropriate authorities, the appropriate license will be obtained prior to the removal of the remains. A separate, case specific, method statement will be submitted and approved by the relevant planning authority's appointed archaeological advisor if excavation lifting / removal is required.
- 5.17

- Any finds recovered will be bagged and labelled for potential further assessment / analysis. All relevant finds will be ordered into an archive. Most modern material will not be retained, although notes will be made of the appropriate context. An appropriate sample of materials such as ceramic building materials will be made. Sampling of and retention of same as part of the site archive should only be undertaken following discussion and agreement with archaeology curator of the designated recipient museum.
- 5.18

- Any finds believed to fall potentially within the statutory definition of Treasure, as defined by the Treasure Act [1996] and further defined by the Treasure [Designation] Order 2002, shall be reported to the relevant Coroner's Office, the developer/site owner and the relevant planning authority's appointed archaeological advisor. In addition, the Portable Antiquities Scheme Finds Office [c.o. Sussex Archaeological Society] will be notified. Reporting on the
- 5.19

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find/s shall outline the date and circumstances of discovery, the identity of the finder and the precise location of the find.

- 5.20 The trenches, when unattended, shall be secured fenced and clearly marked, in a manner commensurate with Health and Safety regulations. 'Deep Excavation' notices will be used if appropriate.
- 5.21 A Risk Assessment will be carried out prior to the archaeological investigation, and all relevant Health and Safety regulations will be complied with during its implementation. In particular, the mechanical excavator will be kept away from unsupported trench edges, safety helmets, footwear and 'high visibility' jackets will be used by all personnel where necessary.
- 5.22 DAS will comply with the Construction [Design and Management] Regulations current at time of the investigation. [CDM 2015]
- 5.23 A metal detector will be used both on the spoil heap and within the trenches to facilitate investigation. Use of metal detector during the survey
- 5.24 Upon the completion of the excavation, re-instatement, if required by the site owner, will be the responsibility of the site owner beyond the back-filling and bucket compressing of deposits. All trenches will be filled and levelled and be checked for safe surface conditions by the site supervisor.
- 5.25 Access to the site will be at locations/routes confirmed by the site owner with particular consideration being given to the relevant Health and Safety requirements. Overnight, the site will be secured, as well as is reasonably possible, to discourage public / unauthorised access and lower the risk of damage to the archaeology.
- 5.26 DAS will reserve the right to limit access, at their sole discretion, to employees of DAS, designated representatives of the site owner, the landowner's agents and assigns and representatives of Lewes District Council and their appointed archaeological advisor/s. All requests to access the site during investigation work must be through the senior site officer of DAS. All site visits will be logged.

- 5.27 The appointed contractor will ensure that adequate protection [fencing barriers] are in position and site-specific RAMS will be produced to ensure safe operating procedures are followed to ensure public safety

6.00 **Fieldwork reporting**

- 6.1 A full report on the fieldwork shall be completed by DAS Ltd within four weeks of completion of all fieldwork on the site, unless agreed in writing with the Local Planning Authority and their archaeological officer or advisor.

- 6.2 The report will be considered as an essential piece of documentation within the evaluation exercise. The main aim / purpose of the report will be to communicate to the Local Planning Authority via their appointed archaeological advisor, the archaeological significance of the site. In this case the report / information generated will facilitate, using the expertise of the Local Authority's archaeological adviser, possible further archaeological mitigation, all in line with current Heritage / Archaeological policies of Chichester District Council.

- 6.3 A digital copy of this report [PDF/A] shall be submitted to the Local Planning Authority, the local planning authority's archaeological adviser, and the relevant Historical Environment record. A hard copy of the final report must be included with the project archive.

- 6.4 The Developer and Archaeological contractor should assume that reports lodged with the respective Historic Environment records will become available for public inspection; and that information from the report may be authorised to be used by the Local Authority, with due acknowledgement to the Developer and Archaeological Contractor

- The report must include, except where otherwise stated in the Brief.
- 6.5
- Planning history, in brief, including nature of proposed development, relevant Local Planning Authority, applicant, and planning application reference number [where applicable]
 - Function of the report
 - Location of site by OS map reference [5 figures easting, 5 figures northing]
 - A location plan of the site, with boundary clearly marked, on an OS base map of not less than 2:2500 scale [smaller scale for large sites only], showing Grid North, and tied in to the OS Grid.

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- Plans of trenches / excavated areas showing archaeological contexts recorded therein, at a scale suitable for distinguishing clearly the outlines of recorded contexts
- Those parts of archaeological contexts which have been excavated
- For deeper / stratified sites, drawn sections of each trench elevation, with OD levels
- Levels above / below OD at top and bottom of trenches / excavated areas, at each end / corner of the trench / excavated area
- Site geology
- Archaeological and historical background
- Reproduced extracts of relevant historical maps, with site boundary superimposed and clearly shown [where photocopies cannot be taken, good quality traced extracts should be made]
- Dates of fieldwork – beginning and end
- Fieldwork methodology, archaeological and Palaeoenvironmental sampling strategies
- Site Code
- Staff Structure – Project Manager, Site Supervisor[s]
- Name of developer, person or body commissioning the archaeological contractor
- An abstract of the background and findings of the report of about 100-200 words
- Principal author and [at the head of each specialist report] names of contributors to the report
- Stratigraphic report, by excavated area and context
- Finds reports by recognised specialist
- Identification of finds requiring active conservation
- Present location of finds, intended repository of the finds, museum accession number
- Palaeo-environmental report – results of palaeo-environmental processing and assessment by recognised specialist
- A list of contexts excavated, arranged numerically, with brief description, nature of artefactual / ecofactual contents, and provisional / final dating
- A list of palaeo-environmental samples taken
- Discussion and Conclusions
- References
- Historic Environment Record summary form

6.6

The copies of the report submitted to the Local Planning Authority must be in PDF A format accompanied by a selection of illustrative images which shall be submitted to the HER within six weeks of completion of trial investigation works on site. These images are intended both for record purposes and for dissemination of information to the Local Planning Authorities and to the public [e.g. through presentations and talks].

- 6.7 The relevant OASIS [Online Access to Index of Archaeological Investigations] on line reporting form will be completed and submitted by DAS. [Though see SAG 2015 Section 5.4]

7.0 Monitoring.

- 7.1 Horsham District Council's appointed archaeological advisor [M. Medlicott [as of 18:06:2025]] will be invited to visit the site whilst all elements of work are in progress A minimum of 7 working days' notice will be given prior to the start of the archaeological investigation detailed within this document. It is understood that the archaeological advisor to HDC will be allowed access at all reasonable times to the site and will be afforded a site tour and overview of the site by the senior archaeologist present. The tour to include access to view all open areas [and access to these areas] examination of any finds made still on site and records not in immediate use.

- 7.2 Regular email updates, to include a selection of digital photographs will be provided to the archaeological advisors to CDC with written update / progress reports during the field work phase.

8.0 Site Archive.

- 8.1 An archive of all records and finds is to be prepared consistent with the principles and guidelines as presented in: Management of Research Projects in the Historic Environment [MoRPHE] [English Heritage 2006] The archive is to be sufficiently detailed to allow comprehension and further interpretation of the site should the project not proceed to detailed analysis and final report production. It must be adequate to perform the function of a final archive for lodgement in the designated recipient museum.

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- 8.2 The minimum acceptable standard for the archival report is defined in the 'Management of Archaeological Projects' 5.4 and Appendix 3. It will include all materials recovered [or the comprehensive record of such materials] and all written, drawn and photographic records relating directly to the investigations undertaken. It will be quantified, ordered, indexed and internally consistent. It will also contain a site matrix, a site summary and brief written observations on the artefactual and environmental data.
- 8.3 Work on the site archive will be completed within six months of the fieldwork and this will be available for the inspection prior to deposition with at the designated recipient museum.
- 8.4 A basic level of conservation [for example: airtight bagging/ soft packing] will be provided for finds liable to deterioration, and on deposition of these finds w a full record of their treatment will be provided. Items for which available resources do not permit stabilisation will be separately packed and listed. Metal artefacts may be X-rayed as part of the basic level of conservation.
- 8.5 Finds will be appropriately conserved and stored [in accordance with UK Inst. Conservators Guidelines / RESCUE publication *First Aid for Finds* [1987]]; with all 'small finds' boxed together, separate from bulk samples.
- 8.6 All artefacts / ecofacts will be deposited with the designated recipient museum with the landowner's permission. The recipient museum will be consulted regarding the nature of the archive to be presented. Prior to this they will be securely stored.
- 8.7 Prior to deposition of the site archive, Copyright [for the written, drawn and photographic record], will be retained by DAS, though full license shall be granted to the WSCC's Historic Environment Record for the use of the report for planning and bona fide research purposes. At deposition of the archive, written permission will also be given for the reproduction of specific material for educational or academic purposes, with due acknowledgement to the Copyright holder [DAS].

9.0 Timetable of work

9.1 It is anticipated that the archaeological works will commence within a 6-month period following approval / ratification of this specification by Horsham District Council. Any intrusive archaeological investigations will only be undertaken once the site has been confirmed clear of any ecological constraints.

9.2 The post-excavation work will be undertaken immediately after the fieldwork component. A short summary report [outlining main results and recommendations] will be submitted to HDC's archaeology consultee / officer within five working days of completion of the field work. A final report will follow and this will be submitted within four weeks of the end of the fieldwork.





Figure 4: Proposed site / build layout.

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Submission 22: 06:2026

**PREPARED FOR & ON BEHALF OF
JVB CONSTRUCTION LTD**

- **Planning Authority Horsham District Council [CDC]**
- **Planning: M. Medicott as advisor to LPA [Horsham District Council]**

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