Written Scheme of Investigation Archaeological Evaluation

Land west of Ashington School, Ashington, West Sussex

NGR: 512615 116037

Planning Ref: DC/23/0406

Site Code: ATN26

794-PLN-HER- 02610

V2

06 October 2026

Land West of Ashington School, Ashington, West Sussex

Written Scheme of Investigation for an Archaeological Evaluation

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ASE Project No. 260680

Horsham District Council Ref DC/23/0406

October 2026

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1.0 Introduction

1.1 Archaeology South-East (ASE), the contracting division of the Institute of Archaeology, University College London, has been commissioned by Tetra Tech on behalf of Bellway (hereafter referred to as 'The Client') to undertake an archaeological evaluation of land to the west of Ashington School, Ashington, West Sussex hereafter referred to as 'the site'. The site is centred on National Grid Reference (NGR) 512615 116035 and its location is shown on Figure 1.

1.2 The site is comprised of agricultural fields on the western periphery of Ashington (Figure 2). It is bounded to the north by a belt of woodland, to the south and west by fields and woodland and to the east further woodland, a field and beyond these Ashington School.

1.3 According to the British Geological Survey 1:50,000 scale geological mapping available online, the bedrock geology is mainly Weald Clay Formation Mudstone with a bands of Weald Clay Formation Sandstone to the north and Lower Greensand Silty Sandstone to the south. Superficial Head deposits (Silt, Sand and Gravel) are mapped in the eastern part of the site (BGS 2026). A spring, stream and ponds are present immediately to the south/south-east of the site.

1.4 A Heritage Statement concludes that there is potential for archaeological activity within the southern part of the site, associated with a scheduled Roman building previously investigated to the immediate southwest (NHLE ref. 1005826; Pegasus Group 2023). This conclusion was partly informed by a geophysical survey that extended into the southern periphery of the site.

1.5 Planning permission has been granted for residential development of the site (Horsham District Council Ref DC/23/0406). The following archaeological condition has been applied:

4 Pre-Commencement Condition:

1 No development or preliminary groundworks can commence until a programme of geophysical survey and archaeological trial trenching has been secured and undertaken in accordance with a written scheme of investigation which has been submitted by the applicant and approved by the planning authority prior to reserved matters applications being submitted.

2 A mitigation strategy detailing the excavation/preservation strategy shall be submitted to the local planning authority for approval following the completion of this work.
3 No development or preliminary groundworks can commence on those areas containing archaeological deposits until the satisfactory completion of fieldwork, as detailed in the mitigation strategy, and which

has been signed off by the local planning authority through its historic environment advisors

4 The applicant will submit to the local planning authority a post-excavation assessment (to be submitted within three months of the completion of fieldwork, unless otherwise agreed in advance with the Planning Authority). This will result in the completion of post-excavation analysis, preparation of a full site archive and report ready for deposition at the local museum, and submission of a publication report.

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

1.7 The current document is a Written Scheme of Investigation for a pre-determination archaeological trial trench evaluation of the proposed development area. It sets out the scope and methodology of this stage of works. Prior to the commencement of the work, the WSI will be issued to Surrey County Council Archaeological Advisor for approval.

1.8 All work will be carried out in accordance with this document, as well as with the relevant CIfA Standard for archaeological field evaluation (CIfA 2023a) and Universal Guidance for Archaeological Field Evaluation (CIfA 2023b) and other codes and relevant documents of CIfA (CIfA 2020; CIfA, 2022a & b) as well as the General Standards for Archaeological Projects in Surrey (SCC 2023).

1.9 Archaeology South-East is a Chartered Institute for Archaeologists (CIfA) Registered Organisation and is committed to maintaining professional standards and competence.

2.0 Archaeological Background

2.1 The following archaeological background to the site has been paraphrased from the existing Heritage Statement (Pegasus Group 2023).

2.2 The only recorded prehistoric activity in the vicinity of the site are finds of a Bronze Age palstave 30m to the east at Ashington School and a flint scatter observed during a watching brief 450m to the north-east if the site.

2.3 The southwestern extent of the site is located immediately adjacent to the Roman building, a Scheduled Monument (NHLE ref. 1005826). Partial excavation of this building in 1947 identified the north-eastern corner of its foundations which were constructed in flint and mortar. Ceramic building material, tiles and glassware were also recovered as

well as Roman coinage and greyware pottery sherds dating to the 2nd century AD.

2.4 Various geophysical surveys have targeted the Roman remains. A survey conducted in 2019 included the southern part of the current site. Evidence for ditches, pits and possible timber structures were identified (Pegasus Group 2022; Plate 4).

2.5 The 15th century Church of St Peter and St Paul lies to the east of the site, 20m north of the proposed access road. It is a Grade II* Listed Building (NHLE Ref. 1027442).

2.6 A possible medieval moated site, potentially the former manorial centre, has been identified 90m south-east of the site at Church Farm.

2.7 Historic mapping shows that the site has been used for agriculture since at least the earlier 19th century.

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, depth below ground level, nature, date, survival and significance;
- How they might be impacted by the development of the site;
- To enable the LPA Archaeological Advisor 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 project has the potential to answer the following questions relating more specifically to the site and its development:

- Do Roman remains associated with the nearby scheduled building extend into the site?
- Are remains associated with the development of the village in the medieval period present?

3.3 The project also has the potential to inform the following areas of research from the South-East Research Framework (SERF):

- Settlement evidence, with particular emphasis on rural settlement (Roman)
- Architecture and buildings (Roman)
- Clarification of the characteristics of the lesser nucleated settlements, and hence of their role in relationship to surrounding rural settlements (Roman)

- The relationship of villa and non-villa settlements to each other and to the landscape (Roman)
- Interaction between town and country (Medieval)
- Comparisons between urban and rural, coastal and in-land communities (Medieval)

4.0 Methodology

4.1 The evaluation will comprise the mechanical excavation of 56 x 30m x 1.8m wide trenches (Figures 2-4).

4.2 A site code (ATN26) will be assigned to the project and will be used as the unique site identifier for all records

4.3 A Risk Assessment and Method Statement (RAMS) will be prepared prior to commencement of the work. All trenches will be scanned prior to excavation using a CAT scanner.

4.4 The trenches will be set out using survey grade GNSS equipment. The location of archaeology will be recorded using one, or a combination of the following methods: survey grade GNSS equipment with SMARTNET correctional data enabled (for example Leica GS18); TST (e.g Leica TS16) tied into the OS National Grid; photogrammetric survey using a terrestrial or RPAS (remote pilot aircraft system) mounted camera, georeferenced using SMARTNET tied to the National Grid. RPAS mounted cameras will have a 1” CMOS sensor or greater.

4.5 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, their consultant and the SCC Archaeological Officer.

4.6 The trenches will be excavated using a suitable mechanical excavator (360° excavator) equipped with a toothless ditching bucket. All machining will be undertaken under the supervision of a suitably qualified archaeologist.

4.7 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 first significant archaeological horizon or natural geological horizon, whichever is uppermost.

4.8 Spoil will be bunded around the edges of the trenches to provide a physical and visible barrier.

4.9 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.

4.10 On completion of the investigation the trenches will be backfilled. No backfilling will take place until this has been agreed with the SCC Archaeological Officer either in person at a site meeting or remotely using photographic evidence.

5.0 Excavation and Recording Techniques

5.1 All excavation, recording and analysis will be undertaken in accordance with this document and the *General Standards for Archaeological Projects in Surrey* unless otherwise agreed in writing by the SCC Archaeological Officer.

5.2 The client, their consultant 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.

Excavation

5.3 All exposed archaeological features and deposits will be cleaned by hand, planned and recorded. All discrete cut features will normally be half-sectioned; linear features will be sampled at a minimum of 25%; structural features (e.g. beamslots, ring ditches) will be sampled sufficiently to establish their character, date and function; and larger/complex features will be sampled proportionately. 50-100% domestic/industrial working features (hearths, ovens) - unless large and structural, in which case see above.

5.4 A metal detector will be used to scan all excavated material.

Recording

5.5 All archaeological features will be recorded according to standard ASE practice. Site plans will be produced digitally as outlined in paragraph 4.4 (above). Hand drawn plans will be prepared where necessary, typically at 1:20 unless circumstances dictate otherwise. Plans at other scales will be drawn if appropriate (e.g., cremation burials at 1:10). Section/wall elevation drawings will be hand drawn at 1:10, unless this is impractical in which case an alternative will be agreed with the SCC Archaeological Officer. Drawings will be on plastic draughting film. All remains will be levelled with respect to Ordnance Survey datum. This will be derived from the digital survey data, or an OS bench mark, or if unfeasible to an arbitrary on-site datum.

5.6 All relevant trench sections (or relevant parts thereof) must be drawn where archaeological deposits and features have been identified and recorded, with levels related to the Ordnance Datum. For trenches with only a topsoil or subsoil profile and no archaeological features a representative section should be recorded with a record of the height of each key horizon at either end of the trench as well as the ground surface and maximum depths of the trench and these converted to Ordnance Datum (OD) heights.

5.7 Features and deposits will be described on standard pro-forma context recording sheets used by ASE (either manually or through Diggit). Soil colours are recorded using visual inspection and not by reference to the Munsell Colour chart.

5.8 A photographic record will be made in digital format only.

6.0 Environmental and Other Sampling

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

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

7.0 Treatment of Human Remains and Treasure

7.1 If human remains are found, once confirmed as such their locations will be recorded and the SCC Archaeologist and the client and their consultant will be informed immediately. They will then be covered and left in situ pending dialogue over mitigation stage works (should these be required).

7.2 Any finds believed to fall within the statutory definition of Treasure, as defined by the Treasure Act 1996, shall be reported to the local Finds Liaison Officer. Should the find's status as treasure be confirmed the Coroner, the landowner and the SCC Archaeological Officer will also be informed. A record shall be provided to the Coroner and to the SCC 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).

8.0 Post-Excavation Treatment of Artefacts and Ecofacts

8.1 The finds selection strategy for the site is set out in the appended Selection Strategy document (Appendix 1). This selection strategy will be reviewed, updated and agreed by relevant stakeholders as the project progresses.

8.2 All finds will be cleaned, labelled, sorted and analysed in accordance with the practices and standards outlined by Archaeological Archives Forum (2011), Europae Archaeologiae Consilium (2013) and Society for Museum Archaeology (2020).

8.3 Most ceramic and other building material and burnt flint will be identified, counted and weighed, with material selected for retention in accordance with the Selection Strategy. Samples will be retained as appropriate. Finds will be bagged in polythene bags according to type and context.

8.4 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.

8.5 Flots and wet samples may be subsampled for assessment purposes. If waterlogged wood specimens are removed from site they will be cleaned, recorded, photographed and a thin section sample will be taken for identification (unless considered detrimental to the artefact preservation or status). These specimens will be temporarily stored submerged in water in cool conditions and assessment will establish whether appropriate for conservation. Specialist samples as well as sub-samples of bulk soil samples (taken to recover pollen, parasites, fish and

small bone, foraminifera and insects for example) will be sent to appropriate specialists for assessment and analysis.

8.6 The potential of samples taken during fieldwork for scientific dating will be considered and undertaken where appropriate. The suitability of environmental remains for radiocarbon dating will be considered with reference to Historic England guidelines (Bayliss and Marshall 2022) and by taking into account feature, context and taphonomic information, material available and the potential to contribute to relevant research questions.

8.7 The majority of finds will be identified by in-house specialists within Archaeology South-East (as listed below). Any external specialists utilised regularly work with ASE and are regional specialists in their field. All material will be examined with particular attention to datable artefacts, such as lithics, pottery, building material, coins and other metalwork. Preliminary identification of faunal remains may be undertaken if the nature of the deposits justifies such study. Suitable arrangements will be made for the conservation of artefacts where appropriate in consultation and with the agreement of the recipient museum. All finds in an unstable condition will be stabilised using passive conservation techniques where appropriate before being deposited with the receiving museum.

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

Animal bone including fish	Emily Johnson (ASE) Hayley Forsyth-McGee (ASE)
CBM	Rae Regensberg (ASE)
Charcoal and waterlogged wood	Lucy Allott (ASE Angela Vitolo (ASE)
Clay Tobacco Pipe	Elke Raemen (ASE)
Coins	Trista Clifford (ASE)
Conservation	Alastair Threlfall (ASE)
Fired Clay	Stephen Patton (ASE) Trista Clifford (ASE) Elke Raemen (ASE)
Geoarchaeology	Matt Pope (ASE) Letty Ingrey (ASE) Alice Dowsett (ASE) Richard Payne (ASE)
Geological material/worked stone	Luke Barber (external)
Glass	Elke Raemen (ASE)
Human bone inc cremated bone	Lucy Sibun (ASE)
Macro-plant remains	Lucy Allott (ASE) Angela Vitolo (ASE) Elsa Neveu (ASE)
Marine shell	Elke Raemen (ASE)

	David Dunkin (external)
Metalwork	Trista Clifford (ASE)
	Elke Raemen (ASE)
Pottery, prehistoric and Roman	Anna Doherty (ASE)
	Kayt Hawkins (ASE)
	Stephen Patton (ASE)
Pottery, post-Roman	Sue Anderson (external),
	Luke Barber (external)
Registered Finds	Elke Raemen (ASE)
	Trista Clifford (ASE)
Slag	Luke Barber (external)
	Trista Clifford (ASE)
Treasure administration	Trista Clifford (ASE)
Worked Flint	Karine Le Hégarat (ASE

9.0 Reporting

9.1 Reporting will be undertaken in accordance with the ASE post-excavation guidelines and with reference to local standards and guidance as appropriate.

9.2 Within six weeks of the completion of the fieldwork a full report on the results of the archaeological evaluation will be submitted, subject to the receipt of specialist contributions. 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 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.

9.3 A draft report will be submitted to the client and their consultant in the first instance, then to the SCC Archaeological Officer for approval. Once any necessary changes have been made, the approved final report will be submitted to the client for submission to the Local Planning Authority, with a further copy provided to SCC for inclusion in the Historic Environment Record. A short summary of the work will be prepared for the relevant local archaeological journal (Sussex Archaeological Collections).

9.4 A further digital copy of the report (including plans, illustrations and photographs) will be supplied to West Sussex Historic Environment Record on CD-ROM in a .pdf format.

9.5 A Data Management Plan (DMP) for the project in included in Appendix 2.

10.0 Preparation and Deposition of the Finds and Archive

10.1 The site archive will be assembled in accordance with current Historic England guidance and 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).

10.2 Artefacts and ecofacts recovered during excavation form an important part of an archaeological site archive. Permission will be sought to deposit the written and drawn archive with Horsham Museum for long term curation upon completion of the fieldwork. It will temporarily be stored at ASE offices. The archive will be prepared with reference to the standards of UKIC (1990) and the Museums and Galleries Commission (1994).

11.0 Health and Safety

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

12.0 General

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

13.0 Insurance

13.1 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.

References

Archaeological Archives Forum, 2011 *Archaeological Archives. A guide to best practice*

Archaeology South-East, 2007 *Post-Excavation Manual 1: Finds and Environmental Deposition and Processing Guidelines*

Bayliss, A, and Marshall, P, 2022 *Radiocarbon Dating and Chronological Modelling: Guidelines and Best Practice.* Historic England.

British Geological Survey. 2026 *Geology of Britain Viewer*, Available: http://mapapps.bgs.ac.uk/geologyof/home.html

CIfA 2020 *Standard and Guidance for the collection, documentation, conservation and research of archaeological materials.* Chartered Institute for Archaeologists

CIfA 2022a *Code of conduct: professional ethics in archaeology*

CIfA 2022b *Selection Toolkit for Archaeological Archives.*

CIfA 2023a *Standard for archaeological field evaluation*

CIfA 2023b *Universal guidance for archaeological field evaluation*

Europae Archaeologiae Consilium 2013, *A Standard and Guide to best practice for Archaeological Archiving in Europe*

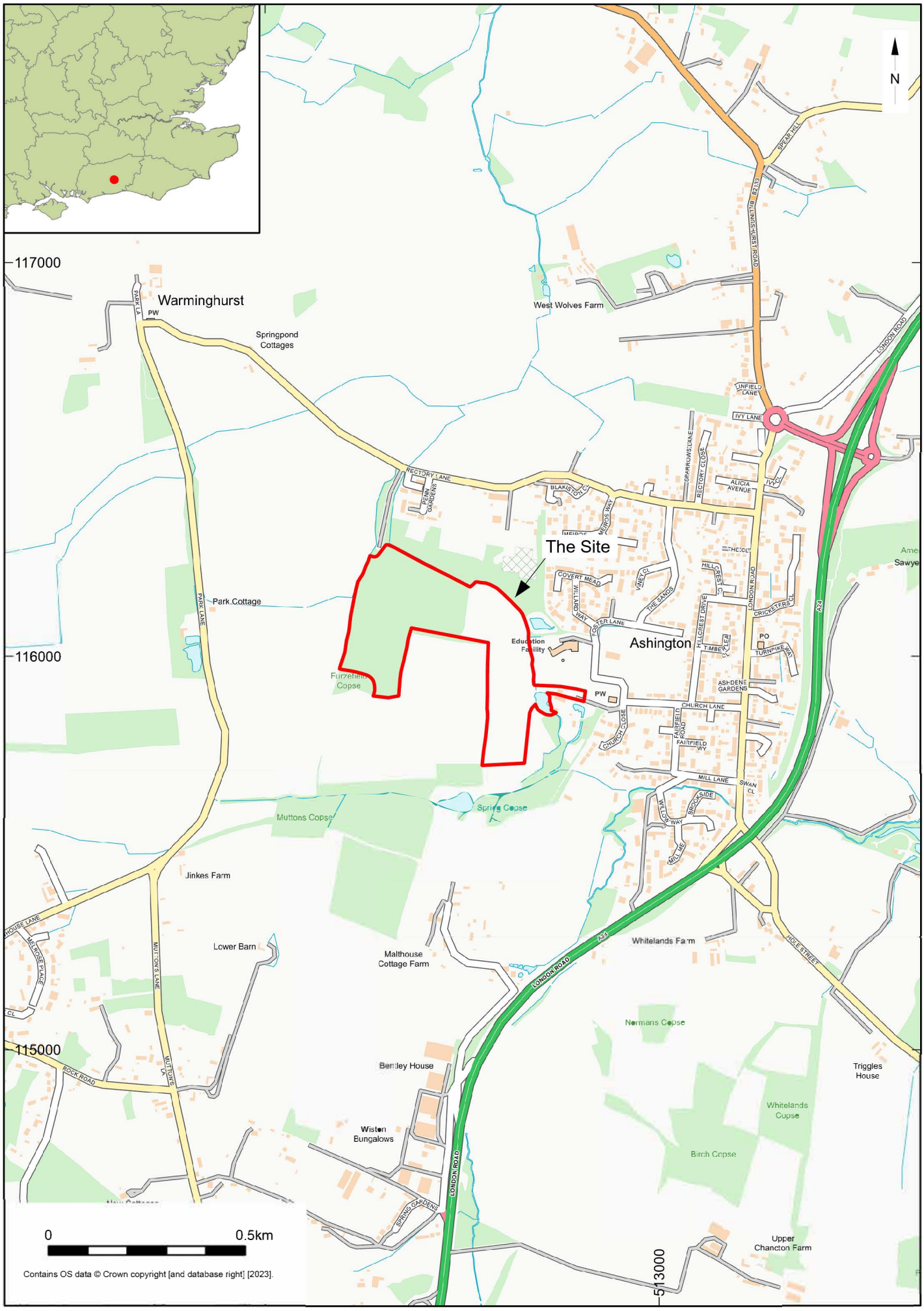
Historic England 2015, *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide.*

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

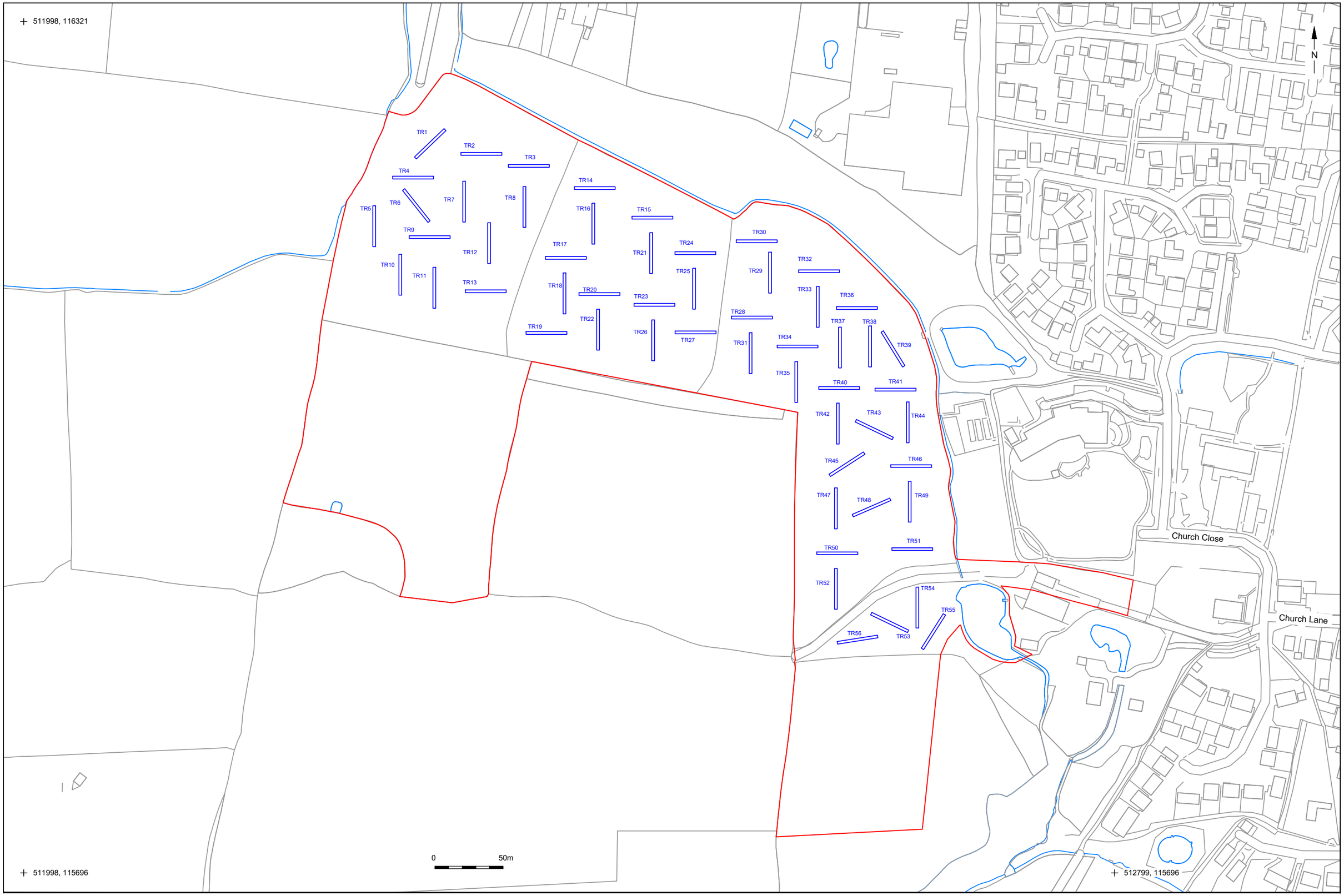
Historic England 2011, *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation (second edition)*

Pegasus Group 2023 *Heritage Statement: Land West of Ashington School, Ashington*

Society for Museum Archaeology 2020, *Standards in the Museum Care of Archaeological Collections*



	Ashington: Church Lane	Fig. 1
	Site Location	



Ashington: Church Lane	Fig. 2
Proposed trench plan	

511998, 116321

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TR1 TR2 TR3 TR4 TR5 TR6 TR7 TR8 TR9 TR10 TR11 TR12 TR13 TR14 TR15 TR16 TR17 TR18 TR19 TR20 TR21 TR22 TR23 TR24 TR25 TR26 TR27 TR28 TR29 TR30 TR31 TR32 TR33 TR34 TR35 TR36 TR37 TR38 TR39 TR40 TR41 TR42 TR43 TR44 TR45 TR46 TR47 TR48 TR49 TR50 TR51 TR52 TR53 TR54 TR55 TR56

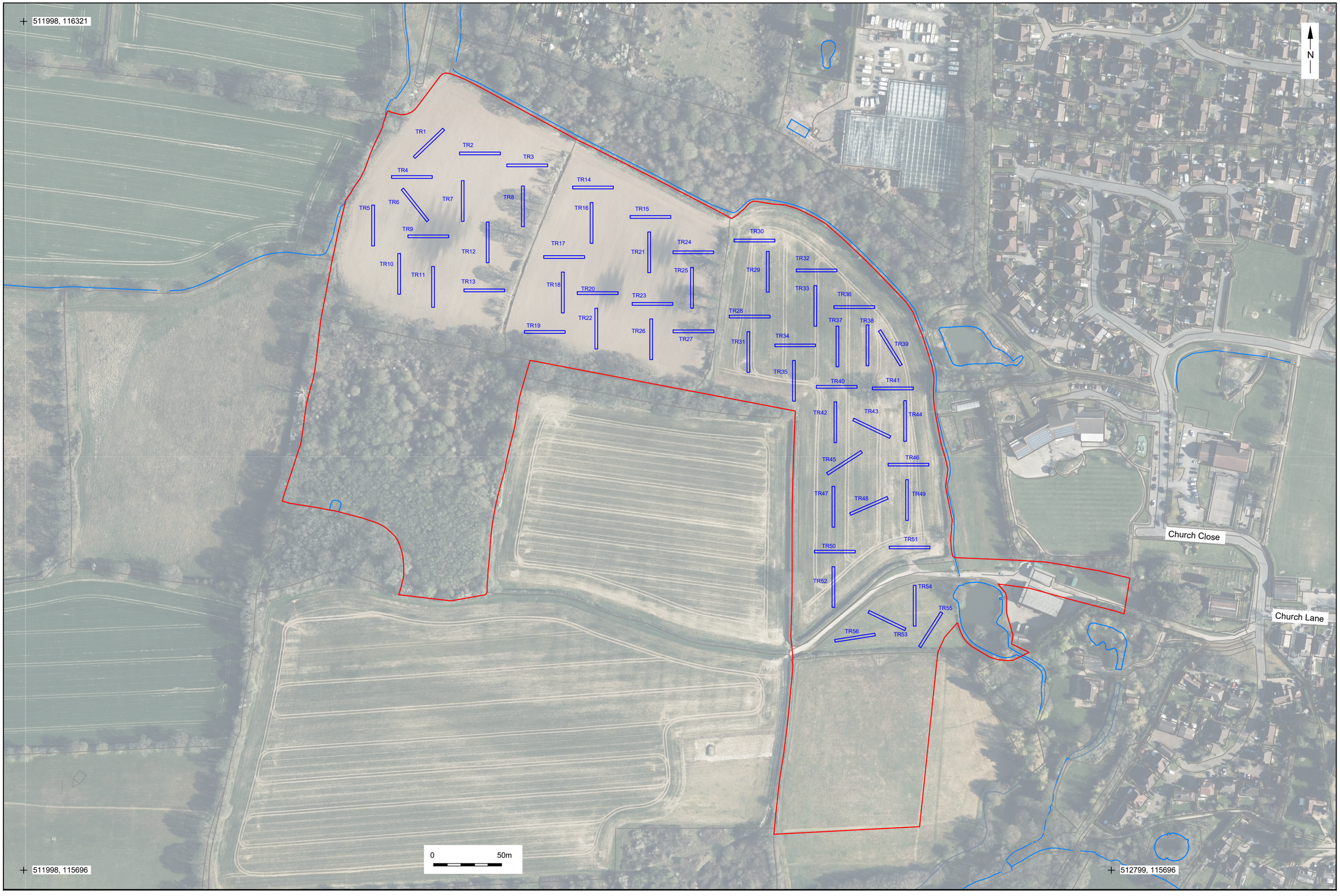
Pond
El Sub Sta
GVC
Drain
As
Path
Church Close
St Peter and St Paul's
Hall
Church Lane
Pond
Pond

0 50m

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	Ashington: Church Lane	Fig.3
	Proposed trench plan over proposed develpment	



	Ashington: Church Lane	Fig.4
	Proposed trench plan over aerial mapping	

Appendix 1: Selection Strategy

Land West of Ashington School, Ashington, West Sussex

Site code ATN26 (ASE project number 260680)

10th October 2026 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 Museum	TBC
Project Lead / Project Assurance	SCC *Planning Archaeologist*	TBC
Landowner / Developer	Bellway	TBC
Other	Tetra Tech	06-10-2026

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, as well as national and international archiving guidelines and ASE's in-house on-site collection policies.

The project is an evaluation by trial trenching on land west of Ashington School, Ashington ahead of residential development. The site lies adjacent to a scheduled Roman building.

The project has the potential to address objectives set out in SERF in relation to the site's Roman and medieval potential.

Standards and Guidance

This selection strategy has been produced in line with current best practice using standards and guidance listed in the bibliography section at the end of this document

1 – Digital Data

Stakeholders

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

Selection and De-Selected Digital Data

Detailed in attached Data Management Plan (DMP)

Amendments

Date	Amendment	Rationale	Stakeholders

2 – Documents

Stakeholders

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

Selection

All site paperwork will be included in the final permanent archive. If the project produces negative results the Selection Strategy will be reconsidered.
All specialist recording sheets will be included in paper form.
All digital photographs will be printed as contact sheets. The final report(s) will be issued alongside project planning and archive documents.

Standards and guidance for paper archives consulted: see bibliography

De-Selected Documents

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

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type	BULK FINDS	Section 3.	1

Stakeholders

The Project Manager (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 and Collections Curator (Horsham Museum) will approve retention/ deselection recommendations.

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

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

Selection

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

Detail site specific selection strategies here and add to find types in brief below

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, Planning Archaeologist	During fieldwork, processing & recording
CBM	Will be recorded and assessed for selection/deselection with presumption for deselection of majority if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
FIRED CLAY/DAUB	Will be recorded and assessed for selection/deselection with	Specialist, Collections Curator, Archaeological	During fieldwork, processing &

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

ORGANIC REMAINS 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 (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 and Collections Curator (Horsham Museum) will approve retention/ deselection recommendations.

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

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

Selection

All artefacts identified as Registered Finds (RFs) as per ASE's on-site collection policies (ASE 2021). will be assigned a unique RF number and cleaned/dried/conserved (as appropriate) ahead of recording and appraisal.

Find Type	Selection Strategy	Stakeholders	Review Points
REGISTERED FINDS	Will be recorded in full. For registered finds, presumption is that they will be retained for archaeological archive.	Specialist, Collections Curator, Archaeological Archive Manager, County 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 (ASE) and Site Supervisor (ASE) will ensure the selection strategy is followed on site and seek appropriate advice as required.

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

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

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

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

Selection

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

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

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

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

Uncollected Material

De-Selected Material

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

Review Points

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

Amendments

Date	Amendment	Rationale	Stakeholders

4 – References

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

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

ASE, 2021 Fieldwork Manual: Excavation and Recording Guidelines

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

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

Brown, D H, 2011 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 2: DMP

Land West of Ashington School, Ashington

SITE CODE: ATN26

6TH OCTOBER 2026 VERSION 1

A Data Management Plan created using DMPonline

Creator: Nicola Elphick

Affiliation: Archaeology South-East

Template: Digital Curation Centre

Last modified: 06-10-2026

Project abstract

The project is an evaluation by trial trenching on land west of Ashington School, Ashington ahead of residential development. The site lies adjacent to a scheduled Roman building.

Dataset Repository: Horsham Museum and ADS

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

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

