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**Sent:** 02 June 2020 09:54  
**To:** 'Camilla Fisher'  
**Subject:** WSCC/015/18/NH: Discharge of Condition 13 (Archaeological WSI)

Camilla

**WSCC/015/18/NH: Recycling, Recovery and Renewable Energy Facility and Ancillary Infrastructure at Former Wealden Brickworks, Langhurstwood Road, Horsham, West Sussex, RH12 4QD**

I can confirm that the attached Archaeological Written Scheme of Investigation (WSI) is sufficient to discharge condition 13 of planning permission WSCC/015/18/NH.

The WSI should hereafter be implemented as approved.

Kind regards  
Jane.

**Jane Moseley**

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# **WEALDEN 3RS FACILITY, HORSHAM, WEST SUSSEX**

**Written Scheme of Investigation for a Programme of Archaeological Work**

**JAC26374**  
**Wealden 3Rs Facility,**  
**Horsham, West Sussex**  
**WSI for a Programme of**  
**Archaeological Work**  
**Draft**  
**13<sup>th</sup> May 2020**

**WSI PROGRAMME OF ARCHAEOLOGICAL WORK**
**Document Status**

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**Approval for issue**

Mick Rawlings



2020-05-13

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# 1 INTRODUCTION

1.1 Planning consent was granted (on appeal) in February 2020 for a recycling, recovery and renewable energy (3Rs) facility and ancillary infrastructure at the former Wealden Brickworks, Langhurstwood Lane, Horsham, West Sussex (APP/P3800/W/18/3218965), following refusal of the planning application (WSCC/015/18/NH) by West Sussex County Council.

1.2 A condition (No. 13) attached to the consent states:

*'No demolition/development hereby permitted shall take place until a Written Scheme of Investigation has been submitted to and approved in writing by the County Planning Authority. The scheme shall include an assessment of significance and research questions – and:*

- i) The programme and methodology of site investigation and recording;*
- ii) The programme for post investigation assessment*
- iii) The provision to be made for analysis of the site investigation and recording;*
- iv) The provision to be made for publication and dissemination of the analysis and records of the site investigation;*
- v) The provision to be made for archive deposition of the analysis and records of the site investigation; and*
- vi) The nomination of a competent person or persons/organization to undertake the works set out within the Written Scheme of Investigation.*

*Thereafter the Written Scheme of investigation shall be implemented as approved'.*

1.3 This document represent the Written Scheme of Investigation (WSI) required in response to the above condition (No. 13) and has been prepared by the Heritage team at RPS Planning and Environment, part of RPS Group plc, on behalf of Britaniacrest Recycling Ltd. It describes the methodologies that will be employed in the undertaking of the programme of archaeological work at the development site. The WSI will be submitted to the archaeological advisor at West Sussex County Council and will be approved in writing prior to the commencement of any development (including demolition) at the site.

## The development site

1.4 The development site comprises approximately 3.8 hectares of land within the former Warnham and Wealden Brickworks site, c. 3.3 km to the north of Horsham Railway Station in West Sussex (**Figure 1**). It is centred on National Grid Reference TQ 1714 3434, and is relatively flat at around 50 m above Ordnance Datum (aOD).

1.5 The western part of the development site is mostly taken up by a large portal frame building currently in use as a Waste Transfer Station / Materials Recovery Centre, whilst the eastern part comprises concrete hardstanding with a few smaller buildings. The site boundary (as defined in the application) includes the access road which extends east to meet Langhurstwood Road.

- 1.6 The development site is bounded to the south by the internal access road, beyond which is the Weinerberger brickworks factory (also known as Warnham Brickworks), and to the west by the London-Horsham railway. To the east is another internal access road which separates the site from the Brookhurst Wood Mechanical and Biological Treatment (MBT) facility operated by Biffa in partnership with West Sussex County Council. Immediately to the north of the development site are two ponds located within dense scrub, beyond which is an area of vacant land containing several derelict former brickworks buildings.
- 1.7 The underlying basal geology of the development site comprises mudstone of the Weald Clay Formation, laid down in the Cretaceous Period (**Figure 2**). No superficial deposits are recorded (British Geological Survey).

## Archaeological Background

- 1.8 The planning application for the consented development was supported by an Environmental Statement (ES) which identified the likely significant effects of the development on all aspects of the environment (RPS 2018). Chapter 9 of the ES addressed Archaeology and Cultural Heritage, and was in turn supported by Appendix 9.1: Desk-based Heritage Assessment. This document presented a detailed assessment of the archaeological and historic environment resources within the vicinity of the development site.
- 1.9 The Desk-based Heritage Assessment concluded that there was limited evidence for prehistoric or Roman activity in the areas, and that the development site had been woodland and then used as agricultural land until being developed as a brickworks at some time between 1897 and 1912. The railway just to the west was opened in 1867 as part of the London, Brighton and South Coast Railway.
- 1.10 At a location approximately 150 m south of the development site and just east of the railway, at least one minepit has been recorded. These are pits of (usually) medieval or early post-medieval date dug to explore the presence of iron ore with a view to its extraction if present. In the Weald area they are likely to have been associated with an east-west aligned band of sandstone (Horsham Stone Member) laid down in the Cretaceous Period (**Figure 2**) formed in a horseshoe-shaped outcrop centred around Horsham, and is a prominent feature between Horsham and Crawley, but also extends to the south and east of Christ's Hospital, and as far as Cowfold, Bolney and Staplesfield. It is of note, however, that the Horsham Stone Member lies to the south of the development site and does not actually underlie it.
- 1.11 The 1<sup>st</sup> edition of the Ordnance Survey (OS) 6" (to the mile) map was published in 1874 and showed the development site to be located within an area of agricultural land to the east of the railway (**Figure 3**). The 2<sup>nd</sup> edition of this map (published in 1898) shows that the development site still comprised agricultural land, but that a brickyard had been established to the south-west, on the opposite side of the railway. This is named on the map as the 'Warnham Brick Yard' and it represents the initial phase of brickmaking in the area.
- 1.12 By the time of the later edition of the 25" (to the mile) OS map (published in 1912-13), a larger brickworks had been established on the eastern side of the railway, including the land which now comprises the development site (**Figure 4**). This was the Wealden Brickworks. The recorded activity appears to include shallow extraction of clay (for brickmaking) from within much of the development site along with the construction of a row of four kilns adjacent to the

- railway. The southernmost of the four kilns was located within the present development site, as was a chimney attached to the southern side of the kiln immediately to the north, but this kiln and also the other two were outside the development site. A tramway connecting a processing building next to the kilns with an area of clay extraction crossed the development site, whilst further to the south (and still within the development site) the map shows an 'Engine Shed' and adjacent (water) 'Tank'.
- 1.13 A Cultural Heritage Assessment of the former Wealden Brickworks was produced with regard to proposed redevelopment of the area. This included the area of the current development site as well as the land to the north (URS 2012). The URS report collated information from a number of sources, predominantly an earlier report on the surviving structures at the brickyard (Martin 2003) and a general review of brickmaking in Sussex (Beswick 2001).
- 1.14 The Wealden Brickworks was initially established by the Peters' family who purchased the land in 1888. The brickworks was subsequently acquired by the Sussex Brick Co. Ltd which in 1899 became part of the Sussex and Dorking United Brick Companies. The 1912 OS map (**Figure 4**) shows the brickworks with the new kilns installed by the Sussex and Dorking United Brick Companies and it is reported that by 1903 the Wealden Brickworks was producing as many as 12 million bricks each year. The new kilns were coal-fired continuous Hoffman kilns, designed specifically for brickmaking.
- 1.15 The image below dates from 1928 and shows three kilns adjacent to the railway. Comparison with the 1912 OS map (**Figure 4**) suggests that these are the three large kilns indicated on that map, with the smaller northernmost kiln shown in 1912 having been demolished by 1928 (this was not a Hoffman kiln and was probably one of the earlier kilns which predated the Hoffman ones). The right-hand kiln in the image below is the one which was located within the present development site. Documentary records indicate that the third Hoffman kiln at the brickworks was constructed some time after 1903; the one within the development site is slightly different to the other two in that it has a curving rather than a pitched roof and this may indicate that it was the later one of the three. The image also shows that the production building shown on the 1912 map had been demolished and the tramway shown on the same map had been removed. It also shows the sidings which were added to the railway in order to enable the delivery of coal for the kilns and also the export of finished bricks.
- 1.16 A steam excavator was purchased for the brickyard in 1912 which allowed excavation of clay to greater depth and at a faster rate, enabling production to increase to 100,000 bricks per day, and by the late 1930s there was a light railway in one part of the brickworks and a wire rope haulage system in another part.
- 1.17 Part of the brickworks was taken over during the Second World War and used by the Canadian army as a base for the assembly and maintenance of Churchill tanks. There was a substantial expansion of the brickworks in the post-war period as national demand for bricks increased significantly. New kilns were constructed adjacent to the railway line, including further examples within the development site.



Aerial view of Warnham Brickworks, 1928 (after Beswick 1993)

- 1.18 The 1961 OS 6" map shows the new kilns to the south of the early 20<sup>th</sup> century examples, along with other buildings which were associated with this increased production of bricks (**Figure 5**).
- 1.19 Increased competition eventually led to a reduction in demand and gradual closure of the brickworks. The 1980 OS map of this area shows that some of the kilns had been demolished, whilst a large steel-sheeted portal frame building was constructed in the western part of the development site by 1991 following the removal of all kilns from within this area. This building was later extended to the north (beyond the current development site) although this northern extension has since been removed.
- 1.20 A photographic survey of the surviving buildings within the development site was undertaken with regard to a previous application. This covered four buildings: the large steel-sheeted portal frame building; a welfare building, an office and reception building and a boiler house (SLR 2105).

## 2 AIMS, OBJECTIVES AND SIGNIFICANCE

2.1 The overall aim of the programme of archaeological work is to examine and record any surviving remains of the earliest brickmaking kilns known to have been present within the development site, also any other evidence associated with brickmaking or with iron ore extraction.

2.2 Chapter 9 of the ES submitted in support of the application (RPS 2018) included a section (9.10) regarding 'Further Mitigation Measures'. This stated:

*'The site of the Hoffman kiln, within the north west corner of the site, comprises demolished underground remains only. These are currently underneath the existing building. On this basis, no work on the remains can safely or reasonably take place until the superstructure of the building is removed.*

*Following an appropriate level of demolition of the existing building, mitigation of the effect of development on the Hoffman kiln is proposed through a programme of excavation and recording of the asset prior to construction of the proposed development.*

*Following the works on the site of the Hoffman kiln described above, no further mitigation would be required'.*

2.3 However, the response to the application provided by the Senior Archaeologist (Planning Services) at West Sussex County Council stated:

- *'Reasonable archaeological mitigation measures have been proposed, involving the investigation and recording of buried remains of one of the earlier kilns in the north-western part of the site.*
- *The mitigation measures (archaeological investigation and recording) should also include buried remains of minepits (medieval / early post-medieval iron ore extraction pits), if these extend northwards into the site from their known location adjoining the existing brickworks'.*

2.4 Chapter 9 of the ES identified that the remains of the Hoffman kiln are of 'low' significance (in respect of the terminology used in Environmental Impact Assessments), but there was the potential to recover information that could contribute to local research objectives (RPS 2018, Section 9.7).

2.5 With regard to the current archaeological research framework, the following Research Aims may be the most applicable (Barber 2019), although others may also apply:

### *Bricks and tiles*

- *'The morphology of production sites, from kiln technology to ancillary buildings needs further study.*

### *Extractive industry*

- *'Need more mine pits excavated and ore roasting/preparation areas to begin to understand the initial processes of the iron industry'.*

2.6 The following specific objectives have been identified:

- To provide information regarding the nature, character, date and extent of any remains associated with the early 20<sup>th</sup> century brick kiln in the north-western part of the development site;
- To assess the survival, quality, condition and significance of any remains associated with the brick kiln;
- To ensure the preservation by record of all remains revealed during the course of the archaeological investigation; and
- To prepare an appropriate archaeological archive including the treatment and preservation of any artefacts.

2.7 Any remains associated with the extraction of iron ore (such as mine pits) may represent the opportunity to recover information that could contribute to regional research objectives.

## 3 METHODOLOGY

### Introduction

- 3.1 A programme of archaeological investigation and monitoring will be undertaken within the development site. One part of this will comprise investigation in the north-western part of the development site, targeted at the location of the early 20<sup>th</sup> century Hoffman kiln recorded here on cartographic and photographic sources. A second part will comprise the archaeological monitoring of groundworks undertaken at the development site for the new buildings, services etc.
- 3.2 The programme of archaeological work will comprise:
- An investigation within a defined area of land;
  - Monitoring of groundworks (archaeological watching brief);
  - Analyses of material and samples recovered during the programme of archaeological investigation;
  - Preparation of a report for publication in a suitable format; and
  - Preparation of the archive for deposition at an appropriate recipient museum.
- 3.3 The programme of archaeological investigation will be undertaken in accordance with the guidance provided in the ClfA documents '*Standard and guidance for archaeological excavation*' (ClfA 2014a) and other appropriate ClfA guidance documents (ClfA 2104c, 2014d), and with the ClfA *Code of Conduct* (ClfA 2014e), and in accordance with the guidance provided in the document *Sussex Archaeological Standards 2019* (Chichester District Council *et al.* 2019).
- 3.4 The programme of archaeological work will be undertaken by a specialist archaeological contractor that will be a Registered Organisation with the Chartered Institute for Archaeologists (ClfA). The archaeologist in charge of the fieldwork will be a full Member or an Associate member of the ClfA.
- 3.5 Prior to the commencement of any works on site, the archaeological contractor will produce a Project Design. This will be agreed with the nominated RPS Archaeological Project Manager and will then be submitted to, and agreed by, the Senior Archaeologist (Planning Services) at West Sussex County Council.
- 3.6 The Project Design will respond to this WSI. In particular it will specify:
- The project's objectives;
  - A plan showing the proposed location of the area of archaeological investigation;
  - The procedures for project management;
  - The expertise of the project team. The composition and experience of the project team will be described, including specialists that will be used for finds and environmental work. CVs will be supplied outlining the relevant qualifications and experience of key personnel, including specific reference to knowledge of particular periods and local/regional traditions;

- Reporting and archiving arrangements;
  - An outline of the proposed timetable and staff resources (non-binding); and
  - Contingency arrangements.
- 3.7 All relevant and applicable health and safety legislation, regulations and approved codes of practice will be respected. Prior to the commencement of any works on site the contractor will submit a detailed Health and Safety Risk Assessment to the nominated RPS Archaeological Project Manager.
- 3.8 The recipient museum for the project archive will be identified and contacted prior to the commencement of any work so that a provisional accession number can be issued if this is a requirement of the museum.
- 3.9 Reasonable access to the development site will be made available to the Senior Archaeologist (Planning Services) at West Sussex County Council who may wish to be satisfied that the programme of archaeological work is being conducted in accordance with the methodologies described in this WSI. Access for the works will be arranged through RPS Heritage.

## Fieldwork

### Exploratory trench

- 3.10 In advance of the demolition of the large steel-sheeted portal frame building, an exploratory trench will be excavated immediately to the west of this building in the known location of the early 20<sup>th</sup> century Hoffman kiln. It is clear from the available source material (*cf.* the aerial image reproduced on page 4 above) that the kiln extended west as far as the railway. The aim of this exploratory trench is to ascertain the depth and extent of any remains of the former kiln which may be present.
- 3.11 The exploratory trench will be aligned north-south and it will be positioned between the western edge of the large steel-sheeted portal frame building and the fence adjacent to the railway which represents the western boundary of the development site. The trench will be marked out on the ground and the existing concrete slab will be broken out under archaeological supervision.
- 3.12 Following the supervised removal of the slab, excavation within the trench will continue using mechanical plant equipped with a toothless ditching bucket wherever possible. The plant will operate under the constant supervision of appropriately qualified and experienced archaeologists. Spoil will be stored at least 1.0 m from the edge of the trench, which will be fenced with appropriate materials depending on the depth reached.
- 3.13 If remains considered to be elements of the early 20<sup>th</sup> century Hoffman kiln are encountered within the exploratory trench, these will be provisionally cleaned and recorded photographically, with the location and depth (below ground/slab level) noted. No further investigation and recording will take place at this stage; the remains will be covered over and protected pending agreement on how to proceed with the further examination of the remains of the kiln within the large steel-sheeted portal frame building. The form of any protective covering will be agreed between RPS, the Senior Archaeologist (Planning Services) at West Sussex County Council and the archaeological contractor.

## Detailed Investigation

- 3.14 The results of the work undertaken within the exploratory trench may provide some guidance on the location (and depth below slab level) of any remains of the early 20<sup>th</sup> century Hoffman kiln that may be present within the area occupied by the large steel-sheeted portal frame building. However, examination of the location of the early 20<sup>th</sup> century Hoffman kiln within the large steel-sheeted portal frame building will be necessary regardless of the work undertaken within the exploratory trench, as the nature of the demolition (of the kiln) and the groundworks associated with slab formation inside and outside of the large steel-sheeted portal frame building remains unknown.
- 3.15 Within the defined area of archaeological investigation representing the documented former location of the early 20<sup>th</sup> century Hoffman kiln, archaeological work will proceed following total or partial demolition of the large steel-sheeted portal frame building, or the building being able to be put into a safe condition whilst the slab is removed. Any demolition unsupervised by RPS or the archaeological contractor will be to slab level only.
- 3.16 Removal of the concrete slab will be undertaken under archaeological supervision. The slab will initially be examined to see if any evidence of the former kiln remains present at slab level. If this is the case then an appropriate record will be made prior to removal of the slab.
- 3.17 Following the supervised removal of the slab, excavation of the defined area will continue using mechanical plant equipped with a toothless ditching bucket wherever possible. The plant will operate under the constant supervision of appropriately qualified and experienced archaeologists.
- 3.18 Spoil from the area of archaeological investigation will be stored at least 1.0 m from the edge of the area. The area of archaeological investigation will be fenced with appropriate materials in line with advice received from the main site contractor.
- 3.19 If remains of the early 20<sup>th</sup> century Hoffman kiln are encountered, these will be provisionally cleaned. A detailed strategy for the examination and recording of these remains will then be agreed between RPS, the Senior Archaeologist (Planning Services) at West Sussex County Council and the archaeological contractor. The Heritage team at RPS includes specialists in industrial heritage and this expertise will be utilised. This decision regarding strategy will be recorded, and the archaeological contractor will be instructed to undertake the required works.

## Archaeological Watching Brief

- 3.20 The mine pits recorded to the south of the development site are within an east-west aligned band of sandstone (Horsham Stone), and the primary source (Worssam 1972) describes how the mine pits were found within an ironstone horizon some 2 m below the Horsham Stone. This band of sandstone does not extend into the development site, which is underlain entirely by clay and mudstone of the Weald Clay Formation (**Figure 2**).
- 3.21 Within parts of the development site, the clay has been extracted for brickmaking and indeed the presence of this clay is the main locational factor for the establishment of brickworks in the area. The British Geological Survey (BGS) mapping indicated on **Figure 2** records 'Worked Ground' in the north-eastern part of the development site, however the historic maps (*cf.* **Figures 4 and 5**) shows that the extraction was more widespread than just the area indicated on the BGS mapping. In essence, the geographical extent and depth of extraction within the

- development site remains unknown, as does the nature of the material placed within the extracted areas in order to restore the ground level to the current position.
- 3.22 If mine pits were excavated within the development site then they are likely to have been open only briefly (as it would have quickly been realised that no ironstone was present within the Weald Clay Formation which underlies the development site), and would almost certainly have been backfilled with the excavated material. As such they will be difficult to recognise even if any are present.
- 3.23 An archaeological watching brief will be maintained during all groundworks within the southern part of the development site that have the potential to physically impact on buried archaeological remains, particularly those associated with exploration for iron ore (i.e. mine pits). Principally such groundworks comprise works associated with the road system, weighbridges and new services including drainage.
- 3.24 Arrangements will be put in place to ensure appropriate attendance of an archaeologist during such groundworks. These arrangements will be established through communication between the archaeological contractor and the main works contractor, with oversight from RPS and the client.
- 3.25 If archaeological remains are identified during the watching brief, these will be investigated and recorded in line with the procedures identified below. Additional procedures may need to be agreed between RPS, the Senior Archaeologist (Planning Services) at West Sussex County Council and the archaeological contractor, depending on the nature of the identified archaeological remains.
- 3.26 The programme of monitoring of ground works will be kept under review. If it becomes clear that the groundworks are only encountering recently made ground (i.e. backfill within previously extracted areas), or that no mine pits or other archaeological remains are present (and unlikely to be present), then a request will be made to the Senior Archaeologist (Planning Services) at West Sussex County Council that the archaeological watching brief should be terminated.

## Recording

- 3.27 A context-based recording system acceptable to the Senior Archaeologist (Planning Services) at West Sussex County Council will be used to record all structures, deposits, features etc. Pro-forma sheets will be used to record all relevant information.
- 3.28 A location plan will be produced that show the position of the area of archaeological investigation; this will be tied into the Ordnance Survey National Grid to a minimum accuracy of  $\pm 1.0\text{m}$ . Feature plans and sections will be drawn at appropriate scales; all site drawings will include relevant information including site name, number and/or code, scale, drawing number, orientation, date and name of compiler. Drawings will also show absolute heights derived from Ordnance Datum (Newlyn).
- 3.29 In the event of the discovery of human remains, these will be left in situ and not further examined. The nominated RPS Archaeology Project Manager and the client will be informed immediately, also the Senior Archaeologist (Planning Services) at West Sussex County Council. A recognised specialist should visit the site to provide further advice.

- 3.30 If removal of human remains is necessary, a license will be obtained from the appropriate authorities (currently the Ministry of Justice) by the contractor and all conditions attached to that license will be complied with. All excavation and post-excavation work regarding human remains will be undertaken in line with the appropriate standards (McKinley and Roberts 1993, Historic England 2017).
- 3.31 The photographic record of the programme of archaeological work will be in digital format, resulting in high resolution TIFF (uncompressed) images. Photographs will illustrate both the detail and context of the principal archaeological features discovered. All photographic records will include information detailing: site name and number/code, date, context, scale and orientation. The monochrome negatives and contact prints will be filed in appropriate media, and the transparencies will be mounted in appropriate hard cases. All photographs will be cross-referenced onto the context and trench records.
- 3.32 Environmental sampling (of mine pits or similar) will be targeted upon potentially significant archaeological deposits or features, and will predominantly examine sealed and well-dated contexts. Sample size will take into account the frequency with which material appropriate for sampling will occur, but bulk samples will normally be a minimum of 30 litres. Sampling strategy (on- and off-site) will principally derive from the document *Environmental Archaeology: A guide to the theory and practice of methods from sampling and recovery to post excavation* (English Heritage 2011) and will be broadly consistent with guidance expressed in *The Management of Archaeological Projects* (English Heritage 1991) and *Management of Research Projects in the Historic Environment* (English Heritage 2006).
- 3.33 If archaeological deposits are found to have significant potential for the presence of palaeoenvironmental material, advice will also be taken from the Senior Archaeologist (Planning Services) at West Sussex County Council and, if necessary, the appropriate Historic England Science Advisor on the need to extract, process and further examine environmental samples. Bulk sampling may also be used to collect charcoal for C14 dating where appropriate.
- 3.34 Conservation advice may be necessary on site prior to lifting of and initial treatment of fragile objects. All finds and samples will be exposed, lifted, cleaned, conserved, marked, bagged and boxed according to the appropriate guidance documents (IFA 1992, UKIC 1983, Watkinson and Neal 2001). Iron finds may require X-rays prior to conservation and similarly residues on pottery may require study ahead of any conservation, which may be appropriate.
- 3.35 In the event of the discovery of waterlogged wood and other organic material, this material will be dealt with in accordance with the relevant guidance documents (English Heritage 2010, 2012).
- 3.36 Where there is evidence for industrial activity, macroscopic technical residues (or a sample of them) will be collected by hand. Separate samples (c. 10ml) will be collected for micro-slugs (hammerscale and spherical droplets). Collection and treatment will be in accordance with the relevant guidance (Historic England 2015). If applicable, X-radiography of a sample of metallic industrial debris will be carried out during the post-fieldwork stage of the work.
- 3.37 In the event of the discovery of an artefact that may fall within the remit of the Treasure Act 1996, the nominated RPS Archaeology Project Manager, the client, the Senior Archaeologist (Planning Services) at West Sussex County Council and the Coroner will be informed

immediately. All finds of potential treasure will be removed to a safe place. The definition of treasure is provided in the Code of Practice of the above act and primarily refers to items of gold or silver.

## Reporting

- 3.38 The archaeological contractor will produce a brief summary report within 10 days of the completion of fieldwork. This will include plans showing the locations of all structures, features and deposits that were examined during the course of the fieldwork. Following review by the nominated RPS Project Manager, the summary report will be submitted to the Senior Archaeologist (Planning Services) at West Sussex County Council.
- 3.39 The archaeological contractor will then produce a detailed a report which will include, as a minimum:
- A front sheet (setting out the project/site name, National Grid References to minimum eight figures, description of task(s) undertaken, date and duration of the fieldwork, site code/number);
  - A non-technical summary of the work (100-200 words) including the results;
  - Identity of the organisation and individuals carrying out the work (in particular the names of the project director, site supervisor and any specialists);
  - Identity of the developer and agent who commissioned the work;
  - A general introduction to the project including the planning history, archaeological and historical background and site description;
  - Aims and objectives;
  - Methodologies employed to undertake the works;
  - Descriptive text presenting the results of the work including finds and environmental data where appropriate;
  - Quantifications of the finds recovered and environmental samples taken;
  - Interpretation and discussion of the results;
  - Assessment of the significance of any archaeological remains identified by the watching brief;
  - Assessment of the potential of any data for further analysis;
  - Proposals for publication of the further analysis in an appropriate format;
  - Details of the scale, nature and location of the archive and the intended place of deposition;

- Report bibliography; and
  - Sufficient illustrations to support the text including figures to show the location of the scheme in a regional and local context, locations of all works undertaken, detailed plans and sections as appropriate.
- 3.40 A draft report will be produced within six weeks of the completion of all fieldwork. Following agreement of the draft report with the nominated RPS Archaeological Project Manager and the client, a digital copy (in pdf format) will be supplied to the Senior Archaeologist (Planning Services) at West Sussex County Council for verification and assessment. When the report has been agreed a digital final copy will be provided to the Senior Archaeologist (Planning Services) at West Sussex County Council. A hard copy will be provided to the West Sussex Historic Environment Record (HER) on the understanding that it will become a public document after an appropriate period of time (generally not exceeding six months), and a further hard copy will be provided to the West Sussex Record Office.
- 3.41 Copies of the report will be provided to the Historic England Archive within 12 months of the completion of the fieldwork, unless a revised timescale is agreed in writing with the Senior Archaeologist (Planning Services) at West Sussex County Council.
- 3.42 If publication of the results is considered to be appropriate, this would be subject to further discussion with the Senior Archaeologist (Planning Services) at West Sussex County Council regarding the appropriate publication vehicle and the nature/extent of the report.
- 3.43 The information regarding the results of the programme of archaeological work will be entered onto the relevant Online Access to the Index of Archaeological Investigations (OASIS) form and submitted to the OASIS database by the archaeological contractor. Electronic copies of any reports generated will be attached to the form.
- 3.44 The involvement of the client and the Senior Archaeologist (Planning Services) at West Sussex County Council will be acknowledged in any report or publication generated by the programme of archaeological work associated with the development.
- 3.45 Copyright of all reports prepared by the archaeological contractor will be retained by the archaeological contractor under the terms of the Copyright, Designs and Patents Act (1988) with all rights reserved, excepting that the archaeological contractor provides an exclusive licence to the client for the use of the reports in all matters relating to the development and to the local planning authority with regard to the provision of planning advice and public awareness of the historic environment.

## Archive

- 3.46 The project archive consists of the records relating to the programme of archaeological work, including written records, photographs, drawings and artefacts. The archaeological contractor will ensure that the archive is fully catalogued, indexed, cross-referenced and checked for consistency.
- 3.47 The artefacts will be prepared in accordance with procedures outlined in relevant standards and guidance documents (*cf.* ClfA 2014b; MGC 1992; UKIC 1984) and any procedures adopted by the recipient museum. The archaeological contractor will ensure that the archive is

- deposited with the recipient museum and that a storage grant is provided in line with the requirements of the recipient museum.
- 3.48 The archaeological contractor will ensure that the recipient museum is given written permission to make reproductions of specific categories of material from the archive for educational or research purposes, with due acknowledgement regarding copyright.
- 3.49 The retained artefacts remain the property of the landowner with the exception of human remains and any artefacts that fall within the remit of the *Treasure Act* 1996. Subject to obtaining written consent from the landowner, the artefacts will be deposited along with the rest of the archive. Arrangements for the finds to be viewed by the landowner will be made on request.
- 3.50 No recovered finds will be discarded without the written consent of the recipient body. Selection and retention policy will be guided by the relevant standards and guidance documents (cf. ClfA 2014c, SMA 1993).
- 3.51 The archaeological contractor will ensure that the archive is copied on microfiche to the standard required by the Historic England Archive and one copy will be deposited with the Historic England Archive.
- 3.52 GIS files will be submitted to the West Sussex HER in an appropriate format (such as ESRI, shapefile or MapInfo Tab). The files will include the areas of investigation and monitoring and will accurately depict archaeological features (where present). These will be accurately tied to the British National Grid using the OSGB36 projected coordinate system.

## General

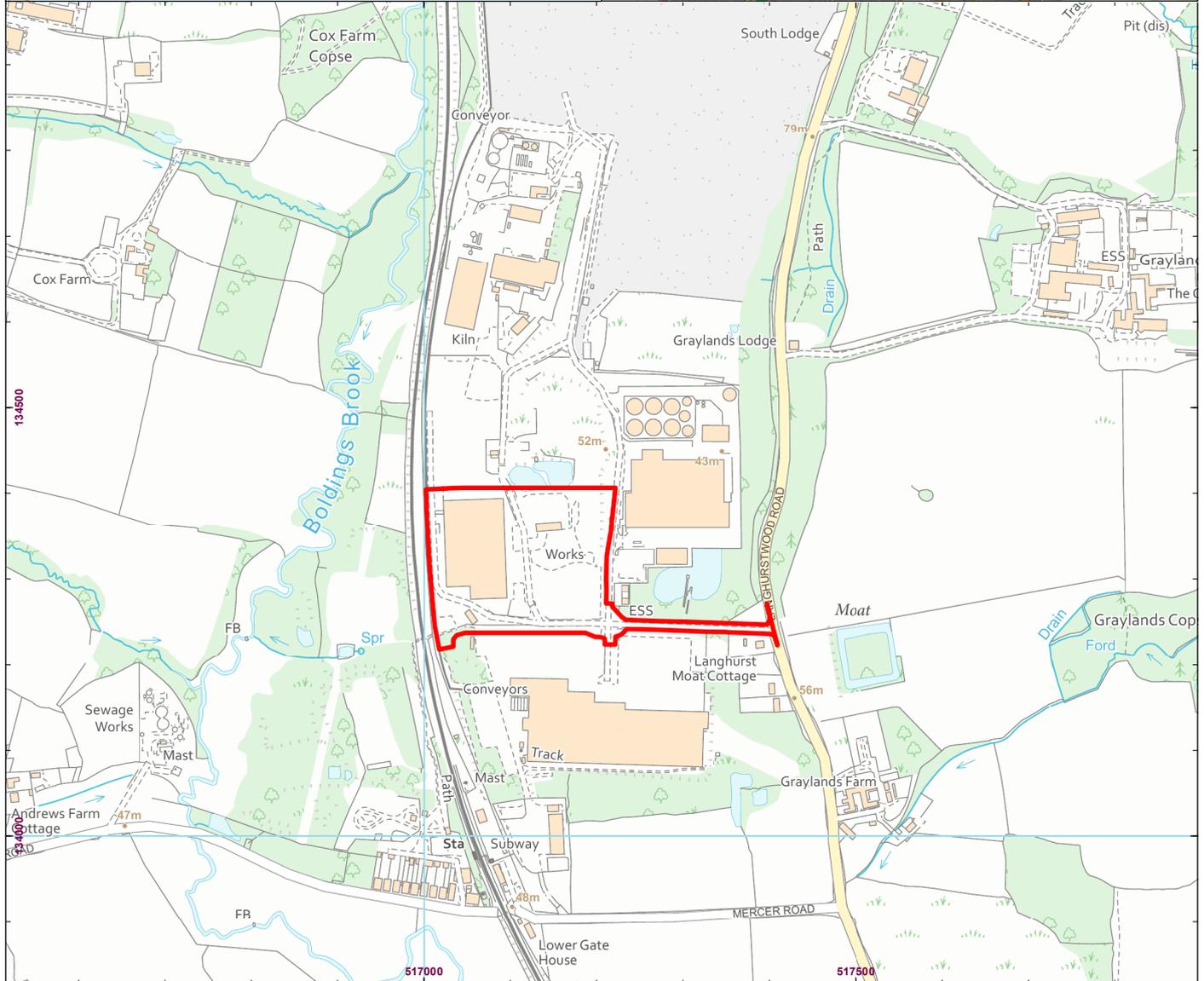
- 3.53 A programme of monitoring of the archaeological investigations in the field shall be agreed in advance between the archaeological contractor, the nominated RPS Archaeological Project Manager and the Senior Archaeologist (Planning Services) at West Sussex County Council. The timing and frequency of each monitoring visit will be agreed in advance with all parties.
- 3.54 Any variation or modification to the assessment methodologies (including the reporting) will be fully discussed in advance and agreed by the archaeological contractor, the nominated RPS Archaeological Project Manager and the Senior Archaeologist (Planning Services) at West Sussex County Council.
- 3.55 The programme of archaeological assessment will be monitored on behalf of the client by Mick Rawlings MCIfA (RPS), who is the primary contact for all archaeological works at the proposed development site (i.e. the nominated RPS Archaeological Project Manager).
- 3.56 Enquiries or releases through the media on archaeological finds and material found during the evaluation will, in the first instance, be directed through the client. Whilst RPS support media coverage on archaeological finds and will be happy to co-ordinate such coverage, it is recommended that relevant information is released after completion of all stages of archaeological fieldwork in order to ensure that the integrity of the resource is maintained.

## 4 REFERENCES AND DOCUMENTS CONSULTED

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## Figures



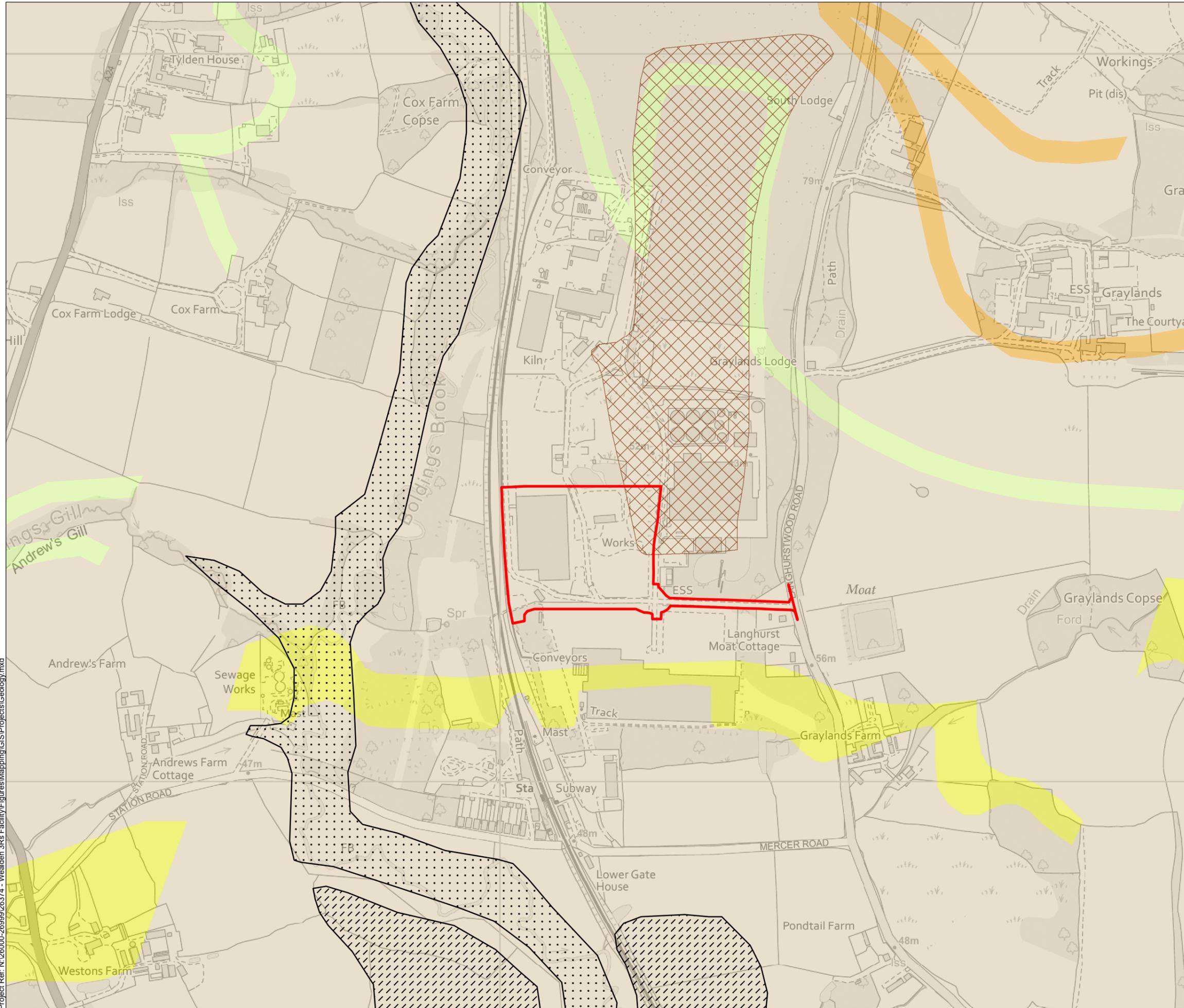
 Site Boundary



0 50 100m  
Scale at A4: 1:7,500



Figure 1  
Site Location



**Legend**

- Site Boundary
- Geology:**
- Artificial**
- WORKED GROUND (UNDIVIDED) - VOID
- Superficial**
- ALLUVIUM - CLAY, SILT, SAND AND GRAVEL
- ARUN TERRACE DEPOSITS, 4 MEMBER - SAND AND GRAVEL
- Bedrock**
- HORSHAM STONE MEMBER - SANDSTONE
- WEALD CLAY FORMATION - LIMESTONE
- WEALD CLAY FORMATION - MUDSTONE
- WEALD CLAY FORMATION - SANDSTONE

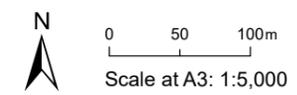
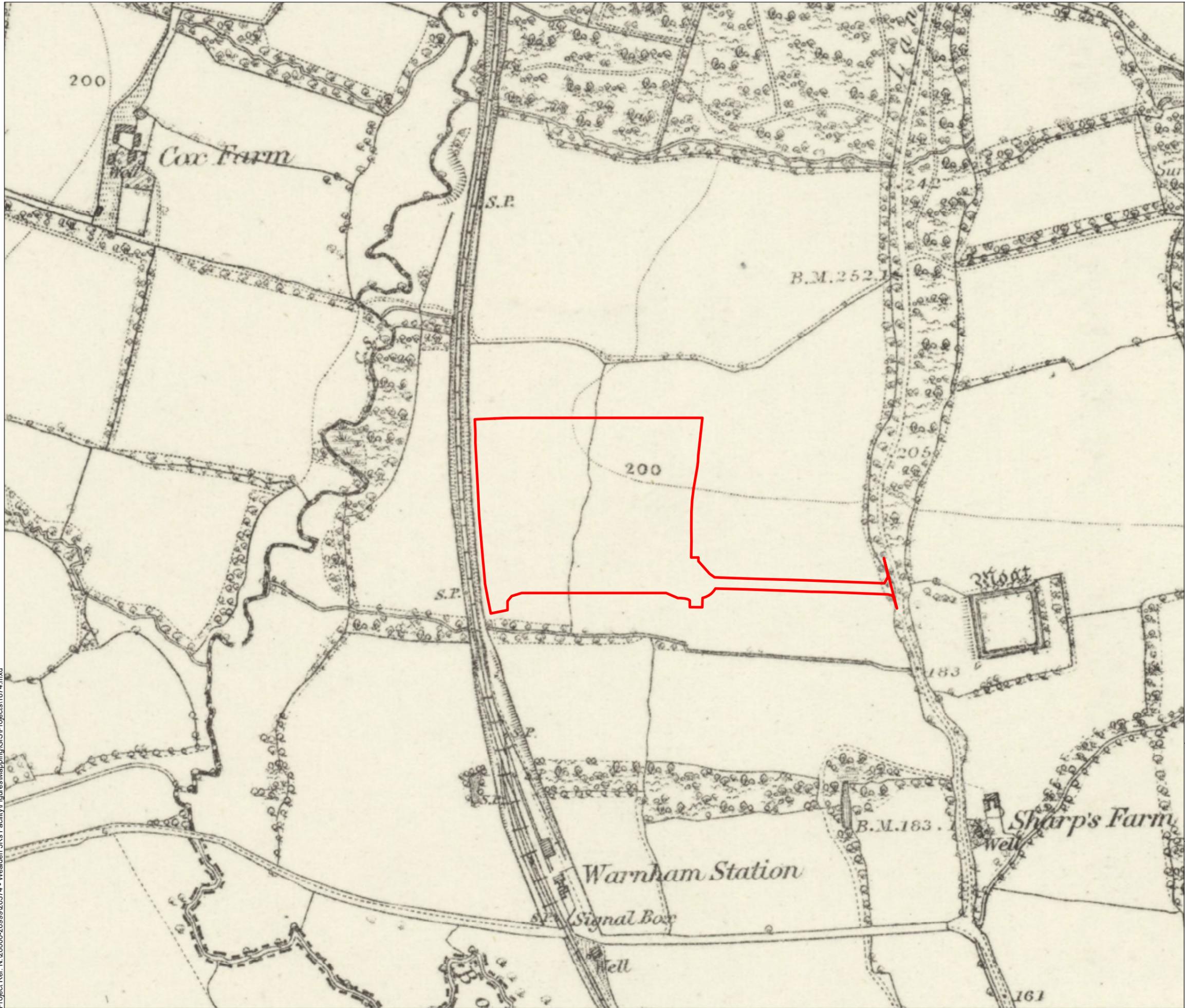


Figure 2  
Geology

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Legend

Site Boundary

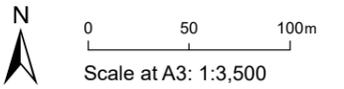
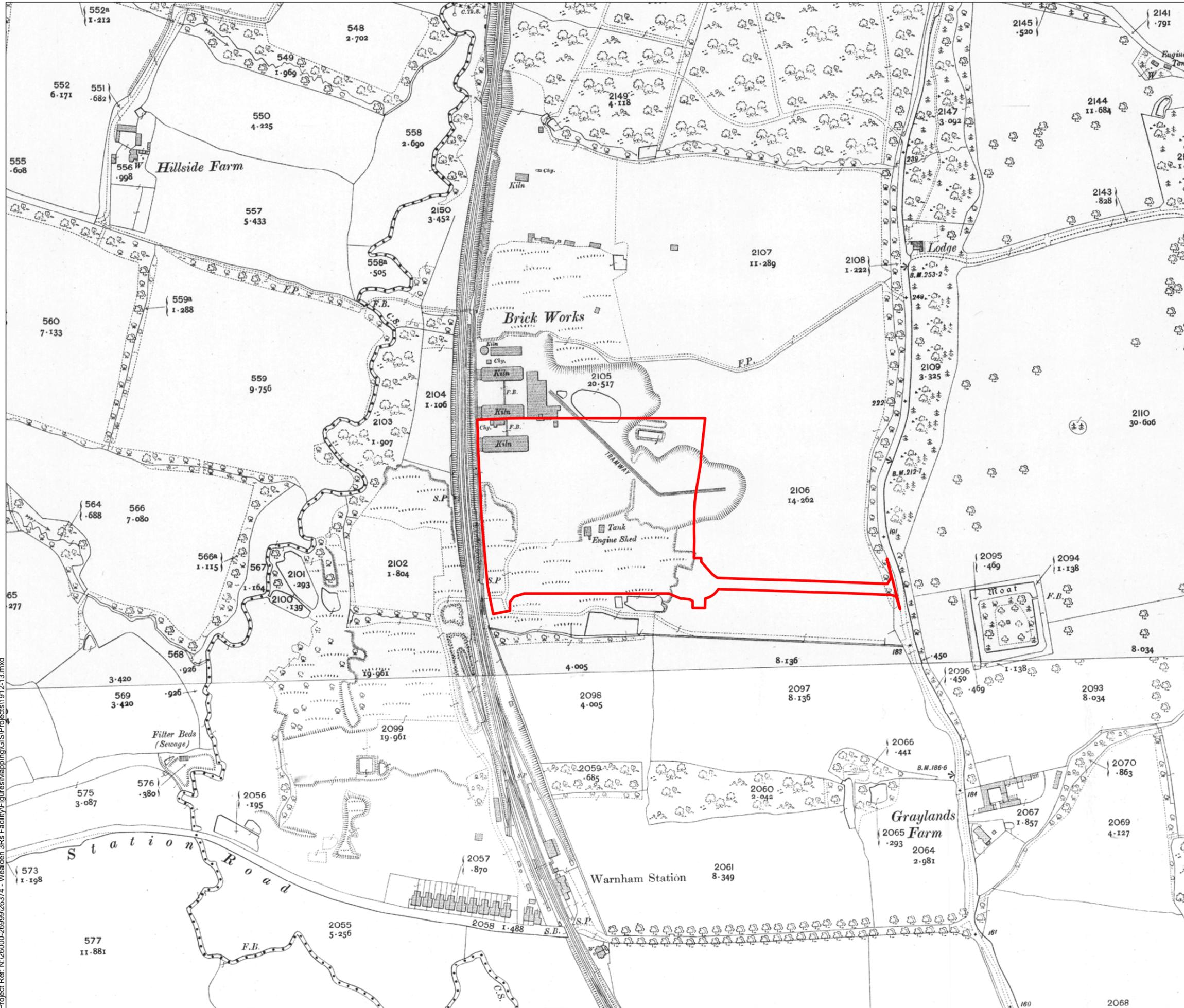


Figure 3

OS 6" map – 1874



Legend

Site Boundary

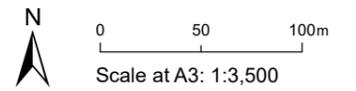
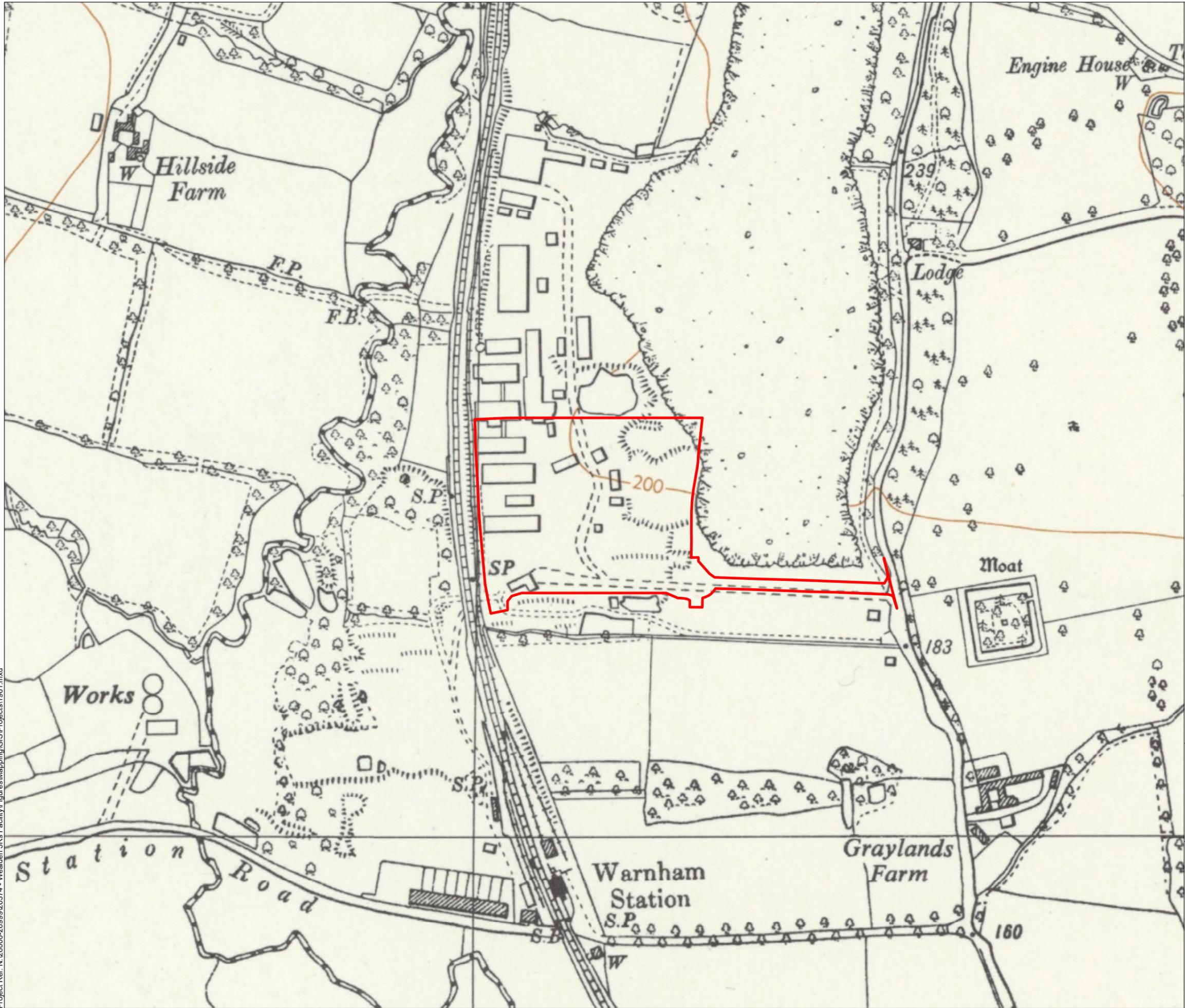


Figure 4  
OS 25" map – 1912-13

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Legend

Site Boundary

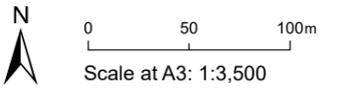


Figure 5  
OS 6" map – 1961