

**Steyne Gardens,
Worthing, West Sussex**

**Written Scheme of Investigation for an
Archaeological Watching Brief**

NGR: 515147 102582

Prepared for JBA Consulting

Planning Ref: AWDM/0968/25

Site Code: SGW25

ASE Project No: 250701

November 2025

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Prepared by:	Pip Stephenson	Senior Archaeologist
Reviewed and approved by:	Darryl Palmer	Senior Project Manager
Date of Issue:	6 th November 2025	

1.0 Introduction

- 1.1 Archaeology South-East (ASE), the contracting division of the Centre for Applied Archaeology, University College London, has been commissioned by Sou JBA Consulting (hereafter 'the client') to prepare a Written Scheme of Investigation for an archaeological watching brief during groundworks associated with the installation of an air pump and pipe work at Steyne Gardens, Worthing, West Sussex (Fig. 1).
- 1.2 The proposed works are located within Steyne Gardens which lies to the rear of the sea front and is bounded by Marine Parade to the South, The Steyne and Steyne Gardens to the west and east, and Brighton Road to the north.
- 1.3 Proposed works to be monitored comprise a trial hole to be dug within a grassed area of the park to check for heritage constraints, notably an air raid shelter thought to be situated within the works area along with other potential buried deposits. Subsequent pipe-trenching will also be monitored.
- 1.4 A planning application has been submitted to Adur and Worthing Councils (AWDM/0968/25). The works are being undertaken in advance of determination.
- 1.5 This document is a Written Scheme of Investigation (WSI) for archaeological monitoring (watching brief) and geoarchaeological monitoring and will be submitted to the client and the Archaeological Advisor to West Sussex County Council in advance of the commencement of the watching brief.
- 1.6 All work will be undertaken in accordance with this document, the ClfA Regulations, Standards and Guidance (ClfA 2020a-b; 2023a-b) and with the *Sussex Archaeological Standards* (2019), hereafter 'the Standards'. All work will be reported upon in line with guidelines set out in Management of Research Projects in the Historic Environment (MoRPHE; Historic England 2015). This document is sufficient to cover all eventualities but it should be noted that a final decision on site as to how to proceed in the event that *significant* remains are revealed in the Watching Brief will be determined in agreement with the Archaeological advisors to West Sussex County Council and Southern Water as appropriate.

2.0 Background

2.2 Topography and Geology

- 2.2.1 Steyne Gardens lies on flattish land to the rear of the sea front. It is a grassed area, bordered by trees. It is situated at between c 6m and 8m aOD¹, rising to the north.
- 2.2.2 The British Geological Survey (BGS 2025) mapping shows the solid geology of the site as the Lewes Nodular Chalk Formation - Chalk. Sedimentary bedrock formed between 93.9 and 86.3 million years ago during the Cretaceous period. The superficial geology is mapped as River Terrace Deposits - Sand, silt and

¹ <https://www.freemaptools.com/elevation-finder.htm> accessed 6th November 2024

clay. Sedimentary superficial deposit formed between 2.588 million years ago and the present during the Quaternary period.

2.3 Archaeological Background

2.1 Introduction

- 2.1.1 This historical and archaeological background has been summarized from documents held in the ASE archive (see ASE 2022). Information regarding potential for remains of a below-ground air raid shelter has been provided by the client.

Designations

- 2.1.2 The site lies within a Conservation Area: Steyne Gardens CA.
- 2.1.2 The site lies within an Archaeological Notification Area (**ANA – Worthing 011 – category Red**) which covers the historic core of Worthing. The area of The Steyne was developed during the early years of the resort, along Warwick Street (partly built-up during the late 18th century) and a series of new north-south streets between this and the seafront (which were mostly set out and built up during the first decade of the 19th century). Steyne Gardens appears on maps from the mid-19th century tithe map onwards.

Prehistoric

- 2.3.1 Significant in-situ Palaeolithic deposits such as those at Boxgrove have been found in Sussex. Elsewhere within Sussex, find spots known to date from the Palaeolithic period comprise a relatively small number of artefacts from geologically disturbed contexts. The area has some geoarchaeological potential in relation to early prehistoric deposition processes, but no confirmed Palaeolithic flintwork has been found in the immediate vicinity.
- 2.3.2 The Mesolithic period, covering the time between the end of the last ice age and the introduction of farming to this country, is most frequently represented by flint scatters rather than settlement sites. No Mesolithic archaeological remains are recorded within the immediate vicinity of the site.
- 2.3.3 The Neolithic period saw the increasing adoption of agriculture and the clearance of woodland for cultivation. There is some evidence from the Neolithic in West Sussex, in the form of flint scatters, causewayed enclosures and barrows, but little evidence of actual settlements. Activity at Northbrook College, Union Place has been attributed a general prehistoric date and may belong to this period or later. It includes a flint scraper found in the overburden over the natural brickearth and a square pit/posthole contained a flint core and two pieces of fire cracked flint.
- 2.3.4 Whilst settlement evidence on the Coastal Plain is still sparse in the Early Bronze Age the Downland is quite densely settled and by the Middle Bronze Age settlement starts to spread from the Downs. Recent years have seen a marked increase in the amount of Bronze Age archaeology found on the Coastal Plain in the form of burial sites, burnt mounds and hoards. Nearby deposits of this date include a natural channel or degraded ditch revealed by

trial trenching at St Paul's church hall which produced prehistoric flint, small quantities of fire-cracked flint and a small assemblage of probable Bronze Age pottery; a late Bronze Age curvilinear ditch at 12 North Street; and several poorly located Bronze Age axeheads, palstaves and a socketed 'celt'.

- 4.6.2 The Iron Age sees a gradual expansion and elaboration of the communities founded in the Bronze Age. By the time of the Roman invasion of AD 43 the region was sufficiently well populated for a Civitas capital to be founded at Chichester. Nearby deposits of this period include a Late Iron Age - Roman linear and gully found at 12 North Street; and two Iron Age coins found on Worthing shore.

Romano-British

- 2.3.5 The arrival of the Romans in AD 43 saw dramatic social and political upheaval in Britain. Whilst Chichester was chosen as the site of the Civitas the Worthing area seems to have been more peripheral. A villa is suspected to lie to the north-west of the Site in a separate ANA north of Ambrose Place (**ANA – Worthing 012**). Roman period ditches have also been identified at 12 North Street and on the site of Barclay's Bank. Pottery has been recovered from various locations north and west of the site.

Early Medieval and Medieval

- 2.3.6 West Sussex was on the front line of the Saxon invasion in the 5th Century. The densest Early Saxon settlement in West Sussex, as identified by the cemeteries, is to the east of the Arun, with a greater concentration between the Ouse and Cuckmere rivers. The Later Saxon period saw the establishment of a settlement pattern which has survived to the present day, comprising both nucleated settlements focused around churches and isolated rural farmsteads. The villages of Worthing, West Tarring and Broadwater, which went on to form the modern town, all have their origins in the Anglo-Saxon period. All three are mentioned in the Domesday Book. The earliest known focal point for the original village/town of Worthing appears to lie in the High/North Street area of the town (Smail 1949, 17), immediately north of the site.
- 2.3.7 It is probable that the Worthing area was occupied by a number of nucleated settlements (hamlets/villages) during the medieval period some of which had earlier origins. The earliest maps of the 16th century (e.g. Saxton's Map of 1575) show Broadwater, Tarring, Heene, Goring, Ferring, Angmering and Sompting. At this time Worthing appears to have been a second order settlement (Smail 1949, 13). However, HER entries indicate that the medieval focus of activity lay in the enclave around the High Street/North Street area, although pottery has also been recovered from a location further west.
- 2.3.8 The core of the village of Worthing as indicated by historical mapping dating from the later 18th century is along North Street. Inspection of these maps indicates the site lies immediately south of the main village. In the late 18th century, the Yeakell & Gardener map suggests that the majority of the site was probably within undeveloped land, although early properties may have occupied the north end of the later gardens. By the date of the tithe map, the park had been created, known as *Steyne Lawn*.

- 2.3.9 Several installations dating to WWII are recorded within c 1km of the site including Anti-Tank Block – Cubes, the Site of a World War II Emergency Water Supply Tank, Worthing, the Site of a Line of Anti-Tank Blocks along the seafront, and Sites of four WWII pillboxes. No record to date has been found regarding the proposed air raid shelter within the site, from readily available sources.
- 2.3.10 Aerial photography (Google Earth) indicates that the north of the site has been in seasonal use as the location of an ice rink. Underground impacts relating to this use are not known.

3.0 Watching Brief Aims and Objectives

- 3.1 In general, the aim of the watching brief is to record, interpret and report on any archaeological remains exposed during the groundworks associated with this development (including artefacts or ecofacts of archaeological interest) to appropriate archaeological standards.
- 3.2 The watching brief will also assess the past impacts on the site and pay particular attention to the character, height/depth below ground level, condition, date and significance of the deposits.
- 3.3 The available information suggests there may be remains of a WW2 air raid shelter preserved below ground level. The watching brief will aim to:
- confirm the presence/absence of deposits relating to the purported air raid shelter;
 - determine the state and extent of preservation (as far as is practicable within the constraints of the project); and
 - determine the presence of any predating deposits, notably evidence of the early occupation of the historic town core.
- 3.4 The watching brief has the potential to contribute to the following research objectives as defined in the South-East Research Framework (SERF):
- The incidence of Anglo-Saxon origin of many rural settlements along with the impact (if any) of Norman conquest (for example: any archaeological evidence of associated destruction, including along routeways?) [SERF Medieval, 40]
 - There is a need for study of the ways in which towns expanded outwards, particularly in the 19th century; the effect on their layout (markets, zoning of inhabitants etc.) and building types involved [Serf post-medieval, 55]
 - Establish the chronology and pattern of the civil defence infrastructure (WWII) [SERF Defence, 44]

5.0 METHODOLOGY

- 5.1 Any intrusive ground works associated with the development including the initial trial hole and the planned pipeline works as shown in Figures 1 and 2. will be carried out in the presence of an archaeologist.
- 5.2 All hand and mechanical excavation and plant movement carried out by the groundwork contractor must be undertaken with due regard for the potential to encounter archaeological remains. **Any machine used for removal of material above undisturbed natural geology will be fitted with a toothless bucket of appropriate width.**
- 5.3 Where excavation reveals significant archaeological features, machine or hand excavation by contractor's staff will cease. The features will then be hand excavated and recorded to archaeological standards by the archaeologist(s) in attendance. Excavations will be hand cleaned by archaeologists as necessary

to clarify the presence/absence and nature of any features. Adequate time will be made available for appropriate archaeological excavation by hand to identify and record the remains as far as possible within the limits of the works in order to extract archaeological and environmental information, should this prove necessary.

- 5.4 The Archaeological Advisor to West Sussex County Council will be kept informed of progress so that she may monitor the archaeological work. Any variation to the scale and scope of the watching brief defined in this document will be agreed in writing (email) with the client and Archaeological Advisor to West Sussex County Council. A final decision on site as to how to proceed in the event that significant remains are revealed during the Watching Brief will be determined in agreement with the Archaeological Advisor to West Sussex County Council, Local Planning Authority and the client. SE will communicate to all relevant parties that the archaeological watching brief fieldwork has been completed via email exchange.

6.0 ARTEFACT RECOVERY

- 6.1 Artefacts will be recovered in accordance with Sussex Archaeological Standards and section 3.1 of the ASE Fieldwork Manual (ASE 2021) and / or as specified by the Selection Strategy, Annex x of this document. Retained samples will be bagged in polythene bags according to type and context.
- 6.2 In trenches where worked flint artefacts are recorded, hand cleaning and excavation will be undertaken to determine the context for the flints and the presence of any associated material (in accordance with ClfA Annex E: Standards for excavation and recording of lithics scatters).
- 6.4 The spoil from the excavations will also be inspected by the ASE archaeologist to recover any artefacts or ecofacts of archaeological interest. A metal detector will be used at regular intervals to scan spoil derived from the excavations and at regular intervals during the excavation of archaeological deposits and features.

7.0 TREATMENT OF HUMAN REMAINS AND TREASURE TROVE

- 7.1 Any finds believed to fall potentially 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 Archaeological Advisor to West Sussex County Council will also be informed. A record shall be provided to the Coroner and to the Archaeological Advisor to West Sussex County Council 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).
- 7.2 If human remains are found, work will cease and all necessary statutory provisions followed. The Archaeological Advisor to West Sussex County Council and the client will be informed immediately.

8.0 ENVIRONMENTAL AND OTHER SAMPLING

- 8.1 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, water-logged or cess deposits.
- 8.2 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 all instances deposits with clear intrusive material shall be avoided.
- 8.3 Provision will be made for scientific dating techniques such as archaeomagnetic dating (if deemed appropriate) and/or for obtaining charcoal samples for radiocarbon dating from such archaeological features as structural features (e.g. post holes), hearths, kilns or features that contain good artefactual or ecofactual assemblages.

9.0 RECORDING

- 9.1 All recording will be undertaken in accordance with this document and the Sussex Archaeological Standards (WSCC, ESCC, CDC 2019) unless otherwise agreed in writing by the Archaeological Advisor to West Sussex County Council.
- 9.2 All archaeological features will be recorded according to standard ASE practice. Where practicable, all features will be planned at 1:20 and section/wall elevation drawings will be at 1:10, unless this is impractical in which case an alternative will be agreed with the Archaeological Advisor to West Sussex County Council. Drawings will be on plastic draughting film. Features and deposits will be described on standard pro-forma recording sheets used by ASE. All remains will be levelled with respect to Ordnance Survey datum. A photographic record will be made in digital format, monochrome and colour transparency.
- 9.3 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.

10.0 POST - EXCAVATION TREATMENT OF ARTEFACTS AND ECOFACTS

- 10.1 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.
- 10.2 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). Most ceramic and other building material and burnt flint will be identified, counted, weighed and discarded. Samples will be retained as appropriate. Finds will be bagged in polythene bags according to type and context.
- 10.3 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.
- 10.4 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.
- 10.5 Provision will be made for obtaining samples for radiocarbon dating from such archaeological features as structural features (e.g. post holes), hearths, kilns or features that contain good artefactual or ecofactual assemblages to aid understanding and interpretation of the site.
- 10.7 The majority of finds will be identified by in-house specialists within Archaeology South-East (as listed below). Any external specialists utilised work regularly 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. 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.
- 10.8 The following specialists will be used if necessary and where appropriate:

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

11.0 REPORTING AND ARCHIVE

11.1 In general, the report will present the results the work and will as a minimum standard contain sufficient detail to serve both future research and inform future planning decisions. Reporting will be undertaken in accordance with the guidelines set out in the *Sussex Archaeological Standards*.

11.2 The reporting is to include as a minimum:

11.2.1 An **Abstract** summarising the scope and results of the archaeological fieldwork.

11.2.2 An **Introduction** including:

- the location of the site including National Grid Reference;
- an account of the background and circumstances of the work;
- a description of the development proposals, planning history and planning reference together with the planning condition (where appropriate);
- the scope and date of the fieldwork, the personnel involved and who commissioned it;
- the nature of potential impacts arising from the proposals;

11.2.3 An account of the **Archaeological Background** of the development site including:

- geology, soils and topography;
- any known existing disturbances on the site;
- archaeological and historical background of the site.
- summary of any previous phases of archaeological investigation at the development site;
- any constraints on the archaeological monitoring.

11.2.4 The **Methodology** employed during the fieldwork will be detailed in the report. Any **aims** and **objectives** will be included as will any further objectives identified during the course of the fieldwork. The frequency of monitoring visits, ground works observed and any constraints experienced while carrying out the monitoring will be detailed.

11.2.5 The report will include a quantification of the archive contents, their state and future location.

11.2.6 A description of the **Results** of the archaeological fieldwork. This description will include for each area observed:

- the dimensions of the area observed;
- the nature and depth of overburden soils encountered;
- description of all archaeological features and finds encountered in each area observed, their dimensions, states of preservation and interpretation;
- a description of the geological subsoil encountered across the site;
- heights related to Ordnance Datum (where practicable) will be provided for each feature and deposit.
- for complex remains a Harris Matrix diagram will be provided.

11.2.7 The **Finds** recovered during the course of the fieldwork will be described, quantified and assessed by artefact type within the report. The report will also provide an indication of the potential of each category of artefact for further analysis and research. For each category of artefact the report will describe the method of processing, any sub-sampling, conservation and assessment undertaken. Where appropriate, local reference collections will be referred to for descriptive and analytical consistency. Any implications for future archive, conservation or discard of the artefacts will also be detailed.

11.2.8 The report will include a table showing the contexts, classes and quantity of artefacts recovered, together with their date and interpretation.

11.2.9 The report will include an assessment of the **Environmental** potential of the site. Details will be provided of any environmental sampling undertaken in connection with the fieldwork and the results of any processing and assessment of the samples. The report will describe the method of processing, any sub-sampling and assessment. Any potential for future analysis of the samples or environmental remains recovered from the fieldwork will be described. Implications for future archive, conservation or discard of environmental samples or remains will be detailed.

11.2.10 The report will include, as appropriate, tables summarising environmental

samples taken, together with the results of processing and assessment.

11.2.11 Any results from the fieldwork involving the application of archaeological scientific techniques e.g. specialist dating will be included in the report.

11.2.12 An **Interpretation** and **Discussion** of the archaeology of the site, including its location, extent, date, condition, significance and importance. This will include, even if no archaeology is identified as present on the site, description of areas of disturbance, non-archaeological deposits and changes in geological subsoil where appropriate.

11.2.13 A **Conclusion** with a summary of the archaeological results and how any archaeology observed relates to the development site. The effects of the development works on the archaeological remains will also be described. The report will highlight any areas of significant archaeological deposits that remain preserved within the development site. Particular note shall be made of any variations in the depth of overburden covering any archaeological deposits revealed.

11.2.14 The report will include comments on the effectiveness of the methodology employed and the confidence of the results and interpretation.

11.3 Figures / illustrations – The report shall include sufficient illustrations to support descriptions and interpretations within the report text. Figures will be fully cross-referenced within the document text. As a minimum the report shall include the following figures:

- a site location plan tied into the Ordnance Survey at 1:1250 or in the case of larger sites at 1:2500. The plan will also include at least two National Grid points and show the site boundary;
- a plan at 1:100 or 1:200 showing the layout of the development groundworks clearly indicating the areas observed. The plan will show significant archaeological features, coloured by phases or period as related to the development site. Where possible, projection of archaeological features outside of the areas observed shall be included on the plan. This plan will also include two National grid points;
- plans of the features revealed in each of the excavation areas at a larger scale e.g. 1:20 or 1:50; such plans will also illustrate areas of disturbance, change in subsoil and location of sections; The location of significant finds and samples taken will also be indicated;
- relevant section drawings and soil trench profiles as appropriate;
- illustrations and/or photographs of significant finds shall be included where appropriate.

11.4 All report illustrations will be fully captioned and scale drawings will include a bar scale. Standard archaeological drawing conventions shall be used. Plan and section illustrations will include the numbers of all contexts illustrated. North will be included on all plans and shall be consistent. Sections will indicate the orientation and the Ordnance Survey height of the section datum.

- 11.5 Black & White or Colour photographs shall be included where appropriate to illustrate the archaeology of the site, the development operations or the range of soil profiles encountered. All photographs shall be appropriately captioned.
- 11.6 Following internal review a draft report will be submitted to the client for approval. Once any necessary changes have been made, the approved final report will be submitted to the client for onward submission to the LPA and their advisor, the Archaeological Advisor to West Sussex County Council. A short summary of the report may be prepared for the relevant local archaeological journal, in this instance the Sussex Archaeological Collections.
- 11.7 A further digital copy of the report (including plans, illustrations and photographs) will be supplied to the WSCC Historic Environment Record on CD-ROM/by email in PDF(A) format and will include GIS Shapefiles if appropriate.
- 11.8 Permission will be sought to deposit the written and drawn archive with Brighton Museums for long term curation upon completion of the fieldwork. Temporary storage of the archive will be at ASE offices and/or storage facility.

12.0 PREPARATION AND DEPOSITION OF THE FINDS AND ARCHIVE

- 12.1 The site archive will be assembled in accordance with the guidelines set out in English Heritage's Management of Archaeological Projects 2 and in accordance with the guidelines set out in: 'Archaeological Archives. A guide to best practice' (AAF 2011); 'A Standard and Guide to best practice for Archaeological Archiving in Europe' (EAC 2013); and 'Standards in the Museum Care of Archaeological Collections' (SMA 2020).
- 12.2 Upon completion of the fieldwork an OASIS (Online Access to the Index of Archaeological Investigations) form will be completed. A print-out of the form will be included as an appendix to the final report.

13.0 HEALTH AND SAFETY

- 13.1 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 prior to the commencement of work and all relevant health and safety regulations will be adhered to.

14.0 GENERAL

- 14.1 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 and the CIfA Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology.

References and further reading

ASE 2022 10 – 20 Marine Place, Worthing, West Sussex, Archaeological Desk Based Assessment, ASE Report 2022318

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

ClfA, 2020b *Code of Conduct (revised)*. Chartered Institute for Archaeologists

ClfA 2023a *Standard for archaeological monitoring and recording*

ClfA 2023b *Universal guidance for archaeological monitoring and recording*

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South East Research Framework (SERF)

<https://www.kent.gov.uk/leisure-and-community/history-and-heritage/south-east-research-framework>
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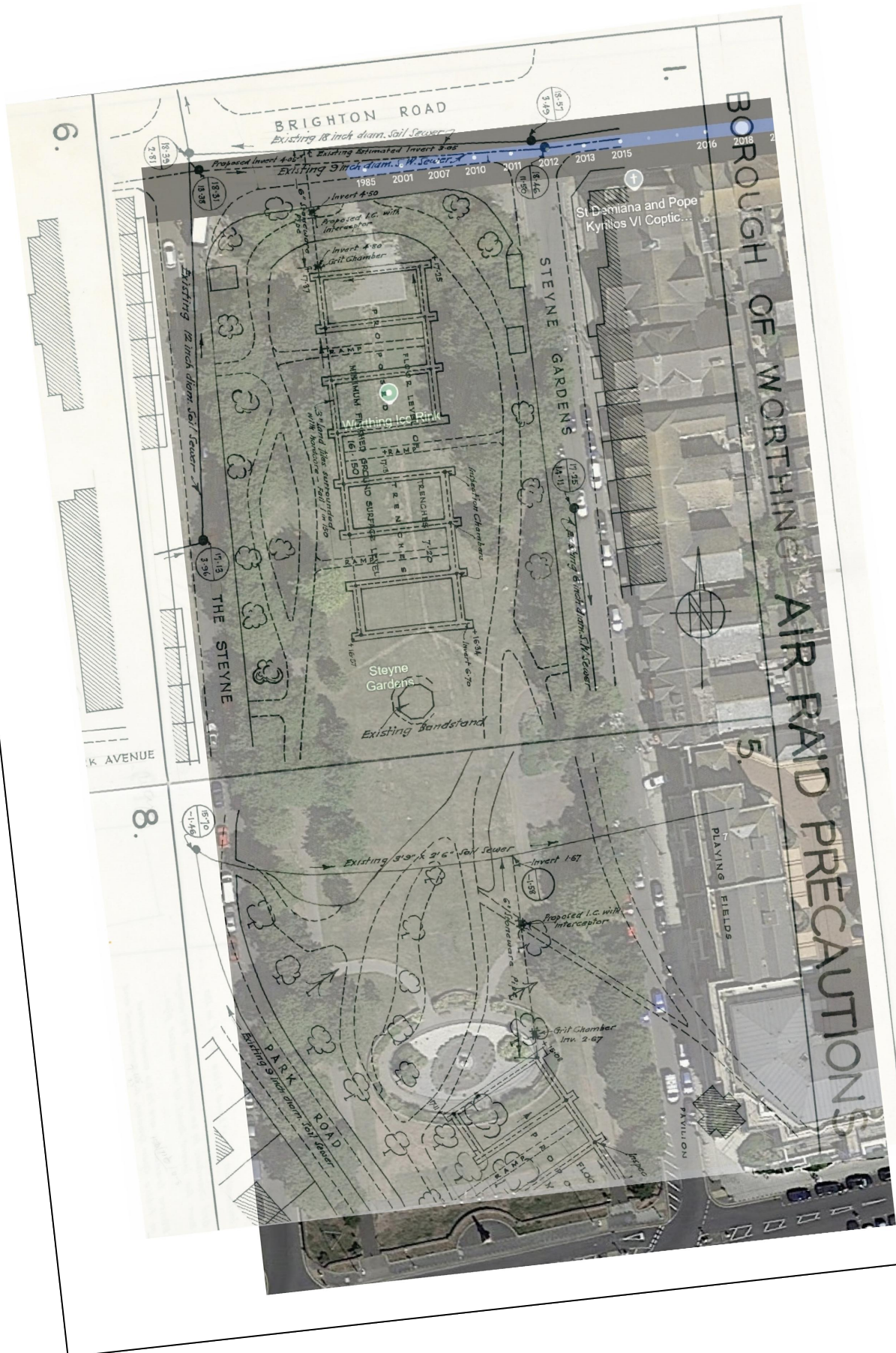
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APPENDIX 1: Scheme Design



© Archaeology South-East		Steyne Gardens, Worthing, West Sussex	Fig. 1
Project Ref: 250701	Nov 2025	Site Location	
Report Ref: WSI	Drawn by: APL		



0 20m

© Archaeology South-East

Steyne Gardens, Worthing, West Sussex

Project Ref: 250701

Nov 2025

Report Ref: WSI

Drawn by: APL

Air Raid Shelter Location

Fig. 3

Steyne Gardens, Worthing, East Sussex

SITE CODE: SGW25

06/11/2025 VERSION 1

A Data Management Plan created using DMPonline

Creator: Nicola Elphick

Affiliation: Archaeology South-East

Template: Digital Curation Centre

Last modified: 06-11-2025

Project abstract

The proposed works are located within Steyne Gardens which lies to the rear of the sea front and is bounded by Marine Parade to the South, The Steyne and Steyne Gardens to the west and east, and Brighton Road to the north. The Proposed works to be monitored comprise a trial hole to be dug within a grassed area of the park to check for heritage constraints, notably an air raid shelter thought to be situated within the works area along with other potential buried deposits. Subsequent pipe-trenching will also be monitored.

Dataset Repository: Worthing Museum & Art Gallery

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 management 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 collaborator that will be creating or need access to the data will have their own log in. Digital images will be captured and stored onto an external device and these images will be uploaded onto the server 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 digital 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 institutions 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 responsible for metadata production, data archiving and sharing.

What resources will you require to deliver your plan?

Additional funds may be required for the deposition of the dataset to the repository.

This data management plan has been created using current best practice guidelines for digital data:

ADS (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>

Steyne Gardens, Worthing, East Sussex
Sitecode SGW25 (ASE project number 250702)

06/11/2025 Version 1

Selection Strategy

Project Information

Project Management

Project Manager	Leonie Pett	
Archaeological Archive Manager	Nicola Elphick	
Organisation	Archaeology South-East	
Stakeholders		Date Contacted
Collecting Institution(s)	Worthing Museum & Art Gallery	xxxx
Project Lead / Project Assurance	West Sussex County Archaeologist <i>Planning Archaeologist</i>	xxxx
Landowner / Developer		
Other	JBA Consulting	xxxx

Resources Required

Context

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

The proposed works are located within Steyne Gardens which lies to the rear of the sea front and is bounded by Marine Parade to the South, The Steyne and Steyne Gardens to the west and east, and Brighton Road to the north. The Proposed works to be monitored comprise a trial hole to be dug within a grassed area of the park to check for heritage constraints, notably an air raid shelter thought to be situated within the works area along with other potential buried deposits. Subsequent pipe-trenching will also be monitored.

Specific aims: 1/identification of a purported WWII Air Raid Shelter, may impact standard collections policy for 20th century deposits. To be reviewed as project progresses.

Standards and Guidance

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

1 – Digital Data

Stakeholders

Archaeological Archive Manager, Project Manager and Site Supervisor (ASE)
Planning Archaeologist, Collections Curator, JBA Consulting

Selection and De-Selected Digital Data

Detailed in attached Data Management Plan (DMP)

Amendments

Date	Amendment	Rationale	Stakeholders

2 – Documents

Stakeholders

Archaeological Archive Manager, Project Manager and Site Supervisor (ASE)
Curator, Collections Curator, JBA Consulting

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 (Leonie Pett, 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 (West Sussex County Archaeologist) and Collections Curator (Worthing Museum & Art Gallery) 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 Worthing Museum & Art Gallery. 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). Particular attention will be paid to WWII deposits that might relate to use of Air Raid Shelter. 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; ClfA 2014a; ClfA 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	Specialist, Collections Curator, Archaeological	During fieldwork, processing &

	presumption for deselection of majority if of low significance	Archive Manager, Planning Archaeologist	recording
FIRE CLAY/DAUB	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
METALWORKING WASTE	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
BULK METAL	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
GLASS	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
FIRE 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
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Stakeholders

The Project Manager (Leonie Pett, 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 (West Sussex County Archaeologist) and Collections Curator (Worthing Museum & Art Gallery) 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 Worthing Museum & Art Gallery 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, Planning Archaeologist	During fieldwork, processing & recording

Uncollected Material

All Registered Finds will be collected in full.

De-Selected Material

Registered Finds will be generally be retained for archive.

Review Points

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

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type

ENVIRONMENTAL REMAINS

Section 3.

2

Stakeholders

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

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

The Planning Archaeologist and Collections Curator (Worthing Museum & Art Gallery) will approve retention/deselection recommendations.

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

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

Selection

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

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

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

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

Uncollected Material

De-Selected Material

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

Review Points

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

Amendments

Date	Amendment	Rationale	Stakeholders

4 – References

- Advisory Panel on the Archaeology of Burials in England (APABE), 2017 *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England*
- Archaeological Ceramic Building Materials Group (ACBMG), 2002 *Ceramic Building Material Minimum Standards for Recovery, Curation, Analysis and Publication*
- ASE, 2021 *Fieldwork Manual: Excavation and Recording Guidelines*
- Baker, P, and Worley, F, 2019 *Animal Bones and Archaeology: Recovery to archive.*
- Barclay, A, Knight, D, Booth, P, Evans, J, Brown, D H, and Wood, I, 2016 *A Standard for Pottery Studies in Archaeology*
- Brown, D H, 2011 *Archaeological 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)

