border archaeology

Written Scheme of Investigation for Archaeological Field Evaluation



Nos 26-28 East Street [BN43 5ZN] and Nos 3, 5, 7 and 9 New Road [BN43 6RA] Shoreham-by-Sea

On behalf of

St Mary's View Developments Ltd

April 2024

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archaeology & built heritage
working throughout the UK

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Cover: View looking northeast towards Nos 26-28 East Street, Shoreham-by-Sea

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Contents:

1 Introduction 1
2 Site Description 1
2.1 Soils & Geology 1
3 Project Aim 5
4 Summary Historical & Archaeological Background 5
5 Methodology 8
5.1 Site Specific 9
5.2 Recording 11
5.3 Recovery, processing & curation of artefactual data 12
5.3.1 Conservation requirements 12
5.3.2 Treasure 13
5.4 Recovery & Assessment of Palaeoenvironmental/Palaeoeconomic Data 13
5.4.1 Other environmental sampling 14
5.4.2 Waterlogged wood 14
5.4.3 Sampling for scientific purposes 14
5.4.4 Building materials 14
5.4.5 Geoarchaeology 15
5.5 Human Remains 15
6 Archive Preparation 16
6.1 Selection, retention and dispersal 17
6.2 Deposition 17
6.3 Data Management Plan 17
7 Reporting 18
8 Staffing and Timescales 18
9 Border Archaeology Operating Standards & Arrangements 19
10 Monitoring 19
11 Copyright 19
12 References 19
13 Appendix: Border Archaeology Digital Data Management Plan (DMP) v.3.3 23
13.1 Data Collection 23
13.1.1 What data will you collect and create? How will the data be collected or created? 23
13.1.2 Where will the working project archive be stored? 23
13.1.3 File naming conventions 23
13.1.4 Quality assurance 24

13.2 Section 3: Documentation and Metadata 24
13.2.1 What documentation and metadata will accompany the data? 24
13.2.2 Post Fieldwork Summary 24
13.3 Ethics and Legal Compliance 25
13.3.1 How will you manage and Ethical, Copyright and Intellectual Property Rights (IPS) Issues? 25
13.4 Storage and Backup 25
13.4.1 How will the data be stored, accessed, and backed up during the research? 25
13.4.2 Organisational Server 25
13.5 Selection and Preservation 25
13.5.1 What should be retained, shared and/or preserved? 25
13.5.2 What is the long-term preservation plan for the dataset? 26
13.5.3 Have you contacted the data repository? 27
13.5.4 Have the costs of archiving been fully considered? 27
13.6 Data Sharing and Accessibility 27
13.6.1 How will you share the data and make it accessible? 27
13.6.2 Any restrictions of data sharing required? 27
13.7 Responsibilities 28
13.7.1 Who will be responsible for data management? 28

1 Introduction

Border Archaeology Ltd (BA) has been instructed by Guy Mayo of St Mary's View Developments Ltd to undertake a programme of Archaeological Field Evaluation (AFE) with respect to proposed partial redevelopment and alterations at Nos 26-28 East Street [BN43 5ZN] and Nos 3, 5, 7 & 9 New Road [BN43 6RA] Shoreham-by-Sea (Adur & Worthing Councils planning No. AWDM/1419/23), to include:

- Conversion of the former bank premises and flat to form three houses.
- Replacement of garage and outbuildings to N of bank with shop and maisonette.
- Partial demolition of Nos 7/9 New Road with first floor extension to form a one-bed flat, retaining ground floor commercial premises and shopfront.
- Alterations and rear extension of No 3 New Road to form a three-bed house with garden.

This Written Scheme of Investigation (WSI) has been compiled in accordance with Annex B of *Sussex Archaeological Standards* (2019) and is for submission to Mark Baister BA MCI*f*A Historic Environment Consultant (HEC) Place Services as an appropriate methodology for the proposed programme of work.

2 Site Description

The proposal site is currently occupied by Nos 26-28 East Street, a garage lean-to off No 29 East Street, Nos 3-9 (odd) New Road and a parking court off New Road with associated garages and is within the Shoreham-by-Sea Conservation Area (CA) and the Archaeological Notification Area (ANA) (Medieval Core of Shoreham). The site lies opposite the Church of St Mary de Haura, a Grade I Listed Building (List entry no. 1192780) (NGR TQ 21623 05126) comprising the remains of c 1130 comprising the nave, transystal chapels and first stage of the tower, the remainder of the church being post-c 1170.

New Street runs to the S of the site and East Street to the W. All buildings within the area of the site, with the exception of the garages, are identified as making a positive contribution to the townscape, namely, 1/ Chantry House (Nos 26-28 East Street), a building of c.18th century construction with three sets of two-storey bay windows, 2/ No 3, New Road, a building of c.19th century construction and 3/ Nos 7-9, New Road, a building of c. early-20th century, which possesses a green tiled shopfront with cut-glass sash windows.

2.1 Soils & Geology

The British Geological Survey (BGS) identifies the solid geology underlying the site as Newhaven Chalk Formation, a sedimentary bedrock formed between 86.3 and 72.1 million years ago during the Cretaceous period. The BGS identifies the superficial geology as comprising Head deposits of clay, silt, sand and gravel, a sedimentary superficial deposit formed between 2.588 million years ago and the present, during the Quaternary period (BGS 2023).

Numerous boreholes have been drilled within a c.250m radius of the site, particularly along the course of the River Adur although none of these are situated in especially close proximity to the site itself. The nearest recorded borehole is located about 230m E of the site at the junction of New Road and Surrey Street, which recorded the following sequence of deposits, as follows:

- 0-2.13m, Stiff brown, friable sandy clay.
- 2.13-4.57m, Brown, clay bound gravel with nodules of chalk.
- 4.57-7.62m, A medium hard compacted white matrix of putty chalk with pieces of rock.
- 7.62-15.47m, A hard white matrix of putty chalk with pieces of rock was recorded (BGS 2023).

The results of an archaeological watching brief on land to the rear of Nos. 32-34 High Street (approximately 160-170m SW of the proposal site) revealed underlying natural geology, consisting of gravel Head deposits and brickearth (GP1), recorded at varying depths between 5.29m AOD in the northwest corner of the site (Trench 2) and extending to 4.96m AOD in the SE corner (Trench 1). The ground surface across the site was recorded as lying at 6.00m AOD, which indicates that natural was encountered at between 0.71-1.04m bgl (Hart 2012).

A geoarchaeological deposit model of the (tidal area of the) River Adur noted that peat deposits were rare in the upper valley and absent from the lower valley wherein the site is located. It was concluded that the modelling exercise had demonstrated a thick sequence of Holocene deposits overlying potentially Pleistocene clay, sands and gravels, with potential to yield important data relating to the Late Glacial to early Holocene periods (Krawiec 2017).

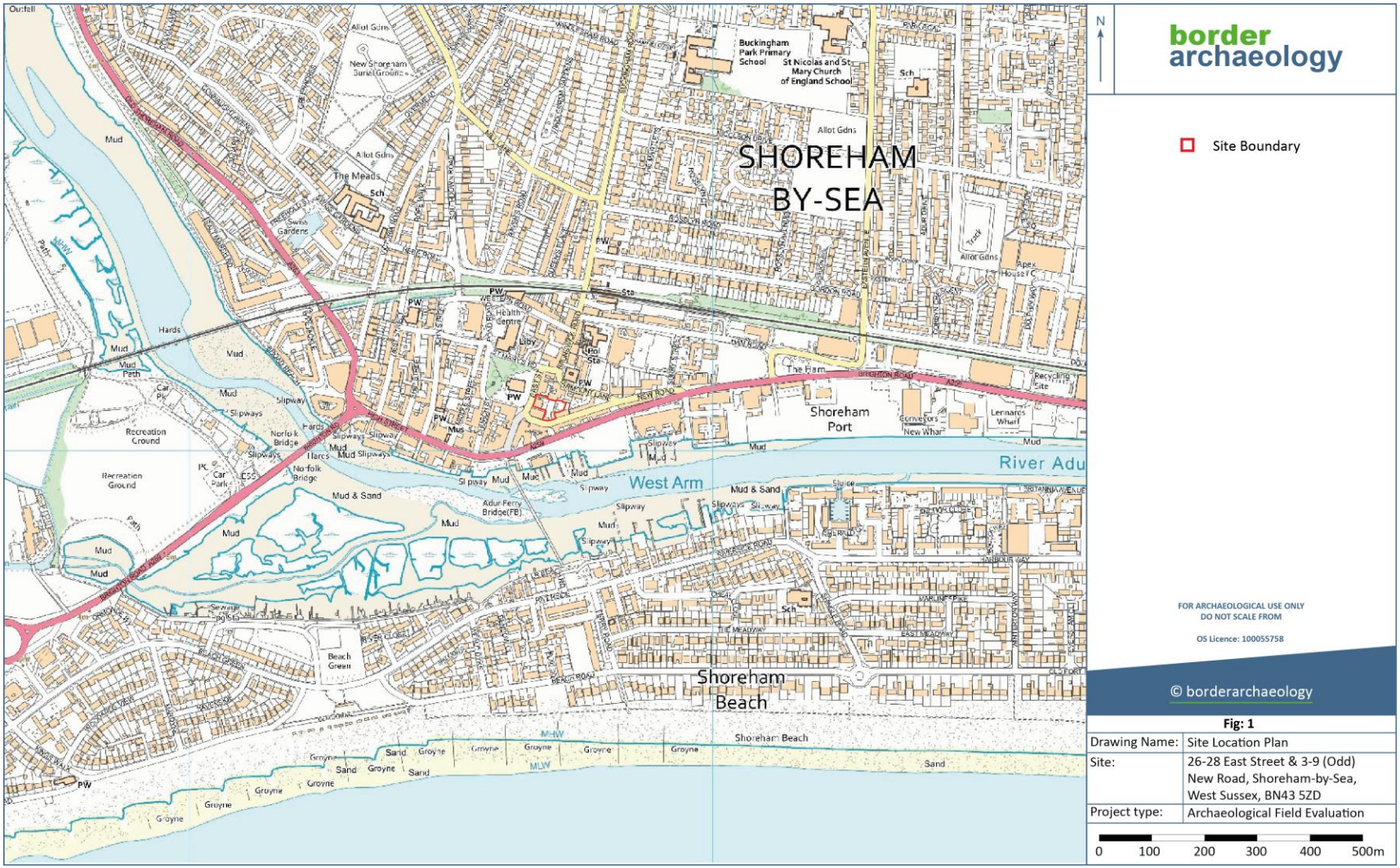
SHOREHAM
BY-SEA
Shoreham
Port
Shoreham
Beach
West Arm
River Adu
Buckingham Park Primary School
St Nicolas and St Mary Church of England School
Site Boundary
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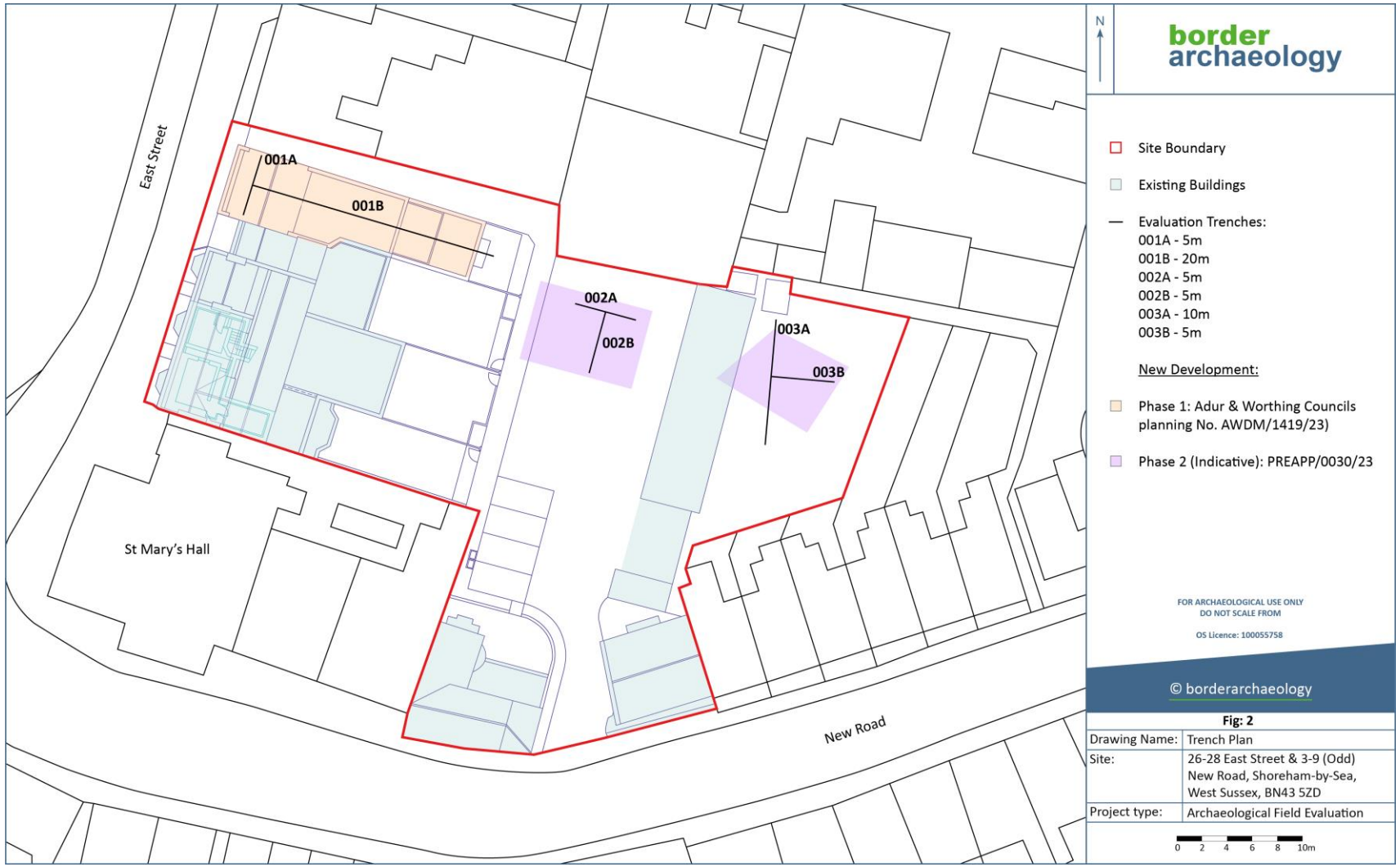
Fig: 1
Drawing Name: Site Location Plan
Site: 26-28 East Street & 3-9 (Odd) New Road, Shoreham-by-Sea, West Sussex, BN43 5ZD
Project type: Archaeological Field Evaluation
0 100 200 300 400 500m


East Street
001A
001B
002A
002B
003A
003B
St Mary's Hall
New Road
N
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Site Boundary
Existing Buildings
Evaluation Trenches:
001A - 5m
001B - 20m
002A - 5m
002B - 5m
003A - 10m
003B - 5m
New Development:
Phase 1: Adur & Worthing Councils planning No. AWDM/1419/23)
Phase 2 (Indicative): PREAPP/0030/23
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Fig: 2
Drawing Name: Trench Plan
Site: 26-28 East Street & 3-9 (Odd) New Road, Shoreham-by-Sea, West Sussex, BN43 5ZD
Project type: Archaeological Field Evaluation
0 2 4 6 8 10m

3 Project Aim

An adequate representative sample of all areas subject to development will be studied and attention given to sites and remains of all periods (including evidence of past environments). Specifically, the evaluation will seek to:

- Ascertain the extent, depth below ground surface, depth of deposit, character, date, significance, and condition of any archaeological remains on site.
- Establish the extent to which previous development and/or other processes have affected archaeological deposits at the site.
- Establish the likely impact on archaeological deposits of the proposed development.
- Inform a further programme of mitigation, should such be required.

Where possible, the results will be integrated into the wider historic and archaeological context of the landscape and address, where applicable, specific research themes identified in the *South East Research Framework* (SERF; https://www.kent.gov.uk/leisure-and-community/history-and-heritage/south-east-research-framework).

4 Summary Historical & Archaeological Background

BA compiled an archaeological desk-based assessment (ADBA) in 2023 based on a search of the records held by the West Sussex Historic Environment Record (HER) on the known cultural heritage features within a 500m radius (the study area) (BA 2023b). Analyses of the information available, which included historical sources and records of archaeological work carried out in the vicinity of the specific study area, and discussion of its implications regarding the nature and significance of the archaeological resource within the site and potential impact on archaeological features and deposits have informed this WSI. The following summarises the results of the ADBA.

The place-name Shoreham is of Anglo-Saxon origin a derivation of the Old English elements *scora* presumably a reference to the local steep slope of the downland plus *ham* (Mawer & Stenton 1929-30, 246-7). The proposal site lies in the E side of East Street and within the Norman planned town and port of New Shoreham. A post-Conquest settlement was established at the mouth of the River Adur by William de Braose, lord of Bramber, in the late 11th century, superseding the earlier port of Old Shoreham located further upstream (Harris 2009, 15). New Shoreham is first recorded in 1151, later 13th century records referring to it as 'Nova Sorham' or 'Nywe Shorham'.

Much of the street grid laid out for the Norman planned town has survived, including the alignment of East Street. Documentary sources attest to the thriving medieval port that prospered during the 12th and 13th centuries and charters permitting the town to hold markets and fairs were granted in 1202, 1230 and in 1279. By 1287-90, New Shoreham appears to have been the leading port in Sussex for the export of wool but decline appears to have set in by the early 14th century and much of the town was apparently in ruin by 1368 (Elrington 1980, 142).

Decline may be attributable to purely economic causes as trade with Normandy slowed markedly during the wars with France. Attendant causes may include French/Spanish raids on the port or environmental factors, the harbour entrance at the mouth of the Adur having apparently silted up by 1368 and the eastern and southern parts of the town succumbed to the sea in 1348 and the early 1400s, respectively (Elrington 1980, 146; Harris 2009, 16).

The impressive late 11th-12th century Church of St. Mary De Haura stands immediately opposite the site where archaeological investigations have confirmed the dating of the fabric and provided evidence for medieval occupation in the immediate vicinity of the site, suggesting this was an early focus of settlement.

No previous archaeological investigations are recorded within the area of the site but excavations, watching briefs and geophysical survey undertaken about 25m to the W of the site at the Church of St. Mary De Haura. The earliest recorded excavations (dating back to 1915) were generally focused on identifying the buried remains of church buildings (Marshall 1915; Cheal, Hoare & Whitten 1950). More recently, watching briefs recorded further structural evidence of the medieval church and, unsurprisingly, human remains together with a crypt (Wessex Archaeology 2003; Margetts 2008). No evidence was encountered during these investigations to indicate that the churchyard extended to the E beyond the existing boundary.

A watching brief in 2011 c 35m SW of the site, on East Street, monitored groundworks carried out for the pedestrianisation of the area. A sequence of features and deposits was revealed and dated almost exclusively to the 18th century or later (Stevens 2011a). The earliest was a truncated layer of made ground comprising sand, clay, crushed stone and concrete, flint cobbles, and topsoil, which was 650mm thick in one area. Glass, pottery sherds, metal objects, clay pipes, animal bone and oyster shell were recorded, the artefactual remains predominantly dating to the early-to-mid-18th century. A small quantity of earlier (c.15th-17th century) and later (c.19th century) finds came from the same made ground deposit and interpreted as redeposited or intrusive materials. This feature was overlain by a c.100mm thick layer of crushed stone and concrete probably deposited as levelling material for the road surfacing (Stevens 2011a).

Excavation at No 19 Church Street in 1998 identified only post-medieval features and deposits, with the features comprising a cobbled floor, walls and a brick channel interpreted as relating to around three structures (Bateman 2008a). Another excavation at No 33 Church Street in 2002-3 identified a probable Victorian floor c.20cm below the topsoil interpreted as the surface of a backyard under which was a medieval pit (Standing 2003).

A watching brief at Nos. 32-34 High Street (about 160-170m SW of the proposal site) recorded numerous medieval and post-medieval features and deposits, despite the loss of some archaeological data as a result of machine excavation. Two periods of activity identified were thought to represent burgage plot development followed by its gradual infilling. The earliest phase dated to the c.14-16th century, with some features possibly belonging in the c.12th-13th century. The second activity phase spanned the c.17th-19th century and included evidence of two buildings (Hart 2012).

The Marlipins, a Grade II* Listed Building located about 177m SW of the site, represents a rare survival of a Norman secular townhouse of masonry construction, which was originally built in the 12th century and later remodelled c 1300 (Harris 2009, 27). Investigations on the site confirmed that more 12th century fabric survived than previously

thought. Additionally, a series of buried 12th to 19th century features and deposits were unearthed to the rear of the building (Thomas 2005).

Excavations at No 5 John Street in 2009 (about 210m SW of the proposal site) identified three activity phases of activity the earliest features being encountered at a depth of c.750mm. The features included pits, postholes, cesspits (including one stone-lined cesspit) and a possible robbed-out foundation trench. Three phases were elicited from the evidence, the first comprising a small number of features dating to the 12th-13th century. The second phase could be considered the period of peak activity which ran between the 13th and 15th century and accounted for the largest number of features identified. The intensity of occupation declined in the 15th-16th century and the final phase was represented by just three features; some six features were identified that could not be securely dated (Stevens 2009).

Six trenches opened at No. 10 John Street (185m SW of the site) to depths of 0.54-0.90m revealed at least three medieval pits although the dating thereof was based on very little associated pottery evidence. Another, undated, pit and one of probable post-medieval date were identified, as well as a 19th century brick well, an undated backfilled cellar, a probable wall footing and robber trench and a chalk yard surface (Wallis 2020).

Excavations at Nos 94-96 High Street (c. 345m WSW of the site) identified a sequence of medieval deposits and cut features with intrusive post-medieval material. The features were dated by associated pottery to the late 12th to the early 15th century, the 13th century being identified as the start of the main period of activity (Stevens 2006/7).

At Ship Street (about 235m WSW of the site) recorded multi-period features and deposits dating broadly from the early prehistoric through to the medieval/post-medieval period. The earliest feature was a ditch containing Mesolithic/Neolithic flint and a sherd of possible Late Iron Age/Early Romano-British pottery (Garland 2011).

Numerous features and deposits dating from the prehistoric to the post-medieval period were recorded during excavations in the Ropetackle area (about 365m WSW of the site). A number of struck and fire-cracked flints were residual in later features but a pit was thought possibly to be prehistoric, based on a fragment of Middle to Late Iron-Age pottery. A second phase of Late Iron Age to 1st century AD activity was attested by evidence of a field system comprising drainage ditches and pits with further pits and postholes pointing to a possible farmstead located outside the excavation area. Finds of Gallo-Belgic *amphora* and *briquetage* are indicative of continental trade and salt-making, respectively. Further occupation phases spanned the medieval to post-medieval period (Stevens 2004, 2011b).

Based on the above and evidence recorded within the wider study area, the archaeological potential of the site was assessed and the following conclusions reached.

The potential for evidence of prehistoric activity to occur within the proposed development site was assessed as low to moderate acknowledging that some evidence for multi-period prehistoric features and finds has been identified on the SW periphery of the study area. Moreover, the site lies within an area of superficial Head deposits with potential to contain artefactual remains and possibly stratified deposits and features of an early prehistoric date.

The potential to find evidence of Romano-British activity within the boundaries of the site was also assessed as low to moderate based on the lack of evidence for activity of this period in the immediate vicinity of the site but at the same time noting that evidence of Early Romano-British occupation is recorded more widely.

The potential to encounter medieval remains activity within the boundaries of the site was assessed to be high, as the site occupies part of the historic core of the late 11th/12th century planned town and port of New Shoreham. The majority of the archaeological investigations both in the study area and wider locality have identified medieval features and deposits which suggests the main phase of the area's occupation was around the 13th-14th century, with a subsequent decline in activity during the later medieval period.

Potential for post-medieval activity has been assessed as high. garden features and several ancillary buildings are shown to have been located within the area of the site on cartographic sources from the 18th/19th century onwards, with one extant building, namely, Chantry House, dating either to at least 1753 or occupying the footprint of an earlier building. There is also the potential for post-medieval yards or garden features to survive in the large central area of the site, given that gardens are depicted within this area and similar surfaces have been noted during other excavations in the study area. Further to this, there is the potential for the survival of late 16thto 17th century deposits and features as archaeological remains of this date have been identified during previous investigations within the wider study area. Almost all of the archaeological investigations recorded within the study area, with the exception of a watching brief along John Street (Stevens 1999), identified evidence of post-medieval occupation in the form of surfaces, walls, pits, and domestic and industrial deposits, ranging in date from the 16th to 19th centuries.

It is possible that building activities during the 18th-20th century (including the construction of the modern garages) may have caused some disturbance to subsurface features although it should be noted that there has been no prior archaeological fieldwork carried out within the site itself, consequently the extent and depth of any disturbance remains unknown at this point.

5 Methodology

The archaeological programme of work will be carried out in accordance with *Standard guidance for archaeological field evaluation* and *Universal guidance for archaeological field evaluation* (CI*f*A 2023a&b) and *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (CI*f*A 2020) . BA adheres to the CI*f*A *Code of conduct: professional ethics in archaeology* (2022) and is cognisant of *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Lee 2015). The work will conform to the requirements for Trial Evaluation Excavation and associated reporting and archive specifications, as contained in *Sussex Archaeological Standards* (2019).

CI*f*A (2023a) defines AFE as:

…. a programme of non-intrusive and/or intrusive fieldwork which seeks to determine the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts. It may form a single or final phase of work within a defined area or site on land, in an intertidal zone or underwater.

5.1 Site Specific

Proposed trench location and dimensions are shown in Fig. 2. In view of the physical constraints present on site, some trench adjustment may be required but this will only be undertaken with the agreement of the HEC.

The trenching will be opened using archaeologically-controlled machine excavation following the removal of hard surfaces (where present) so as to provide a comprehensive assessment of the site's archaeological and palaeoenvironmental potential. If significant archaeology is identified, additional contingency trenching may be opened to further examine any exposed features that cannot be adequately characterised by the trenching proposed within this WSI; this will be implemented only in agreement with the HEC.

Machining will be undertaken wherever possible using a toothless ditching bucket. Undifferentiated topsoil and subsoil deposits will be removed in level spits, care being taken not to machine away seemingly homogenous layers that may include the upper parts of archaeological features; potentially significant deposits will not be removed by machine before their character is reasonably understood.

Topsoil and subsoil will be kept separate during excavation to allow for the sequential backfilling of the trench, which will not be carried out without the prior agreement of the HEC.

Machine-use will cease when a clear archaeological or geological horizon has been reached. All features of archaeological potential will be identified, cleaned-off by hand, planned at a suitable scale, accurately located and examined in accordance with established criteria for the investigation of archaeological remains. Where worked flint artefacts are recorded, hand cleaning and excavation will determine the context for the flints and identify any associated material. Where trench sides become unstable, shoring, battering or stepping will be undertaken for safe excavation to the natural subsoil or archaeological deposits.

Partial excavation (sampling) of archaeological features, structures and deposits exposed within the trial trenches as follows:

- All linear features will be sampled, using a minimum 1m wide section.
- Sampling of linear features to be at 10m intervals or totalling 10% of the length of the linear cut feature (whichever is the greater).
- All discrete features half-sectioned until sufficiently characterised. Once this has been achieved a lower sample of cut features may be considered appropriate subject to agreement with the HEC. Undated features should be rapidly fully excavated for finds retrieval.
- Where three or fewer pits or probable pits, whether or not evidently datable or ancient (excepting evidently modern features), occur in any trench, all those features will be sampled.

- Priority is to be given to features with more charcoal-rich fills or anticipated dating evidence.
- Should five or fewer archaeological features of any kind, discrete or linear, be revealed within any one trench, all those features will be sampled.
- Where two or fewer buried pottery vessels are present, buried upright or inverted, both would be lifted and removed from site.
- A Ministry of Justice Licence would be obtained by BA permitting the removal of any such vessels as were considered to represent human cremation burials.
- Other probable cremation vessels or unburnt human remains would remain *in situ* following a record being made of their visible portions.

Contingency sampling:

- The proportion of features to be sampled within any trench, and the necessity of extensions to or additional trenching, may be increased at the reasonable request of the Local Authority Archaeological Adviser. In the case of features within a trench this could be up to a maximum of 100% (i.e. sampling all the features in a trench, rather than sampling only half of them), in exceptional cases, e.g. should they feel that insufficient of a complex of features has been examined to allow viable provisional interpretation or dating of the whole.
- However if the trench contains a large number of features, it will not usually be considered appropriate to sample all such features.
- The percentage of any one feature to be sampled may need to be so increased, for similar purposes, particularly for linear features, or to enable dating evidence to be obtained for a critical discrete feature such as a posthole forming part of a wider complex of structures.

Where complex stratigraphy is encountered, one or more hand-excavated *sondages* or keyhole excavations will examine the deeper stratigraphy down to the natural subsoil, unless otherwise stated; and be of sufficient size to determine the depth of archaeological stratigraphy. It is noted that it may be possible in some cases to reach these deeper deposits through excavation of later intrusions.

Any areas containing deep or complex ancient stratified archaeological layers and features; or rare, unusual or exceptionally well-preserved ancient archaeological structures, deposits, or collections of artefacts may signal a requirement for preservation *in situ*. The archaeological advisor would be notified of any such areas, which would be protected from deterioration. A sufficient sample would be investigated to assess their character and quality.

It is anticipated that some naturally occurring layers and features, such as peat, alluvium, geoarchaeological deposits and palaeochannels, will be investigated. This is particularly likely when the deposits contain well-preserved biological remains and/or were laid down during periods of archaeological interest. Assessment will follow the environmental sampling methodology set out herein to help interpret the site should no further fieldwork take place. A selection of features investigated during the evaluation would be sampled, processed and assessed.

A metal detector may be used throughout the programme of works to scan exposed features/deposits and spoil heaps. No unauthorised metal detecting will be permitted anywhere within the Site area and all such activity will be carried out in accordance with BA's *Metal Detecting Policy* (2018) incorporating Historic England and Portable Antiquities Scheme guidance.

All BA staff are suitably qualified and experienced to discharge their project roles effectively, are fully cognisant of aims and methodologies and are suitably equipped to undertake the work.

5.2 Recording

Full written, graphic and photographic records will be made in accordance with BA's *Archaeological Field Recording Manual* (2023a) and with established professional standards and practice, including paragraph 3.4 of *Universal guidance for archaeological field evaluation* (CIfA 2023) and *Sussex Archaeological Standards*.

Records will include:

- A *pro-forma* context record for each stratigraphic unit examined.
- A full graphic record of all excavated areas, with the primary record consisting, where practicable and strictly within established safety parameters, of hand-drawn plans and sections (produced on gridded, archive-stable polyester film), to show the extent of the area, the extent of all stratigraphic units and appropriate detail within stratigraphic units at scales of 1:50, 1:20 and 1:10, or as appropriate depending on the complexity to be recorded. All levels will relate to Ordnance Datum. Drawings will be numbered and listed in a drawing register cross-referenced to the written record.
- Temporary Benchmarks (TBMs), which will be established as required.
- Survey using a survey grade Global Positioning System (GPS) and/or Total Station (TS) where appropriate;
- A detailed photographic record of all stratigraphic units and representative photographs showing the progress of archaeological work. The record will be made using a high-resolution digital camera (20 MPX) and comprise photographs of archaeological features and appropriate groups of features and structures. An appropriate scale will be included in each photograph and all photographic records will be indexed and cross-referenced to written Site records. Details concerning subject and direction of view will be maintained in a photographic register, indexed by frame number.

All relevant trench sections will 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 will 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.

The progress of the works will be recorded and assessed using the Company's ISO 9001 procedures.

5.3 Recovery, processing & curation of artefactual data

Finds are herein defined as…

…all artefacts, building materials, industrial residues, environmental material, biological remains (including human remains) and decay products (CI*f*A 2020a, 3).

In accordance with CI*f*A *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (2020a) and *First Aid for Finds* (Watkinson & Neal 2001), all such materials will be labelled with the site code and context number before being removed off-site; they will be stored in accordance with *First Aid for Finds* and with Historic England technical standards and other relevant sources of information, including standards for data-gathering set out by Brown (2011a, 18-20). Each retained assemblage will be examined according to typological or chronological criteria and conservation needs identified, with all ceramics referenced to the county type fabric series.

Kate Smith MA ACI*f*A, Director: Performance Delivery, has contacted James Sainsbury Curator – Archaeology Worthing Museum & Art Gallery (WMAG) and obtained specific guidance requirements in respect of the collection and subsequent archiving of finds. Decisions regarding selection and retention of archaeological materials are generally made at the pre-analysis stage of the project. The process of selection and retention will be informed by principles set out by Brown (2011a, 23), which in essence specify that this process should be sufficient to produce…

…a project archive that allows a full re-examination and interpretation of all the results of the project whilst avoiding replication, repetition or the retention of materials not germane to future analysis.

BA refers additionally to *Selection, Retention and Dispersal of Archaeological Collections: Guidelines for use in England, Wales and Northern Ireland* (Society of Museum Archaeologists 1993) and the CI*f*A *Toolkit for Selecting Archaeological Archives* (https://www.archaeologists.net/selection-toolkit/toolkit).

5.3.1 Conservation requirements

Janice McLeish MA (Hons.) ACI*f*A, Director: Post Excavation Services, will supervise on-site conservation for the lifting and treatment of fragile objects.

Post-excavation conservation work, including cleaning sensitive finds, will be carried out by BA's conservator and/or York Archaeological Trust (YAT).

Finds will be appropriately packaged and stored under the direction of BA's on-site conservation specialist *only* where significant preserved organic artefactual material is discovered. X-ray photographs of archaeological metalwork will be produced off-site by YAT.

5.3.2 Treasure

All finds identified in the Treasure Act (1996) and the Treasure (Designation) Order (2002) as being treasure will be recorded, removed to a safe place and reported to Mr Mayo, the HEC, the Finds Liaison Officer (FLO) and Coroner. If the finds cannot be removed from site the same day as discovery, provision against theft will be taken. A Treasure Receipt will be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding the find is Treasure. The Treasure Receipt and Report will include the date and circumstances of the discovery, the identity of the finder (put as unit/contractor) and (as exactly as possible) the location of the find.

5.4 Recovery & Assessment of Palaeoenvironmental/Palaeoeconomic Data

Samples for palaeoenvironmental/palaeoeconomic purposes will be collected, where appropriate and practicable, according to guidance set out by English Heritage in *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (2nd Edition; Campbell, Moffett & Straker 2011). with any additional advice on sampling strategies, where required, available from Jane Corcoran Historic England Regional Science Advisor for the South West. Where possible, results will be related to themes identified in the *SERF* (https://researchframeworks.org/swarf/) and, with specific reference to the region's geological and environmental background.

Samples of at least 40ℓ will be taken wherever possible and practicable using numbered sample buckets of 10ℓ capacity.

Processing will be undertaken by BA at its Palaeoenvironmental Processing Facility under the supervision and direction of Amy Bunce BSc MA MCI*f*A, Director: UK Operations & Palaeoenvironmental Sciences. This assists on-site guidance for sampling purposes and the ability to 'rush' samples to quickly determine their archaeoenvironmental potential whilst still under excavation; this will inform whether additional samples are taken.

Wherever practicable, at least 40ℓ or 100% of each sample (both dry and waterlogged) will be processed by flotation using Siraf-style tanks with a 500µm retent mesh and 250µm flot sieve as standard, with smaller retent meshes to 250µm considered where carbonised material is less likely to float. Heavily waterlogged samples will be considered for analysis without prior processing by flotation.

Retents will be initially scanned by magnet to retrieve archaeometallurgical debris such as flake and/or spheroidical hammerscale. A sieve bank will be used to facilitate visual sorting with the smaller fractions sorted by means of magnifying lamp and/or illuminated stereo zoom microscopy. Non-archaeological, -archaeobotanical, -archaeoosteological and -archaeometallurgical material will be disposed of on site. Retents that are particularly rich in carbonised material may be re-floated once dry to assist the separation of archaeobotanical material.

Flots will be sorted using an illuminated stereo zoom microscope, which will have a trinocular head for digital microscopic photography where necessary. Charcoal will only be subjected to species identification where the

contextual information suggests it would be advantageous in addressing aims set out in the *SWARF* or national research strategies. Archaeological, archaeobotanical, archaeo-osteological and archaeometallurgical material from flot and retent will be retained as part of the site assemblage.

Sorting and identification of macro-botanical remains will use an in-house reference collection of botanical material, in conjunction with the consultation of academic, specialist reference books.

5.4.1 Other environmental sampling

Other environmental sampling, e.g. coring and monoliths for pollen, foraminifera, testate amoeba, diatoms etc., will be undertaken under the guidance of the specialist carrying out the further analysis.

Residue analysis on materials such as ceramics will be advised by the finds department.

Potential further investigation of environmental material, eg. isotope analysis on bone or teeth, will be dependent upon discovery and will only be considered following discussion with the HEC and the Historic England Science Advisor as part of the post-excavation analysis stage.

5.4.2 Waterlogged wood

Waterlogged wood will be treated in accordance with *Waterlogged Wood Guidelines on the recording, sampling, conservation and curation of waterlogged wood* (Brunning & Watson 2010) and left *in-situ* where this is practical and its long-term preservation is achievable.

5.4.3 Sampling for scientific purposes

A range of scientific dating methods may be employed, as appropriate. In addition to techniques such as C^{14} and dendrochronology, dating methods applied to inorganic materials exposed to firing or burning may be used, eg. thermo-luminescence for ceramics, flint artefacts and hearth stones, and archaeomagnetic dating for fired structural remains, such as furnaces and kilns and possibly domestic hearths and ovens.

As luminescence and archaeomagnetic dating will require a specialist site visit, this will be arranged by BA at the earliest possible opportunity when suitable features are encountered. Provision for other types of scientific analysis will be discussed with the HEC and the Historic England Science Advisor, should unexpected remains be encountered.

5.4.4 Building materials

Samples of construction materials including masonry, brick, roof tile, floor tile, wall tile and hypocaust elements will be recovered for assessment of their potential to assist in the analysis of building palaeotechnology.

5.4.5 Geoarchaeology

Buried soils and sediment sequences considered to reflect the pedology of the site will be analysed for information on Site formation processes. Highly significant, well-preserved remains, when encountered, will be investigated in a considered manner in order to assess the archaeological stratigraphy. Geoarchaeological works will in general aim to understand how deposits were initially laid down and subsequently modified through time (Canti & Corcoran 2015).

5.5 Human Remains

Should human remains be discovered, BA will inform the HEC and Mr Mayo immediately upon discovery, the remains being covered, protected and left *in-situ* in the first instance. Graves will be scanned by metal detector to assess whether any grave objects are likely to be present.

BA is cognisant of the deliberations by the Ministry of Justice (MoJ) in 2011 in respect of Section 25 of the Burial Act 1857 (Amended 2018) and any arrangements regarding the discovery of human remains will be at the discretion of HM Coroner, whose instructions/permission will be sought.

Any recording of such remains will be in accordance with *Updated Guidelines to the Standards for Recording Human Remains* (Mitchell & Brickley 2017) using BA's pro-forma Skeleton Recording Sheet and Coffin Recording Sheet.

Should removal of remains be required, this would be carried out under the supervision of BA's osteology specialist, Dr Catherine Sinnott MA PhD ACI*f*A, subject to the appropriate MoJ licence, environmental health regulations and coroner information, with adequate security provided. Assessment and analysis, where required, will be undertaken by the osteology specialist and will include a statement for the final deposition of the assemblage, together with options for reburial.

Human bone assemblages are treated at all times with due reverence and in accordance with the following guidelines:

- *Excavation and post-excavation treatment of cremated and inhumed human remains,* IFA Technical Paper No. **13** (McKinley & Roberts 1993).
- *Guidelines to the Standards for Recording Human Remains,* IFA Technical Paper No. **7** (Brickley & McKinley 2004).
- *Human Bones from Archaeological Sites: Guidelines for producing assessment documents and analytical reports* (Mays, Brickley & Dodwell 2004).
- *Science and the Dead: A guideline for the destructive sampling of archaeological human remains for scientific analysis* (APABE; Mays *et al.* 2013).
- *Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England* (2nd Edition; APABE; Mays 2017).
- *Updated Guidelines to the Standards for Recording Human Remains* (Mitchell & Brickley 2017).

- *The Role of the Human Osteologist in an Archaeological Fieldwork Project* (Mays, Brickley, Dodwell & Sidell, 2018).
- *Burial Law and Policy in the 21st Century: The way forward* (Ministry of Justice 2007).
- *Statement on the exhumation of human remains for archaeological purposes* (Ministry of Justice 2011).

Where appropriate, the results of any osteological analysis may be submitted to Historic England for inclusion on the database of human skeletal remains.

6 Archive Preparation

The archive will be assembled under the supervision of Kate Smith MA ACI*f*A, Director: Performance Delivery, in accordance with the Worthing Museum & Art Gallery *Guidelines and Conditions for the Preparation and Deposition of Archaeological Archives* and with section 5 of *Sussex Archaeological Standards* (2019), which states that the site archive, to include all project records and material produced by the project, is to be prepared in accordance with *Guidelines for the preparation of excavation archives for long-term storage* (United Kingdom Institute for Conservation of Historic and Artistic Works, Archaeology Section, UKIC 1990).

Archive compilation will additionally include consultation of Appendix 3 (site archive specification) of *Management of Archaeological Projects* (Andrews 1991) and *MoRPHE* (Lee 2015), as well as *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (CI*f*A 2020c), *Guidelines for the preparation of excavation archives for long-term storage* (Walker 1990), *Standards in the museum care of archaeological collections* (Paine 1992), *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* (Brown 2011a), *Safeguarding Archaeological Information: Procedures for minimizing risk to undeposited archaeological archives* (Brown 2011b) and *Toolkit for Selecting Archaeological Archives* (https://www.archaeologists.net/selection-toolkit/toolkit).

All records created during the fieldwork will be checked for consistency and accuracy and will form part of the archive. The archive will contain all data collected and any specialist materials and will be ordered, indexed, adequately documented, internally consistent, secure, quantified, conforming to standards required by the archive repository and signposted appropriately to ensure future use in research, as detailed in the *Management of Research Projects in the Historic Environment* (Lee 2015), and the long-term preservation, sustainability and public accessibility of material.

The archive will thus include:

A hard copy of the final report and records of the archaeological investigation and any materials recovered, including written elements, plans and drawings, photographic prints, digital images and transparencies (where appropriate) and other primary data recovered during the investigation, in written, drawn or electronic media, must be quantified, ordered, indexed, digitised (where appropriate), and made internally consistent.

The archive will be boxed and all born digital data subject to selection and version control will be archived with the Archaeology Data Service (ADS) as required. Should any artefactual material be recovered, this will be prepared for deposition reflecting the different storage requirements for different material types, as relevant.

Reports will be archived in PDF(A) format; photographs and drawings will be archived in JPEG format with Excel registers xlsx. All final reports will be uploaded to OASIS (the Online Access to the Index of Archaeological Investigations) at the conclusion of the project.

6.1 Selection, retention and dispersal

In general, BA will adhere to section 5 *Selection, Retention and Dispersal of the Physical Archive* of the WMAG guidelines set out in *Selection, Retention and Dispersal of Archaeological Collections: Guidelines for use in England, Wales and Northern Ireland* (Society of Museum Archaeologists 1993) and in Brown (2011a) and will take full account of the CI*f*A online selection toolkit. It is noted that WMAG will only retain unstratified animal bone and unworked stone if these have a demonstrably intrinsic value for future research; otherwise such materials will be recorded, sampled and then disposed of by BA prior to deposit. The dispersal of human skeletal material will only take place after extensive consultation with relevant experts. The Museums Service maintains the right to make decisions as to retention and dispersal of all deposited archaeological archives. Any discard of artefacts will be fully documented in the project archive and set out in BA's RAMS.

6.2 Deposition

Deposition will be with the agreement of Mr Mayo and BA will, at an early stage, resolve the question of archive ownership and arrange for its legal transfer in writing (Transfer of Title) to the museum. Additionally, copyright and reproduction rights to the photographs and plans in the archive will be transferred to the museum. In the event of significant results, the digital archive will be deposited with the ADS or other digital repository in line with their deposition guidelines.

6.3 Data Management Plan

Please see Appendix.

7 Reporting

The report will conform to the standard set out in Paragraphs 3.8 to 3.10 of *Universal guidance for archaeological field evaluation* (CI*f*A 2023b) and will incorporate clearly and accurately information gained from the archaeological programme of works. The publication format should conform to the synopsis in the post-excavation project design.

The level of reporting will be commensurate with the archaeological results; however, the report will contain sufficient data and references to the project archive to permit interpretations to be challenged and will integrate the results of specialist analysis with the site sequence.

The report will contain the following components, which covers those sections identified in paragraph 3.9 of *Universal guidance for archaeological field evaluation*:

- Non-technical summary.
- Reference to the project design.
- Site location plan(s).
- Aims and objectives.
- Methodology.
- Historical development of the building, its setting and context (based on known information and any additional archive research).
- Photographs with plan showing photo locations and directions of view.
- Reproductions of the drawn record to include any detailed drawings showing important aspects of the building's history and use.
- Discussion of recording and research results.
- Additional photographs of dateable fixtures and fittings (mouldings, catches, hinges, latches etc), if relevant.
- Summary description of the building in its current form in the format of a typical listed building description including a comment on the significance of the building within their context.
- Discussion and conclusions, with reference to the objectives outlined.
- Bibliography.
- Copyright.

A digital copy of the report (in PDF format) will be sent to the Mr Mayo at St Mary's View Developments Ltd.

8 Staffing and Timescales

Staffing arrangements will be notified in due course. All BA field staff are qualified and suitably experienced to undertake the work in a professional manner. George Children MA MCI*f*A will provide overall technical and editorial guidance to all constituent aspects of the works programme.

9 Border Archaeology Operating Standards & Arrangements

All projects are carried out in accordance with the CI*f*A standard and universal guidance, as detailed within the Company's *Archaeological Field Recording Manual* (2023a) and with *Sussex Archaeological Standards* (2019). A pre-works risk assessment (RA) will be completed on site at the outset to allow accurate contemporary identification of risk and lodged in the site Health & Safety File.

Border Archaeology holds public liability and professional indemnity insurance as supplied by Towry Law Insurance Brokers, Leominster.

10 Monitoring

The site will be subject to monitoring by the HEC, either remotely or, should the need arise, on site. All issues of a technical nature should be addressed in the first instance to either Amy Bunce BSc MA MCI*f*A (Director: Research) or Lyndsey Clark BSc MCI*f*A (Director: Quality & Compliance).

11 Copyright

Border Archaeology Ltd shall retain full copyright of any commissioned reports, tender documents or other project documents, under the Copyright, Designs and Patents Act 1988, with all rights reserved, excepting that it hereby provides a licence to St Mary's View Developments Ltd, Adur & Worthing Councils and West Sussex County Council for the use of the report by them in all matters directly relating to the project as described in the Project Specification to use the documentation for their statutory functions and to provide copies of it to third parties as an incidental to such functions.

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13 Appendix: Border Archaeology Digital Data Management Plan (DMP) v.3.3

13.1 Data Collection

13.1.1 What data will you collect and create? How will the data be collected or created?

Methods of data collection are specified within this Written Scheme of Investigation (WSI) and will meet the requirement set out in the Project Brief; the organisation's *Archaeological Field Recording Manual* (August 2023a) (BAFM21/REV5); relevant CI*f*A standard and guidance publications; and are defined against ADS *Guides to Good Practice*.

The table below provides a summary of anticipated data types, formats and estimated volume for this project. This table will be updated as the project progresses.

Documents and Reports	**Word (.doc); pdf; pdf/a**	**1 pdf 2411KB**
Photographs and images	Our baseline standard is jpeg but we are guided by archaeological advisors etc. and then use tif or raw accordingly	e.g.75 images (381 MB (399,744,694 bytes)
Maps and Plans	AutoCAD (.Dwg); Illustrator (.ai);	Final export: Jpeg for inclusion in report
Spreadsheets	Excel (.xls); (.xlsx)	
GIS	QGIS; ArcGis	
GIS (Research data)	NB GIS data "bought in" for research reports will not be deposited as it is not our data.	n/a
Geophysics	We outsource all geophysics	

Please note: that this reflects the total digital data for the Working Project Archive, **not** the archived selection of project (Preserved Archive).

13.1.2 Where will the working project archive be stored?

The Working Project Archive will be stored in a project specific folder on the internal organisational server. The server is backed-up by our professional IT provider.

13.1.3 File naming conventions

File naming conventions follow established organisational procedures.

13.1.4 Quality assurance

Instruments and cameras used in the collection of data are calibrated prior to use and checked to ensure that are in full working order.

All site records and data collected will be checked during Project Delivery.

13.2 Section 3: Documentation and Metadata

13.2.1 What documentation and metadata will accompany the data?

Total station data/Digital location data is used for most projects (excluding AOs). The data is exported and transferred to our Illustrations Department.

Digital images captured during an archaeological programme of work are downloaded as soon as practicable from the camera memory card onto our internal server.

This is especially important for those sites that:

- Are large ongoing sites with multiple cameras
- Stop/start sites where more than one site manager may be involved

The paper Photographic Record form is completed every time a photograph is taken. This register will include the make and model of the camera, the initials of the individual(s) who took the image, date and details of the area photographed.

13.2.2 Post Fieldwork Summary

As soon as fieldwork is completed the site manager completes an Archive Review Form (ARF) which provides an initial “snapshot” of the results of fieldwork. It quantifies the site paperwork, the unprocessed finds and samples collected and the number of digital images taken.

The site archive then undergoes a review by the field staff. The finds and samples are delivered to our Post Ex department. Digital images are uploaded to the internal server, if not already within the job folder. We retain the SD card until the archive is deposited.

The paperwork will be checked/audited prior to writing the report. The site manager will review the digital images and make an initial selection of those that warrant inclusion in the report and/or inclusion within the Preserved Archive. No images will be deleted at this stage.

13.3 Ethics and Legal Compliance

13.3.1 How will you manage and Ethical, Copyright and Intellectual Property Rights (IPS) Issues?

Copyright for all data collected by the Project Team belong to Border Archaeology.

Formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.

Personal data will be removed from the archaeological project archive and permission to include individual's names in any report is obtained prior to use.

13.4 Storage and Backup

13.4.1 How will the data be stored, accessed, and backed up during the research?

The **Working Project Archive**:

Site specific SD cards will be retained until the site archive has been deposited, at which point they will be recycled.

Downloaded data will be stored in a project specific folder on the internal organisation server.

- The server operates on permission-based access.
- The server is accessible by permitted staff on and offsite through secure log in.

Where internet access for data backup is not possible, the raw data will be backed up to a separate media device (such as a laptop and portable external hard drive).

13.4.2 Organisational Server

Organisational IT is managed by an external data management provider (who is also responsible for the management and verification of our daily back-ups and who support access to security copies as required.

The internal organisation server is backed up daily by our external data management provider. They ensure that there is sufficient storage space for our digital collection.

Any "archived" data removed from the server is kept in two locations away from the main office.

13.5 Selection and Preservation

13.5.1 What should be retained, shared and/or preserved?

The Selection Strategy and DMP are reviewed and updated during the PEX Archiving process and with results from specialist reporting.

Prior to deposition, the Selection Strategy and DMP will be updated and finalised in agreement with all project stakeholders (to include St Mary's View Developments Ltd, Adur & Worthing Councils and West Sussex County Council).

Selection will be informed by this WSI, defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results.

The data archive will be ordered, with files named and structured in a logical manner, and accompanied by relevant documentation and metadata, as outlined in Sections 2 and 3 of this DMP.

13.5.2 What is the long-term preservation plan for the dataset?

It is understood that the reasons for selection of particular digital components will vary from project to project and will take into consideration the project aims as stated within the WSI, the significance of the results, research potential of the results, research framework requirements and relevant museum guidelines.

As with other aspects of an archaeological archive, it is unlikely that all digital files generated during an archaeological project will be retained as part of the deposited digital archive (Preserved Archive).

Consequently, a project specific Selection Strategy will be implemented:

External dissemination of the digital archive will be with a CoreTrustSeal certified online depository (most likely the Archaeology Data Service (ADS) if specified by Museum, Archaeological Advisor/HER, etc., guidance, the components of which will be determined by the relevant museum deposition guidelines and correspondence with the necessary stakeholders.

- Therefore, all final reports generated from interventive programmes of work will be uploaded to **OASIS V** following approval by principal project stakeholders- St Mary's View Developments Ltd, Adur & Worthing Councils and West Sussex County Council.
- If appropriate digital images and supporting documentation will be uploaded to **ADS-Easy** complement grey literature reports.
- Research reports *may* be deposited on OASIS but only under the direction of the CA/HER, museum curator, etc.

BA will not preserve all digital files from the Working Project Archive on their internal company servers indefinitely.

- Internal preservation of selected digital data on BA's internal server will conform to internal Selection and Deselection standards[1],

13.5.3 Have you contacted the data repository?

The relevant museum will be contacted in the early stages of the project to request an accession number; to confirm current deposition guidelines (unless already contacted within the previous 3 months) and to establish current deposition costs.

The deposition guidelines will be consulted to confirm the situation with regard to the digital archive component and whether this should be deposited with a trusted digital repository.

If the investigation establishes that the site is negative, the CA and Museum etc. will be contacted to establish whether this can be an OASIS only deposition.

13.5.4 Have the costs of archiving been fully considered?

Sufficient resources to allow for the preparation of the archive, and the cost of deposition of the physical and digital archive have been included in the project budget. A costing estimate may be produced for more complex sites, using the ADS Costing Calculator.

13.6 Data Sharing and Accessibility

13.6.1 How will you share the data and make it accessible?

A summary of the project will be included on the OASIS Index of Archaeological Investigation and the museum and digital archive repository, and will be updated as the project progresses.

The investigations are likely to result in a number of documents: Project Brief; Written Scheme of Investigation; Final Report; Journal Submission

A final version of the project report will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly.

The location(s) of the final Archaeological Archive will be added to OASIS when appropriate.

The ADS will disseminate the digital elements of the Archaeological Archive online under a creative commons licence and the dataset will receive a unique identifier (DOI).

13.6.2 Any restrictions of data sharing required?

[1] BA Selection and De-selection Guidance 2021

In certain situations, a temporary embargo may be required on the sharing of the project results. If this is the case, specific details once agreed will be included in the updated version of this DMP and will be documented in the overarching Project Collection Metadata.

13.7 Responsibilities

13.7.1 Who will be responsible for data management?

The Project Manager will be responsible for implementing the DMP, and ensuring it is reviewed and revised at each stage of the project.

Data capture, metadata production and data quality is the responsibility of the Project Team, assured by the Project Manager.

Storage and backup of data in the field is the responsibility of the field team.

Once data is incorporated into the organisations project server, storage and backup is managed by an external company

Data archiving is undertaken by the project team under the guidance of the Archives Officer, who is responsible for the transfer of the Archaeological Project Archive to the agreed repository.

Details of the core Project Team will be advised in due course.

Document Title		Document Reference	
Written Scheme of Investigation for Archaeological Field Evaluation: os 26-28 East Street & Nos 3, 5, 7 & 9 New Road Shoreham-by-Sea.		BA23116ESN/WSI	
Compilation	George Children MA MCI*f*A		
Editing	Kate Smith MA MCI*f*A		
Artwork	Holly Litherland BA (Hons)		
Issue No.	**Status**	**Date**	**Approved for issue**
1	Final	April 2024	Kate Smith MA MCI*f*A