



Chris Butler
Archaeological
Services Ltd

**Written Scheme of Investigation
for
Archaeological Monitoring and Recording
at
Church of St Mary De Haura,
Church Street, Shoreham-By-Sea,
West Sussex.**

Planning Reference: AWDM/0180/26

TQ 21621 05128

Project No: CBAS1653

**By
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1.0 Introduction

- 1.1** Chris Butler Archaeological Services Ltd (CBAS Ltd) has been commissioned by Edward Downes (the Client) to carry out a programme of detailed archaeological monitoring during construction (an archaeological watching brief) at Church of St Mary De Haura, Church Street, Shoreham-By-Sea, West Sussex (hereafter the Site; Figs. 1 & 2a & 2b), in association with a planning application (AWDM/0180/26) for replacement of doors to the south transept, installation of a post externally within the grounds of the church to mount a button to automate the doors, installation of below ground drainage to facilitate installation of WC facilities (Figs. 3a – 3c & 4).
- 1.2** The Site (centre point: TQ 21621 05128) is located in central Shoreham within a square formed by Church Street, East Street, and St Mary's Road. The Site comprises the Grade I church building (List Entry Number: 1192780) set in its churchyard, which is enclosed with a low flint wall. The streets surrounding the church are in mixed residential, commercial and civil uses.
- 1.3** Shoreham is located on the West Sussex Coastal Plain with the River Adur forming the western and southern settlement boundaries. The Site is generally flat, lying at a height of c. 8m aOD. According to the British Geological Survey the bedrock geology of the Site is chalk of the Newhaven Chalk Formation, with superficial deposits of clay, silt, sand and gravel Head¹.
- 1.4** The Site is located in an Archaeological Notification Area (ANA; Fig. 4) defining the medieval Core of Shoreham. The Shoreham Extensive Urban Survey² places the Site in Historic Urban Character Area (HUCA) 2 - Church which has a high Historic Environment Value of 4. The HUCA comprises the grid of streets and the churchyard of St Mary de Haura that form the central part of the historic town as it survived prior to 19th and 20th-century expansion. This area was at the centre of the medieval town. The church is the only surviving medieval building, although excavations in the surrounding area have found evidence for the medieval town.
- 1.5** All groundworks associated with the proposed development hold potential to impact upon archaeological horizons. For this reason, the following condition was placed on the planning permission³.

03. In accordance with the submitted Written Scheme of Investigation, the applicant shall submit a final archaeological report or (if appropriate) a Post Excavation Assessment report for approval by the Local Planning Authority. This shall be submitted within 6 months of the date of completion of the archaeological fieldwork unless otherwise agreed in advance by the Local Planning Authority.

¹ https://geologyviewer.bgs.ac.uk/?_ga=2.67518737.1008670590.1765876217-1291865868.1765876217

² Roland B Harris. 2009. Shoreham Historic Character Assessment Report. Sussex Extensive Urban Survey (EUS)

³ Planning Permission: Application Number: AWDM/0180/26. 13/04/2026.

Reason: The site is of archaeological significance and it is important that it is recorded having regard to the National Planning Policy Framework and policy 17 of the Adur Local Plan.

- 1.6** This Written Scheme of Investigation (WSI) outlines the methodology for an archaeological monitoring and recording which will identify and record any archaeological remains which may be impacted by the proposed development. The WSI will be submitted to Adur & Worthing Councils for formal approval.
- 1.7** The archaeological work will be carried out in accordance with the Chartered Institute for Archaeologists' *Standard for archaeological monitoring and recording*⁴, *Universal guidance for archaeological monitoring and recording*⁵, and *Code of Conduct*⁶, West Sussex County Council's *Sussex Archaeological Standards*⁷; the *Treasure Act*⁸; and *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England*⁹.
- 1.8** The project will be managed by Jon Baczkowski. The post-excavation assessment will be managed by Jan Oldham. The field officer allocated to the project will be notified to the Archaeological advisor at least 24 hours in advance of the watching brief commencing.
- 1.9** The Project Timetable is to be confirmed by the Client's builder when arranged.

⁴ Chartered Institute for Archaeologists 2023. *Standard for archaeological monitoring and recording*

⁵ Chartered Institute for Archaeologists 2023. *Universal guidance for archaeological monitoring and recording*

⁶ Chartered Institute for Archaeologists 2025. *Code of Conduct*.

⁷ ESAC. 2019. *Sussex Archaeological Standards 2019*.

⁸ UK Parliament 1996. *Treasure Act 1996*. Revised 2002.

⁹ APABE. 2017. *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England*. Second Edition.

2.0 Archaeological and Historical Background

- 2.1** The Historic Environment Record (Ref. 202526-087; Fig. 5) was consulted for a 1km radius Study Area from the Site centre, the results of which are summarised below.
- 2.2** A Palaeolithic hand axe (MWS518) and Neolithic flint axe (MWS514) have been found in the Study Area. Bronze Age tools (MWS519 & MWS529) and a possible cremation burial (MWS14192) have also been recovered. Iron Age activity is represented by coins found in the area (MWS521) and Late Iron Age – Roman finds and features (MWS7112) representing a field system and probable settlement found during archaeological investigations at the Ropetackle site c. 350m to the west of the Site.
- 2.3** Roman pottery, pits, charcoal and general occupation debris (MWS863) were revealed in an electric cable trench c. 600m to the north-west of the Site in 1965 and a Roman well was found at Southdown Road (MWS1292) c. 500m to the north of the Site. Further isolated finds (MWS9047, MWS520, MWS528) attest to a Roman presence.
- 2.4** The Saxon settlement of 'Soresham' with its church, was probably located at Old Shoreham. Aside from some very poorly provenanced 'Anglo-Saxon remains from Shoreham' (MWS3340) listed on the HER no archaeological evidence for the Saxon settlement exists. New Shoreham (MWS4204) was probably founded between 1096 and 1103. The town was well established by the early 12th century, as attested by a grant of William II de Braose to Lewes priory c.1130 of land and houses in Shoreham¹⁰.
- 2.5** Evidence for the medieval town has been found during archaeological investigations including at Ropetackle (MWS711) where five pits, two ditches some possible cess pits and a number of wells were identified. A large finds assemblage representing domestic activity was recovered. At 5 John Street (MWS7194) a number of medieval features including structural remains, rubbish pits, cess pits and post holes were found.
- 2.6** At 94-96 High Street (MWS8526) excavation revealed the heavily truncated remains of a group of medieval pits. Medieval pottery ranging in date from the late 12th to the early 15th century was recovered. Medieval remains dating to between the 12th and 14th centuries, including a possible structure were found at Ship Street (MWS9139).
- 2.7** The church of St Mary de Haura (MWS855) was built as the church for New Shoreham after c.1120, although it may have been preceded by a smaller chapel of c.1100. The transepts, crossing and lower tower were built between about 1125 and 1140, followed by a mid-C12 nave of which less than a bay remains. The upper tower followed shortly after and the choir

¹⁰ Cownie, E., 'Conquest, lordship and religious patronage in the Sussex rapes. 1066-1135', SAC 136 (1998), 111-22, at 114; Salzman, L. F., (ed.), 'The Chartulary of the Priory of St Pancras of Lewes: Part II', SRS 40 (1934), 72.

was rebuilt, probably between 1180 and 1210¹¹. The new choir followed the same width as the tower and transepts but was taller. It was re-roofed in c.1900 with Welsh slate¹².

- 2.8** Originally a cruciform structure, the church may have comprised a short aisle-less nave to the west and an apsidal chancel to the east, with north and south transepts. To the east of each transept was a side chancel (See Fig. 6). Evidence for the plan of the church, including the side chancels was revealed in excavations of 1915 and 1950.
- 2.9** After 1350, a structure, possibly a sacristy, was added to the west wall of the south transept which may have extended as far as a south porch, which was added in the 14th century. The south porch would have provided access to the south side of the nave¹³.
- 2.10** Following a long period of decline, the church fell into disrepair. The vicarage was vacant from 1660 to 1715. In the first quarter of the 18th century the surviving upstanding fabric of the nave was demolished. Sections of wall are visible above ground at the west end of the church today. The former east bay of the nave was converted to a narthex. The east end of the church, the tower and chancel survive¹⁴. A first-floor schoolroom was inserted into the south transept in 1714 and removed in the early 20th century¹⁵.
- 2.11** In 1829 plans for the restoration of the church were drawn up by S. H. Benham (Fig. 7). The plans included insertion of pews to the new nave (since the loss of the earlier nave, the choir and small chancel were used as a nave). A west gallery was added. An area of the south transept was used as a vestry¹⁶.
- 2.12** In 1845 a number of pews and the west gallery were removed. A further phase of restoration of the church was commenced in 1876 under Arthur Loader. The works included opening up blocked windows glazing the clerestory windows, repaving the transepts, re-roofing the south aisle and inserting oak benches to the aisles and chairs to the nave. Plaques recording the benefactors and contractors for the works remain within the church¹⁷.
- 2.13** A new heating system was installed in the 1890s and conversion to electricity was introduced in the 1930s. The vestry in the south transept was reconfigured in 1937. The north transept

¹¹ <https://sussexparishchurches.org/church/shoreham-st-mary-de-haura-new-shoreham/#:~:text=Haura%2C%20New%20Shoreham-,Shoreham%20%E2%80%93%20St%20Mary%20de%20Haura%2C%20New%20Shoreham,chancel%2C%20as%20well%20as%20narrower.>

¹² Manorwood. 2026. Heritage Statement: Church Of St Mary De Haura ~Church Street, Shoreham-By-Sea, West Sussex, BN43 5DQ.

¹³ *Ibid*

¹⁴ *Ibid*

¹⁵ *Ibid*

¹⁶ *Ibid*

¹⁷ *Ibid*

was converted to a memorial chapel in 1947 and this necessitated the relocation of the medieval piscina. Works to the pulpit, choir stalls and an extension to the sanctuary platform were completed in the 1960s. The reconstruction of the vaulting above the nave was undertaken in the early 21st century¹⁸.

- 2.14** The Ordnance Survey (OS) draft of c.1797 (Fig. 8) shows the location of St Mary de Haura in the east of New Shoreham. The approximate extent of the churchyard can be seen but the plan of the church is not shown.
- 2.15** The 1st Edition OS map of 1879 (Fig. 9) shows the cruciform plan of the east-west oriented church. There appear to be structures or enclosures against the east, south and south-west elevations of the church. The building occupies a central position in the church yard which is crossed by paths. The standing ruins of the mid-C12 nave are depicted as an L-shaped line to the west of the church. On the 2nd Edition OS map of 1899 (Fig. 10) the structures/enclosures are not depicted and a new path is shown along the southern boundary of the churchyard.
- 2.16** The site is unchanged on the OS map of 1912 (Fig. 11), although the church structure is shown in greater detail. By 1936 (Fig. 12) a war memorial is shown in the south-east corner of the Site, but no other changes are shown. The OS map of 1974 (Fig. 13) shows a new path running south from the church and a paved area in the south-west corner of the church. A line running east-west from the church may represent further ruins relating to the mid-C12 nave.



Plate 1: Area of proposed foul drainage, looking east.

¹⁸ Manorwood. 2026. Heritage Statement: Church of St Mary De Haura ~Church Street, Shoreham-By-Sea, West Sussex, BN43 5DQ.

- 2.17** Standing gravestones are present in the area of the proposed foul drainage run (Plate 1). Given the age of the church, it is probable that further unmarked graves potentially dating from the 12th century onwards are present.

3.0 Aims and Objectives

3.1 The aims and objectives of the watching brief are to:

1. establish the presence of any archaeological features within the footprint of all groundworks; and
2. ensure the excavation, environmental sampling and recording of any archaeological remains that may be affected by the groundworks.

3.2 The specific research aims are to:

1. identify and record any historic building fabric which may be impacted by the works; and
2. identify and record any archaeological remains which may relate to earlier church phases; and
3. identify and record any archaeological remains which may relate to the medieval and post-medieval development of the church; and
4. identify, record and excavate or preserve *in situ* as appropriate, any burials which may be present within the footprint of the groundworks.

4.0 Methodology

- 4.1** At the start of work (immediately before fieldwork commences) an OASIS online record (<http://ads.ahds.ac.uk/project/oasis/>) will be initiated and key fields completed on Details, Location and Creators forms.
- 4.2** The aim of the watching brief is to monitor works carried out in accordance with the proposed development. The works to be monitored include:
- Alterations to the existing external doorway including groundworks associated with changing the level of the threshold
 - Removal of existing fixtures and fittings
 - Groundworks associated with re-routing an electric cable
 - Groundworks associated with new foul drainage
 - Any ground investigations
- 4.3** The Client shall contact CBAS Ltd to confirm availability of their staff before arranging a start date for any groundworks that require archaeological monitoring, as prior commitments will need to be taken into consideration. Following confirmation of staff availability at least seven working days' notice of any groundworks that require archaeological monitoring must be given. A suitably qualified archaeologist will be present on Site during all groundworks associated with the development.
- 4.4** The purpose of the archaeological monitoring is to ensure that any human remains, structural remains, gravestones, features, artefacts or ecofacts of archaeological interest that may be affected by the works are recorded and interpreted to appropriate professional standards. All excavation will be carried out by hand or machine under constant archaeological supervision in accordance with professional standards and guidelines. Any machine being used for excavation must use a flat-bladed bucket for all excavation.
- 4.5** Where archaeological remains are encountered, excavation will cease to allow the remains to be investigated further. Any confirmed archaeological deposits (excluding vaults, visible grave cuts and human remains - separately detailed below) which will be disturbed or destroyed by groundwork will be archaeologically excavated and recorded in accordance with the method statement presented here.
- 4.6** Should visible grave cuts be encountered; the main contractor's excavations will cease and hand excavation will be undertaken by the archaeologist in order to expose the human remains and/or clarify their condition. Where an inhumation is exposed, it will be hand cleaned to a basic level with small hand tools, photographed, levelled, surveyed, given a unique context number and brief description. The burial and grave cut will be planned and marked on the graveyard/church plan. Each identifiable individual burial (and associated coffin furniture) will be placed in a separate bag (numbered by context) but body parts will

not be bagged separately. Unusual or interesting features (e.g., grave goods, coffin plates etc.) will be recorded in greater detail as appropriate.

- 4.7** The excavation and post excavation, which may include osteological examination, will be carried out in accordance with current guidelines^{19&20}. When excavated human remains are more than 100 years old and have significant future research potential, deposition in a suitable holding institution may be arranged following consultation with the Archaeological Advisor. The presumption is that any remains that are disturbed will eventually be returned to consecrated ground and reinterred as close as possible to their original resting place
- 4.8** As a general principal, articulated skeletons must be preserved *in situ* and where this is not achievable, and the burial will be impacted by the works, then the human bone should be appropriately recorded, lifted and stored in an appropriate location to be agreed with the Archaeological Advisor prior to post-excavation assessment. The limited localised impact from the proposed excavations could still necessitate the practicality of lifting burials which extend beyond the limits of excavations and as such will need to be considered on a case by case basis in consultation with the Archaeological Advisor with reference to the Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England (Second Edition 2017, Annexe E5) as appropriate.
- 4.9** In most instances human burials will not be chased beyond the limit of excavation. However, if the burial is deemed pastorally, osteologically or archaeologically important the skeleton will be lifted in its entirety, provided this will not result in disturbance of further burials. If it is not deemed necessary to lift the burial, the excavated part will be reinterred in the trench. Inhumations clearly associated with grave markers will be recorded as such and re-interred below the associated relocated grave marker. Disarticulated human bone will be collected and bagged separately before being passed to the church for re-interment.
- 4.10** A record of any existing grave markers that will require removal during construction work will be made, this also applies to headstones that have fallen over or deliberately been moved to this area of the churchyard in antiquity. This will comprise a digital photographic record, written record and accurate plan showing their locations. The written record will be carried out using the guidelines set down by the Council for British Archaeology (CBA) and Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England (Second Edition 2017, Annex S3), and utilising the CBA Memorial Recording Form. Any grave markers that need to be moved must be relocated as close to their original position as possible or as agreed with the Archaeological Advisor.
- 4.11** Should monumental structures be discovered (e.g., crypts, vaults, lead coffins, tombs etc.) work will cease to allow discussion between the client, inspecting architect, Archaeological Advisor, and CBAS to agree an archaeological mitigation strategy with the aim of

¹⁹ Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England (Second Edition 2017, Annexe E5)

²⁰ Chartered Institute for Archaeologists. 2017. Updated Guidelines to the Standards for Recording Human Remains. Piers D Mitchell and Megan Brickley (eds).

preserving the structures *in-situ*. Should lead coffins be encountered work must be stopped and a decision on how to proceed agreed with the inspecting architect and Archaeological Advisor. Heavily disturbed burial chambers will be treated as an archaeological feature and excavated/recorded accordingly.

- 4.12** If excavation continues beyond what is considered by the CBAS Ltd archaeologist to be a safe working depth, a methodology will be devised to enable the safe recording of any archaeological features; this may include recording from the ground surface. Advice will be sought from the Archaeological Advisor if necessary. In the event that archaeological features are found which extend below the level of impact of the excavations in 4.1 above, the CBAS Ltd archaeologist will assess the impact of the excavation on the feature(s) before deciding whether further excavation is required. If the feature has already been impacted or cannot be preserved *in-situ* without being impacted by the development (including any future potential impact) then it will need to be excavated and recorded to ensure its character and dating can be established. The client should note that this may involve further excavation below their expected impact level. Advice will be sought from the Archaeological Advisor if necessary.
- 4.13** In the event that important archaeological remains come to light during the course of the watching brief which require more than a brief record (i.e. more than four hours continuous recording for one person in that area), provision will be made by the Client, as a contingency, for further archaeological investigation and recording, in addition to the basic monitoring, and free of disturbance from building works as far as is reasonably practicable. Advice will be sought from the Archaeological Advisor if necessary.
- 4.14** The spoil from the excavations will be inspected by archaeologists 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. A record will be kept of which deposits/features are detected and the areas in which objects were found. The make and model of the metal detector will be noted in the final report.
- 4.15** Archaeological deposits or features of local, regional or national significance will be reported to the Archaeological Advisor at the earliest opportunity. All finds that fall under the definition of the Treasure Act 1996 will be reported to the Coroner's Office and to the West Sussex Finds Liaison Officer. This includes both precious metals and base metals deemed to be of prehistoric date. Suitable measures will be taken to ensure the security of finds where removal cannot take place (i.e. from within a human burial).
- 4.16** Environmental samples will be collected from archaeological contexts deemed to hold potential for environmental analysis i.e., those in which palaeoenvironmental data is potentially preserved and the context is datable. Bulk samples of 40 litres, or the entire context where this cannot be achieved, will be taken from archaeological features for the recovery of macrofossils including fish and animal bone, plant macrofossils, charcoal and wood, and insects and molluscs. An environmental archaeologist may be consulted to prepare a site-specific sampling strategy in cases where potential for preservation of further

palaeoenvironmental data is identified (e.g. microfossils such as pollen, diatoms). The proposed sampling strategy is in accordance with those outlined in the CBAS Environmental Archaeology Manual, which is based on those issued by English Heritage. Advice will be sought from the Historic England Scientific Advisor if necessary.

- 4.17** Modern features (i.e. post-1947) will only be recorded cursorily, or not at all, unless of unusual intrinsic significance, or where it is necessary to excavate and record them to indicate their impact on features of archaeological interest. All other revealed features will be cleaned, planned, excavated and recorded in accordance with professional standards. A strategy for the excavation and recording of any features which are suitable for scientific dating or analysis will be agreed with the Archaeological Advisor. Advice will be sought from the Historic England Scientific Advisor if necessary.
- 4.18** Ownership of all artefacts (except those being returned to the church for reburial) recovered during the monitoring work on Site will be assigned to CBAS Ltd by the client until such time as they are deposited in a museum or discarded. They are to be suitably bagged, boxed and marked in accordance with the United Kingdom Institute for Conservation, Conservation Guidelines No 2. On completion of the archaeological post-excavation programme CBAS Ltd will deposit the site archive, and all retained artefacts in a repository as agreed with the Archaeological Advisor. This deposition will be at the expense of the Client. A site code of MHS26 has been allocated.

5.0 Recording Systems & Scales and Finds Collection Policy

- 5.1** The recording methodology adopted will conform with industry standards and Sections 1-6, and Annexes B, D and F of the *Sussex Archaeological Standards*. Archaeological features will be recorded at the scale of at least 1:100 in relationship to a fixed point or temporary base lines and related to the Ordnance Survey national grid. Further plans at 1:20 and sections at 1:10 will be drawn, as necessary. All plans and sections will be drawn on plastic tracing film.
- 5.2** All features will be photographed in digital format using a suitable compact digital camera, or for selected shots a suitable digital SLR. The digital camera will have a resolution of 12 megapixels or above. The make and model of the camera used will be noted in the final report.
- 5.3** The Site will be levelled to the Ordnance Datum or from a Temporary Bench Mark derived from the Ordnance Survey Bench Mark, or by GPS. A survey grade Emlid Reach RS3 RTK GNSS Receiver will be used to survey the trenches and features. The position of plans will be located on a copy of the Ordnance Survey base map of 1:2500 scale or greater.
- 5.4** All archaeological features and deposits will be recorded using a standard context record sheet. Soil colours will be recorded by visual inspection and not by reference to a Munsell Colour Chart.
- 5.5** A sample of finds post-dating 1947 will be retained to date deposits and features. Artefacts pre-dating 1947, except as detailed below, will be collected and retained, unless their size and number makes this impracticable. An excavation and on-site retention strategy will be agreed with the relevant specialist. Fire-cracked flint, ceramic building material, burnt clay and iron slag will only be discarded following specialist analysis and on the recommendation of the specialist.
- 5.6** All retained finds will be cleaned, sorted and marked prior to their post-excavation analysis and eventual deposition to the relevant archive, or museum. The project archive including artefacts will need to be signed over to CBAS until it can be archived at the appropriate repository. Suitable conservation measures (e.g. packaging with silica gel or with water) will be used to ensure the stabilisation of finds where relevant. Where a higher level of conservation is required, specialist conservator advice will be sought.

6.0 Post-excavation Analysis and Report

- 6.1** The post-excavation analysis will follow the requirements of Appendix 1 of the *Sussex Archaeological Standards*. Reporting will be in line with requirements of Annex H of the *Sussex Archaeological Standards*. The post-excavation analysis will refer to *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England*²¹ *Updated Guidelines to the Standards for Recording Human Remains*²², *The Role of the Human Osteologist in an Archaeological Fieldwork Project*²³, and *Recommendations for Processing Human Bone From Archaeological Sites*²⁴.
- 6.2** All retained skeletal material will undergo an initial formal osteological assessment to assess the significance of the skeletal assemblage and the need for further analytical work. The skeletal material will be washed, dried, marked, and packed as per Mays, 1991²⁵. Following Historic England Guidance²⁶, the number and completeness of skeletons will be quantified and the general condition of the bone assessed. Any pathological evidence will be noted. The approximate ratio of adults to juveniles will be calculated. Approximate age/sex ratios may also be calculated if this is deemed necessary. A brief report summarising the potential of the collection for further analysis will be prepared.
- 6.3** The final report will include the following:
- planning history, in brief, including nature of proposed development, relevant Local Planning Authority, applicant, and planning application reference number (where applicable)
 - function of the report
 - location of site by OS map reference (5 figures easting, 5 figures northing)
 - a location plan of the site, with boundary clearly marked, on an OS base map of not less than 1:2500 scale (smaller scale for large sites only), showing Grid North, and tied in to the OS Grid (Grid lines to be numbered)
 - plans showing the outlines of trenches or excavated areas in relation to the site boundary
 - plans of trenches and or excavated areas showing archaeological contexts recorded therein, at a scale suitable for clearly distinguishing the outlines of recorded contexts, and changes in slope indicated by hachures
 - those parts of archaeological contexts which have been excavated
 - for deeper or stratified sites, drawn sections of each trench elevation, with OD levels
 - levels above or below OD at top and bottom of trenches or excavated areas, at each end or corner of the trench or excavated area

²¹ Mays S. (ed) 2017. *Guidance for Best Practice for the Treatment of Human Remains Excavated From Christian Burial Grounds in England*. Advisory Panel on the Archaeology of Burials in England, London.

²² Mitchell PD, Brickley M, (eds) 2017. *Updated Guidelines to the Standards for Recording Human Remains*. CiFA/BABAO, Reading.

²³ *The Role of the Human Osteologist in an Archaeological Fieldwork Project*. Historic England 2018.

²⁴ Mays, S. 1991. *Recommendations for Processing Human Bone From Archaeological Sites*. AML Report 124/91. London: English Heritage.

²⁵ Mays, S. 1991. *Recommendations for Processing Human Bone From Archaeological Sites*. AML Report 124/91. London: English Heritage.

²⁶ *The Role of the Human Osteologist in an Archaeological Fieldwork Project*. Historic England 2018.

- site geology
- archaeological and historical background
- reproduced extracts of relevant historical maps, with site boundary superimposed and clearly shown (where photocopies cannot be taken, good quality traced extracts should be made)
- dates of fieldwork – beginning and end
- fieldwork methodology, archaeological and paleo-environmental sampling strategies
- site code
- staff Structure – Project Manager, Site Supervisor(s)
- name of developer, person or body commissioning the archaeological contractor
- an abstract of the background and findings of the report of about 100-200 words
- principal author and (at the head of each specialist report) names of contributors to the report
- stratigraphic report, by excavated area and context
- finds reports by recognised specialist
- identification of finds requiring active conservation
- present location of finds, intended repository of the finds, museum accession number, quantification of archive table
- a list of palaeo-environmental samples taken
- Palaeo-environmental report – results of palaeo-environmental processing and assessment by recognised specialist
- Geoarchaeological report- results of any geoarchaeological investigation to include photographs and section drawings, a site deposit if appropriate, a description and interpretation of deposits recorded, assessment of potential and recommendations for further work
- a list of contexts excavated, arranged numerically, with brief description, nature of artefactual or ecofactual contents, and provisional or final dating
- discussion and conclusions
- references
- Historic Environment Record summary form

6.4 All finds analysis is to be carried out by CBAS Ltd in-house specialists, or by external specialists. Spot dating of pottery will be employed, where necessary, to inform the onsite methodology. The pottery specialist employed by the CBAS Ltd will be familiar with local pottery types and with a record of publications in the region. The proposed external finds specialists employed include;

- Prehistoric Pottery: Barbara McNee
- Roman Pottery: David Griffiths
- Medieval and post-medieval pottery: Luke Barber
- Ceramic building material: Luke Barber
- Geological material: Luke Barber
- Coins: David Rudling
- Iron working material: Jeremy Hodgkinson
- Environmental: Lisa Gray
- Osteologist: Sarah Green

- 6.5** Scientific dating or analysis may be required for any features which are deemed suitable and have been agreed with the Archaeological Advisor. Advice will be sought from the Historic England Scientific Advisor if necessary. The following scientific techniques may be used:
- Radio-carbon dating
 - Archaeomagnetic dating
 - Dendrochronology
 - OSL dating
 - Use-wear analysis
- 6.6** The report will be completed within 60 working days of the completion of the monitoring, unless an alternative timetable is agreed with the Archaeological Advisor, and will follow formatting guidelines, as recommended in the Management of *Research Projects in the Historic Environment* (Historic England 2015). A CD containing the report in PDF/A format, a selection of site photographs and GIS shapefiles, when required, will be supplied to the Surrey Historic Environment Record (HER) and the West Sussex Record Office on approval of the report. The digital archive will be deposited with the Archaeology Data Service. Following approval of the report the OASIS entry detailing the project will be completed.
- 6.7** In the event of complex archaeological features being encountered during monitoring, a programme of post-excavation analysis will be agreed. If the results are considered sufficiently important, an article will be prepared for submission in the *Sussex Archaeological Collections*, at the expense of the Client.
- 6.8** On completion of the reporting the digital archive will be deposited with ADS. The Data Management Plan is included as Appendix 1. Lewes Museum is not currently collecting site archives. CBAS Ltd will take ownership and responsibility (curation, secure storage) of the whole paper, digital and artefactual archive until a suitable repository, as agreed with the Historic Environment Consultant, can be found. The Site Archive, which comprises a hard copy of the final report as well as 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, will be quantified, ordered, indexed, digitised (where appropriate), and made internally consistent. Treatment of materials, records, site matrix and summaries will be completed in accordance with Appendix 3 (site archive specification) of Management of Archaeological Projects (English Heritage, 1991) (MAP 2), Management of Research Projects in the Historic Environment (MoRPHE: English Heritage 2006) and with reference to 'Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation' (AAF, author Duncan Brown, 2007).
- 6.9** Following the completion of assessment, analysis and reporting the human remains will be returned to the church for reinternment unless they are deemed to be of sufficiently high archaeological and scientific value to warrant long-term curation.

7.0 Health and Safety

- 7.1** Adherence to standard health and safety requirements, together with any constraints imposed by the contractor's health and safety practices, will be paramount. Recording of deep excavations, including any which exceed 1.2m in depth or which are judged to be unsafe, shall only be undertaken from the ground level.

8.0 Monitoring and Standards

- 8.1** CBAS Ltd is to allow the Archaeological Advisor, or any designated representative of the Adur and Worthing Council, or to inspect and examine the Site's records at any reasonable time, during or after the excavation work.
- 8.2** The project will be managed by Jon Baczkowski who will be responsible for ensuring that the works are implemented correctly in accordance with the following:
1. All statutory provisions and by-laws relating to the work in question, especially the *Health and Safety at Work Act 1974*; and
 2. The Chartered Institute for Archaeologists *Code of Conduct* (2025).

9.0 Insurance

- 9.1** CBAS Ltd is insured for public liability to the sum of £5,000,000 for any one occurrence.
- 9.2** CBAS Ltd is insured for Professional Indemnity to the sum of £1,000,000 for any one occurrence.

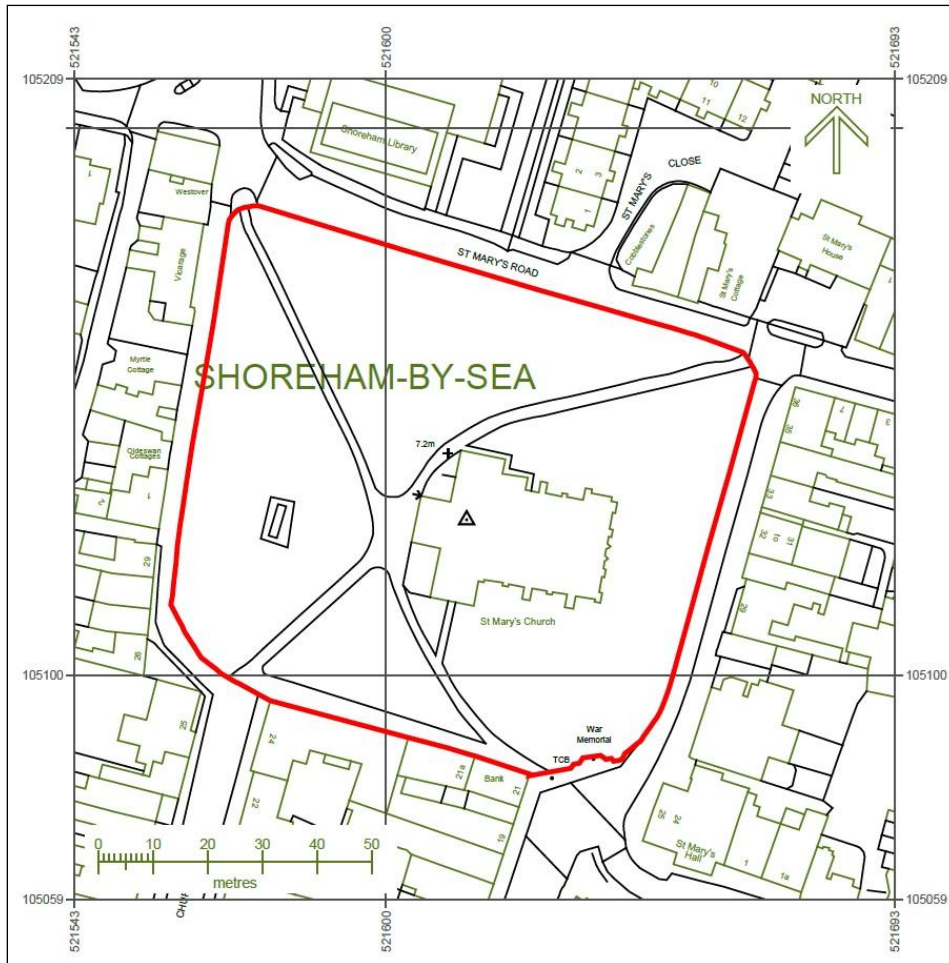


Fig. 1: Site location

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Fig. 2a: Existing Floor Plan
(Provided by Client)

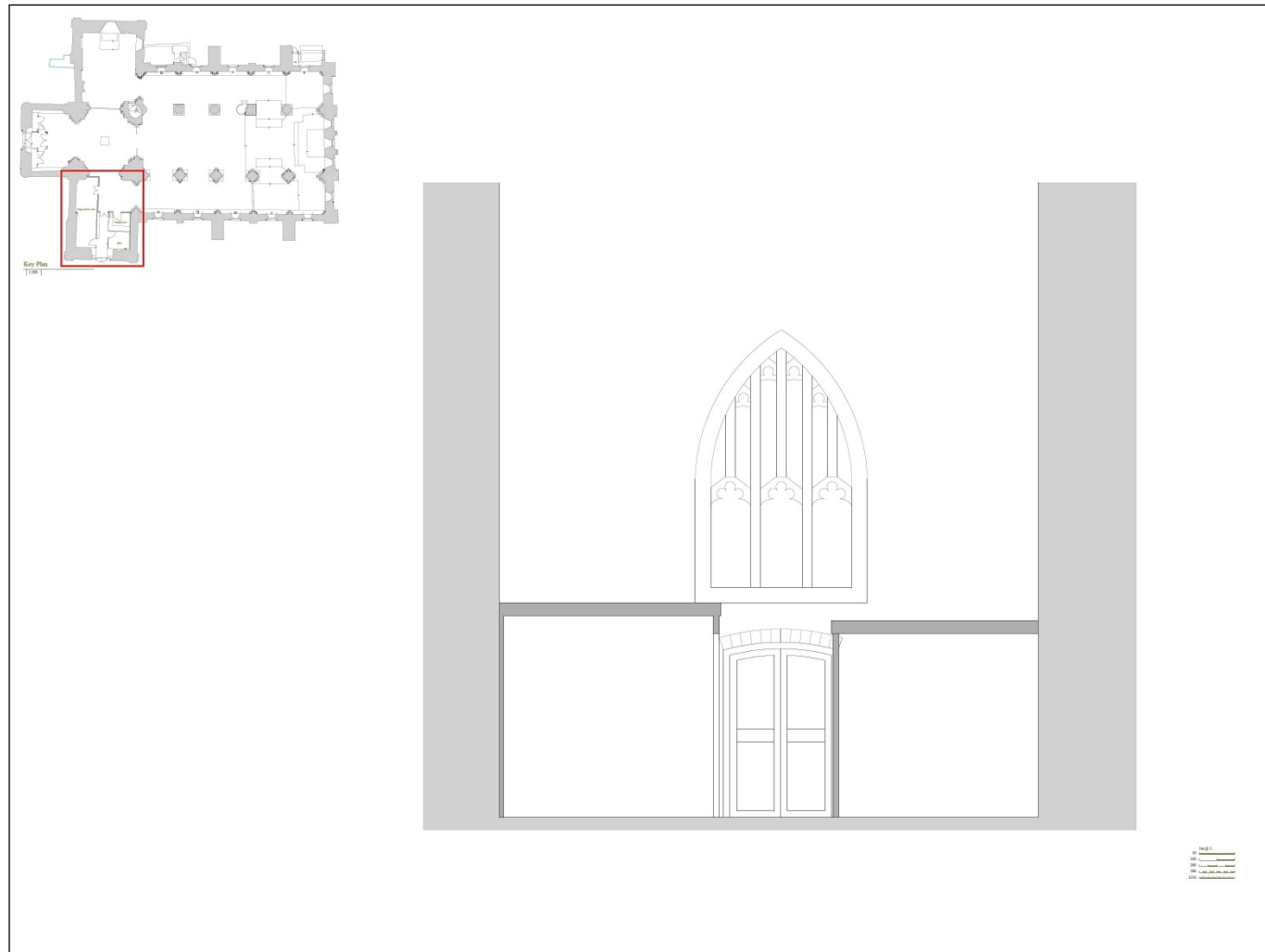


Fig. 2b: Existing Section
(Provided by Client)



Fig. 3a: Proposed Floor Plan
(Provided by Client)

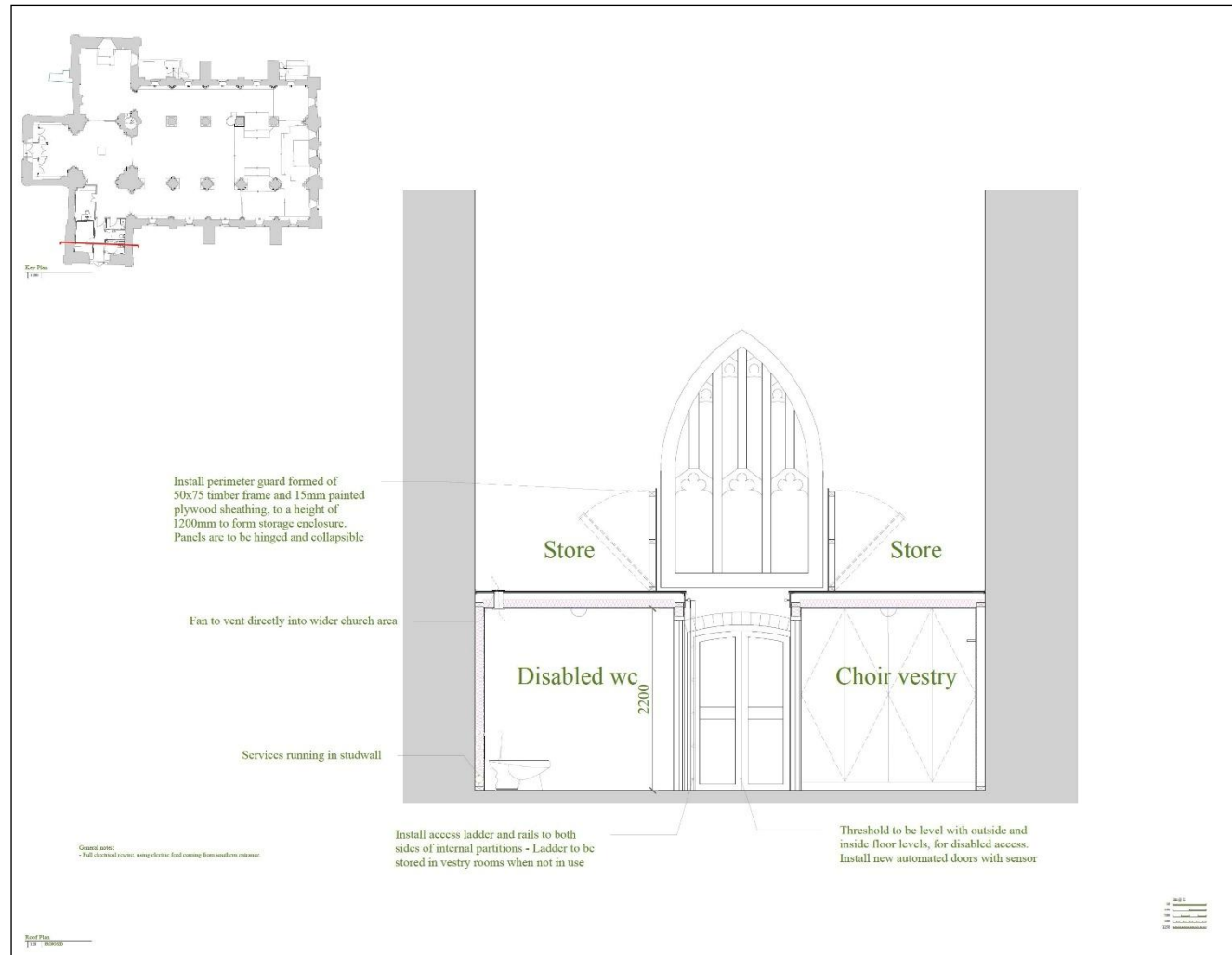


Fig. 3b: Proposed Section
(Provided by Client)

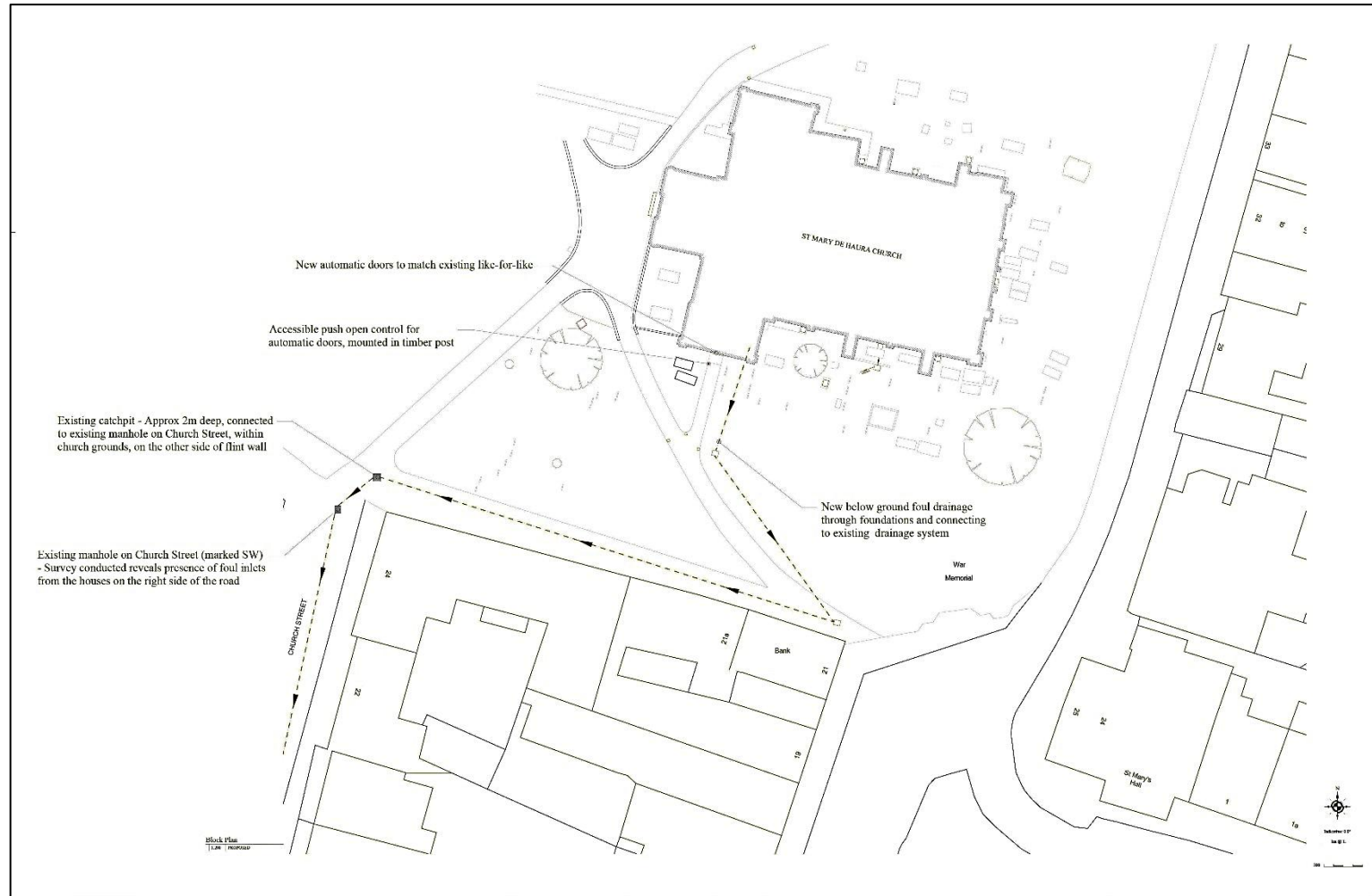


Fig. 3c: Proposed Drainage
(Provided by Client)

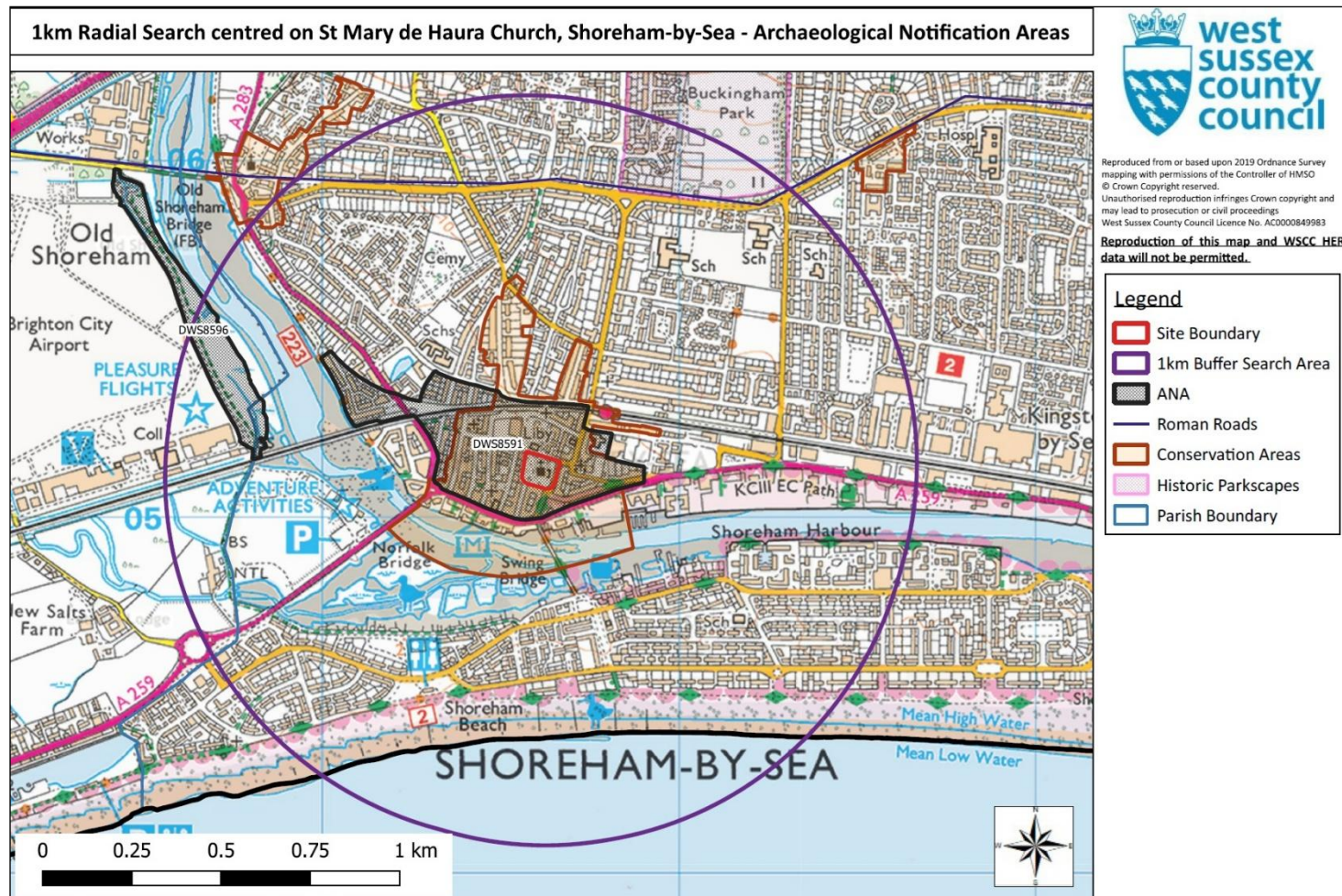


Fig. 4: Archaeological Notification Areas

(Adapted from map provided by WSCC)

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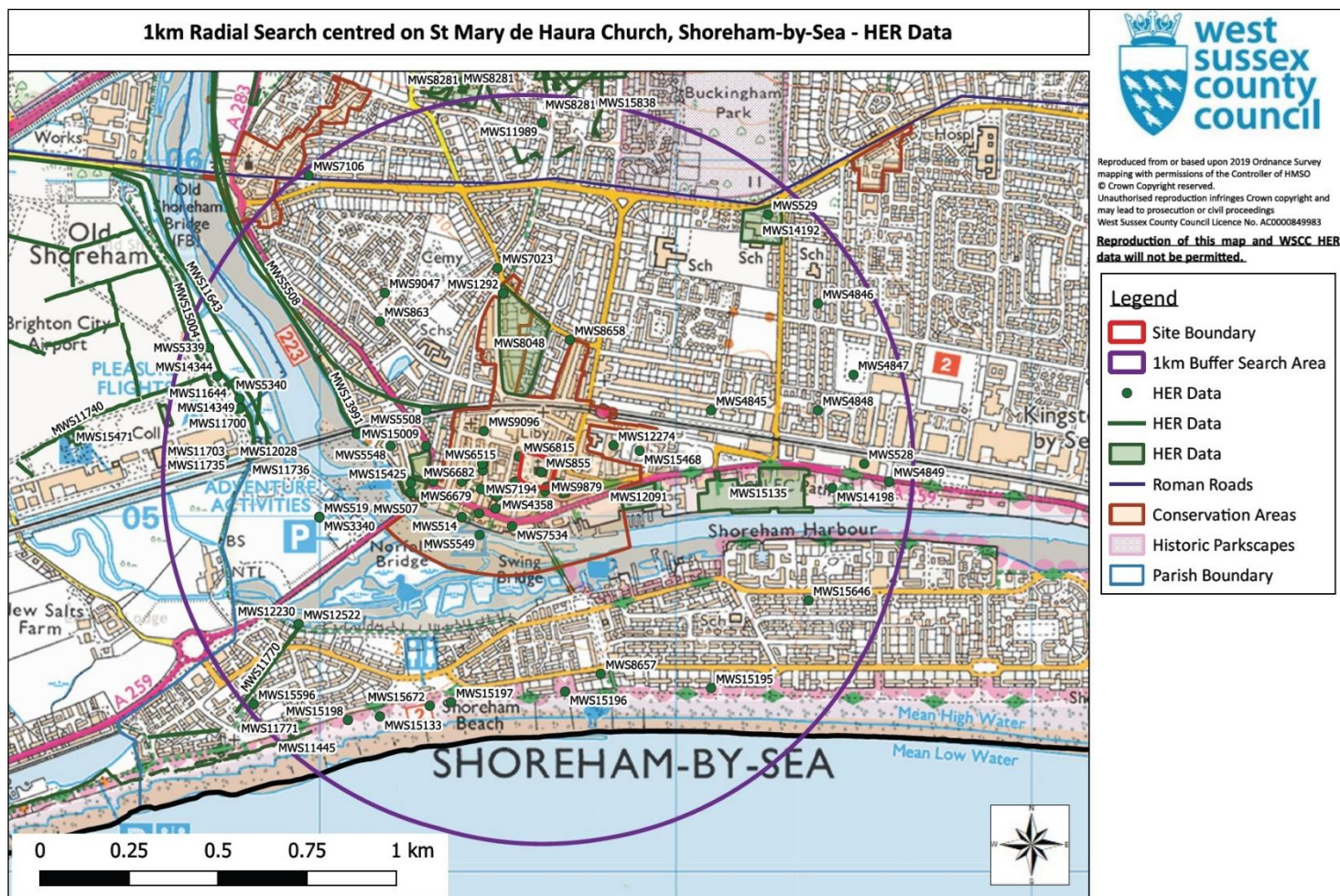


Fig. 5: Historic Environment Record
(Adapted from map provided by WSCC)
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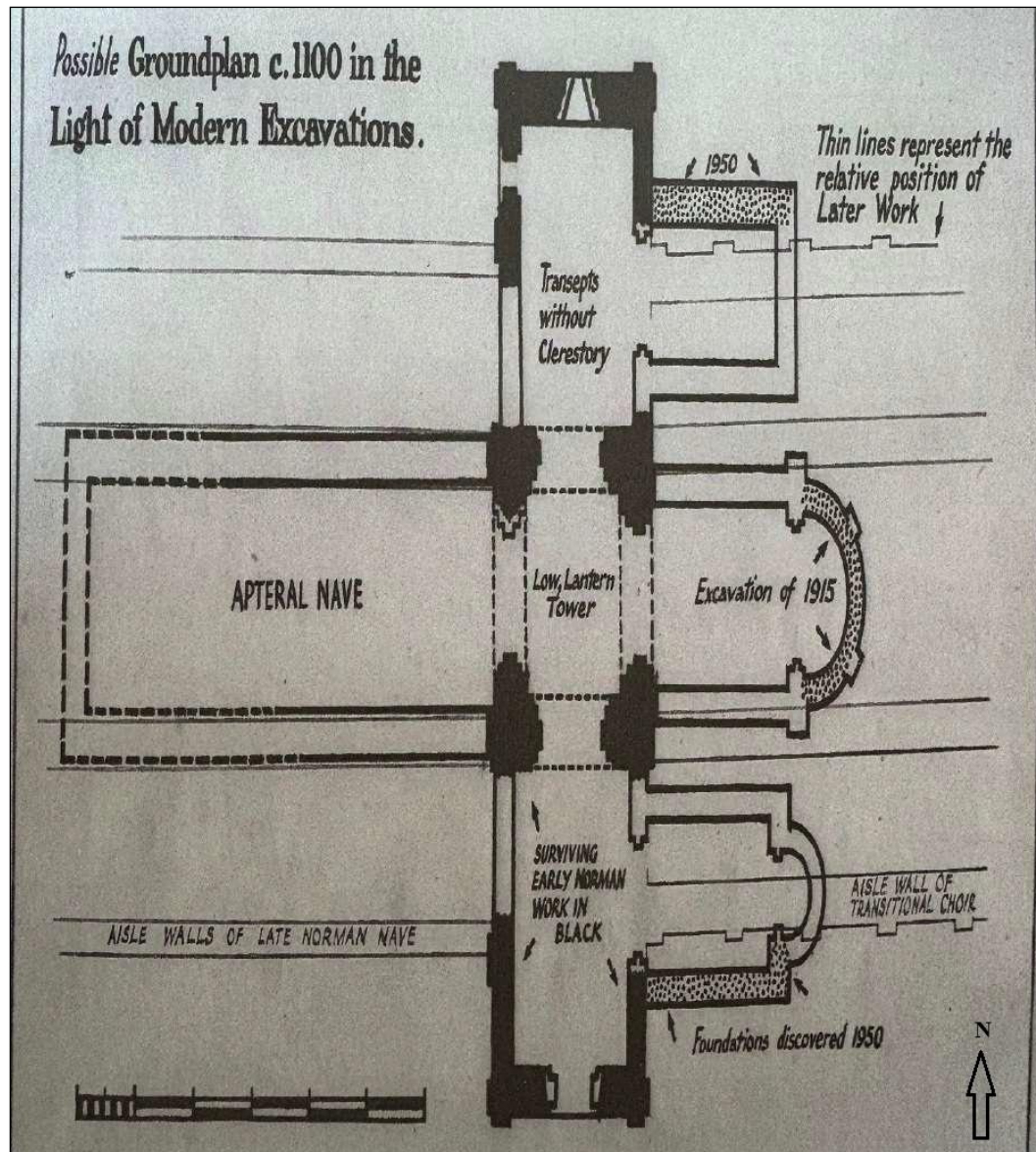
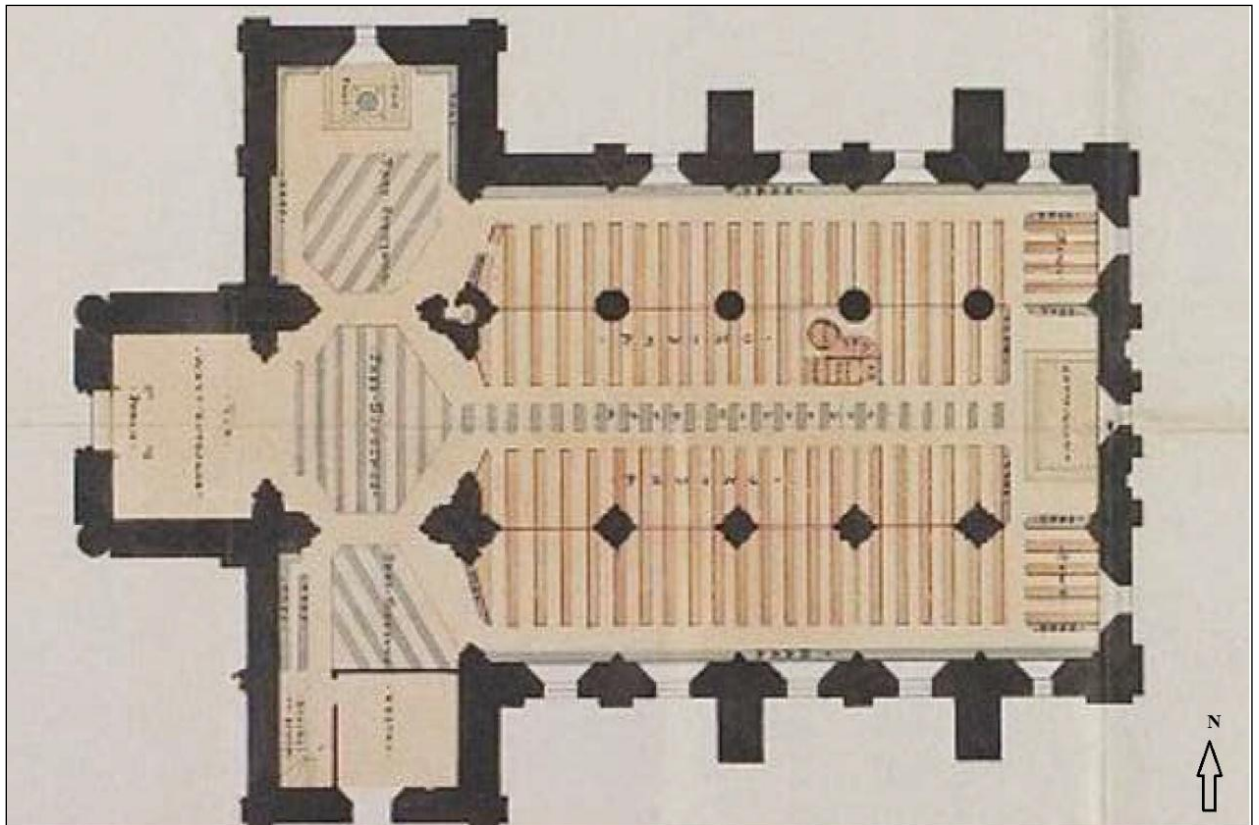


Fig. 6: Church plan in the 12th century
(From Manorwood 2026)



Plan of the Church of St Mary de Haura illustrating addition of pews, 1829. Samuel Benham (from Incorporated Church Building Society (ICBS) <https://images.lambethpalacelibrary.org.uk/luna/servlet>)

Fig. 7: Plan of church dated 1829

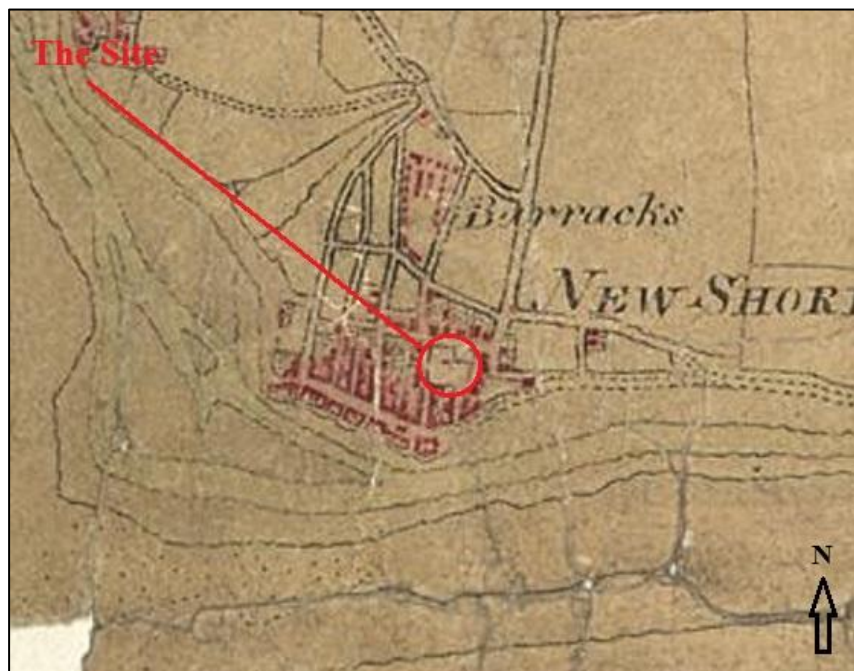


Fig. 8: Ordnance Survey draft c. 1797



Fig. 9: 1st Edition OS map 1879



Fig. 10: 2nd Edition OS map 1899

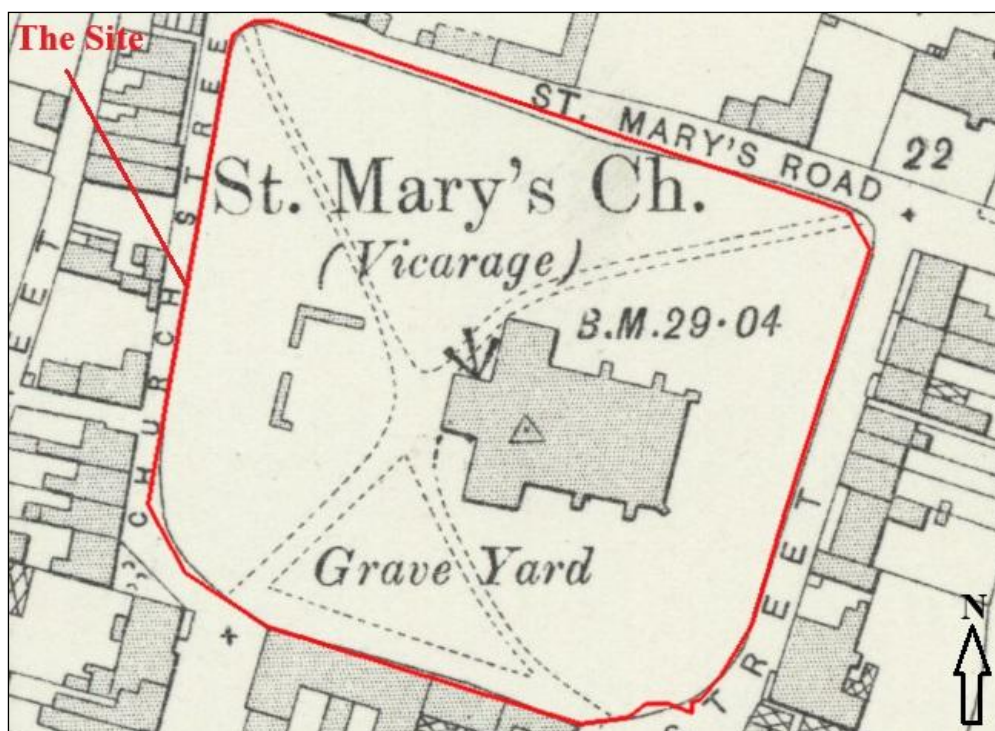


Fig. 11: 1912 OS map

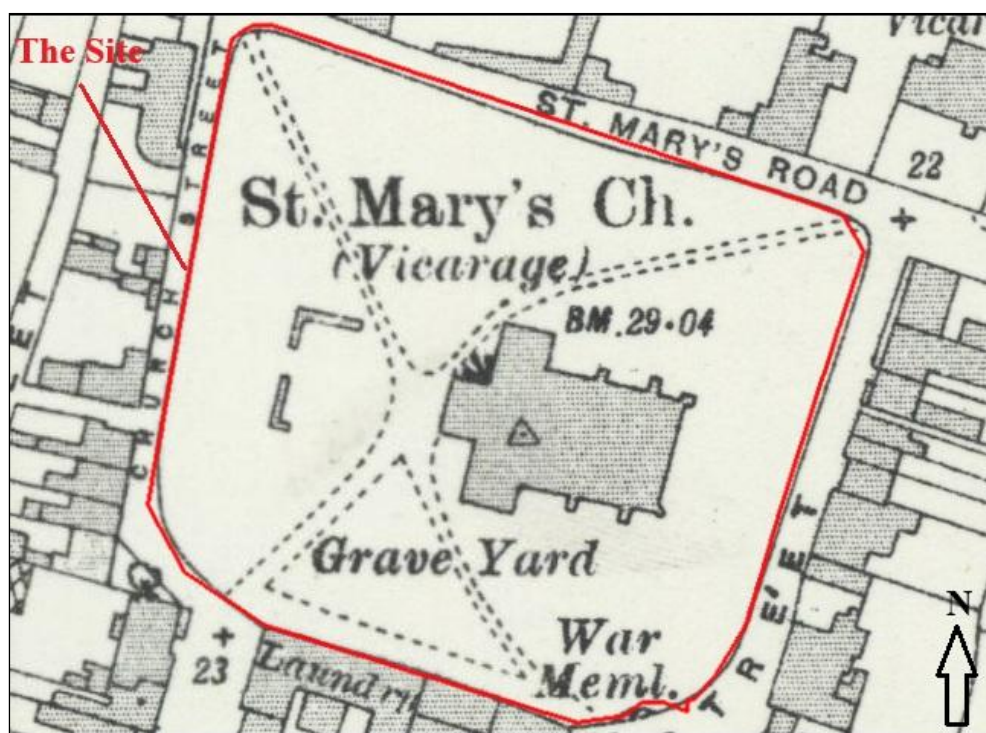


Fig. 12: 1936 OS map



Fig. 13: 1974 OS map

Appendix 1: Data Management Plan

Section 1: Project Administration

Site Code: MHS26

OASIS ID: TBC

Project Name: St Mary de Haura, Shoreham

Project Description: Archaeological Monitoring and Recording

Aims: To excavate and record any features/deposits of archaeological interest

Dates: TBC

Project Funder: Client funded

Project Manager: Jon Baczkowski, Senior Project Manager. Chris Butler Archaeological Services Ltd

Data Contact Person: Jon Baczkowski

Date DMP created: 05/08/2026

Date DMP last updated:

Version: 1

Related data management policies:

Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation
Management of Archaeological Projects (English Heritage, 1991)
Management of Research Projects in the Historic Environment (MoRPHE: English Heritage 2006)
Dig Digital online guidance (CIFA, 2024)
Data Management: Help and Guidance (ADS)

Section 2: Data Collection

The table below provides a summary of the data types, formats and estimated archive volume for data collected / created as part of this project. As the project progresses, more detail regarding files will be added to this DMP.

Type	Formats	Estimated volume (Data Archive)
Spreadsheets	Excel (.xlsx) To be deposited in preservation format (.csv)	15 objects (size <2MB total) (Context Register / Finds & Samples Register / Photo Register / Drawing Register / Specialist data tables x 6 / metadata tables)
Text / documents	Word (.docx)	c. 3 objects (size <100MB)

	PDF (.pdf/a)	(Project Brief / Written Scheme of Investigation / Final Report)
Vector graphics	CAD (.dwg)	Site plans x 10, av size 5MB Report images x 5, av size 2MB
Images	JPEG (.jpg) Intended deposition format - uncompressed (.tiff)	Archive shots x 100, av size 4MB Photogrammetry files x 250, av size 4MB
GIS	ESRI Shapefile (.shp & .shx & .dbf, plus associated files) ArcGIS Pro (.aprx)	Overall GIS files x 10, including 6 to 8 shp layers <10MB

Data Standards / Methods

- Standard methods of data collection will be applied throughout the project, working to best practice guidance where applicable / available. In general, data acquisition standards are defined against ADS Guides to Good Practice.
- Methods of collection are specified within the Written Scheme of Investigation (WSI) and will meet the requirement set out in the Project Brief, the organisation recording manual and relevant CIfA standards and guidance.
- Where appropriate, project contributors external to the organisation will be required to include data standards, collection methodology and metadata with individual reports and data.
- Specific or additional guidance relevant to this project are listed below, and will be updated as the project progresses:
HE Digital Image Capture and File Storage: Guidelines for Best Practice 2015
HES Applied Digital Documentation in the Historic Environment 2018

Data storage / file naming

- The working project archive will be stored in a project specific folder or data specific folder on the internal organisational server. This server is backed up twice daily to maintain an up-to-date security copy of the organisation wide data.
- Project folders are named following established organisational procedures.
- Data collected will be downloaded and raw data will be stored in the appropriate folder.
- File naming conventions following established organisational procedures, based on ADS file naming guidance, and include version control management.
- All files included as part of this project archive will include an organisational identifier, the Site ID, the file descriptor, and version number.
- Final versions of files will include 'FINAL' within the filename.

Quality Assurance

- Instruments used in the collection of data are calibrated to the manufacturers guidelines and checked to ensure they are in full working order before use.
- All site records and data collected will be reviewed during project delivery to ensure data is accurate and secure.

- Data collection and management are reviewed regularly, including internal project folders to ensure our organisational data management standards are being met.

Section 3: Documentation and Metadata

- Data collected will include standard formats which maximise opportunities for use and reuse in the future (see Section 2, above).
- A Collection Level Metadata Summary is included in all standard archaeological projects and will be completed as the project is delivered. A working copy will be kept on the organisational server in the Project Folder. The Collection Level Metadata Summary brings together the overarching project details and includes a register of data types and number of objects included in the archive, along with all other archive components.
- Metadata tables for each data type will be populated as the project progresses and will use the standard format for each data type as recommended by ADS, who are the intended repository for the digital data archive.
- Data documentation will meet the requirement of the Project Brief, Museum Deposition Guidelines, Digital Repository Guidelines and the methodology described in the WSI methodology.
- An archive catalogue documenting both physical and digital archive products will be maintained and submitted with both the Museum and Trusted Digital Repository.

Section 4: Ethics and Legal Compliance

- The project archive will include the names and contact details of individuals who intend to volunteer or participate in the excavation and post excavation stages. We have a GDPR compliant Privacy Policy which underpins the management of personal data; any personal data is managed through a secure cloud-based database and not retained on the project specific folders.
- Personal data will be removed from the archaeological project archive and permission to include individual's names in any reporting is gained prior to use.
- Copyright for all data collected by the project team belongs to the organisation, and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.
- Where formal permissions and/or license agreements are linked to data sharing, they will be included in the project documentation folders and will accompany the archaeological project archive.

Section 5: Storage and Backup

- 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 supports access to security copies as needed.
- Sufficient data storage space is available via the organisational server, which includes two-factor authentication and permissions-based access. The server is accessible by staff on and offsite through a secure log-in.

- Off-site access to the project files on the organisation's server is provided to support back-up of raw data while fieldwork is ongoing. Where internet access for data back-up is not possible, the raw data will be backed up to a separate media device (such as laptop and portable external hard drive).
- Project files will be shared with external specialists and contractors directly using the same system, with the wider project team gaining access to only the files needed using permissions-based access.

Section 6: Selection and Preservation

- The Selection Strategy and DMP will be reviewed and updated during post excavation assessment, and following full analysis. Updated documentation will be included in all reporting stages.
- Prior to deposition, the Selection Strategy and DMP will be updated and finalised in agreement with all project stakeholders (including the Local Planning Archaeologist, Client, Museum, ADS).
- Selection will be informed by the WSI, defined against the research aims, regional and National Research Frameworks, specialist advice and the significance of the project results.
- The project will be published as an online technical report (accessible via OASIS and as part of this the archive), with full access to research data.
- The project results are likely to provide new research data which can be included in the Historic Environment Record and will contribute to the archaeological/historical knowledge of The Site, also aiding the future management of the archaeological site.
- 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.
- The digital archive will be deposited with the Archaeology Data Service, which is a certified repository with Core Trust Seal.
- The archive will be prepared for deposition by the project team and the costs for the time needed for preparation, and the cost of deposition have been included in the project budget.
- Once a suitable museum has been identified, the relevant body will be contacted and it will be confirmed that the digital archive component should be deposited with a trusted digital repository
- ADS will also be contacted as the intended repository for digital data.
- A costing estimate has been produced and sufficient resources to cover these costs, and to allow for the preparation of the archive, have been included in the project budget.

Section 7: Data Sharing and Accessibility

- A summary of the project will be included on the OASIS Index of Archaeological Investigation prior to the commencement of fieldwork and will be updated as the project progresses
- The investigations are likely to result in a number of documents: the WSI and Final Report

- The final report is expected to be completed within 12 months of the completion of fieldwork
- As the project progresses reports will be attached to the project OASIS record
- 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 Digital Object Identifier (DOI).
- 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.
- Data specific requirements, ethical issues or embargos which are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive.

Section 8: Responsibilities

- 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 can be found in the WSI.

Section 9: Data Use and Re-use Statement

- The data structure has been designed from a user perspective to support accessibility of information beyond availability of metadata.
- The Collection Level Metadata Summary will document the project context and summarise the data included in the archive.
- The ADS interface provides details of the collection, and includes a data query option to support location of data types.
- The main Technical Report produced and included in the archive, will include a section describing the archive collections and how to access data and artefacts. This report will also be submitted to the regional HER.
- A peer-reviewed Data Paper may be published to support accessibility. This will highlight the content and the potential of the archive.
- The ADS will disseminate the digital elements of the Archaeological Archive online under a creative commons licence which allows redistribution but not use for commercial purposes.
- Associated publications: TBC
- Associated collections: TBC

Chris Butler Archaeological Services Ltd

Chris Butler has been an archaeologist since 1985 and formed the Mid Sussex Field Archaeological Team in 1987, since when it has carried out numerous fieldwork projects, and was runner up in the Pitt-Rivers Award at the British Archaeological Awards in 1996. Having previously worked as a Pensions Technical Manager and Administration Director in the financial services industry, Chris formed **Chris Butler Archaeological Services** at the beginning of 2002.

Chris is a Member of the Chartered Institute for Archaeologists, and a Fellow of the Society of Antiquaries of London. He was a part time lecturer in Archaeology at the University of Sussex, and taught A-Level Archaeology at Bexhill 6th Form College having qualified (Cert. Ed.) as a teacher in 2006.

Chris specialises in prehistoric flintwork analysis, but has directed excavations, landscape surveys and watching briefs, including the excavation of a Beaker Bowl Barrow, a Saxon cemetery and settlement, Roman pottery kilns, and a Mesolithic hunting camp. He has recently undertaken large landscape surveys of Ashdown Forest and Broadwater Warren and is Co-Director of the Barcombe Roman Villa excavation project.

His publications include *Prehistoric Flintwork*, *East Sussex Under Attack* and *West Sussex Under Attack*, all of which are published by Tempus Publishing Ltd.

Chris Butler Archaeological Services Ltd is available for Flintwork Analysis, Project Management, Military Archaeology, Desktop Assessments, Field Evaluations, Excavation work, Watching Briefs, Landscape and Woodland Surveys & Fieldwalking, Post Excavation Services and Report Writing.

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