



Chris Butler
Archaeological
Services Ltd

**Written Scheme of Investigation
for an
Archaeological Monitoring and Recording
at
Saxon House, Little High Street,
Worthing,
West Sussex**

TQ 14986 03088

Planning ref: AWD/0891/25

Project No: CBAS1675

By

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March 2026

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1. Introduction

- 1.1 Chris Butler Archaeological Services Ltd (CBAS Ltd) has been commissioned by Saville Jones Consultants (the Client) to carry out an Archaeological Monitoring and Recording at Saxon House, Little High Street, Worthing, West Sussex (hereafter, the Site; Figs. 1 & 2), in connection with a planning application (Ref: AWDM/0891/25) for change of use from offices only (Use Class Egi) to community use / offices (Use Class E) including erection of glazed single storey front extension; two-storey rear extension for lift; fencing to enclosed sensory garden; alterations to fenestration; terrace and balustrade; mobility scooter store and photovoltaic panels on roof (Fig. 3).
- 1.2 The Site is located within the core of Worthing (centre point: TQ 14986 03088) on the north side of Little High Street and comprises the inverted T-plan building of Saxon House (now renamed Holland House) in the south with parking to the rear. Residential plots are present to the east and west of the Site, with the Sidney Walter Centre to the north. Land to the south, across Little High Street is in mixed commercial and residential use. Footpaths are present along the eastern and western boundaries of the Site. The site boundaries are formed of brick and flint walls except in the south, which is marked by hedging.
- 1.3 Worthing is located on the coastal plain, the beach being located c. 600m to the south of the Site. The site is fairly level, sloping gently from c. 7m aOD in the east to c. 6m aOD in the west. According to the British Geological Survey the geology of the Site¹ is chalk of the Seaford Chalk Formation, overlain by undifferentiated River Terrace Deposits. An archaeological excavation at the Site identified the underlying deposits as Brickearth, encountered at between 1.10 m and 1.30 m below the modern ground surface²
- 1.4 The Site is located within an Archaeological Notification area (ANA; Fig. 4) associated with medieval settlement activity around High Street, Old Worthing. Excavations in the area have found a series of rubbish pits and boundary ditches, all of medieval date and, previous archaeological investigation at the Site itself, undertaken before the construction of the current building, uncovered extensive medieval remains, including two grain dyers, pits and a sequence of boundary and enclosure ditches spanning the tenth to early fifteenth centuries. The finds included a locally important assemblage of medieval pottery.
- 1.5 The previous archaeological work at the Site included a programme of trial trenching, followed by an area of excavation. Several of the proposed areas of development lie within areas that have been previously archaeologically excavated (Fig. 5) and so have no archaeological potential remaining. Two elements of the proposal, however, the northern infill extension and the mobile scooter store to the west, are outside these areas of previous archaeological work and have the potential to contain significant archaeological deposits³.

¹ https://geologyviewer.bgs.ac.uk/?_ga=2.210682519.300894692.1773830846-595631028.1773830846

² Lovell, J. Excavations on a medieval site at Little High Street, Worthing, West Sussex, 1997. *Sussex Archaeological Collections*. 139 (2001), 133 – 45.

³ Place services. Archaeological Advice. Application ref: AWDM/0891/25. Date:12 August 2025

1.6 Due to the archaeological potential of the Site, the following condition was placed on the planning permission⁴:

4. *(1) No development or preliminary groundworks of any kind shall take place until a programme of archaeological monitoring has been secured in accordance with a Written Scheme of Investigation which has been submitted and approved by the Local Planning Authority. Once approved the ground works and construction shall only be carried out in accordance with the approved WSI.*

(2) The applicant will 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. A professional team of qualified and accredited archaeological contractors should undertake the work. The work will consist of the archaeological monitoring of any groundworks associated with the development, including (but not limited to) any foundation trenches, service trenches or soakaways.

Reason: In the interest of recording archaeological finds in accordance with policy DM24 of the Worthing Local Plan.

1.7 This Written Scheme of Investigation (WSI) covers an Archaeological Monitoring and Recording to monitor all groundworks associated with the proposed northern infill extension and the mobile scooter store. The WSI will be submitted to Adur & Worthing Councils for formal approval.

1.8 The archaeological work will be carried out in accordance with the Chartered Institute for Archaeologists' *Standard for archaeological monitoring and recording*⁵, *Universal guidance for archaeological monitoring and recording*⁶, and *Code of Conduct*⁷, the *Sussex Archaeological Standards*⁸; and the *Treasure Act*⁹.

1.9 The project will be managed by Stewart Angell. The post-excavation assessment will be managed by Jan Oldham. The field officer allocated to the project will be notified to the Historic Environment Consultant at least 24 hours in advance of the Archaeological Monitoring and Recording commencing.

⁴ Planning Permission. Application Number: AWD/0891/25. 14/11/2025.

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

⁶ Chartered Institute for Archaeologists 2023. *Universal guidance for archaeological monitoring and recording*

⁷ Chartered Institute for Archaeologists 2025. *Code of Conduct*.

⁸ *Sussex Archaeological Standards* 2019.

⁹ UK Parliament 1996. *Treasure Act* 1996. Revised 2002.

2.0 Archaeological and Historical Background

- 2.1** The West Sussex Historic Environment Record (HER; Fig 6) was consulted for a 1km radius around the Site (the Study Area), the results of which are summarised below.
- 2.2** The findspot of a Palaeolithic flint handaxe (MWS397) is reported c. 730m to the southeast of the Site, while a flint flake of probable Middle Palaeolithic date (MWS9089) was recovered from a palaeochannel c. 160m to the southwest of the Site.
- 2.3** During archaeological investigation at the Site, two hand-dug test pits revealed that the Brickearth survived to a maximum thickness of 0.6 m and contained large, abraded flint nodules. No Palaeolithic material was identified within the excavated material. A small quantity of undiagnostic worked flint and some burnt flint was found either on the surface of the Brickearth or as residual material in later features, suggesting a low level of later prehistoric activity in the vicinity¹⁰.
- 2.4** An archaeological evaluation at Northbrook College, c. 190m to the south of the Site, in 1997 found evidence of prehistoric activity (MWS6525); a flint scraper was found in the overburden over the natural brickearth and a square pit/posthole containing a flint core and two pieces of F.C.F. was recorded.
- 2.5** An archaeological excavation carried out at New Worthing School, c. 1km to the north of the Site, revealed a number of earlier Neolithic features which contained a wealth of environmental evidence and a large assemblage of pottery and struck flints (MWS12086). A Neolithic unpolished flint axe (MWS376) was found at Homefield Park, c. 288m to the northeast, and the findspot of Neolithic polished axes (MWS4596) is reported from Worthing Station, c. 400m to the northwest.
- 2.6** Poorly provenanced findspots of Bronze Age tools are reported from Worthing (MWS314, MWS389, MWS390, MWS391). A looped palstave was found at East Worthing (MWS388), c. 1km to the southeast of the Site, which may relate to a hoard found here (MWS5629). During trenching for the laying of electric cables on Chesswood Road, c. 680m to the northeast of the Site, evidence of Bronze Age occupation was identified, including a dark oval area containing charcoal, burnt soil, pottery and daub (MWS5630). At Land Adjacent to North Street / High Street, c. 130m to the south of the Site, a Late Bronze Age or Early Iron Age curvilinear ditch was identified as well as a deposit of fire-cracked flint and five worked flints (MWS4526). At Land off North Street, c. 130m to the south of the Site, a ditch containing Late Bronze Age/Early Iron Age pottery, worked flint and slag was found (MWS5833). A Late Bronze Age linear feature and Late Iron Age to Roman linears and a gully (MWS9089) are also known from 12 North Street, c. 150m to the southwest. Evidence for Late Iron Age or Early Roman industrial activity in the form of a partial crucible was found in the gully.

¹⁰ Lovell, J., 'Excavations on a medieval site at Little High Street, Worthing, West Sussex,' SAC 139 (2001), 133-45.

- 2.7** Hundreds of 1st and 2nd century pottery sherds, including jugs, vases, dishes and a clay oven (MWS304) were found by workmen when laying a sewer in Wykeham Road c. 800m to the southwest of the Site. Roman ditches and evidence of habitation (MWS395) were found between Merton Road and The Esplanade in 1963 during the laying of water mains c. 800m the southeast of the Site. Finds including 1st and 2nd century pottery, pot boilers, oyster shells, metal objects were recovered. A Late Iron Age to Roman gully and Roman pit (MWS12086) were recorded at New Worthing School.
- 2.8** A Roman ditch containing grain and pottery (MWS318) was found in 1967 c. 480m to the south of the Site. The remains of a Roman building (MWS3616) were identified in the Chapel Road area in 1900. Associated finds and features include tiles, brick, tesserae, pottery, ditches and a pond. This settlement site appears to cover a large area around Chapel Road, with much of the evidence being recovered around the museum, c. 290m to the southwest of the Site.
- 2.9** A Roman cremation cemetery (MWS5834) was found in 1881 during trenching at Messer's Webster and Co's nurseries on the East Chesswood Estate, c. 780m to the northeast of the Site. Findspots of Roman pottery and coins are also report throughout the Study Area (MWS305, MWS306, MWS360, MWS393, MWS4984, MWS308, MWS324).
- 2.10** At Land adjacent to North Street / High Street continued use of the site was indicated by pits and post holes associated with Saxon pottery (MWS4528). Two sherds of Saxon pottery were found at 2A Ashdown Road (MWS7398) c. 50m to the southwest of the Site.
- 2.11** The Site is situated close to the centre of the medieval village of Worthing. There are three entries for Worthing in the Domesday Survey of 1086¹¹ where it is referred to as Mordinges or Ordinges. A total of 7 villagers and 15 smallholders were paying tax on the 14 hides of land which belonged to the vill.
- 2.12** A single sherd of Early/Middle Saxon pottery was at the Site during the archaeological investigations in 1997^{12, 13}, (Fig. 7) but the main period of activity spanned the 10th to early 15th centuries. The earliest archaeological features comprised boundary ditches, gullies, a possible post trench, and pits, dating to the Saxo-Norman period. Two features with a 'keyhole' plan, probable grain dryers, dating to the 13th and 14th-15th centuries were found in the southeast corner of the Site. Also in this part of the Site were a group of 13th century pits and a cess pit. All were surrounded by a series of intercutting ditches and gullies containing 13th – 14th century material, and which extended north and west from the focus of activity in the southeast. Towards the centre of the site was a small sub-rectangular enclosure of 14th-15th century date. Two deposits of relict medieval topsoil were present in the excavated area. A Phase 1 (10th-12th century) gully and undated activity was identified in the north of the excavated area, which has potential to extend into the location of the infill

¹¹ <https://opendomesday.org/>

¹² Lovell, J., 'Excavations on a medieval site at Little High Street, Worthing, West Sussex,' SAC 139 (2001), 133-45.

¹³ Homefield Annexe, Little High Street, Worthing, West Sussex. Archaeological Investigation (Stage 2) Assessment Report.

extension. In the southwest of the excavated area a Phase 3 (14th-15th century) large, shallow possible quarry pit and a gully were recorded. This activity potentially continues into the area of the scooter store. It is thought that the site was used as a semi-agricultural backland area throughout the medieval period, with the concentration of features in the southeastern corner suggesting that associated settlement was located to the south of the Site: There was an apparent hiatus in activity from the 15th century until the 18th/19th century. The remains of an 18th/19th century structure, represented by a foundation trench, were present in the south of the excavation area. Construction of the Victorian school building had caused severe truncation across some areas of the Site.

- 2.13** A 13th to 15th century occupation site (MWS394) has been identified in Warwick Gardens c. 130m to the south of the Site. At 2A Ashdown Road, pits and ditches of medieval and early post-medieval date (MWS7398) were encountered, with pottery indicating several phases of activity from the 11th century onwards. A possible medieval ditch and a medieval pit (MWS4527) were identified at Land adjacent to North Street/High Street, and a further ditch, orientated north-south with a square cut terminal at its southern extent (MWS4985) was present at Land off North Street.
- 2.14** The Site lies just to the north of the postulated historic core of Worthing (MWS5437; HWS22870). The Site itself showed a hiatus in activity between the 16th and 18th centuries, although this may be a result of truncation by a Victorian building. It appears the surrounding area may have been predominantly industrial in the 19th century as a Malthouse and Malt Kiln (MWS14306) dating to c. 1800 were present at Bunces Hardware c. 250m to the northwest of the Site and a mid-19th century clay pipe industrial centre (MWS399 and gasworks (MWS8509) were located c. 320m to the east.
- 2.15** Extensive remains of mid to late-19th century brick footings relating to a building/s which may have fronted High Street, as well as a truncated gully, pit and undated posthole (MWS7339) were exposed. c. 100m to the east of the site during archaeological work. Wall footings dating to the 19th century (MWS7396) were also found c. 55m to the east.
- 2.16** A 1795 map by Gream, Foot, Gardner, and Yeakell and (Fig. 8) shows buildings clustered along High extending north-westwards to North Street. The approximate location of the Site occupies land to the rear of the settlement on North Street and contains no buildings.
- 2.17** The Broadwater tithe map (Fig. 9) shows the Site to cover parts of two plots fronting Little High Street, which was in place by this time. Buildings are present to the northwest and east, but outside of the Site boundaries. It appears the Site occupied the yards to these buildings at this time. The western plot is described as 'Tanhouse Croft' in the tithe apportionments which indicates post-medieval industrial activity in the vicinity¹⁴

¹⁴ Lovell, J., 'Excavations on a medieval site at Little High Street, Worthing, West Sussex,' SAC 139 (2001), 133-45.

- 2.18** The 1st Edition OS map of 1879 (Fig. 10) shows a similar site plan, with the site being divided into two plots and buildings around the perimeter, with a building to the south potentially extending into the Site. A path or track runs along the eastern boundary of the Site.
- 2.19** By the time of the 2nd Edition OS map of 1899 (Fig. 11) the buildings around the perimeters of the Site had been slightly rearranged with the loss of a building to the north and apparent partial demolition/rebuilding of buildings to the south and west.
- 2.20** By 1912 and the edition of the OS map (Fig. 12) the school had been constructed in the south of the Site, and all the peripheral buildings had been demolished. Open-fronted structures small structures are present in the northwest and northeast corners of the Site. This site plan remains unchanged on the OS map of 1934 (Fig. 13).
- 2.21** The 1947 OS map (Fig. 14) shows the open-fronted structure in the northwest of the Site to have been removed and the small structure to its south to have been extended. By 1953 (Fig. 15) the structures in the northwest of the Site had been removed. Some of the structures in the northeast had also been removed to be replaced with a larger building.
- 2.22** The school was demolished prior to development of the Site to build Saxon House in the 1990s.

3.0 Aims and Objectives

3.1 The aims and objectives of the Archaeological Monitoring and Recording 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 Of particular interest are archaeological remains that can inform wider archaeological research frameworks, such as the South East Research Framework. The specific research aims are to:

1. identify and record any further archaeological remains or finds relating to prehistoric activity. Worked flint has been found at the Site and later prehistoric features have been recorded during fieldwork in the vicinity.
2. identify and record any archaeological remains or which may clarify Early/Middle Saxon use of the Site, with reference to the sherd of pottery of this date which was found at the Site.
3. identify and record any further archaeological remains relating to medieval occupation of the Site. While the main focus of activity has been identified in the southeast of the Site, features have been identified in the north and southwest of the excavation area. This activity may extend into the areas of the site which have not been excavated.
4. identify and record any archaeological remains relating to use of the Site between the 16th and 18th centuries to establish whether there was a true hiatus in activity through this time, or if this absence is a result of Victorian truncation.
5. identify and record any archaeological remains relating to 19th century industrial activity, with reference to a 'Tanyard Croft' listed in the tithe apportionment.

4.0 Methodology

- 4.1 The Archaeological Monitoring and Recording will monitor all groundworks carried out in accordance with the proposed development (Planning reference number: AWD/0891/25), to include:
- All groundworks associated with the infill extension to the north of Saxon House
 - All groundworks associated with the mobility scooter store in the southwest of the Site.
- 4.2 The Client shall give CBAS Ltd at least seven working days' notice of any groundworks that require archaeological monitoring. A suitably qualified archaeologist will be present on Site during all groundworks associated with the development. If it becomes clear that the area has been disturbed and archaeological deposits are unlikely to be encountered, then with the prior agreement of the Historic Environment Consultant, monitoring may cease.
- 4.3 The groundworks will be excavated in careful spits by machine using a flat-bladed bucket or by hand under constant archaeological supervision, in accordance with the *Sussex Archaeological Standards*. If any archaeological deposits are encountered which will be disturbed or destroyed by the groundworks, they will be archaeologically excavated and recorded in accordance with Section 5 below.
- 4.4 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, which may include recording from the ground surface. If necessary, advice will be sought from the Historic Environment Consultant.
- 4.5 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. If necessary, advice will be sought from the Historic Environment Consultant.
- 4.6 In accordance with the *Sussex Archaeological Standards*, in the event that important archaeological remains come to light during the course of the Archaeological Monitoring and Recording 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. If necessary, advice will be sought from the Historic Environment Consultant.

4.7 All archaeological features on the site will be comprehensively excavated by hand. "Comprehensive" excavation will normally involve (as a minimum):

- excavation by hand of sections across all junctions or intersections of cut features;
- excavation by hand of 1 metre to 2 metre-wide sections through linear cut datable and ancient features, and linear features manifestly rich in ancient palaeo-environmental remains, at 10-metre intervals or up to a total of 25% of the length of the linear cut feature (whichever is the greater) with sampling of termini of linear features;
- complete excavation (100%) of all discrete *datable* and significant cut features of less than two sq. metres plan area, and discrete features manifestly rich in artefacts and or ancient palaeo-environmental remains. Excavation may involve more rapid collection of all artefacts and samples from the second half of discrete features by context or spit where appropriate and following standard recording of the section and first 50% of the feature;
- complete (100%) excavation of all post holes, hearths, beam slots, ring gullies, pits internal to structures, where part of a structure;
- complete (100%) excavation of the ditches of small mortuary enclosures of less than 25 sq. m enclosed area, with a sliding scale of reduced sampling of larger enclosures;
- 100% excavation of graves and pits containing urned or unurned burial remains (cremation urns to be lifted wherever practicable for micro- excavation in laboratory environment), and pits or immediate environments of structured or placed deposits;
- Discrete cut features containing "special" deposits or finds of locally or nationally unusual character or date will normally be completely excavated
- On sites with complex stratigraphy, all horizontal deposits will be recorded and removed by hand, using heavy or small tools as appropriate, down to the natural subsoil, unless otherwise stated.

Any variations to these sampling levels will be agreed in writing with the Historic Environment Consultant.

4.8 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.

4.9 Archaeological deposits or features of national significance will be reported to the Historic Environment Consultant at the earliest opportunity. All finds that fall under the definition of the *Treasure Act 1996* and *Treasure (Designation) Order 2002* will be reported to the Historic Environment Consultant, Coroner's Office and to the 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).

- 4.10** 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^{15, 16} and the *Sussex Archaeological Standards*. Advice will be sought from the Historic England Scientific Advisor if necessary.
- 4.11** In the event of human burials (both inhumed and cremated) being discovered, a licence will be required from the Ministry of Justice (in accordance with the Burial Act 1857) before the remains can be lifted. *In situ* inhumations and cremations will, however, only be excavated if they cannot be left undamaged in their place of discovery. Inhumations and cremations requiring lifting / removal from site will be excavated completely. CBAS Ltd will submit details of the procedures for the excavation and recording of burials if these are encountered. The Historic Environment Consultant and coroner will be notified immediately.
- 4.12** 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 the *Sussex Archaeological Standards*. A strategy for the excavation and recording of any features which are suitable for scientific dating or analysis will be agreed with the Historic Environment Consultant. Advice will be sought from the Historic England Scientific Advisor if necessary.
- 4.13** Ownership of all artefacts 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. CBAS Ltd will take ownership and responsibility (curation, secure storage etc.) of the whole paper, digital and artefactual archive. On completion of the archaeological post-excavation programme CBAS Ltd will deposit the site archive, and all retained artefacts in a suitable museum as agreed with the Historic Environment Consultant. This deposition will be at the expense of the Client. A site code of HHW26 has been allocated, and an accession number will be requested from the chosen museum. The digital archive will be deposited with the Archaeology Data Service.

¹⁵ Environmental Archaeology. Historic England 2025.

¹⁶ Waterlogged Wood. Historic England 2025.

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. 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*.

6.2 The report will be completed within 60 working days of the completion of the monitoring, unless an alternative timetable is agreed with the Historic Environment Consultant, and will follow formatting guidelines, as recommended in the Management of *Research Projects in the Historic Environment* (Historic England 2015) and Section 4 and Annex 1 of the *Sussex Archaeological Standards*. A CD containing the report in PDF/A and GIS shapefiles, when required, will be supplied to the West Sussex Historic Environment Record (HER) and the West Sussex Record Office on approval of the report by the Historic Environment Consultant. Following approval of the report an OASIS entry detailing the project will be created and completed.

6.3 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

6.4 Scientific dating or analysis may be required for any features which are deemed suitable and have been agreed with the Historic Environment Consultant. 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

6.5 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.

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 Historic Environment Consultant, or any designated representative of Adur & Worthing Councils, 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 Stewart Angell 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.

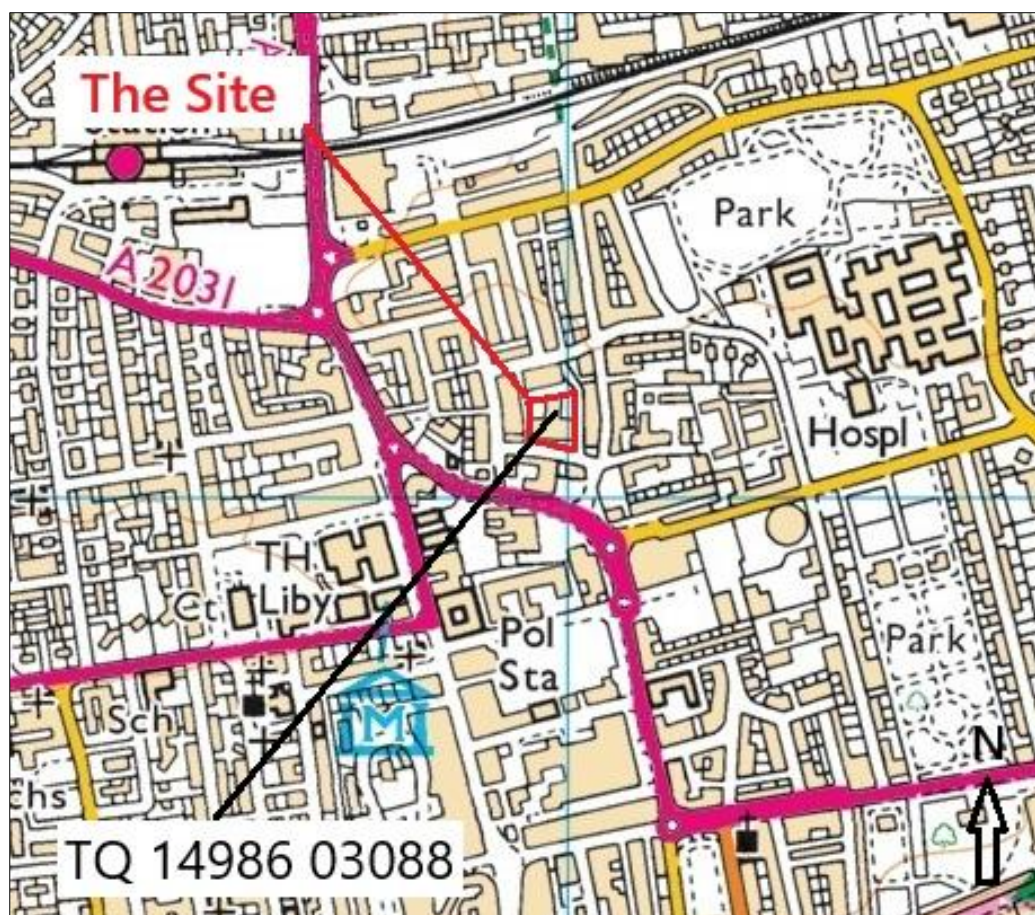
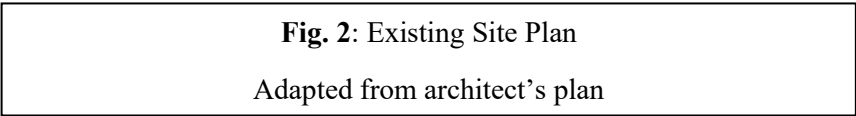


Fig. 1: Site Location

Ordnance Survey © Crown copyright 1997 All rights reserved. Licence number 100037471



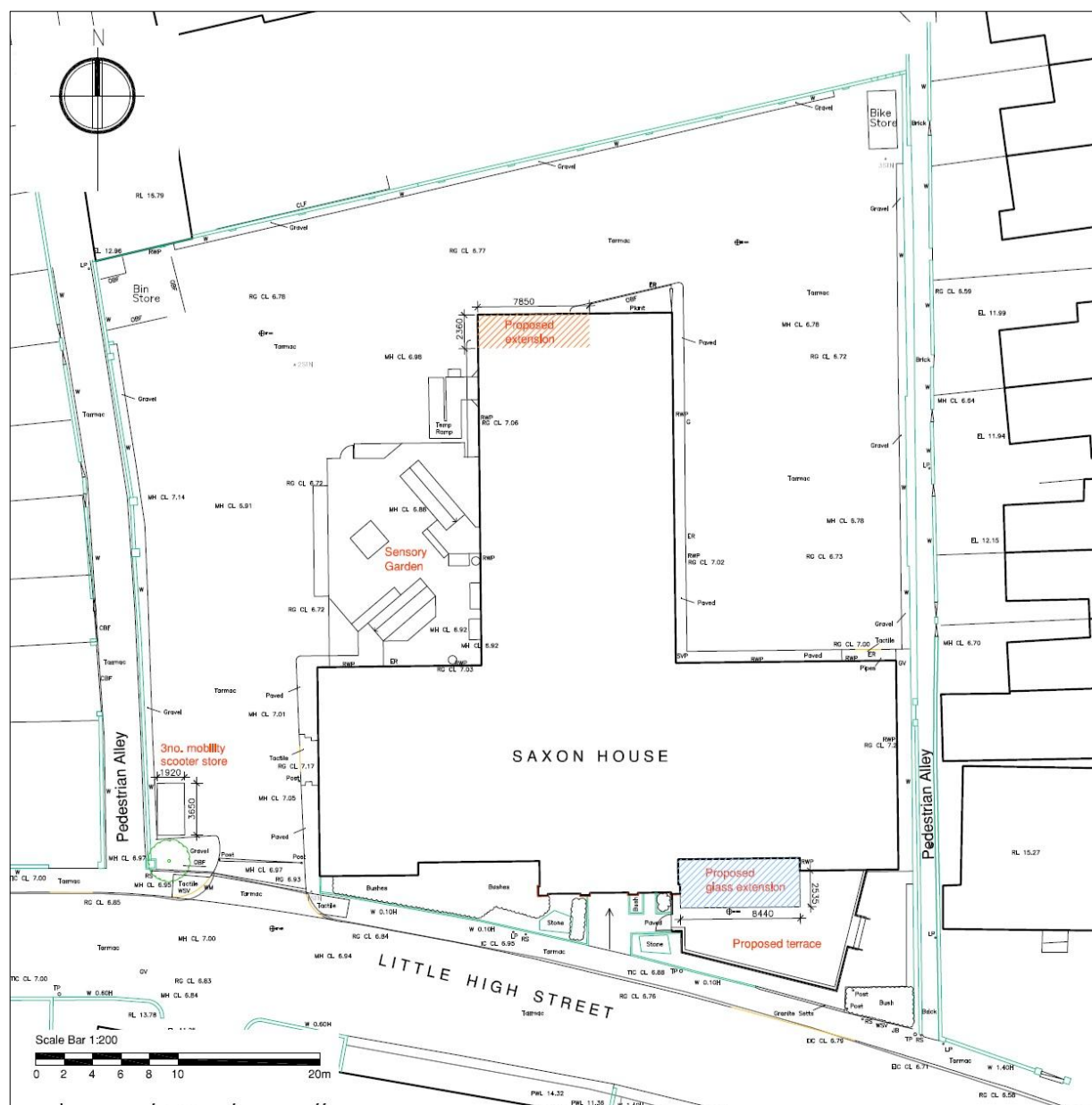


Fig. 3: Proposed Site Plan
Adapted from architect's plan

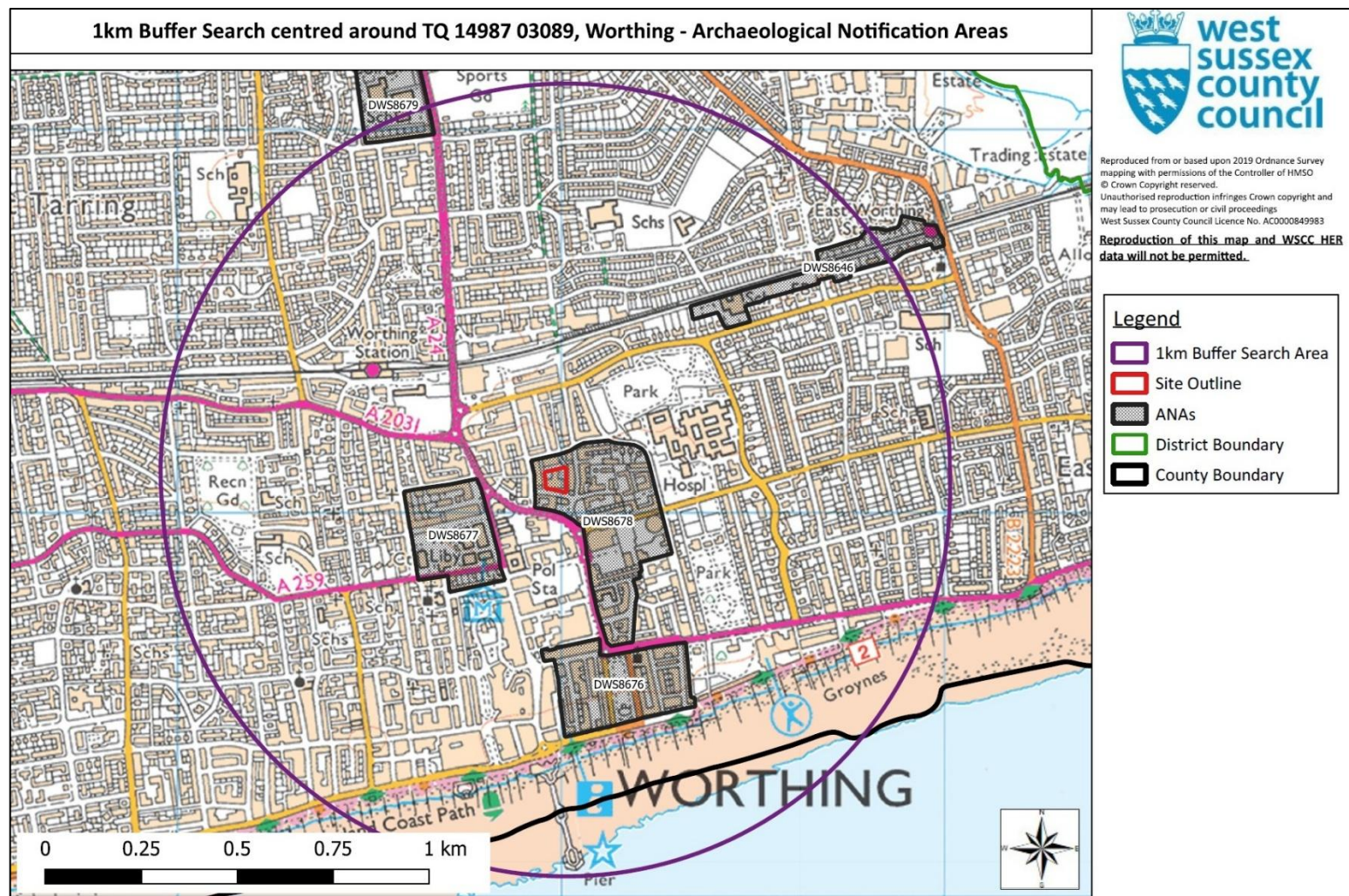


Fig. 4: Archaeological Notification Areas
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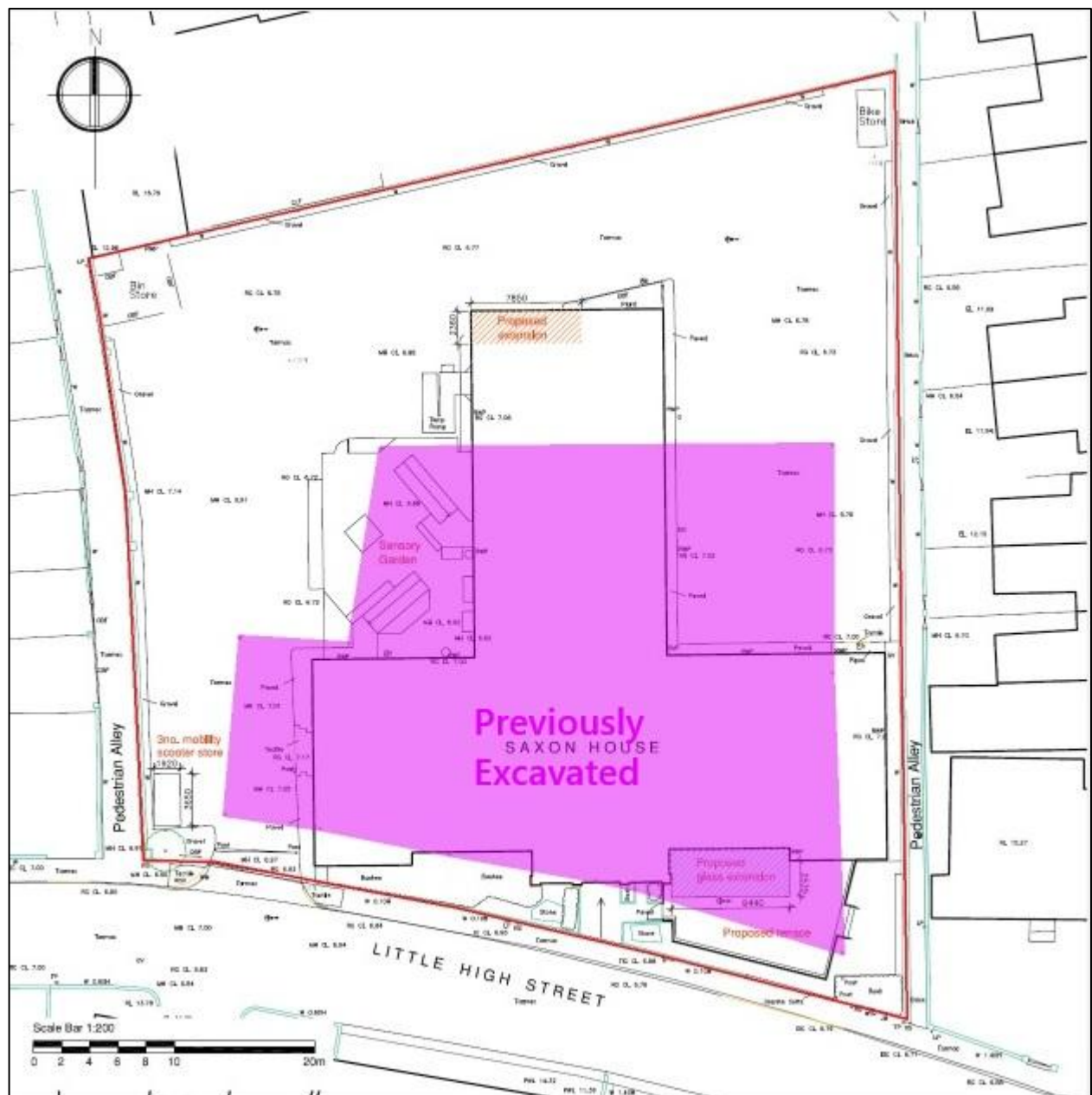


Fig. 5: Previously Excavated Area over Proposed Development

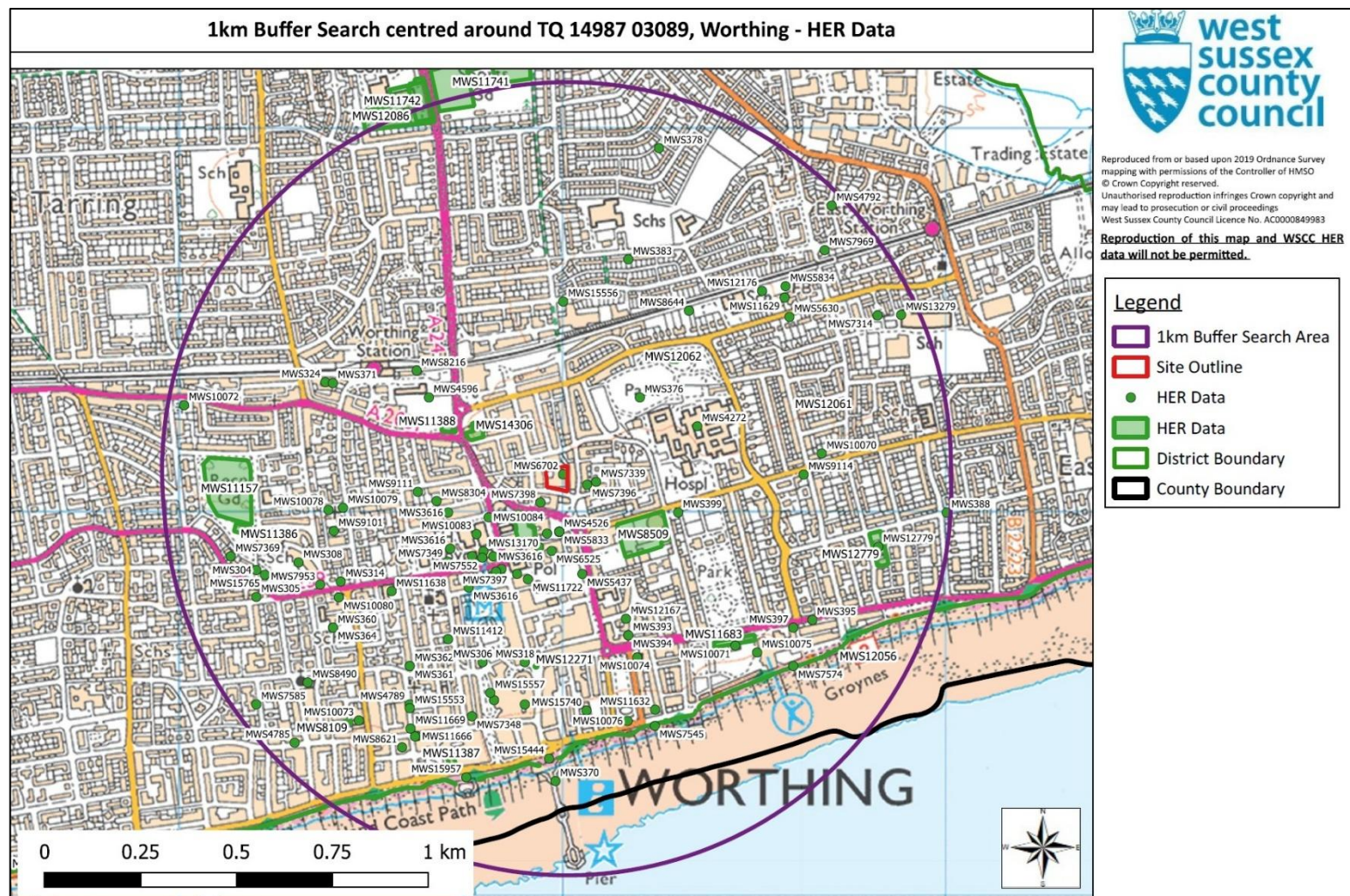


Fig. 6: Monuments Recorded on the Historic Environment Record
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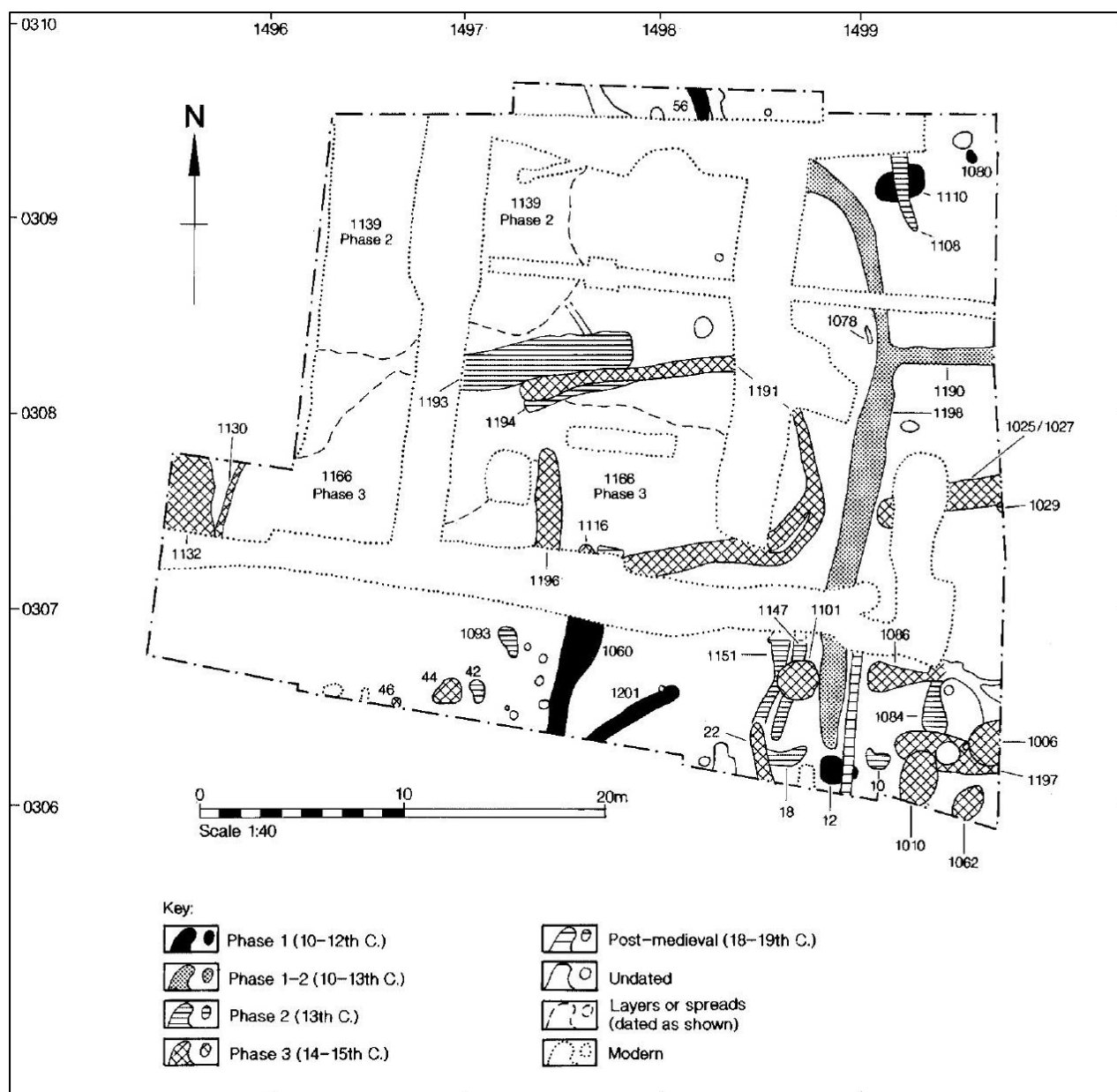


Fig. 7: Plan of Excavations
Lovell, 2001

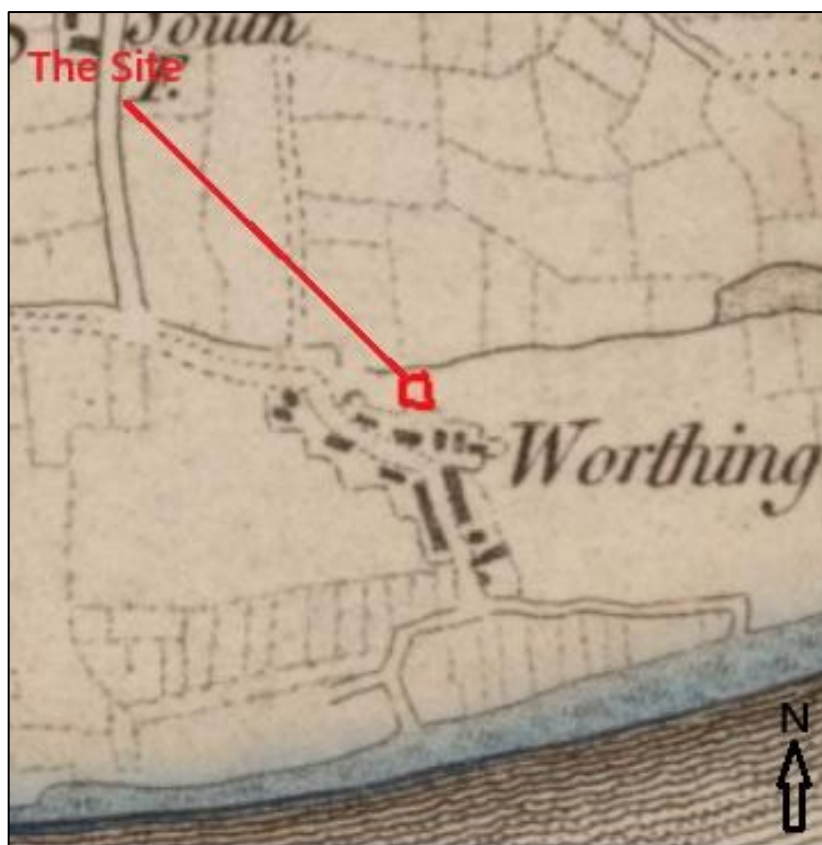


Fig. 8: Gream, Foot, Gardner, and Yeakell (1795)



Fig. 9: Broadwater Tithe Map
(Provided by WSCC)



Fig. 10: 1st Edition OS Map (1879)

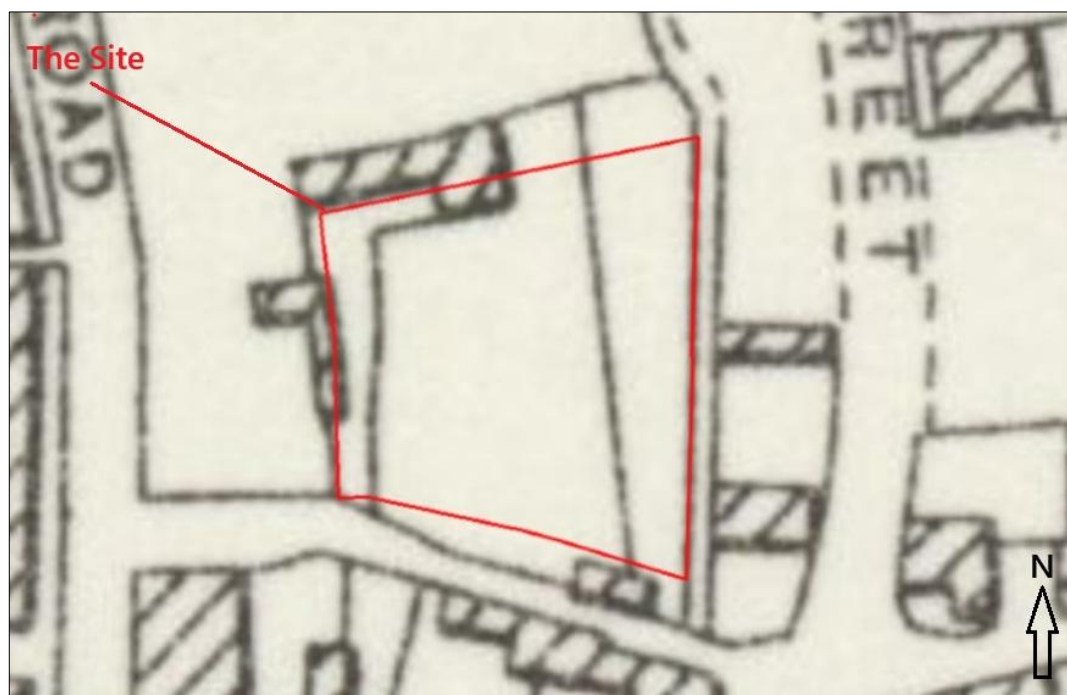


Fig. 11: 2nd Edition OS Map (1899)

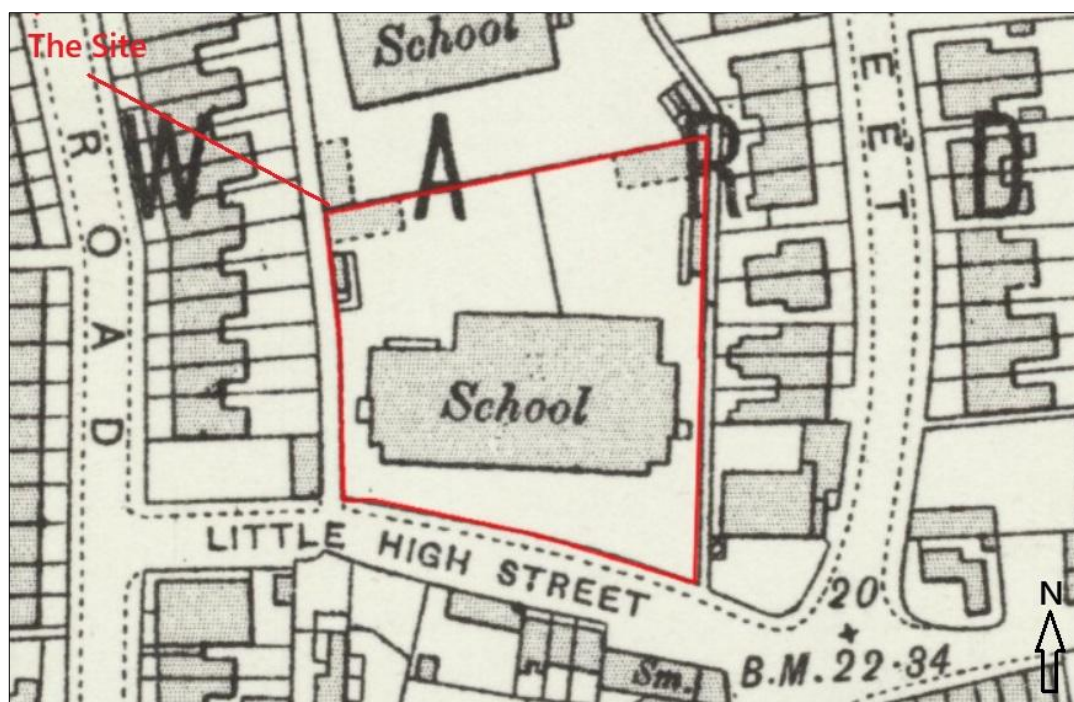


Fig. 12: 1912 OS Map

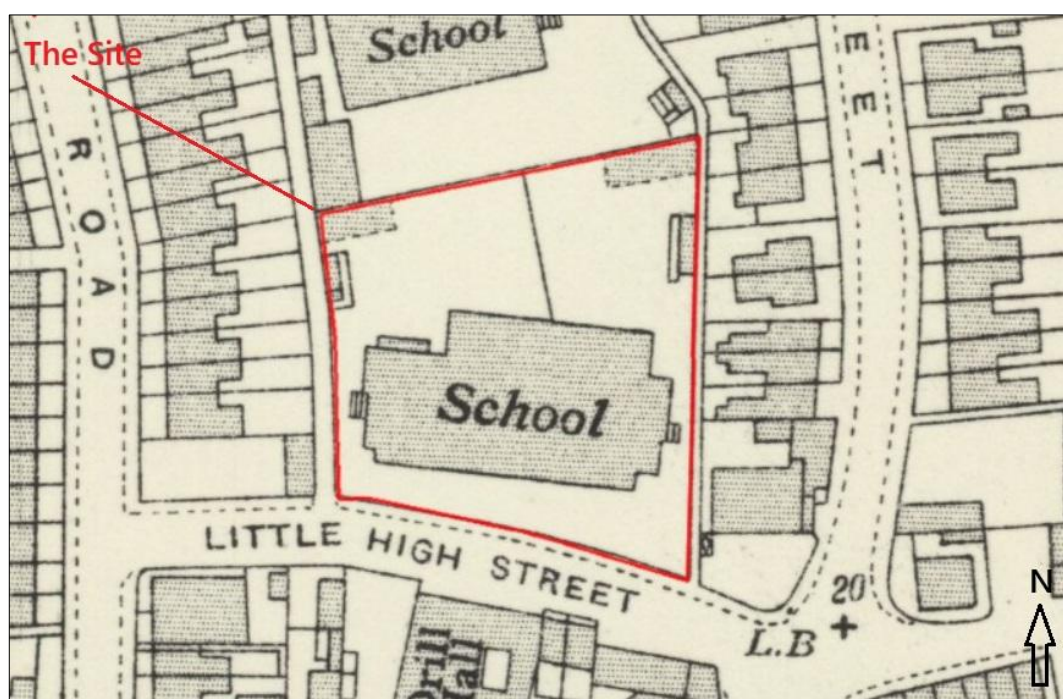


Fig. 13: 1934 OS Map

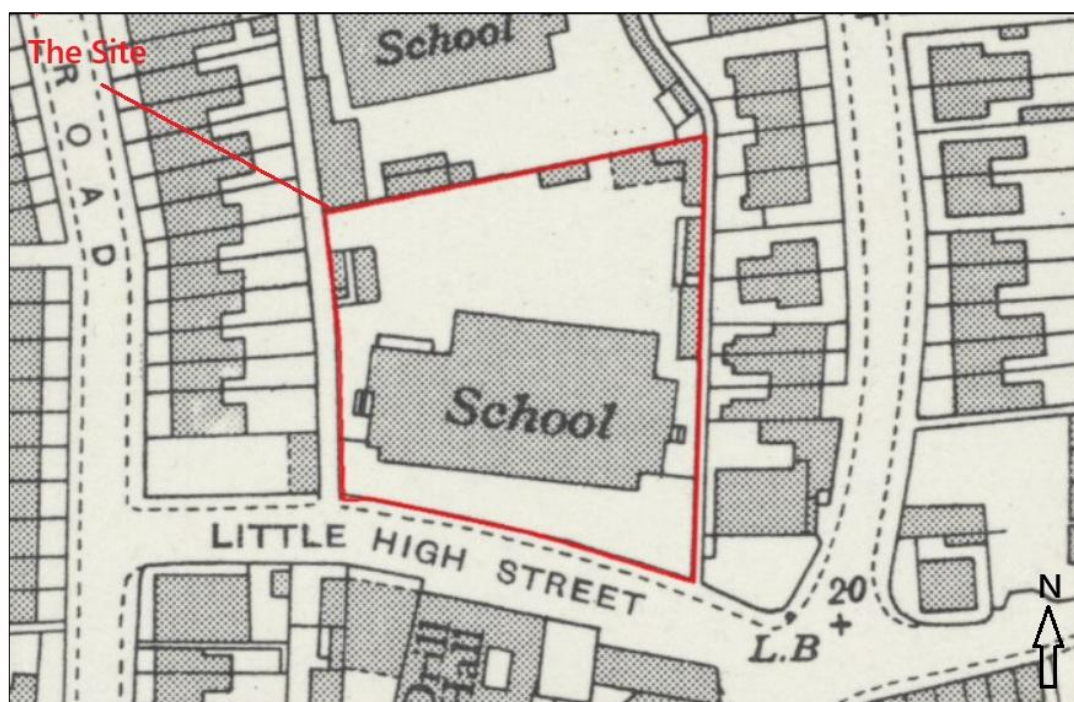


Fig. 14: 1947 OS Map

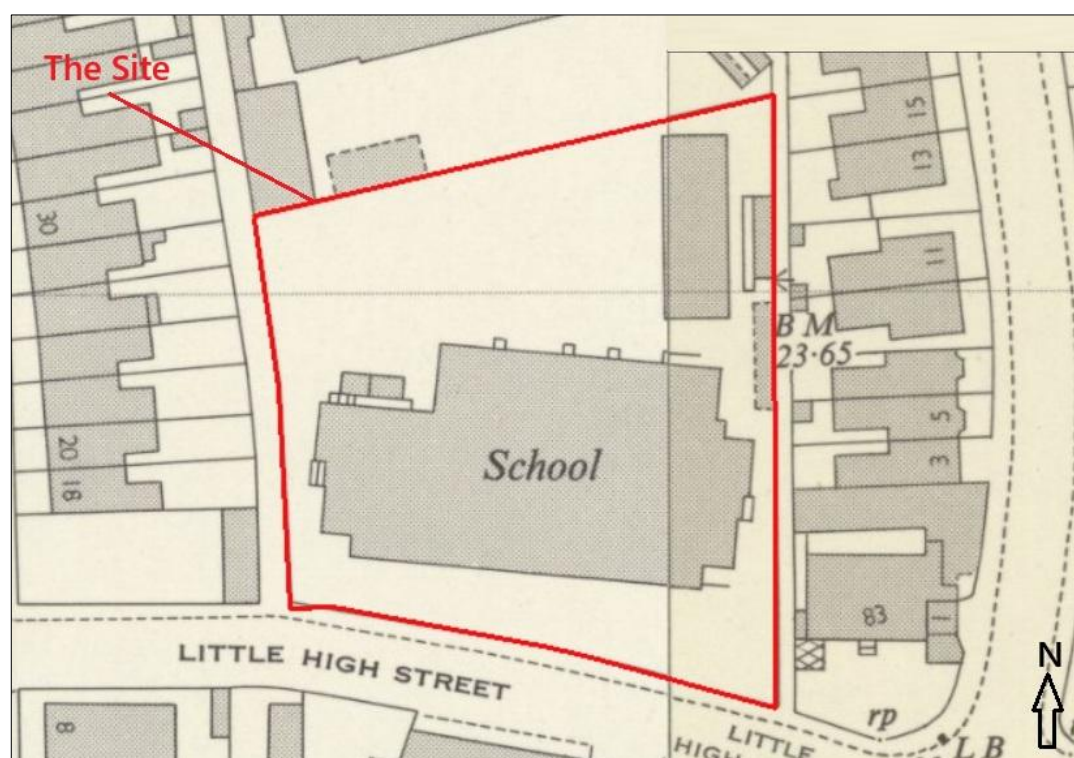


Fig. 15: 1953 OS Map

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 until recently 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, Building Surveys, Landscape and Woodland Surveys & Fieldwalking, Post Excavation Services and Report Writing.

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