



Chris Butler MCIfA Archaeological Services Ltd

Written Scheme of Investigation for a programme of detailed archaeological monitoring during construction at St Mary de Haura Church, Church Street, Shoreham-by-Sea, West Sussex, BN43 5DQ

TQ 21621 05128

Project No: CBAS 1653

**By
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February 2026

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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 St Mary de Haura Church, Church Street, Shoreham-by-Sea, West Sussex (hereafter the Site; Figs. 1 & 2a & 2b), in association with a planning application for the installation of toilets in the church, installation of a new foul drainage run, internal works, and alterations to the existing external doorway (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, it is expected that archaeological conditions will be placed on the planning consent.
- 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 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)

- 1.7 The archaeological work will be carried out in accordance with the Chartered Institute for Archaeologists' *Standard for archaeological monitoring and recording*³, *Universal guidance for archaeological monitoring and recording*⁴, and *Code of Conduct*⁵, West Sussex County Council's *Sussex Archaeological Standards*⁶; the *Treasure Act*⁷; and *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England*⁸.
- 1.8 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 County Archaeologist 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.

³ Chartered Institute for Archaeologists 2023. *Standard for archaeological monitoring and recording*

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

⁵ Chartered Institute for Archaeologists 2025. *Code of Conduct*.

⁶ ESAC. 2019. *Sussex Archaeological Standards 2019*.

⁷ UK Parliament 1996. *Treasure Act 1996*. Revised 2002.

⁸ 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 Shoreham⁹.
- 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

⁹ 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 1210¹⁰. The new choir followed the same width as the tower and transepts but was taller. It was re-roofed in c.1900 with Welsh slate¹¹.

- 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 nave¹².
- 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 survive¹³. A first-floor schoolroom was inserted into the south transept in 1714 and removed in the early 20th century¹⁴.
- 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 vestry¹⁵.
- 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 church¹⁶.
- 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

¹⁰ <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.>

¹¹ Manorwood. 2026. Heritage Statement: Church Of St Mary De Haura ~Church Street, Shoreham-By-Sea, West Sussex, BN43 5DQ.

¹² *Ibid*

¹³ *Ibid*

¹⁴ *Ibid*

¹⁵ *Ibid*

¹⁶ *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 century¹⁷.

- 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.

¹⁷ 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** 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
- 4.2** 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.
- 4.3** 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.
- 4.4** 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.
- 4.5** 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.

- 4.6** The excavation and post excavation, which may include osteological examination, will be carried out in accordance with current guidelines^{18&19}. 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 for West Sussex and the Diocesan 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
- 4.7** 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/Diocesan 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 County Archaeologist/Diocesan 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.
- 4.8** 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.
- 4.9** 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/Diocesan Archaeological Advisor.
- 4.10** 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 /Diocesan Archaeological Advisor, and CBAS to agree an archaeological mitigation strategy with the aim of preserving the structures *in-situ*. Should lead coffins be

¹⁸ Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England (Second Edition 2017, Annexe E5)

¹⁹ Chartered Institute for Archaeologists. 2017. Updated Guidelines to the Standards for Recording Human Remains. Piers D Mitchell and Megan Brickley (eds).

encountered work must be stopped and a decision on how to proceed agreed with the inspecting architect and Archaeological Advisor /Diocesan Archaeological Advisor. Heavily disturbed burial chambers will be treated as an archaeological feature and excavated/recorded accordingly.

- 4.11** 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 /Diocesan 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 /Diocesan Archaeological Advisor if necessary.
- 4.12** 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 /Diocesan Archaeological Advisor if necessary.
- 4.13** 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.
- 4.14** Archaeological deposits or features of local, regional or national significance will be reported to the Archaeological Advisor /Diocesan 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 Surrey 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).
- 4.15** 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.

- 4.16** 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 /Diocesan Archaeological Advisor. Advice will be sought from the Historic England Scientific Advisor if necessary.
- 4.17** 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 /Diocesan 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. 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.
- 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. 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 comply with *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England*²⁰ *Updated Guidelines to the Standards for Recording Human Remains*²¹, *The Role of the Human Osteologist in an Archaeological Fieldwork Project*²², and *Recommendations for Processing Human Bone From Archaeological Sites*²³.
- 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, 1991²⁴. Following Historic England Guidance²⁵, 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 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
- 6.4 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:

²⁰ 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.

²¹ Mitchell PD, Brickley M, (eds) 2017. *Updated Guidelines to the Standards for Recording Human Remains*. CiFA/BABAO, Reading.

²² *The Role of the Human Osteologist in an Archaeological Fieldwork Project*. Historic England 2018.

²³ Mays, S. 1991. *Recommendations for Processing Human Bone From Archaeological Sites*. AML Report 124/91. London: English Heritage.

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

²⁵ *The Role of the Human Osteologist in an Archaeological Fieldwork Project*. Historic England 2018.

- Radio-carbon dating
- Archaeomagnetic dating
- Dendrochronology
- OSL dating
- Use-wear analysis

- 6.5** 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.
- 6.6** If the results are considered sufficiently important, an article will be prepared for submission in an appropriate publication, at the expense of the Client.
- 6.7** 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.
- 7.2** The fieldwork will comply with Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England (Second Edition 2017, Annex S5).

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 the Diocesan Archaeological Advisor 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.

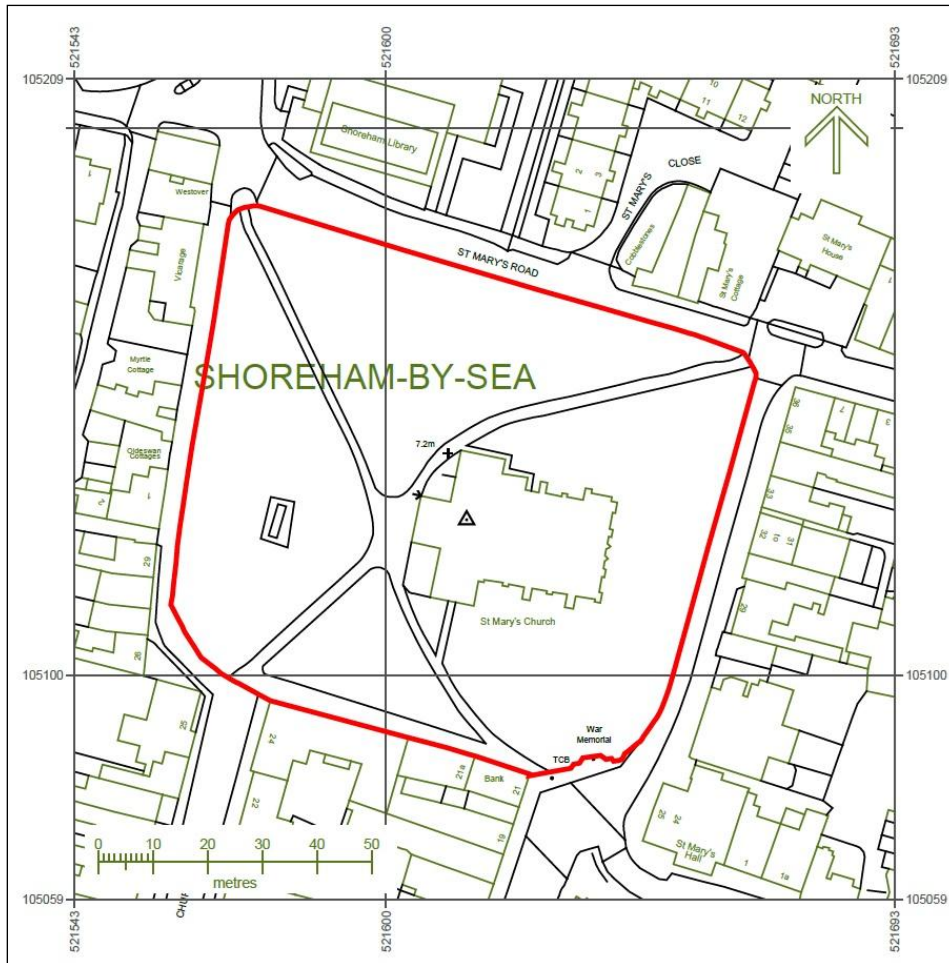


Fig. 1: Site location

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

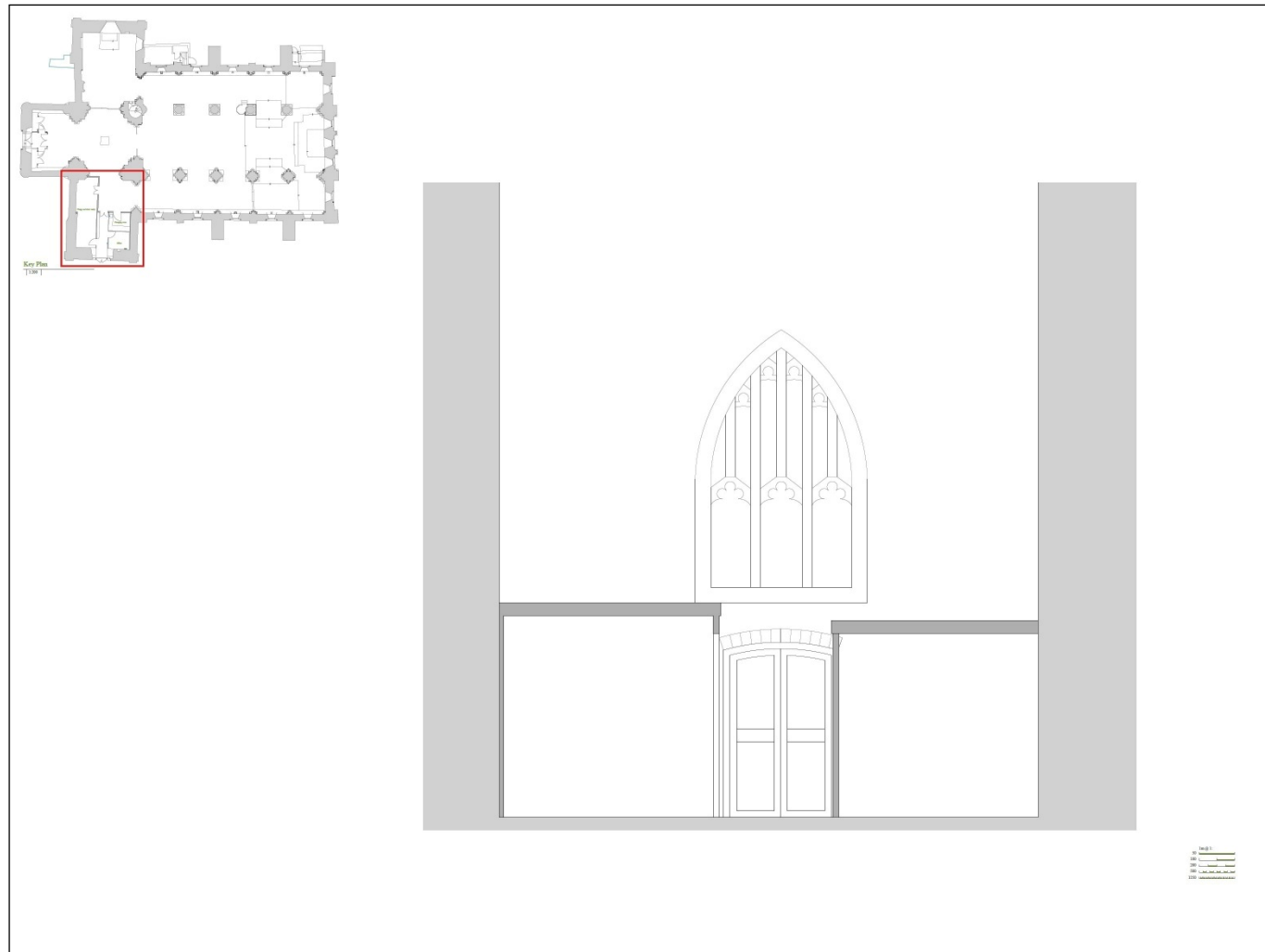


Fig. 2b: Existing Section
(Provided by Client)



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

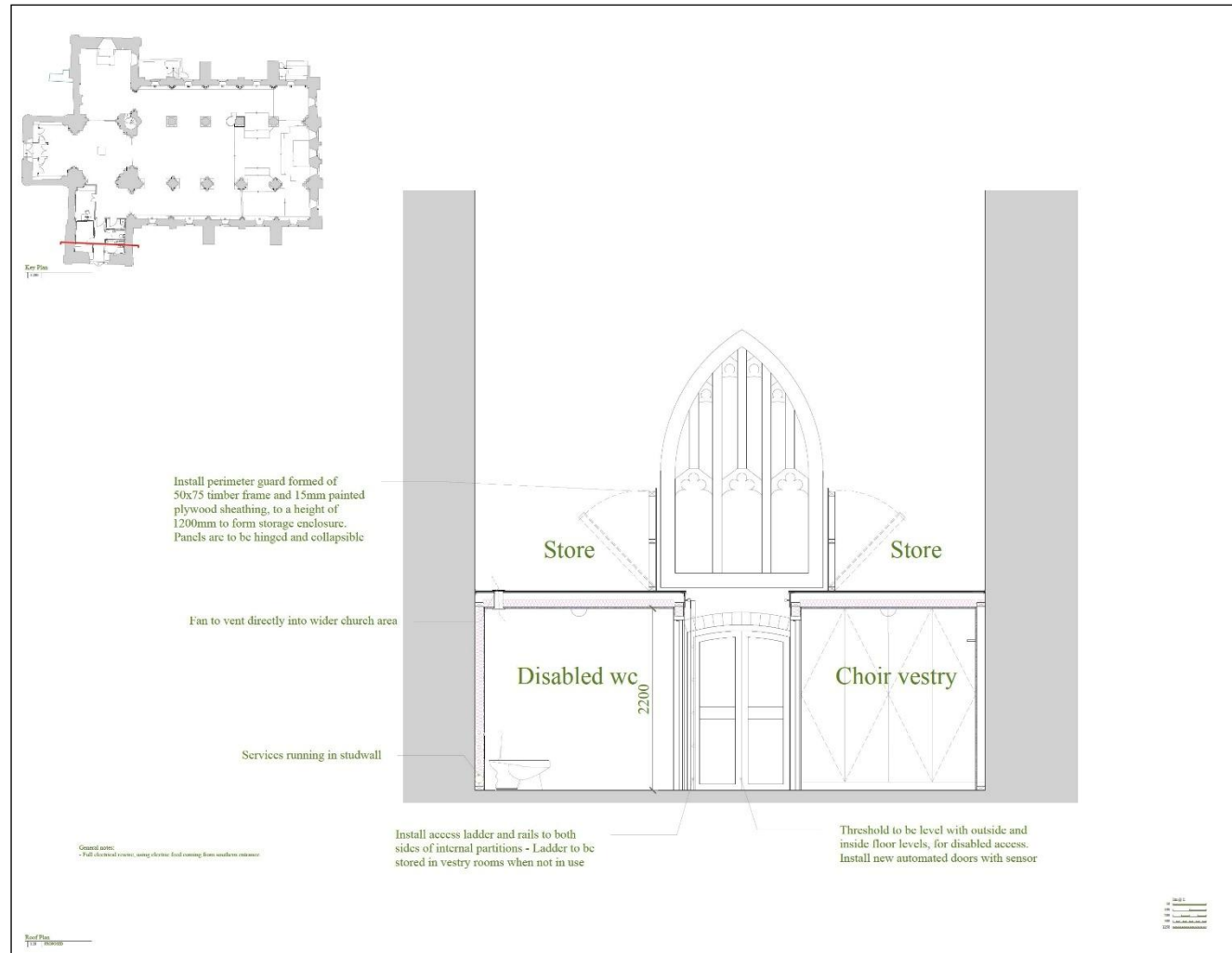


Fig. 3b: Proposed Section
(Provided by Client)

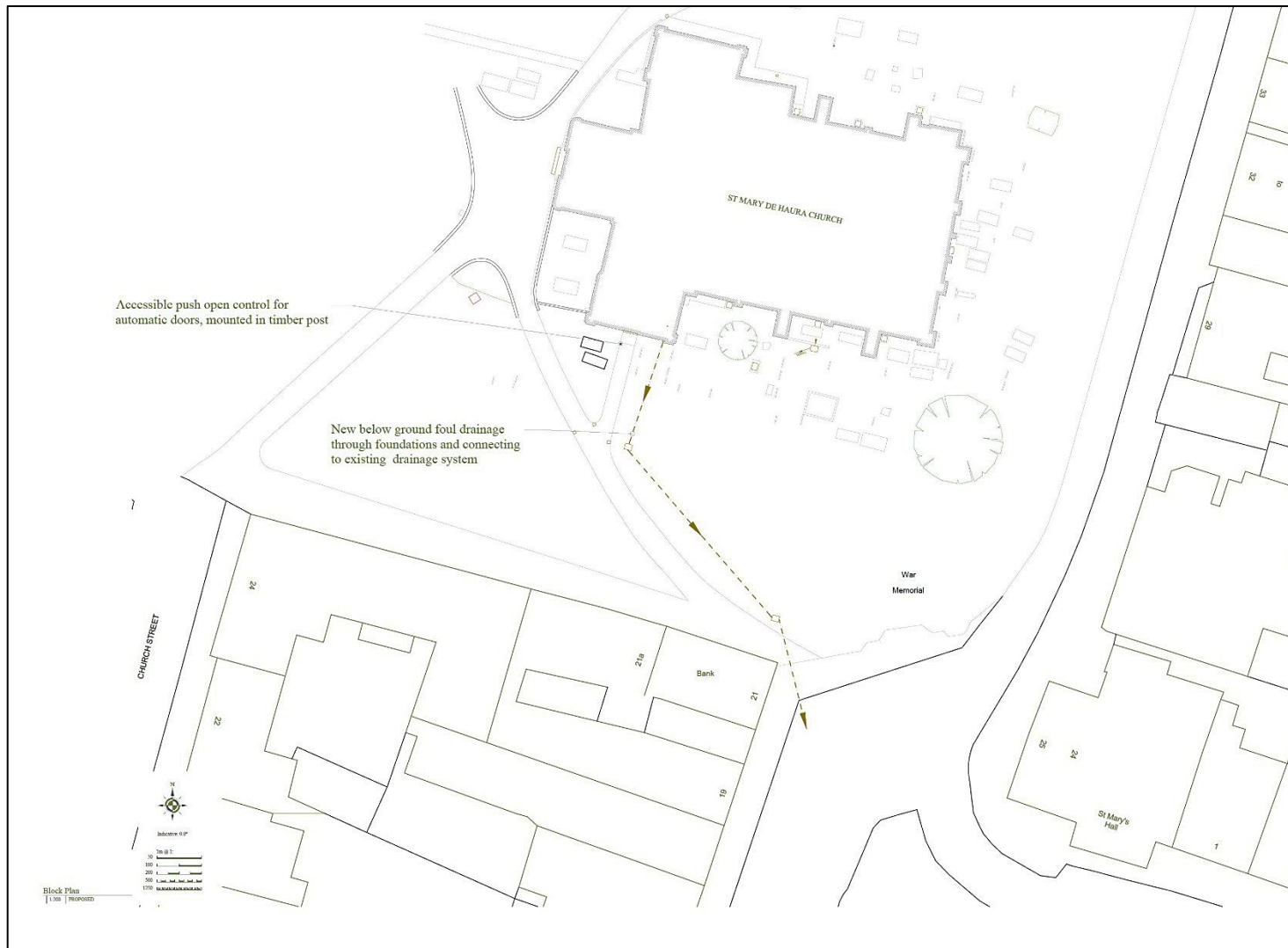


Fig. 3c: Proposed Drainage
(Provided by Client)

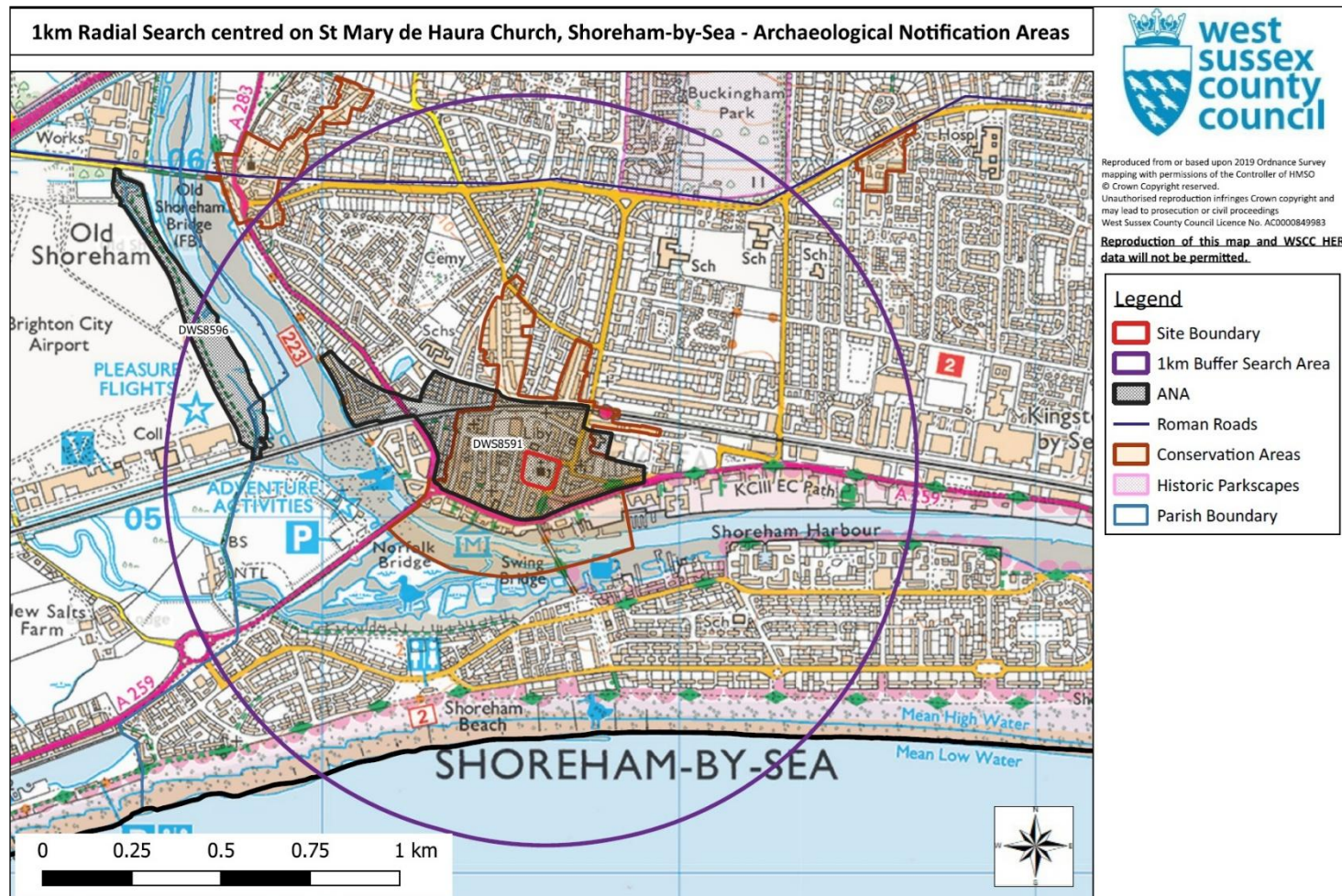


Fig. 4: Archaeological Notification Areas

(Adapted from map provided by WSCC)

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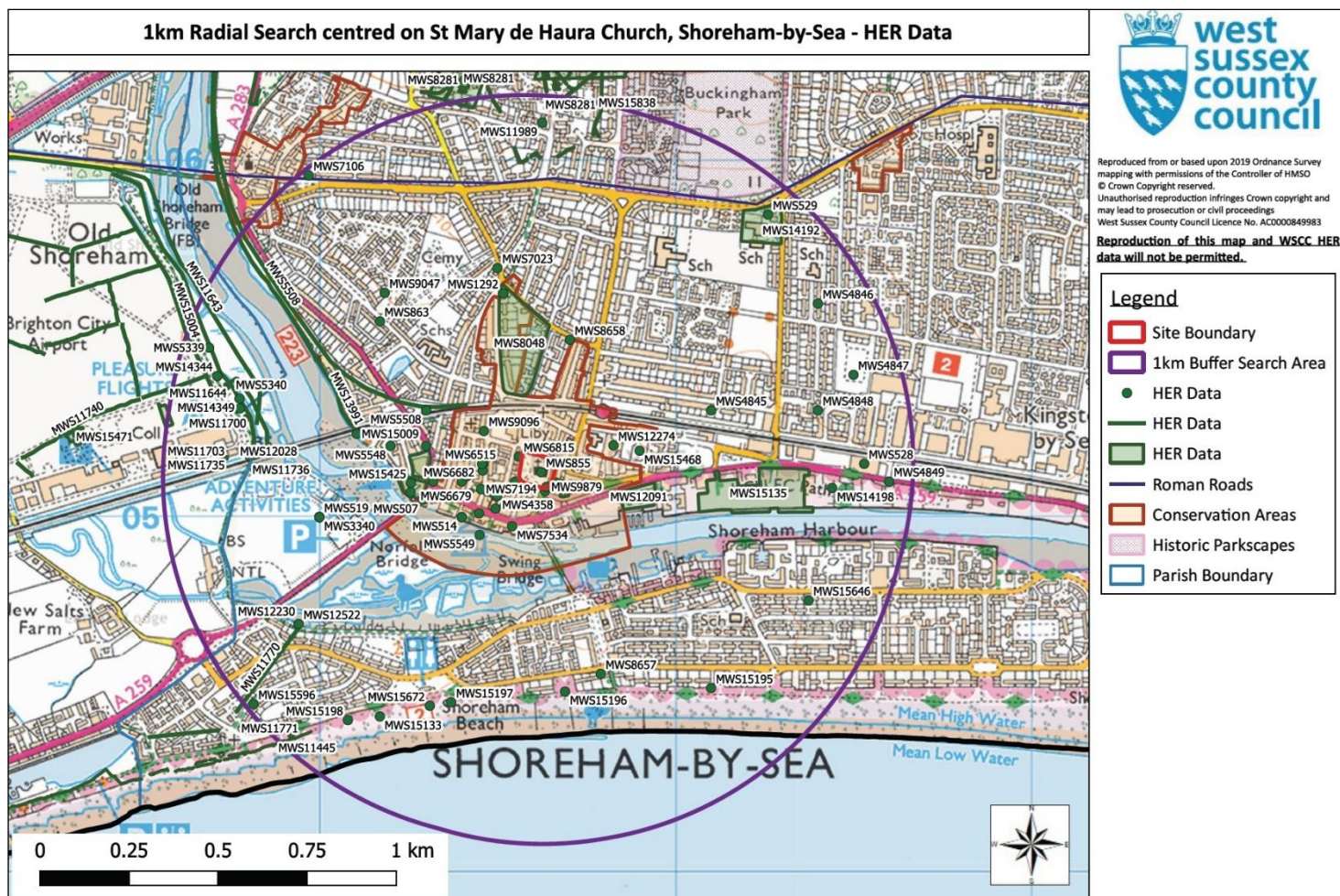
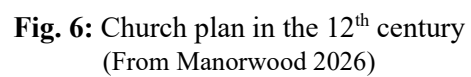


Fig. 5: Historic Environment Record
(Adapted from map provided by WSCC)
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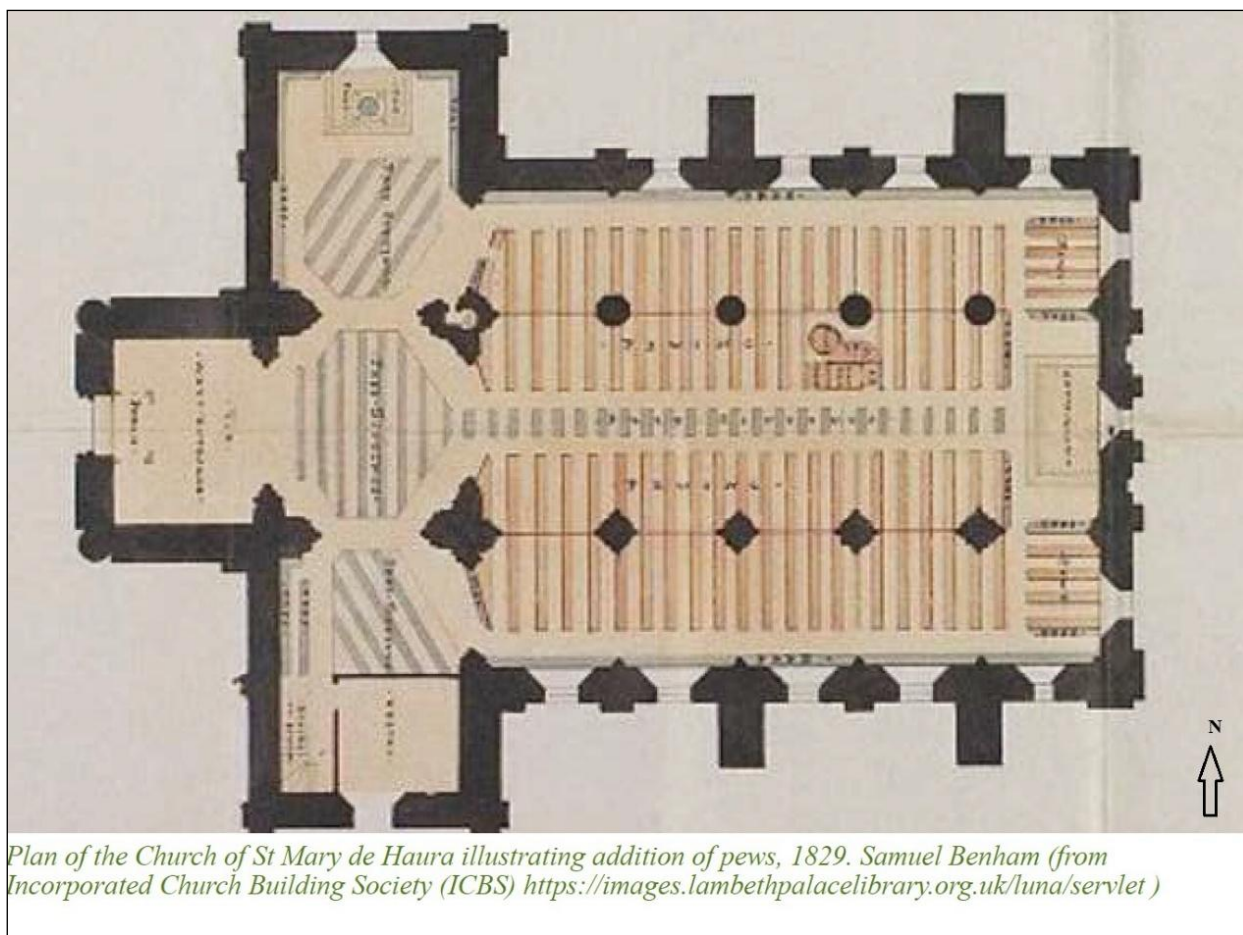


Fig. 7: Plan of church dated 1829

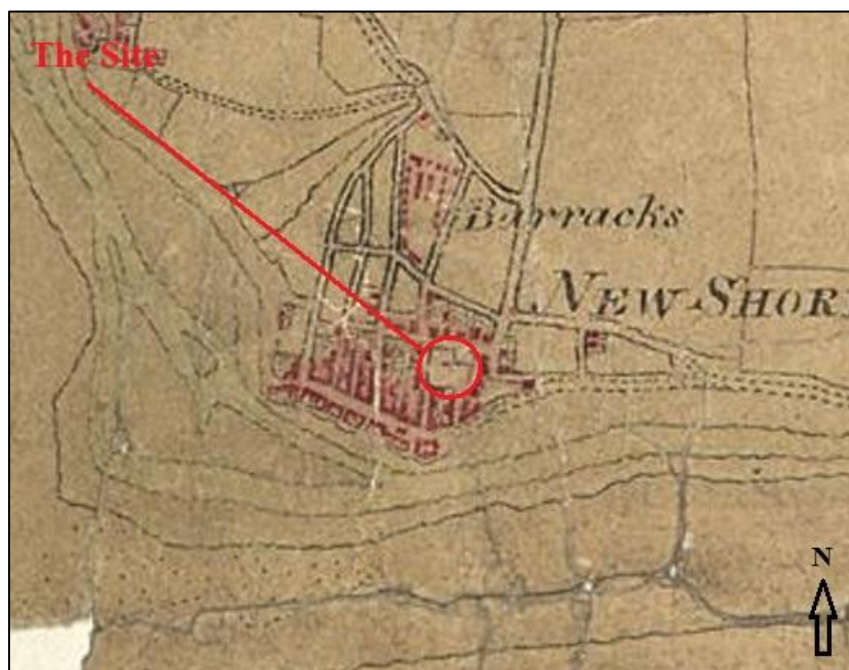


Fig. 8: Ordnance Survey draft c. 1797



Fig. 9: 1st Edition OS map 1879



Fig. 10: 2nd Edition OS map 1899

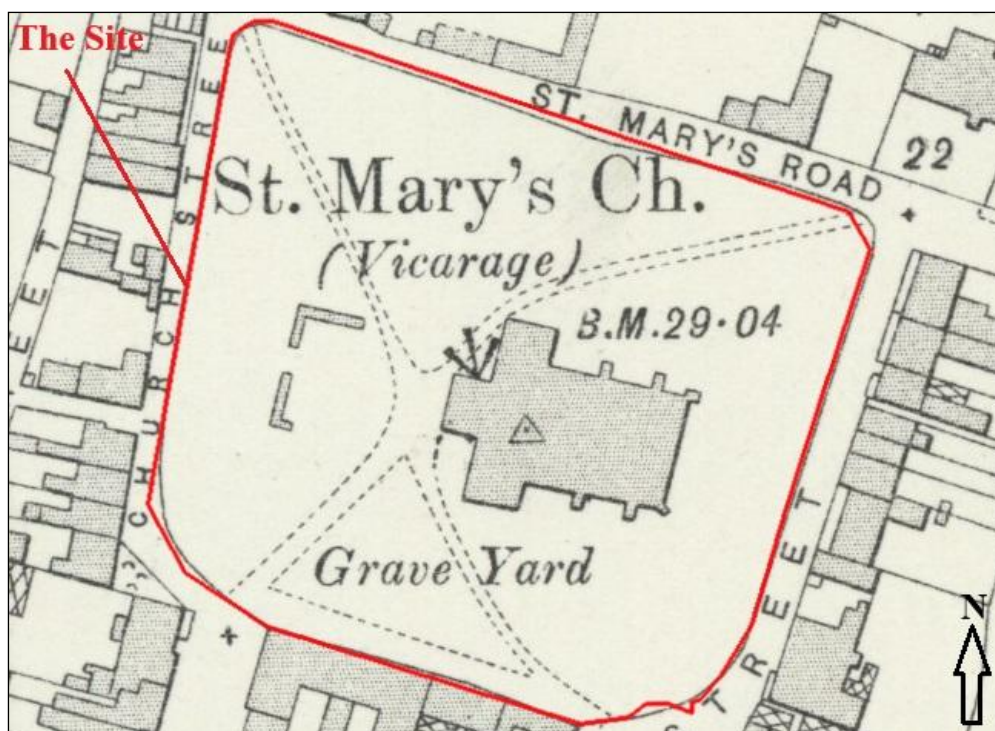


Fig. 11: 1912 OS map

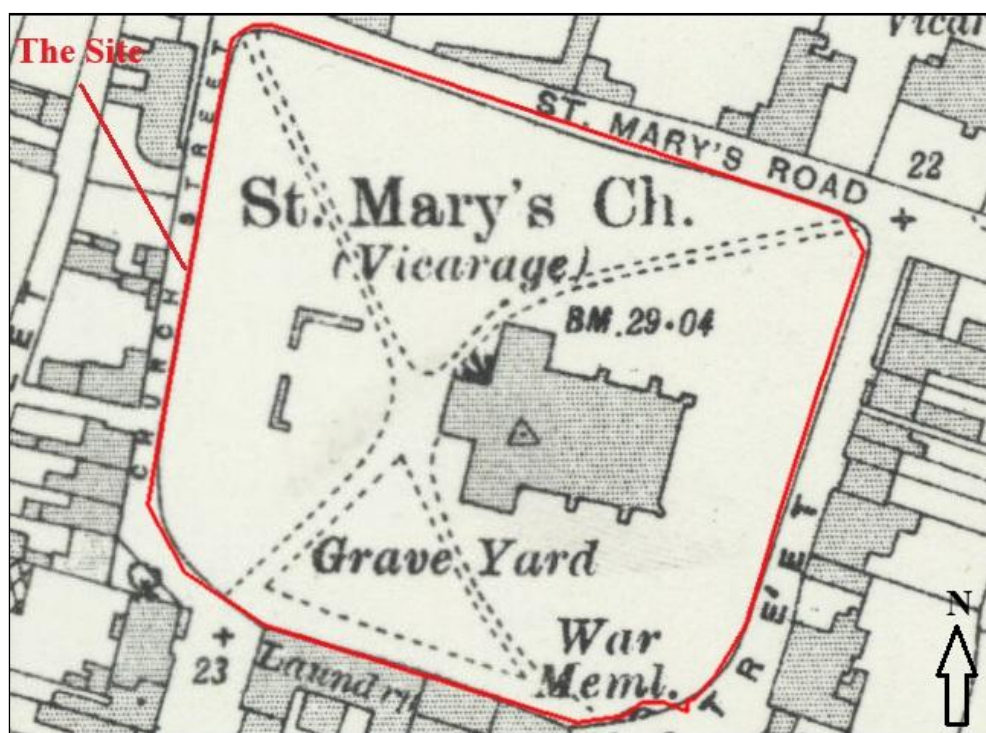


Fig. 12: 1936 OS map



Fig. 13: 1974 OS map

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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