

**24-25 East Street and 1 and 1A New Road,
Shoreham-By-Sea, West Sussex**

Centred at NGR 521656 105073

**Archaeological Watching Brief
Written Scheme of Investigation**

Site Code: ESS26

ASE Project no: 260193

March 2026

Prepared by Pip Stephenson

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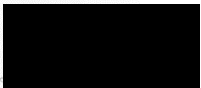
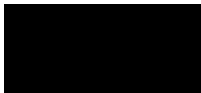
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Prepared by:	Pip Stephenson	Senior Archaeologist	
Reviewed and approved by:	Richard James	Project Manager	
Date of Issue:	March 2026		

1.0 INTRODUCTION

- 1.1 Archaeology South-East (ASE), have been commissioned by Empire Land and Homes to carry out archaeological monitoring during groundworks associated with a proposed development at 24-25 East Street and 1 and 1a New Road, Shoreham-by-Sea, West Sussex. The site is centred at National Grid Reference (NGR) 521656 105073 and its location is shown on Figures 1 and 2.
- 1.2 The site lies within the medieval core of Shoreham-by-Sea (Fig. 1; WSHER Ref. Adur 06) within the boundaries of the Shoreham-by-Sea Conservation Area (CA) and an Archaeological Notification Area (ANA). It is currently occupied by a large building, the former St Mary's Church Hall of 19th century and early-mid 20th date, which fronts onto East Street (west) and New Road (south) with small yards to the rear (Fig. 2).
- 1.3 Shoreham-by-Sea is situated on an area of low land set on the north bank of the River Adur at c.7m above Ordnance Datum (AOD). The River Adur lies to the west of the town and flows in a southerly direction before diverting eastwards along the frontage of the settlement. According to the British Geological Survey 1:50,000 scale geological mapping available online¹, the natural bedrock geology of the Site comprises chalk deposits of the Newhaven Chalk Formation. The mapped superficial geology comprises Head deposits. Some made ground can be anticipated given that the site has been previously developed.
- 1.4 The proposed development is for a change of use of the existing building to provide a mixed use new church/community hall and Parish office, and 7 no. residential units (comprising 5 houses and 2 flats) (Fig. 3). The proposal includes partial demolition at the rear, replacement roof and new rear roof extensions, rear extension, new glazing and door/window openings and removal of shopfronts. Archaeological desk-based assessment (ASE 2025) and pre-submission consultation with Place Services (2026), archaeological advisors for Adur & Worthing Councils, has identified a potential for the preservation of medieval remains including boundary ditches and rubbish pits, interpreted as relating to burgage plots beneath the current site, albeit likely truncated by the existing building. A programme of archaeological monitoring the groundworks is recommended in accordance with the following proposed conditions:

- (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 by the applicant, for approval by the Local Planning Authority.*
- (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*

1

https://mapapps2.bgs.ac.uk/geindex/home.html?_ga=2.114348224.655277665.1756468380-404896815.1756468380 accessed March 2026

completion of the archaeological fieldwork unless otherwise agreed in advance by the Local Planning Authority.

- 1.5 This document represents a comprehensive Written Scheme of Investigation (WSI) for an archaeological watching brief to be maintained during the ground works associated with this site. It has been prepared in accordance with relevant Standards and Guidance of the Chartered Institute for Archaeologists (CIfA 2020; 2023a&b; 2025) and with Sussex Archaeological Standards (2019). All work will be reported upon in line with guidelines set out in Management of Research Projects in the Historic Environment (MoRPHE; Historic England 2015). It will be submitted to all parties for approval prior to the commencement of work at the site.
- 1.6 This project will be managed by Richard James (fieldwork) and by Anna Doherty (post-excavation).

2.0 HISTORICAL AND ARCHAEOLOGICAL BACKGROUND

- 2.1 The following background information is based on an archaeological desk-based assessment produced by ASE (ASE 2025).
- 2.2 The majority of the finds dating to the Palaeolithic period in the region are associated with the raised beaches in the Upper Coastal Plain – as at Boxgrove and Slindon. Finds from the lower Coastal Plain are much rarer. A cluster of Mesolithic flint scatters are known around the valley of the Arun as it cuts through the Greensand. No finds of these periods are currently recorded on the HER within the 1km study area.
- 2.3 The Historic Environment Record records few known archaeological remains of prehistoric date in the study area. Features are limited to those recorded at the Ropetackle site where a pit of possible c.mid-late Iron Age date was recorded as well as residual finds. At Ship Street archaeological investigations identified a ditch containing Mesolithic to Early Neolithic flint and a single sherd of late Iron Age/early Roman pottery. Other known remains of prehistoric date are limited to a Neolithic axe found c.1m down during gas main excavations in 1915.
- 2.4 An east-to-west aligned Roman road was situated a little way to the north of Old Shoreham Road. The original crossing of the River Adur was most likely by ford, although a ferry may have existed there during the Roman period.
- 2.5 At the Ropetackle site several features containing Late Iron Age/early Roman pottery were identified along with elements of a field system delineated by rectilinear boundary drainage ditches and pits. The range of artefacts suggest that settlement, most likely a farmstead, existed in the vicinity. The presence of briquetage suggest that any settlement in the area was associated with salt production. Amphorae and finewares of probable Gallo-Belgic origin hint at continental trade. A ditch recorded at Ship Street may be of the period.
- 2.6 Shoreham-by-Sea was historically known as New Shoreham. Old Shoreham, situated to the north of the Site (outside the study area) was established in the pre-conquest (1066) period. Whilst it had access to the river it is unlikely to

have had any significance as a port. Throughout the medieval period Old Shoreham continued as an agrarian village which was separate from 'New Shoreham'.

- 2.7 New Shoreham was founded at the mouth of the River Adur shortly after the Norman Conquest to replace the minor port at Old Shoreham further upstream. The first documentary reference to New Shoreham is in 1151, and by 1235 the settlement is known as *Noua Sorham*, and by 1288 as *Nywe Shorham*. At the time of its founding the river is likely to have formed a broad tidal estuary, c.1 ½ miles wide. The medieval port prospered through the 12th century, although it seems to have gone into decline in the 13th or 14th century.
- 2.8 The site is located at the corner of East Street and New Road in Shoreham-by-Sea (New Shoreham). It lies to the south-east of the parish church of St Mary de Haura within the historic core of the town. Much of the grid-pattern layout of the streets of the Norman planned town has survived although this may represent only part of the original layout and its original form is much debated. Nonetheless East Street, which has also been known as 'Oriental Street', almost certainly lay within the extents of the medieval town.
- 2.9 Numerous archaeological remains of medieval date have been recorded within the town. At the Ropetackle site the vast majority of remains were of the period and included rubbish pits and cess pits, well, scatters of post-holes and ditches/gullies. Significant volumes of artefacts and ecofacts were recovered from the Site. At Ship Street medieval remains including some which may be structural and at a site opposite medieval pits were recorded, again containing both artefacts and ecofacts. Medieval features have also been recorded elsewhere in the town, and these include ditches of burgrave plots excavated in advance of development immediately north of the Site. It has been suggested that The Marlipins may be the remains of a Carmelite friary.
- 2.10 In the late 18th century, the site lay within the parsonage croft which was held by the Reverend William Marchant. Various Diocesan Surveys undertaken in the late 17th and early 18th centuries indicate that Parsonage croft was formerly occupied by the parsonage house, which by 1668 had become ruinous and by 1724 had been demolished. A National School was built in the west of the site between 1831 and 1833 and was described as a 'neat building beside the churchyard in East Street'². The school building is first represented on Saunders' map of 1844, but by 1872, there were two buildings on the site, suggesting the enlargement of the school in the intervening period – perhaps separate boys and girls schools.
- 2.11 The school moved premises in 1875 and the building on the site was taken over for local government purposes the same year. In 1890 - 1911 local government moved to premises on the high street which became the new town hall. Following the move, the building on East Street was referred to as 'Old Town Hall'. St Mary's Hall was built on the east part of the site, attached to the remaining National School building and was officially opened in 1912. It served as the main public hall for Shoreham until the opening of the Community Centre in 1965.

² <https://www.british-history.ac.uk/vch/sussex/vol6/pt1/pp172-173> Accessed March 2026

- 2.12 In 1933, the whole ground floor was converted to accommodate commercial premises. Since then, the building has had a variety of uses, with the hall on the first floor providing a space for entertainments, and the upper room of the old school building serving as an ante-room. The ground floor, in addition to various commercial enterprises, has accommodated parish offices and, until the mid-20th century, the public library.

Previous Archaeological Investigations

- 2.13 There have been no previous archaeological investigations undertaken within the site boundary. Several archaeological investigations (evaluation/excavations/ archaeological monitoring) are recorded on the HER within the wider Study Area. The closest comprises works undertaken just to the north of the site where a desk-based assessment and evaluation³ were undertaken in advance of development. These works identified medieval features.
- 2.14 Archaeological works undertaken to the south-west of the site at John Street and off the High Street (MWS13377) have also identified medieval and later features. A programme of archaeological works was undertaken at the Ropetackle site on the western edge of the town, the first large scale archaeological investigation within the historic core (ASE 2009) identifying prehistoric, Romano-British, early medieval (Anglo Saxon), medieval and post-medieval remains. There have been limited numbers of other archaeological investigations, many of which have been small scale watching briefs.

3.0 RESEARCH AIMS AND OBJECTIVES

General Aims

- 3.1 The general aims of the watching brief are:
- To enable any archaeological deposits and features, disturbed during the proposed works, to be adequately recorded, interpreted and reported on.

Site Specific Aims

- 3.2 Site specific aims are identified as follows:
- To identify any evidence of prehistoric to medieval land use or resource exploitation.

Research Aims

- 3.3 The watching brief has the potential to contribute to the following research objectives set out in the South-East Research Framework:

³Border Archaeology 2023 & 2024

- More research projects looking at small towns in particular are needed (both individual development and comparison) themes [SERF Medieval, Towns, 41]
- More comparative studies of finds, environmental data and animal bone both within and between towns, and in comparison with urban hinterlands and rural contexts [SERF Medieval, Towns, 41]
- [Knowledge of] Maritime industries (fishing, shipbuilding, salt etc.) in relation to both regional and site-specific themes [SERF Maritime, 28]

4.0 METHODOLOGY

- 4.1 The proposed scheme works comprise groundworks associated with the construction of the extensions to the existing building, notably foundation trenches. The areas most likely to encounter archaeological deposits beneath modern made ground are circled in red on Figure 3. In addition, a surface water sewer may run through the yard parallel to the existing north wall of the building, but this remains to be confirmed in terms of location and depth.
- 4.2 All hand excavation and plant movement carried out by the groundwork contractor must be undertaken with due regard for the potential to encounter archaeological remains and historic built fabric. **Any machine used for removal of material above undisturbed natural geology will be fitted with a toothless bucket of appropriate width.**
- 4.3 Where excavation or other works reveals significant archaeological features (whether buried archaeological deposits or exposed historic built fabric), hand excavation and/or other activities by contractor's staff will cease. The features will then be hand excavated/cleaned and recorded to archaeological standards by the archaeologist(s) in attendance. Excavations will be hand cleaned by archaeologists as necessary to clarify the presence/absence and nature of any features. Adequate time will be made available for appropriate archaeological excavation by hand to identify and record the remains as far as possible within the limits of the works in order to extract archaeological and environmental information, should this prove necessary.
- 4.4 The LPA's Archaeological Advisor (Place Services ECC) will be kept informed of progress so that the archaeological work can be monitored. Any variation to the scale and scope of the watching brief defined in this document will be agreed in writing (email) with Place Services ECC. A final decision on site as to how to proceed in the event that significant remains are revealed during the Watching Brief will be determined in agreement with Place Services ECC. ASE will communicate to all relevant parties that the archaeological watching brief fieldwork has been completed via email exchange.

5.0 ARTEFACT RECOVERY

- 5.1 Artefacts will be recovered in accordance with Sussex Archaeological Standards and section 3.1 of the ASE Fieldwork Manual (ASE 2021) and / or as specified by the Selection Strategy, Appendix 1 of this document. Retained samples will be bagged in polythene bags according to type and context.

- 5.2 The spoil from the excavations will also be inspected by the ASE archaeologist to recover any artefacts or ecofacts of archaeological interest. A metal detector may be used at regular intervals to scan spoil derived from the excavations and at regular intervals during the excavation of archaeological deposits and features.

6.0 TREATMENT OF HUMAN REMAINS AND TREASURE TROVE

- 6.1 Any finds believed to fall potentially within the statutory definition of Treasure, as defined by the Treasure Act 1996, shall be reported to the local Finds Liaison Officer. Should the find's status as treasure be confirmed the Coroner, the landowner and Place Services ECC will also be informed. A record shall be provided to the Coroner and to Place Services ECC of the date and circumstances of discovery, the identity of the finder, and the exact location of the find(s) (OS map reference to within 1 metre and find spot(s) marked onto the site plan).
- 6.2 If human remains are found, work will cease and all necessary statutory provisions followed. Place Services ECC and the client will be informed immediately.

7.0 ENVIRONMENTAL AND OTHER SAMPLING

- 7.1 The strategy for sampling archaeological and environmental deposits and structures (which can include soils, timbers, animal bone and human burials) will be developed with reference to Historic England guidelines for environmental archaeology (Historic England 2011) and waterlogged wood (Historic England 2025) and in consultation with the Historic England regional science advisor or relevant specialists. Samples will be collected from suitable excavated contexts, including dated/datable buried soils, well-sealed slowly silting features, sealed hearths, sealed features containing evident carbonised remains, peats, water-logged or cess deposits.
- 7.2 Bulk soil samples (of 40 litres where possible or 100% of the context if smaller) will be taken to target the recovery of plant remains (including wood charcoal and macrobotanicals), fish, bird, small mammal and amphibian bone, and small artefacts. Specialist samples may also be taken, following discussions with members of the environmental archaeology team and in accordance with current sampling guidelines (Historic England 2011), to target recovery of pollen, fish and small bone, molluscs, foraminifera, parasites and insects or large mammal bones and marine molluscs. When taken, samples will be extracted wholesale from deposits to maximise the range of material recovered. As a general rule waterlogged wood specimens will be photographed and recorded in detail in their original location prior to being lifted or sampled for more detailed assessment. Other scientific dating and geoarchaeological techniques will be considered and employed where appropriate in accordance with current guidance (Bayliss & Marshall 2022). In all instances deposits with clear intrusive material shall be avoided.
- 7.3 The potential of samples taken during fieldwork for scientific dating will be considered and actioned where appropriate. The suitability of environmental remains for radiocarbon dating will be considered with reference to Historic

England guidelines (Bayliss and Marshall 2022) and by taking into account feature, context and taphonomic information, material available and the potential to contribute to relevant research questions.

8.0 RECORDING

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

9.0 POST - EXCAVATION TREATMENT OF ARTEFACTS AND ECOFACTS

- 9.1 The finds selection strategy for the site is set out in the appended Selection Strategy document (Appendix 2). This selection strategy will be reviewed, updated and agreed by relevant stakeholders as the project progresses.
- 9.2 All finds will be cleaned, labelled, sorted and analysed in accordance with the practices and standards outlined by Archaeological Archives Forum (2011), Europae Archaeologiae Consilium (2013) and Society for Museum Archaeology (2020). Most ceramic and other building material and burnt flint will be identified, counted, weighed and discarded. Samples will be retained as appropriate. Finds will be bagged in polythene bags according to type and context.
- 9.3 Bulk samples will be processed using tank flotation unless considered detrimental to the samples or recovery rate (such as for waterlogged samples). Waterlogged samples will be wet sieved through nested sieves and stored in wet, cool conditions or dried if considered an appropriate form of conservation for the remains.
- 9.4 Flots and wet samples may be subsampled for assessment purposes. If waterlogged wood specimens are removed from site they will be cleaned, recorded, photographed and a thin section sample will be taken for identification (unless considered detrimental to the artefact preservation or status). These specimens will be temporarily stored submerged in water in cool conditions and assessment will establish whether appropriate for conservation. Specialist samples as well as sub-samples of bulk soil samples (taken to recover pollen, parasites, fish and small bone, foraminifera and insects for example) will be sent to appropriate specialists for assessment and analysis.

- 9.5 Provision will be made for obtaining samples for radiocarbon dating from such archaeological features as structural features (e.g. post holes), hearths, kilns or features that contain good artefactual or ecofactual assemblages to aid understanding and interpretation of the site.
- 9.6 The majority of finds will be identified by in-house specialists within Archaeology South-East (as listed below). Any external specialists utilised work regularly with ASE and are regional specialists in their field. All material will be examined with particular attention to datable artefacts, such as lithics, pottery, building material, coins and other metalwork. Preliminary identification of faunal remains may be undertaken if the nature of the deposits justifies such study. Suitable arrangements will be made for the conservation of artefacts where appropriate in consultation and with the agreement of the recipient museum. All finds in an unstable condition will be stabilised using passive conservation techniques where appropriate before being deposited with the receiving museum.
- 9.7 The following specialists will be used if necessary and where appropriate:

Prehistoric and Roman pottery	Anna Doherty, Kayt Hawkins, Stephen Patton, Joe Locke
Post-Roman pottery	Sue Anderson (external), Luke Barber (external)
Ceramic building material	Rae Regensberg
Fired clay	Stephen Patton, Trista Clifford
Clay tobacco pipe	Elke Raemen
Glass	Elke Raemen
Slag	Luke Barber (external); Trista Clifford
Metalwork	Trista Clifford, Elke Raemen
Worked flint	Karine Le Hégarat
Geological material / stone	Luke Barber (external)
Human bone inc cremated bone	Lucy Sibun, Hayley Forsyth-Magee
Animal bone including fish	Emily Johnson, Hayley Forsyth-McGee
Marine shell	Hannah Street, David Dunkin (external)
Registered finds	Elke Raemen, Trista Clifford
Coins	Trista Clifford
Treasure administration	Trista Clifford
Conservation	Alastair Threlfall
Geoarchaeology	Matt Pope, Letty Ingrey, Alice Dowsett, Richard Payne
Macro-plant remains	Lucy Allott, Angela Vitolo, Elsa Neveu
Charcoal	Lucy Allott, Angela Vitolo, Elsa Neveu
Waterlogged wood	Lucy Allott, Hannah Street
Historic buildings	Michael Shapland, Katya Harrow

10.0 REPORTING AND ARCHIVE

- 10.1 In general, the report will present the results of the watching brief and will as a minimum standard contain sufficient detail to serve both future research and inform future planning decisions. Reporting will be undertaken in accordance with the ASE post-excavation guidelines and with reference to local standards and guidance as appropriate.

- 10.2 Following internal review a draft report will be submitted to the client for approval. Once any necessary changes have been made, the approved final report will be submitted to the client for onward submission to Place Services ECC. A short summary of the report may be prepared for the relevant local archaeological journal, in this instance the *Sussex Archaeological Collections*.
- 10.3 A further digital copy of the report (including plans, illustrations and photographs) will be supplied to the West Sussex Historic Environment Record on CD-ROM/by email in PDF(A) format and will include GIS Shapefiles if appropriate.
- 10.4 The written and drawn archive will be deposited with Worthing Museum for long term curation upon completion of the fieldwork. Temporary storage of the archive will be at ASE offices and/or storage facility.

11.0 PREPARATION AND DEPOSITION OF THE FINDS AND ARCHIVE

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

12.0 HEALTH AND SAFETY

- 12.1 Health and Safety must take priority over archaeological requirements. It is essential that all projects be carried out in accordance with safe working practices and under a defined Health and Safety Policy. A Method Statement and Risk Assessment (RAMS) for the project will be approved by the client prior to the commencement of work and all relevant health and safety regulations will be adhered to.

13.0 GENERAL

- 13.1 Archaeology South-East is a Chartered Institute for Archaeologists (CIfA) Registered Archaeological Organisation and conforms to the standards of professional conduct outlined in the CIfA Code of Conduct (2022) and the relevant CIfA standards and guidance.

14.0 INSURANCE

- 14.1 Archaeology South-East is insured against claims for: employer's liability to the value of £50,000,000 each and every loss, any one occurrence; primary

public/products liability to the value of £50,000,000 any one occurrence and in the aggregate for products liability, with an extension for no-fault compensation up to £15,000,000 in the aggregate; professional indemnity to the value of £15,000,000 any one occurrence and in the aggregate.

15.0 PROJECT MANAGEMENT

- 15.1 This project will be managed by Richard James (fieldwork) and Dan Swift / Anna Doherty (post-excavation).

References

Archaeological Archives Forum, 2011 *Archaeological archives. A guide to best practice in creation, compilation, transfer and curation.* [https://archives.archaeologyuk.org/aaf_archaeological_archives_2011.pdf]

ASE, 2009 *Archaeological Investigations At The Ropetackle Site, Shoreham-By-Sea, West Sussex.* ASE Project 1639

ASE, 2025 *24-25 East Street and 1-1a New Road, Shoreham-by-Sea, West Sussex, Archaeological Desk-Based Assessment,* ASE Report 2025200

Bayliss, A, and Marshall, P, 2022 *Radiocarbon Dating and Chronological Modelling: Guidelines and Best Practice. Historic England.* [<https://historicengland.org.uk/images-books/publications/radiocarbon-dating-chronological-modelling>]

Border Archaeology, 2024 *Archaeological Evaluation. 26-28 East Street & 3-9 (Odd) New Road, Shoreham-by-Sea West Sussex*

ClfA, 2020 *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* [<https://www.archaeologists.net/sites/default/files/2023-11/ClfA-SandG-Archaeological-Materials-2020.pdf>]

ClfA, 2023a *Standard for archaeological monitoring and recording* [https://www.archaeologists.net/sites/default/files/2024-11/ClfA-Standard-Archaeological-Monitoring-Recording_2023.pdf]

Clfa 2023b *Universal guidance for archaeological monitoring and recording* [https://www.archaeologists.net/sites/default/files/2024-11/ClfA-Universal-Guidance-Archaeological-Monitoring-Recording_2023.pdf]

ClfA 2025 *Code of conduct: professional ethics in archaeology* [https://www.archaeologists.net/sites/default/files/2025-10/Code-of-conduct_revOct-2025.pdf]

Europae Archaeologiae Consilium, 2013 *A Standard and guide to best practice for Archaeological Archiving in Europe* [<https://archaeologydataservice.ac.uk/arches/Wiki.jsp?page=Main>]

Historic England, 2015 *Management of research projects in the historic environment (MoRPHE)* [<https://historicengland.org.uk/images-books/publications/morphe-project-managers-guide/>]

Historic England, 2011 *Environmental archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation (second ed.)*. English Heritage [<https://historicengland.org.uk/images-books/publications/environmental-archaeology-3rd/>]

Historic England, 2025 *Waterlogged wood. Guidance on the excavation, recording, sampling and conservation of waterlogged archaeological wood* [<https://historicengland.org.uk/images-books/publications/waterlogged-wood/>]

Society for Museum Archaeology 2020 *Standards and Guidance in the Care of Archaeological Collections* [<https://collectionstrust.org.uk/resource/standards-and-guidance-in-the-care-of-archaeological-collections/>]

WSCC, ESCC, CDC 2019. *Sussex Archaeological Standards*

Archaeology South-East
March 2026

**24-25 East Street and 1 and 1A New Road, Shoreham-by-Sea, West Sussex
Sitecode ESS26 (ASE project number 260193)**

23/03/2026 Version 1

Selection Strategy

Project Information

Project Management

Project Manager	Richard James	
Archaeological Archive Manager	Nicola Elphick	
Organisation	Archaeology South-East	
Stakeholders		Date Contacted
Collecting Institution(s)	Worthing Museum	tbc
Project Lead / Project Assurance	Place Services/West Sussex <i>Planning Archaeologist</i>	tbc
Landowner / Developer	Empire Land and Homes	23/03/2026
Other		

Resources Required

No additional resources have been identified at this point.

Context

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

The site lies within the medieval core of Shoreham-by-Sea within the boundaries of the Shoreham-by-Sea Conservation Area (CA) and an Archaeological Notification Area (ANA). It is currently occupied by a large building, the former St Mary's Church Hall of 19th century and early-mid 20th date, which fronts onto East Street (west) and New Road (south) with small yards to the rear. The proposed development is for a change of use of the existing building to provide a mixed use new church/community hall and Parish office, and 7 no. residential units (comprising 5 houses and 2 flats). The proposal includes partial demolition at the rear, replacement roof and new rear roof extensions, rear extension, new glazing and door/window openings and removal of shopfronts. A watching brief will be maintained during groundworks.

Standards and Guidance

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

1 – Digital Data

Stakeholders

Archaeological Archive Manager, Project Manager and Site Supervisor (ASE)
Planning Archaeologist, Collections Curator, Empire Land and Homes

Selection and De-Selected Digital Data

Detailed in attached Data Management Plan (DMP)

Amendments

Date	Amendment	Rationale	Stakeholders

2 – Documents

Stakeholders

Archaeological Archive Manager, Project Manager and Site Supervisor (ASE)
Curator, Collections Curator, Empire Land and Homes

Selection

All site paperwork will be included in the final permanent archive. If the project produces negative results the Selection Strategy will be reconsidered.

All specialist recording sheets will be included in paper form.

All digital photographs will be printed as contact sheets. The final report(s) will be issued alongside project planning and archive documents.

Standards and guidance for paper archives consulted: see bibliography

De-Selected Documents

Any sensitive financial information or information concerning contacts for individuals involved in the project will be de-selected in line with GDPR requirements.

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type	BULK FINDS	Section 3.	1
Stakeholders			
The Project Manager (Richard James, ASE) and Site Supervisor (ASE) will ensure the selection strategy is followed on site and seek appropriate advice as required. The Finds Processing Supervisor (Steve Patton, ASE) will monitor the preliminary bulk finds archive selection strategy. ASE's Finds Specialists will be responsible for recording and assessment of bulk finds and will advise on selection for inclusion in the preserved archive. The Planning Archaeologist and Collections Curator (Worthing Museum) will approve retention/ deselection recommendations. The Archaeological Archive Manager (Nicola Elphick, ASE) will apply the agreed selection strategy to the working project archive for deposition with Worthing Museum. If amendments to the selection strategy are necessary due to the nature of the deposits uncovered on site or the finds assemblages these will be discussed with the other relevant stakeholders.			
Selection			
Material will be collected on site in line with ASE's on-site collection policies, see section 3.1 of ASE Fieldwork Manual (ASE 2021). All collected bulk finds will be washed, dried and quantified ahead of recording and appraisal by the relevant specialists. Material-specific standards and guidance has been consulted (e.g. ACBMG 2002; APABE 2017; Baker and Worley 2019; Barclay et al. 2016; Mitchell and Brickley 2017; ClfA 2014a; ClfA Finds Recording, Finds Reporting and Selection Toolkits)			
Find Type	Selection Strategy	Stakeholders	Review Points
POTTERY	Will be recorded and assessed for selection with a presumption for selection to the permanent archive. Later post-medieval pottery may be considered for deselection where it is assessed to be of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
CTP	Will be recorded in full with a sample retained. The remainder will be deselected.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
CBM	Will be recorded and assessed for selection/deselection with presumption for deselection of majority if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording

FIRE CLAY/DAUB	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
METALWORKING WASTE	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
BULK METAL	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
GLASS	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
FIRE CRACKED FLINT (FCF)	Will be recorded in full and discarded if unworked	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
WORKED FLINT	To be collected and recorded in full and retained as part of the permanent archive	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
WORKED BUILDING STONE	Will be recorded and assessed for selection/deselection with presumption for deselection. unless diagnostic.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
UNWORKED STONE	Will be recorded in full and discarded	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
ANIMAL BONE	Will be recorded and assessed for selection/deselection	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
HUMAN BONE	Will be recorded in full and assessed for selection or appropriate reburial. With a presumption for reburial in line with national guidelines	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
MARINE SHELL	Will be recorded and assessed for selection/deselection with	Specialist, Collections Curator, Archaeological	During fieldwork, processing &

	presumption for deselection.	Archive Manager, Planning Archaeologist	recording
ORGANIC REMAINS e.g. wood, leather	Will be recorded and assessed for selection/deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording

Uncollected Material

In line with ASE's Fieldwork Manual (section 3.1) - unstratified unworked stone, unworked flint, bone should not be collected on site. In general, other unstratified bulk finds will not be collected in full, although a sample of diagnostic/datable examples may be retained, especially if they represent types of material or periods not present in stratified deposits. Obviously modern (?20th century or later) finds will only be collected where they are of intrinsic interest. Uncollected finds will be noted on the relevant context sheets and will remain on site.

De-Selected Material

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

Once all human bones have been processed, assessed and recorded, those not being reburied or going into the permanent archive will be assessed for their potential to add to a research reference collection.

Review Points

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

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type	REGISTERED FINDS	Section 3.	2
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Stakeholders

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

The Finds Processing Supervisor (Steve Patton, ASE) will monitor the preliminary registered finds archive selection strategy.

ASE's Finds Specialists will be responsible for recording and assessment of bulk finds and will advise on selection for inclusion in the preserved archive.

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

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

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

Selection

All artefacts identified as Registered Finds (RFs) as per ASE's on-site collection policies (ASE 2021). will be assigned a unique RF number and cleaned/dried/conserved (as appropriate) ahead of recording and appraisal.

Find Type	Selection Strategy	Stakeholders	Review Points
REGISTERED FINDS	Will be recorded in full. For registered finds, presumption is that they will be retained for archaeological archive.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording

Uncollected Material

All Registered Finds will be collected in full.

De-Selected Material

Registered Finds will be generally be retained for archive.

Review Points

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

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type	ENVIRONMENTAL REMAINS	Section 3.	2
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Stakeholders

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

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

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

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

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

Selection

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

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

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

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

Uncollected Material

De-Selected Material

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

Review Points

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

Amendments

Date	Amendment	Rationale	Stakeholders

4 – References

- Advisory Panel on the Archaeology of Burials in England (APABE), 2017 *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England*
- Archaeological Ceramic Building Materials Group (ACBMG), 2002 *Ceramic Building Material Minimum Standards for Recovery, Curation, Analysis and Publication*
- ASE, 2021 *Fieldwork Manual: Excavation and Recording Guidelines*
- Baker, P, and Worley, F, 2019 *Animal Bones and Archaeology: Recovery to archive.*
- Barclay, A, Knight, D, Booth, P, Evans, J, Brown, D H, and Wood, I, 2016 *A Standard for Pottery Studies in Archaeology*
- Brown, D H, 2011 *Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation.* Second edition
- Campbell, G, Moffett, L, and Straker, V 2011 *Environmental Archaeology. A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation.* Second edition
- Chartered Institute for Archaeologists (CIfA), 2014a *Standard and guidance for the collection, documentation, conservation and research of archaeological materials*
- Chartered Institute for Archaeologists (CIfA), 2014b *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*
- Chartered Institute for Archaeologists (CIfA), *Selection Toolkit*:
<https://www.archaeologists.net/selection-toolkit>
- Chartered Institute for Archaeologists (CIfA), *Specialist Recording Toolkit*:
<https://www.archaeologists.net/toolkits/finds-recording>
- Chartered Institute for Archaeologists (CIfA), *Specialist Reporting Toolkit*:
<https://www.archaeologists.net/reporting-toolkit>
- Chartered Institute for Archaeologists (CIfA), *Dig Digital Online Resource*:
<https://www.archaeologists.net/digdigital>
- Historic England, 2008 *Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains*
- Historic England, 2010 *Waterlogged Wood Guidelines on the recording, sampling, conservation and curation of waterlogged wood*
- Historic England, 2015 *Geoarchaeology: Using earth sciences to understand the archaeological record*
- Mitchell, P D, and Brickley, M, 2017 *Updated Guidelines to the Standards for Recording Human Remains*
- Perrin, K, Brown, DH, Lange, G, Bibby, D, Carlsson, A, Degraeve, A, Kuna, M, Larsson, Y, Pálsdóttir, SU, Stoll-Tucker, B, Dunning, C, and Rogalla Von Bieberstein, A, 2014 [*The Standard and Guide to Best Practice for Archaeological Archiving in Europe*](#) (EAC Guidelines 1)

24-25 EAST STREET AND 1 AND 1A NEW ROAD, SHOREHAM-BY-SEA, WEST SUSSEX

SITE CODE: ESS26

23/03/2026 VERSION 1

A Data Management Plan created using DMPonline

Creator: Nicola Elphick

Affiliation: Archaeology South-East

Template: Digital Curation Centre

Last modified: 23-03-2026

Project abstract

The site lies within the medieval core of Shoreham-by-Sea within the boundaries of the Shoreham-by-Sea Conservation Area (CA) and an Archaeological Notification Area (ANA). It is currently occupied by a large building, the former St Mary's Church Hall of 19th century and early-mid 20th date, which fronts onto East Street (west) and New Road (south) with small yards to the rear. The proposed development is for a change of use of the existing building to provide a mixed use new church/community hall and Parish office, and 7 no. residential units (comprising 5 houses and 2 flats). The proposal includes partial demolition at the rear, replacement roof and new rear roof extensions, rear extension, new glazing and door/window openings and removal of shopfronts. A watching brief will be maintained during groundworks.

Dataset Repository: Worthing Museum

DATA COLLECTION

What data will you collect or create?

During project planning a Written Scheme of Investigation (WSI) and Selection Strategy will be produced alongside this digital management plan.

During fieldwork digital images will be captured to document the site.

CAD and GIS software will be used.

In the post excavation stage finds specialists will create digital finds records, plans will be produced and a grey literature report written.

How will the data be collected or created?

File naming structure for all files will be project number- what it is- Site code and HER event number. For example: 180932-Final Report-CPI18-ECB4568

Trained members of staff will capture digital images with a digital camera of no less than 12 megapixels or 1/2" CMOS sensor on site. All digital images will be captured in Jpeg format. Finds specialist tables/ records will be created using up-to-date Microsoft Office software.

The location of archaeology will be recorded using one of, or a combination of the following methods: survey grade GNSS equipment with SMARTNET correctional data enabled (for example Leica GS18); TST (e.g Leica TS16) tied in to the OS National Grid; photogrammetric survey using a terrestrial or RPAS (remote pilot aircraft system) mounted camera, georeferenced using GCP (ground control points) tied in with GNSS or TST to the National Grid. RPAS mounted camera will have a 1" CMOS sensor or greater. All spatial data will be stored according to the OSGB36 (EPSG27700) projection/coordinate system. Grey literature reports will be created using up-to-date Microsoft Office software and the drawings will be produced using AutoCAD Map 3D 2018 (or later), and appropriate and current GIS software (ArcMap \ArcGIS Pro\QGIS). The report will also be saved as a Pdfa using Adobe Acrobat 9 Pro or later.

DOCUMENTATION AND METADATA

What documentation and metadata will accompany the data?

A metadata document will be produced for this project based on the ADS (Archaeology Data Service) guidelines and template for documenting metadata.

In addition, Archaeology South-East (ASE) finds manual which documents our procedure for finds recording will also accompany the project.

ETHICS AND LEGAL COMPLIANCE

How will you manage any ethical issues?

Where applicable all personal information will be removed prior to the project's deposition. All sensitive data will be restricted to project managers and will be kept for 5 years prior to being destroyed.

How will you manage copyright and Intellectual Property Rights (IPR) issues?

Archaeology South-East own the digital data but will sign over all rights during the deposition process. We will still retain the right to use images for our own marketing and internal purposes. As part of the deposition a copy of the report will be uploaded onto OASIS. There will be no delay in the upload of this unless the client requests this.

STORAGE AND BACKUP

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

Archaeology South East backs up their data onto external servers at University College London (UCL) at the end of each day. This is an automated process. In the event of an incident Archaeology South-East's IT support officer and archive officer will be responsible for the recovery of digital data.

How will you manage access and security?

Access to the digital data is via a secured password enabled route onto central servers. Each collaborator that will be creating or need access to the data will have their own log in.

Digital images will be captured and stored onto an external device and these images will be uploaded onto the server once fieldwork has been completed by the project officer.

SELECTION AND PRESERVATION

Which data are of long-term value and should be retained, shared, and/or preserved?

The retained digital archive will be deposited alongside the physical archive at a local repository once all fieldwork and post excavation work has been completed. ASE will comply with each institutions digital requirements prior to deposition.

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

Once the dataset has been deposited with the archive repository ASE will retain a copy of the dataset. This dataset will be migrated onto the latest formats for future use.

DATA SHARING

How will you share the data?

The final grey literature report will be uploaded onto the ASE website, OASIS and West Sussex County Council's HER. Any other information/ data sharing will be done via requests from members of the public/researchers to either ASE or the repository.

Are any restrictions on data sharing required?

None are required.

RESPONSIBILITIES AND RESOURCES

Who will be responsible for data management?

ASE's archive officer is responsible for implementing the DMP and ensuring it is reviewed and revised as appropriate.

The project officer is responsible for the capture and quality of the digital images.

Each finds specialist is responsible for their respective data sets and the quality they produce.

ASE's IT officer will be responsible for data storage and backup.

ASE's archive officer will also be responsible for metadata production, data archiving and sharing.

What resources will you require to deliver your plan?

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

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

ADS (1) Data Management and sharing Plans

<http://archaeologydataservice.ac.uk/advice/DataManagementPlans>

ADS (2) Guides to good practice <http://guides.archaeologydataservice.ac.uk/g2gp/Main>

ADS (3) Guidelines for Depositors

<http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors>

ADS (4) Guidance for the selection of material for deposit and archive

<http://archaeologydataservice.ac.uk/advice/selectionGuidance.xhtml>

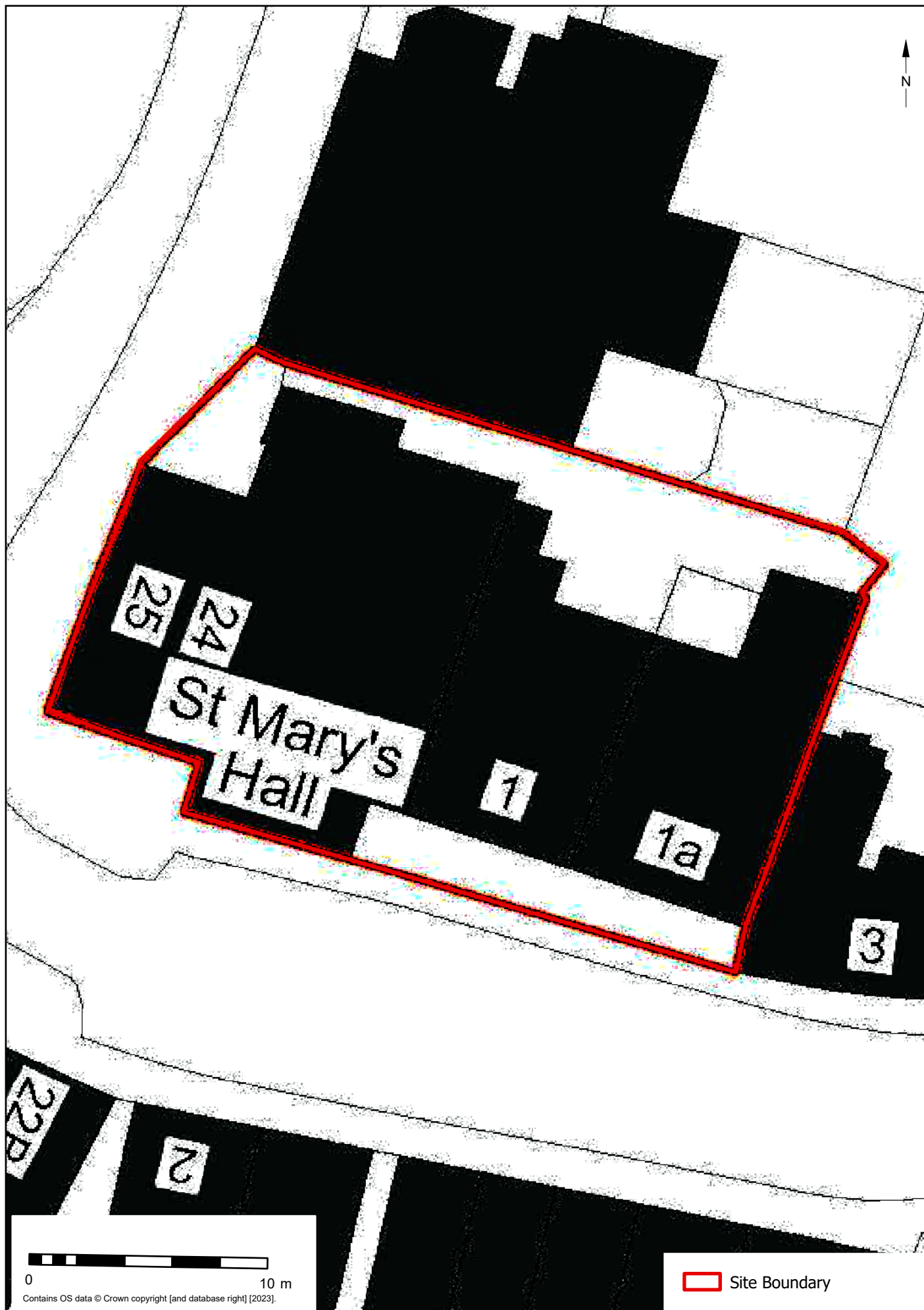
Brown, D H, 2011 *Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation*. Second Edition. Archaeological Archives Forum (AAF)

Perrin, K, Brown, DH, Lange, G, Bibby, D, Carlsson, A, Degraeve, A, Kuna, M, Larsson, Y, Pálsdóttir, SU, Stoll-Tucker, B, Dunning, C and Rogalla Von Bieberstein, A (2014) *The Standard and Guide to Best Practice for Archaeological Archiving in Europe* (EAC Guidelines 1)

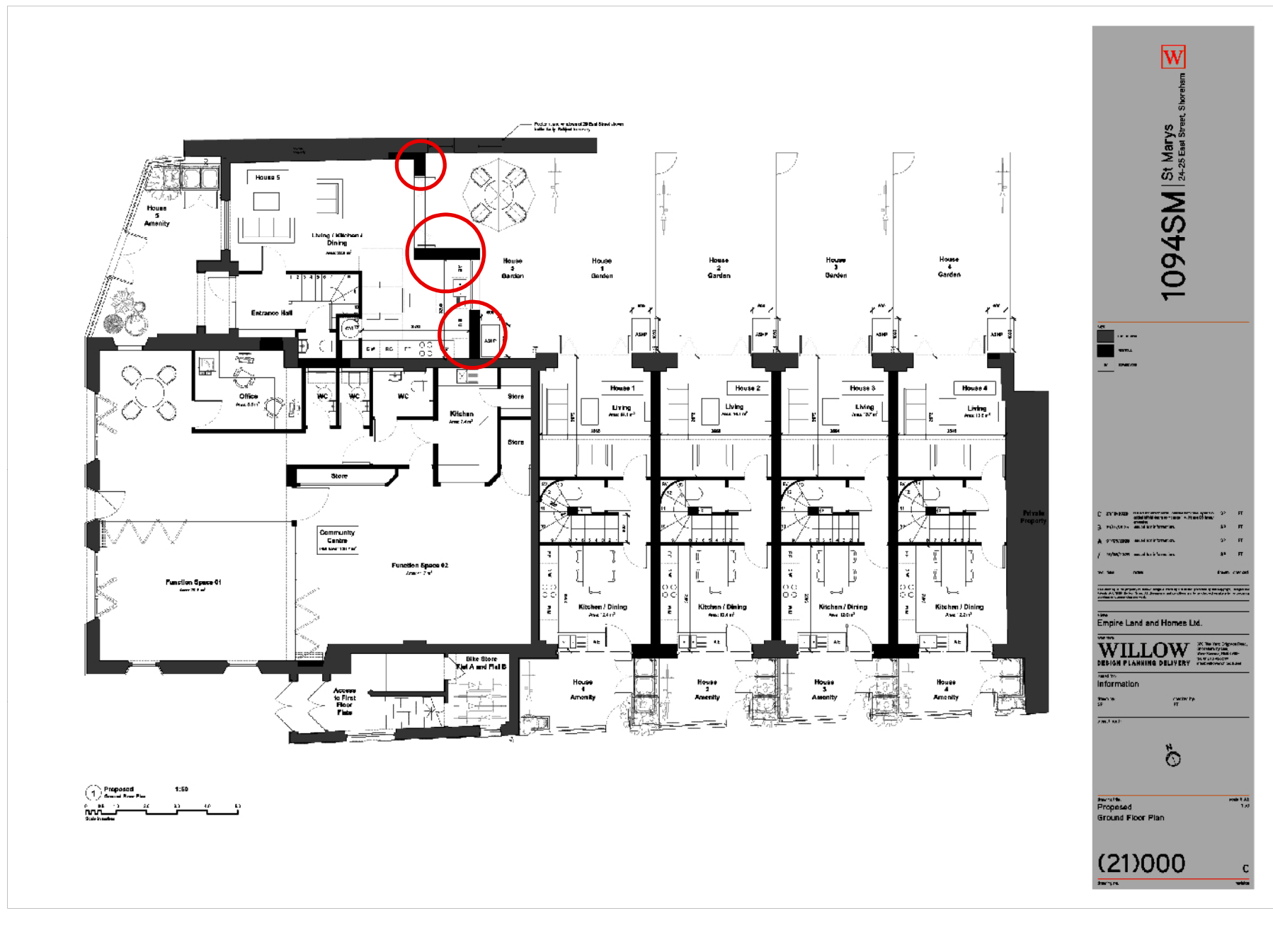
<http://archaeologydataservice.ac.uk/arches/Wiki.jsp?page=The%20Standard%20and%20Guide%20to%20Best%20Practice%20in%20Archaeological%20Archiving%20in%20Europe>



© Archaeology South-East		24 - 25 East Street and 1 and 1a New Road, Shoreham-by-Sea, West Sussex	Fig. 1
Project Ref: 260193	March 2026	Site Location	
Report Ref:	Drawn by: APS		



© Archaeology South-East		24 - 25 East Street and 1 and 1A New Road, Shoreham-by-Sea, West Sussex	Fig. 2
Project Ref: 260193	March 2026	Site Location - detail	
Report Ref:	Drawn by: APS		





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