



**Written Scheme of Investigation for a Programme of
Archaeological Works at
Court Green, St. Anns Hill, Midhurst, West Sussex, GU29 9NN**

February 2024

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NON-TECHNICAL SUMMARY

This document sets out the methodology to be followed by West Sussex Archaeology Ltd in carrying out a programme of archaeological works at Court Green, St. Anns Hill, Midhurst, West Sussex, associated with works to upgrade the parking area to the east of the house. It is proposed to archaeologically monitor all associated groundworks.

BACKGROUND

Project Background



Figure 1 Site location. © Crown copyright. All rights reserved. License number: AL100036068

1. Court Green lies at the eastern end of St Anns Hill, a road which lies on the eastern edge of the town of Midhurst in West Sussex, at the foot of St. Anns Hill (see Figs. 1 & 2). The property lies at 32m aOD and OS grid reference SU 8880 2143. The underlying geology of the site is the Pulborough Sandrock Member.
2. The landowner is looking to upgrade the parking area to the east of the house and will be applying for Scheduled Monument Consent, since the building lies within the Scheduled area of the Motte and Bailey Castle on St. Anns Hill (No.1012176). The application will require an accompanying Written Scheme of Investigation (WSI) detailing the methodology to be used in mitigating any archaeological impact of the works. The landowner has also obtained planning permission

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(SDNP/23/04525/FUL) and Listed Building Consent (SDNP/23/04333/LIS) from the South Downs National Park Authority for the works. Condition 5 of the former states: “No development/works shall commence on the site until a written scheme of archaeological investigation of the site has been submitted to and approved in writing by the Local Planning Authority. The scheme shall include a schedule for the investigation, the recording of findings and subsequent publication of results. Thereafter the scheme shall be undertaken by an appropriately qualified archaeologist fully in accordance with the approved details, unless any variation is first submitted to and agreed in writing by the Local Planning Authority.” West Sussex Archaeology Ltd has been appointed by the landowner to write and submit such a WSI, which is this document and then to carry out the ensuing archaeological works.



Figure 2 Site location. © Crown copyright. All rights reserved. License number: AL100036068

Historical Background

1. The Motte and bailey castle on St Ann's Hill is still rather poorly understood. Significant archaeological investigations of this castle have been limited to those by Sir William St John Hope in 1913 and then those by the Chichester District Archaeological Unit in 1994. The latter,

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while identifying more than one phase to the castle's development, was unable to recover evidence of their dating, with the published monograph merely suggesting an 11th century origin, with later modifications (Magilton J. & Thomas S., p.21 & 41). The castle was composed of an inner and outer bailey, with the gateway to the latter suggested to lie at the eastern end of the lane St Ann's Hill (*Ibid.* p.42), where the existing entrance is today. A section of the outer bailey ditch is said to run south from this point, through part of the curtilage of Court Green (*Ibid.*, p.42) and there is indeed a depression here that begins c.10m to the south of the existing castle site entrance. It is not known what form the castle gateway might have taken, should it have existed in this location, but it may have begun as a timber structure before potentially being upgraded to stone. It would seem from the contours that in front of it lay a simple causeway between the two termini of the outer bailey ditch, rather than a bridge, although this is not certain.

2. Court Green is itself a Grade II Listed Building (No.1216735, first Listed 26th Nov 1987), described in the Listing description as 18th century or earlier. The presence of some externally visible timber framing would suggest pre-18th century origins.

METHODS STATEMENT

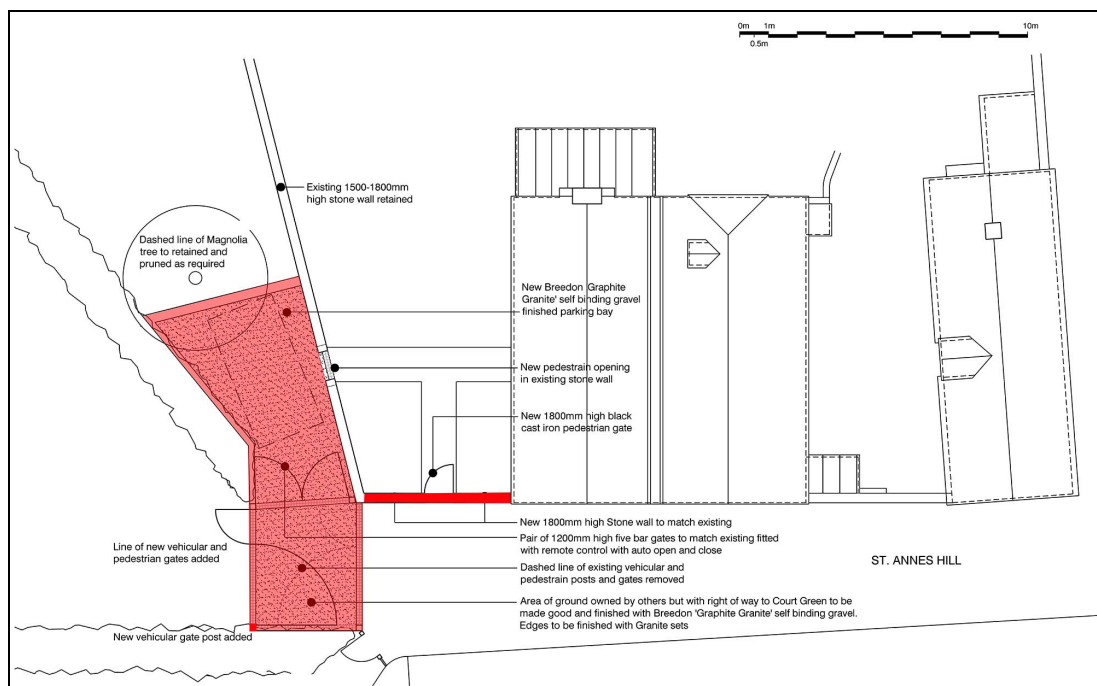


Figure 3 Plan of Court Green and the proposed upgraded parking area (outlined in lighter red, with the new post-hole and wall footing in red)

1. The proposals are for the upgrade of a parking area to the east of the house, which currently lies between the evergreen hedge that separates the property from the castle site, and a Lower Greensand

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wall that divides it off from the rest of the garden. In terms of groundworks, the new section of stone walling will require a footing trench, a single new gate post will be dug for the inner gate, and the parking area, together with the new area of tarmac to the north, will require the reduction of the ground within its footprint to the surface of the subsoil in order to allow for an adequate sub-base, with a low Fittleworth stone retaining wall erected at its southern end (see Fig.3). It is anticipated that the ground reduction will be no more than 0.3m, including the footings for the retaining wall. Each post-hole will be 0.3m in diameter and 0.5m deep, and the trench for the footing for the new section of wall to the west will be 0.6m wide and 0.75m deep.

2. All intrusive groundworks associated with the upgrading of the parking area will be carried out under archaeological supervision, unless and until it is clear that no archaeological remains exist within their confines. Where a mechanical excavator is used, this will be fitted with a toothless bucket. Once the top of any archaeological deposits are reached, then any excavation of such archaeological deposits will then be undertaken by hand by staff of West Sussex Archaeology Ltd, allowing sufficient time for such excavations to be undertaken in accordance with the clauses set out below.
3. There will be a presumption on the preservation *in situ* of any significant archaeological remains associated with the monument. Should any such significant remains be encountered the work shall cease and Historic England will be informed. The remains will be characterised and recorded and a meeting held (either on site or remotely) to discuss and agree a forward strategy.

Aims & Objectives

1. The aims and objectives of these archaeological works are primarily to determine whether any archaeological remains associated with the history and use of the castle on St. Anns Hill survive within the areas to be impacted by groundworks, and if so to record details of their nature and extent. Such information will add to our understanding of the castle and to the existing body of evidence relating to it.

Recording

1. Details of the nature, extent and date (where possible) of archaeological contexts will be recorded upon sheets provided by West Sussex Archaeology Ltd.
2. Measured drawings (plans normally at 1:20, sections normally at 1:10) will be made ensuring that each context recorded is shown in at least one section and/or plan, include at least one section of each individual feature excavated. All drawings will be accurately related to the Ordnance Survey National Grid.

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3. Levels will be taken ensuring that each context recorded can be related to Ordnance Datum.
4. Digital photographs will be taken, showing a suitable scale, ensuring that each context recorded is shown in at least one image.
5. Should unexpected human remains be encountered during the course of this project they will be left *in situ*, unless this proves impracticable, in which case a Ministry of Justice Licence will be obtained for their removal according to Section 25 of the Burial Act 1857.
6. If appropriate, a metal detector will be used on site to scan spoil-heaps and excavated deposits. This will be done by a suitably qualified operative. The metal detector to be used on this project is a Seben MD3009 Professional.
7. Any recovered artefacts falling within the scope of the Treasure Act 1996 will be dealt with in accordance with its terms and reported to the Coroner within the time period specified. The Treasure Act stipulates that finders of gold and silver objects, and groups of coins from the same finds, over 300 years old, have a legal obligation to report such items. In addition all prehistoric base-metal assemblages also qualify as Treasure. By law, finds of potential Treasure must be reported to the Coroner in whose district they were found within 14 days of discovery.

Artefact Sampling

1. Artefacts will be retained where considered necessary in the light of their context and/or importance. Artefacts of a demonstrably modern date (post-AD1800) will normally be discarded, as will non-diagnostic CBM of any date.
2. All artefacts recovered during the excavation will be processed according to current UKIC/Rescue guidelines as set out in First Aid for Finds, 1998, and to the standards of the museum with which they will be deposited.
3. All retained artefacts will be quantified by number and where appropriate by weight.
4. All retained artefacts will be bagged and boxed in containers approved by the museum and sympathetic to their condition and marked with the site code.
5. In cases where a more detailed analysis and/or conservation of finds is required for the understanding of individual contexts and the site as a whole, this will be carried out by an appropriately qualified specialist.

Environmental Sampling

1. Bulk environmental samples will be collected under the following circumstances:
 - where the nature of deposits suggest that meaningful results relating to the paleo-environment could be gathered from processing
 - where it would contribute to fulfilling the aims of this project
2. Samples will be taken only from deposits that are well dated or datable and well-sealed. Samples will not be taken from un-stratified deposits, make-up layers or contexts with a high degree of residual or intrusive artefacts.
3. All collected samples will be sent to an appropriate archaeological body for processing and assessment.

Project Archive

1. The project archive will be prepared according to the standards set out in the following documents:
 - English Heritage's *MoRPHE Project Planning Note 3: Archaeological Excavation*. Appendix 1
 - Chartered Institute for Archaeologists' *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives*
2. The project archive, subject to the landowner's permission, shall be deposited with the Novium Museum. An accession number will be obtained from the Museum. Should the archive be of paper only, it will be deposited with West Sussex Records Office.

Project Report

1. A combined report will be written on the archaeological works from all three phases detailing what was found, with appropriate illustrations, and analysing the remains in relation to the stated aims of the project, according to the standards set out in the following documents:
 - English Heritage's *MoRPHE Project Planning Note 3: Archaeological Excavation*.
 - Chartered Institute for Archaeologists' *Standard and Guidance for an Archaeological Watching Brief*
2. Copies of this report will be given to the client, Chichester District Council's Historic Environment Record and the Archaeology Data Service, via the OASIS form.

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Monitoring

1. The project will be monitored by Chris Reade (Historic England, Inspector of Ancient Monuments) and James Kenny (Archaeology Officer, Chichester District Council) who will ensure that the aims and methodology laid out in this document are met. The timing of this monitoring will be agreed with Ms. Reade & Mr. Kenny.

Resources

1. These archaeological works will be undertaken by George Anelay of West Sussex Archaeology Ltd. or a suitably qualified employee of that organisation.
2. The following specialists shall be used:
 - Ceramics – Duncan Brown
 - Bone – Martyn Allen
 - Environmental Samples – QUEST
3. All equipment necessary for the carrying out of this project will be provided by West Sussex Archaeology Ltd., with the exception of the mechanical excavator.
4. West Sussex Archaeology Ltd. holds up to date certificates for all the necessary insurances for the carrying out of this project.
5. All staff of West Sussex Archaeology Ltd. shall at all times observe the requirements of the relevant by-laws of the Institute of Field Archaeologists.
6. All statements and opinions are offered in good faith; but West Sussex Archaeology Ltd. cannot accept responsibility for errors of fact or opinion resulting from data supplied by a third party, or for any loss or other consequence arising from decisions or actions made upon the basis of facts or opinions expressed in this document.
7. The submission of this written scheme of investigation to Historic England will be considered to represent the agreement of all parties to its terms and conditions.

Timetable

1. The fieldwork will take place during 2023/4. A report on this archaeological work will be completed within four calendar months of the completion of the fieldwork.
2. The programme given above shall be adhered to as closely as possible, but West Sussex Archaeology Ltd. accepts no responsibility for delays caused by another party or by adverse weather conditions

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which can reasonably be proven to have rendered the continuation of works unfeasible.

Health and Safety

1. All staff of West Sussex Archaeology Ltd shall at all times observe the requirements of the relevant Health and Safety Acts, Regulations and Codes of Practice applying to their particular activity.

BIBLIOGRAPHY

CiFA 2020a ***Standard and guidance for an archaeological watching brief***

CiFA 2020b ***Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives***

CiFA 2021 ***Code of Conduct***. IFA.

English Heritage. 2008. ***MoRPHE Project Planning Note 3: Archaeological Excavation***.

Magilton J. & Thomas S. 2001 ***Midhurst*** Chichester District Council

Watkinson, D. & Neal, V. 1998. ***First Aid For Finds***. Rescue/UKIC.