

**WRITTEN SCHEME OF INVESTIGATION
FOR ARCHAEOLOGICAL WATCHING BRIEF:**

**A PROGRAMME OF ARCHAEOLOGICAL EXCAVATION WORKS,
OBSERVATION AND RECORDING**

Site Location	'The Top Yard' associated with Kingston Farm, The Street, Kingston near Lewes, East Sussex BN7 3PB
National Grid Reference (NGR)	539028 107996
OS Grid Reference	TQ 39093 08003
Consent of Development	Erection of a two storey, 3no bedroom house for farmworker accommodation and including associated farm office, Change of use from existing storage yard to residential use
South Downs National Park Authority Planning Reference	SDNP/23/00416/FUL
Grant of Permission	June 2023
WSI Date of Issue	February 2024
Prepared By	Louisa Adams
Works to be Carried out by	A professional, competent and credible local Archaeology company, possibly Archaeology South-East (ASE). This is to be confirmed.

1.0 SUMMARY

- 1.1 This Written Scheme of Investigation (WSI) presents a plan for archaeological works which are required in relation to a consented development (SDNP/17/00504/FUL) at the Top Yard, The Street, Kingston near Lewes. The Top Yard will hereafter be referred to as 'the site'.
- 1.2 The site is a parcel of land which forms part of the adjacent Kingston Farm, The Street, Kingston near Lewes, East Sussex. The National Grid Reference of the site is [REDACTED]
- 1.3 The site comprises 2 small, existing single-storey buildings referred to as "The Old Piggery", a disused well, a disused concrete sheep-dip, and an associated external open space within its original flint boundary walls. The site is approximately 0.11 hectares in area, and the central OS Grid reference is [REDACTED]
- 1.4 Although the existing structures on site are not listed, the site lies within Kingston Conservation Area, as defined in the Kingston Conservation Area Character Appraisal and Management Plan published by the South Downs National Park Authority (SDNPA) in October 2021. According to Historic England's National Historic Landscape Characterisation the site is classed as lying within the historic core of the early medieval settlement of Kingston.
- 1.5 The site also lies within an Archaeological Notification Area associated with the medieval and post-medieval historic village of Kingston, as defined by East Sussex County Council (ref. DES9173). As such, the site is considered to have archaeological potential.
- 1.6 A desk based Heritage Impact Assessment was prepared in March 2023 in relation to the proposed development (SDNP/17/00504/FUL) and was submitted as part of the formal planning application documents. In this Heritage Impact Assessment the site was assessed as having a moderate or high archaeological potential for all periods, relating to the early occupation of the local landscape, and the presence of vernacular buildings on the site from at least c.1800. At the time of writing, the Heritage Impact Assessment estimates that the old piggery building is likely to be c.150 - 200 years old.
- 1.7 The site has previously been used as an agricultural yard and is known to have undergone a degree of ground disturbance throughout its lifetime. There is photographic evidence (referenced within the Heritage Impact Assessment) of it being used to keep certain animals e.g. pigs and poultry, in addition to a possible use as an allotment. A late 19th to early 20th century concrete sheep dip is located within the ground adjacent to the eastern boundary wall. Hardstandings of tarmac and concrete are also known to exist, the extent to which are unknown due to the overgrowth of soil creep and vegetation. Water and electricity services were installed on site in the late 1970s when the site was occupied full-time as horticultural business for about 15 years. There are no records of the construction of these items, which will have disturbed the ground. There are also no known records of any archaeological finds as a result of these groundworks. The extent of

archaeological deposits is therefore uncertain.

- 1.8 Planning approval has been granted for the above development for farmworker accommodation. As a result of the site's location and the archaeological potential of the area, the local planning authority have implemented a condition on the planning consent for the development (SDNP/17/00504/FUL) regarding archaeology of the site. Chris Greatorex, the Archaeological Officer at East Sussex County Council (ESCC), acting as archaeological advisor to the South Downs National Park Authority, has advised that an appropriate programme of archaeological work to be undertaken, and the following conditions are required:

"Planning Condition 13:

1) No development shall take place until the applicant has secured the implementation of a programme of archaeological works in accordance with a written scheme of investigation which has been submitted to and approved in writing by the Local Planning Authority.

2) The archaeological work shall be carried out in accordance with the approved written scheme of investigation and a written record of all archaeological works undertaken shall be submitted to the Local Planning Authority within 3 months of the completion of any archaeological investigation unless an alternative timescale for submission of the report is agreed in writing with the Local Planning Authority.

Reason: To enable the recording of any items of historical or archaeological interest, in accordance with policies SD12 and SD16 of the emerging SDNP Local Plan 2018 coupled with the requirements of paragraphs 194-205 of the National Planning Policy Framework 2018."

- 1.9 This Written Scheme of Investigation (WSI) has been prepared by Louisa Adams on behalf of the applicant, Mr Samuel Rea; the key farm worker at Kingston Farm, and current owner of the site.
- 1.10 This document represents a comprehensive Written Scheme of Investigation and has been formally submitted to ESCC Archaeological Officer, acting as advisor to the Local Planning Authority (South Downs National Planning Authority) for approval. This document assumes that the watching brief(s) are to be concerned with all deep ground works associated with the construction process on site, and therefore should be sufficient to cover all eventualities. However, it should be noted that a final decision on site as to how to proceed in the event that significant remains are revealed by the work will be determined in agreement with the County Archaeologist and the Local Planning Authority.
- 1.11 All work will be carried out by a professional, competent and credible local Archaeology company, possibly Archaeology South-East (this is to be confirmed), in accordance with this WSI document and in a manner consistent with the accepted standards for archaeological work in Sussex (Sussex Archaeological Standards 2019 and CIFA 2019).

2.0 SITE LOCATION

- 2.1 The site lies at the South-West fringe of the rural village of Kingston near Lewes. Kingston is a small historic village located c.6.5km inland along the sloping scarp foot of the South Downs. Kingston village is c.2.8km from Lewes town centre which is located to the north east of the village.
- 2.2 The site is situated at the foot of the Downs, at the far end of the no-through road of “The Street” on the south side of the road. It is bounded by agricultural fields to the south and west, and the neighbouring properties “Flintstones”, “Kingston Manor”, “Manor Barn” and “Lattens” to the north and east. Principal access to the site is from The Street via an existing gated entrance at the north eastern corner of the site. Another gated access way exists at the south eastern corner of the site boundary, which allows access from the site into the farm fields beyond. A public footpath (KIN/8/1) continues past the vehicular dead end of The Street, passing immediately opposite the site before ascending Kingston Hill. The site location can be seen below in Figure 1.

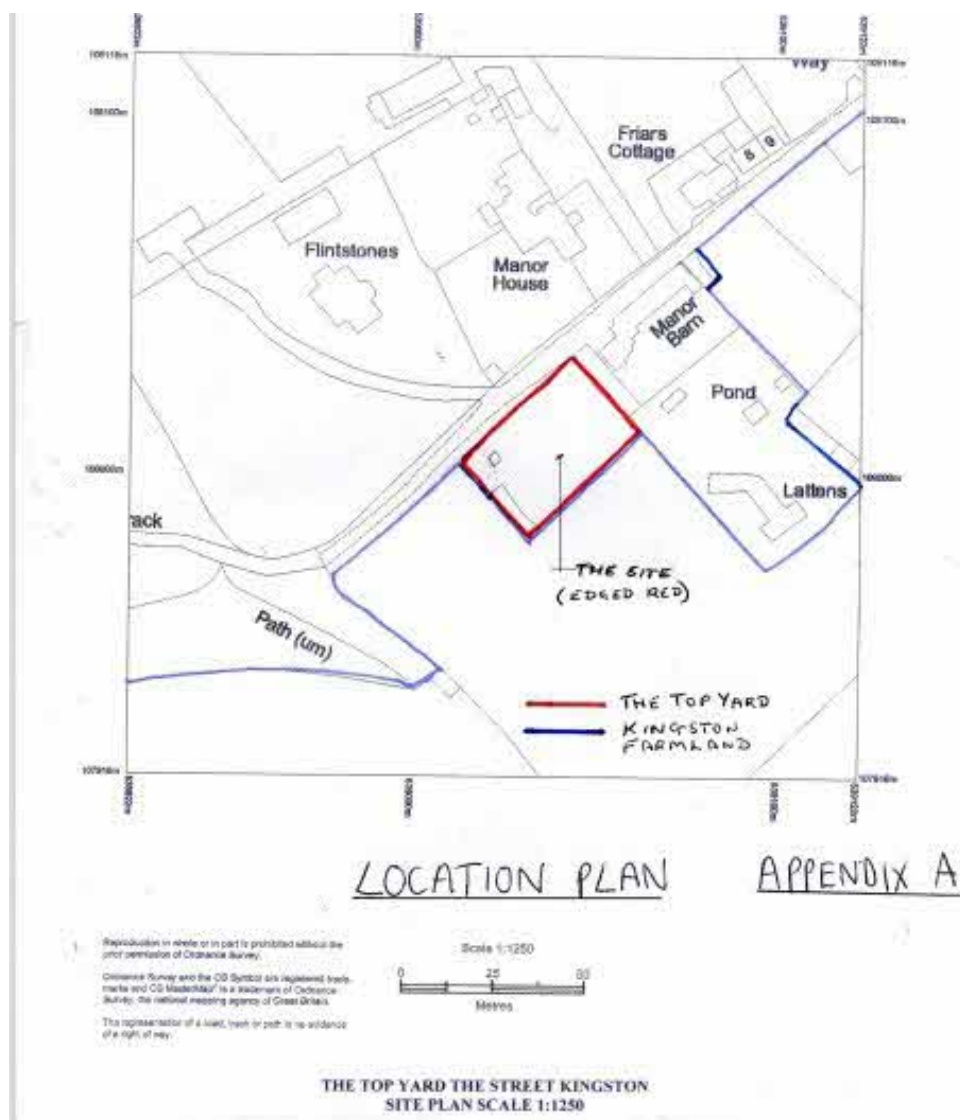


Figure 1 – Site Location Plan (submitted within SDNP/17/00504/FUL)

- 2.3 According to the British Geological Survey (BGS2023) the natural geology of the site comprises: Zig Zag Chalk Formation (Chalk), West

Melbury Marly Chalk Formation (Chalk) , and Bedrock covered by superficial Head deposits of clay, silt, sand and gravel. As seen in Figure 2 & 3, a borehole at a nearby location on Kingston Farm, c.100m south of the site, suggests that this chalk descends nearly 30m below ground surface (British Geological Society borehole ID no TQ30NE19, recorded in 1924, 29.87m depth).

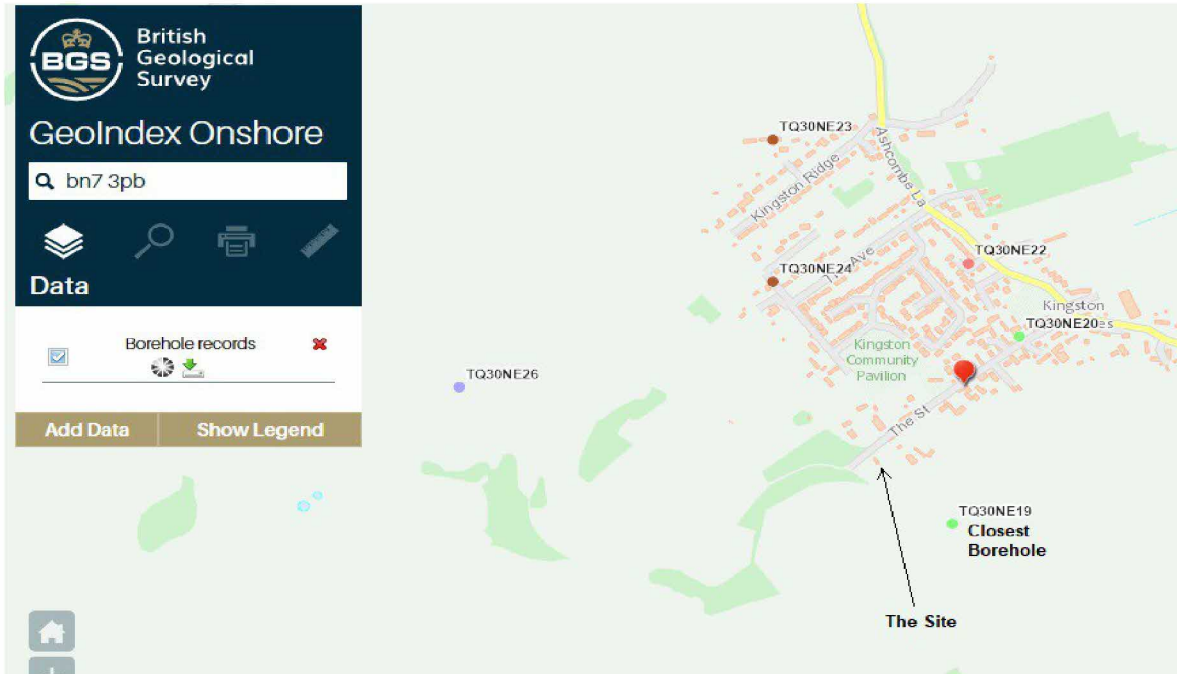


Figure 2 – British Geological Survey – Borehole ID. TQ30NE19



Figure 3 – Close-up of Borehole ID. TQ30NE19

3.0 HISTORICAL BACKGROUND

- 3.1 The following historical information is drawn from the Heritage Impact Assessment Statement (Part 1, 2 & 3), and the Historic Environment Record (HER) Consultation, both of which were issued in early 2023 as part of the initial planning application SDNP/17/00504/FUL. For the full background please refer to these documents.
- 3.2 The site is located within a designated Archaeological Notification Area. The land that surrounds Kingston village was originally organised from before the Norman Conquest in 1066 in three open fields known as 'Laines', which were divided into strips and managed by different owners, who changed through the years. The Top Yard site sits on the southern side of The Street and appears to have been positioned within the "Swanborough Laine".
- 3.3 "The Street" in which the site is located is the historic core of the village, in which the old houses and remaining farms are located on either side of the road. Agricultural life under changing land ownerships continued from Saxon times (8th-11th century) right through to the beginning of the Victorian period (1837-1901). In the late 1700's the site (along with its immediate neighbouring buildings) formed part of the Kingston Manor holding/farmstead. It was in the early 18th Century that the village began to see significant physical change with the old open field system abandoned with the Enclosure Act of 1833 and new forms of consolidated ownership and management of the lands in the village.
- 3.4 The physical layout of the village remained very much centred on The Street until after the First World War (1914-1918). From then on, the village began to grow and expand with new housing developments and residential conversions of farm buildings.
- 3.5 The Top Yard itself is a surviving remnant of a historic dispersed plan farmstead, located within the historic core of Kingston village; The Street. Sufficient surviving fabric and form allows the agricultural origin of the existing buildings and original flint walls to remain visible. Clearly identifiable features that display the function of the old buildings on site include the old "piggery" building and its associated surviving pens. The modest size of these existing buildings within a yard, indicate a domestic agricultural yard potentially associated with the historic farmstead of neighbouring Grade II Listed Building Kingston Manor. What appears to be an old "sheep dip" is sited against the eastern boundary wall. This is constructed from concrete and is estimated to be an c.20th century addition to the site, which indicates continued agricultural use of the site until the mid 1900's.
- 3.6 The site was redundant and disused from approximately the 1950's until the late 1970's, from which it was rented to a horticultural business and occupied full-time for approximately 10-15 years as a landscaping business yard. During this time several concrete and brick hardstandings were installed along the southern boundary wall to store landscaping materials. These are still visible on site at present. Tarmac and concrete hardstandings were constructed on site to provide year round accessibility with vehicles and plant machinery. The extent of these hardstanding surfaces on site are unknown. During this time electricity and water services were also connected on site,

and the electricity was installed within the existing buildings at the far western side of the site.

- 3.7 From the late 1980's – 2020, the site was rented to a house clearance team and predominantly used as a storage yard. In February 2020, the house clearance team was evicted and the site was cleared.

4.0 ARCHAEOLOGICAL BACKGROUND

- 4.1 An archaeological desk based assessment has recently been undertaken (March 2023) as part of the Heritage Impact Assessment, which was submitted as part of the initial planning application SDNP/17/00504/FUL. The following historical information is drawn from this, so for the full background please refer back to this document.
- 4.2 As stated near the beginning of this statement, the site does lie within a Conservation Area and an Archaeological Notification Area, both of which are categorised as Designated Heritage Assets. Reviewing the Historic Environment Record Data (HER search no. 302/22), there are no Scheduled Monuments, Locally Listed Heritage Assets, Registered Parks and/or Gardens, or Historic Battlefields on or within 250m of the site.
- 4.3 Although no listed buildings exist on the proposed site itself, the HER Consultation Report displays that there are currently 14 archaeological sites within a 250m radius of the site, as displayed in Figure 4 and recorded on the East Sussex HER database. 5 of these listed buildings are recorded within 100m of the site, and include 2 residential buildings (Kingston Manor and Manor Barn), an agricultural flint barn (Kingston Farm), a flint gazebo structure (Kingston Manor), and the gazebo's associated garden wall. In addition to these immediate neighbouring listed buildings, there are 9 further listed buildings within a 250m radius of the site. These mostly consist of old cottages and residential dwellings, but also include agricultural barns, cattle sheds and an old granary (belonging to Kingston Farm), the village pound (also belonging to Kingston Farm), and the parish Church. Further details of all of these sites can be found within the HER Consultation Report, and also the Desk Based Assessment in Part 1 of the Heritage Impact Assessment.
- 4.4 The following text presents the Non-Designated Heritage Assets of the site, as reported in the HER Consultation Report, 2023:

“The site lies within the Medieval and post-medieval settlement of Kingston, known as Kyngestona in 1121. It is thought to be a planned settlement and owned by the Priory of St Pancras. The 14th century church of St Pancras is c.180m north east of the site. An undated earthwork is noted c.100m east of the site.

Two archaeological watching briefs have been undertaken within 250m of the site. An investigation at Kingston Manor, c.50m north of the site did not reveal any archaeological features or finds, probably due to previous land disturbance. A watching brief undertaken at the Hyde, c.200m north east of the site revealed 19th -20th century soakaway and some undated features. There has been no recorded below ground archaeological investigation of the site itself.

The site falls within a historic farmstead. It is unclear from historic mapping and the farmstead survey which farmstead the site falls within and due to this, both farmstead records have been reproduced below:

Manor Farm is an extant 18th century farmstead. The farmstead is of a dispersed plan with multiple yards. The farmhouse is set away from the yard. The farmstead is located within or in association to a village with one or more of the structural elements dating to the 18th century. All the traditional buildings remain extant. Kingston Farm is an extant 18th century farmstead. The farmstead is formed of a regular courtyard of U-plan. The farmhouse is set away from the yard. The farmstead is located within or in association to a village. Three historic working buildings have been identified on the site with one or more of the structural elements dating to the 18th century. All the traditional buildings remain extant.

Historic mapping for the site records a series of buildings (presumably agricultural) which were part of a farmstead. It is possible some of the current buildings on the site are part of the original buildings. Historic maps also depict an enclosure; either a pond or quarry at the north east of the site. Whilst these buildings / heritage assets are not currently recorded on the Historic Environment Record, above and below ground remains of this buildings may be considered to be a non-designated heritage asset.”

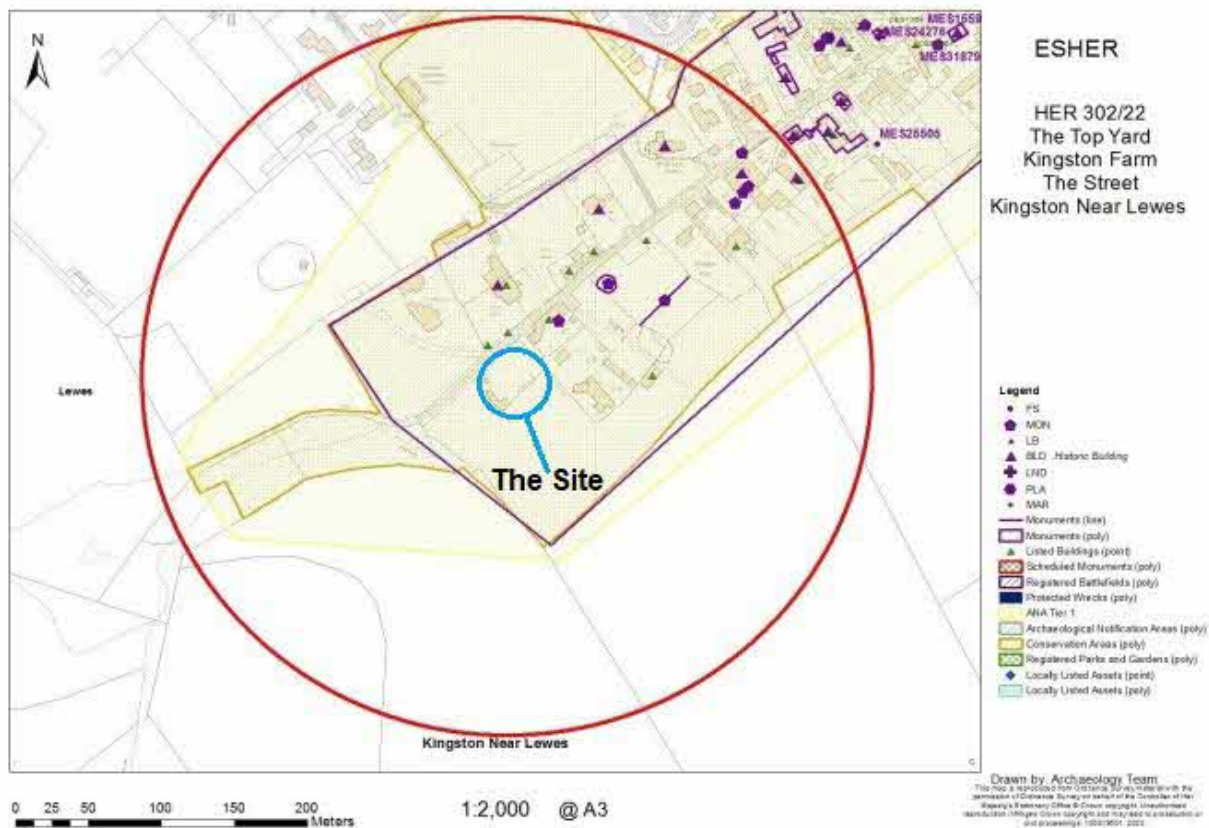


Figure 4 - displays a map of Historic Environment Record Data, which shows recognised designated heritage assets surrounding the site setting.

4.9 According to the prior archaeological research within the Historic Environment Record (HER) database, there has been no recorded below ground archaeological investigation of the site. Two archaeological

watching briefs have been undertaken within 250m of the site: “an investigation at Kingston Manor, c.50m north of the site did not reveal any archaeological features or finds, probably due to previous land disturbance”. And “a watching brief undertaken at the Hyde, c.200m north east of the site revealed 19th -20th century soakaway and some undated features”. The HER report also references a suspected dovecot in the field next to the Kingston Pound which turned up Saxo-Norman pottery when the owner of Kingston Farm and a nearby resident from Friars Cottage in The Street hand-dug a small trial trench across the flint wall and wall footings a few years ago. The findings showed farm structures can be expected close to the edge of The Street, as does the Marchant Map of the 1700's which shows large buildings opposite Friars Cottage, and which can be seen within the Heritage Impact Assessment. Thus the area between the Top Yard and the road may be archaeologically sensitive, however there have been no archaeological excavations undertaken on the site.

- 4.10 As stated in the Heritage Impact Assessment submitted with the planning application, several intrusive ground disturbances have occurred on site throughout the years. Modern hardstandings of tarmac and concrete were constructed on site in the 1980's, which may have impacted upon potential archaeological remains. Existing water and electricity services were also installed on site during this time, and have been connected underground to the existing buildings. This may have impacted potential archaeological remains. The difference in ground level on site compared to adjacent land to the south and west of the site strongly suggest that the Top Yard has previously been dug and levelled out, which may have impacted the presence of archaeological remains. The previous agricultural use of the site in the 18th and 19th century may have also disturbed and impacted any existing archaeological remains. In addition to this, consistent use of heavy plant machinery and vehicular use from the 1980's – 2020's on site may have caused significant compaction and ground disturbance (particularly during the winter months when the ground is soft). The extent of archaeological deposits on the site is therefore uncertain.
- 4.11 The County Archaeologist at ESCC has commented that: *“The proposed development lies within an Archaeological Notification Area (a non-designated heritage asset) associated with the medieval and post-medieval village of Kingston. Kingston is thought to have been a planned settlement owned by the Priory of St. Pancras. It was known as 'Kyngestona' in 1121. The 12th century (or perhaps earlier) parish church of St. Pancras is located just c.160m. to the north-east of the site.*
- 4.12 *The site under consideration is located at the top of the main street of the historic village, opposite the partial remains of one of Kingston's medieval manors, and adjacent to a Grade II listed 18th century barn. Within the site are the extant remains of a number of historic agricultural buildings recorded on 19th century maps, but possibly constructed earlier. Evidence of prehistoric and Roman activity within and in the vicinity of Kingston has also been recorded.*

- 4.13 *In my opinion, any groundworks carried - out at the site have the potential to expose / disturb buried archaeological structures, cut features, deposits and artefacts that shed light on the history and development of Kingston. In the light of the potential for impacts to heritage assets with archaeological interest resulting from the proposed development, the area affected by the proposals should be the subject of a programme of archaeological works. This will enable any archaeological deposits and features that would be disturbed by the proposed works, to be either preserved in situ or, where this cannot be achieved, adequately recorded in advance of their loss.*
- 4.14 *These recommendations are in line with the requirements given in the NPPF (the Government's planning policies for England). In furtherance of this recommendation, we shall be available to advise the applicant on how they can best fulfill any archaeological condition that is applied to their planning permission and to provide a brief setting out the scope of the programme of works. The written scheme of investigation, referred to in the recommended condition wording above, will set out the contracted archaeologist's detailed approach to undertake the programme of works and accord with the relevant sections of the Sussex Archaeological Standards (2019). This advice is provided to the Local Planning Authority by the County Archaeologist in line with the Service Level Agreement and is not a statutory consultation response”.*

5.0 ARCHAEOLOGICAL AIMS & OBJECTIVES

- 5.1 The objective of this archaeological programme and watching brief is to record, interpret, report and preserve (to appropriate archaeological standards) any archaeological remains which become exposed during the groundworks associated with the development construction.
- 5.2 The watching brief and archaeological programme for the site incorporate the following aims:
- To identify and record all artefacts, features or ecofacts of archaeological interest which are exposed during construction work
 - To determine the form and function of the archaeological features encountered
 - To recover dating evidence from the archaeological features
 - To establish the sequence of the archaeological remains present on the site
 - To retrieve environmental evidence relating to past environments of the site
 - To interpret the archaeological features and finds within the context of the known archaeology of the site and surrounding area
 - To assess the past impacts on the site and pay particular attention to the character, height/depth below ground level, condition, date and significance of the deposits.

- Assessing any potential evidence relating to the historic use of the site and the early occupation of the local landscape.
- On completion of the archaeological site works a programme of assessment and analysis will be undertaken, and consideration will also be given to publication of the results in a local journal and/or presentation/s to local historical/archaeological societies should the results be of sufficient interest.

5.3 In addition, the general objectives are to ensure compliance with the requirements of the relevant planning conditions and to make available the results of the work by publication of the results in accordance with the requirements of this WSI.

5.4 The South East Research Framework (SERF) sets out a draft research agenda for improving the understanding of the post-medieval/modern and industrial period in the region (Barber 2013). The SERF recognises the importance of archaeological excavation/recording of buildings, particularly social aspects of post-medieval rural housing and material culture. The SERF recommends that 'it should still be a priority to collect data before it is lost thus accruing a full and balanced dataset for future researchers'.

6.0 METHODOLOGY - Archaeological Watching Brief

6.1 Any excavations undertaken by the ground work contractor must be undertaken with due regard for the potential to encounter archaeology.

6.2 Any intrusive ground works associated with the proposed works, whether by machine or hand, will be monitored by an archaeologist.

6.3 Any machine used for removal of material above undisturbed natural geology will be fitted with a toothless bucket of appropriate width whenever practicable.

6.4 Where new excavations reveal significant archaeological remains, an opportunity will be made for careful hand excavation, recording and the collection of samples by the archaeologist in attendance taking site health and safety into account. 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.

6.5 Environmental sampling will be undertaken in accordance with the Sussex Standards. 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 the Archaeological Officer at ESCC.

6.6 This approach will enable any archaeological deposits disturbed during the proposed works to be adequately recorded in line with the advice given in the National Planning Policy Framework (NPPF).

6.7 The spoil from the excavations will also be inspected by archaeologists to recover artefacts or ecofacts of archaeological interest and routinely scanned

with a metal detector.

- 6.8 The ESCC Archaeologist will be kept informed of progress so that he may monitor the archaeological work.
- 6.9 All archaeological features will be recorded according to ESCC Sussex Archaeological Standards (2019) and practice. Features and deposits will be described on CIFA recording sheets. All remains will be levelled with respect to Ordnance Survey datum, and a digital photographic record will be made.

7.0 ARCHAEOLOGICAL PROGRAMME - GROUNDWORKS

- 7.1 Before the commencement of any works on site, and before the finalisation of working timetables, a pre-start meeting will be held to include the construction project team, the ground work contractors, the archaeological contractor and, if possible, a County Archaeologist from ESCC, to ensure that all parties understand the archaeological requirements, and that agreed timescales are sufficient for achieving the archaeological aims of the project.
- 7.2 Once the development is underway, the management of this programme of archaeological work will be undertaken on a regular basis, with a weekly meeting held between the Principal Contractor, the ground work contractors and the Archaeologist, in order to discuss the current progress of the works and prepare for any future interventions.

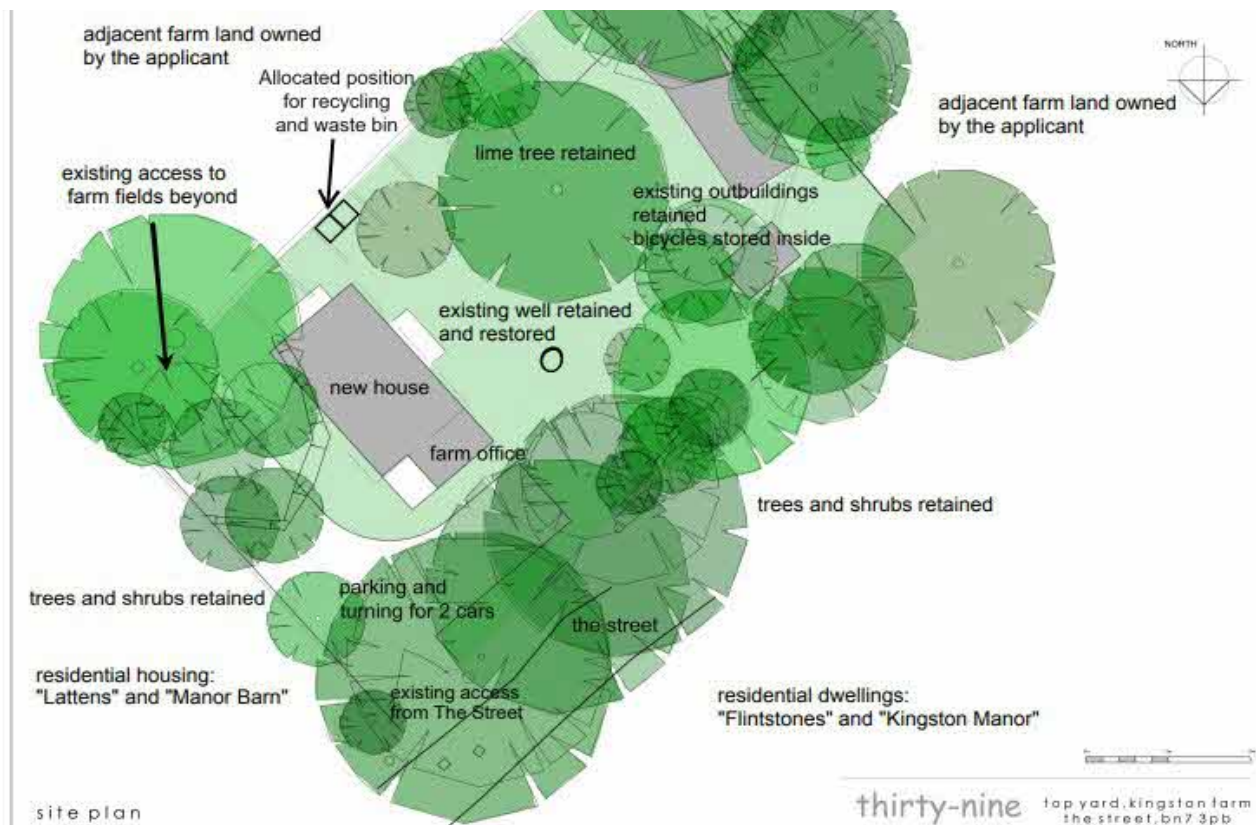


Figure 5 – Site Plan (submitted within SDNP/17/00504/FUL)

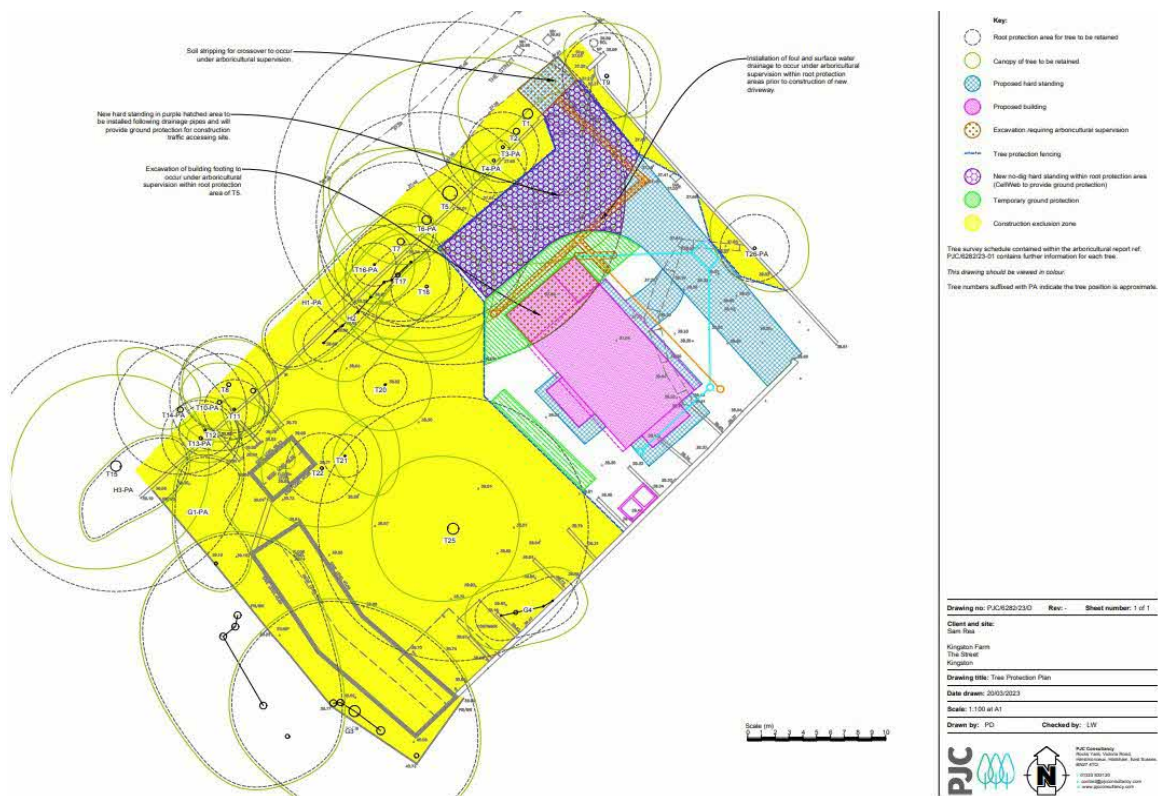


Figure 6 – Site Tree Protection Plan by PJC Consultancy. The area highlighted in yellow is the “Construction Exclusion Zone” and will be fenced off throughout the entirety of the construction and development work. Submitted within SDNP/17/00504/FUL

7.3 Construction Exclusion Zone

7.4 As seen in the “Tree Protection Plan” in Figure 6 (which details all ground disturbance throughout the construction operation, and was submitted within the original planning documents as part of SDNP/17/00504/FUL) over half of the development site is highlighted in yellow. The indicated yellow area on the diagram references the area on site which will be fenced off with Heras Fencing and will remain inaccessible throughout the entirety of the construction works and development process.

7.5 This solely confines groundwork to only one side of the site (eastern) nearest to the existing entrance and access from The Street. This therefore naturally minimises the scale of ground-works within the site. This enclosed area will be secured and clearly marked as a “Construction Exclusion Zone”. The removal of the Heras fencing will be carried out upon completion of the construction works. No building work is to be undertaken within this area on the site, and therefore no admittance of any vehicular, machinery or access by foot will be permitted at any time. The existing buildings on site, and also the old/disused well are incorporated within the 'Construction Exclusion Zone' and will therefore be fenced off to protect them from damage or disturbance. As a result of this, no archaeological intervention is necessary within this area of the site.

7.6 Key Areas for Archaeological Supervision

7.7 Those parts of the development which involve extensive groundworks and will therefore require archaeological intervention are located in the following three key areas :

- a) The 'Proposed Building' - highlighted in Pink on **Figure 7**
- b) The 'Drainage and Services Trenches' – highlighted in Orange on **Figure 7**
- c) The 'Crossover' between the site entrance and the road on **Figure 7**

7.8 All ground works and intrusive excavations within these areas must be undertaken under a controlled archaeological watching brief. These 3 key areas which require archaeological supervision are listed in further detail below.

7.9 All earth-moving machinery should be fitted with a suitable toothless digging bucket (except where necessary to remove hard surfaces and obstructions and with the agreement of the on-site archaeologist) and operated at an appropriate speed to allow the archaeologist to recognise any archaeological remains.

7.10 Should archaeological remains be encountered, sufficient time should be made available to enable the archaeologist to assess and where appropriate hand excavate, sample and record these remains.

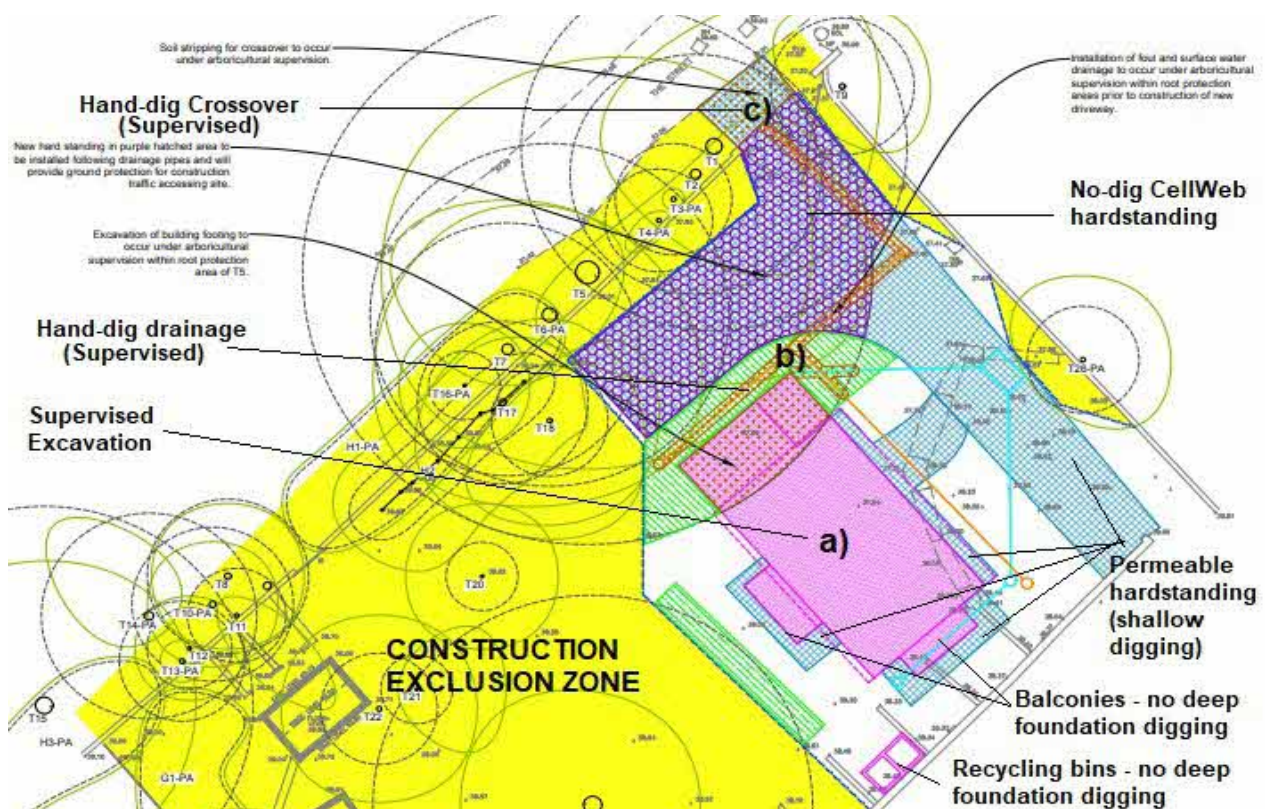


Figure 7 – Displays 3 key areas of digging on site, which require archaeological supervision:

- a) The 'Proposed Building', b) The 'Service and Drainage Trenches' and c) The 'Crossover'**

7.11 a) The Proposed Building

- 7.12 The 'Proposed Building' area of the development is located on the eastern side of the site. It is highlighted in pink and referenced to as 'a)' on **Figure 7**. The external excavation footprint of the proposed building is approximately 80sqm. It is noted that this is the only surface area which requires deep digging necessary for foundation work (1m - 1.5m deep). Intrusive below ground excavation works within this area will involve digging for the foundation trenches, the building oversite and trenches for drainage pipes and utility services.
- 7.13 A watching brief will be carried out on the excavation of this area in order to observe and record any evidence of archaeological remains.
- 7.14 The proposed building itself will be excavated c. 1m - 1.5m deep. This deep foundation digging will be undertaken following the guidance, observation, monitoring and supervision of the Site Archaeologist. This area is predominantly clear of tree root boundaries so will be mostly excavated using plant machinery (unless archaeological features are discovered) at an appropriate speed and under the supervision of the Site Archaeologist. Any archaeological remains will be carefully hand excavated, sampled and recorded with reference to the following recording methodology.
- 7.15 Observation by the Site Arboriculturalist, is required for the foundation digging of the Farm Office section of the proposed building, which sits within a Category A tree root boundary and will be dug carefully by hand. The site archaeologist will also be invited to be present to monitor groundworks to this area.
- 7.16 Should archaeological remains be encountered it will be necessary to halt work in those areas and sufficient time should be made available to enable the Site Archaeologist to record the remains and where appropriate undertake further hand excavation.
- 7.17 It is noted that the recycling bins, and also the two balconies on the west and southern sides of the proposed building are also highlighted in pink in Figure 6 & 7. However, these small areas do not involve deep or intrusive groundworks. For these features only minor, shallow disturbance and turf removal is involved. These sections therefore will not require archaeological monitoring and supervision, unless the Site Archaeologist and County Archaeologist at ESCC considers it necessary.

7.18 b) Drainage and Service Trenches

- 7.19 The 'Drainage and Services' trench routes are highlighted in Orange and circulate the north and eastern sides of the proposed building. They are referenced as 'b)' in **Figure 7**. These trenches are to be hand dug in accordance with the recent 'Arboricultural Tree Survey, Constraints Plan & Method Statement' by PJC Consultancy. Hand digging these trenches is necessary to connect the new-build dwelling on site to drainage and utility services, as these trenches pass through a Category A tree root boundary. Hand digging will preserve, protect and prevent damage to existing tree

roots, and will involve a carefully monitored level of ground disturbance. The Site Archaeologist will also be invited to be present to monitor the hand-digging of these trenches on the site, which may be deep enough to impact potential archaeological deposits.

- 7.20 'Drainage and Service Trenches' should be hand excavated down to the top of undisturbed natural subsoil or bedrock, when the excavation by archaeologists can cease. Any archaeological remains should be carefully hand excavated, sampled and recorded with reference to the following recording methodology.

7.21 c) The Crossover

- 7.22 The 'Crossover' from the site entrance to the road (The Street) is located in the north-eastern corner of the site, and is referenced as '**c**' in **Figure 7**. This section is also to be hand-dug in order to connect drainage and services to the site, and to comply with the 'Arboricultural Tree Survey, Constraints Plan and Method Statement' by PJC Consultancy. This area will therefore also be monitored by both the Site Arboriculturist and the Site Archaeologist at the time of digging.

- 7.23 A watching brief will be required to observe and record any archaeological remains disturbed by the ground works associated with the crossover soil stripping and excavation.

- 7.24 The 'Crossover' trench should be hand excavated down to the top of undisturbed natural subsoil or bedrock, when the excavation by archaeologists can cease. Any archaeological remains should be carefully hand excavated, sampled and recorded with reference to the following recording methodology.

- 7.25 The Drainage Report submitted with the associated planning application states that there is an existing drainage connection leading into the 'Crossover' section from the manhole cover positioned in the road, directly opposite the site entrance. Therefore excavation of the existing road surface should not be necessary.

7.26 Shallow Digging – No Archaeological Supervision

- 7.27 As seen in the "Tree Protection Plan" in Figure 6 & 7, the areas highlighted in blue represent areas of permeable hardstanding.

- 7.28 The area marked in a darker blue in Figure 7, to the north of the proposed build, and featuring a hexagonal pattern, represents a permeable no-dig material named CellWeb. This material has been implemented by the Site Arboriculturist and will be installed once the drainage services have been installed, following supervision.

- 7.29 Other than the hand-dug drainage and service trenches, the area marked in dark blue on Figure 3 is a no-dig zone. The CellWeb installed in this area in accordance with PJC Consultancy's recommendations will provide appropriate ground protection and prevent compaction from construction

traffic accessing the site. This will secure tree root protection, but also the preservation of archaeological remains within this area. Other than the key drainage routes, this section of the site does not require archaeological supervision or monitoring, due to the fact that there are no underground works proposed.

- 7.30 The area marked in a lighter blue in Figure 7, represents other forms of permeable hardstanding which require only shallow and non-intrusive digging and turf removal. The proposed hardstanding directly underneath the balconies (on the south and west sides of the proposed building) will consist of either permeable brick paving, or permeable paving slabs. This therefore does not require archaeological supervision or monitoring unless the Site Archaeologist and the County Archaeologist at ESCC consider it necessary. This will be reviewed upon the weekly site meetings between the Site Archaeologist, ground-works team, and Principal Contractor. Any revisions to this report will be communicated for approval from the County Archaeologist at ESCC.
- 7.31 As displayed in Figure 7, the lighter blue hardstanding on the eastern side of the proposed building is planned to be a permeable gravel driveway. This also only involves minor, shallow ground-works and turf removal, and therefore also does not require archaeological supervision or monitoring unless the Site Archaeologist and County Archaeologist at ESCC consider it necessary.

8.0 CONTINGENCIES

- 8.1 Should archaeological remains be encountered during any of the above works, then work in the relevant area of the site will cease and all construction workers will be notified immediately. The Site Archaeologist shall use the resources allocated to the watching brief to support treatment to a satisfactory and proper standard. Site works will not recommence until resources are in place to secure preservation in situ or adequate archaeological treatment of the relevant remains.
- 8.2 The ESCC County Archaeologist will be given as much notice as possible (at least a week) prior to work commencing on site. The County Archaeologist will be notified of any discoveries of archaeological significance so that site visits can be made as necessary. Any changes to the agreed WSI will only be made in consultation with the ESCC.
- 8.3 Should the archaeological contractor consider continued monitoring unnecessary at any stage in advance of the completion of all specified ground works, they must consult with the ESCC County Archaeologist as a matter of priority.

9.0 TREATMENT OF HUMAN REMAINS AND TREASURE TROVE

- 9.1 If human remains are found, work on site will cease and all necessary statutory provisions followed. The ESCC County Archaeologist will be informed immediately.

- 9.2 Any finds believed to fall potentially within the statutory definition of Treasure, as defined by the Treasure Act 1996 (amended 2003), shall be reported to the Finds Liaison Officer (based at Barbican House Museum, Lewes). Should the finds status as treasure be confirmed the Coroner, the ESCC County Archaeologist will also be informed. A record shall be provided to the Coroner and to the ESCC County Archaeologist 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).

10.0 TREATMENT OF OTHER ARTEFACTS AND ECOFACTS.

- 10.1 Pottery, worked flint, metal and other finds of archaeological significance will be retained and treated according to standard Sussex Archaeology Standards (2019) and procedures. Identification of retained finds will be undertaken by staff of, and specialists contracted by the Site Archaeologist as necessary.
- 10.2 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. 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 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.

11.0 RECORDING METHODOLOGY

- 11.1 At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> will be initiated and key fields completed on Details, Location and Creators forms.
- 11.2 Upon excavation, all archaeological deposits, features and finds will be recorded according to accepted professional standards, using CIFA context record sheets.
- 11.3 Unique context numbers will only be assigned if artefacts are retrieved, or stratigraphic relationships between archaeological deposits are discernable. In archaeologically 'sterile' areas, soil layers will be described, but no context numbers will be assigned. Where assigned, each context will be described in full on a pro forma context record sheet in accordance with the accepted context record conventions.
- 11.4 Archaeological deposits will be planned at a basic scale of 1:50, with individual features requiring greater detail being planned at a scale of 1:20. Larger scales will be utilised as appropriate. Cross-section of features will be

drawn to a basic scale of 1:10 or 1:20 depending on the size of the feature. All drawings will be related to Ordnance mapping data and NGR coordinates. Where it aids interpretation, structural remains will also be recorded in elevation. All drawings will adhere to accepted drawing conventions

- 11.5 Photographs of archaeological deposits and features will be taken by the Site Archaeologist. This will include general views of entire features and of details such as sections as considered necessary. Colour digital photography will be used to record any archaeological collections, using a camera of 7 megapixel minimum. All site photography will adhere to accepted photographic record guidelines. A photographic record of the work will be kept as appropriate and will form part of the site archive.
- 11.6 All artefacts will be cleaned, marked and labelled as appropriate, and stored under optimum conditions, in accordance with RESCUE/UKIC publication First Aid for Finds, Watkinson and Neal (1998), IfA (2007) and Museums and Galleries (1992). Recording systems will be compatible with the recipient museum. Unstratified material will not be kept unless it is of exceptional intrinsic interest. Material discarded as a consequence of this policy will be described and quantified in the field. Finds of particular interest or fragility will be retrieved as Small Finds, and located on plans. All finds that fall within the purview of the Treasure Act (1996) will be reported to HM Coroner according to the procedures outlined in the Act, after discussion with the client and the local authority.
- 11.7 Where deposits of palaeo-environmental or industrial potential are encountered, the project's nominated specialist will advise on the formulation of a sampling strategy. The strategy thus formulated, along with details of proposed analyses, will be submitted to the ESCC County Archaeologist for comment and approval, and the approved strategy then implemented. The collection and processing of environmental samples will be undertaken in accordance with English Heritage guidelines (English Heritage 2002).
- 11.8 Samples will be taken for scientific dating where appropriate. Material removed from site will be stored in appropriate controlled environments.
- 11.9 Should any human burials be discovered, the archaeological contractor will apply to the Ministry of Justice for a licence authorising the removal of all burials likely to be disturbed by development; in accordance with the Burial Act of 1857. (<http://www.justice.gov.uk/whatwedo/burials.htm>) No development should take place until all human skeletal remains have been properly removed in accordance with the terms of that licence and in compliance with environmental health regulations.

12.0 ASSESSMENT

- 12.1 Upon completion of all fieldwork, the stratigraphic information, artefacts, soil samples, and residues will be assessed as to their potential and significance for further analysis and study. The material will be quantified and for ceramic assemblages, any recognised local pottery reference collections and relevant fabric codes will be used and spot dates given. The results of this

assessment will be presented in the final report, which will also include any detailed specialist reports.

- 12.2 Materials considered vulnerable should be selected for stabilisation after specialist recording. Where intervention is necessary, consideration must be given to possible investigative procedures (e.g. glass composition studies, residues on or in pottery, and mineral-preserved organic material). Allowance will be made for preliminary conservation and stabilisation of all objects and a written assessment of long-term conservation and storage needs will be produced.
- 12.3 If, following completion of the assessment, further analysis is recommended by the specialists (following agreement with ESCC County Archaeologist), a programme of post-excavation analysis of the stratigraphic, artefactual and scientific material shall be undertaken.

13.0 REPORTING & ARCHIVE

- 13.1 The ESCC County Archaeologist and museum curator will be notified in writing on completion of fieldwork, with a proposed timetable for deposition of the archive.
- 13.2 The ESCC County Archaeologist will be informed in writing on final deposition of the site archive.
- 13.3 A final report to include the following points, will be submitted within six months of the completion of fieldwork. 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. The final report is to include as a minimum:

a) A non-technical summary of the results of the work, summarising the scope and results of the archaeological watching brief.

b) An introduction which will include:

- The location of the site including its national grid reference
- The personnel involved and who commissioned it
- An account of the background and circumstances of the work including a description of the development proposals, planning history and planning reference number together with the archaeological planning condition
- The nature of potential impacts arising from the proposals
- The scope and dates of when the fieldwork took place

c) An account of the Archaeological Background of the development site including:

- Geology, soils and topography
- Any known existing disturbances on site
- Archaeological and historical background of the site
- A summary of any previous phases of archaeological investigation at the development site
- Any constraints on the archaeological monitoring

d) An account of the Methodology employed during the watching brief operations will be detailed in the report:

- Any aims and objectives will be included as will further objectives identified during the course of the watching brief.
- The frequency of monitoring visits, ground works observed and any constraints experienced while carrying out the monitoring will be detailed.

e) A description of the results of the archaeological monitoring for each area observed including structural data, associated finds and environmental data:

- The dimensions of the area observed
- The nature and depth of overburden soils encountered
- A description of the geological subsoil encountered across the site

f) The Finds recovered during the course of the watching brief will be described, quantified and assessed by artefact type within the report:

- The report will include a table showing a description of all archaeological features and finds encountered in each area observed – showing the contents, dimensions, and quantity of artefacts recovered, together with their date of discovery, state of preservation, interpretation and future location
- For each category of artefact the report will describe the method of processing, any sub-sampling, conservation and assessment undertaken.

g) An Interpretation and Discussion of the archaeology of the site, including its location, extent, date, condition, significance and importance. This will include, even if no archaeology is identified as present on the site, description of areas of disturbance, non-archaeological deposits and changes in geological subsoil where appropriate

e) Specialist artefact and environmental reports as necessary:

- Clear information on retention/conservation or discard of materials will be detailed
- Any potential for further analysis and research of materials recovered from the fieldwork will be described.
- Pottery assessment/reporting will follow the standards set out in Barclay et al 2016

f) A selection of photographs and illustrations shall be included to illustrate the archaeology of the site and to support descriptions and interpretations within the report text. As a minimum the report shall include the following:

- A site location plan at a scale of 1:1250 or 1:2500. The plan will include at least two National Grid points and show the site boundary
- An overall plan of the site accurately showing the layout of the development groundworks and clearly indicating the areas observed
- A plan identifying the areas monitored and demonstrating the location of any significant archaeological features recovered; coloured by phases or period as related to the development site.
- Where possible, projection of archaeological features outside of the areas observed shall be included on the plan.
- Figures will be fully cross-referenced within the document text.
- All photographs and illustrations will be appropriately captioned and scale drawings

will include a bar scale.

- North will be included on all plans and shall be consistent

g) A conclusion will be included:

- With a summary of the archaeological results and how any archaeology observed relates to the development site
- The effects of the development works on the archaeological remains will also be described. The report will highlight any areas of significant archaeological deposits that remain preserved within the development site.

h) A copy of the WSI.

- 13.4 A digital copy of the final report will be submitted to the ESCC County Archaeologist, including all plans, illustrations and digital site photography. The report will also be supplied to the East Sussex Historic Environment Record (ESHER). The outcomes of the work may also be publicised and prepared for the relevant local archaeological journal if the results merit such an approach.
- 13.5 All parts of the OASIS online form will be completed for submission to the HER. This will include an uploaded PDF version of the entire report.
- 13.6 The written and drawn archive will be produced for intended deposition with Lewes Museum. Lewes Museum is currently not accepting archaeological archives, so in the interim will be stored by Archaeology South East until suitable arrangements can be made.
- 13.7 Artefacts and ecofacts recovered during excavation form an important part of an archaeological site archive. The archive will be prepared according the principles of Management of Research Projects in the Historic Environment (MoRPHE) (Historic England 2006) and the requirements of the recipient museum. All donated archive material would be marked with the museum accession number, and an agreed allowance would be made for the curation and storage of this material.

14.0 HEALTH AND SAFETY

- 14.1 Health and safety issues will take priority over archaeological matters and all archaeologists will comply with relevant Health and Safety Legislation: Construction (Design and Management) Regulations 2015 (CDM 2015) and those elements of the Construction (Health, Safety & Welfare) Regulations 1996.
- 14.2 A Risk Assessment will be prepared prior to the start of site works in relation to excavation. All depths of excavation trenches, including shallower ones, are to be assessed for stability, and trenches will be suitably fenced off when staff are not on site.