Project Design
for Archaeological Evaluation and Excavation
at Pocock's Field, Kings Drive,
Eastbourne, East Sussex

NGR: TQ 6025 0050

Relevant Planning Refs:
EB/2010/0003 & APP/T1410/A/10/2128090

ASE Project no: 5647

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FINAL

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1. INTRODUCTION

1.1 Archaeology South-East (ASE), the contracting division of the Centre for Applied Archaeology at the Institute of Archaeology, University College London, have been commissioned by Bovis Homes to prepare and submit a written Project Design (PD) for a proposed programme of archaeological work at the Pocock's Field, Kings Drive, Eastbourne (NGR: TQ 6025 0050). This document is to be submitted to East Sussex County Council (ESCC) Archaeologist Casper Johnson for approval. ESCC Archaeology Section act as advisors to Eastbourne Borough Council for their (EBC) formal approval. The site location is shown on Figure 1.

1.2 Previous archaeological work undertaken at the site includes a Desk- Based Assessment (CgMs 2007), geophysical survey (ASE 2007) and archaeological evaluation (Wessex Archaeology 2008), in addition to several phases of work by Eastbourne Natural History and Archaeology Society (ENHAS). Having considered those documents and the proposals of the relevant planning application the East Sussex County Council Archaeologist recommended a programme of archaeological fieldwork to be undertaken. Consequently the following condition has been attached to the relevant planning consent (outline planning permission for 119 dwellings having been granted after appeal APP/T1410/A/10/2128090):

> *"No development shall take place within the area indicated until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work, in accordance with a Written Scheme of Investigation which has been submitted by the applicant and approved by the Planning Authority.'*
>
> *REASON: The development is likely to disturb items of archaeological interest*

1.3 It was agreed in a Statement of Common Ground (2010) between CgMs Consulting and ESCC that following planning consent the archaeological work would comprise a range of further evaluation sampling leading to comprehensive archaeological excavation which will include an outreach and community engagement component.

1.4 All work will be carried out in accordance with this Project Design, the ESCC *Standards and Conditions for Archaeological Fieldwork, Recording and Post-Excavation work in East Sussex* (ESCC 2008) and the *Standards and Guidance: Archaeological Excavations* of the Institute for Archaeologists (IfA), and other codes and relevant documents of the IfA.

1.5 All stages of work will be monitored by ESCC. In addition to this, during the excavation stage regular review meetings will be held with ESCC, Eastbourne Borough Council (EBC), Eastbourne Borough Council Heritage Services (EBCHS) and Eastbourne Natural History and Archaeology Society (ENHAS) to review strategy and interpretation etc.

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2. GEOLOGICAL AND ARCHAEOLOGICAL BACKGROUND

2.1 The following information is drawn from the Desk-Based Assessment (CgMs 2007), the reports from three pieces of work by the Eastbourne Natural History and Archaeology Society (ENHAS) in 1991 (Stevens 2007), 2004 (Reffell 2004) and 2005 (Reffell 2005), a geotechnical test pit survey (RSK-ENSR 2005), a geophysical survey report (ASE 2007), an archaeological evaluation report (Wessex Archaeology 2008) and the results of a 1km radius search of the East Sussex Historic Environment Record (Figure 1, Appendix 3)

2.2 The site is situated at the interface of the higher ground to the west with the lower lying marshland of the Eastbourne Levels to the east. The ground level reduces from a high of approximately 13m above Ordnance Datum (aOD) in the north-west to approximately 5m aOD in the south-east. The site falls in gentle slopes from north-west to south-east and from west to east. West of the site the ground level rises up toward the Downland, whilst to the east of the site are the Willingdon Levels.

2.3 The fieldwork mentioned in section 2.1 has revealed material from the Bronze Age, Iron Age, Roman, medieval and post-medieval periods.

2.4 Palaeolithic (450,000BC-12,000BC)

2.4.1 Other than a single hand axe recovered from Lottbridge Drove, no finds of Palaeolithic material are recorded within the study area.

2.5 Mesolithic (12,000BC-4000BC)

2.5.1 No finds of Mesolithic date are recorded in the area although the Desk-Based Assessment identifies the location as 'ideal for hunter-gatherer groups wishing to exploit the upland environment to the west of the site and the wetland environment to the east'. There is therefore potential for Mesolithic evidence to be found within and below alluvial deposits in the lower areas of the site as a result of relative sea level rise and alluvial deposition.

2.6 Neolithic and Bronze Age (4000 - 600BC)

2.6.1 No evidence of Neolithic activity is recorded in the vicinity of the site.

2.6.2 Previous archaeological interventions at the site have identified finds evidence for potential Bronze Age occupation. This suggests that a dry land environment may have existed in the east of the site during the Bronze Age. Later Neolithic/Bronze age worked flint has also been recovered from the site. However, this material has not been positively associated with any specific features and was usually found residually alongside later dating evidence. See section 2.10.

2.6.3 A Middle Bronze Age cremation burial was also recorded nearby at St Anne's Road (MES623; Figure 1 no 8), with reports of a further funerary urn and associated pit found during building works at Mill Gap (MES634; Figure 1 no 9). A Bronze Age macehead was also found during groundworks at Bedford Well Waterworks site (MES621; Figure 1 no 7). A poorly defined Bronze Age ditch was excavated at Cross Levels Way (MES8492; Figure 1 no 32), Bronze Age pottery was also recovered during excavations in the grounds of Ocklynge School (MES16378; Figure 1 no 34).

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2.6.4 The wetland environment east of the study site was heavily exploited in the Early and Middle Bronze Age. Marine transgression in the Late Bronze Age probably caused the abandonment of sites such as Shinewater Scheduled Ancient Monument. The south of the site may have fluctuated between marginal marshy land and true wetland at this time.

2.7 Iron Age and Romano-British (600 BC - AD 410)

2.7.1 The Iron Age and Romano-British periods are most predominantly represented on the site. All past archaeological interventions on the site have revealed evidence dated to these periods. Large quantities of pottery recorded within the vicinity of the site suggest the presence of a significant settlement or activity site.

2.7.2 A substantial earthwork dated to the Iron Age period was recorded to the north of the site (MES7263; Figure 1 no 25) during excavations by the Eastbourne Natural History and Archaeological Society (ENHAS) and an Iron Age settlement was excavated on the site of the Eastbourne College of Further Education (MES620; Figure 1 no 6). Other finds of Iron Age material in the vicinity include a single fragment of Horsted Keynes ware pottery recovered at Windmill Close (MES773; Figure 1 no 16).

2.7.3 Romano-British building material in conjunction with high quality ceramics and coins recovered from Eastbourne Hospital and Cross Levels Way, to the north of the site (MES823; Figure 1 no 20), indicate the presence of a possible villa in the area. There are unconfirmed reports of a further possible Roman villa encountered during building works at Eastbourne General Hospital (MES7288; Figure 1 no 28). Further evidence of Roman settlement activity, including possibly salt production, is recorded at Tutt's Barn Lane (MES515; Figure 1 no2), Eldon Road (MES537; Figure 1 no 5) and Poplins Marsh (MES7287; Figure 1 no 27). Other finds of Roman material in the vicinity include a coin of Claudian date found at Gore Park Road (MES17244; Figure 1 no 35) and finds of Roman pottery from Ashburnham gardens (MES19851; Figure 1 no 36) and Kings Drive (MES20213; Figure 1 no 37).

2.8 Anglo-Saxon and early medieval (AD 410 – 1066)

2.8.1 Several Anglo-Saxon cemetery sites are recorded on the higher ground to the west of the site (e.g. MES520; Figure 1 no 3, MES767; Figure 1 no 12 and MES620; Figure 1 no 6) although there are no known locations of accompanying settlements in the area. It is probable that the cemeteries served settlements at Willington and Eastbourne. Small quantities of Saxon material are recorded from Cross Levels Way and from Ashburnham Gardens (MES7363; Figure 1 no 29).

2.9 Late medieval and post-medieval (AD 1066 – to date)

2.9.1 Archaeological investigations on the low lying area in the extreme east of the site revealed evidence for an agricultural complex of probable late medieval date (MES7263; Figure 1 no 25, MES7283; Figure 1 no 26). Earthwork platforms for buildings were recorded on the site in conjunction with metalled surfaces and 'pond' like structures. The complex appears to have been in use from the 12th century to c.1700. Other medieval sites in the vicinity include the sites of the site of the Chapel of the Knights of St. John (MES520; Figure 1 no

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3), the site of Redmeld Manor (MES520; Figure 1 no 3), several windmills (e.g. MES771; Figure 1 no 15, MES7008; Figure 1 no 21, MES7010; Figure 1 no 23, MES7011; Figure 1 no 24) and a cluster of medieval rubbish pits (MES7009; Figure 1 no 22). Finds of medieval material have also been made at Ocklynge School (MES16378; Figure 1 no 34), Ashburnham Gardens (MES19851; Figure 1 no 36) and a copper alloy vessel was recovered from the site itself during a metal detector survey (MES10270; Figure 1 no 32).

2.9.2 Post-medieval sites in the vicinity of the site include several windmills (e.g. MES642; Figure 1 no 11, MES770; Figure 1 no 14, MES775; Figure 1 no 17 and the 19th century Princess Alice Memorial hospital MES817; Figure 1 no 18, MES818; Figure 1 no 19).

2.9.3 Previous land use on the site is recorded as pasture on historic mapping.

2.10 Recent investigations at the site (Figure 2)

2.10.1 In 1986 Tim Martin and Louise Mount from ENHAS carried out a survey of the Willingdon Levels. This revealed an interesting set of apparent features in Pocock's Field (Reffell 2004).

2.10.2 Initially in 1991, an archaeological investigation 'to test the hypothesis that the field was an ancient field, possibly not tilled since medieval times' was undertaken by ENHAS (Stevens 2007).

2.10.3 The report (*ibid*.) concludes that a 'double lynchet trackway', investigated in Trench 1 just outside the proposed development site (and again in 2005 in Trench 16, inside the proposed development site), would have functioned to provide access to the marsh from the higher ground to the west. The dating of the feature remains unclear, but Late Bronze Age, Iron Age, Roman, medieval and post-medieval pottery was all found in these trenches as well as earlier flintwork.

2.10.4 Trench 2, just outside the proposed development site, was 'sited to the north of the terraced site and revealed the edge of an intrusion containing a considerable assemblage of Roman pottery with medieval pottery sherds, the latter of which was just beneath the turf' (*ibid*.). Tile was also recovered. It is unclear what the trench revealed, but it may well be elements of a building or structure of some kind. Two small test pits (Trenches 3 & 4) were hand dug on the far north-east site boundary but did not reveal any archaeological features or finds.

2.10.5 A second investigation by ENHAS (Reffell 2004) excavated seven trenches. Trench 11 was situated within the proposed development site (Stevens 2007) and revealed 'some sort of standing structure with a prepared floor surface' (Reffell 2004). Pottery and tile were recovered, but these have not yet been dated.

2.10.6 Trench 9 (*ibid*.) also revealed evidence of a standing structure with a prepared floor surface. Pottery of Bronze Age, Iron Age, Roman and medieval date was recovered. Trenches 5, 6, 7, 9 and 10 were all excavated in proximity to Trenches 9 and 11 in order 'to try to find the line of the wall from Trench 9' (*ibid*.). No wall was picked up but a further "typical surface was again revealed with evidence of a post hole" (*ibid*.).

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2.10.7 In 2005 further work concentrated on the foundations of the building uncovered in 2004 was conducted by ENHAS. Five trenches (12-16) were excavated (Reffell 2005). Trenches 12 and 13 revealed the edge of an 'inlet' and a masonry building of unclear date and function. Trench 14 also revealed a structure, as did Trench 15 as well as possible prehistoric evidence at the edge of the marsh.

2.10.8 A geotechnical survey was carried out on the site by RSK-ENSR Group in October 2005. Of the fourteen test pits excavated four (TP 7, 8, 9 and 14) identified an undulating layer of silt, then interpreted as alluvial clays, with a depth of between 0.55m and 1.50m, overlain by 0.20m topsoil confined to the southern area of the site. Further assessment of the RSK-ENSR geotechnical logs reveals that other test pits (TP 1, 3, 6, 11, and 13) identified 'made ground' at varying depths below the surface ranging from 0.15m-0.30m. In some instances the base of this material was as deep as 0.90m below ground surface. This made ground included various materials (flint, gravel, silt, bone, brick and occasionally glass) and may be representative of non-structural and structural archaeological remains of varying date.

2.10.9 A geophysical survey carried out by Archaeology South-East (ASE 2007) identified a pattern of enclosure boundaries (probably ditches) on the site in conjunction with associated discrete features. These all remain undated. The ditches were observed to terminate prior to the alluvial clays in the southern area of the site, previously indicated by geotechnical test pit data (CgMs 2007; Figure 1 TP 1-14), although it was unclear if the supposed alluvial clays are relatively recent and mask underlying archaeological features.

2.10.10 A limited archaeological evaluation in the southern part of the site (Wessex Archaeology 2008) was conducted to address this question. The evaluation provided information on the depositional sequence and characterised a still visible linear earthwork. The depositional sequence in the south of the site was consistent throughout the test-pits with alluvial clay sealed by a build-up of colluvial hill wash. Variations in the depth of these deposits are relative to their topographic locations. Generally deeper alluvium occurred within the test-pits towards the base of the hill in the east and south and deeper colluvium further upslope in the north and westernmost test-pits (*ibid.*).

2.10.11 The colluvial formation may be linked to farming or tree clearance of the lower slopes at the edge of the floodplain, most probably as a result of late medieval and post-medieval ploughing of the downs to the west of the site. A high concentration of archaeological features, as indicated by the geophysical survey, upslope to the north may account for the presence of re-deposited artefacts within the colluvium (*ibid.*).

2.10.12 An extant earthwork in the south of the site was investigated in Trench 16 (*ibid.*). This appears to be a relatively recent historical boundary. Cartographic evidence indicates a boundary in a similar location on the 1875 Ordnance Survey map of the area (CgMs 2007). However, this boundary may represent a historic division between the 'dryland' upper part of the site and the 'wetland' lower part of the site.

2.10.13 The evaluation (Wessex Archaeology 2008) demonstrated an apparent absence of dryland archaeological features in the locations of the test pits within the southern area of the site, both above and below the

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colluvium, supplementing the results of the geophysical survey. Artefacts retrieved from within the alluvium may have been deposited as a result of fluvial or marine deposition.

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3. INTRODUCTION: EVALUATION (Figure 3)

3.1 On the northern two-thirds of the site evaluation will comprise hand dug test pits, each 0.50m x 0.50m, set out on a 20m grid to establish topsoil and subsoil thicknesses. A full sample of all artefacts will be collected and assessment of the distribution of the artefacts recovered from the test pits will be an integral part of the evaluation.

3.2 On the southern part of the site, eight 30m long archaeological trial trenches will be machine excavated targeted on the discreet anomalies recorded in the geophysical survey (ASE 2008) and further untested areas (locations shown on Figure 3). In these trenches the assessment of colluvium, alluvium and underlying chalk for palaeo-land surfaces will be undertaken.

3.3 A detailed topographic survey of the site will be undertaken in advance of test-pitting and trial trenching in order to provide better base-line recording of the archaeological remains and to inform decisions as to where to locate evaluation trenches.

3.4 In line with the Statement of Common Ground, following this further evaluation, the northern two-thirds of the site will be subject to a full programme of archaeological excavation. Additionally, the results of the trenching in the southern portion of the site may result in a requirement for further mitigation work. Mitigation work is covered in full in section 8 of this document.

3.5 A Risk Assessment and Method Statement (RAMS) will be produced prior to the commencement of the work.

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4. AIMS AND OBJECTIVES: EVALUATION

- To ascertain at what depth archaeological remains are present
- To gain a better understanding of the location, character, date, survival and condition of ancient remains and deposits across the site and facilitate better understanding of the work required in the excavation phase
- To determine or confirm the presence/absence and the specific nature, distribution and condition of any archaeological features present below the colluvium/alluvium in the southern area of the site in evaluation trenches targeted on the positive discreet anomalies identified in the geophysical survey
- To confirm or refute the presence/absence of the continuation of field systems, identified by the geophysical survey in the northern part of the site, beneath the colluvium/alluvium
- To ascertain to what extent any archaeological results can be related to previous findings, both on the site and in the immediate vicinity
- To establish to what extent any stratified or unstratified artefact collections either extend or refine the chronological periods represented on site
- To inform an updated and more specific set of research aims for further fieldwork on the site
- To further refine the sampling strategy for further fieldwork on the site

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5. METHODOLOGY: EVALUATION (Figure 3)

5.1 A topographic survey of the entire site will be undertaken by means of a DGPS/total station survey prior to finalising or excavating the evaluation test pit locations. The resultant contour survey will be made available to the ESCC Archaeologist and client in digital format (AutoCAD and/or PDF) prior to undertaking any intrusive investigations.

5.2 In the northern two-thirds of the site, evaluation will comprise hand dug test-pits, each 0.50m x 0.50m excavated at nexus points along a 20m grid to establish topsoil and subsoil thicknesses and to inform as to the nature of the archaeology in each location. These trench locations may be altered based on the information from the detailed topographic survey.

5.3 Test Pits will be used to model deposits and determine their potential to contain archaeological evidence (e.g. artefacts). Hand collection of 100% finds within each test pit will be conducted and all sections will be recorded to allow modelling of soil depths across the site.

5.4 On the southern part of the site, the evaluation will comprise a c. 5% machine excavated sample trench exercise with analysis of colluvium, alluvium and underlying chalk to understand palaeo-land surface development. Eight 30m x 1.8m trenches are targeted on the discreet anomalies recorded in the geophysical survey (ASE 2008) and also located in a number of previously untested areas. Trench locations may be altered to ground truth results of the topographic survey. Excavation of archaeological features will be by hand.

5.5 The ESCC 2008 Standards will form the baseline for all archaeological excavation and recording (see Appendix 2).

5.6 The trenches and test pits will be accurately laid out using a GPS survey system or total station in relation to the National Grid. Some modification to the suggested trench positions may be necessary due to constraints that may only become apparent as fieldwork progresses. Significant variations to the trench layout will be discussed with ESCC.

5.7 The trenches will be scanned prior to excavation using a Cable Avoidance Tool.

5.8 Hand excavated trenches will be excavated using hand tools only removing turf, topsoil and subsoil to the top of archaeological deposits or to the top of natural deposits. An augur may be used if required to confirm depths of colluvial and/or archaeological deposits. The depth of either archaeological deposits or natural will be recorded in metres above Ordnance Datum.

5.9 Machine excavated trenches will be excavated under constant archaeological supervision using a suitable mechanical excavator equipped with a toothless ditching bucket. Trench locations may need altering on site, most specifically on the western edge where there is currently a spread of vegetation.

5.10 Only undifferentiated topsoil, subsoil and overburden of recent origin will be removed by machine. The excavation will be taken down to the top of the first significant archaeological horizon or to the top of the underlying 'natural' in at least part of the trench, to ensure that the full sequence is understood. This

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may require some part of the trench to be stepped to permit access to safe working depths

5.11 On conclusion of the evaluation work the trenches will be backfilled and compacted by ASE's plant with the agreement of the ESCC Archaeologist following a site meeting. No formal reinstatement will be undertaken.

5.12 At the end of the evaluation a detailed metal detecting survey (ideally working with local, approved groups) will be undertaken across the whole site using a 20m grid and based on the results of the test pits which will have established the maximum depth of retrieval for each grid square based on the thickness of 'overburden' i.e. topsoil etc. Metal detected finds will only to be retrieved from these uppermost 'overburden' deposits which will later be removed by machine and not from potential sealed archaeological contexts beneath.

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6. RECORDING TECHNIQUES: EVALUATION

6.1 In the hand dug test-pits all exposed archaeological features and deposits will be cleaned by hand, planned and recorded. No further excavation will occur at this time, other than that needed to characterise any features. The thickness of overburden, its nature and heights above OD will be recorded. A geoarchaeologist will be available to record the deposit sequences in the hand-dug pits.

6.2 In the machine excavated trenches all exposed alluvial and colluvial deposits and archaeological features and deposits will be cleaned by hand, planned and recorded. A geoarchaeologist will inspect the sections exposed in the machine-excavated trenches in the south of the site in order to record and gain an overview of the buried topography and alluvial/colluvial/buried land surface deposit sequence across the site. The geoarchaeologist will also sample from selected trenches (with overlapping monoliths and adjacent bulks) to provide material for analysis (to be examined as part of the later mitigation stage) should the southern part of the site not proceed to further excavation.

6.3 In the machine excavated trenches sufficient discrete cut features will be sampled by half-section (i.e. pits, 50% of feature excavated, ditches 5%) to characterise the archaeology. A sufficient exposure of any linear feature will be sectioned to produce a vertical section and its stratigraphic relationship to the alluvium, colluvium and natural deposits recorded on that section.

6.4 All features will be planned at the scale of 1:20 in relation to the trench outline. Further plans at the scale of 1:20 and sections at the scale of 1:10 will be drawn as necessary.

6.5 A full digital photographic record will be kept of the work.

6.6 Comparative site levels will be recorded for each feature or important context with reference to heights above OD.

6.7 All archaeological features and deposits will be recorded using standard ASE recording sheets.

6.8 A metal detector will be used to scan all excavated material and all features in the machine trenches prior to excavation.

6.9 In the event that human remains are discovered, the ESCC Archaeologist will be informed. No human remains will be lifted at evaluation stage unless it is unavoidable and only with the appropriate licence from the Ministry of Justice and Environmental Health.

6.10 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 local Finds Liaison Officer. Should the find's status as treasure be confirmed, the Coroner, the landowner and the ESCC Archaeologist will also be informed. A record shall be provided to the Coroner and to the Inspector of Ancient Monuments 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).

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7.0 REPORTING: EVALUATION

7.1 Within four weeks of the completion of the fieldwork a full report on the results of the field evaluation will be submitted. This will include a full description of all work undertaken, the results of all elements (archaeological and geological evidence), including a description of archaeological features and tabulated details of finds from each context. A deposit model incorporating the results of geological observations from previous work on the site will be included in the evaluation report to model: Chalk surface topography, thickness of alluvium / colluvium and thickness of made ground/archaeology. The report will include a plan showing the trench locations and further plans, sections and photographs of features located and excavated as appropriate. The report will also include a timetable of works carried out, a consideration of the project strategy with a confidence rating and all other data required by the Brief. A digital copy will also be supplied if required.

7.2 The report will form the basis for further discussion in order to define the scope of the comprehensive archaeological excavation (mitigation).

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8. INTRODUCTION: EXCAVATION (Figure 4)

8.1 As a minimum, the northern two-thirds of the site will be subject to a full programme of archaeological excavation as identified in the Statement of Common Ground. The northern two-thirds comprises of an open area of 2.4ha as shown on Figure 4. In addition to this, further mitigation work may be required in the southern portion of the site dependent on the results of evaluation in that area.

8.2 The sampling strategy for features is to be agreed between ESCC, Eastbourne Borough Council, English Heritage and ASE and the. work will be undertaken in accordance with the requirements of the NPPF (National Planning Policy Framework). Details of the outline sampling strategy are in section 10.5.2 of this document.

8.3 This Project Design document is designed to serve as a detailed, outline, excavation WSI (Written Scheme of Investigation). A revised WSI for the excavation will be submitted upon completion of the evaluation phase and prior to the commencement of the main excavation phase. The excavation WSI will include:

- An updated research agenda
- Agreed final extent of the excavation area
- Detail of any phasing to the work that may be required to fit in with the construction programme
- Any updates to the sampling strategy resulting from the results of the evaluation work
- An updated outreach section taking into account programme etc.

8.4 The application of scientific dating techniques to establish a chronology for all periods of activity at the site from the Mesolithic through to the present day should include C14 and OSL on the colluvial/alluvial deposits. There will be close liaison between ESCC Archaeologist and ASE to define what should be sampled for scientific dating throughout the fieldwork.

8.5 It is a requirement of the project that volunteers from the Eastbourne Natural History and Archaeology Society (ENHAS) and the general public work on site as volunteers. Further details of the public engagement and outreach components are given in section 11.

8.6 Any final publication of the results of the archaeological work is to be accessible, inclusive and academically robust and made available in a multi-media format. Details of the proposed reporting, publication and dissemination suggestions are given in section 13.

9. RESEARCH AIMS AND OBJECTIVES: EXCAVATION

9.1 Site specific aims and objectives will need to be further developed once the evaluation work has been completed. Based on current knowledge of the site and the surrounding archaeological finds the following agenda has been drafted and will form the basis of investigation subject to refinement following the evaluation phase of work. Research Aims relevant to others periods will be added if evidence is found for these during the evaluation phase.

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9.2 The Eastbourne Historic Character Assessment Report completed as part of the Sussex Extensive Urban Survey project (Harris 2008) includes a Historic Environment Research Framework, although the Research Questions are focussed on the historic core of Eastbourne town (i.e. the EUS study area). The relationship between this set of research questions and those developed for the current site will be reconsidered as part of the refinement of the research aims and objectives following completion of the evaluation.

9.3 Preliminary Research Aims:

Mesolithic/Neolithic
RA1: How does any evidence for the Mesolithic and Neolithic periods compare to the regional picture as currently understood in terms of dating, pottery traditions, flintwork and types of activity taking place? Is there any evidence for human activity of this period/date, and, if so what is the nature of the evidence and how can it be interpreted? How does the evidence and the interpretation compare with the local/regional/national/international picture? What was the nature of the environment during each period?

Bronze Age

RA2: Is there any evidence for human activity of this period/date, and, if so what is the nature of the evidence and how can it be interpreted? How does the evidence and the interpretation compare with the local/regional/national/international picture? What was the nature of the environment during each period? To what extent does any evidence for the Bronze Age period relate to other Bronze Age finds made in the immediate vicinity such as Shinewater, the socketed axe hoard from Terminus Road, and tentative evidence for funerary activity at St Anne's Road?

RA3: Do any of the linear features (currently identified by geophysics) relate to a field system of Bronze Age origin?

Iron Age

RA4: Is there any evidence for human activity of this period/date, and, if so what is the nature of the evidence and how can it be interpreted? How does the evidence and the interpretation compare with the local/regional/national/international picture? What was the nature of the environment during each period? If any of the large landscape features (such as the hollow-way, trackway, field system) can be dated to this period can their chronology and development be more fully understood? How do these relate to any organisation of the landscape in preceding and subsequent periods?

RA5: To what extent can any stratified material culture and associated features help to characterise the nature and function of activity in this period? Does this help us to understand the nature of this site in relation to other sites and settlements in the region?

Roman

RA6: Is there any evidence for human activity of this period/date, and, if so what is the nature of the evidence and how can it be interpreted? How does the evidence and the interpretation compare with the

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local/regional/national/international picture? What was the nature of the environment during each period? To what extent can any stratified assemblages and associated features help us to understand the nature, character and status of any settlement/occupation of the site in this period?

RA7: How does this evidence fit within the current understanding of settlement patterns for this period in the region to date?

RA8: To what extent does evidence for this period, enable us to better understand other Roman finds spots in the vicinity and any inter-relationships that may have been present between such sites?

Anglo-Saxon

RA9: Is there any evidence for human activity of this period/date, and, if so what is the nature of the evidence and how can it be interpreted? How does the evidence and the interpretation compare with the local/regional/national/international picture? What was the nature of the environment during each period? If any evidence of this period is recovered, how does this compare in date and character to the assemblages recovered from the Anglo-Saxon cemeteries of Eastbourne at Oklynge Hill and St Anne's Hill?

Medieval & post-medieval

RA10: Is there any evidence for human activity of this period/date, and, if so what is the nature of the evidence and how can it be interpreted? How does the evidence and the interpretation compare with the local/regional/national/international picture? What was the nature of the environment during each period? Can any structures identified be securely dated and their chronology and development understood?

RA11: To what extent can any structures be understood in relation to contemporary landscape features?
RA12: How do any assemblages recovered help to understand the chronology, character, function and status of the settlement/occupation?

RA13: How do the features of this period compare to other findings in the vicinity and to the historic core of Eastbourne town?

10. METHODOLOGY: EXCAVATION

10.1 As a minimum, the northern two-thirds of the site will be subject to a full programme of archaeological excavation. For the purposes of this document this comprises of 2.4ha of open area excavation. If further mitigation work is required then the methodology detailed herein will apply and an addendum to this Project Design (including a figure showing the area) will be produced detailing the extent of any additional excavation to the south including a rationale for extra mitigation work.

10.2 Area excavations may need to be phased but each area of excavation should be sufficiently large to provide meaningful results, and should be well ahead of and separated from any ongoing development, to allow full access by

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volunteers and members of the public, for health and safety and in order that there is sufficient time for archaeological excavations to be completed.

10.3 Casper Johnson, ESCC Archaeologist, has stipulated in recent correspondence with ASE that he requires an element of hand digging of the site from surface on the basis that the site has not been heavily ploughed. Following on from this a further review of the ENHAS archive was undertaken by ASE to try and target areas where full hand excavation should be allowed for. The first principal agreed is that all turf can be machine stripped from site (see machine excavation section 10.4 below). The limited previous work on site shows that those areas excavated were generally sealed by undifferentiated hill wash which could be removed by means of careful machine excavation. An area on the eastern edge of the site has been identified as having structural archaeology lying directly beneath the topsoil. Figure 4 shows the extent of the excavation that will be hand excavated, and methodology for this is detailed in 10.3 below.

10.4 Hand excavation of an area of c. 0.1ha will be undertaken. Turf will be stripped either mechanically or by hand to be confirmed on site. Hand excavation will then be undertaken as a single context excavation exercise once the turf has been stripped. Deposits will be hand excavated stratigraphically to natural geology (chalk) using appropriate hand tools.

10.5 In addition to the hand excavation of the c.01ha area the ESCC Archaeologist has requested that a series of control baulks should be left across the site. These will be 1.5m wide and will run south-west / north-east across the site as shown on Figure 4.

10.6 Turf will be mechanically stripped across the entire excavation area using 20tonne tracked excavator/s fitted with a flat blade and will be supervised at all time by a suitably experienced archaeologist. Machine stripping of turf and topsoil will be in 50mm spits (max). If any artefact concentrations are revealed (e.g. more than 10 artefacts per square metre, though this might vary depending on type of artefact) then machining will stop to allow hand investigation at that horizon. If on hand cleaning it becomes clear that the artefacts are likely to be within a primary context, then machining will stop at that level and agreement reached with Eastbourne Borough Council and the County Archaeologist on the requirement to hand excavate the remaining archaeological deposits from that horizon. If not then mechanical stripping of topsoil and overburden will continue until the top of archaeological features become apparent or clean natural deposits are encountered.

10.7 Care will be taken to avoid damage to underlying archaeological deposits during the stripping. It is unlikely that dump trucks will be able to run on the areas without causing rutting damage and a suitable methodology for the stripping must be agreed with the ESCC in advance of the work, and will be subject to change depending on ground conditions. It is anticipated that it will be necessary to double handle spoil off the area using tracked machines. To facilitate this a north-south strip along the western edge of site will be cleared as quickly as possible and sign off sought to allow spoil to be bunded on a cleared strip. Stripping can then proceed from east to west using pairs of tracked excavators.

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10.8 General excavation methodology

10.8.1 Once the machine strip of the areas is complete (or whilst the hand excavation is on-going) a fixed site grid will be established relative to Ordnance Datum using a Total Station. A full pre-excavation plan will be prepared as the stripping progresses using Global Positioning System (GPS) planning technology in combination with Total Station surveying. This will be available to the Project Manager, the Supervisor and the ESCC Archaeologist immediately, or at the latest the day after the recording has taken place. This pre-excavation plan will be available in Autocad or PDF format and will be printed at a suitable scale (1:20 or 1:50) for on-site use. The plan will be updated by regular visits to site by the Archaeology South-East Surveyor who will plot excavated features and record levels in close consultation with the Supervisor and/or the excavators. Where it is deemed necessary (for example detailed structural features or burials) features will be hand planned at a scale of 1:20 from the grid and then digitised to be included on the overall plan.

10.8.2 As a minimum the following sampling strategy will be employed:

- all structures and all zones of specialised activity (e.g. funerary, ceremonial, industrial, agricultural processing) will be fully excavated and all relationships recorded.
- ditches and gullies will have all relationships defined, investigated and recorded. All terminals will be excavated. Sufficient of the feature lengths will be excavated to determine the character of the feature over its entire course; the possibility of recuts of parts, and not the whole, of the feature will be considered. This will be achieved by a minimum 25% sample of each feature.
- all pits will initially be half-sectioned and fully recorded. Pits may subsequently be fully excavated to facilitate 100% collection of artefact assemblages.
- for post and stake holes where they are clearly not forming part of a structure (see above) 100% (by number) will be half-sectioned ensuring that all relationships are investigated. Where deemed necessary, by artefact content, a number may demand full excavation.
- for other types of feature such as working hollows, quarry pits etc., all relationships at least will be ascertained. Further investigation will be a matter of on-site judgement, but will seek to establish as a minimum their extent, date and function.
- for layers (exposed during machine stripping) a decision on-site will be made as to the extent that they will be excavated. The factors governing the judgement will include the possibility that they mask earlier remains, the need to understand function and depositional processes, and the necessity to recover sufficient artefacts to date the deposit and to meet the project aims.
- Consideration will be given to employing the single context recording system if remains are sufficiently complicated. This will be undertaken automatically within the hand excavation area.

10.8.3 All excavated deposits and features will be recorded according to current professional standards using the standard context record sheets used by ASE.

10.8.4 A full black and white, and colour (35mm transparency) photographic record will be maintained. This will illustrate the principal features and finds both in detail and in a general context. The photographic record will also include

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working shots to represent more generally the nature of the fieldwork. A digital photographic record will also be maintained.

10.8.5 All finds recovered from excavated deposits will be collected and retained in line with the ASE artefact collection policy (ASE 2007).

10.8.6 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 local Finds Liaison Officer. Should the find's status as treasure be confirmed, the Coroner, the landowner and the ESCC Archaeologist will also be informed. A record shall be provided to the Coroner and to the Inspector of Ancient Monuments 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).

10.8.7 Any finds of human remains will be left in situ, covered and protected. The coroner's office will be informed. Excavation, recording and removal will only take place under the relevant Ministry of Justice licence and local authority environmental health regulations.

10.8.8 The excavation area will be surveyed by a metal detector during machine stripping and prior to feature excavation. Any detected finds will be assigned a registered finds number <RF00> and the location marked within the feature to enable cross-reference to the context upon excavation. All hand excavated spoil will be regularly detected. This will be undertaken by a member of ASE staff who has extensive experience of metal detecting survey.

10.9 'Sampling Methodology for Environmental Remains'

10.9.1 The strategy for sampling archaeological and environmental deposits and structures (which can include soils, fills of negative features, timbers, middens and concentrations of animal bone, occupation layers, floors and spreads, naturally accumulating sequences and human burials) will be developed in consultation with the ESCC Archaeologist, and with reference to Environmental Archaeology: A guide to the theory and practice of methods from sampling and recovery to post excavation (English Heritage 2011). The advice of the English Heritage Scientific Advisor will be sought as appropriate and a visit arranged to determine the importance and sampling requirements for all deposits exposed during the investigation. Bulk samples for the retrieval of wood charcoal, plant remains, small bones, small finds, snails deposits etc. will be taken by site staff from features such as pits, ditches, wells and hearths as required and other scientific dating techniques considered where appropriate. Multiple samples might be taken from floors, spreads, ditches and buried land surfaces to identify evidence distributed non-uniformly across the feature. Certain deposits, such as those infilling ponds, certain ditches and comprising naturally accumulating peats and silts or buried soils and land surfaces might require sampling with monoliths, to recover undisturbed blocks of sediment, with adjacent bulk samples. Such samples might be taken by geoarchaeologists or environmental archaeologists rather than site staff. It is anticipated that bulk soil samples will be 40 litres where possible, or 100% of the context if smaller. A refined sampling methodology will be included in the WSI for excavation.] Some on-site bulk sample processing will be conducted.

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11. OUTREACH (DURING EXCAVATION PHASE)

11.1 The Statement of Common Ground (see Appendix 3) itemises the approach required for community involvement and outreach to be undertaken during the course of the project. These elements are itemised and expanded upon below. The programme of outreach work will involve Eastbourne Borough Council Heritage Services (EBCHS) and Eastbourne Natural History and Archaeology Society (ENHAS) and will be further developed once evaluation work is complete and the programme and extent of excavation work is fully defined. ASE will seek to engage EBCHS to deliver aspects of the programme of outreach work for and liaise with the local community in Eastbourne. Details of which aspects of outreach work would be undertaken by EBCHS and how these would fit with the archaeological programme will be set out in the revised excavation WSI.

11.2 Volunteers engaged with Fieldwork

11.2.1 The Statement of Common Ground had already established that provision will be made throughout the excavation for volunteers from EBCHS & ENHAS and the general public to participate in work on site. ASE would provide a dedicated supervisor to oversee the volunteers and provide on-going training. Provision will also be made for volunteers to engage with other aspects of archaeological work such as processing of finds and environmental material, for which appropriate training and supervision would be provided.

11.2.2 The volunteers would also be encouraged to participate in other aspects of the Outreach programme such as the Open Days and website, so that their experiences and views are communicated to other visitors. This might take the form of contributing to the project website site diary, webcam and pieces for display in the Visitors Centre, ensuring that the volunteers were fully engaged in all aspects of the project and had the opportunity to reflect on their experiences and share them with others.

11.3 Visitor Centre and Project Website

11.3.1 An information centre would be set up on site in a dedicated space to provide a location for displays throughout the excavation. The information centre will house display boards with site plans, photographs, finds and other information (as appropriate and dependent on site findings) which will be updated on a regular basis (unless highly significant findings require otherwise). The centre will also provide a focus of information for the public Open Days.

11.3.2 A project website would also be created and regularly updated to provide remote visitors with information on the progress and findings. The website would include the facility to watch video clips of the archaeological excavation in progress, site diary, and significant findings as well as the opportunity to connect with the on-site webcam.

11.4 Open Days

11.4.1 A provisional minimum of one Open Day a week will be allowed for over the duration of the excavation. These would be organised to take place on selected weekends to enable as many people as possible to attend. Posters and flyers to advertise the events would be designed and distributed and an

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advert would also be placed in the local newspaper. Social media such as facebook, twitter and the ASE website will also be used to promote the outreach programme. As part of the Open Days, guided site tours will take place at set times during the day and the online system Eventbrite would be used to enable people to book onto site tours.

11.4.2 In addition to the Information Centre outlined above, during the public Open Days, additional Finds and Environmental Specialists would be present demonstrating ranges of archaeological material and answering questions. Archaeological finds from the site will be displayed, augmented if necessary by items from other sites or collections. Display panels with plans, photographs and other graphics will be utilised to explain the context of the archaeological finds and demonstrate how particular objects were manufactured and used.

11.4.3 At least four of the Open Days would be designated as Family Open Days and would include additional activities including some specifically designed to engage younger children such as excavation boxes, pottery making and archaeological reconstruction/experimental demonstrations.

11.5 Schools Programme

11.5.1 A programme for School visits will also be devised in conjunction with Eastbourne Borough Council, the ESCC Archaeologist and the ESCC Support Officer for Off-site Activities and Educational Visits. Schools within Eastbourne will be invited to attend either an on-site visit or offered an 'at school' visit. Both event-types will include the opportunity to hear about the work of the archaeologists and findings at the site.

11.6 Other Outreach

11.6.1 Both in advance of and during the main excavation phase, other opportunities will be explored in conjunction with local libraries, local community groups, and colleges. This may include displays and exhibitions, tie-ins with Open Days, talks on the site findings as appropriate to meet demand and ensure the widest possible dissemination of the sites results.

12. PROCESSING & POST-EXCAVATION ASSESSMENT

12.1 All hand-collected, bulk finds (pottery, bone, stone, worked flint, building material) will be washed, dried and bagged by material and context. The pottery will be marked with site code and context number. All bulk finds will be counted and weighed and quantification presented on a context by context basis for each material group. Ceramic building material and burnt flint may be discarded after recording and quantification in line with the Guidelines of the Society of Museum Archaeologists (1993). Samples will be retained as appropriate.

12.2 All registered finds (coins, individual objects etc.) will be washed, dried and packaged as appropriate. Requirements for remedial conservation will be ascertained and carried out in order to stabilise objects. Site specific numbers will be assigned to each registered find for identification purposes.

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12.3 All retained environmental samples will be processed by experienced and qualified staff and recorded using pro-forma recording sheets. Bulk samples from dry (non-waterlogged) deposits will be processed using flotation. As a minimum, 40 litres or 50% of each sample will be processed. The flots and residues from these samples will be retained, dried and sorted for environmental and archaeological remains. Samples from waterlogged deposits will be wet sieved through nested sieves and stored in anaerobic, wet, cool conditions or dried if considered an appropriate form of conservation. Column samples and samples extracted for analysis of insects or parasites for example will be sent to an appropriate specialist for assessment. Waterlogged wood specimens will be recorded, sampled for identification and stored in wet, cool conditions. All will be assessed and retained as appropriate.

12.4 Upon completion of the fieldwork and processing, the site archive will be assembled in accordance with the guidelines set out in Management of Research Projects in the Historic Environment Project Planning Note 3: Archaeological Excavations (English Heritage 2008). The site archive will contain all the data collected during the evaluation and excavation including records, finds and environmental samples. It will be quantified, ordered, indexed and internally consistent.

12.5 A Post-excavation Assessment report for the evaluation, excavations and any watching brief will be prepared within twelve months of completion of the site work. A brief summary report will be submitted within ten working days from the end of the fieldwork if required.

12.6 The report will be in line with guidelines set out in Management of Research Projects in the Historic Environment Project Planning Note 3: Archaeological Excavations (English Heritage 2008) and will adhere to the ESCC Standards Annex C (ESCC 2008).

12.7 An Online Access to the Index of Archaeological Investigations (OASIS) form will be completed at http://ads.ahds.ac.uk/project/oasis/ following the completion of the Assessment report and included as an appendix.

12.8 All finds and environmental remains will be assessed and recorded using pro-forma recording sheets by suitably qualified and experienced specialists. Initial artefact dating will be integrated with the site matrix. All finds work will be carried out in line with the ASE policy and guidelines (2007) which adheres to IFA Guidelines (2001).

12.9 A draft copy of the Post-excavation Assessment report will be sent to the ESCC Archaeologist in the first instance for his comments and approval. Once the report has been accepted further copies and one electronic copy in PDF format will be sent to ESCC and the client as appropriate.

12.10 A copy of the Post-excavation Assessment report will be supplied to the County HER on the understanding that it will become a public document after an appropriate period of time not exceeding six months.

13.0 FINAL REPORTING AND ARCHIVE DEPOSITION

13.1 In line with the recommendations of the Post-excavation Assessment report, agreement shall be reached with the ESCC Archaeologist regarding the format

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and destination of subsequent publication(s) arising from all investigations (evaluation, excavation, watching brief etc.). A paper suitable for publication will be produced within 24 months of completion of all work on the site.

13.2 Upon completion of the final report for publication, the archive will be prepared for deposition in accordance with the Guidelines for the Preparation of Excavation Archives for Long-term Storage (United Kingdom Institute for Conservation 1990) and Standards in the Museum Care of Archaeological Collections (Museums and Galleries Commission 1994).

13.3 Permission will be sought from the landowner to deposit the finds and paper archive with an appropriate local repository, in this case preferably Eastbourne Museum, Eastbourne.

14.0 MONITORING

14.1 Provision will be made at all stages of the project for the ESCC Archaeologist to monitor progress and standards.

15.0 HEALTH AND SAFETY

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

16.0 INSURANCE

16.1 Archaeology South-East is insured against claims for: employer's liability to the value of £25,000,000; public liability to the value of £10,000,000 any one occurrence and in the aggregate for products liability, with an extension for no fault compensation up to £10,000,000 in the aggregate; professional indemnity to the value of £10,000,000 any one occurrence.

17.0 REFERENCES

Archaeology South-East 2007 *Fluxgate Gradiometer Survey of land at Pocock's Field, Kings Drive, Eastbourne, East Sussex*

Archaeology South-East 2007 Policy for Finds Collection and Processing, Post-excavation manual 1

CgMs 2007 *Archaeological Desk-Based Assessment, Land at Pocock's Field, Kings Drive, Eastbourne, East Sussex*

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English Heritage 2011 *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation (second edition)*

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IfA 1994 (Rev. 2001) *Standard and Guidance for Archaeological Evaluation*

IfA 1999 *Code of Conduct*

IfA 1999 *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology*

IfA 2001 *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials*

Reffell, R 2004 *Eastbourne Natural History and Archaeology Society, An Excavation at Pocock's Field, Eastbourne, East Sussex, Interim Report*

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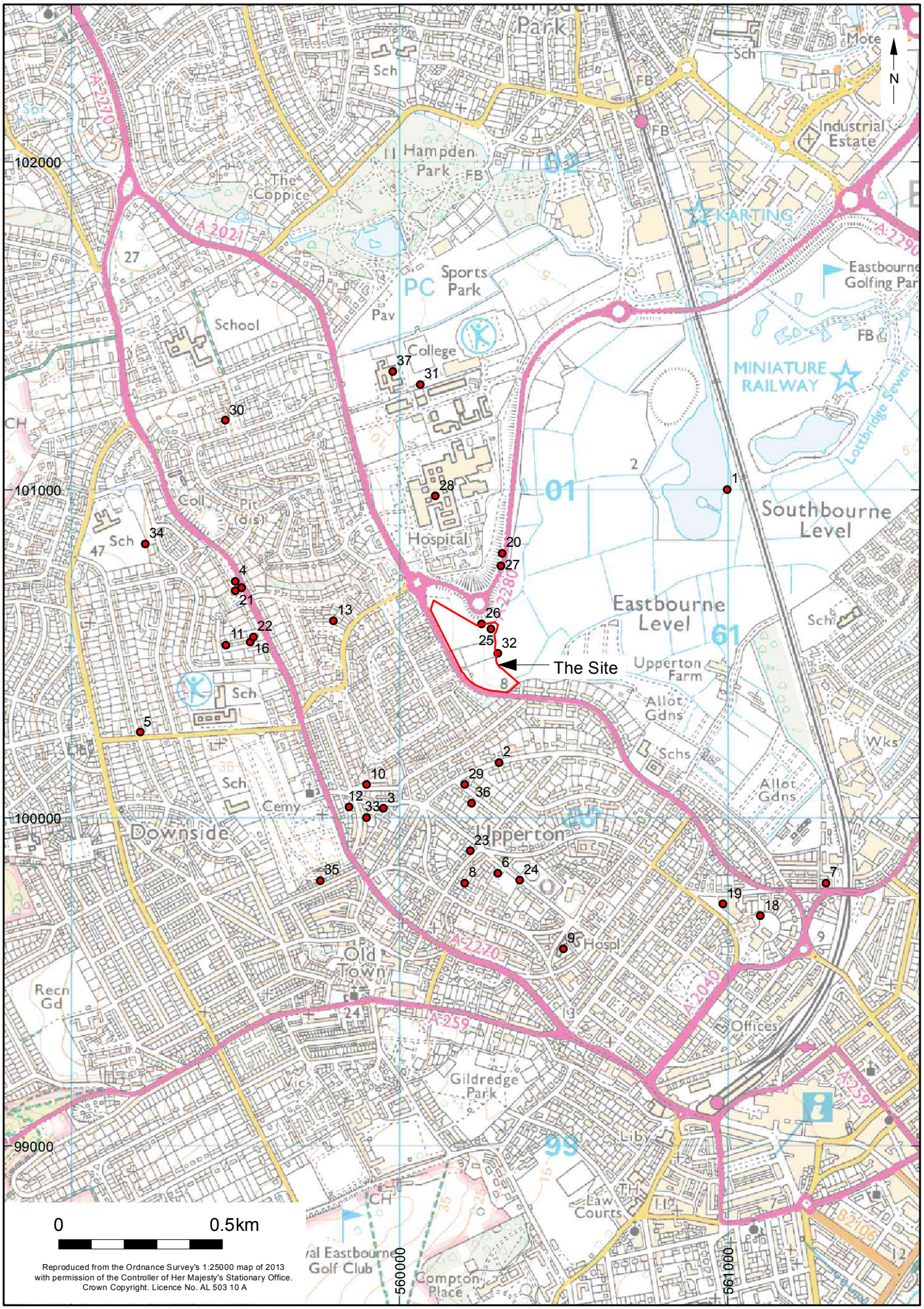
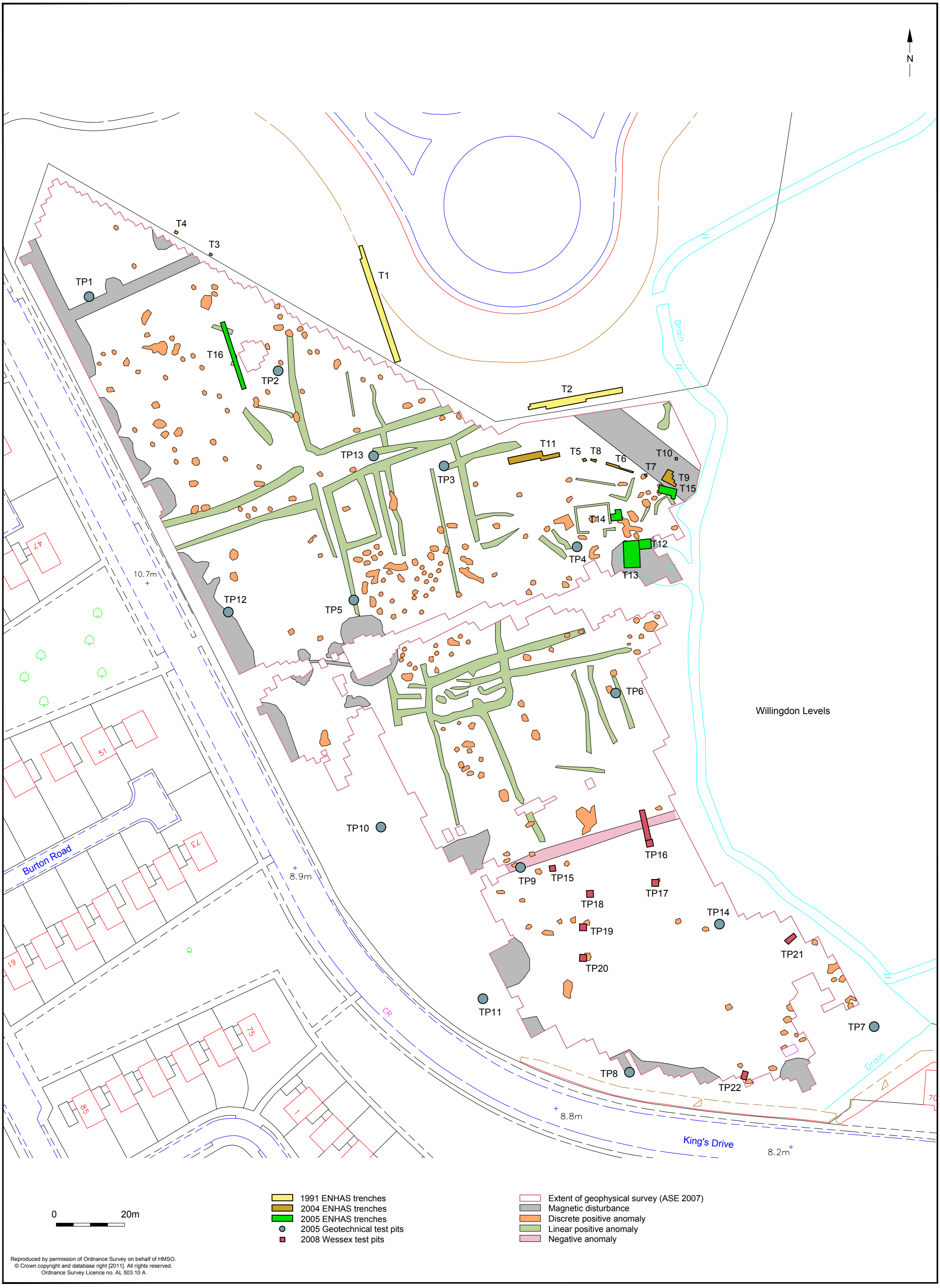


© Archaeology South-East		Pocock's Field, Eastbourne	Fig. 1
Project Ref: 5647	May 2013	Site location	
Report Ref:	Drawn by: JLR		



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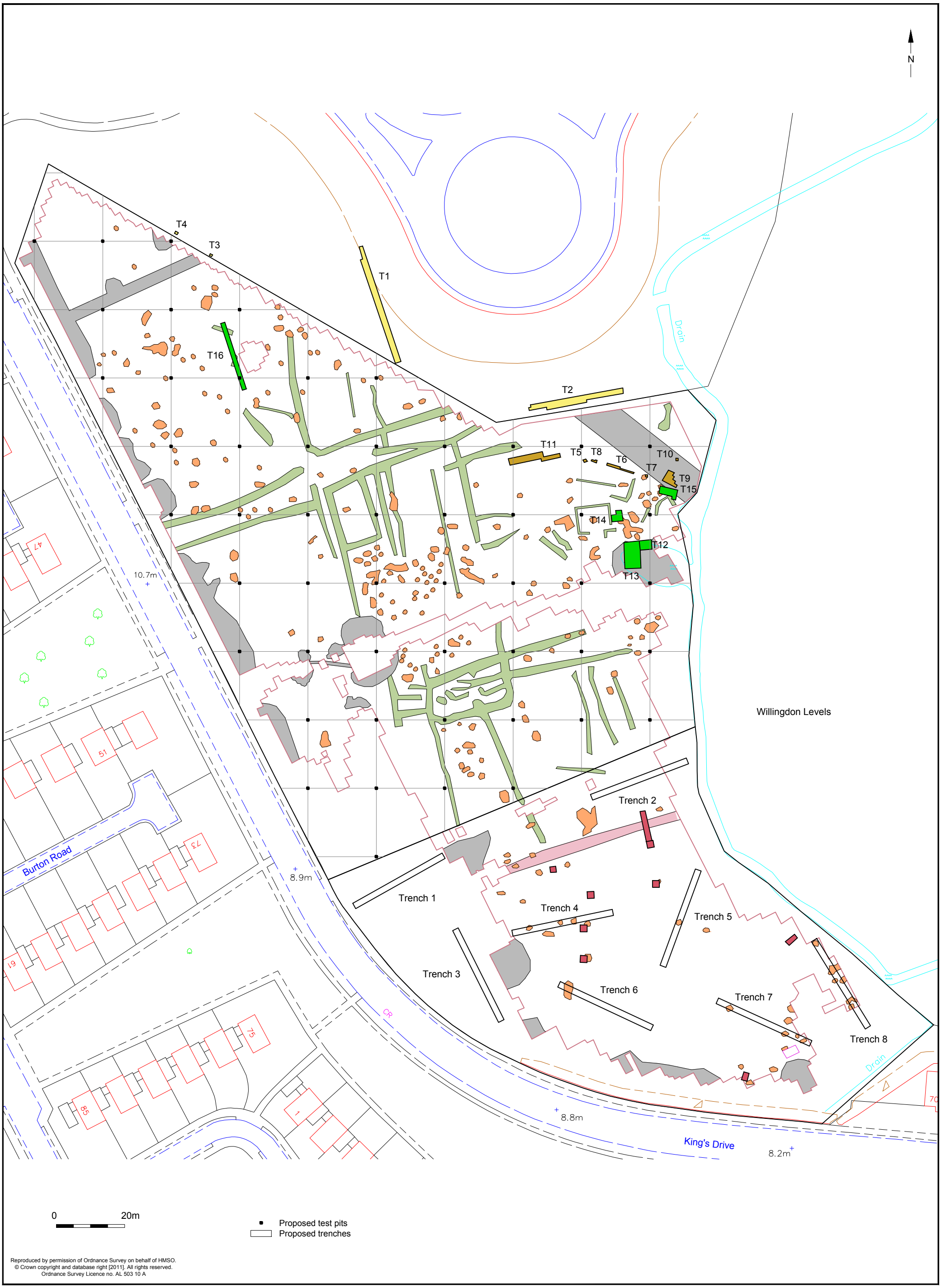
© Archaeology South-East		Pocock's Field, Eastbourne	Fig. 2
Project Ref: 5647	April 2013	Previous investigations on the site	
Report Ref:	Drawn by: JLR		



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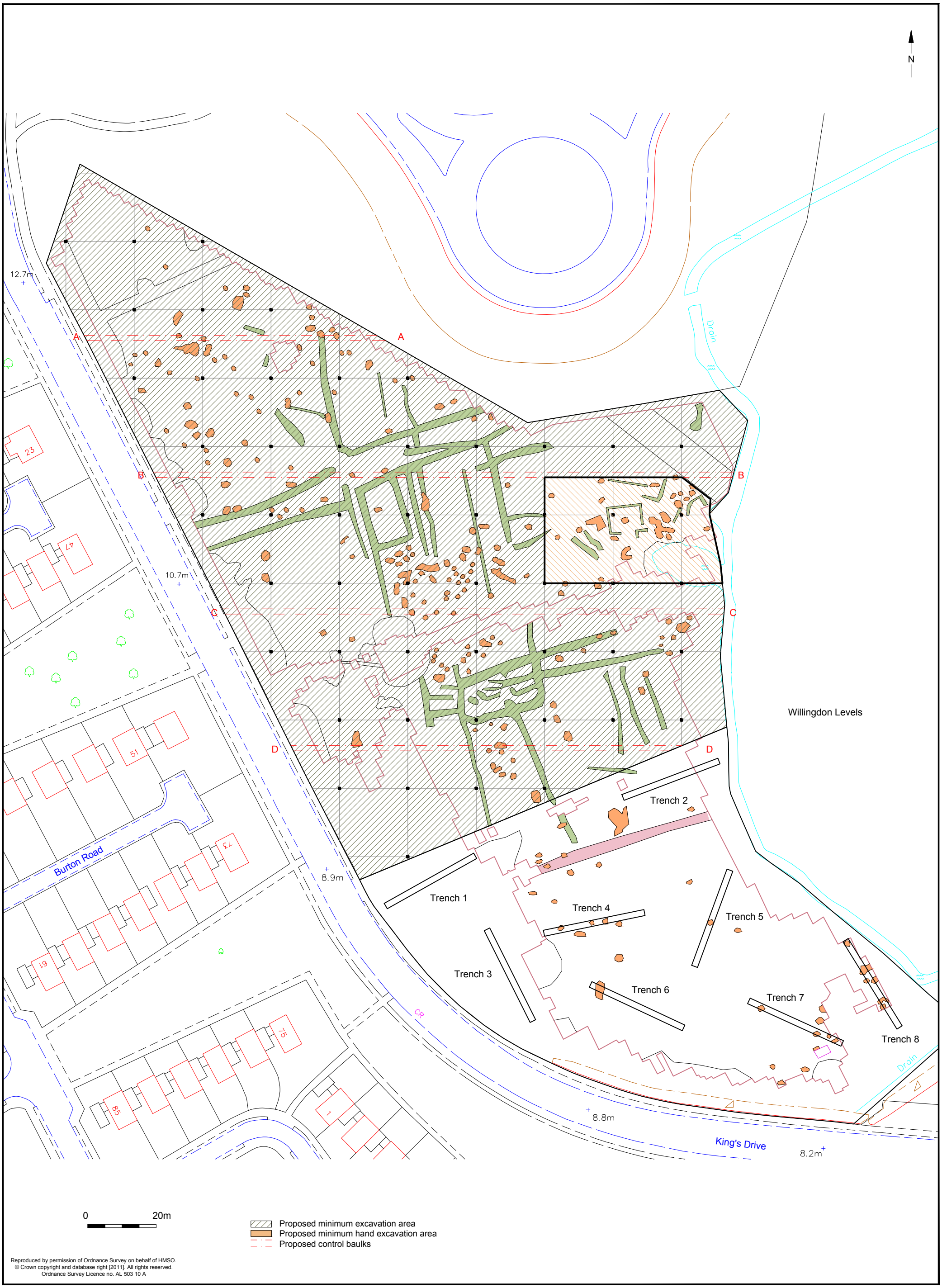
© Archaeology South-East		Pocock's Field, Eastbourne	Fig. 3
Project Ref: 5647	April 2013	Proposed evaluation test pits and trenches	
Report Ref:	Drawn by: JLR		



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© Archaeology South-East		Pocock's Field, Eastbourne	Fig. 4
Project Ref: 5647	April 2013	Proposed minimum and hand excavation areas	
Report Ref:	Drawn by: JLR		

Appendix 1: HER data

Site no.	HER no.	Record type	Site name	Description
1	MES507	Findspot (FS)	Palaeolithic handaxe	Handaxe found at Lott's Bridge Drove
2	MES515	Monument (MON)	RB settlement	Roman rubbish pit
3	MES520	MON	med chapel	Site of Chapel of Knights of St John
4	MES534	MON	AS cemetery	early Anglo-Saxon burial ground on Ocklynge Hill
5	MES537	MON	RB settlement	midden with associated inhumation and rubbish pits
6	MES620	MON	AS cemetery & IA settlement	AS cemetery & IA settlement
7	MES621	FS	BA macehead	BA macehead found at Bedford Well Waterworks
8	MES623	MON	MBA urn	cinerary urn
9	MES634	MON	BA pit & finds	cinerary urn with associated refuse pit
10	MES641	MON	windmill	Recorded as a windmill site but not shown on 1st-4th ed. OS maps
11	MES642	MON	C19 windmill	Site of Bakers Mill, C19th
12	MES767	MON	AS inhumation	Found at 27 Hurst Road
13	MES769	MON	med manor house	site of Redmeld Manor
14	MES770	MON	horizontal mill	Site of ?C18th horizontal windmill
15	MES771	MON	med windmills	?Medieval post mill
16	MES773	FS	IA Pottery	Horsted Keynes ware pottery
17	MES775	MON	C19 tower mill	Site of C19th St John's Mill and medieval Chapel Mill
18	MES817	MON	C19 hospital	Site of C19th cottage hospital
19	MES818	MON	C19 hospital	Site of C19th cottage hospital
20	MES823	MON	Villa	Roman villa site uncovered during road building
21	MES7008	MON	post mill	Medieval post mill
22	MES7009	MON	med habitation site	medieval rubbish pits
23	MES7010	MON	med postmill	Rectory Manor mill, also known as Parsonage Mill, White Mill
24	MES7011	MON	med postmill	Gildredge Manor mill, also known as Black Mill or Bignell's mill
25	MES7263	MON	BA-RB site	An area of earthworks, building platforms and ponds
26	MES7283	MON	med site	Probable medieval and post medival manor house and associated farmyard
27	MES7287	MON	rb settlement	Evidence of Romano British settlement and saltworking recorded during the construction of a new road
28	MES7288	MON	?villa	unconfirmed reports of Roman villa found during building works
29	MES7363	MON	AS occupation	AS finds made during road building
30	MES7984	MON	Cold War domestic site	Cold War domestic site for Beachy Head ROTOR station

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Site no.	HER no.	Record type	Site name	Description
31	MES8492	MON	Bronze Age Ditch	Poorly defined, Bronze Age ditch
32	MES10270	FS	Copper alloy vessel	found during metal detector survey of Pococks Field
33	MES14498	FS	Finger ring	AD 20th Century to Modern
34	MES16378	MON	multi-period occupation	Bronze Age through to the post-medieval, including significant quantity of early Saxon pottery
35	MES17244	FS	coin	Coin of Claudian date
36	MES19851	FS	Artefact scatter	Assemblage of finds dating from Roman, medieval and post-medieval periods
37	MES20213	FS	RB sherd	Single East Sussex Ware sherd

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Appendix 2

STANDARDS FOR ARCHAEOLOGICAL FIELDWORK, RECORDING, AND POST-EXCAVATION WORK IN EAST SUSSEX

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STANDARDS FOR ARCHAEOLOGICAL FIELDWORK, RECORDING, AND POST-EXCAVATION WORK IN EAST SUSSEX

Introduction*: These* Recommended Standards *are intended to be applicable to all archaeological fieldwork projects carried out in East Sussex including those which have been generated through the land use planning process.*

Attached to the Standards are several Annexes*, which set out requirements specific to certain types of fieldwork. All the requirements set out in the* Annexes *are subject to the Standards*.

Individual projects may however have specific requirements, which may dictate variations or additions to these Standards, and to the Annexes*; such variations or additions will normally be set out in an accompanying, site-specific* Brief for Archaeological Investigation*, which, together with the Standards*, *constitute the* Written Scheme of Archaeological Investigation *for the project.*

1.0 General Procedures

1.1 All archaeological fieldwork (and desk-based assessment) will be carried out by archaeologists acceptable to the relevant Local Planning Authorities, with recognized experience and expertise in the specified type of assessment or survey to be carried out. Registration with the Institute of Field Archaeologists, will normally be considered as an indicator, but not a prerequisite, of demonstration of such expertise and experience.

1.2 During the course of fieldwork the archaeologist carrying out the work (hereafter "the Archaeologist") shall be represented on-site at all reasonable times by a member of staff who shall be responsible on the Archaeologist's behalf for the conduct of the on-site work. The relevant member of staff will be nominated by the developer to the County Council, via the County Council's archaeological officers, in advance of commencement of on-site works.

2.0 Pre-fieldwork

2.1 Prior to commencement of on-site works the Developer shall inform the County Council, via the County Council's archaeological officers, of the proposed team assigned by the Archaeologist to undertake such works and provide (if required) CVs of senior staff and specialists to be involved with the project. Senior staff should either be Associates/ Members of the Institute of Field Archaeologists (IFA) or be able to demonstrate an appropriate level of experience and expertise.

2.2 Prior to commencement of archaeological works on the Site, the Archaeologist shall have:

2.2.1 consulted the County Archaeological Historic Environment Record (County HER) held by East Sussex County Council;

2.2.2 ascertained the anticipated solid and drift geology of the site, from British Geological Survey/ Geological Survey of Great Britain maps;

2.2.3 examined, and interpreted from an archaeological point of view (as far as is possible), any readily available geotechnical site investigation records (e.g. borehole or test pit logs);

2.2.4 examined and noted details of published secondary documentary sources relevant to the site, e.g. the relevant volume of the *Victoria County History of Sussex* (where published);

2.2.5 examined and noted details (e.g. Landscape / archaeological / historical features, quarries, field names and plot numbers located in and around the development site) of relevant historical maps in the East Sussex Record Office which may be of archaeological or historical significance - maps to be examined must include the relevant parish Tithe and / or Enclosure Map and associated Apportionments, Ordnance Survey maps from 1st edition to present, 18th- and 19th-century maps of Sussex / Southern Sussex and private estate / land development maps;

2.2.6 sought and obtained a provisional Accession number for the Site Archive from the recommended recipient museum (except where the museum prefers to issue an accession number following completion of fieldwork), and any guidelines from the recipient museum regarding deposition of the Site Archive;

2.2.7 obtained information derived from Statutory Undertakers on services (gas, electricity, water, sewerage, telecommunications) on the Site and ascertained the alignments of Rights of Way, such information to be taken into account in carrying out fieldwork, so as to avoid those services;

2.2.8 if requested, submitted a Method Statement and Risk Assessment to the County Council, via the County Council's archaeological officers, in writing;

2.2.9 obtained (or submitted) full copies of the Written Scheme of Investigation (and/or Brief and *Recommended Standard Conditions*), and issued these copies to the field officer responsible for carrying out the work on site - these copies, together with the Archaeologist's agreed Method Statement, must be retained on site during the investigation, so that the field officer is aware of all requirements of this document;

2.2.10 ascertained the Developer's requirements in respect of communications with the media and public relations regarding the fieldwork.

3.0 Fieldwork & Standards (General)

3.1 All archaeological features, structures and deposits exposed during fieldwork must be cleaned, planned, and recorded. In general terms the amount of each archaeological feature to be excavated shall be sufficient to obtain a good indication of the date and function of that feature, subject to the requirements of adequate palaeoenvironmental assessment and sampling - see below.

3.2 Excavation of discrete features should be carried out using small hand tools; single horizontal layers and deposits, large discrete features and ditches may be excavated where appropriate by mattock / pick and shovel as well as hand tools. Archaeological features which must be partly removed in order to attain deeper levels will be planned and sampled unless they appear to be of particular importance, in which case they will be left *in situ*.

3.3 Archaeological structures, features and deposits exposed or excavated will be planned by the Archaeologist in relation to the excavated area within which they lie, and the plan outlines of the excavated areas planned on to a copy of an Ordnance Survey base map of not smaller than 1:2500 scale.

3.4 Archaeological structures, features or deposits must be surveyed by the Archaeologist in relation to an Ordnance Survey bench mark or spot height/ temporary bench mark derived from an OS bench mark.

3.5 Any human remains revealed during the fieldwork should initially be left by the Archaeologist *in situ*, covered and protected, and reported by the Archaeologist with despatch to the Coroner, the Ministry of Justice and to the County Council, via the County Council's archaeological officers. Where their removal has been agreed by the Ministry of Justice, a licence for their removal may be required and if so must have been obtained by the Developer or Archaeologist, and the relevant Ministry of Justice and environmental health regulations should be complied with.

3.6 Any finds believed by the Archaeologist to fall potentially within the statutory definition of Treasure, as defined by the Treasure Act 1996, shall be reported with despatch to the Coroner or to the relevant local reporting museum, the Portable Antiquities Scheme Finds Liaison Officer (c.o. Sussex Archaeological Society), to the landowner and to the County Council's archaeological officers. A record shall be provided by the Archaeologist to the Coroner and to the County Council, 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 on map).

3.7 In respect of the carrying out of archaeological fieldwork, the Developer's attention is drawn to the Construction (Design and Management) Regulations 1994 and with the Construction (Health, Safety & Welfare) Regulations 1996.

3.8 In order to facilitate the recovery of small artefacts on this site, a metal detector should be used by the Archaeologist to survey excavated spoil, the surfaces of all exposed archaeological features, and any additional parts of the site directed by the County Council's archaeological officers.

3.9 Access to the Site during the course of fieldwork shall be in accordance with those points specifically designated for that purpose. Arrangements for access to the site should be notified to the Archaeologist by the Developer prior to

commencement of the investigation. The Archaeologist should not commence works on site until arrangements for access to the Site have been notified and agreed.

3.10 Existing access to adjacent land shall be maintained by the Archaeologist at all times during the course of fieldwork.

3.11 All existing public and private highways including accesses shall be kept by the Archaeologist free of mud from site vehicles used to transport the Contractor's staff to the Site to carry out the fieldwork. Public Rights of Way must not be obstructed by the Archaeologist's site vehicles, spoil, equipment or other items associated with the fieldwork.

3.12 In all cases where East Sussex County Council is commissioning an Archaeologist to carry out fieldwork or Desk-Based Assessment, or where the County Council is acting directly for the commissioning body, any approaches to the Archaeologist from the media or the press shall be referred to the County Council's Press Officer. Any intended written or oral communication to any other party in connection with the investigation and recording, other than the landowner or the County Council, must be agreed with the County Council in advance.

3.13 A brief written summary of the findings of the fieldwork, with plans showing the locations and outlines of excavations and archaeological features and deposits/ relevant standing structures/ surface collections of finds, shall be completed within 5 working days of completion of fieldwork and copies of these reports submitted to the County Council, via the County Council's archaeological officers, and Local Planning Authority.

4.0 Site Archive and Project Archive

4.1 The Site Archive, which comprises records of the archaeological investigation and any materials recovered, including written elements, plans and drawings, photographic prints and transparencies (where appropriate) and other primary data recovered during the investigation, must be quantified, ordered, indexed, digitised (where appropriate), and made internally consistent. Treatment of materials, records, site matrix and summaries must be completed in accordance with Appendix 3 (site archive specification) of *Management of Archaeological Projects* (English Heritage, 1991) (MAP 2) and with reference to 'Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation' (AAF, author Duncan Brown, 2007).

4.2 Work on the Site Archive shall be completed within six calendar months of completion of the archaeological investigation. Exception: where the application of specialist scientific and analytical techniques render this time scale impractical, an extended time scale for completion of the site archive will be agreed by the Archaeologist and the County Council, via the County Council's archaeological officers, prior to commencement of post-excavation works. Upon completion of the Site Archive the Archaeologist shall arrange a meeting with the County Council's archaeological officers, to present the Site Archive for inspection prior to its deposition in an appropriate museum.

4.3 It is recommended either that Copyright of the written, drawn and photographic elements of the Site Archive shall be vested jointly in the Archaeologist and in the recipient museum; or that at the time of deposition of the Site Archive in the recipient museum, the recipient museum should be given permission in writing

by the Copyright holder to make reproductions of specified categories of material from the Site Archive for educational or research purposes, with due acknowledgement to the Copyright holder.

4.4 Within 6 months of completion of the written and drawn Site Archive a security copy of these elements of the Archive in a medium acceptable to English Heritage will be deposited by the Archaeologist in the National Monuments Record Centre (NMRC), held by English Heritage in Swindon (Wilts.).

4.5 Cost estimates for archiving (including long-term storage costs) should be ascertained by the Archaeologist in preparing quotations for undertaking the investigation. Within six months of completion of fieldwork, the Archaeologist shall inform the County Council, via the County Council's archaeological officers, of arrangements reached with the recipient archive store and the NMRC for the submission of a security copy of the archive.

4.6 Subject to the agreement of the landowner with regard to deposition of artefacts and ecofacts recovered during fieldwork, the site archive should be deposited by the Archaeologist within the recipient museum within five years from the date of completion of the investigation.

4.7 Subject to the terms of the Treasure Act 1996, it is recommended that all artefacts and ecofacts unearthed from the investigation and all other elements of the Site Archive (as defined in MAP2) should be deposited by the Archaeologist in an appropriate public museum registered or provisionally registered by Resource (The Council for Museums, Archives & Libraries) and acceptable to the Local Planning Authority (to be discussed with the County Council).

4.8 Prior to deposition of finds in the recipient museum the Archaeologist should agree with that museum the sample or quantity of bulk finds (pottery, animal and (if appropriate) human bone, other ecofactual material, building material, burnt flint, worked flint and stone) to be deposited.

4.9 All excavated artefacts and ecofacts and all other elements of the Site Archive should be delivered by the Archaeologist to the recipient museum as one deposit. Where this arrangement is not practicable lists will be submitted by the Contractor to the recipient museum of objects not deposited, together with information as to the quantity involved and their current location, reasons why items have not been deposited and a timetable for their ultimate deposition.

4.10 Artefacts and ecofacts deposited by the Archaeologist in the recipient museum must be accompanied by the original drawn, written and photographic Site Archive or by a complete duplicate record thereof. A security copy of the written and drawn Site Archive should also be supplied by the Archaeologist to the recipient museum.

4.11 In carrying out post-excavation work and analysis of ceramics from the Site, the Archaeologist will liaise with the Post-Excavation Managers of other archaeological field units who have carried out archaeological investigations in the area, with a view to ensuring a concordance between fabric type descriptions of ceramics from this site and those employed on other recently excavated sites in the area and those commonly employed elsewhere in Sussex. The reason for such liaison is to ensure against a proliferation of different systems of ceramic fabric type descriptions and nomenclature in the area of the relevant site. **NB** The Archaeologist is advised to ascertain whether there may be a charge for other

archaeologists' time in undertaking such liaison, and if so to take this charge into account in cost estimates for carrying out the investigation.

4.12 In cases where the results of fieldwork are considered suitable for dissemination to the public (see Annexe C), the Project Archive, as defined by the English Heritage publication MAP2, shall be deposited in the recipient museum in accordance with MAP2 Chapter 8.

5.0 Treatment of finds

5.1 All artefacts (e.g. pottery, glass, metalwork, clay pipes, objects in worked flint and stone, wood, bone, horn and leather, brick and tile, slag) and ecofacts (organic finds such as bones, preserved ancient plant remains, seeds, pollen and charcoal, soil samples) recovered during the fieldwork will be made available to the Archaeologist pending completion of the written report on the work.

5.2 Artefacts and ecofacts recovered during fieldwork will be stored during the course of the fieldwork at the Archaeologist's secure offices or usual place of secure storage of archaeological finds. The Archaeologist shall not leave any artefacts or ecofacts unearthed from the fieldwork on site overnight or on days other than working days.

5.3 Normally all artefacts recovered during fieldwork will be suitably washed and marked by the Archaeologist with the Site Code (where the size, condition and material type of the artefacts allows), and all artefacts and ecofacts bagged and boxed by the Archaeologist, in accordance with current United Kingdom Institute for Conservation / RESCUE publication First Aid for Finds (3rd. ed. 1998). Bags and boxes should be marked with the Museum Accession Number. All "small finds" (unless too small) will be marked with the Museum Accession Number (where small, the Accession Number is to be preferred to the Site Code) and will be boxed together, separate from bulk finds.

5.4 All artefacts recovered during fieldwork, which require laboratory conservation will initially be stabilised by the Archaeologist prior to their deposition at the recipient museum, using passive conservation measures, in accordance with the guidelines set out in First Aid for Finds, referred to above.

5.5 Artefacts which require prompt active conservation measures to prevent deterioration must be identified at an early stage during post-excavation work. Where initial fieldwork, or initial desk-based assessment, results in preservation of archaeological remains by record (ie. comprehensive excavation or a "watching brief"), all artefacts of this sort, recovered during development-related fieldwork from the relevant site, should have been cleaned and, subject to discussion with the receiving museum, stabilised or laboratory-conserved prior to their deposition in the museum. Full records of any treatment should accompany the artefacts.

5.6 Prior to, or concurrently with deposition of artefacts or ecofacts in the receiving museum the Archaeologist must confirm in writing to the museum that he/she/they have the written permission of the landowner to donate the finds to the museum; and, where relevant, that the laws relating to Treasure have been adhered to.

6.0 Fieldwork report (minimum standard)

6.1 A full report on the fieldwork (other than a report required under the terms of

Annexes B, C, D) shall be completed by the Archaeologist within 20 working days of completion of all fieldwork on the site. Copies of this report (hard copy and pdf) shall be submitted to the District/Borough Planning Authority (min. 1 copy), the County Council, via the Council's archaeological officers, (min. 1 copy), the County Historic Environment Record (min. 1 copy), the East Sussex Record Office (min. 1 copy) and the Sussex Archaeological Society library (min. 1 copy).

6.2 The Developer and Archaeologist should assume that the report lodged with the East Sussex County Historic Environment Record will become available for public inspection after an appropriate period; and that information from the report may be authorised to be used by the County Council, with due acknowledgement to the Developer and Archaeologist.

6.3 The report must include, except where otherwise stated in the *Brief*:

- Planning history, in brief, including nature of proposed development, relevant Local Planning Authority, applicant, and planning application reference number (where applicable)
- Function of the report
- Location of site by OS map reference (5 figures easting, 5 figures northing)
- A location plan of the site, with boundary clearly marked, on an OS base map of not less than 1:2500 scale (smaller scale for large sites only), showing Grid North, and tied in to the OS Grid **(Grid lines to be numbered)**
- Plans showing the outlines of trenches / excavated areas in relation to the site boundary
- Plans of trenches / excavated areas showing archaeological contexts recorded therein, at a scale suitable for distinguishing clearly the outlines of recorded contexts
- Those parts of archaeological contexts which have been excavated
- For deeper / stratified sites, drawn sections of each trench elevation, with OD levels
- Levels above / below OD at top and bottom of trenches/ excavated areas, at each end / corner of the trench / excavated area
- Site geology
- Archaeological and historical background
- Reproduced extracts of relevant historical maps, with site boundary superimposed and clearly shown (where photocopies cannot be taken, good quality traced extracts should be made)
- Dates of fieldwork - beginning and end
- Fieldwork methodology, archaeological and palaeoenvironmental sampling strategies
- Site Code
- Staff Structure - Project Manager, Site Supervisor(s)
- Name of developer, person or body commissioning the archaeological contractor
- An abstract of the background and findings of the report of about 100-200 words
- Principal author and (at the head of each specialist report) names of contributors to the report
- Stratigraphic report, by excavated area and context
- Finds reports
- Identification of finds requiring active conservation
- Present location of finds, intended repository of the finds, museum accession number

- Palaeoenvironmental report - results of palaeoenvironmental processing and assessment
- A list of contexts excavated, arranged numerically, with brief description, nature of artefactual / ecofactual contents, and provisional / final dating
- A list of palaeoenvironmental samples taken
- Discussion and Conclusions
- References
- Historic Environment Record summary form

6.4 The principal function of the report is to provide information on archaeological remains on the Site. The Local Planning Authorities will draw conclusions from the report on the significance of archaeological remains, and if appropriate will recommend further actions to safeguard archaeological remains of local or national importance. The report should distinguish between the objective account of the archaeological evidence recovered and the interpretation of that evidence. A brief critique of the methodology and a "confidence rating" should be included.

6.5 The report shall normally contain reproduced photographic illustrations showing, as a minimum, the overall "site setting", significant standing structures / contexts, with, in the case of trial trenches, an illustration(s) clearly showing the depth of the trench(es), e.g. with ranging rod.

6.6 The copies of the report submitted to the Local Planning Authority must be accompanied by a selection of illustrative images which shall be submitted to the HER within six calendar weeks of completion of trial investigation works on site. These images are intended both for record purposes and for dissemination of information to the Local Planning Authorities and to the public (e.g. through presentations and talks).

6.7 In the case of complex sites or significant archaeological / architectural features, illustrations in the report and images submitted to the HER will include scenes of excavation works in progress (including close-up pictures of archaeological feature(s) under excavation); more important archaeological features / site sections (in Site terms) both excavated (**with scale**) and, where appropriate, under excavation, and important archaeological finds, both under excavation (where appropriate) and cleaned (**with scale**).

7.0 Palaeoenvironmental sampling and other specialist scientific techniques (minimum standard)

7.1 On all sites involving archaeological excavation - evaluation, full excavation or watching briefs - a structured programme of environmental sampling appropriate to the aims of the field work will be implemented. The strategy and methodology for the sampling, recording, processing, assessment, analysis and reporting of deposits with environmental archaeology potential will be in accordance with English Heritage Centre for Archaeology Guidelines “Environmental Archaeology – A guide to the theory and practice of methods, from sampling and recovery to post-excavation” (March 2002). Any variation to this guidance will be agreed in advance with both the County Archaeologist and the English Heritage Regional Scientific Advisor. Particular note will be taken of the following requirements.

7.2 The County Archaeologist, in consultation with English Heritage's Regional Scientific Advisers, wishes to encourage a more systematic approach to palaeoenvironmental and other scientific sampling in undertaking archaeological

fieldwork of all kinds. The archaeological organization undertaking the investigation will:

Prior to undertaking fieldwork:

- Seek the advice of a suitably qualified / experienced palaeoenvironmental specialist to advise on palaeoenvironmental aspects of the project and an appropriately qualified and experienced environmental archaeologist will devise and supervise the implementation of the environmental sampling strategy.
- Include within the Method Statement a description of the proposed method of palaeoenvironmental sampling, prepared in consultation with the palaeoenvironmental specialist
- Address in the Method Statement the proposed sampling methods for the following, taking into account known / anticipated site and soil conditions, conditions of preservation (This is **not** to say that all or many of the sampling methods must be carried out, and should be planned for; only that the possibility that sampling for some of these may be appropriate or desirable (and *may* need to be carried out, *if* suitable deposits survive)): *animal bones, human remains (if removal is proposed, with Home Office Licence), vertebrates, molluscs, insects, parasite ova, plant macrofossils, wood, charcoal, pollen and spores, phytoliths, foraminifera, ostracods, diatoms, soil and sediments, specialist dating (e.g. Carbon-14, dendrochronology, remanent magnetism, amino acid racemisation)*
- State clearly in the Method Statement which samples will be taken on site by specialists rather than excavation staff and under what circumstances
- State clearly the proposed post-fieldwork sample assessment strategy and methodology
- Use a standard flotation sample size of 40-60 litres or 100% of smaller features, the flot to be collected on a sieve with mesh size of 250-300 microns, residues to be collected on sieve size of 500 microns - 1mm
- Arrange with the palaeoenvironmental specialist to visit the site during investigation, *if archaeological features / deposits are found within the trial trenches*, and arrange how often this will be needed in order to keep track of features exposed
- Notify English Heritage's Regional Scientific Adviser for SE region, (Dr Dominique de Moulins), of the date of commencement of investigation (E-mail: d.moulins@ucl.ac.uk ; tel. 020 7679 1539), and offer the Regional Scientific Adviser an opportunity to vist the site during fieldwork, preferably together with the palaeoenvironmental specialist.

During fieldwork:

- Manage site visits from the palaeoenvironmental specialist *(where applicable)*
- Agree and implement on site the sampling strategies
- Manage the collection by specialist of specialist samples, where required
- Update the post-fieldwork strategy and assessment as necessary (this may involve additional resources).

After fieldwork: Follow MAP 2 project planning strategy.

7.3 Where moderate to abundant archaeological deposits and features are revealed, sampling for a number of investigations including plants, animal bones, fish bones, molluscs and invertebrates will be essential. The potential of the material has to be ascertained through the taking of bulk samples from a representative

cross-section of features and layers of all periods; these should be well dated or datable and well-sealed (not mixed). The selection of these samples will therefore take into account the presence / absence of datable artefacts and the degree of residuality and intrusiveness (e.g. of finds, recent or modern material etc.) within the deposits. Where good conditions for the preservation of bone have been identified, all large bones will be collected by hand and sieving of bulk samples up to 100 litres will be undertaken as appropriate. Mollusc samples of 2 litres each will be taken vertically from appropriate sections to investigate the changes of vegetation through time.

7.4 High priority deposits for palaeoenvironmental sampling are: primary fills of pits, wells, ditches and cesspits, layers of middens, occupation surfaces and other discrete activity areas, contents of hearths, kilns and ovens, storage areas or containers. Discrete burnt or charcoal areas are of the greatest interest and should always be sampled, but sampling should not be limited to areas of visibly burnt remains, for even charred plant remains are not necessarily visible within deposits, and many other types of material, including small finds, can be retrieved from the bulk samples. On dry sites, ditch fills, where concentrations of bones and pottery are visible, will yield the richest bulk samples.

7.5 All bulk environmental samples will be retained until the conclusion of all archaeological work associated with this development, and will all be assessed as part of the fieldwork. A subsample of 50% of the bulk sample (or 100% of the fill of features/ deposits of less than that capacity) from each sampled context will be floated, with the flot collected in a mesh of 250 microns, and the residue (heavy fraction) in a 500-micron or 1mm mesh. After drying, the sub-sample flot and residue will be assessed by a specialist to ascertain the degree of preservation, amount, diversity and potential to address research questions of the contents. This will be done using a binocular microscope (no less than x10 magnification) and good lighting.

7.6 The provisional assessment will estimate the presence of cereal grains, chaff and weed seeds as well as that of fish and small mammal bones and charcoal (including size ranges), with a quantification of each on a five-point scale and a note of the preservation on a similar point scale (very good to very poor). Results of this assessment will be included in the fieldwork report, together with a description of methodology.

7.7 Where waterlogged deposits occur, bulk samples of 20 litres will be taken (or 100% of the fill of the feature / deposit, if less than that capacity). Sub-samples of these waterlogged samples must be assessed by suitable specialists for the presence of plants, insects, and other biological indicators. Where deposits are wet, waterlogged or peaty, monoliths will be taken along cleaned vertical surfaces for the retrieval of pollen, diatoms, ostracods and foraminifera. The numbers to be taken will be agreed with the County Archaeologist. The results of the assessment will be included in the archaeological report.

7.8 The Archaeological Contractor will agree with the County Archaeologist any necessary delay in completion of the reporting of the field work to enable provisional results to be included.

7.9 The Archaeological Contractor will make appropriate provision for the application of scientific dating techniques such as radiocarbon, dendrochronology, archaeomagnetic dating, OSL and thermoluminescence dating. The advice of the

English heritage regional Scientific Advisor will be sought in advance of the application of these techniques.

7.10 Where applicable the guidance in the following English Heritage papers will be followed:

"Guidelines for the care of waterlogged archaeological leather" 1995
"Guidelines on the recording, sampling, conservation, and curation of waterlogged wood" 1996
"Dendrochronology – guidelines on producing and interpreting dendrochronological dates" 1997
"Archaeometallurgy" 2001
"Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation" 2002
"Human bones from Archaeological Sites: Guidelines for Producing Assessment Documents and Analytical Reports" 2004
"Geoarchaeology: Using earth sciences to understand the archaeological record" 2004
"Science for Historic Industries: guidelines for the investigation of 17th- to 19th-century industries 2006
"Archaeomagnetic Dating: Guidelines on producing and interpreting archaeomagnetic dates" 2006
"Guidelines on the X-radiography of archaeological metalwork" 2006
"Piling and Archaeology: An English Heritage Guidance Note 2007

8.0 Monitoring

8.1 On behalf of the Local Planning Authority the County Council's archaeological officers will normally be responsible for monitoring the progress and standards of on-site fieldwork, for validating the reporting and findings of such fieldwork, and for warranting the conformity of working practices with these Standards and with the Written Scheme of Investigation. A minimum of two days' notice before commencement of fieldwork should be given by the Contractor/Archaeologist.

ANNEXE A: Trial archaeological excavation (minimum standard)

1. On the Site, prior to excavation, a scan must be undertaken of the proposed site of each intervention (test pit / excavated pit / trench location), using a CAT or other cable tracer, in order to locate any live services. Should live services be revealed, the trench should be realigned in approximately the same position and orientation in such a way as to avoid the relevant services. If any services are revealed during excavation of machine trenches (though not indicated by CAT or similar scan), and are suspected to be live by the Contractor, then trenches should similarly be repositioned, or the area of services left unexcavated.

2. In carrying out the investigation, the developer should ensure that the Archaeologist complies with all relevant Health & Safety regulations. In particular the mechanical excavator should be kept away from unsupported trench edges. Safety helmets, protective footwear and high-visibility overclothing are to be used by all personnel as necessary.

3. Initial excavation will, unless otherwise specified, be carried out by mechanical excavator. For this purpose a mechanical excavator equipped with a wide (e.g. 5 foot / 1.5 metre) toothless ditching bucket will be used. Trenches should be excavated to a full width of 2.0m unless otherwise agreed with the County Archaeological Officer.

4. Mechanical excavation will be carried down in all trenches to the surface of geological solid or drift deposits, or to the top of surviving archaeological deposits (whichever shall be uppermost). Any cut features (e.g. ditches or pits) or structures encountered should be recorded in plan and manually excavated before proceeding with further excavation. If some trenches need to be excavated throughout to a depth at which the sides of the trench are considered unstable, to reach the natural subsoil/ archaeological deposits, the sides of trenches must first be either shored, battered or “stepped back” to allow safe working.

5. Spoil from the machine excavation of trenches on the Site shall be deposited by the Archaeologist adjacent to each trench, with a minimum 1.5m space between spoil and trench to comply with safe working practices, unless otherwise specified by the developer.

6. Trenches or test pits left open and unattended during the day or overnight shall be secured and clearly marked by the Contractor, in a manner commensurate with considerations of site safety. “Deep Excavations” notices should be appended to trenches or test pits where appropriate.

7. At least one full section of each trench and test pit must be properly drawn and recorded, with levels related to the Ordnance Datum**.** Both / all trench sections for each trench will be drawn where the stratigraphy is deep and / or complex.

ANNEXE A: Trial archaeological excavation (ctd.)

8. A proportion of archaeological features, structures and deposits exposed within the trial trenches shall be partially excavated by the Archaeologist by hand. Partial excavation will be defined as follows:

- All linear features will be sampled, using a minimum 1-metre wide section
- Sampling of linear features to be at 10-metre intervals or totalling 10% of the length of the linear cut feature (whichever is the greater)
- Half-sections of all discrete *datable* and *ancient* cut features of less than two sq. metres plan area
- Where three or fewer pits or probable pits, whether or not evidently datable or ancient (excepting evidently modern features), occur in any trench, all those features will be sampled
- Priority is to be given to features with more charcoal-rich fills or anticipated dating evidence
- Should five or fewer archaeological features of any kind, discrete or linear, be revealed within any one trench, all those features will be sampled
- Where two or fewer buried pottery vessels are present, buried upright or inverted, both should be lifted and removed from site;
- If such vessels are believed to be human cremation burials (e.g. because of visible remains of burnt / cremated bone in their contents), a Licence from the Home Office, permitting their removal, must first be obtained
- Other probable cremation vessels or unburnt human remains should be left *in situ* after recording their visible portions

9. *Contingency sampling*:

- The proportion of features to be sampled within any trench, and the necessity of extensions to or additional trenching, may be increased at the reasonable request of ESCC's archaeological officers. In the case of features within a trench this could be up to a maximum of 100% (i.e. sampling all the features in a trench, rather than sampling only half of them), in exceptional cases, e.g. should they feel that insufficient of a complex of features has been examined to allow viable provisional interpretation or dating of the whole
- However if the trench contains a large number of features, it will not usually be considered appropriate to sample all such features
- The percentage of any one feature to be sampled may need to be so increased, for similar purposes, particularly for linear features, or to enable dating evidence to be obtained for a critical discrete feature such as a post-hole forming part of a wider complex of structures.

10. On sites with complex stratigraphy, one or more sondages or keyhole excavations shall be cut into the deeper stratigraphy. They shall be excavated by hand, and down to the natural subsoil, unless otherwise stated; and be of sufficient size to determine the depth of archaeological stratigraphy. It may be possible in some cases to reach these deeper deposits through excavation of later intrusions.

11. Particular care should be taken by the Archaeologist not to damage any areas containing significant remains of potential national importance which might merit preservation *in situ*. Such remains are normally considered to include deep or complex ancient stratified archaeological layers and features; or rare, unusual or exceptionally well-preserved ancient archaeological structures, deposits, or collections of artefacts. Such areas should be protected and not left open to the

weather, or other forms of deterioration. While archaeological investigation should not in general terms be carried out at the expense of the preservation *in situ* of archaeological structures, deposits, or features, it will be important to ensure that a sufficient sample of these is investigated to assess their character and quality.

12. The Archaeologist should notify archaeological features or deposits worthy of preservation *in situ* to the County Council, via the Council's archaeological officers, at the earliest opportunity.

13. In excavating a sample of archaeological features in any one trench the Archaeologist shall take heed of and comply with the County Council's reasonable request within the scope and time scale of the investigation to carry out small-scale additional investigation.

14. Where there is a high density of archaeological features exposed in any individual trench, the Country Council's archaeological officers may at their discretion advise the Archaeologist that the full requisite sample of features to be excavated may be reduced, provided that the aims of the evaluation may still be fulfilled in full.

15. Unless otherwise advised by the developer, excavated trenches shall be backfilled by the Archaeologist following completion of excavation with spoil derived from those trenches. Spoil shall be deposited and compacted as best as may be managed by machine and the surface of the fill left flush with the surrounding ground surface. No open cavities should be left from incomplete backfilling, especially around the edges of the trench. The quality of backfilling of the trenches must be inspected and approved by the Project Supervisor to the standard above mentioned prior to the Archaeologist vacating the site.

16. Trenches containing archaeological features or deposits should not be backfilled by the Archaeologist until the requirements set out above have been complied with.

ANNEXE B: archaeological "watching brief" (minimum standard)

1. Works of ground excavation carried out by the developer on site in connection with proposed development (e.g. for new buildings / structures / services / landscaping) shall be carried out only in the presence of an Archaeologist (the Monitoring Archaeologist(s)).

2. In case important archaeological remains come to light during the course of groundworks which require more than a brief record (i.e.more than two-four hours' continuous recording for one person in that area), provision for additional investigation and recording should be made by the developer:
   - Additional staff and time up to a maximum figure (persons per day) to be advised by the County Council's archaeological officers
   - Up to a specified number of days' recording on part or parts of the site, free of disturbance from building works (as far as is reasonably practicable)
   - The County Council's archaeological officers can advise on site whether such a contingency is applicable, should significant archaeological remains be uncovered.

3. Areas required for additional investigation and recording, if appropriate, shall be agreed on site by the developer, the County Council's archaeological officers and the Monitoring Archaeologist. Such areas should not preclude the developer's essential access requirements, and shall fit in as far as is reasonably practicable with the applicant's work programme.

4. The strategy for excavation sampling and palaeoenvironmental sampling during watching briefs will normally be the same as for comprehensive archaeological excavation (Annexe D).

5. The developer or developer's building contractor shall:

5.1 Allow the Monitoring Archaeologist(s) at all reasonable times sufficient time, facilities and access to identify, clean, record and investigate archaeological features, deposits and structures on relevant parts of the Site, subject to Health and Safety considerations and to the requirements of the *Brief*.

5.2 not carry out mechanical excavation of building trenches, mains services or other ground reduction involving the stripping of topsoil or bedrock in connection with this planning permission unless the Monitoring Archaeologist is present, except where such ground excavation will involve excavation only of clean natural bedrock, below archaeological levels.

6. In observing ground excavations on the site the Monitoring Archaeologist shall:

6.1 Inform the developer's building contractor as soon as reasonably possible where he / she believes that archaeological features, deposits or structures have been exposed during the course of ground excavations on the Site, that will require identification, cleaning, investigation and recording.

6.2 Consistent with the requirements of these Standard Conditions and with the *Brief* for Archaeological Investigation, carry out necessary

identification, cleaning, recording and investigation with due consideration to the developer's work programme and with regard to their desire to proceed with ground excavations and other building works without undue delay.

7. The Monitoring Archaeologist shall inform the County Council's archaeological officers verbally or in writing of completion of monitoring and recording work on the site within three calendar days of such completion.

ANNEXE C: Post-fieldwork assessment, report preparation and potential for analysis (minimum standard)

1. Review of the results of initial fieldwork may indicate that the Site Archive contains material which has the potential to contribute to the pursuit of local, regional or national research priorities. In such cases the Archaeologist may, as soon as possible after completion of fieldwork on site, be required to prepare a written assessment of the potential of the data from the site to contribute to archaeological knowledge, and identify the further study and analysis necessary.

2. The assessment shall be carried out in accordance with Chapter 6 and Appendix 4 (assessment report specification) of the English Heritage publication The Management of Archaeological Projects (1991).

3. The assessment shall contain the following:

- Contents
- Summary
    - Introduction
    - Site Location
    - Background to project
    - Geology and Topography
    - Summary of archaeological and historical background
- Original research aims and objectives of the Excavation Project Design
- Summary of Excavation Results
- Quantification of Evidence
    - Quantification of excavation records
    - Quantification of finds and palaeoenvironmental evidence
- Analytical Potential of the Evidence
    - The stratigraphic record
    - Summary of Finds Assessments
    - Radiocarbon dating
    - Assessment of potential for popular presentation
- Overall Statement of Potential
    - Results measured against the original project aims
    - Local, regional and national research context
- Revised aims and objectives
- Method Statement
    - Stratigraphy
    - Finds
    - Faunal and Environmental
    - Synoptic overview for publication
    - Geotechnical borehole analysis and report
    - Health & Safety statement
- Publication Synopsis
- Programming and Resources
    - Personnel
    - Task Lists

- Project Cascade
- Bibliography
- Appendices - specialist reports

4. On completion of the post-fieldwork assessment, a review will be carried out in order to reach a decision as to whether the Site Archive in fact has the potential to make a contribution to archaeological knowledge, as above. Where the decision is made that the Site Archive has that potential, a project design will be prepared for the implementation of the analysis and preparation of a Research Archive and Publication Report derived therefrom, for eventual publication in an appropriate local or national archaeological journal, in accordance with Chapter 7 and Appendices 5, 6 and 7, and Section 8.1 of the English Heritage publication The Management of Archaeological Projects (1991).

ANNEXE D: Comprehensive archaeological excavation (minimum standard)

1. The standards set out in Annexe A above will all be complied with, as a minimum.

2. In addition:

- All archaeological features on the site will be comprehensively excavated by hand.
- "Comprehensive" excavation will normally involve (as a minimum):
  - excavation by hand of sections across all junctions or intersections of cut features
  - excavation by hand of 1 metre to 2 metre-wide sections through linear cut *datable* and *ancient* features, and linear features manifestly rich in ancient palaeoenvironmental remains, at 10-metre intervals or up to a total of 25% of the length of the linear cut feature (whichever is the greater)
  - complete excavation of all discrete *datable* and *ancient* cut features of less than two sq. metres plan area, and discrete features manifestly rich in ancient palaeoenvironmental remains;
  - "partial" excavation (as defined in Annexe A(5)) of linear and cut features not evidently datable, ancient, or manifestly rich in palaeoenvironmental remains
- Discrete cut features containing "special" deposits or finds of locally/ nationally unusual character or date will normally be completely excavated
- On sites with complex stratigraphy, all horizontal deposits will be recorded and removed by hand, using heavy or small tools as appropriate, down to the natural subsoil, unless otherwise stated.

4. Where comprehensive archaeological excavation is undertaken, a post-fieldwork assessment will normally be required (see Annexe C).

5. The strategy for palaeoenvironmental sampling on comprehensive archaeological excavations will usually depend on the results of trial investigation: the minimum requirement will be as in Section 7.0 above. The level of analysis of the samples will be identified in the post-fieldwork assessment.

ANNEXE E: Desk-based assessments (minimum standard)

1. Desk-based assessments (DBAs) will include the pre-fieldwork requirements set out in the *Standard Conditions* above, Sections 2.3.1-2.3.5, 2.3.7, 2.3.9. Geotechnical site investigation information should normally be included within the DBA report. The DBA will be undertaken in line with Institute of Field Archaeologists (IFA) guidance.

2. The DBA will include reference to national planning guidance or legislation, Structure Plan, Local Plan or Unitary Development Plan policies relevant to archaeological issues and to the development site, and the planning history of the development site to date.

3. The DBA will include a map regression exercise, reproducing copies of extracts of relevant historical maps at similar scales, showing clearly the site boundaries, and setting the maps out, clearly labelled, in chronological order from past to present.

4. Areas of archaeological potential on the site should be assessed including the type, likely depth, nature and depth of remains, variations in their estimated quantity and quality across the site. The topography of the site should be described and shown on plan. The academic and research potential of the remains should also be assessed in both the local and national context, and their local, regional or national importance.

5. The DBA will include an assessment of the degree of disturbance or destruction caused by erection of previous buildings, structures, or recorded ground excavations. Such disturbance may include basements, foundations, inspection pits, slab thickness, services, quarrying, etc..

6. Estimated boundaries of areas of potential archaeological survival and areas considered to have been destroyed on the site should be indicated on an OS plan of an appropriate scale.

7. The impact of development proposals should be assessed, with reference to architects', engineers' and planning application/ project proposal drawings, as appropriate. Areas of proposed ground disturbance should be clearly indicated in plan and in section, where known.

8. Proposals and recommendations for further assessment or fieldwork, including where appropriate archaeological intervention, should be shown on a scaled plan in order to assess the survival, condition and nature of any monument or remains which are considered to survive on the site or in its immediate vicinity.

9. Where detailed information is available on the character and quality of archaeological remains on the site, the DBA should include suggestions as to how development proposals could be designed to minimise disturbance to surviving archaeological remains, e.g. through minimally-intrusive foundations designed to cause minimal damage to a surviving monument or archaeological remains, and not damage their integrity.

10. Areas where preservation *in situ* is to be achieved should be clearly marked. This should be accompanied by a method statement outlining details of safeguarding and preservation.

Casper Johnson
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(April 2008)

Appendix 3

LAND AT KINGS DRIVE, EASTBOURNE.
STATEMENT OF COMMON GROUND.

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3RD DRAFT FOR FINAL APPROVAL

Land at Kings Drive, Eastbourne

Statement of Common Ground: Archaeology agreed between the East Sussex County Archaeologist and the appellant's archaeological consultant

The Site

The appeal site is located to the east of Kings Drive (A2021) and to the south of the A2280 Cross Levels Way, within the Eastbourne urban area. The site extends to approximately 3.24ha and comprises grazed grassland containing trees and shrubs.

The site is broadly triangular in shape with boundaries defined by Kings Drive to the west, trees and existing residential development to the south, the tree lined ditch to the east and an area of open space between the site boundary and Cross Levels Way.

Archaeological Background

The site has been subject to an archaeological desk based assessment (July 2007), a Geophysical Survey (October 2007) and an archaeological evaluation (December 2007).

Following submission of a planning application (EB/2008/0253), the East Sussex County Archaeologist made representations to Eastbourne Borough Council (letter of 25th June 2008) confirming that should planning permission be granted the archaeological remains at the site could be 'preserved by record' through a comprehensive process of archaeological mitigation including excavation, recording and the publication of the results and that this process could be secured through the application of the following condition:

"No development shall take place within the area indicated until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological works in accordance with a written scheme of

investigation which has been submitted by the applicant and approved by the Planning Authority"

(Reason: The development is likely to disturb items of archaeological interest)

Common Ground

The East Sussex County Archaeologist and the appellant's archaeological consultant recommend to the Planning Inspector, should they be minded to allow this appeal, that an archaeological planning condition is included as set out in the East Sussex County Archaeologists letter of the 25th June 2008 to Eastbourne Borough Council.

Following any planning consent and based on the results of the geophysical survey, archaeological sampling and past archaeological intervention, the programme of archaeological work would comprise a range of evaluation sampling leading to comprehensive archaeological excavation. On the northern two thirds of the site evaluation sampling will comprise of hand dug test pits, each 2m x 2m dug on a 20m grid. These will be used to establish topsoil and subsoil depths on the site which past archaeological interventions and geotechnical investigation indicate are highly variable. Sample analysis of artefact recovery from the topsoil and subsoil will also be carried out. On the southern part of the site a 5% archaeological sample trench exercise will be undertaken with analysis of the colluvium, alluvium and underlying chalk for palaeolandsurfaces. Geoarchaeological investigation of the alluvial deposits on the south of the site and immediately off site to the east would form an important component of the excavation strategy.

It is anticipated that following this sampling work at minimum the northern two thirds of the site would be subject to a full programme of archaeological excavation.

A series of research questions for the excavation will be drawn up in consultation between Eastbourne Borough Council, East Sussex County Council, English Heritage and the appellant's archaeological consultants prior to fieldwork commencing. These would then be reviewed at regular stages during the project.

The sampling strategy for features will be agreed following the initial excavation strip and be developed in consultation between Eastbourne Borough Council, East Sussex County Council, English Heritage, and the appellant's archaeological consultant. As it is proposed that the excavation should be a 'model' for both East Sussex and the region and given that the resource is not renewable, a higher level of sampling than 'standard' will be implemented.

Processing facilities would be established on site to allow on site environmental and finds processing and dating so that sampling strategies could be refined as the excavation proceeds.

Excavation across the site would be executed chronologically by phase, recording the latest deposits first. Widespread application of scientific dating and analysis techniques will be implemented. Throughout the excavation arrangements would be made for volunteers from the Eastbourne Natural History and Archaeological Society (ENHAS) and general public to work on site, engaging in as wide a range of archaeological work as possible. A site supervisor from the archaeological contractor will be dedicated to volunteer training throughout the project.

Organisation of an open day (or days) will be done in direct consultation between Eastbourne Borough Council, East Sussex County Council and CgMs. An on-line booking system for visitors will be implemented.

A site 'visitor centre' would be established on site throughout the excavation, with regular updated displays (finds, photographs, plans and text), provided by the contractor together with (regularly updated) information boards on the site exterior and 'live' video links to site. Public viewing areas will be established within the site together with safe walkways and these would be designed following the initial excavation strip.

A web-site for the excavations would be established and monitored and updated during the course of the excavations.

There are six secondary schools in Eastbourne and in consultation with Eastbourne Borough Council, and the school head teachers 'outreach' visits by the archaeologists to the schools will be organised, to give a presentation on the excavation, probably in a

multi-media format with 'video link' to site. Temporary exhibitions and lectures at local libraries/society venues together with the website would form the 'outreach' strategy for the wider population.

Publication of the site will need to be accessible, inclusive and academically robust, in a multi-media format. The final design of this being a collaborative venture between Eastbourne Borough Council's, East Sussex County Council and the appellant's archaeological consultant.

The programme of archaeological mitigation being proposed, will have the benefit of raising expectations of mitigation standards and the profile of archaeology locally and regionally to outweigh the impact of the proposed development.

Following the mitigation measures outlined above, the completed development would have no significant effect on archaeology as archaeological remains would already have been recorded and removed. There would be no archaeological impacts beyond the site boundary.

Signed: Paul Chadwick (On behalf of Trustees for the Chatsworth Settlement)

PAUL CHADWICK	19/8/2010	DIRECTOR
Name	Date	Position

Signed: ..... (On behalf of East Sussex County Council)

GREG CHUTER	19/8/2010	ASSISTANT COUNTY ARCHAEOLOGIST
Name	Date	Position