

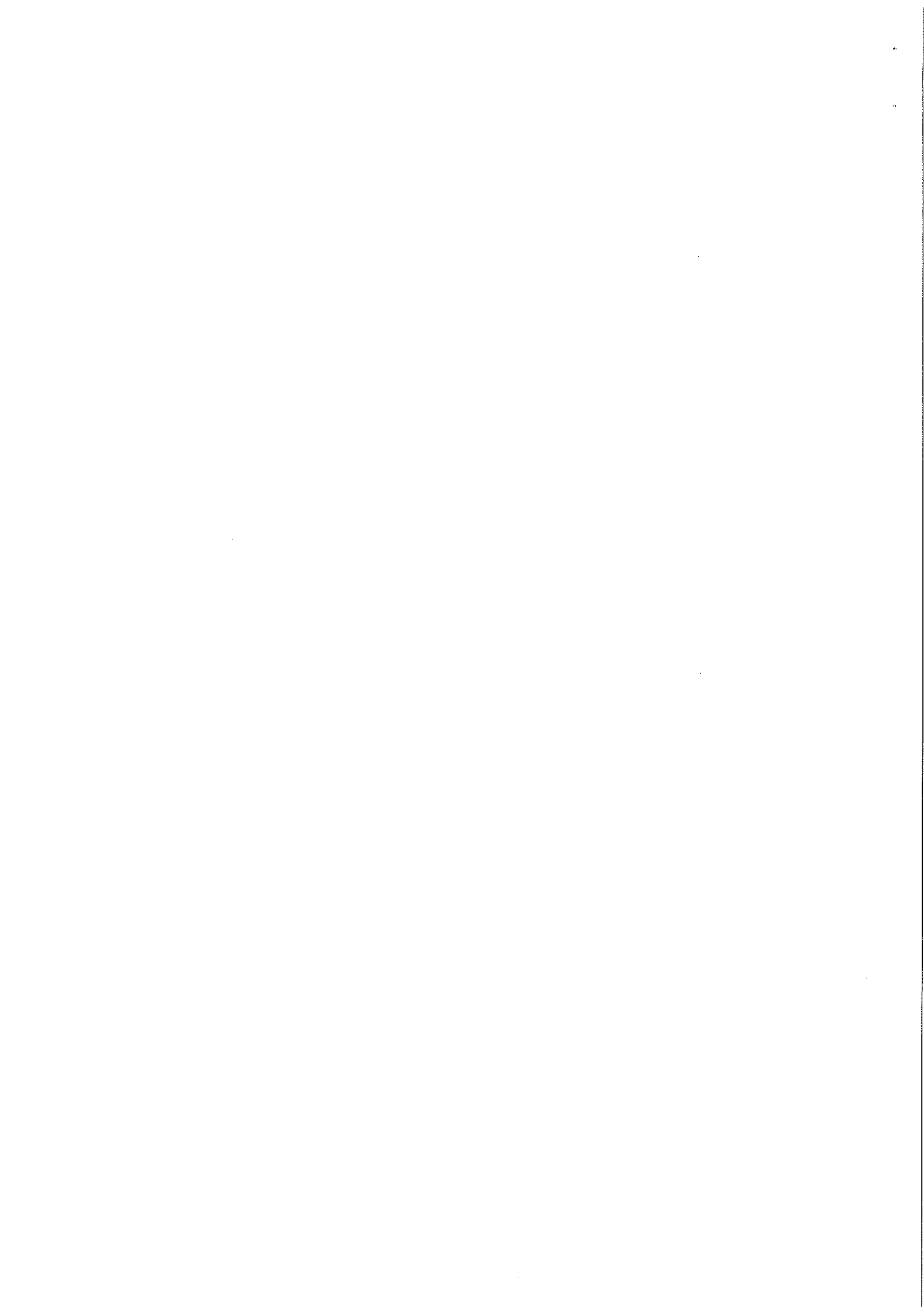
**SUPPLEMENTARY PLANNING
GUIDANCE**

ARCHAEOLOGY

ARUN DISTRICT COUNCIL

ADOPTED: SEPTEMBER 2003





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1. INTRODUCTION

- 1.1 This is one in a series of Supplementary Planning Guidance Notes (SPGs), prepared by the Local Planning Authority to provide additional advice regarding the planning issues concerning archaeology within the district. The SPG is non-statutory, but is a material consideration the council will take into account when considering an application.
- 1.2 This guidance should be read in conjunction with POLICY AREA16 Ancient Monuments and Sites of National Archaeological Importance and POLICY AREA17 Sites of Archaeological Interest of the Arun Local Plan 2003.
- 1.3 These policies should be read in conjunction with Policy CH11 - Archaeology, of the deposit draft West Sussex Structure Plan 2001-2016. The Structure Plan is currently being reviewed, and adoption is expected in 2004.

2. ARCHAEOLOGICAL REMAINS

- 2.1 The archaeology of Arun is rich and diverse. The present landscape has been modified by mankind for over 10,000 years, shaping the environment in which we live and work today. Archaeological remains are a finite resource, often our only means of discovering how past communities lived, worked and honoured their dead.
- 2.2 There are many threats to archaeological remains in both town and countryside. Such remains are vulnerable to destruction from urban and rural development, road and pipeline construction, mineral extraction, forestry and agriculture. Their protection must be reconciled with the need for economic growth and development.
- 2.3 The level of information and accuracy of data varies between records, depending on the available sources. Some sites are known only from 19th century or earlier chance discoveries and their exact location may be vague. Others are based on modern excavations or surveys which can produce much more detailed information.
- 2.4 Protection is provided through the planning process. The Ancient Monuments and Archaeological Areas Act 1979 protects Archaeological sites of national importance i.e. Scheduled Ancient Monuments (SAMs) from damage and destruction. English Heritage is currently undertaking a review of all SAMs under the Monument Protection Programme. National Guidance has also been issued in the form of **Planning Policy Guidance Note 16: Archaeology and Planning** which is fundamental in the consideration of archaeological issues in the planning process.
- 2.5 **Planning Policy Guidance Note 15: Planning and the Historic Environment** provides a full statement of Government policies for the identification and protection of historic buildings and the provision for carrying out recording in historic buildings, where proposals involve removal or

refurbishment of elements of the buildings historic fabric. Conservation Areas and other elements of the historic environment are also referred to in this PPG. It explains the role of the planning system in their protection. It complements the guidance given in PPG16.

- 2.6 **Planning Policy Guidance Note 20: Coastal Planning**, covers planning policy for the coastal areas of England and Wales. It notes that decisions on development proposals below mean low water mark are generally outside the scope of the planning system, although they are subject to control by a number of agencies depending on the type of activity. PPG20 recognises that the coastal zone has a rich heritage both above and below low water mark and refers to PPG16 and to PPG15. Any development on the coast, including coastal defence works, needs to take archaeological considerations into account, preferably with a view to enhancing the archaeological resource.

3. ARCHAEOLOGY AND DEVELOPMENT

- 3.1 **If you are planning a development, it pays to seek archaeological advice from the Local Planning Authority as early as possible before submitting a planning application. Archaeological advice will be sought from West Sussex Archaeological Service through Arun District Council as the Local Planning Authority.**
- 3.2 An initial consultation of the West Sussex Sites and Monuments Record (SMR) will show whether there are any known, or likely, archaeological remains within or adjacent to a proposed development. However the SMR is not a definitive database.
- 3.3 On the basis of this preliminary appraisal, it may be necessary to commission an archaeological field evaluation. Such a field evaluation normally requires physical intervention, i.e. trenching, to establish the archaeological implications of the proposals. The report on this work should include an assessment of the impact of the development upon any archaeological

remains and measures to mitigate such impact. Planning Policy Guidance note 16, explains that it is open for an applicant to commission a Desk Based Assessment (DBA). This involves a review of any historic mapping or documentary evidence for the site and a visual inspection to establish that the site detail is recorded. A DBA can of course form part of a broader Environmental Impact Assessment or application 'dossier' on a sufficiently large scheme as could the results of field evaluation.

- 3.4 The first priority is the preservation of significant archaeological remains **in situ**. To achieve this, the archaeological impact of the development should be minimised by, for example, sympathetic foundation design or amendments to the layout. If this is not feasible, then detailed excavation, recording and publication is the second best option.
- 3.5 Archaeological implications will be a material consideration for the Local Planning Authority when making a planning decision. If further archaeological recording is necessary this can be secured, either by the use of planning conditions, or by a legal agreement under section 106 of the **Town and Country Planning Act 1990**.

4. ARCHAEOLOGY IN PRACTICE

- 4.1 Archaeological work undertaken before determination of an application consists of a Desk Based Assessment, a Field Evaluation and a look at the SMR to check for the presence or absence of sites. These are explained below:

Desk Based Assessment: a detailed appraisal of available information about a site before a planning application is submitted or approved.

Field Evaluation: a survey or trial excavation designed to assess the nature of archaeological remains within a proposed development area before a

planning application is submitted or approved. Techniques may include field walking, geophysical survey and trial trenching.

- 4.2 Archaeological work undertaken after an application has been determined can be collectively called 'archaeological recording'. This can take a variety of forms:

Evaluation and recording: a controlled programme of field work to provide a lasting record of archaeological evidence unavoidably destroyed by development.

Watching Brief: the recording of archaeological evidence coming to light during the course of development.

- 4.3 It is national and local practice that the costs of archaeological work made necessary by development should be borne by the developer, or an agreement made between the landowner, developer and West Sussex County Council as to who will pay for the cost of archaeological work.

5. SITES AND MONUMENTS RECORD

- 5.1 The West Sussex Sites and Monuments Record (SMR) held by WSCC is a database of all known archaeological sites and historic landscapes in the County. It includes sites dating from prehistory through to the post-medieval period.
- 5.2 It contains information on buried sites, revealed through excavation and survey or through aerial photography. It also contains records of earthworks, and other standing structures, as well as historic parks and gardens, and stray finds.
- 5.3 Details such as the type of site, its date, location, description and sources are held on a computerised database and all sites are marked on a Geographic

Information System (GIS) and large-scale Ordnance Survey maps. Additional information may include reports on surveys or excavations, correspondence, plans, published and unpublished material and photographs (including aerial photographs).

- 5.4 The level of information and accuracy varies between records, depending on the available sources. Some sites are known only from 19th century or earlier chance discoveries and their exact location may be vague. Others are based on modern excavations or surveys which can produce much more detailed information.
- 5.5 The SMR is subject to continual change. It should not therefore be considered as being a definitive record. Information on new sites and finds and additional details about existing sites are provided by professional archaeologists, museums, local researchers. The SMR needs to be continually updated in the light of new discoveries made in the course of archaeological investigations undertaken as a requirement of development or as a result of academic research and fieldwork.
- 5.6 The archaeological significance of a site can therefore be enhanced as new information leads to its re-interpretation. In addition, the SMR is reviewed in line with national data standards and developments in new technology, such as the use of Geographic Information Systems.
- 5.7 West Sussex County Council has confirmed that there are no nationally important remains in Arun District that are not scheduled. A table of the Scheduled Ancient Monuments located within the Arun District are listed in Appendix 1. However, a review, of nationally important archaeological remains, the Monument Protection Programme, which is being undertaken by English Heritage, may revise the list of Scheduled Ancient Monuments in the future. The information in this document is correct at the time of printing.

- 6.1 English Heritage has advocated that the developer should make provision for recording archaeological remains on the "polluter pays" principle since the 1980s.
- 6.2 Archaeological fieldwork required as a consequence of development proposals is undertaken by professional archaeological contractors. Developers can invite competitive tenders from such archaeological contractors based on written specification supplied by or validated by the West Sussex Archaeological Service on behalf of Arun District Council. Archaeology officers in local government who advise on the implications of development proposals and monitor standards of fieldwork are known as archaeological 'curators' in contrast to the archaeological 'contractors' undertaking the work in the field.'
- 6.3 'Written schemes of investigation' are prepared on behalf of Arun District Council, to provide the guidelines for different archaeological contractors to offer a price for the work sought. These can be produced by the archaeological contractors themselves, based on a set of instructions and standard clauses supplied by the 'curator' and validated before commencement of fieldwork. The West Sussex Archaeological Team can also produce these.
- 6.4 In West Sussex, specialist archaeological advice is provided from within WSCC Environment Group who advises all aspects of the built and natural environment. They also offer advice and liaise with a variety of special interest groups, museums, national agencies and statutory undertakers on the implications of all development proposals.
- 6.5 In addition, to the County Council's own archaeological services, other agencies include;
- English Heritage

- Sussex Archaeological Society
- Sussex Industrial Archaeology Society
- Local Societies

7. INTERPRETATION AND EDUCATION

7.1 West Sussex County Council promotes archaeology through publications and leaflets, guided walks and talks and is committed to continuous promotion of the county's heritage through the National Curriculum and in making more sites available to the public through co-operation with landowners. They also produce information boards and interpretation panels for archaeological sites and advise other bodies and Local Authorities in the production of on site interpretation.

8. GLOSSARY OF TERMS

Archaeology

Systematic, scientific, study of remains and monuments of earlier periods.

Desk Based Assessment

An assessment (desk based) of the known or potential archaeological resource area, based on the collation of existing written and graphic information, in order to identify likely character, extent and relative quality of the actual or potential archaeological resource. The aims and methods should be agreed with the Local Planning Authority in advance.

Archaeological Field Evaluation

A limited programme of non-intrusive and/or intrusive fieldwork to determine the presence of absence of archaeological features, artefacts or ecofacts. If such features are present the field evaluation should define their character, extent and relative quality so that their worth may be assessed in local, regional and national

contexts. Its aims and methods should be agreed in advance with the District Planning Authority. It should be governed by a written specification or project design approved by the District Planning Authority against which performance may be measured and will include the publication of a report on findings.

Excavation

To unearth (buried objects) methodically to discover information about the past.

Monument

Structure considered to be an object of historic or architectural interest.

Scheduled Ancient Monuments

These are monuments (which may include sub-surface remains and standing ruins or buildings) which are protected together with their settings under the Ancient Monuments and Archaeological Areas Act 1979 and are included in a schedule compiled and maintained by the Secretary of State for Culture Media and Sport. They are considered to be of national importance and therefore worthy of statutory protection and preservation in situ. Any proposal which may affect a Scheduled Ancient Monument requires an application to be made to English Heritage who advise the Secretary of State.

9. USEFUL NAMES AND ADDRESSES

Arun District Council,

Arun Civic Centre,

Littlehampton,

West Sussex.

BN17 5LF.

TEL: 01903 737500

FAX: 01903 716019

E-Mail: planning.services@arun.gov.uk

Office Hours: 8.45 am - 5.15 pm Monday to Thursday and 8.45am - 4.45pm Fridays.

West Sussex Archaeological Team

West Sussex County Council
Environment and Development
The Grange
Tower Street
Chichester
West Sussex
PO19 1RH

Tel: Mark Taylor, Senior Archaeologist 01243 756858
John Mills, Archaeologist 01243 756851

West Sussex Record Office,

County Hall,
Chichester,
West Sussex,
PO19 1RN.

TEL: 01243 753600

FAX: 01243 533959

E-mail: records.office@westsussex.gov.uk

Website: www.westsussex.gov.uk

Opening Hours: Monday - Friday 9.15am - 4.45pm, Saturdays 9.15am - 12.30pm
and 1.30pm - 4.30pm

The Sussex Archaeological Society,

Barbican House,
169 High Street,
Lewes,
BN7 1YE.

TEL: 01273 405737

FAX: 01243 486990

Email: castle@sussexpast.co.uk

WEB: www.sussexpast.co.uk

English Heritage,
South East Region,
Eastgate Court,
195 -205 High Street,
Guildford,
GU1 3EH.

TEL: 01483 252049

FAX: 01483 252021

SCHEDULED MONUMENTS IN ARUN DISTRICT

PARISH	MONUMENT		GRID REF.
	English Heritage No.	Title	
Aldingbourne	SM12886	Keep of Tote Copse Castle, 400m N of Decoy Farmhouse	SU 9228 0477
Amberley / Burpham	SM31220	The Burgh: a bowl barrow 940m E of Canada	TQ 0478 1121
Angmering	SM29246	Prehistoric flint mine & a Martin Down style enclosure on Harrow Hill, 850m SE of Lee Farm	TQ 0819 0996
Angmering	SM29240	Romano-British villa & traces of Iron Age occupation 500m WSW of New Barn	TQ 0537 0446
Angmering	SM29274	Deserted medieval settlement at Upper Barpham Farm	TQ 0662 0896
Angmering	SM29275	Deserted medieval settlement at Lower Barpham Farm	TQ 0702 0928
Angmering / Burpham	SM29248	Cross dyke on Barpham Hill, 600m NW of Lower Barpham	TQ 0665 0962
Angmering / Patching	SM29273	Itford Hill style settlement & an Anglo-Saxon barrow field at New Barn Down, 850m NW of Myrtle Grove Farm	TQ 0845 0908
Arundel (Madehurst) (Walberton)	44	Madehurst Wood earthworks	SU 979 088
Arundel	59	Goblestubbs Copse earthworks	SU 983 076 – SU 984 076
Arundel	108	Maison Dieu (now Blackfriars)	TQ 019 070
Arundel	116	Tortington Priory	TQ 006 059
Arundel	SM12888	Arundel Castle	TQ 0171 0745
Bignor / Bury Eartham / Slindon	SM32246	Seven sections of Stane Street Roman road between Eartham and Bignor, a prehistoric linear boundary and two bowl barrows	SU 9311 0986 to SU 9996 1507
Bignor / Madehurst	SM21094	Barkhale Camp causewayed enclosure	SU 9757 1261
Burpham	48	Burpham Camp	TQ 039 087
Burpham	SM29249	Prehistoric linear boundary on Wepham Down	TQ 0627 0992
Bury / Houghton / Bignor / Madehurst	SM12843	Bowl barrow re-used as moot mound in Barkhale Wood	SU 9802 1238
Climping	424	Medieval earthworks E and SE of St Mary's Church	TQ 004 025 – TQ 005 026

PARISH	MONUMENT		GRID REF.
	English Heritage No.	Title	
Ferring	SM29268	Highdown Hill Camp: A Ram's Hill type enclosure, an Anglo-Saxon cemetery and associated remains	TQ 0927 0433
Findon / Worthing	SM27069	Cissbury Ring hillfort, prehistoric flint mine & associated remains	TQ 1392 0795
Findon	SM29245	Flint mine & a bowl barrow on Church Hill, 400m SW of Findon Place	TQ 1142 0828
Findon	SM29244	Flint mine & part of a cross dyke 300m SE of Tolmare Farm	TQ 1105 0873
Findon	150	Muntham Court Romano-British site	TQ 109 095
Findon	SM32242	Bowl barrow 120m NW of Cissbury	TQ 1265 0807
Findon	SM32247	Saucer barrow 330m NE of The Mill House	TQ 1337 0935
Findon	SM32248	Platform barrow 360m NE of The Mill House	TQ 1335 0942
Houghton	43	Dalesdown Wood earthworks	SU 998 097
Houghton	330	War Dyke entrenchment in Whiteways Plantation and South Wood	TQ 003 104 TQ 004 105 – TQ 012 107
Houghton	SM20109	The Mill Ball: a bowl barrow S of Bury Hill	TQ 0018 1146
Houghton	SM29286	Cross dyke 330m NW of Whiteways Lodge	TQ 0021 1101
Littlehampton	446	Littlehampton fort	TQ 027 011
Lyminster	SM12858	Ringwork 400m NNW of Batworthpark House	TQ 0302 0680
Pagham	219	Beckett's Barn and adjoining earthworks	SU 884 973
Patching	SM29271	Prehistoric flint mine & part of a round barrow cemetery at Blackpatch, 400m NE of Myrtle Grove Farm	TQ 0939 0879
Patching	SM29272	Itford Hill style settlement on Cock Hill	TQ 0892 0974
Slindon / Upwaltham	SM20102	Two of three bowl barrows on Upwaltham Hill	SU 9468 1250
Slindon	SM20103	One of three bowl barrows on Upwaltham Hill	SU 9471 1257
Slindon / Sutton / Upwaltham	SM31209	Double cross dyke on Upwaltham Hill	SU 9502 1268
Slindon	SM32243	Bowl barrow 430m NE of Gumber Farm	SU 9652 1202

Please Note: This data is correct at time of publishing, however, there is currently a review of Scheduled Ancient Monuments as part of the Monument Protection Programme. This review may result in changes to this list and site boundaries.