Heneb: Clwyd-Powys Archaeology

Written Scheme of Investigation PD24-100

Glyndale, Gyfelia, Wrexham

submitted on behalf of

Kim and Ella Jones

Archaeoleg Clwyd-Powys
Heneb
Clwyd-Powys Archaeology

CONTENTS

1 **INTRODUCTION** 2

LOCATION, GEOLOGY AND TOPOGRAPHY 3

PLANNING BACKGROUND 2

HISTORIC BACKGROUND 3

2 **METHODOLOGY** 4

ARTEFACT SELECTION STRATEGY 5

POST-EXCAVATION AND REPORTING 5

SITE ARCHIVE 6

3 DIGITAL DATA MANAGEMENT PLAN (DDMP) **(VERSION 3: OCTOBER 2023)** 6

DATA COLLECTION 7

DATA STORAGE 8

DATA SELECTION 8

METADATA 8

PRESERVATION 9

ACCESSIBILITY 9

RESPONSIBILITIES 9

ETHICS AND LEGAL COMPLIANCE 9

4 **RESOURCES AND PROGRAMMING** 10

5 **APPENDIX 1 SELECTION STRATEGY** 10

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On 1st April 2024 the four Welsh Archaeological Trusts (Clwyd-Powys, Dyfed, Glamorgan-Gwent and Gwynedd) merged to form Heneb: the Trust for Welsh Archaeology. Heneb is the trading name of the Trust for Welsh Archaeology. The regional expertise and regional service delivery which was the hallmark of the four trusts continues under the auspices of Heneb while maintaining all regional offices - Clwyd-Powys Archaeology, Gwynedd Archaeology, Dyfed Archaeology and Glamorgan-Gwent Archaeology. Together, we work to protect, record and interpret all aspects of the historic environment. We advise developers and local authorities on archaeology and planning, undertake archaeological projects for public- and private-sector clients, and have wide-ranging programmes of community archaeology events and activities.

Heneb Field Services are the leading archaeological practice in Wales, and one of the longest-established commercial archaeology contractors in Europe.

Heneb is both a Limited Company (1198990) and a Registerer Charity (504616), and its activities are managed by a board of Trustees. It is also Registered Organisation (RO) with the Chartered Institute for Archaeologists (CIfA). Further information regarding Heneb and its regional offices can be found at www.heneb.org.uk

1 Introduction

1.1. Heneb: Clwyd-Powys Archaeology has been instructed by Julian McAlster acting on behalf of Kim and Ella Jones to undertake a programme of archaeological monitoring and recording in respect of the proposed erection of a two storey extension and single storey extension at Glyndale, Cinders Lane, Gyfelia, Wrexham, LL13 0YH (planning reference P/2024/0234) SJ 32919 45249).

Planning background

1.2. Neil Bayliss the regional archaeological planning advisor (APA) has recommended the following programme of archaeological work as a condition of planning permission:

The developer shall ensure that a suitably qualified archaeological contractor is present during any groundworks so that archaeological monitoring and recording can be conducted. The monitoring and recording must meet the standards laid down by the Chartered Institute for Archaeologists Standard and Guidance for Archaeological Monitoring and Recording.

Reason: *To secure preservation by record of any archaeological remains which may be revealed during ground excavations for the development.*

1.3. This report presents a design for an archaeological investigation which addresses the local planning authority's requirements, and therefore provides the written scheme of investigation for their formal approval, prior to implementation of the scheme.

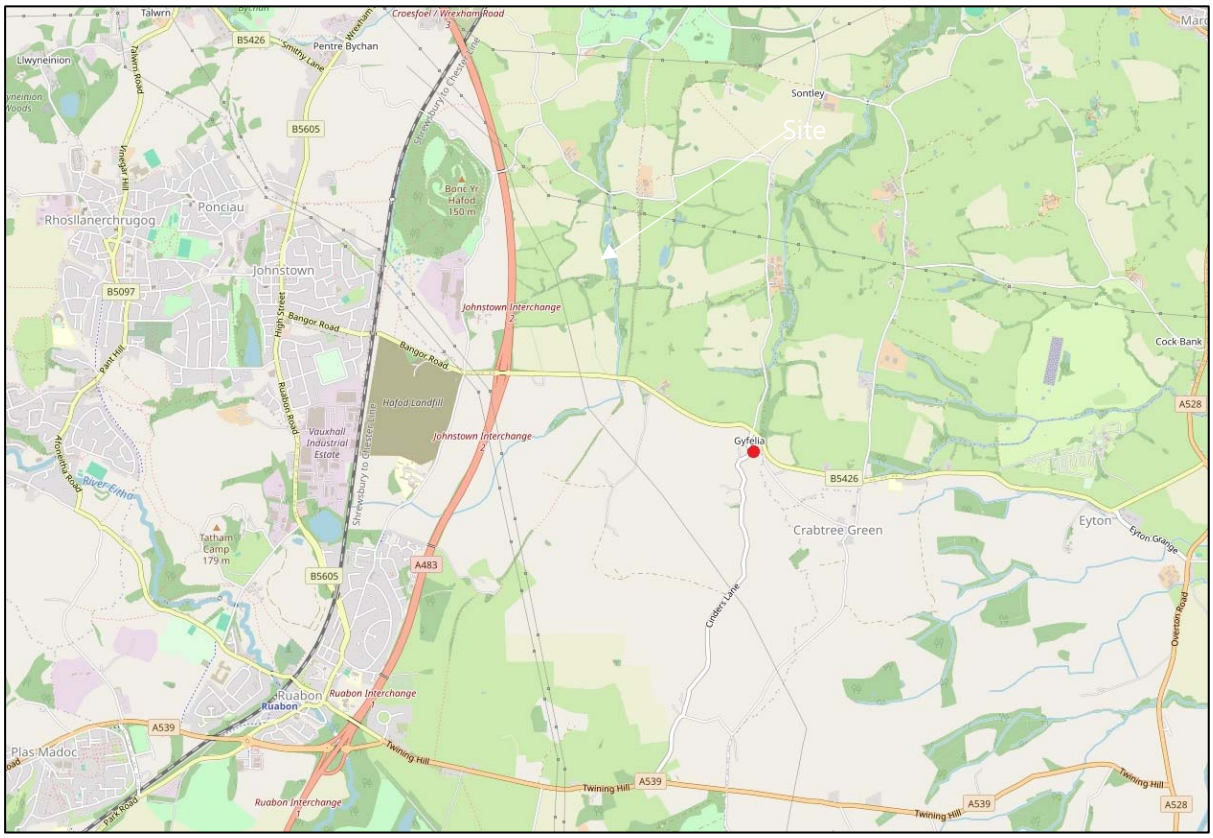


Figure. 1: Location of site (circled in red).

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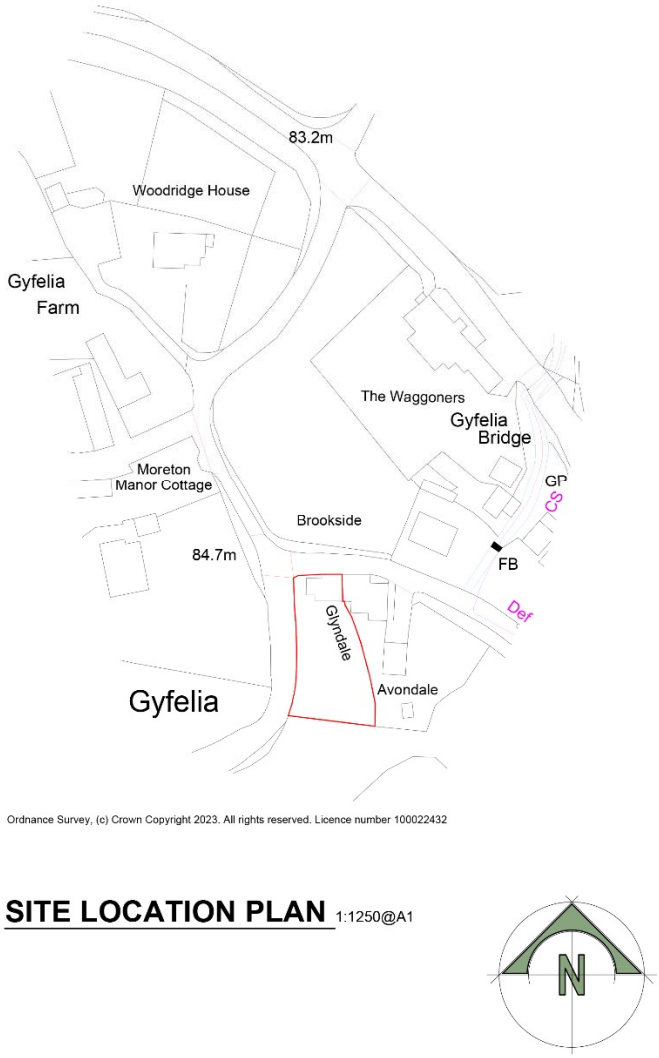


Figure 2: Extent of development area (outlined in red). Reproduced with the permission of DPA.

Location, geology and topography

1.4. The site is located in the village of Gyfelia, 5km south of Wrexham and 7km west of Bangor. The wider landscape is quite flat and rural in character, with the village set within a depression on the west side of a valley running from north to south formed by the Gefeiliau Brook.

1.5. The bedrock geology comprises mudstone, siltstone and sandstone of the Halesowen Formation, sedimentary deposition formed between 309.5 and 308 million years ago during the Carboniferous period. The superficial geology comprises glaciofluvial deposits formed between 116 and 11.8 thousand years ago during the Quaternary period.

Historic background

1.6. The settlement at Gyfelia is recorded on the John Evan's Map of North Wales in 1795, but prior to that appears to have been unrecorded. The lack of a church suggests that it may have formed part of a larger dispersed settlement or township, but it is equidistant between several possible nearby settlements including the now lost medieval village of Old Sontley 0.5km to the north.

1.7. The local topography largely dictates the extent of Gyfelia and its core is likely to have changed very little over the years. Immediately to the west of the field strip fields survive, fossilised in the modern field boundaries. These have the gently curving boundaries suggestive of medieval fields.

1.8. The large unoccupied plot at the centre of the settlement is very uneven and may have once been developed. A building is apparent on the 1845 Tithe Map beside the road to the north of Yew Tree Cottages where there appears to be a platform cut into the slope. A less pronounced but similar feature is visible on the opposite side of the road. The Tithe Map records a building within the development area in the same location as the extant house.

2 Methodology

2.1. The existing and permitted scheme design are shown on A3 plans at the end of this report (Figures 5 – 8). The archaeological monitoring and recording will be conducted according to the Chartered Institute for Archaeologists' (CIfA) (2023) *Standard and Universal Guidance for Archaeological Monitoring and Recording.* Archaeological monitoring and recording is a formal programme of observation, investigation and recording conducted during works carried out for non-archaeological reasons, where there is a possibility that archaeological deposits may be disturbed or destroyed.

2.2. It is anticipated that the fieldwork will be carried out during November or December 2024. The LPA's APA will be informed when the work is about to commence, and an arrangement will be made for site monitoring following the completion of the groundworks.

2.3. The archaeological monitoring will monitor the excavation of the site to formation level. Groundworks will be undertaken using a machine fitted with a toothless bucket. Excavation will be undertaken in level pulls/spits. The general approach for the groundworks will follow these procedures:

- The presence or absence of archaeological features encountered will be noted;
- Where features of archaeological interest are identified they will be systematically investigated by hand with sufficient work being undertaken to determine their date, character and function, using the conventional techniques for archaeological excavation and in accordance with CIfA Standard and Guidance;
- All features will be located as accurately as possible using GPS and other survey techniques, to be plotted on an overall plan of the development at an appropriate scale, showing boundaries depicted on OS mapping, or located by the identification of OS grid lines;
- Contexts will be recorded digitally or manually on individual record forms, using a continuous numbering system, and be drawn and photographed as appropriate;
- As appropriate plans will be drawn on permatrace to a scale of 1:10, 1:20 or 1:50, and locations surveyed in by GPS;
- Photography will be undertaken digitally with a minimum resolution of 12 mega pixels. Images will include a metric scale in each view and be logged in a photographic register;
- In the event of human burials being discovered the Ministry of Justice (MoJ) will be informed. The remains will initially be left in situ, and if removal is required, a MoJ licence will be applied for under the Burial Act 1857; and
- In the event of finding any artefacts covered by the provisions of the Treasures Act 1996 (amended), the appropriate procedures under this legislation will be followed.

Artefact selection strategy

2.4. In accordance with section 4 of *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation Archaeological Archives Forum 2007* (revised 2011) a rigorous process of selection and discard will be followed so that only those elements that are considered of significance for potential future study will be retained. Bulk items such as ceramic building materials, stonework, large quantities of undiagnostic pottery, and material that is difficult to conserve such as worked wood, may be selected for discard once appropriate recording and analysis has been undertaken, on site or in the laboratory post-excavation.

2.5. Selection and discard is detailed below, but in general unstratified finds will only be collected where they contribute significantly to the project objectives or are of particular intrinsic interest. All artefacts will be retained from stratigraphically secure contexts of 18th-century date or earlier. In the case of later or disturbed contexts, all 18th-century or earlier material will be retained, together with a sample of later finds to assist with dating and phasing, unless later deposits/artefacts are deemed to be of high archaeological value.

2.6. Heneb has a retention policy for artefacts which prioritises as follows:

High priority for retention

- Rare finds from stratified and unstratified contexts
- Prehistoric and early medieval assemblages
- Key stratigraphic dating assemblages crucial to the structural development of the site
- Assemblages which are not well represented in museum collections

High priority for disposal

- Unstratified material unless intrinsically dateable and unusual/rare
- Artefacts from residual/intrusive contexts unless of key stratigraphic importance
- Assemblages already well represented in museum collections
- Unprocessed environmental/soil samples

Post-excavation and reporting

2.7. All artefacts and environmental samples will be treated in a manner appropriate to their composition and a sampling strategy will be developed as appropriate:

- All stratified finds will be collected by context, or where appropriate, individually recorded in three dimensions. Unstratified finds will only be collected where they contribute significantly to the project objectives or are of particular intrinsic interest.
- All finds and samples will be collected, processed, sorted, quantified, recorded, labelled, packed, stored, marked, assessed, analysed and conserved in a manner appropriate to their composition and in line with appropriate guidance.
- arrangements will be made to assess and study any artefacts, assemblages and environment samples, should this be required to fulfil the objectives of the evaluation.
- Any artefacts recovered during the evaluations will be deposited with an appropriate museum, subject to the permission of the owner.

2.8. Following the on-site work an illustrated report will be prepared containing conventional sections to include:

- Non-technical summary
- Introduction
- Site location
- Archaeological Background
- Aims & objectives

- Methodology
- Watching brief results
- Conclusions
- References
- Appropriate appendices on archives and finds

2.9. If material evidence is recovered that requires specialist assessment, Heneb has a team of external specialists who advise and undertake the appropriate levels of study. For the Clwyd-Powys region these include the following:

- Lithics Pippa Bradley Wessex Archaeology
- Prehistoric pottery Sarah Percival or Laura Griffin Worcestershire Archaeology Service
- Roman pottery Peter Webster or Gill Dunn Grosvenor Museum
- Medieval pottery Stephanie Ratkai, Dan Garner or Julie Edwards Grosvenor Museum
- Thin section analysis Chris Doherty University of Oxford
- Roman glass Hilary Cool
- Metalwork identification and conservation Phillip Parkes University of Cardiff
- Faunal remains Archaeological Services University of Durham
- Palaeoenvironment York Archaeology or University of Durham
- Pollen Fiona Grant or Lampeter University
- Geoarchaeology Erika Guttmann or York Archaeology
- Metallurgy Tim Young University of Cardiff
- C14 and OSL SUERC or other partners
- Conservation York Archaeology

Site archive

2.10. The overall archive will conform to guidelines described in *Management of Research Projects in the Historic Environment* (MoRPHE), Historic England 2015, the CIfA (2020b) *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* and the United Kingdom Institute for Conservation (Archaeology Section) *Guidelines for the Preparation of Excavation Archives for Long-Term Storage* (1990) the Society of Museum Archaeologists *Towards An Accessible Archive* (1995) and to the reasonable requirements of the recipient Museum or approved repository.

2.11. If the results of the evaluation are positive, the digital archive will be uploaded to the Archaeological Data Service (ADS), including a copy of the final report. The archive will include all written, drawn, survey and photographic records relating directly to the investigations undertaken. A copy of the digital report will be lodged with the Historic Environment Record. A copy of the report will be uploaded to OASIS regardless of a positive or negative outcome.

3 Digital Data Management Plan (DDMP) (Version 3: October 2023)

3.1. Heneb is committed to managing digital records generated though our work to the highest standards. The Digital Data Management Plan (DDMP) has been designed in accordance with current guidance from the Chartered Institute for Archaeologists (CIfA), Historic England's *Archaeological Digital Archiving Protocol* (ADAPt) (2016), The Royal Commission on the Ancient and Historical Monuments of Wales *RCAHMW Guidelines for Digital Archives* (2015) and the Archaeology Data Services (ADS) *Guidelines for Depositors* (2021). Heneb also employs the FAIR Principles, to ensure that all relevant data is Findable, Accessible, Interoperable and Reusable.

Data Collection

3.2. All digital project data will be stored within a standard folder template, utilizing digital proformas where required and following a strict file naming policy. All digital files selected for archive will be pre-fixed with the unique project code. An example of the folder structure and common data formats is provided below.

Project Folder		
Folder name	**Contents**	**Files**
Admin		
H&S - RAMS	Risk assessments	DOCX, PDF
WSI	Written Scheme of Investigation	DOCX, PDF
Client data	Planning documents, plans, background	JPG, PDF
Correspondence	Emails and letters	PDF, Outlook.msg
Drafting	Working drawings	AI
Finance	Quote, purchase order, costings	DOCX, PDF, XLSX
Finds data	Catalogues, specialist reports etc	DOCX, PDF, XLSX
GIS data	Project generated GIS including HER data, Mapping data Geophysical Survey data etc	3.3. MAP, SHP, XLSX, PRJ, DXF, TAB, SHX, QPJ, DAT, DBF, ID, DXF, DWG, BMP, JPG, ASC, QGS, XML, PMW, XCP
Metadata	Project specific metadata	XLS
Photography	Original and reduced images	NEFF, JPG, TIFF
Report	Project report	DOCX, PDF
Report Illustrations	Illustrations selected for the final report	JPG, PDF
Research data	Background research	DOCX, PDF, JPG
Site data	Site registers, recording forms, plans etc	DOCX, PDF, XLSX
Temporary files	Storage for temporary files to be deleted prior to archiving	N/A

3.4. Where projects require specialist archaeological techniques, additional datasets may be generated. These will be incorporated into the folder structure as required and re-named accordingly.

Data Storage

3.5. Throughout the course of the project, data will be stored securely on Heneb IT infrastructure.

Data Selection

3.6. Heneb works across the regions of both England and Wales in which the following guidance may apply, depending on the project location.

- CIfA *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* (2020b).
- CIfA *Toolkit for selecting archaeological archives.*
- CIfA *Toolkit for managing digital data.*
- *Management of Research Projects in the Historic Environment: The (MoRPHE Project Manager's Guide* (2015).
- *National Standard and Guidance for Collecting and Depositing Archaeological Archives in Wales* (2017).
- The Royal Commission on the Ancient and Historical Monuments of Wales *RCAHMW Guidelines for Digital Archives* (2015)
- Guidance *for the Submission of Data to the Welsh Historic Environment Records (HERs) Version:2*
- Historic England's *Archaeological Digital Archiving Protocol* (ADAPt) (2016)
- Archaeology Data Services (ADS) *Guidelines for Depositors* (2021).
- *FAIR Guiding Principles for scientific data management and stewardship* (2016)

3.7. While some projects will generate a standard set of data, most project archives are unique and the creation of data is fluid, requiring periodic management and review throughout the course of the project to meet the specific requirements of individual stakeholders.

3.8. Data generated by a relatively small-scale project is likely to comprise; the final report (.pdf/.docx), digital photographs (.tif), site records including proformas/drawings (.pdf), metadata (.xls).

3.9. Larger projects may include additional data sets, such as site survey data, GIS polygons, specialist reports etc, and where required, additional digital sub-folders will be generated.

3.10. All project data, including digital, documentary, artefactual or environmental will be recorded in the final project selection strategy, a copy of which will be included in all project reports. Data that has been selected for retention, and/or deposition with a suitable repository beyond Heneb is recorded therein.

3.11. Correspondence records, financial records, research data and temporary files will automatically be de-selected from the final archivable dataset, as these do not form part of the overall archaeological record and may contain sensitive data.

Metadata

3.12. All digital data generated by the project and selected for archive will be accompanied with appropriate metadata, where required.

Preservation

3.13. Digital data selected for preservation within Wales will be deposited with the Royal Commission on the Ancient and Historical Monuments of Wales. Digital data selected for preservation for projects undertaken in England will be deposited with the Archaeology Data Service.

3.14. A digital PDF report (and (if required) selective photographs) will also be deposited with the relevant Historic Environment Record (HER) and OASIS.

3.15. Associated physical archive material will be summarised within the final grey literature report/selection strategy to ensure that the physical archive is also traceable once disseminated.

Accessibility

3.16. Data will use standard software and formats where possible to maximise opportunities for use and reuse in the future.

3.17. Data submitted for long term preservation will be discoverable to interested parties though the OASIS/ADS or HER websites and may also be promoted by Heneb via the websites or social media.

Responsibilities

3.18. The Project Manager will be responsible for the implementation of the DDMP throughout the course of the project.

3.19. The Project Manager, Project Supervisor and Head of Technology, Information and Planning will be responsible for data accumulated during the project, including its appropriate management, storage and backup.

3.20. Data will be checked routinely by the Project Manager as a means of quality assurance.

3.21. The Information and Archives Officer will be responsible for the compilation of all project specific metadata and final deposition of the digital project data and wider archive.

3.22. Following deposition with the relevant digital repository, data management will become the responsibility of the receiving organization.

3.23. A copy of relevant files generated by the project may be retained and stored securely by Heneb for future reference should it be required.

Ethics and Legal Compliance

3.24. Heneb has security protocols and policies in place relating to the ethical use of data which comply National Law and Industry Guidelines. Our Privacy Policy can be viewed here.

3.25. All data, including any sensitive data is stored securely to protect against its loss, misuse and alteration.

3.26. Heneb will take steps to ensure that any businesses we share data with will have security protocols and policies in place to manage and record data privacy and preferences correctly and that data is stored correctly.

3.27. Copyright for all data belongs to Heneb. Formal permissions from external specialists and contractors will be secured upon their engagement, where appropriate.

4 Resources and programming

4.1. The monitoring and recording will be undertaken by a skilled archaeologist under the overall supervision of Tim Malim, a senior member of Heneb's staff who is also a member of the Chartered Institute for Archaeologists (CIfA). Heneb is also a CIfA Registered Organisation and as such agrees to abide by their *Code of Conduct* (2014) and the *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* (2014).

4.2. All report preparation will be completed by or with the assistance of the same field archaeologist(s) who conducted the site work. Copies of the report will be deposited with the client and the Historic Environment Record within one month of the completion of on-site works, subject to possible delays should specialist investigation of artefacts, samples etc be necessary. If appropriate, a short report will be published in a journal.

4.3. The client should be aware that in the event that significant archaeological remains are revealed there may be a requirement for more detailed excavation and specialist services. Any further work over and above the original monitoring and recording and report would be the subject of a separate WSI and costing.

5 Appendix 1 Selection Strategy

PD24-100 Glyndale, Gyfelia (SJ 32919 45249)

Archaeological monitoring and recording

November 2024

Selection Strategy v1.0

Project Management	
Project Manager	Tim Malim
Project Supervisor	Will Logan
Archives Manager	Sophie Watson
Project Stakeholders	
Project Lead / Project Assurance	Neil Bayliss
Client / Landowner	Kim and Ella Jones
Other	Julian McAlster
Collecting Institutions	

Regional Historic Environment Record	Clwyd Powys
Digital Archive Repository	Royal Commission on the Ancient and Historical Monuments of Wales
Documentary Archive Repository	Royal Commission on the Ancient and Historical Monuments of Wales
Finds Archive Repository	N/A
Other	N/A

Project Data

Digital Project Data - Management

Digital data generated by the project will be managed in accordance with the Heneb Digital Data Management Plan (Version 3), which is outlined in full under section 2 of the WSI.

In summary, digital data will be subject to regular review and management to ensure the final dataset is of suitable quality and appropriately referenced and structured, resulting in a findable, accessible, interoperable and reusable archive which has been prepared in accordance with the CIfA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives guidance (2020b).

All digital files will be stored on Heneb infrastructure within a standard folder hierarchy and following a strict file naming policy. All digital files selected for archive will be data tagged with the unique project code. An example of the folder structure and specific files selected for archive will be recorded in the final selection strategy for the project and included within every Heneb report.

Digital project data selected for archive will be accompanied by relevant project metadata and prepared according to the RCAHMW Guidelines for Digital Archives (Version 1). Digital data will be transferred via OneDrive upon the completion of the project as agreed with Helen Rowe (Senior Archivist - RCAHMW).

A copy of the digital report and a set of digital (.jpg) images will be submitted to the Historic Environment Record via HEDDOS in accordance with the Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) Version 2 (2022).

Project Specific Digital Data

Digital data expected for an archaeological monitoring and recording includes the following;

Photographs (.jpg – converted to TIFF for archive using *GIMP)*

Photographic Catalogue (.xls) *Microsoft Excel*

Grey Literature Report (.docx / .pdf) *Microsoft Word*

Project metadata file (.xls) *Microsoft Excel*

De-Selected Digital Data

All digital data generated by the project will be recorded in the final selection strategy and selected/de-selected data will be recorded therein.

Unsuitable or surplus data, such as blurred images or duplicate files, will be deleted from the final dataset.

Sensitive digital data is stored within dedicated project folders named Client Data, Correspondence and Finance and these will be automatically de-selected due to the nature of the data within. Project data will be retained on Heneb servers for a period of 6 years, at which point it will be reviewed and managed as required in accordance with relevant organisational policies.

Physical Project Data (Documentary)

All physical documentary data will follow standard formats and conventions with appropriate labelling and referencing, resulting in findable, accessible, interoperable and reusable data (FAIR) which has been prepared in accordance with the *CIfA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives guidance* (2020b).

Written and drawn records will utilise Heneb proformas and use standard conventions and terminology. Documents selected for archive will be accompanied with a paper copy of the selection strategy to ensure all elements of the archive are linked and traceable at all times.

Physical documentary data expected for an archaeological monitoring and recording/evaluation/excavation includes the following;

Watching brief sheet

Context register

Context sheets

Site plans

Section drawings etc

Physical Project Data (Materials)

There is potential for artefactual material to be gathered during the fieldwork stage of the project.

The methodology for the treatment of materials is outlined in section 3 of the Written Scheme of Investigation. In summary, artefacts and contextual evidence that can help address specific research questions will be prioritised for retention and where appropriate, external specialist assessment may be employed to help identify the research potential of cohesive assemblages. In addition, local curators may be consulted as to whether specific local knowledge might be enhanced through study and retention of the collected archive, beyond any broader regional research questions.

In the instance that significant artefactual material is identified, a suitable repository will be identified and contacted once the nature, quantity and condition is known. The decision would be made by Heneb field services in conjunction with the relevant stakeholders, informed by the research potential and heritage significance of the archaeological evidence uncovered.

Will Logan

Senior Archaeologist

13/11/2024

1795 John Evans map of North Wales Evans' map of North Wales - National Library of Wales accessed November 2024

1845 Tithe Map for Ruabon Parish, Denbighshire