Heneb

THE TRUST FOR WELSH ARCHAEOLOGY

YMDDIRIEDOLAETH ARCHAEOLEGOL CYMRU

Clwyd-Powys Archaeology
The Offices
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ARCHAEOLOGICAL MONITORING AND RECORDING

1 METHODOLOGY

1.1. The archaeological monitoring and recording will be conducted by a recognised professional archaeological organisation working to the Chartered Institute for Archaeologists' (CIfA) Standard and Guidance documents for Archaeological Monitoring and Recording (Dec 2023). The archaeologist should be working in accordance with an approved project design/written scheme of investigation (WSI). The watching brief will be undertaken to monitor groundworks likely to impact on potential buried archaeological deposits. The excavation of any archaeological features or deposits will be undertaken by hand using the conventional techniques for archaeological excavation:

- The presence or absence of archaeological features encountered during the ground works will be noted.
- Where features of archaeological interest are identified during the ground works 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 on an overall plan of the development at an appropriate scale, showing boundaries depicted on Ordnance Survey mapping.
- Contexts will be recorded on individual record forms, using a continuous numbering system, and be drawn and photographed as appropriate.
- Plans will be drawn on permatrace or digitally to a scale of 1:10, 1:20 or 1:50, as appropriate.
- All photography will be taken using a digital SLR camera with a minimum resolution of 12 mega pixels, including a metric scale in each view, with views logged in a photographic register.
- In the event of human burials being discovered the Ministry of Justice will be informed. The remains will initially be left *in situ*, and if removal is required, a MoJ licences will be applied for under the Burial Act 1857.
- In the event of finding any artefacts covered by the provisions of the Treasures Act 1996, the appropriate procedures under this legislation will be followed.

1.2. 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 to assess and study any artefacts, assemblages and environment samples.
- Any artefacts recovered during the evaluation will be deposited with an appropriate museum, subject to the permission of the owner.

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

- Non-technical summary in both Welsh and English
- Introduction
- Site location
- Archaeological Background
- Watching brief
- Conclusions
- Archive content list and archive deposition location and timing statement
- Data Management Plan and Archive Selection Strategy Statement
- References
- Plan, elevation and section figures
- Appropriate appendices on archives and finds

1.4. The resulting digital report will be submitted initially to the applicant, Local Planning Authority and the Planning Archaeologist at Heneb: Clwyd-Powys Archaeology. On approval Project data must be successfully submitted and approved for inclusion in the Heneb: Clwyd-

Powys Archaeology Historic Environment Record (CPA HER). Please consult The Welsh Archaeological Trust HER Guidelines viewable here for the specific requirements applicable to your project and submit data to CPA HER via HEDDOS for approval. If you have any questions regarding this process, please contact the HER Team at her@cpat.org.uk. The full digital archive must also be sent and accepted by the National Monuments Record, RCAHMW or the Archaeology Data Service, ADS

1.5. The overall archive will conform to guidelines described in Management of Research Projects in the Historic Environment (MoRPHE), Historic England 2015a, the CIfA's Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives (CIfA, 2020b) and The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2017 (NPAAW, 2017).

1.6. Any artefacts recovered during the recording process should be deposited with the nearest regional or county Museum and the museum should be contacted in advance for their archiving and deposition guidelines. The artefacts should be deposited along with a copy of the site report including a detailed list of all artefacts recovered. Where no regional deposition location exists, the archaeological contractor should retain the artefactual archive until such time as the archive can be transferred to an approved deposition location. In the latter case the archive must be available for public and specialist access.

2 RESOURCES AND PROGRAMMING

2.1. The archaeological monitoring and recording will be undertaken by a skilled archaeologist under the overall supervision of a senior member of staff who is also a member of the Chartered Institute for Archaeologists (CIfA). The contracting organization will usually be a Registered Archaeological Organisation with the CIFA and will abide by their *Code of Conduct* (2019) and the *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* (2014).

2.2. 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 regional Historic Environment Record within one month of the completion of on-site works. If appropriate, a short report will be published in *Archaeology in Wales*.

2.3. 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 watching brief and report would be the subject of a separate WSI and costing. The following list provides an indication of the types of additional services which might be required, for which the client is strongly advised to make some provision.

- *Curatorial monitoring*
  The archaeological monitoring and recording may be monitored by the Clwyd-Powys Archaeological Trust at an agreed date and time. Note that there will be a £150 charge per monitoring visit. Monitoring visits normally take place when all trenches are open and cleaned to reveal any potential archaeological features.
- *Finds conservation*
- *Radiocarbon dating*
- *Finds specialist*
- *Archiving*
- *Reporting*

3. Public Engagement and Outreach

Where appropriate to the circumstances of the work being undertaken and after ensuring that landowner/developer/contractor agreement is in place, along with Health & Safety measures, the archaeological contractor should explore avenues of public engagement with the local community throughout the life of the project eg. via site tours, information panels, leaflets, a web diary, school visits or press coverage.

Bibliography

Chartered Institute for Archaeologists (Dec 2023) Standard and Guidance documents for Archaeological Monitoring and Recording
https://www.archaeologists.net/sites/default/files/Standard%20for%20archaeological%20

monitoring%20%26%20recording.pdf and https://www.archaeologists.net/sites/default/files/Universal%20guidance%20for%20archaeological%20monitoring%20%26%20recording.pdf

Chartered Institute for Archaeologists (2020b) Standard and Guidance Archaeological advice by historic environment services http://www.archaeologists.net/codes/ifa

Chartered Institute for Archaeologists (2020) Standard and guidance for commissioning work or providing consultancy advice on archaeology and the historic environment http://www.archaeologists.net/codes/ifa

Chartered Institute for Archaeologists (2020) Standard and Guidance for the collection, documentation, conservation and research of archaeological materials. http://www.archaeologists.net/codes/ifa

Chartered Institute for Archaeologists (2020b) Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives. http://www.archaeologists.net/codes/ifa

Archaeological Archives Forum (2011) Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation. https://www.archaeologyuk.org/archives/aaf_archaeological_archives_2011.pdf

Welsh Assembly Government (2024) Chapter 6: Conserving the Historic Environment' Planning Policy Wales 12th edition https://gov.wales/planning-policy-wales

Welsh Assembly Government (2017) Technical Advice Note TAN 24: The Historic Environment https://gov.wales/technical-advice-note-tan-24-historic-environment