

GENERAL REQUIREMENTS FOR ARCHAEOLOGICAL PROJECTS

In addition to the site specific details given above, Archaeological Contractors should consider the following when preparing project designs and specifications, and when executing archaeological work, prescribed by the Curatorial Section of CPAT. These advisory notes have been prepared and issued, by the Curatorial Section of CPAT, with the purpose of encouraging best practice and defining certain areas of responsibility and are not intended as a contract or similar with any party in any prescribed archaeological work. The Curatorial Section reserves the right to challenge, where it sees fit, the content and or form of any archaeological specification, archaeological project design, archaeological report, or similar document, it receives in response to a project brief, irrespective of its level of compliance with all or any of the following notes.

Where possible, technical terms are used as defined by the relevant Chartered Institute for Archaeologists Standard and Guidance documents

Preparation

1 The prescribed archaeological work (hereafter referred to as the project) should be carried out by the staff of a competent and professionally recognised archaeological body or similarly qualified individual (hereafter referred to as the Contractor).

2 When responding to a project brief, Contractors are expected to prepare a detailed specification. This must show clearly their intended scheme of work and how they will satisfy the brief, detailing their proposed working methods, time tables and staffing levels (including their intended use of specialist sub-contractors), as well as indicating their overall level of professional competence. In the case of larger projects a detailed project design may also be necessary, and this will be indicated in the brief. It is suggested that Historic England's publication MoRPHE (2015) is used as general guidance when preparing specifications and project designs.

3 Specifications and project designs should be approved by the Archaeological Curator, before implementation. Thereafter all works should be carried out, to the satisfaction of the Curator, in accordance with the approved specification or project designs. Any variation to this approved scheme of works should be agreed, in writing, with the curator in advance of implementation.

4 Throughout the project, the Contractor should abide by: The Chartered Institute for Archaeologists' Code of Conduct and relevant Standard and Guidance and should also seek to ensure that any sub-contracted organisations or individuals involved in the Project do likewise. Ideally, those in charge of projects should be formally recognised by the Chartered Institute for Archaeologists in appropriate areas of competence, and this demonstrated in their specification.

5 Before proceeding with Projects, Contractors are strongly advised to enter into an appropriate written agreement with their client, which clearly sets out the legitimate expectations of both parties, defines areas of responsibility and agrees terms and conditions. While the details of the contract are not the concern of the Archaeological Curator, Contractors are reminded that their first obligation should be to

the conservation of archaeology and the fulfilment of the brief. Contracts which do not allow proper attention to these may lead to reports being challenged by the Curatorial Section of CPAT.

6 The Contractor should notify the Archaeological Curator, in writing, at least two weeks in advance of the commencement of the Project, confirming an agreed timetable.

7 The Contractor should seek to ensure that all appropriate arrangements are in place for access to the site in advance of the commencement of the Project.

8 Contractors are reminded that maps, plans and similar documents, provided with this brief are for information only and they should check site details on the ground when preparing specifications.

Fieldwork

9 The Archaeological Contractor should seek to ensure the following throughout the project: that Health and Safety regulations are observed; that all aspects of the works are covered by appropriate Employer's Liability and Public Liability insurance's; that any protected features (scheduled ancient monuments, sites of special scientific interest, listed buildings, nature reserves or other protected areas), buried or overhead services (water, gas, electricity, sewers etc.), boundaries, buildings or other standing structures, are not disrupted by the project without appropriate permission.

10 The Archaeological Contractor should seek to ensure that appropriate arrangements are in place in advance of the Project for the storage and/or disposal of spoil resulting from any required excavation work and for the subsequent re-instatement of the excavated areas.

11 Provision should be made by the Archaeological Contractor for monitoring to be carried out by the Archaeological Curator during the course of the prescribed fieldwork, the arrangements for which are to be agreed in advance. A fixed monitoring fee of £150 will be charged for each monitoring visit that is made.

12 The responsible use of metal detectors on site is permitted in order to pin-point the location of buried metal artefacts. Metal detecting clubs and their members which are recognised by the National Council for Metal Detecting and which are therefore required to follow the NCMD Code of Conduct <https://www.ncmd.co.uk/code-of-conduct/> may be used for such work under the supervision of the Contractor.

13 In most instances artefacts recovered from prescribed fieldwork are the property of the landowner. The Archaeological Contractor must make suitable arrangements for specialist study artefacts and samples, and if appropriate for their temporary storage. Ideally owners should be encouraged to deposit finds in an appropriate museum, once this study is complete, though their compliance with such a request, or that of the museum authorities, must not be assumed without prior agreement. Where it is suspected that artefacts may be Treasure Trove, Contractors must observe current legislation and notify the appropriate authorities at the earliest possible opportunity.

Recording

14 Written, drawn and photographic records of an appropriate level of detail will be maintained throughout the course of the project. Individual site plans should be at an appropriate scale and photographic records should be at a minimum 12 megapixel resolution using a digital SLR with files saved in Jpeg and Tiff formats.

15 Drawn records will be related to Ordnance Survey datum and published boundaries where appropriate. National Grid References should be recorded for each separate site reported on.

16 Artefacts recovered during the prescribed field work will be related to the contexts from which they derive wherever possible.

17 In the case of excavation, typologically distinct and closely datable finds should be recorded three-dimensionally where appropriate.

18 In the case of excavation, appropriate attention will be given to the sampling of deposits of environmental or technological significance.

19 The requirements for the conservation and analysis of artefacts and samples, will be unpredictable until after the completion of the fieldwork. The Archaeological Contractor should seek to ensure, however, that at least minimum acceptable standards are achieved (the various guidelines issued by the UK Institute of Conservation and Historic England should be observed here).

20 The objective of post-excavation and post-survey work should be firstly to ensure the long-term preservation of the site archive, artefacts and samples recovered, and secondly to prepare a report presenting the results of the work.

Reporting

21 Contractors have a professional responsibility to see that the results of their completed archaeological work are appropriately published within a reasonable time. All reports are developer funded and Contractors must alert their clients to the potential costs of report production (at whatever level), and to discuss arrangements for contingency funding, at as early a stage as possible.

22 Unless specifically agreed otherwise in advance with the Archaeological Curator, Contractors should prepare an initial written report within one month of the end of the fieldwork element of smaller projects (evaluation, watching brief, building recording, survey) and within 6 months for larger projects (large excavation, scheme of investigation, strip/map/excavate). This report should aim to: summarise the results of the Project (including illustrative material as appropriate), present an appropriate catalogue of the site archive and of any artefacts and samples recovered (detailed artefact, or similarly analytical, reports will only be expected in this initial report if it is to serve as a final full publication), indicate whether or not further archaeological reports are to be prepared (and if so outline a scheme of work to achieve this), and should address any specific requirements of the Project Brief. While the primary purpose of many shorter reports will be to answer the specific aims of the brief, Contractors are reminded they should also meet standards normally expected of archaeological reporting.

23 In the case of larger excavation of field work Projects, where a full archaeological report is required, the Contractor should seek and obtain the approval of the Archaeological Curator for an outline post-excavation programme before proceeding with the production of this report which should meet recognised publication standards in both presentation and level of reporting. Full report production may be monitored by the Curator, and appropriate arrangements for this should also be agreed before work commences.

24 In the case of Projects in advance of planning permissions the Contractor is asked not to make any specific planning recommendations in his initial report, unless agreed in advance with the Archaeological Curator. Appropriate mitigation for identified impacts can be stated as this will aid developers in the preparation of design drawings and statements to show how they intend to act on the Contractors report and to mitigate the identified impacts of their development.

25 In cases of Projects in advance of planning permissions the Contractors are strongly advised not to include opinions, or other commentary as to the likely outcome of a planning application in their initial reports. The determination of a planning permission rests wholly with the local planning authority and is often dependent on a number of factors quite outside an archaeological contractors remit. Contractors may, of course, comment directly, on their own or their clients behalf, to a local planning authority on any planning application in the public domain.

26 The archaeological contractor's report is normally the property of his client and should only be circulated to other parties by mutual agreement. Where work is a consequence of the planning process it is the applicant's responsibility to supply the planning authority and the Archaeological Curator with a copy of the report. The contractor should therefore ensure that he has produced sufficient copies to facilitate appropriate distribution to interested parties. Contractors are reminded that planning applications can be controversial, and that certain matters may be confidential until an application is submitted, and they are therefore advised not to seek publicity or media coverage for any aspect of the project, even in cases where this is not expressly forbidden by contract, without the mutual agreement of the various parties concerned.

27 Unless specifically agreed otherwise in advance with the archaeological curator, the contractor's report and site archive should be placed in the public domain 6 months after the completion of the project. It should be noted that reports which form part of a planning application will normally be available for public consultation once submitted to a planning authority. Contractors are advised that it is policy of the Curatorial Section of CPAT to access all such reports to the regional Historic Environment Record once this 6 month deadline has expired unless specifically agreed otherwise.

28 On completion of the project, Contractors are asked to inform the Archaeological Curator (and where necessary the local planning authority) in writing that the work has been carried out and that an appropriate report will be submitted.

29 On receipt and approval of a satisfactory report the Archaeological Curator will confirm this with the Contractor and with the Local Planning Authority as part of the Discharge of Conditions process.

30 A copy of the final project report, which has been approved by the Archaeological Curator in advance, should be submitted to the Historic Environment Record Officer, Gary Duckers, Clwyd-Powys Archaeological Trust, The Offices, Coed y Dinas, Welshpool, SY21 8RP gary.duckers@cpat.org.uk in

accordance with the Welsh HER Submission Guidelines v1.1 (Oct 2018). This report should normally be submitted within 6 months of the completion of any project.