

1 Methodology

1.1. The watching brief will be conducted according to the Chartered Institute for Archaeologists' (CIfA) *Standard and Guidance for an Archaeological Watching Brief* (2014). The watching brief will be undertaken to monitor groundworks associated with the construction of the new extension, together with other 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 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 8 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
- Introduction
- Site location
- Archaeological Background
- Watching brief
- Conclusions
- References
- Appropriate appendices on archives and finds

1.4 The resulting digital report will be submitted to the applicant, Local Planning Authority and the Development Control Archaeologist at Clwyd-Powys Archaeological Trust (Mark Walters mark.walters@cpat.org.uk) On approval the final report should be submitted in high resolution PDF format to the Historic Environment Record Officer (Gary Duckers gary.duckers@cpat.org.uk), Clwyd-Powys Archaeological Trust for inclusion within the Historic Environment Record.

1.5 The Archaeological Contractor should obtain copies of the HER Deposition Guidance and HER Depositor Licence from the HER Officer (Gary Duckers gary.duckers@cpat.org.uk) before any reports or archives are submitted to the Clwyd-Powys Archaeological Trust Historic Environment Record.

1.6 The overall archive will conform to guidelines described in Management of Research Projects in the Historic Environment (MoRPHE), Historic England 2006, the ClfA's Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives (ClfA, 2014c) and The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2017 (NPAAW, 2017).

1.7 The paper and digital archive will be deposited with the National Monuments Record, RCAHMW including a copy of the final report. This archive will include all written, drawn, survey and photographic records relating directly to the investigations undertaken. NMR Digital archives will follow the standard required by the RCAHMW (RCAHMW, 2015). A copy of the digital archive only will also be lodged with the Historic Environment Record, Clwyd-Powys Archaeological Trust.

1.8 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 watching brief will be undertaken by a skilled archaeologist under the overall supervision of 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

to abide by their *Code of Conduct* (2014) 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 figures provide 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 £150 per visit

Finds conservation

Radiocarbon dating

Finds specialist

Archiving

Reporting

Bibliography

Chartered Institute for Archaeologists (2014) Standard and Guidance for an Archaeological Watching Brief https://www.archaeologists.net/sites/default/files/CIfAS&GWatchingbrief_2.pdf

Chartered Institute for Archaeologists (2014) Standard and Guidance Archaeological advice by historic environment services <http://www.archaeologists.net/codes/ifa>

Chartered Institute for Archaeologists (2014) 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 (2014) Standard and Guidance for the collection, documentation, conservation and research of archaeological materials. <http://www.archaeologists.net/codes/ifa>

Chartered Institute for Archaeologists (2014) 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.
http://www.archaeologyuk.org/archives/aaf_archaeological_archives_2011.pdf

Welsh Assembly Government (2016) Chapter 6: Conserving the Historic Environment' Planning Policy Wales 9th edition <http://wales.gov.uk/topics/planning/policy/ppw/?lang=en>

Welsh Assembly Government (2017) Technical Advice Note TAN 24: The Historic Environment
<http://gov.wales/topics/planning/policy/tans/tan-24/?lang=en>