

ADVICE NOTE TO BE FORWARDED TO APPLICANT WITH CONSENT REGARDING WATCHING BRIEF PROCEDURES

A contracted archaeological watching brief is designed to allow a professional archaeologist, who has been contracted by the applicant, to observe and make records of any archaeological deposits revealed during the initial stages of development.

Normally, the archaeologist will only need to be present during initial topsoil and subsoil removal within the development plot, or any immediately adjacent area, down to the formation level. They will closely monitor the cutting any new foundation trenches, service trenches, access routes and insertion of septic tanks or soakaways. Inside historic or listed buildings it may be necessary to monitor the lifting of existing floor surfaces for the insertion of a new damp proof course or underfloor heating so that archaeological levels relating to earlier house phases can be recorded and excavated.

The archaeologist should be given access and sufficient time to view, record and excavate any soil profiles, finds and features revealed in trenches or topsoiled areas. Normally, this will not significantly slow down the work of building contractors on site, who can be working elsewhere while recording is completed.

On receiving advice that a contracted watching brief has been attached to your planning consent you should:

1. Contact Mark Walters (Development Control Archaeologist) at the Curatorial Section of Clwyd-Powys Archaeological Trust (markwalters@cpat.org.uk) to notify him that you wish to proceed with the watching brief. Normally at least two weeks notice of commencement should be given.
2. A list of contractors who normally tender for work in the CPAT area can be supplied on request. You should preferably choose an archaeological contractor from the Chartered Institute for Archaeologists list of Registered Archaeological Organisations although there are other non CIfA registered contractors on the list who are known to us and produce work of a high standard.
3. Send your chosen contractors details of the application and a location/foundation plan. Ask your chosen contractor to supply a Written Scheme of Investigation (often called a WSI and sometimes called a specification) along with a quote based on a standard watching brief according to CIfA Standards and Guidance
4. Forward any WSI/specification received to Mark Walters at CPAT for approval.

5. Choose a contractor based on the cost estimate and the content of their specification. Costs at the present time are typically up to £350 per day plus the cost of completing a report. Normally the archaeologist will only need to be present for one day, but this timing will vary depending on the speed at which the building contractor can topsoil and cut foundation trenches and the size of the development.
6. Engage the contractor to complete the work according to the WSI.
7. CPAT Curatorial Section may monitor the work of your chosen contractor on-site if significant archaeology is found, or where a site meeting is required, and would charge £50 for that visit.
8. Upon completion of the watching brief the contractor should supply you with a draft report within one month.
9. A copy of the draft report should be sent to CPAT Curatorial Section for approval.
10. Upon receipt of an approved final version of the report a completion notice will be sent to you and a copy to the planning authority. The planning authority may wish to see this as confirmation that the condition has been satisfied. The final report should be sent to me for inclusion within the Historic Environment Record.

Mark Walters
Development Control Officer