Heneb

THE TRUST FOR WELSH ARCHAEOLOGY

YMDDIRIEDOLAETH ARCHAEOLEGOL CYMRU

Clwyd-Powys Archaeology
The Offices
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ARCHAEOLOGICAL EXCAVATION

1. ARCHAEOLOGICAL EXCAVATION DEFINITION

1.1. An archaeological excavation will examine and record the archaeological resource within a specified area using methods that are described in a project design that is fit for purpose, and which has been approved by the Historic Environment Advisor/Planning Archaeologist in advance of any works commencing. The work undertaken will be carried out by suitably competent persons (preferably members of a CIFA Registered Organisation) in accordance with that project design and the CIfA Code of conduct and give due regard to the guidance for archaeological excavation. All archaeological excavations will result in a report, published accounts where appropriate, and a stable, ordered, accessible archive.

Archaeological excavation involves a programme of intrusive fieldwork with defined research objectives which examines, records and interprets archaeological deposits, features and structures and, as appropriate, retrieves artefacts, ecofacts and other remains within a specified area or site on land, in an inter-tidal zone or under water.

2. FIELDWORK METHODOLOGY

2.1. Fieldwork will only be commenced after a project design, produced by the Archaeological Contractor, has been approved by the Historic Environment Advisor/Planning Archaeologist in advance.

2.2. The positioning of excavation areas must take into account the location of any extant services and any requirements of the landowner. The final configuration of the excavation area should be confirmed with the Historic Environment Advisor/Planning Archaeologist prior to the works commencing.

2.3. Prior to the commencement of the project, the Archaeological Contractor should seek to ensure that appropriate arrangements are in place for the storage and/or disposal of spoil resulting from any required excavation work and for the subsequent re-instatement of the excavated areas.

2.4. Topsoil and/or overburden may be removed by a mechanical excavator equipped with a wide (typically 1.8m wide) toothless ditching bucket to the top of archaeological deposits or the natural substrate, whichever is observed first. All archaeological features

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encountered should be recorded in plan and manually excavated. If some excavation locations need to be excavated to a depth at which the sides of the trench/area are considered unstable, to reach the natural subsoil/ archaeological deposits, the sides of trenches must first be either shored, battered or "stepped back" to allow safe working. Archaeological deposits should never be removed by machine, except where such a procedure has been authorized by the Historic Environment Advisor/Planning Archaeologist, Heneb: Clwyd-Powys Archaeology

2.5. All machine work should be supervised by an experienced archaeologist.

2.6. Each excavation area should be cleaned by hand to allow the identification and planning of archaeological features. Where archaeological features appear to be absent, sufficient cleaning/investigation needs to be undertaken to demonstrate this.

2.7. The excavation will involve the systematic examination and accurate recording of all archaeological features, horizons and artefacts identified.

2.8. Should features of national importance and possibly of schedulable quality be observed, fieldwork will cease until the remains have been inspected by the Historic Environment Advisor/Planning Archaeologist, Clwyd-Powys Archaeological Trust and the appropriate Cadw Regional Inspector of Ancient Monuments.

2.9. In the event of human burials being discovered, they will initially be left in situ, and if removal is required, the archaeologist will procure and comply with all statutory consents and licences under the Burial Act 1857.

2.10. All stratified finds should be collected by context, or where appropriate, individually recorded in 3 dimensions. Unstratified finds should only be collected where they contribute significantly to the project objectives or are of particular intrinsic interest.

2.12. In the event of finding any artefacts covered by the provisions of the Treasure Act 1996, the appropriate procedures under this legislation must be followed.

2.13. The responsible use of metal detectors for locating buried metal artefacts is permitted however, only by Metal Detecting Clubs and members of Metal Detecting Clubs that are recognised by the National Council for Metal Detecting and follow the National Council for Metal Detecting Code of Conduct, and they must follow the Portable Antiquities Schemes Code of practice for responsible metal detecting.

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3. RECORDING

3.1. The areas excavated should be accurately tied into the National Grid and located on a 1:2500, 1:1250 (or other suitable scale) map of the area. All archaeological features identified must also be tied to the OS survey grid and fixed local topographic boundaries using survey grade GPS or total station equipment with an accuracy of less than 5cm.

3.2. Each excavation area should be planned at an appropriate scale. Where complex deposits are present at 1:20, or 1:50 or 1:100 where deposits of lesser complexity are present.

3.3. All relevant trench/baulk/feature sections must be drawn where archaeological deposits and features have been identified and recorded, with levels related to the Ordnance Datum.

3.4. All archaeological contexts will be recorded using a continuous numbered context system on pro-forma recording sheets.

3.5. All archaeological features revealed and identified during the evaluation must be recorded and drawn at 1:50, 1:20 and 1:10 scales as appropriate.

3.6. All archaeological deposits and features should be levelled and recorded with an above ordnance datum (aOD) level. Similarly, the top and base of all ground works must be recorded with an above ordnance datum (aOD) level.

3.7. A full and proper record (written, graphic and photographic as appropriate) should be made for all work, using pro forma record sheets and text descriptions appropriate to the work.

3.8. A photographic record of all contexts should be produced, with a digital SLR camera (minimum 12mp resolution). This should include a clearly visible, graduated metric scale with a visible north arrow.

3.9. A register of all photographs should be kept.

3.10. Retained photographs should be of archive quality.

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3.11. General location photographs can be taken using digital photography at a minimum resolution of 12mp.

3.12. Digital records created as part of the project should comply with specific data standards.

3.13. An appropriate plan of all investigated archaeological features will be produced on water resistant draughting film accompanied by written records on pro-forma record sheets.

4. ARTEFACTS AND ENVIRONMENTAL SAMPLES

4.1. The treatment of artefacts and environmental samples will be integrated into all stages of the archaeological process, and an appropriate sampling strategy for artefacts and environmental samples, and subsequent arrangements for storage, conservation, analysis and publication will be developed in advance of the commencement of fieldwork and included within project design.

4.2. All finds and samples must be collected, processed, sorted, quantified, recorded, labelled, packed, stored, marked, assessed, analysed and conserved according to the project design agreed by the Development Control Archaeologist, Clwyd-Powys Archaeological Trust.

4.3. Throughout the fieldwork and after the fieldwork all artefacts recovered must be stored appropriately, both in terms of storage materials and storage conditions, to ensure minimal deterioration and loss of information. This should include controlled storage, correct packaging, regular monitoring of conditions, and the immediate conservation of vulnerable materials.

4.4. The Archaeological Contractor must make suitable arrangements to fully assess and study any artefacts, assemblages and environment samples collected during fieldwork.

4.5. In most cases any artefacts recovered during fieldwork will be the rightful property of the landowner. However, the landowner should be encouraged to deposit the finds from fieldwork with an appropriate museum or repository. An agreement with the appropriate museum or repository should be secured prior to the commencement of the fieldwork.

4.6. A catalogue of all artefactual material found will be produced. This will be arranged by context and will be quantified by number and/or weight of material.

4.7. Drawings of significant artefacts will be produced.

4.8. After the completion of the fieldwork arrangements should be made, with the agreement of the landowner, for the long-term conservation and storage of all artefacts in an appropriate local or county museum.

5. REPORTING & ARCHIVING

5.1. The post excavation analysis reporting, final report and archiving will be completed in accordance with the requirements set out in the CIFA universal guidance for archaeological excavation (2023)

https://www.archaeologists.net/sites/default/files/Universal%20guidance%20for%20archaeological%20excavation.pdf)

the CIFA universal guidance for the creation, compilation, transfer, and deposition of archaeological archives (2020)

https://www.archaeologists.net/sites/default/files/CIFAS%26GArchives_4.pdf

and the CIFA universal guidance for the collection, documentation, conservation and research of archaeological materials (2020)

https://www.archaeologists.net/sites/default/files/CIfAS%26GFinds_2.pdf

5.2. The excavation report should be fully representative of the information gained from any documentary research, archaeological fieldwork and post-excavation analysis that has being undertaken and reference current relevant research objectives in Wales.

5.3. The HER Enquiry Number and Event number should be stated in the report.

5.4. The final report must include a Data Management Plan, an archive Selection Strategy, a complete archive content list and an archive deposition location and timing of deposition statement. These can be included in report appendices. All of these

requirements should also be stated in the reporting and archiving section of any associated project design.

5.5. The resulting final report in PDF format will be submitted to the applicant, Local Planning Authority and the Planning Archaeologist at Clwyd-Powys Archaeological Trust. The report and all project data must be successfully submitted and approved for inclusion in the Heneb: Clwyd-Powys Historic Environment Record (H:CPA HER). Please consult Welsh Archaeological Trust HER Guidelines viewable here for the specific requirements applicable to your project and submit data to CPAT HER via Heneb HER: HEDDOS for Wales for approval. If you have any questions regarding this process, please contact the HER Team at her@heneb.org.uk. The full digital archive must also be submitted and approved for inclusion within the National Monuments Record, RCAHMW or Archaeology Data Service, ADS in accordance with their submission guidelines.

5.6. 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).

5.7. 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.

6. CONTINGENCIES

When tendering for excavation projects archaeological contractors must make suitable contingencies in their costing for the following:

a) Delays to fieldwork due to poor weather conditions or delays due to previously unlocated services diversions, shutdowns or repairs.

b) Scientific dating including specialist advice, site visits, analysis and reporting for e.g. radiocarbon dating (including Bayesian analysis where applicable), OSL dating, archaeomagnetic dating.

c) Other specialist input, site visits, advice, analysis and reporting as required.

d) Full costs of post excavation analysis, reporting and archiving

e) Possible costs associated with extending the excavation area from the initial design due to the discovery of additional archaeological features that may be disturbed or destroyed by subsequent development impacts.

f) Any costs associated with outreach

6. MONITORING

6.1. The evaluation works will be monitored by Heneb: Clwyd-Powys Archaeology at an agreed date and time.

7. 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 and wider audiences throughout the life of the project eg. via site tours, information panels, leaflets, a web diary, school visits or press coverage.

8. BIBLIOGRAPHY

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