Heneb

THE TRUST FOR WELSH ARCHAEOLOGY

YMDDIRIEDOLAETH ARCHAEOLEGOL CYMRU

Clwyd-Powys Archaeology
The Offices
Coed y Dinas
Welshpool
Powys
SY21 8RP

Archaeoleg Clwyd-Powys
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ARCHAEOLOGICAL FIELD EVALUATION

1. ARCHAEOLOGICAL EVALUATION DEFINITION

1.1. The Chartered Institute for Archaeologists defines an archaeological field evaluation as '...a limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts and their research potential, within a specified area or site on land, in an inter-tidal zone or underwater. If such archaeological remains are present, field evaluation defines their character, extent, quality and preservation, reports on them and enables an assessment of their significance in a local, regional, national or international context as appropriate (CIfA 2020b).

2. FIELDWORK METHODOLOGY

2.1. Fieldwork will only be commenced after a Written Scheme of Investigation (WSI), produced by the Archaeological Contractor, has been approved by the Archaeological Curator in advance.

2.2. The positioning of evaluation locations must take into account the position of any extant services and any requirements of the landowner. The final configuration of the trenches should be confirmed with the Archaeological Curator 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 (eg minimum 1.2m wide) toothless ditching bucket to the top of archaeological deposits or the natural substrate, whichever is observed first. Any cut features (e.g. ditches or pits) or structures encountered should be recorded in plan and manually excavated before proceeding with further excavation. If some evaluation locations need to be excavated throughout 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 procedure has been authorised by the Development Control Archaeologist, Heneb: Clwyd-Powys

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

2.6. Each evaluation location should be cleaned by hand to a level sufficient to allow the identification and planning of archaeological features. Where archaeological features appear to be absent, sufficient cleaning needs to be undertaken to demonstrate this.

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

2.8. All archaeological features and deposits must be cleaned and investigated by hand in accordance with CIfA Standards and Guidance, with sufficient work undertaken to determine their date and character, and the remains should be recorded.

2.9. Should features of national importance and possibly of schedulable quality be observed, fieldwork will cease until the remains have been inspected by the Development Control Archaeologist, Heneb: Clwyd-Powys and the appropriate Cadw Regional Inspector of Ancient Monuments.

2.10. 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.

2.11. 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 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 evaluated should be accurately tied into the National Grid and located on a 1:2500 or 1:1250 map of the area. All archaeological features identified must also be tied to the OS survey grid and fixed local topographic boundaries.

3.2. Each evaluation 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 sections drawn must be drawn where archaeological deposits and features have been identified and recorded, with levels related to the Ordnance Datum. For trenches with only a topsoil/subsoil profile and no archaeological features a representative section should be recorded with a record of the height of each key horizon at either end of the trench as well as the ground surface and maximum depths of the trench and these converted to OD heights.

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 camera (minimum 12mp). This should include a clearly visible, graduated metric scale.

3.9. A register of all photographs should be kept.

3.10. Photographs should be of archive quality using a digital SLR (minimum 12mp).

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 the specification or project design.

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

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 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 evaluation report should be fully representative of the information gained from any documentary research, archaeological fieldwork and post-excavation analysis that has being undertaken. This includes when there is negative evidence to relay.

5.2. As a minimum, standard reports should conform to the guidelines set out by the CIfA in their suite of Standards and Guidance documents.

5.3. Reports submitted in support of planning applications are public documents which need to be easily understandable by a non-specialist audience; therefore, they should be written in a clear, concise and logical style, and all technical terms should be explained.

5.4. As a minimum the report must contain:

a) Non-technical summary in both Welsh and English

b) The aims and objectives of the field evaluation

c) A clear location map of study area showing areas covered by the field evaluation, its relationship to local topography and the position of trial trenches, test pits or excavation areas

d) Details of the field methodology used

e) An objective summary of the results of the field evaluation

f) Details of the results of the evaluation, including a detailed description of the deposits observed and recorded, their character, function, potential date and their relationship to adjacent contexts

g) A location plan showing the location of any artefacts, features or structures found

h) Specialist descriptions and illustrations of artefacts and environmental samples, and an assessment of its potential for further study, prepared by suitably qualified and experienced individuals

i) Conclusions of the evaluation, including a statement regarding the importance of the archaeological remains in a local, regional or national context; a confidence statement and an indication of the potential for archaeological deposits that were not disturbed during the field evaluation

j) Index to and location of the archive

k) Appendices, including a detailed archive list that details all recorded contexts, all find retrieved and the find types, all samples taken, all drawings produced, and all photographs taken

l) Supporting photographs

m) Supporting illustrations, plans and sections with appropriate scales and north arrows

n) References.

6.5. The report should contain enough objective data to enable an informed decision to be made in relation to submitted planning applications, including requirements for further works (CIfA 2020).

5.6. The resulting report will be submitted to the applicant, Local Planning Authority and the Development Control Archaeologist at Heneb: Clwyd-Powys (Mark Walters mark.walters@heneb.org.uk, or Neil Bayliss neil.bayliss@heneb.org.uk) On approval the final report should be submitted in high resolution PDF format to the Historic Environment Record her@heneb.org.uk ,The Offices, Coed y Dinas, Welshpool, SY21

8RP for inclusion within the Historic Environment Record. This can also be submitted to the HER via the HEDDOS portal here Heneb HER: HEDDOS for Wales .

5.7. The Archaeological Contractor should obtain copies of the HER Submissions Guidance and HER Depositor Licence from the HER Officer (giles.carey@heneb.org.uk) before any reports or archives are submitted to the Clwyd-Powys Archaeological Trust Historic Environment.

5.8. 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).

5.9. The paper and digital archive will be deposited with the National Monuments Record, RCAHMW including a copy of the final report. This archive will also 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.

5.10. 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. MONITORING

6.1. The evaluation works will 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.

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 throughout the life of the project e.g. via site tours, information panels, leaflets, a web diary, school visits or press coverage.

8. BIBLIOGRAPHY

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