

Archaeological Watching Brief:
Craig Y Nos, Duncan Street, Laugharne

April 2023



Report No. 2176

By

Charley James-Martin



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Non-Technical Summary

This report results from work undertaken by Archaeology Wales Ltd (AW) at the request of D Cox Building Contractors Ltd. An archaeological watching brief was conducted during the ground intrusive works in relation to the deconstruction of a stone shed, followed by the construction of a single storey granny annex (Planning application PL/04321) at Craig Y Nos, Duncan Street, Laugharne, Carmarthen, SA33 4SW (NGR SN 30129 10834).

The work was carried out following recommendation by Dyfed Archaeological Trust - Development Management (DAT-DM), who are advisors to the local planning authority, Carmarthenshire County Council, that an archaeological watching brief of the development area be undertaken during all groundworks required for the development.

There were no features or deposits of archaeological significance revealed within the excavated areas. The stratigraphy across the site remained consistent within the areas subject to archaeological monitoring.

All work was undertaken in accordance with the standards and guidelines of the Chartered Institute for Archaeologists (2020).

Crynodeb Annhechnegol

Mae'r adroddiad hwn yn ganlyniad i waith a wnaed gan Archaeology Wales Cyf (AW) ar gais D Cox Building Contractors Cyf. Cynhaliwyd briff gwyllo archeolegol yn ystod y gwaith cloddio tir mewn perthynas â dymchwel sied gerrig, a chodi anecs un llawr yn dilyn hynny (Cais Cynllunio PL/04321) yn Craig y Nos, Duncan Street, Talacharn, Caerfyrddin, SA33 4SW (NGR SN 30129 10834).

Gwnaed y gwaith gan ddilyn argymhelliad Ymddiriedolaeth Archeolegol Dyfed-Rheoli Datblygiadau (DAT-DM), sy'n gynghorwr i'r awdurdod cynllunio lleol, Cyngor Sir Gâr, y dylid cynnal briff gwyllo archeolegol o'r ardal ddatblygu yn ystod yr holl waith tir sy'n ofynnol ar gyfer y datblygiad.

Ni ddatgelwyd unrhyw nodweddion neu waddodion o arwyddocâd archeolegol o fewn yr ardaloedd a gloddiwyd. Arhosodd y stratigraffeg ar draws y safle yn gyson o fewn yr ardaloedd a oedd yn destun monitro archeolegol.

Gwnaed yr holl waith yn unol â safonau a chanllawiau Sefydliad Siartredig yr Archeolegwyr (2020).

1. Introduction

- 1.1.1 Archaeology Wales (henceforth – AW) was commissioned D Cox Building Contractors Ltd to undertake an archaeological watching brief during groundworks associated with the deconstruction of a stone shed and the construction of a single storey granny annex (planning application PL/04321) (Figure 1). The planning authority was Carmarthen County Council (henceforth – CCC).
- 1.1.2 Dyfed Archaeological Trust - Development Management (DAT-DM), in its capacity as archaeological advisor to CCC recommended that a watching brief of the development area was undertaken during all groundworks, to mitigate the impact of the proposed development on the archaeological resource. Subsequently a Written Scheme of Investigation (WSI) was prepared by Archaeology Wales and approved by DAT-DM (Appendix II).
- 1.1.3 The watching brief took place on 14th March 2023. The site was supervised by Juan Moreno. The project was managed by Charley James-Martin (MCIfA). All work conformed to the standards and guidance set by the Chartered Institute for Archaeologists (2020). AW is a Registered Organisation with the CIfA.

2. Site Description

- 2.1.1 The site is located on Duncan Street, less than 1km north of the centre of Laugharne and less than 400m west of the River Taff. The site is bounded on all sides by residential housing and holiday accommodation. The town hall lies immediately to the east of Duncan Street.
- 2.1.2 The underlying geology of the site is the Milford Haven Group - comprising Argillaceous rocks and sandstone with interbedded conglomerate. The sedimentary bedrock was formed 407 million years ago during the Devonian periods. The superficial deposits in this area are Devensian – Diamicton and Till, formed between 116 and 11 thousand years ago during the Quaternary period (BGS 2023).

3. Archaeological & Historical Background

- 3.1.1 The response to the planning application by Dyfed Archaeological Trust – Development Management (DAT-DM) noted that that application area lies just within the medieval town defences and therefore the development has the potential to encounter preserved buried archaeological remains during the course of the works (DAT-DM letter dated 20th July 2022).
- 3.1.2 The first OS map to show the proposed development area is the OS six-inch 1888-1913. However, it does not show the exact use for the property. The wider landscape is seen as residential housing, shops and farms including several places of worship, with a chapel located at the western end of Duncan Street. To the south the ruined remains of Laugharne Castle are shown. The town of Laugharne is smaller than today but remains similar in size.

- 3.1.3 The 1949-1972 OS map; (OS 1:10,000/1:10,560), shows the proposed development area more clearly. However, there have been no significant changes to the wider area. A couple of new farms can be seen to the north, as well as the redevelopment/modernisation of existing properties. Later OS maps leading to the present day, do not show any further significant expansions of the town or any major redevelopments in the local area.
- 3.1.4 East of the proposed development site, adjoining Duncan Street, is King Street (A4066). The buildings located on King Street are Grade II listed buildings and most date to the late Georgian period, all designated in 1986. These buildings are all significant in representing the development of Laugharne.
- 3.1.5 The development is located less than 1km north of scheduled monument (SM): Laugharne Castle (LB:9653)(GM003), which is a ruined, disused medieval castle. The castle grounds are registered as a historic park and garden, designated in 2022. The gardens were registered as an example of Tudor landscaping with the main construction phases dating from the 1580s-1590s.

4. Methodology

- 4.1.1 The watching brief was carried out by a suitably qualified archaeologist on groundworks associated with the construction of the new structure where subsurface deposits were likely to be exposed or cut into. The groundworks were carried out using a mechanical excavator.
- 4.1.2 All deposits were recorded by means of a continuous context numbering system and recorded on pro-forma context sheets. A context register can be found in Appendix I.
- 4.1.3 Sections and plans of the excavation were photographed using a 12MP digital camera. All works were undertaken in accordance with the ClfA's *Standards and Guidance for an archaeological watching brief* (2020) and current Health and Safety legislation.

5. Watching Brief Results

- 5.1.1 The watching brief observed the excavation of a series of footings for the construction of a granny annex (Figure 1). The eastern most trenches contained the rubble of previously demolished walls. The remaining corresponding portions of the walls are still standing and were observed above ground (Plate 1).
- 5.1.2 The stratigraphy was consistent throughout the excavation area (Plate 2) comprising a basal deposit of an orange brown sandy clay natural (102) which was encountered at approximately 0.3m below current ground level and was excavated for a depth of 0.85m but not bottomed. Overlying the natural was a sub-base/subsoil deposit (101) which was fairly loose and consisted of coarse grey sand containing CBM, angular and sub-angular stone, with small pockets of garden soil and patches of soft brown clayey silt. This deposit measured approximately 0.25m in depth. The uppermost deposit comprised topsoil (100) and a tarmac hardstanding (200). The topsoil was a loose brown silty clay with an average depth of 0.05m and contained angular stones, gravel and slate.

6. The Finds

6.1.1 No finds were recovered during the watching brief.

7. Discussions and Conclusions

7.1.1 In the trenches that were observed, there were no features or deposits of archaeological significance revealed. The stratigraphy across the site remained consistent within the areas subject to archaeological monitoring.

8. Bibliography

General

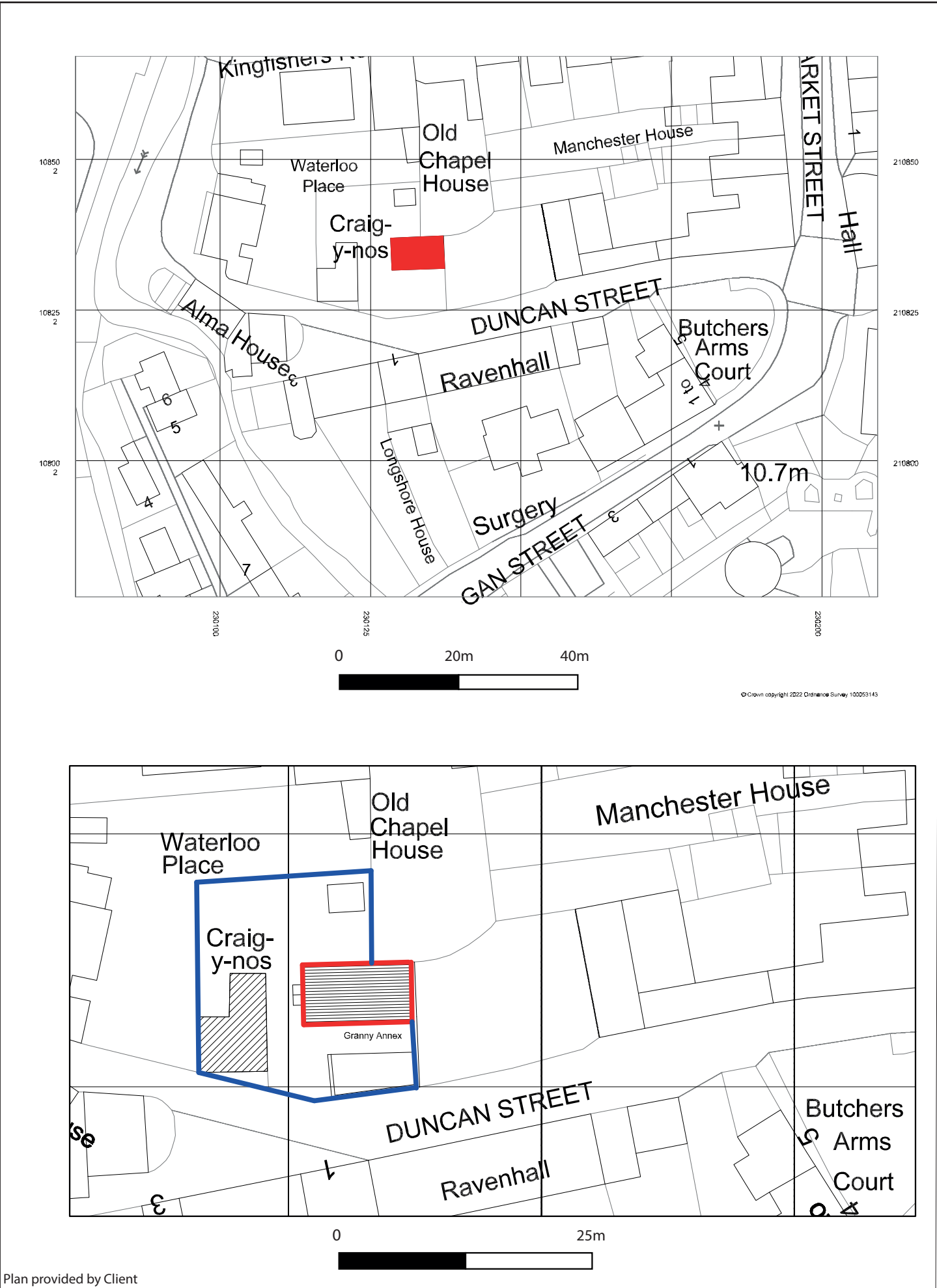
Archaeology Wales, 2023. *Written Scheme of Investigation for an Archaeological Watching Brief at Craig y Nos, Duncan Street, Laugharne*

Chartered Institute for Archaeologists, 2020. *Standards and guidance for an archaeological watching brief*

Websites

British Geological Survey: *Geology of Britain viewer*,
www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html (accessed 07/03/2023)

Figures



Plan provided by Client



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Figure 1. Site location plan showing development area (red)

Plates



Plate 1. Overview of site showing upstanding wall, view to the northwest



Plate 2. Representative section, view to the south.

Appendix I: Context Register

Context No.	Type	Description	Relationship
100	Deposit	Topsoil - loose brown silty clay with angular stone and gravel	Above (101)
101	Deposit	Sub base/Subsoil - fairly loose coarse grey sand containing CBM, larger than fist size angular and sub angular stone	Below (100); above (102)
102	Deposit	Natural - orange brown sandy clay with frequently occurring gravels and angular stone	Below (101)
200	Deposit	Tarmac	Above (101)

Appendix II: Written Scheme of Investigation

**WRITTEN SCHEME OF INVESTIGATION
FOR AN ARCHAEOLOGICAL
WATCHING BRIEF AT
Craig Y Nos, Duncan Street, Laugharne,
Carmarthen, SA33 4SW**

**Prepared for:
D Cox Building Contractors Ltd**

Project No: 3076

Planning No: PL/04321

March 2023



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1. Introduction and Planning Background

- 1.1.1. This Written Scheme of Investigation (WSI) details a program of archaeological mitigation to be undertaken by Archaeology Wales Ltd (henceforth – AW) at the request of D Cox Building Contractors Ltd (henceforth – ‘the client’).
- 1.1.2. The proposed work consists of deconstructing a stone shed, the existing stone shed is to be replaced as a single storey granny annex (Planning application PL/04321). Dyfed Archaeological Trust-Development Management (DAT-DM) has recommended, in its capacity as archaeological advisor, that a watching brief be carried out during the groundworks required for the development. The proposed works will be at Craig Y Nos, Duncan Street, Laugharne, Carmarthen, SA33 4SW (NGR SN 30129 10834).
- 1.1.3. The Local Planning Authority (Carmarthenshire County Council) have placed the following Conditions on the application (PL/04321) which stated:

“Condition 3:

No development shall take place until a qualified and competent archaeologist has submitted a written scheme of investigation (WSI) for approval in writing by the local planning authority. This WSI will describe the different stages of the work and demonstrate that it has been fully resourced and given adequate time. The discharge of this condition will not be deemed complete until all aspects of the WSI have been addressed and the final report submitted and approved.

Reason:

To protect historic environment interests whilst enabling development.”

- 1.1.4. *The purpose of the archaeological mitigation is to provide DAT-DM with sufficient information regarding the nature of archaeological remains on the site of the development. The work is to ensure that all archaeological and historical components of the site are fully investigated and recorded if they are to be revealed as a result of activities associated with the development. This Specification has been prepared by Rachel Willmot (Field Archaeologist, AW).*
- 1.1.5. All work will be undertaken to the standards and guidance set by the Chartered Institute for Archaeologists; *Standard and guidance for an archaeological watching brief* (2020 update). AW is a Registered Organisation with the CIfA.

2. Site Description

- 2.1.1. The site is located less than 1km north from the centre of Laugharne and less than 400m west of the river Taff. The site is bounded on all sides by residential housing and holiday accommodation. The town hall lies immediately to the east of Duncan Street. The underlying geology of the site is Milford Haven Group - this is Argillaceous rocks and sandstone with interbedded conglomerate. The sedimentary bedrock was formed 407 million years ago during the Devonian periods. The superficial deposits in this area are Devensian – Diamicton and Till, formed between 116 and 11 thousand years ago during the Quaternary period (BGS 2023).

3. Historical and Archaeological Background

- 3.1.1. The response to the planning application by Dyfed Archaeological Trust-Development Management (DAT-DM) noted that that application area lies just within the medieval town defences and therefore the development has the potential to encounter preserved buried archaeological remains during the course of the works (DAT-DM letter dated 20 July 2022).
- 3.1.2. The first OS map to show the proposed development area is the OS six-inch 1888-1913. However, it does not show the exact use for the property. The wider landscape is seen as residential housing, shops and farms including several places of worship, with a chapel located on the western end of Duncan Street. To the south the ruined remains of Laugharne Castle. The town of Laugharne is smaller than today but remains similar in size.
- 3.1.3. The second OS map; (OS 1:10,000/1:10,560, 1949-1972), shows the proposed development area more clearly. However, there have been no significant changes to the wider area. A couple of new farms can be seen to the north, and the redevelopment/modernisation of existing properties. Later OS maps leading to the present day, again don't show any significant expansions of the town or any major redevelopments in the local area.
- 3.1.4. East of the proposed development site, adjoining Duncan Street, is King Street (A4066). The buildings located on King Street are Grade II listed buildings and most date to the late Georgian period, all designated in 1986. These buildings are all significant in representing the development of Laugharne.
- 3.1.5. The development is located less than 1km north of a scheduled monument; Laugharne Castle (LB:9653)(GM003) a ruined, disused medieval castle. The castle grounds are registered as a historic park and garden, designated in 2022. The gardens were registered as an example of Tudor landscaping with the main construction phases dating from the 1580s-1590s.

4. Objectives

- 4.1.1. This WSI sets out a program of works to ensure that the watching brief will meet the standard required by The Chartered Institute for Archaeologist's *Standard and guidance for archaeological watching briefs* (update 2020).
- 4.1.2. The objective of the watching brief will be:
- to allow the investigation and recording of any archaeological features that are uncovered during the proposed groundworks within the application area.
 - to provide the opportunity, if needed, for the watching archaeologist to signal to all interested parties, before the destruction of the material in question, that an archaeological find has been made for which the resources allocated to the watching brief are not sufficient to support the treatment to a satisfactory or proper standard.
- 4.1.3. A written report will be compiled following the fieldwork. Sufficient desk-top research will be undertaken to ensure that the results of this work are properly understood, interpreted, and reported.
- 4.1.4. The report will include a comprehensive assessment of the historic context within which the archaeological evidence rests and will aim to highlight any relevant research issues within regional, national and, if relevant, international research frameworks.

5. Timetable of works

5.1. Fieldwork

- 5.1.1. The watching brief will be undertaken during ground works associated with the proposed development. AW will update DAT-DM with the exact date.

5.2. Report delivery

- 5.2.1. The report will be submitted to the client and to DAT-DM within three months of the completion of the fieldwork. A copy of the report will also be sent to the regional HER.

6. Fieldwork

6.1. Detail

- 6.1.1. The work will be undertaken to meet the standard required by The Chartered Institute for Archaeologist's *Standard and guidance for watching briefs* (update 2020).
- 6.1.2. The watching brief should be undertaken using a tracked 360 degree excavated equipped with a flat-bladed bucket and will be monitored by a suitably qualified archaeologist.

- 6.1.3. The site archaeologist undertaking the watching brief will be afforded the required access by the main contractor in order to observe and where necessary to record any archaeological remains revealed. Groundwork will not be undertaken without the presence of the site archaeologist. The site archaeologist will record finds and less significant archaeological deposits and features without significant delay to the work program.
- 6.1.4. Where significant or complex archaeological deposits or features are encountered there will be a requirement for those areas to be fenced off and highlighted to all contractors employed on the site. Machines or contractors shall not enter this area until archaeological recording has been completed. If significant archaeological features are revealed during the work a meeting between the client, DAT-DM and AW will be called at the earliest convenience.
- 6.1.5. If significant archaeological features are encountered contingency arrangements will be made. Contingency costs will be agreed in advance before any extension to the program commences and will follow a site meeting between Archaeology Wales, the client (or their representatives) and DAT-DM.

6.2. Recording

- 6.2.1. Recording will be carried out using AW recording systems (pro-forma context sheets, etc.) using a continuous number sequence for all contexts.
- 6.2.2. Plans and sections will be drawn to a scale of 1:50, 1:20 and 1:10 as required and related to Ordnance Survey datum and published boundaries where appropriate.
- 6.2.3. All features identified will be tied into the OS survey grid and fixed to local topographical boundaries.
- 6.2.4. Photographs will be taken in digital format with an appropriate scale, using a 12MP camera with photographs stored in Tiff format.

6.3. Finds

- 6.3.1. The professional standards set in the Chartered Institute for Archaeologists' standards and guidance for the collection, documentation, conservation, and research of archaeological (2020) will form the basis of finds collection, processing, and recording.
- 6.3.2. Finds will be carefully excavated by hand. The excavation of fragile or particularly significant finds will be undertaken in consultation with an appropriate archaeological conservator. Finds will be bagged by archaeological context, the location of special finds and flint working deposits will be recorded three dimensionally.

- 6.3.3. In most cases all finds will be recovered from site, quantified, and assessed by specialist. Finds retention and discard policies will be drawn up in conjunction with specialist advice and the requirements of the receiving archive or regional/national guidelines (NPAAW 2019) in conjunction with the ClfA Selection Strategy Tool Kit (ClfA 2019). If large quantities of material are identified, an onsite discard policy may be implemented under the guidance of relevant finds specialists and the local authority archaeologists.
- 6.3.4. Retained finds will be suitably bagged, boxed, and marked. Following cataloguing and initial analysis finds of low archaeological significance may be discarded.
- 6.3.5. Finds recovered that are regarded as Treasure under The Treasure Act 1996 will be reported to HM Coroner for the local area.
- 6.3.6. Any finds which are considered to be in need of immediate conservation will be referred to a UKIC qualified conservator (normally Phil Parkes at Cardiff University).

6.4. Environmental Sampling Strategy

- 6.4.1. In areas that have previously been disturbed, environmental sampling is unlikely to be required, unless excavations go beyond the disturbed layers and archaeology is encountered below that level.
- 6.4.2. Features or archaeological deposits that are encountered will be sampled by means of the most appropriate method (bulk, column, etc.) up to 40 litres in size.
- 6.4.3. Where sampling will provide a significant contribution to the understanding of the site AW will draw up a site-specific sampling strategy alongside a specialist environmental archaeologist. All environmental sampling and recording will follow English Heritage's *Guidelines for Environmental Archaeology* (2002).

6.5. Human Remains

- 6.5.1. In the event that human remains are encountered, their nature and extent will be established, and the coroner informed. All human remains will be left in situ and protected during backfilling. Where preservation in situ is not possible the human remains will be fully recorded and removed under conditions that comply with all current legislation and include acquisition of licenses and provision for reburial following all analytical work. Human remains will be excavated in accordance with the Chartered Institute for Archaeologist's *Excavation and Post-Excavation Treatment of Cremated and Inhumed Human Remains: Technical Paper Number 13* (1993), and the Chartered Institute for Archaeologist's *Updated Guidelines to the Standards for Recording Human Remains* (2017).
- 6.5.2. A meeting with the client, DAT-DM and AW will be called if the human remains uncovered

are of such complexity or significance that the contingency arrangement would not be of sufficient scope.

6.6. Specialist Advisers

- 6.6.1. In the event of certain finds, features or sites being discovered, AW will seek specialist opinion and advice. A list of specialists is given in the table below although this list is not exhaustive.

Artefact type	Specialist
Lithics	Dr Julie Birchenall (Freelance)
Animal bone	Andy Simms (Archaeology Wales) Dr Richard Madgwick (Cardiff University)
CBM, heat affected clay, Daub etc.	Dr Siân Thomas (Archaeology Wales) Dr Phil Mills (Freelance) Sandra Garside Neville (Freelance)
Clay pipe	Charley James Martin (Archaeology Wales)
Glass	Rowena Hart (Archaeology Wales)
Cremated and non-cremated human bone	Malin Holst (University of York) Dr Richard Madgwick (Cardiff University)
Metalwork	Dr Rhiannon Philp (Archaeology Wales) Dr Kevin Leahy (PAS/University of Leicester) Quita Mould (Freelance)
Metal work and metallurgical residues	Dr Tim Young (GeoArch)
Neo/BA pottery	Dr Alex Gibson (Bradford University) Dr David Mullin (Freelance)
IA/Roman pottery	Dr Jane Timby (Freelance)
Roman Pottery	Dr Siân Thomas (Archaeology Wales) Dr Peter Webster (Freelance)
Medieval and Post Medieval Pottery	Paul Blinkhorn (Freelance)
Charcoal (wood ID)	Dana Challinor (Freelance)
Waterlogged wood	Professor Nigel Nayling (University of England – Lampeter)
Pollen	Dr Rhiannon Philp (Archaeology Wales)
Charred and waterlogged plant remains	Wendy Carruthers (Freelance) Kath Hunter Dowse (Freelance)

6.7. Specialist Reports

- 6.7.1. Specialist finds and palaeoenvironmental reports will be written by AW specialists, or sub-contracted to external specialists when required.

7. Monitoring

- 7.1.1. DAT-DM will be contacted approximately five days prior to the commencement of archaeological site works, and subsequently once the work is underway.

- 7.1.2. Any changes to the WSI that AW may wish to make after approval will be communicated to DAT-DM for approval on behalf of Planning Authority.
- 7.1.3. Representatives of DAT-DM will be given access to the site so that they may monitor the progress of the watching brief. DAT-DM will be kept regularly informed about developments, both during the site works and subsequently during post-excavation.

8. Post-fieldwork programme

8.1. The Site Archive

- 8.1.1. An ordered and integrated site archive will be prepared in accordance with: *Management of Research Projects in the Historic Environment (MoRPHE)* (Historic England 2006) upon completion of the project.
- 8.1.2. The site archive (including artefacts and samples) will be prepared in accordance with the National Monuments Record (Wales) agreed structure and deposited with an appropriate receiving organisation, in compliance with ClfA Guidelines (*Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*, 2020). It will also conform to the guidelines set out in *'The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2019'* (National Panel for Archaeological Archives in Wales 2019). The legal landowner's consent will be gained for deposition of finds. The project will adhere to the *Welsh Archaeological Trust's joint Guidance for the Submission of Data to the Welsh Historic Environment Records* (2022).

8.2. Analysis

- 8.2.1. Following a rapid review of the potential of the site archive, a programme of analysis and reporting will be undertaken. The report will adhere to the *Welsh Archaeological Trust's joint Guidance for the Submission of Data to the Welsh Historic Environment Records* (2022).
- 8.2.2. This will result in the following inclusions in the final report:
- Non-technical summary, in English and Welsh
 - Location plan showing the area/s covered by the groundworks, all artefacts, structures, and features found.
 - Plan and section drawings (if features are encountered) with ground level, ordnance datum and vertical and horizontal scales.
 - Written description and interpretation of all deposits identified, including their

character, function, potential dating, and relationship to adjacent features. Specialist descriptions and illustrations of all artefacts and soil samples will be included as appropriate.

- An indication of the potential of archaeological deposits which have not been disturbed by the development.
- A discussion of the local, regional, and national context of the remains by means of reviewing published reports, unpublished reports, historical maps, documents from local archives and the regional HER as appropriate.
- A detailed archive list at the rear listing all contexts recorded, all samples found and find types, drawings and photographs taken. This will include a statement of the intent to deposit, and location of deposition, of the archive.

8.3. Report to client

- 8.3.1. Copies of all reports associated with the watching brief, together with inclusion of supporting evidence in appendices as appropriate, including photographs and illustrations, will be submitted to the client and DAT-DM upon completion.

8.4. Additional reports

- 8.4.1. After an appropriate period has elapsed, copies of all reports will be deposited with the relevant county Historical Environment Record, the National Monuments Record and DAT-DM.

8.5. Summary reports for publication

- 8.5.1. Short archaeological reports will be submitted for publication in relevant journals; as a minimum, a report will be submitted to the annual publication of the regional CBA group or equivalent journal.

8.6. Notification of important remains

- 8.6.1. Where it is considered that remains have been revealed that may satisfy the criteria for statutory protection, AW will submit preliminary notification of the remains to Cadw.

8.7. Archive deposition

- 8.7.1. The final archive (site and research) will, whenever appropriate, be deposited with a suitable receiving institution, usually the relevant Local Authority museums service. Arrangements will be made with the receiving institution before work starts.
- 8.7.2. Although there may be a period during which client confidentiality will need to be maintained, copies of all reports and the final archive will be deposited no later than six months after completion of the work.

8.7.3. Copies of all reports, the digital archive and an archive index will be deposited with the National Monuments Record, RCAHMW, Aberystwyth.

8.7.4. Wherever the archive is deposited, this information will be relayed to the HER. A summary of the contents of the archive will be supplied to DAT-DM.

8.8. Finds deposition.

8.8.1. The finds, including artefacts and ecofacts, excepting those which may be subject to the Treasure Act, will be deposited with the same institution, subject to the agreement of the legal landowners.

8.9. Staff

8.9.1. The project will be managed by Charley James-Martin (AW Project Manager) and the fieldwork undertaken by AW Staff. Any alteration to staffing before or during the work will be brought to the attention of DAT-DM and the client.

9. Health and Safety

9.1. Risk Assessment

9.1.1. Prior to the commencement of work AW will carry out and produce a formal Health and Safety Risk Assessment in accordance with The Management of Health and Safety Regulations 1999. A copy of the risk assessment will be kept on site and be available for inspection on request. A copy will be sent to the client (or their agent as necessary) for their information. All members of AW staff will adhere to the content of this document.

9.2. Other Guidelines

9.2.1. AW will adhere to best practice with regard to Health and Safety in Archaeology as set out in the FAME (Federation of Archaeological Managers and Employers) health and safety manual Health and Safety in Field Archaeology (2002).

10. Community Engagement and Outreach

10.1.1. Wherever possible, AW will ensure suitable measures are in place to inform the local community and any interested parties of the results of the site investigation work. This may occur during the site investigation work or following completion of the work. The form of any potential outreach activities may include lectures and talks to local groups, interested parties and persons, information boards, flyers, and other forms of communication (social media and websites), and press releases to local and national media.

10.1.2. The form of any outreach will respect client confidentiality or contractual agreements. As

a rule, outreach will be proportional to the size of the project.

- 10.1.3. Where outreach activities have a cost implication these will need to be negotiated in advance and in accordance with the nature of the desired response and learning outcomes.

11. Insurance

- 11.1.1. AW is fully insured for this type of work and holds Insurance with Aviva Insurance Ltd and Hiscox Insurance Company Limited through Towergate Insurance. Full details of these and other relevant policies can be supplied on request.

12. Quality Control

12.1. Professional standards

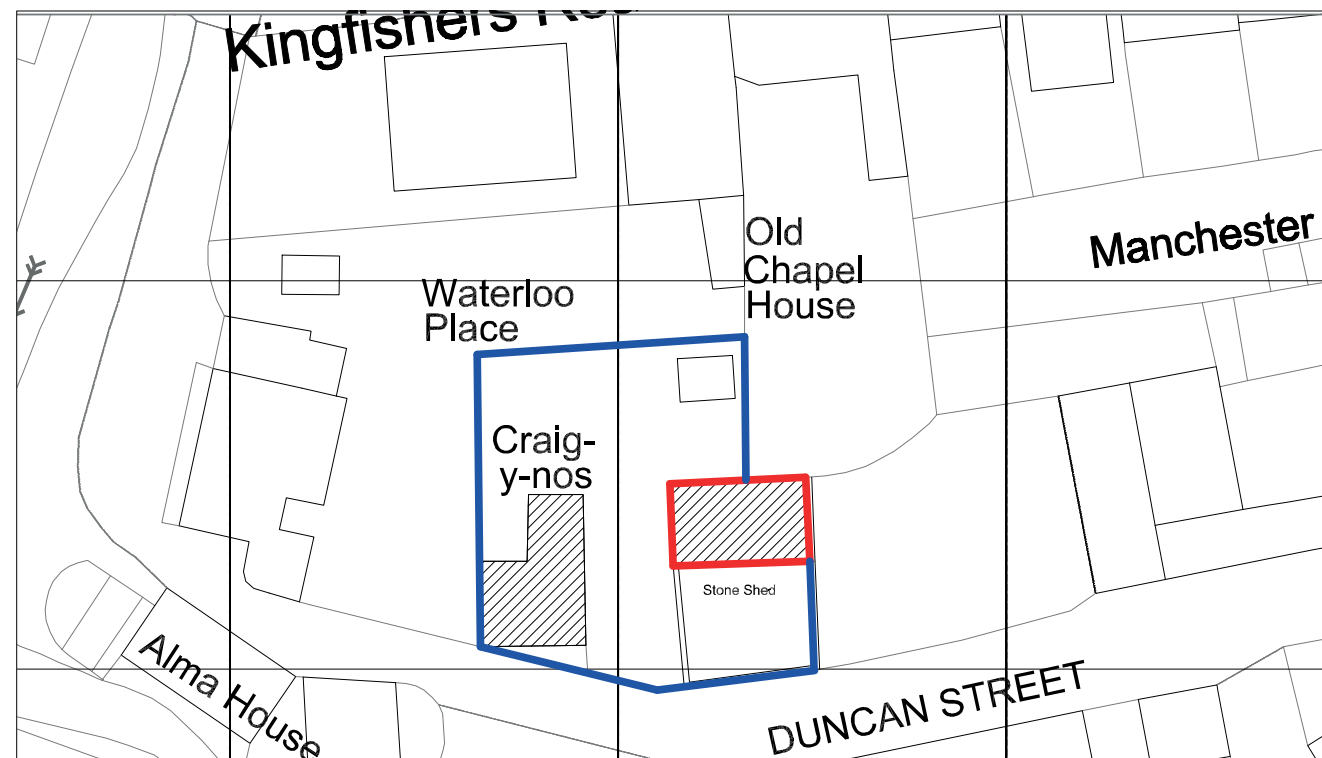
- 12.1.1. AW works to the standards and guidance provided by the Chartered Institute for Archaeologists. AW fully recognise and endorse the Chartered Institute for Archaeologists' Code of Conduct, Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology and the Standard and Guidance for archaeological field evaluation (CIfA 2020) currently in force. All employees of AW, whether corporate members of the Chartered Institute for Archaeologists or not, are expected to adhere to these Codes and Standards during their employment.

12.2. Project tracking

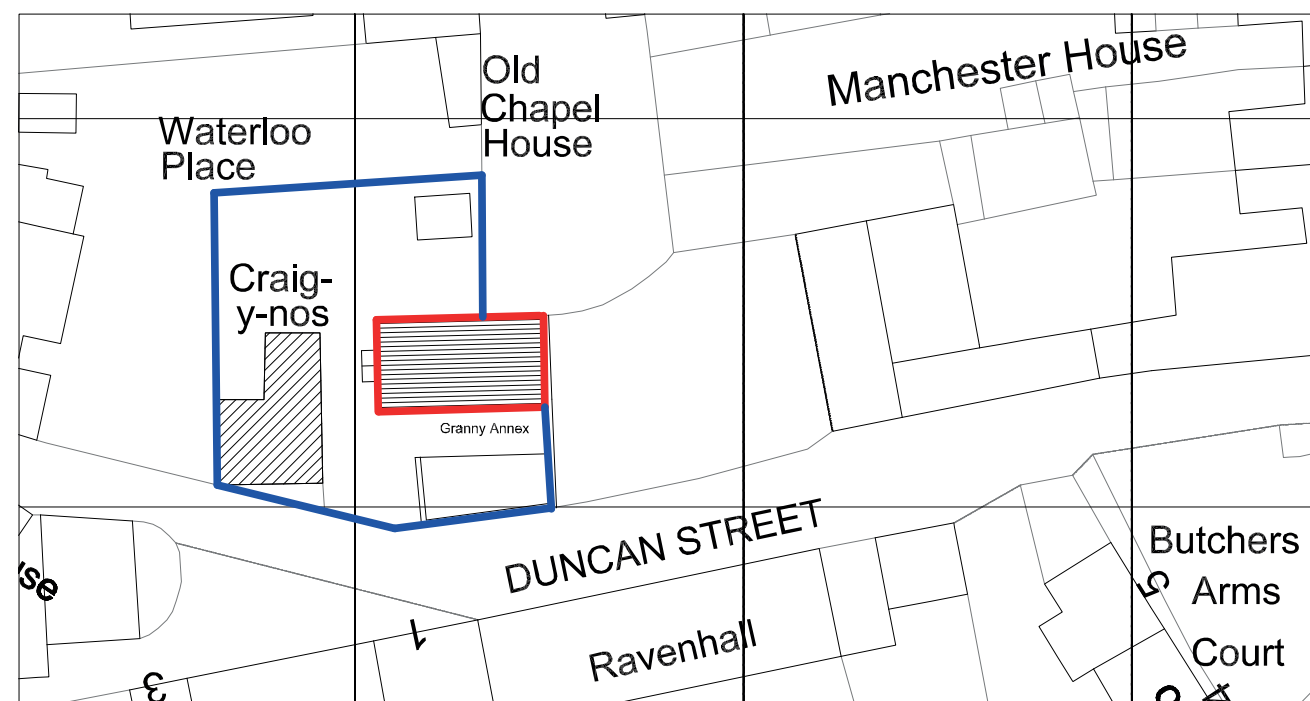
- 12.2.1. The designated AW manager will monitor all projects in order to ensure that agreed targets are met without reduction in quality of service.

13. Arbitration

- 13.1.1. Disputes or differences arising in relation to this work shall be referred for a decision in accordance with the Rules of the Chartered Institute of Arbitrators' Arbitration Scheme for the Institute for Archaeologists applying at the date of the agreement.

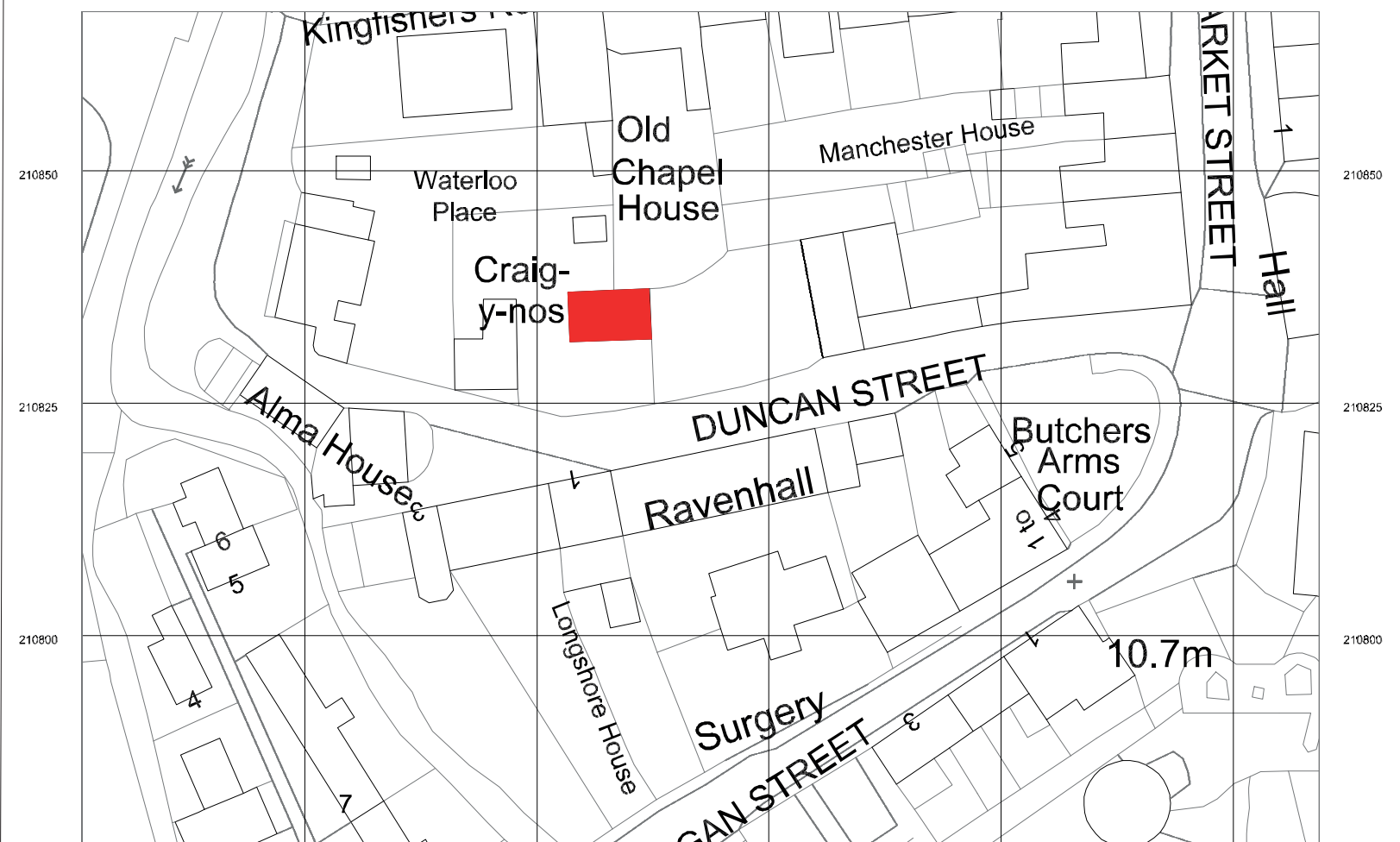


EXISTING SITE PLAN



PROPOSED SITE PLAN

Plan provided by Client



LOCATION PLAN



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Figure 1. Site location plan showing development area (red)

14. References

British Geological Survey: Geology of Britain viewer:
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National Panel for Archaeological Archives in Wales, 2019. *The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales.*

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Appendix I Data Management Plan

Project Name and ID
3076 - Craig Y Nos, Duncan Street, Laugharne,
Project description
The proposed work consists of the Construction of a proposed single storey granny annex and demolition of stone shed (planning application PL04321). DAT-dM has recommended that a watching brief be carried out during the groundworks required for the development. The proposed works will be Craig Y Nos, Duncan Street, Laugharne, Carmarthen, SA33 4SW (NGR SN30129 10834).
Funder of client
D Cox Building Contractors Ltd
Project Manager
Charley James-Martin – AW project manager
Principal investigator and contact
Same as above
Date DPM created and subsequent amendments
Created on 06/03/23
Related Data Management policies
Project Brief, ClfA Standards and guidance, trusted digital repository guidelines (ADS and RCAHMMW) or other best practice guidance (see brief for details)

Data type
.pdf: final report, WSI, all the paper archive generated onsite. .jpeg: Digital photographs .xlsx: spreadsheets including registers, context inventory, finds quantification, environmental sample quantification. All site drawings that are selected during the DMP will be stored as AI and PDF files. The survey data will be stored both as raw data (text file/csv) and as shapefiles (shp). This will include a polygon showing the limits of the development area. The database generated with GIS will be stored so it is accessible by future users
How will data be generated?
Project Brief will determine the nature of data collection. The project brief has been produced taking into consideration guidance offered by ClfA, and by relevant repositories. While the data selection strategy may change during the course of the watching brief attending to the demands of the findings, an initial methodology is outlined in the brief which includes advice offered by specialists (e.g. environmental specialist). A list of specialists that can be contacted to seek for advice is included in the brief. Data generated during the site work will be regularly updated to the served and stored within well-defined folder. The folder hierarchy and organisation devised will be understood by all members of staff involved in the project. The data stored will be checked by the project manager regularly as a means of quality assurance. The survey data will also be plotted regularly to assure that it is correct and that the instruments on site are working properly.

Further documentation accompanying the resulting archive
Data collected will include standard formats which maximise opportunities for use and reuse in the future. The archive will be associated to metadata summary which outlines details of all data types, quantities, and all archive components.

Data documentation will meet the requirement of the Project Brief, Museum Deposition Guidelines, Digital Repository Guidelines, and the methodology described in the Project Design methodology. These details are checked and taken into consideration prior the start of the project.
Data protection
We have a GDPR compliant Privacy Policy. Sensitive data is never retained in the project folder. Copyright permission is sought from all specialists and other providers outside the organisation. Data sharing is also subjected to license agreements.
Storage
The project manager is responsible to the regular inspection of the data produced and stored in the server. The data produced is uploaded regularly as a way of backing up the information. Time and resources are given to the site staff to be able to back up the data. Alternatively, laptops are issued to use during the time onsite.
Data retention
The DMP will be updated in light with the findings. This process will also inform any possible future project designs and further work associated with the project. The data selection plan will take into consideration the research agenda for Wales and any other local frameworks. At the deposition stage, the DMP will be finalised in agreement with all project stakeholders. The project results will be included in the Historic Environment Record.
Long term preservation plan
The digital archive will be deposited with the Archaeology Data Service, which is a certified repository with Core Trust Seal.
Data repository and costs
The digital archive will be deposited with the National Monuments Record, RCAHMW, Aberystwyth. Estimated cost for deposition with ADS have also been included in the project budget.
Data sharing and accessibility
A summary of the project will be provided for the museum and digital archive repositories once the work begins. Regular updates will be carried out to fit the emerging needs of the project. The documents expected for this project include a WSI and WB Report, although this is dependent on the results of the fieldwork, which may warrant a Post Excavation Assessment, Updated Project Design and possibly Final Report. The final report is expected to be completed within 3 months of the completion of fieldwork. Should the work reveal significant archaeology and therefore, specialists are required during the post-ex process, then the report might take up to twelve months to be submitted. A final version of the project report will be supplied to the Historic Environment Record along with any further data they request.
DMP responsibility
The Project Manager will be responsible for implementing the DMP. Data capture, metadata production and data quality are the responsibility of the Project Team, assured by the Project Manager. Storage and backup of data in the field is the responsibility of the field team. Once data is incorporated into the organisations project server, storage and backup is managed by the project manager. Data archiving is undertaken by the Archives Officer, who is responsible for the transfer of the Archaeological Project Archive to the agreed repository.



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