

Archaeological Watching Brief:

**White House, High Street,
St Clears, Carmarthenshire**

November 2022



Report No. 2138

By

Charley James-Martin MCIfA



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November 2022

Version	Date	Sections Revised	Prepared/Revised by	Edited and authorised by
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Prepared for Sauro Architectural Design

By
Charley James-Martin MCIfA
Report No.2138



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Non-Technical Summary

This report results from work undertaken by Archaeology Wales Ltd (AW) at the request of Sauro Architectural Design on behalf of their client. The work consisted of an archaeological watching brief conducted during the groundworks for the construction of a lean-to garage and store to the rear of Dre Twt at White House, High Street, St Clears, Carmarthen, SA33 4EE.

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

The watching brief noted no deposits, features or finds of archaeological significance due to the shallow depth of the excavations and previous development on the land. All of the deposits seen during the watching brief comprised made ground layers.

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

Crynodeb Annhechnegol

Mae'r adroddiad hwn yn deillio o waith a wnaed gan Archaeology Wales Ltd (AW) ar gais Sauro Architectural Design ar ran eu cleient. Roedd y gwaith yn cynnwys briff gwylio archeolegol a gynhaliwyd yn ystod y gwaith tir ar gyfer adeiladu garej a storfa groesfan y tu ôl i Dre Twt yn White House, Stryd Fawr, Sanclêr, Caerfyrddin, SA33 4EE.

Cyflawnwyd y gwaith yn dilyn argymhelliad gan Ymddiriedolaeth Archeolegol Dyfed – Rheoli Datblygu (o hyn ymlaen – DAT-DM), sy'n ymgynghorwyr i'r awdurdod cynllunio lleol, Cyngor Sir Caerfyrddin (o hyn allan – CSC), y dylid cadw briff gwylio archaeolegol o'r ardal ddatblygu. a wneir yn ystod yr holl waith tir sydd ei angen ar gyfer y datblygiad, fel y nodir mewn cynllun ymchwilio ysgrifenedig cymeradwy.

Nid oedd y briff gwylio yn nodi unrhyw ddyddodion, nodweddion na darganfyddiadau o arwyddocâd archeolegol oherwydd dyfnder bas y cloddiadau a datblygiad blaenorol ar y tir. Roedd pob un o'r dyddodion a welwyd yn ystod y briff gwylio yn cynnwys haenau daear gwneud.

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 by Sauro Architectural Design Ltd on behalf of their client to carry out a watching brief in relation to the construction of a lean-to garage and store to the rear of Dre Twt (henceforth "the site") (Carmarthenshire County Council Planning Ref PL/03659). The site is located at White House, High Street, St Clears, Carmarthen, SA33 4EE (Figures 1 and 2) centred on NGR SN 28076 15678.

1.1.2 Dyfed Archaeological Trust – Development Management (henceforth – DAT-DM) who are acting as advisors to the local planning authority, Carmarthenshire County Council (henceforth – CCC) recommended that a condition be placed on the planning consent.

1.1.3 Condition 4 of the planning permission stated:

4. 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. On behalf of the local planning authority, their archaeological advisors (DAT DM) will monitor all aspects of this work through to the final discharging of the condition. This work 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 A written scheme of investigation was produced by Archaeology Wales (Appendix I, Davey 2022) which outlined the requirements of the archaeological watching brief.

1.1.5 The watching brief took place on the 17th of October in bright and clear conditions and was carried out and 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 ClfA.

2. Site Description

2.1.1 The development comprised a lean-to garage and store which will be located immediately to the rear of Dre Twt. The site address is White House, High Street, St Clears, Carmarthen, SA33 4EE (Figures 1 and 2) centred on NGR SN 28076 15678.

2.1.2 The development site was within a yard to the rear of Dre Twt; a children's play centre. The site is within St Clears Conservation Area and immediately adjacent to the Churchyard of the Grade II* listed Parish Church of St Mary Magdalene. The Location of the proposed new garage is between the red brick commercial structure of Dre Twt and a stone wall which forms the western boundary of St Mary's graveyard. Dre Twt lies on the east side of the A4066 High Street. The site is bounded by the High Street to the west; the White House to the north; St Mary's graveyard to the east and a back lane to the south.

- 2.1.3 The solid geology of the proposed development area comprises Didymograptus Bifidus Beds – Mudstone. A sedimentary bedrock formed approximately 461 to 466 million years ago in the Ordovician Period. This is overlain by Devensian Till – Diamicton: Superficial Deposits formed up to 2 million years ago in the Quaternary Period. (BGS, 2022).
- 2.1.4 The soil type within the site comprises a freely draining slightly acid loamy soil (Soilscapes 2022).

3. Archaeological & Historical Background

- 3.1.1 The site is located adjacent to the churchyard, of possible early medieval origins, of the Grade II* Listed St. Clears Parish Church. It is also approximately 66m from the scheduled medieval priory (CM290).
- 3.1.2 Cadw have advised that the application area is located some 210m north of Scheduled Monument CM095 St Clears Mound and Bailey Castle, but intervening buildings and vegetation block all views between them. Consequently, the proposed development will have no impact on the setting of scheduled monument CM095.
- 3.1.3 Scheduled Monument CM290 Claustral Buildings, St Clears Priory is located some 65m east of the proposed development. It comprises the remains of the Claustral buildings of the Cluniac Priory at St Clears, which was founded between AD1147-84. It is identifiable as a rectangular platform in a small paddock to the south of the former priory, now parish church, and is one of only two Cluniac cells founded in Wales.
- 3.1.4 The Priory at St. Clears was established as a cell of the Cluniac monastery of St. Martin-des-Champs of Paris, with a prior in sole charge. In AD1350, a prior and one monk were resident here. It was dissolved as a Priory by Henry V in AD1414 and granted in 1446 to All Souls College, Oxford, as a parish church. The church building is of 12th century origin but only the chancel arch remains of that period and is considered to be the best Norman work in the county. The remainder of the surviving building is 14th and 15th century with the tower being of 16th century date.
- 3.1.5 The relationship of the Claustral buildings with the church is the most significant element in their setting. Views from the Claustral buildings would not have been important as they were designed to be inward facing, but views to them and the church would have been important to visitors.
- 3.1.6 DAT – DM consider there to be potential for buried archaeological deposits associated with the early medieval churchyard, which often extended beyond the later established boundary, to be preserved within the development area where they could be damaged or destroyed should intrusive groundworks be required.

4. Methodology

- 4.1.1 The watching brief was carried out by a suitably qualified archaeologist on groundworks where sub-surface deposits were likely to be exposed or cut into. The excavation was undertaken by 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. 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* (Updated 2020) and current Health and Safety legislation.

5. Watching Brief Results

- 5.1.1 There was a single area of excavation which measured a maximum of 10m north-south and 6m east-west. The excavation area had a maximum depth of 300mm.
- 5.1.2 The only deposits encountered comprised modern material relating to the previous land use (101), as well as a modern service trench [102]. The excavations were not of a sufficient depth to impact any underlying archaeological resource.

6. The Finds

- 6.1.1 Find recovered from the modern deposits (101) included fragments of plastic, china and a single cattle bone.

7. Discussions and Conclusions

- 7.1.1 All of the deposits seen during the watching brief appeared to comprise made ground layers with no *in situ* features or deposits.
- 7.1.2 The results of the watching brief indicated that the proposed development had no impact on any buried remains relating to the nearby churchyard or any other features.

8. Bibliography

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

DAT-DM. 2022. Planning response letter to LPA.

Davey, J. 2022. *Written Scheme of Investigation for an Archaeological Watching Brief at White House, High Street, St Clears, Carmarthen*. AW Report

Websites

www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html - Accessed 10/05/2022

www.landis.org.uk/soilscapes/ - Accessed 19/01/2021

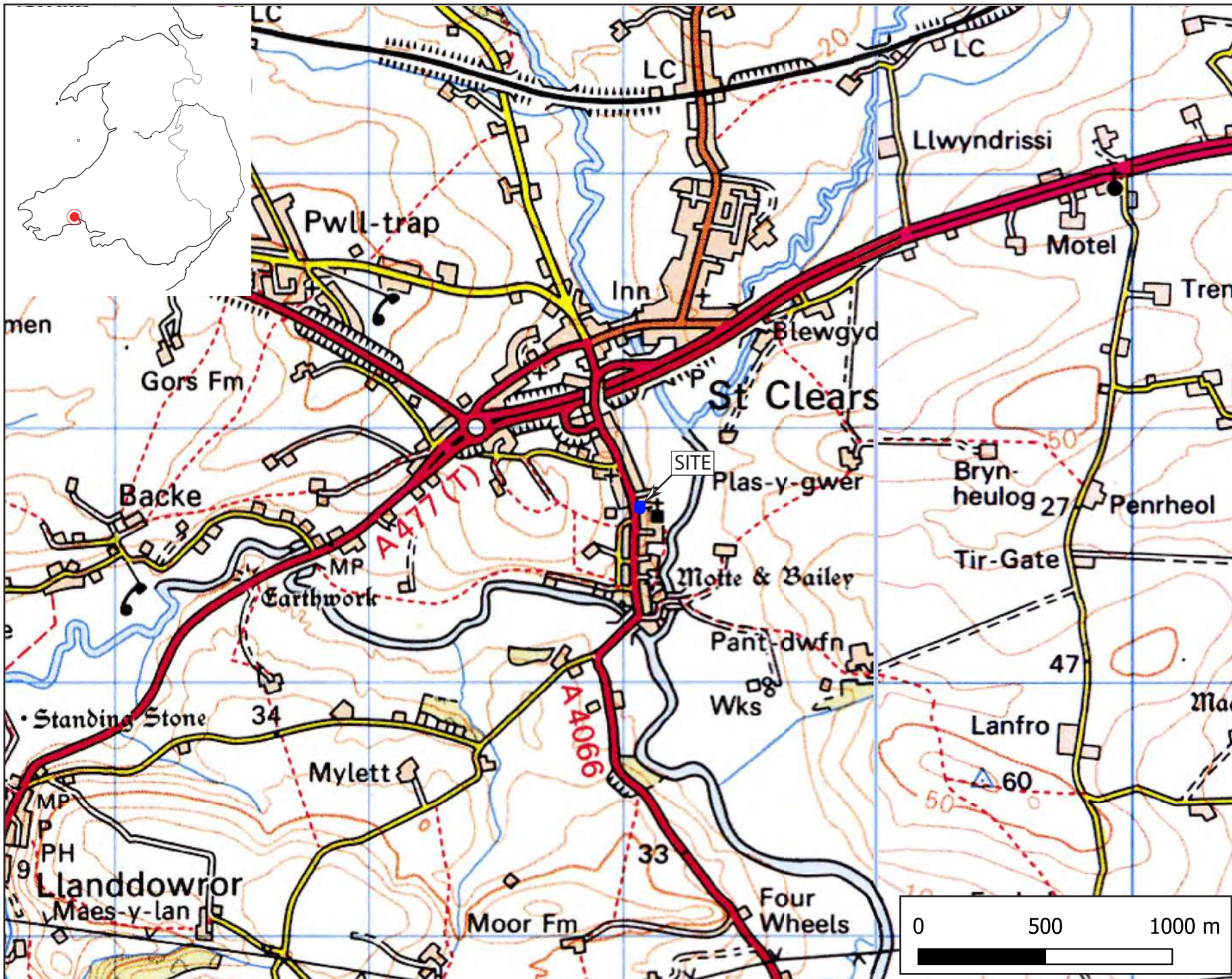


Figure 1: Location map

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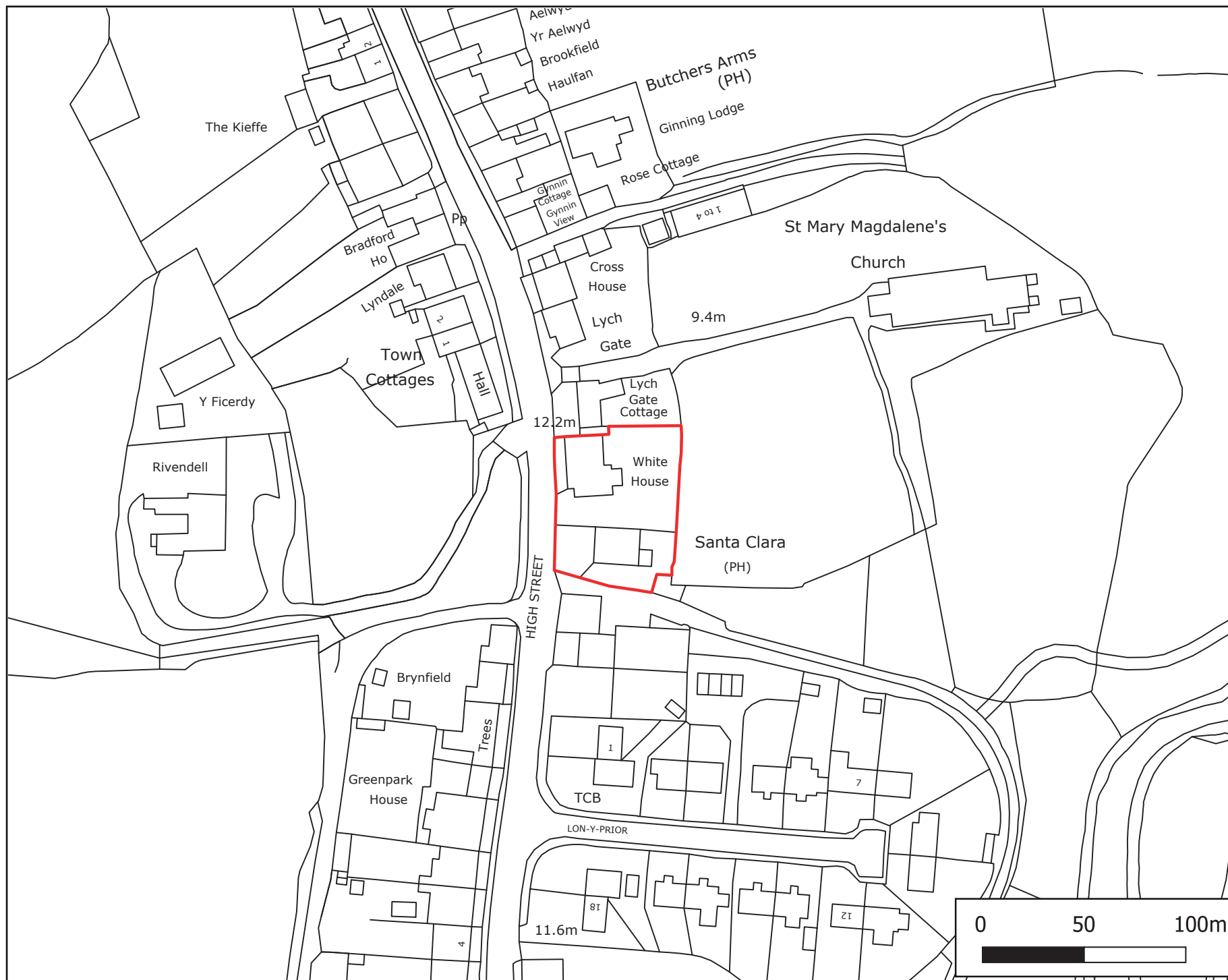
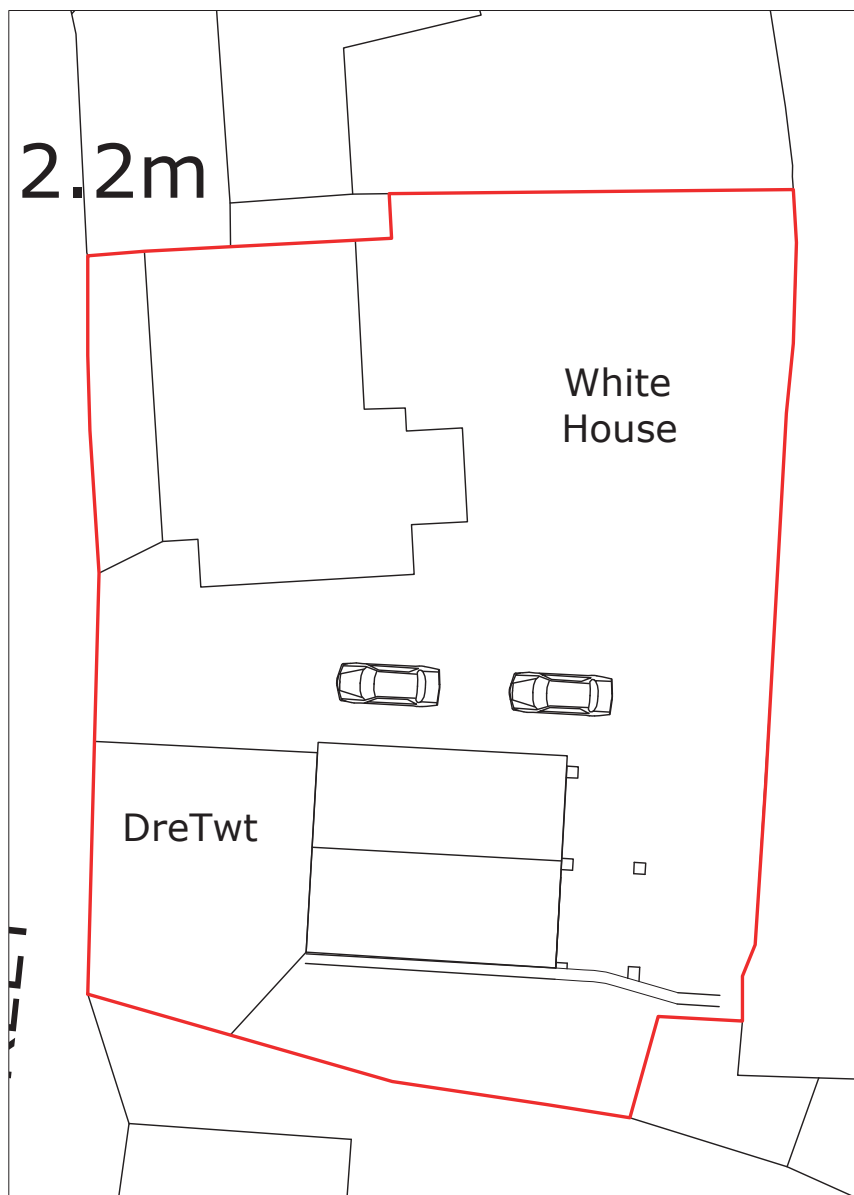
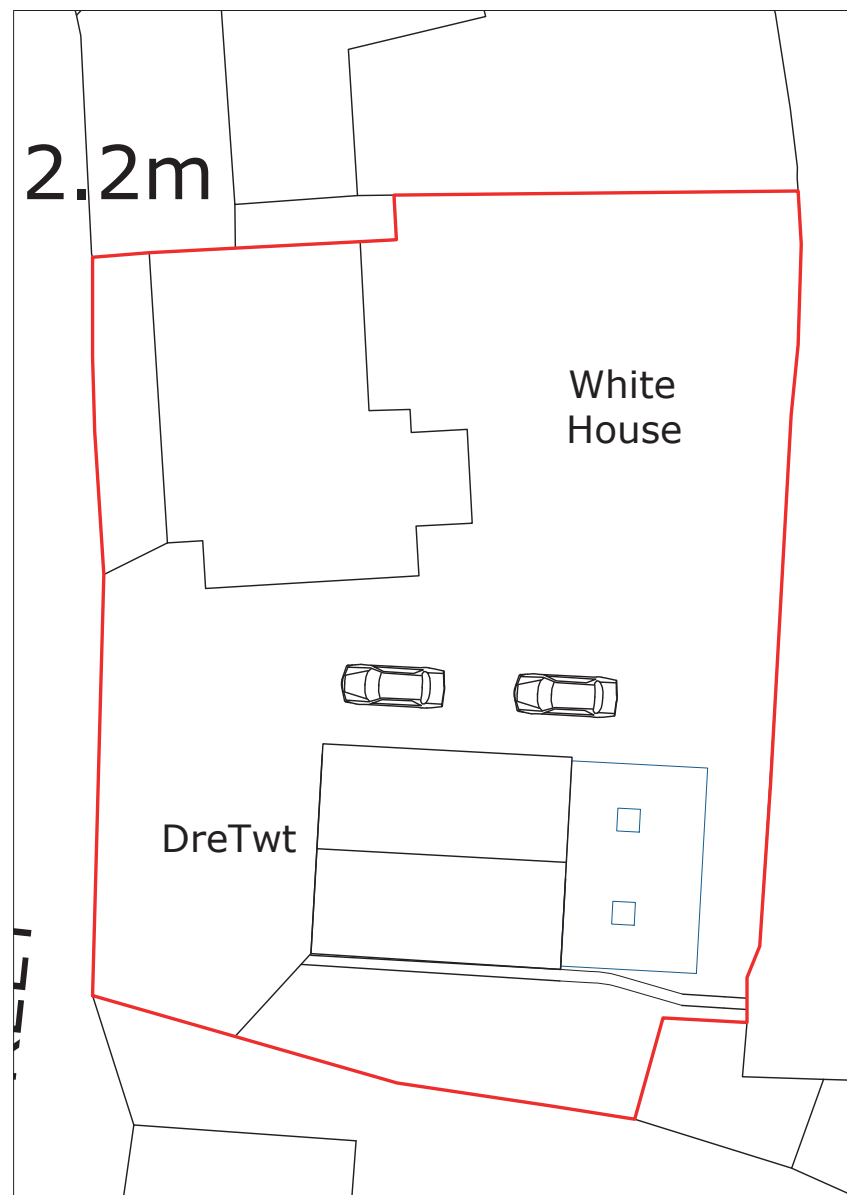


Figure 2: Detailed Location map

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Existing Site Plan
1:375



Proposed Site Plan
1:375

Figure 3: Previous Existing and Proposed Plans

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Plates



Plate 1. Trench during excavation, view to the north east towards the church.



Plate 2. Eastern side of the trench showing cur for service [102], view to the south.



Plate 3. Western side of the trench, view to the south.

Appendix I: Context Register

Context No.	Type	Description	Depth
101	Deposit	Modern made ground	0.3m (not bottomed)
102	Cut	Modern service trench	Encountered at 0.3m (not bottomed)
103	Deposit	Dark brown/black fill of service trench 102	Encountered at 0.3m (not bottomed)

Appendix II: Written Scheme of Investigation

Archaeology Wales Ltd

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**WRITTEN SCHEME OF INVESTIGATION
FOR AN ARCHAEOLOGICAL WATCHING BRIEF
AT WHITE HOUSE, HIGH STREET, ST CLEARS, CARMARTHEN, SA33 4EE**

Prepared for:

Sauro Architectural Design Ltd

Project No: 3004

Carmarthenshire County Council Planning Ref PL/03659

May 2022



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Figure 1. Site Location Plan

Figure 2. Detailed Site Location Plan

Figure 3. Existing and proposed Development Plans

Appendix I: Data Management Plan

1. Introduction & Planning Background

- 1.1.1. This Written Scheme of Investigation (WSI) details a programme of archaeological mitigation to be undertaken by Archaeology Wales Ltd (henceforth – AW) at the request of Sauro Architectural Design Ltd (henceforth – the client).
- 1.1.2. The archaeological mitigation will consist of a watching brief and will be undertaken during ground works associated with the construction of a lean-to garage and store to the rear of Dre Twt (Carmarthenshire County Council Planning Ref PL/03659). The site is located at White House, High Street, St Clears, Carmarthen, SA33 4EE (Figures 1 and 2) centred on NGR SN 28076 15678 (henceforth "the site").
- 1.1.3. The methodology set out in this WSI has been agreed with Dyfed Archaeological Trust–Heritage Management (henceforth – DAT-HM) who are acting as advisors to the local planning authority, Carmarthenshire County Council (henceforth – CCC). DAT-HM has recommended that a watching brief is undertaken during groundworks to protect historic environment interests whilst enabling development and to ensure that any archaeological remains that are encountered are recorded.
- 1.1.4. Conditional Planning Permission for the development was granted on 3rd May 2022 (CCC planning ref: PL/03659).
- 1.1.5. Condition 4 of the planning permission states:

4. 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. On behalf of the local planning authority, their archaeological advisors (DAT DM) will monitor all aspects of this work through to the final discharging of the condition. This work 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.

- 1.1.6. Furthermore, in a consultation Response letter dated 23rd March 2022, DAT - HM advised that:

...we consider there to be potential for buried archaeological deposits associated with the early medieval churchyard, which often extended beyond the later established boundary, to be preserved within the development area where they could be damaged or destroyed should intrusive ground works be required.

Accordingly, we recommend that an archaeological condition should be placed on planning consent, if forthcoming, in line with Section 6.1.27 of Planning Policy Wales (2021) and Sections 4.13 and 4.14 of TAN 24: The Historic Environment (2017).

... With this condition the developer will be required to produce a written scheme of investigation for submission to your Authority prior to the commencement of any development. As your archaeological advisors, we can assist in providing guidance to the applicant to produce this required document. However, for the applicant to be

made fully aware of these archaeological requirements at this time, I have provided an outline below. They will include:

1. The presentation of a written scheme of investigation, prepared for the applicant by a qualified archaeological contractor. This document will need to be approved by your Authority before the development commences.

2. The Written Scheme will provide information on how the developer intends to mitigate against any adverse effects to the historic environment.

3. All aspects of the archaeological work should be carried out to the relevant Standard and Guidance of the Chartered Institute for Archaeologists (CIfA).

4. Where archaeological work is subsequently undertaken, an archive will be required as well as analysis and reporting the results of the work.

5. The Written Scheme should specify archaeological monitoring arrangements with the Dyfed Archaeological Trust-Heritage Management.

6. The applicant is strongly advised to consider contingency arrangements in the event of the unexpected discovery of significant archaeological material.

1.1.7. This WSI has been prepared by John Davey PhD MCIfA (Archaeology Wales).

1.1.8. The purpose of the archaeological mitigation is to provide the local planning authority with sufficient information regarding the nature of archaeological remains on the site of the development, the requirements for which are set out in Planning Policy Revised Edition.11, Section 6.1 (2021) and Technical Advice Note (TAN) 24: The Historic Environment. 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.

1.1.9. All work will be undertaken 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 The proposed development is for a large lean-to garage and store which will be located immediately to the rear of Dre Twt. The site address is White House, High Street, St Clears, Carmarthen, SA33 4EE (Figures 1 and 2) centred on NGR SN 28076 15678 (henceforth "the site"). The proposed development site currently comprises a lean two structure in the yard to the rear of Dre Twt; a children's play centre (Figure 3). The site is within St Clears Conservation Area and immediately adjacent to the Churchyard of the Grade II* listed Parish Church of St Mary Magdalene. The Location of the proposed new garage is between the red brick commercial structure of Dre Twt and a stone wall which forms the western boundary of St Mary's graveyard. Dre Twt lies on the east side of the A4066 High Street. The site is bounded by the High Street to

the west; the White House to the north; St Mary's graveyard to the east and a back lane to the south.

- 2.2 The solid geology of the proposed development area comprises Didymograptus Bifidus Beds – Mudstone. A sedimentary bedrock formed approximately 461 to 466 million years ago in the Ordovician Period. This is overlain by Devensian Till – Diamicton: Superficial Deposits formed up to 2 million years ago in the Quaternary Period. (BGS, 2022).
- 2.3 The soil type within the site comprises a freely draining slightly acid loamy soil (Soilscapes, 2022).

3. Archaeological & Historical Background

- 3.1 The site is located adjacent to the churchyard, of possible early medieval origins, of the Grade II* Listed St. Clears Parish Church. It is also approximately 66m from the scheduled medieval Priory (CM290).
- 3.2 Cadw have advised that *the application area is located some 210m north of scheduled monument CM095 St Clears Mound and Bailey Castle, but intervening buildings and vegetation block all views between them. Consequently, the proposed development will have no impact on the setting of scheduled monument CM095.*

Scheduled monument CM290 Claustral Buildings, St Clears Priory is located some 65m east of the proposed development. It comprises the remains of the Claustral buildings of the Cluniac Priory at St Clears, which was founded between AD1147-84. It is identifiable as a rectangular platform in a small paddock to the south of the former priory, now parish church, and is one of only two Cluniac cells founded in Wales.

The Priory at St. Clears was established as a cell of the Cluniac monastery of St. Martin-des-Champs of Paris, with a prior in sole charge. In AD1350, a prior and one monk were resident here. Dissolved as a Priory by Henry V in AD1414 and granted in 1446 to All Souls College, Oxford, as a parish church. The church building is of 12th century origin but only the chancel arch remains of that period and is considered to be the best Norman work in the county, but the remainder of the surviving building is 14th and 15th century with the tower being of 16th century date.

The relationship of the Claustral buildings with the church is the most significant element in their setting. Views from the Claustral buildings would not have been important as they were designed to be inward facing, but views to them and the church would have been important to visitors.

The proposed development will see the erection of a lean-to single storey garage and store with a flat roof attached to the rear of Dre Twt. It will be visible from the scheduled monument but will not interfere with its relationship with the church and will not block view towards it. The proposed development will not have any effect on the way that the scheduled monument is experienced, understood and appreciated.

Consequently, the proposed development will have no impact on the setting of scheduled monument CM290.

- 3.3. DAT – HM consider there to be *potential for buried archaeological deposits associated with the early medieval churchyard, which often extended beyond the later established boundary, to be preserved within the development area where they could be damaged or destroyed should intrusive ground works be required.*

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* (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, in the targeted area discussed above, during ground works associated with the proposed development. AW will update DAT-HM with the exact date.

5.2. Report delivery

- 5.2.1. The report will be submitted to the client and to DAT-HM 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 (2020).

- 6.1.2. Excavations should be undertaken using a tracked 360 degree excavator 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-HM 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 programme commences and will follow a site meeting between Archaeology Wales, the client and DAT-HM.

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.
- 6.2.5. The archaeologist undertaking the watching brief will have access to the AW metal detector and be trained in its use.

6.3. Finds

- 6.3.1. The professional standards set in the Chartered Institute for Archaeologists' *Standard and guidance for the collection, documentation, conservation and research of archaeological (2014)* will form the basis of finds collection, processing and recording.
- 6.3.2. All manner of finds regardless of category and date will be retained.
- 6.3.3. Finds recovered that are regarded as Treasure under *The Treasure Act 1996* will be reported to HM Coroner for the local area.
- 6.3.4. 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. Deposits with a significant potential for the preservation of palaeoenvironmental material will be sampled, by means of the most appropriate method (bulk, column etc). 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* (2nd Edition 2011).

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 Archaeologists' *Excavation and Post-Excavation Treatment of Cremated and Inhumed Human Remains: Technical Paper Number 13* (1993).

6.5.2. A meeting with DAT-HM, and the client and AW will be called if the human remains uncovered are of such complexity or significance that the contingency arrangement (6.1 above) 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	Dr Richard Madgwick (Cardiff University) Dr Hannah Russ (Freelance)
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) Damian Goodburn (MOLA) Mike Bamforth (Freelance)
Marine Molluscs	Dr Rhiannon Philp (Archaeology Wales)
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-HM 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-HM for approval on behalf of Planning Authority.

7.1.3. Representatives of DAT-HM will be given access to the site so that they may monitor the progress of the watching brief. DAT-HM will be kept regularly informed about developments, both during the site works and subsequently during post-excavation.

8. Archive and Reporting programme

8.1. 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', 2014). 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 2017' (National Panel for Archaeological Archives in Wales 2017). 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 (2018).

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 (2018).

8.2.2. This will result in the following inclusions in the final report:

- A bilingual non-technical summary
- Location plan showing the area/s covered by the watching brief, 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 finds 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. Reports and archive deposition

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-HM upon completion.

Additional reports

- 8.3.2. 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, if appropriate, Cadw.

Summary reports for publication

- 8.3.3. 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.

Notification of important remains

- 8.3.4. 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.

Archive deposition

- 8.3.5. 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.
- 8.3.6. 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.
- 8.3.7. Copies of all reports, the digital archive and an archive index will be deposited with the National Monuments Record, RCAHMW, Aberystwyth.
- 8.3.8. 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-HM.

Finds deposition

- 8.3.9. 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 land owners.

Staff

- 8.3.10. The project will be managed by John Davey (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-HM and the client.

9. Health and Safety

9.1. Risk assessment

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* 1992. 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

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. 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.
- 10.2 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.
- 10.3. 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 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

Professional standards

- 12.1 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 watching briefs* 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.

Project tracking

- 12.2 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

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.

14 References

Chartered Institute for Archaeologists, 2014. *Standards and guidance for the collection, compilation, transfer and deposition of archaeological archives*

Chartered Institute for Archaeologists, 2014. *Standards and guidance for the collection, documentation, conservation and research of archaeological materials*

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

English Heritage, 2002. *Guidelines for Environmental Archaeology*

English Heritage, 2006. *Management of Research Projects in the Historic Environment (MORPHE)*

National Panel for Archaeological Archives in Wales, 2017. *The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales*

Welsh Archaeological Trusts, 2018. *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)*

Websites

www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html - Accessed 10/05/2022

www.landis.org.uk/soilscapes/ - Accessed 19/01/2021

www.heritagegateway.org.uk/Gateway/Results_Application.aspx?resourceID=1006 – Accessed 10/05/2022

Archaeology Wales

APPENDIX I: Data Management Plan

Appendix 1 – Data Management Plan

Project Name and ID
3004 - White House, High Street, St Clears, Carmarthen, SA33 4EE.
Project description
Archaeological Watching Brief associated with the construction of a lean-to garage and store to the rear of Dre Twt. The site is located at White House, High Street, St Clears, Carmarthen, SA33 4EE (Figures 1 and 2) centred on NGR SN 28076 15678 (Carmarthenshire County Council Planning Ref PL/03659). The purpose of the archaeological watching Brief, undertaken during groundworks, is to ensure there is no accidental damage to the archaeological resource and to ensure that any archaeological remains that are encountered are recorded.
Funder of client
Sauro Architectural Design Ltd
Project Manager
John Davey – AW project manager john@arch-wales.co.uk
Principal investigator and contact
Same as above
Date DPM created and subsequent amendments
Created on 10/05/22
Related Data Management policies
Project Brief, ClfA Standards and guidance, trusted digital repository guidelines (ADS and RCAHWW) or other best practice guidance (see brief for details)

Data type
<p>.pdf: final report, WSI, all the paper archive generated onsite.</p> <p>.jpeg: Digital photographs</p> <p>.xlsx: spreadsheets including registers, context inventory, finds quantification, environmental sample quantification.</p> <p>All site drawings that are selected during the DMP will be stored as AI and PDF files</p> <p>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</p>

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 server 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
<p>The DMP will be updated in light of 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.</p> <p>At the deposition stage, the DMP will be finalised in agreement with all project stakeholders.</p> <p>The project results will be included in the Historic Environment Record.</p>
Long term preservation plan
<p>The digital archive will be deposited with the Archaeology Data Service, which is a certified repository with Core Trust Seal.</p>
Data repository and costs
<p>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.</p>
Data sharing and accessibility
<p>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 Evaluation 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.</p> <p>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</p> <p>A final version of the project report will be supplied to the Historic Environment Record along with any further data they request.</p>
DMP responsibility
<p>The Project Manager will be responsible for implementing the DMP</p> <p>Data capture, metadata production and data quality are the responsibility of the Project Team, assured by the Project Manager.</p> <p>Storage and backup of data in the field is the responsibility of the field team.</p>

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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