



Brief for Archaeological Field Evaluation

Site: The Old Police House, Lydstep

Prepared for: Pembroke Design

On behalf of: Pembrokeshire Coast National Park Authority

Site NGR: SS 0861/9837

Planning ref: NP/18/0305/FUL

This brief for an archaeological evaluation has been prepared by the Dyfed Archaeological Trust-Development Management Division (DAT-DM) in its capacity as advisors to the planning authority. Please note that this document is written for archaeological project managers to facilitate the production of a detailed archaeological specification of works, it is not a tender document. The response to this brief must follow Chartered Institute for Archaeologists (CIfA) Standards and Guidelines.

The archaeological project manager is strongly advised to visit the site before completing the required specifications as there may be implications for accurately costing the project. The project manager must consult the Regional Historic Environment Record held by the Dyfed Archaeological Trust as part of the appraisal.

*This archaeological brief is only valid for six months from the issue date. After this period DAT-DM should be contacted. Any specification resulting from this brief will only be considered for the same period. Please note that this document is written for archaeological project managers to facilitate the production of a detailed archaeological specification of works, it is not a tender document. **The response to this brief must follow CIFA Standards and Guidelines.***

The archaeological project manager is strongly advised to visit the site before completing the required specifications as there may be implications for accurately costing the project. The project manager must consult the Regional Historic Environment Record held by the Dyfed Archaeological Trust as part of the initial assessment.

1 Introduction

- 1.1 This brief has been prepared by Dyfed Archaeological Trust–Heritage Management (henceforth DAT-DM), acting as the archaeological advisors to the Planning Authority..
- 1.2 DAT-DM has been consulted by the planning authority on the archaeological potential of the application area. The regional Historic Environment Record, which contains over 55,000 core records of archaeological and historical interest, was consulted and it was advised that there is an important archaeological resource in the application area. Consequently the historic environment is a dimension and constraint to the application.
- 1.3 Government policy as contained in Planning Policy WALES, Edition 9, November 2016 Chapter 6, section 6.5.5 makes it clear that **“The conservation of archaeological remains is a material consideration in determining a planning application, whether those remains are a scheduled monument or not. Where nationally important archaeological remains, whether scheduled or not, and their settings are likely to be affected by proposed development, there should be a presumption in favour of their physical protection in situ. It will only be in exceptional circumstances that planning permission will be granted if development would result in an adverse impact on a scheduled monument (or an archaeological site shown to be of national importance) or has a significantly damaging effect upon its setting. In cases involving less significant archaeological remains, local planning authorities will need to weigh the relative importance of the archaeological remains and their settings against other factors, including the need for the proposed development”**.

In addition Section 4.8 of TAN 24 also states **“The need for a desk-based assessment, and field evaluation where appropriate, should be discussed with the local planning authority prior to submission of an application, and where required the results of these studies should be submitted as part of the planning application. Failure to provide sufficient archaeological information of the appropriate standard may be a valid reason for the local planning authority to refuse planning permission”**.

- 1.4 Therefore, DAT-DM recommended that the results of an intrusive archaeological field evaluation of the proposed development area will be required **prior to the determination** of the planning application, in order that the Members of the Authority are fully informed about the affect of the development on the archaeological resource at the time of their determination.

2.0 The Scope of the Work

- 2.1 An archaeological evaluation is required for the whole application area. The resulting report should provide information which is sufficiently detailed to protect archaeological interests and allow informed decisions to be made in the on-going planning processes. This work should include the following key elements which should be carried out in the following order:

1. Documentary Search (Stage 1)

2. Intrusive Field Evaluation (Stage 2)

3. Reporting and Archiving (Stage 3)

- 2.2 The field evaluation should provide a predictive model of surviving archaeological deposits detailing zones of relative importance against known development proposals. An impact assessment should also be provided.
- 2.3 The results of the evaluation will be used to assess the impact of the proposed development and must provide adequate information to identify the scale and scope of any necessary mitigation. This may result in the refusal of development or the protection of areas of surviving sensitive archaeological remains through mitigation engineering, avoidance design, etc. Alternatively, archaeological interests may be protected by the attachment of suitable conditions to a positive planning decision. These may require the full excavation and recording (leading to publication) of archaeological remains prior to the commencement of development or an archaeological watching brief during the course of development. The evaluation must provide robust information for the planning authority, which will determine which of the above options, is the most appropriate.

3.0 Site description

- 3.1 The proposed application site lies immediately adjacent to the nationally important and statutorily protected Grade I listed building known as Lydstep Palace (PRN's 60034 & 4222; PE403).
- 3.2 The existing structure is comprised of a medieval first floor hall with possible parlour and vaulted undercroft and represents a rare surviving example of Medieval upstanding building remains.
- 3.3 This structure has been suggested as the original site of the Medieval Manorial court for Manorbier and Lydstep known as 'Curia de Langstone'. This is potentially supported by the name of the field lying immediately to the north of the Palace which is known as Longstone Park. Currently we do not know the extent of any surviving buried deposits associated with this site and the extended medieval settlement of Lydstep. This may include evidence for additional associated structures including timber buildings and also domestic features such as middens and latrines.
- 3.4 The historic environment is therefore an important dimension in the planning process and a constraint to this development. These remains could be nationally important and could be adversely affected by the proposed development.

4.0 Specifications

- 4.1 The detailed specifications for the archaeological work (documentary search, intrusive evaluation, archiving and reporting) must be submitted by the applicant

to, and approved by DAT-DM on behalf of the planning authority before the work commences.

- 4.2 The applicant's archaeological contractor will be expected to produce a detailed project specification, which must:
- a) Be supported by a research design which sets out the site specific objectives of the archaeological work.
 - b) Detail the proposed work as precisely and as reasonably as possible, indicating clearly on plan their location and extent.
 - c) Provide a timetable for the proposed works including a safety margin in the event of bad weather or any other unforeseen circumstances that may effect this timetabling.
- 4.3 Arrangements of the long-term storage and deposition of all artefacts must be agreed with the landowner, the identified repository and DAT-DM before the commencement of fieldwork.
- 4.4 Where new records will be generated it is recommended that the archaeological contractor approach the Historic Environment Record Manager of DAT-DM to obtain a batch of Primary Record Numbers (PRNs).

5.0 Objectives

- 5.1 The objectives of the archaeological work may be summarised as follows; the work should elucidate the presence or absence of archaeological material, its character, distribution, extent, condition and relative significance.
- 5.2 The evaluation report must provide information, which is sufficiently detailed to allow informed planning decisions to be made which can safeguard the archaeological resource.
- 5.3 The evaluation should include a comprehensive assessment of regional context within which the archaeological evidence rests and should aim to highlight any relevant research issues within a national and regional research framework.
- 5.4 Where appropriate, the results of the evaluation need to inform a detailed mitigation strategy, which may be required in the on-going planning processes and for any required work to be appropriately designed and costed.

6.0 Documentary Search (Stage 1)

Sufficient documentary research will be undertaken to inform the rationale, siting and processes of the field evaluation and to place the results of the work in their historic context. It is anticipated that existing readily available documentary sources will provide sufficient contextual information to assist Stages 2 and 3 of the evaluation.

NB. The HER enquiry number should be clearly shown on the final report.

7.0 Intrusive Evaluation (Stage 2)

- 7.1 The archaeological contractor must satisfy itself that all constraints to groundworks have been identified, including the siting of live services, Tree Preservation Orders, public footpaths and all other environmental constraints that could be adversely affected by the archaeological work, etc. DAT-DM takes no responsibility for the inclusion or exclusion of such information within this brief, which must be addressed in the detailed specifications.
- 7.2 **The precise siting of trenches must be agreed with DAT-DM in advance of the commencement of work however it is currently anticipated that in the first instance two trenches, 10m by 1.5m, will be excavated within the footprint of the proposed development. This should include both the extension and the site of the new garage. These trenches must be carefully arranged to provide maximum information with minimum disturbance to archaeological deposits.**
- 7.3 The following are requirements of the Stage 2 intrusive evaluation:
- a) The agreed evaluation area(s) will be positioned, to maximise the retrieval of archaeological information and to ensure that the archaeological resource is understood.
 - b) The evaluation area(s) can initially be excavated to the top of the archaeological horizon by machine. Any mechanical excavation will be undertaken using a toothless bucket. All areas will be cleaned to an appropriate standard to prove the presence, or absence, of archaeological features and to determine their significance. In each area the excavation of the minimum number of archaeological features, to elucidate the character, distribution, extent and importance of the archaeological remains will be undertaken. In each area sufficient excavation will be undertaken to ensure that the natural horizons are reached and proven. If safety reasons preclude manual excavation to natural, hand auguring may be used to try to assess the total depth of stratification within each area. The depth of the excavation must conform to current safety requirements. If excavation is required below 1.2m shoring or stepped trenching should be discussed with the archaeological curator.
 - c) All archaeological contexts will be recorded using a continuous numbered context system on *pro-forma* recording sheets¹.
 - d) Written, drawn and DSLR photographic records (7 megapixels or greater) of an appropriate level of detail will be maintained throughout the course of the project. Plans (other than excavation location plans) will be at a minimum scale of 1:20; section drawings will be at a minimum scale of 1:20. All photographs will include a suitable photographic scale and will be recorded on a

¹ Details of the recording system to be used should be stated. If this is not a readily available system a copy of the manual should be sent to Dyfed Archaeological –Development Management when the detailed specification is submitted.

photographic register detailing as a minimum the subject, feature number, location and direction of each shot

- e) Drawn records will be related to Ordnance Survey datum and published boundaries where appropriate.
- f) All artefacts recovered during the project will be retained and be related to the contexts from which they were derived. All typologically distinct and closely datable finds will be recorded three-dimensionally. The evaluation should also carefully consider any artefactual or economic information and provide an assessment of the viability, for further study, of such information. It will be particularly important to provide an indication of the relative significance of such material for any subsequent decision-making process regarding mitigation strategies.
- g) Human remains must be left *in situ*, covered and protected when discovered. No further investigation should normally be permitted and DAT-DM and the local Coroner must be informed immediately. After discussion, it may be appropriate to take bone samples for C14 dating. If removal is essential Ministry of Justice licence under Section 25 of the Burial Act 1857 will be obtained.
- h) Any features containing deposits of environmental or technological significance will be sampled. If required, the project manager should arrange, through a suitably qualified expert the assessment of the environmental potential of the site through examination of suitable deposits. Where appropriate contexts will be sampled in accordance with the guidelines provided by English Heritage (2011).
- a) The requirements for the conservation of artefacts and samples will be unpredictable until after the completion of the fieldwork. The archaeological contractor will ensure, however, that at least minimum acceptable standards are achieved (the UK Institute of Conservation's *Guidelines for the Treatment of Finds from Archaeological Site* should be used as guidance).

8.0 Reporting (Stage 3)

The report must include the following:

- a) The report should be fully representative of the information gained from Stages 1-2 above, even if there should be negative evidence.
- b) A concise non-technical summary of the project results. It is recommended that this summary should also be presented in Welsh to meet any Welsh language policy requirements.
- c) The report will contain at least one plan showing the site's location in respect to the local topography, as well as the position of all excavated areas.
- d) Where necessary, the report will also contain suitably selected plans and sections of significant archaeological features. All plans and sections should be related to Ordnance Datum.

- e) Written descriptions of all features and deposits excavated and their considered interpretation.
- f) A summary report on the artefactual and ecofactual assemblage and an assessment of its potential for further study, prepared by suitably qualified individuals or specialists.
- g) Statement of the local and regional context of the archaeological remains identified.
- h) An impact assessment, with mitigation proposals, of the proposed development on the archaeological resource can be considered and presented for consideration. This could include the mapped archaeological potential of the site in relation to the proposed development.
- i) Once completed, a copy of the report should be submitted to the LPA for their consideration. A further copy of the report should also be provided to DAT-DM for deposition with the Regional Historic Environment Record.².
- j) A summary report of the work should be submitted for publication to a national journal (e.g. Archaeology in Wales) no later than one year after the completion of the work.
- k) Although there may be a period during which client confidentiality should be maintained, the report and the archive should be deposited in the appropriate repository not later than six months after completion of the work³.

9.0 Archiving (Stage 4)

- a) Archives should be prepared and deposited in line with the National Standard and Guidance for Collecting and Depositing Archaeological Archives in Wales.
- b) The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales comprises a suite of documents which aim to make archaeological data, information and knowledge available, stable, consistent and accessible for present and future generations. The Standard for Archaeological Archiving in Wales consists of a set of high-level principles. It represents the standard for archaeological archiving that must be met by an archaeologist or organisation undertaking any form of archaeological work that results in an archive.

The Standard can be downloaded from:

<http://www.welshmuseumsfederation.org/en/news-archive/resources-landing/Collections/national-standard-and-guidance-for-collecting-and-depositing-archaeological-archives-in-wales-2017.html>

² As well as the bound report, a digital version of the report (preferably IBM compatible and in Word) should be submitted for inclusion on the computerised database.

³ Any document submitted to the LPA as part of a planning application will be treated as a public domain document.

9.0 Suitable Archaeological Contractors

- a) The work will be undertaken by the staff of a competent and professional archaeological body (hereafter the archaeological contractor), which shall be formally acknowledged by DAT-DM, advisors to the Planning Authority. Details, including the name, qualifications and experience of the project director and all other key project personnel (including specialist staff) will be communicated to DAT-DM as part of the detailed project specification.
- b) The archaeological contractor will have considerable experience of archaeological field evaluation, be managed by a Member of the Chartered Institute of Field Archaeology, who is validated in the Area of Competence of Excavation, and also have a proven track record of archaeological excavation and publication. Details of other archaeological staff involved should also be provided.
- c) The archaeological contractor will adhere to the Chartered Institute of Field Archaeologists' Code of Conduct and the Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology.
- d) The body commissioning the report will satisfy themselves of the ability of the archaeological contractor to undertake the necessary work.

10.0 MONITORING⁴

- a) DAT-DM is the archaeological advisor to the Planning Authority and will monitor the work on their behalf to ensure compliance with planning requirements. Therefore, notice of the start date, a projected timetable and a copy of the Health and Safety Risk Assessment for the evaluation must be submitted to them, no less than 5 working days prior to the commencement of the work.
- b) Any changes to the specification that the contractor may wish to make after approval should be communicated to DAT-DM and approved on behalf of the Planning Authority.
- c) DAT-DM should be kept regularly informed about development both during the site works and subsequent post-excavation work.
- d) No area will be back-filled, until DAT-DM has had the opportunity to inspect it, unless permission has been given in advance.

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Further reading

CIfA, 2014, Standard and guidance for archaeological field evaluation

⁴ See Appendix A for details of monitoring procedures.

Appendix A

Monitoring Requirements

In general the purposes of monitoring by the regional archaeological curator on behalf of the Local Planning Authority may be summarised as follows: -

To ensure the maintenance of high archaeological standards and best practice based on the Standards in British Archaeology issued by the Institute of Field Archaeologists (copies available on request).

To ensure compliance with planning regulations and requirements.

To ensure compliance with the brief provided by the archaeological curator and the Specifications submitted by the applicant for the approval of the Local Planning Authority.

To ensure the relevance of the further information gained by the work to the on-going planning process.

To ensure that any recommendations made by the archaeological contractor are reasonable in planning terms.

To ensure that any further recommendations resulting from the work that are made by the Local Planning Authority (based on the advice of their curatorial archaeological advisers) are founded on detailed knowledge and are reasonable in planning terms.

To help formulate, where required, an archaeological mitigation strategy, which could protect the archaeological resource whilst enabling the permitted development.

Monitoring is carried out by Dyfed Archaeological Trust –Development Management in their recognised role as the archaeological advisor to all the regional Planning Authorities. All of its work is carried out to the Welsh Archaeological Trusts' *Curator's Code of Conduct* (copies of which are available on request). The Division's officers have considerable field experience and are available to discuss any aspect of monitoring.

Monitoring will normally consist of a site visit by one of the Section's Officers, who will inspect the on-going work and the exposed archaeological resource. The visit will enable local knowledge to be provided to the archaeological contractor and a discussion on any additional evaluation work or variances to the specification that may be required.

In normal circumstances a report on the monitoring, copied to the Local Planning Authority, will be sent to the developer inside 48 hours of the visit. This report will give a short summary of the archaeological resource and recommend any additional works or variations from the specifications which can be carried out whilst the archaeological contractor is still on site. The applicant will be informed of any breaches to the specification, which may invalidate the results of the evaluation at that time, so that the matter can be raised and resolved prior to the completion of the fieldwork.

Appendix B

Glossary of Terms

Archaeological Contractor

A professionally qualified individual or an organisation containing professionally qualified archaeological staff, able to offer an appropriate and satisfactory treatment of the archaeological resource, retained by the developer to carry out archaeological work either prior to the submission of a planning application or as a requirement of the planning process.

Archaeological Curator

A person, or organisation, responsible for the conservation and management of archaeological evidence by virtue of official or statutory duties. In Wales the archaeological advisors to the Local Planning Authorities are the Heritage Management of the Regional Archaeological Trusts, all of whom work to the Welsh Archaeological Trust's *Curators' Code of Practice*. Cambria Archaeology – Heritage Management provides archaeological planning services to five Unitary Authorities in South-west Wales

Archive

An ordered collection of all documents and artefacts from an archaeological project, which at the conclusion of the work should be deposited at a public repository, such as the local museum.

Appraisal

An appraisal is a rapid reconnaissance of site and records to identify whether a development proposal has a potential archaeological dimension requiring further clarification.

Assessment

A desk-based assessment is a detailed consideration of the known or potential archaeological resource within a specified area or site (land-based, intertidal or underwater), consisting of a collation of existing written and graphic information in order to identify the likely character, extent, quality and worth of the known or potential archaeological resource in a local, regional or national context as appropriate.

Brief

An outline framework of the archaeological situation which has to be addressed, together with an indication of the scope of the works that will be required.

Bronze Age

A chronological division of the prehistoric period, which sees the introduction of copper and the eventual widespread adoption of bronze for use in weapons, jewellery etc. In Britain it is dated between circa 2300 and 700 BC.

Cadw

An executive agency of the Welsh Office, Cadw are responsible for the planning issues which affect statutorily protected ancient monuments and buildings. They also grant aid repairs to historic buildings and monuments and manage ancient monuments which are in direct State care.

Early Medieval

The period after the break down of Roman rule and the Norman invasion (circa 410 to 1066 AD).

Evaluation

A limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specified area or site; and, if present, defines their character and extent, and relative quality. It enables an assessment of their worth in a local, regional, national or international context as appropriate. The programme of work will result in the preparation of a report and ordered archive

Historic Environment Record (HER)

A record of known sites of archaeological and historical interest in a given area. In South-west Wales Dyfed Archaeological Trust – Heritage Management currently maintain over 50,000 records.

Later Medieval

The period after the Norman invasion nominally finishing at the Battle of Bosworth and the commencement of the reign of Henry VII (1066 to 1485 AD).

Mesolithic

A chronological division of the prehistoric period spanning the period from the end of the last ice age to the introduction of farming. It is dated between circa 10,000 and circa 4,000 BC.

Modern

The period since 1900 AD

Natural

Archaeological term for undisturbed natural geology on a site.

Neolithic

A chronological division of the prehistoric period during which agriculture and domestic animals are introduced to Britain. It is dated circa 4,000 to circa 2,300 BC.

NGR

National Grid Reference

Palaeolithic

The earliest division of the prehistoric period, from the first evidence of tool making by humans to the final retreat of glacial ice from Britain. It is dated circa 500,000 to circa 10,000 BC.

Post-Medieval

Period between 1485 and 1900 AD.

Risk Assessment

A document prepared to meet the requirements of *The Management of Health and Safety at Work Regulations 1992* assessing all risks to the health and safety of employees and others, arising from a work activity.

Roman

Period when Britain was ruled by Rome circa 45 - 410 AD

Romano-British

Term used to describe a fusion of indigenous late Iron Age traditions with Roman culture

Specification

A written schedule of works required for a particular project (by a curator, planning archaeologist or client), set out in sufficient detail to be quantifiable, implemented and monitored. Normally prepared by an archaeological contractor and agreed with the relevant planning archaeologist.

Watching Brief

An archaeological watching brief is defined as a programme of observation, investigation and recording conducted during any operation carried out for non-archaeological reasons within a specified area or site, where there is a possibility that archaeological deposits may be disturbed or destroyed. The programme of work will result in the preparation of a report and ordered archive.

Welsh Archaeological Trusts

There are 4 Welsh Archaeological Trusts, Clwyd-Powys, Dyfed (Cambria Archaeology), Gwynedd and Glamorgan-Gwent. The Trusts were established between 1974 and 1975 in order to carry out rescue archaeological work in Wales. They are all charities but are also limited companies.