

**Archaeological Watching Brief Report:  
at Gwynus Ucha, Pistyll, Gwynedd, LL53 6LY.**

August 2023



Report No. 2220

By

Jerry Bond



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William Jones

By  
Jerry Bond BA ACIfA

Report No.2220

Version	Date	Sections Revised	Prepared/Revised by	Checked & Authorised by
1	17/08/2023	Original	Jerry Bond BA ACIfA	John Davey PhD MCIfA

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## Summary

*This Written Report details the results of a programme of archaeological monitoring (Watching Brief) that was undertaken by Archaeology Wales Ltd at the request of William Jones. The fieldwork was undertaken on Thursday 10<sup>th</sup> August.*

*The Archaeological Watching Brief was undertaken during archaeologically sensitive groundworks associated with the construction of an agricultural building on undeveloped grassland at Gwynus Ucha, Pistyll, Gwynedd, LL53 6LY; Gwynedd County Council Planning Application Number: C23/0043/43/LL. The site is centred on NGR SH 34267 41897.*

*No significant archaeological remains were encountered during the field work.*

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

## Crynodeb

*Mae'r adroddiad hon fel canlyniad o raglen o fonitro archeolegol (briff gwylio) ac ymgymryd gan Archaeology Wales Ltd ar gais William Jones. Ymgwymerid y gwaith maes ar Ddydd Iau'r 10fed o Awst.*

*Ymgwymerid y Briff Gwylio yn ystod gwaith tir a oedd yn sensitif yn archeolegol yn gysylltiedig ar adeiladu adeilad amaethyddol ar laswelltir annatblygedig yn Gwynus Ucha, Pistyll, Gwynedd, LL53 6LY: Rhif Cais Cyngor Sir Gwynedd: C23/0043/43/LL. Mae'r Safle wedi'i chanoli ar CGC SH 34267 41897.*

*Nad oedd unrhyw olion archeolegol wedi'i ddatguddio yn ystod y gwaith maes.*

*Cafodd y gwaith i gyd ei gario allan mewn cytundeb a'r safonau a chanllawiau'r Sefydliad Siartredig ar gyfer Archeolegwyr (2020).*

## 1. Introduction and planning background

- 1.1 This report details the results of an Archaeological Watching Brief, that was undertaken in association with the proposed construction of an agricultural building at Gwynus Ucha, Pistyll, Gwynedd, LL53 6LY; Gwynedd County Council Planning Application Number: C23/0043/43/LL (Figures 1-3).
- 1.2 This report has been prepared by Jerry B Bond, BA (Hons) ACIfA Archaeology Wales Ltd (henceforth - AW) at the request of William Jones (henceforth - the client).
- 1.3 The methodology was set out in a WSI (Smith & Davey 2023) and agreed with Gwynedd Archaeological Planning Services (Henceforth GAPS) in its capacity as archaeological advisors to the local planning authority. A consultation response dated 2<sup>nd</sup> of February 2023 issued by the Development Control Archaeologist at GAPS (Ref. 0420tf01/D3675) stated that there was significant potential for archaeological impact from the proposed development due to the density of known prehistoric archaeological assets in the immediate vicinity. They advised:

*Despite small in scale, the proposed extension has the potential to impact on sub-surface archaeological remains relating to earlier phases of occupation relating to nearby monuments. If permission is granted, the work could result in impact on unidentified archaeological remains relating to the wider historic landscape. As such the identification and recording of such remains would contribute to the wider understanding of the historic environment in this area.*

- 1.4 Consequently GAPS recommended the planning authority should require appropriate archaeological mitigation in the form of an archaeological watching brief. The condition states:

*In the light of these comments and in accordance with Planning Policy Wales (2021) and TAN 24: The Historic Environment, it is recommended that the planning authority should require that appropriate archaeological mitigation is undertaken, should planning be granted. The following condition wording is suggested to secure such a scheme of work:*

*a) No development (including structural alterations or demolition works) shall take place until a specification for a programme of archaeological recording has been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out and all archaeological work completed in strict accordance with the approved details.*

*b) A detailed report on the archaeological work, as required by condition (a), shall be submitted to and approved in writing by the Local Planning*

*Authority within six months of the completion of the archaeological fieldwork.*

*Reasons:*

*1) To ensure the implementation of an appropriate programme of archaeological mitigation in accordance with the requirements of Planning Policy Wales 2021 and TAN24: The Historic Environment.*

*2) To ensure that the work will comply with Management of Archaeological Projects (MAP2) and the Standards and Guidance of the Chartered Institute for Archaeologists (CIfA).*

1.5 The purpose of the archaeological mitigation was 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 Technical Advice Note (TAN) 24: The Historic Environment 2017. The work was to ensure that all archaeological and historical components of the affected building are fully investigated and recorded if they are to be disturbed or revealed as a result of activities associated with the development.

1.6 All work was 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 Gwynus Ucha is a caravan park located in Pistyll, Gwynedd, LL53 6LY, centred on NGR SH 34267 41897. The site is located 1.2 miles southeast from the village of Pistyll and 9.2 miles north from the town of Pwllheli. The site sits on the southern slopes of Moel Gwynus, a rounded mountain rising to 236.1 metres high, with a prominence of 43.4 metres, within the Llyn Peninsula of Gwynedd (Figures 1-2).

2.2 The proposed development is for the erection of an agricultural building on undeveloped grassland north of the caravan park, due east of Pistyll (Figure 3). The land has a history of agricultural use, as evidenced through a historic map regression, and is untouched by modern development.

2.3 The underlying geology is characterised by Microgranodiorite rocks of the Carreg-y-llam Microgranodiorite Intrusion: Igneous bedrock formed at an unknown time. The superficial deposits are comprised of Devensian Till - Diamicton. A sedimentary superficial deposit formed between 116 and 11.8 thousand years ago during the Quaternary period. (Geology of Britain Viewer - accessed 04/07/23).

### 3. Archaeological background

- 3.1 GAPS have advised that there is an abundance of known archaeological sites in the immediate vicinity of the development site. This includes a scheduled Standing Stone (CN394) less than 300m to the north-east, as well as two hut circle groups either side of the site - one less than 200m to the south (NPRN: 302311) and another less than 200m to the north (NPRN: 302312). These fields likely form a complex settlement of prehistoric and/or early medieval date, which is especially apparent both on LiDAR imaging and aerial photography, both of which suggest a variety of different earthworks, cropmarks and extant features. Several of the fields themselves look to be terraced, which is typical of prehistoric settlement on the Gwynedd coast, and the upper terraces are noted on the early 19th century Tithe Map as Cae Maen Hir - the standing stone field. Aerial photography indicates that the potential prehistoric field systems associated with these settlements extend close to the development area.
- 3.2 Ty Gwynus is a grade II listed farmhouse (LB 4375) located 350m southwest of the site, on the east flank of the small valley running back from Pistyll church and is reached by a farm road running S off the B4417. The building, said to be the former residence of the Lloyd family, was probably erected or rebuilt in 1719, the date of an inscribed panel on the house.
- 3.3 St Beuno's Church, Pistyll lies 1.1 miles to the north northwest of the site. It is reputed to be a site of worship from the 6th century, though the current structure originated in the twelfth century and mainly consists of fifteenth century features.
- 3.4 Historic mapping indicates that the site has been utilised as agricultural land since at least the mid-19<sup>th</sup> century and as such remains relatively undisturbed by modern development.

### 4. Objectives

- 4.1 The WSI (Smith & Davey 2023) set out a program of works to ensure that the Archaeological Watching Brief would meet the standard required by The Chartered Institute for Archaeologists' *Standard and Guidance for Archaeological Watching Briefs* (2020).
- 4.2 The objective of the watching brief was:
- to monitor all archaeologically sensitive groundworks associated with the development.

- to allow 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.

## 5. Methodology

### Fieldwork

- 5.1 The watching brief was undertaken during the relevant ground works associated with the construction of the proposed agricultural building. The groundworks commenced on the 10th August 2023.

### Recording

- 5.2 Recording was carried out using AW recording systems (pro-forma context sheets etc) using a continuous number sequence for all contexts.
- 5.3 Plans and sections were 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.
- 5.4 All features identified, there had been any, will have been tied into the OS survey grid and fixed to local topographical boundaries.
- 5.5 Photographs were taken in digital format with an appropriate scale, using a 24MP camera with photographs stored in Jpeg format.
- 5.6 The archaeologist undertaking the watching brief had access to the AW metal detector.

## 6. Results (Figure 4)

- 6.1 The archaeological works was conducted according to the Chartered Institute for Archaeologist's *Standard and Guidance for Archaeological Watching Briefs* (2020).



- 6.2 The watching brief was monitored by a suitably qualified archaeologist, Jerry B. Bond BA (Hons), ACIfA who was afforded the required access by the main contractor in order to observe and where necessary to record any archaeological remains revealed. Archaeological sensitive groundworks were not undertaken in the specified area without the presence of the site archaeologist.
- 6.3 The groundwork consisted of the stripping of the extant topsoil from an area 44m long by 20m wide to a depth of between 0.1m up to 0.3m creating a level platform for the new building (Plates 1-4). The stripped area was aligned northwest to southeast. A machine dug sondage measuring 1.5m (NW-SE) X 2m (NE-SW) was then excavated to a depth of 0.5m through the subsoil and natural bedrock in the northwest corner of the site (plate 5).
- 6.4 No archaeological remains or finds were encountered during the work.
- 6.5 The primary deposit encountered was context (1002), interpreted as a natural deposit. It comprised a mottled pale yellow and red (rust coloured) sandy silt with very frequent angular and subangular natural local stone bedrock, which was weathered and broken up. It measured more than 0.4m thick and was only encountered within the machine dug sondage at a depth of 0.25m below ground level.
- 6.6 Above the natural (1002) was context (1001), a reddish brown, oxidising to a dark brown after exposure, sandy silt containing frequent small sub-rectangular local stone. It measured 0.15m to 0.2m thick and was fairly loose.
- 6.7 Overlying all was context (1000), the turf and topsoil, which comprised a dark reddish-brown loam containing frequent small sub angular and rounded stones. It measured from 0.1m to 0.15m thick and was encountered across the site.

## Finds

- 6.8 No archaeological finds were encountered during the works.

## 7 Conclusions

- 7.1 Groundworks for a new agricultural building at Gwynus Ucha were monitored by Archaeology Wales on 10<sup>th</sup> August 2023. No archaeological finds, features or deposits were recorded during the watching brief.

## 8 References

- British Geological Survey, 2023. *Geology of Britain Viewer* - (accessed 17/08/23)
- Chartered Institute for Archaeologists, 2020. *Standards and guidance for an archaeological watching brief*
- Smith E, & Davey J, 2023, *A Written Scheme of Investigation for An Archaeological Watching Brief at Gwynus Ucha, Pistyll*. Archaeology Wales 2023
- Welsh Archaeological Trust's, 2018. *Guidance for the Submission of Data to the Welsh Historic Environment Records*

### Websites consulted:

British Geological Survey

<https://www.bgs.ac.uk/map-viewers/geology-of-britain-viewer/>

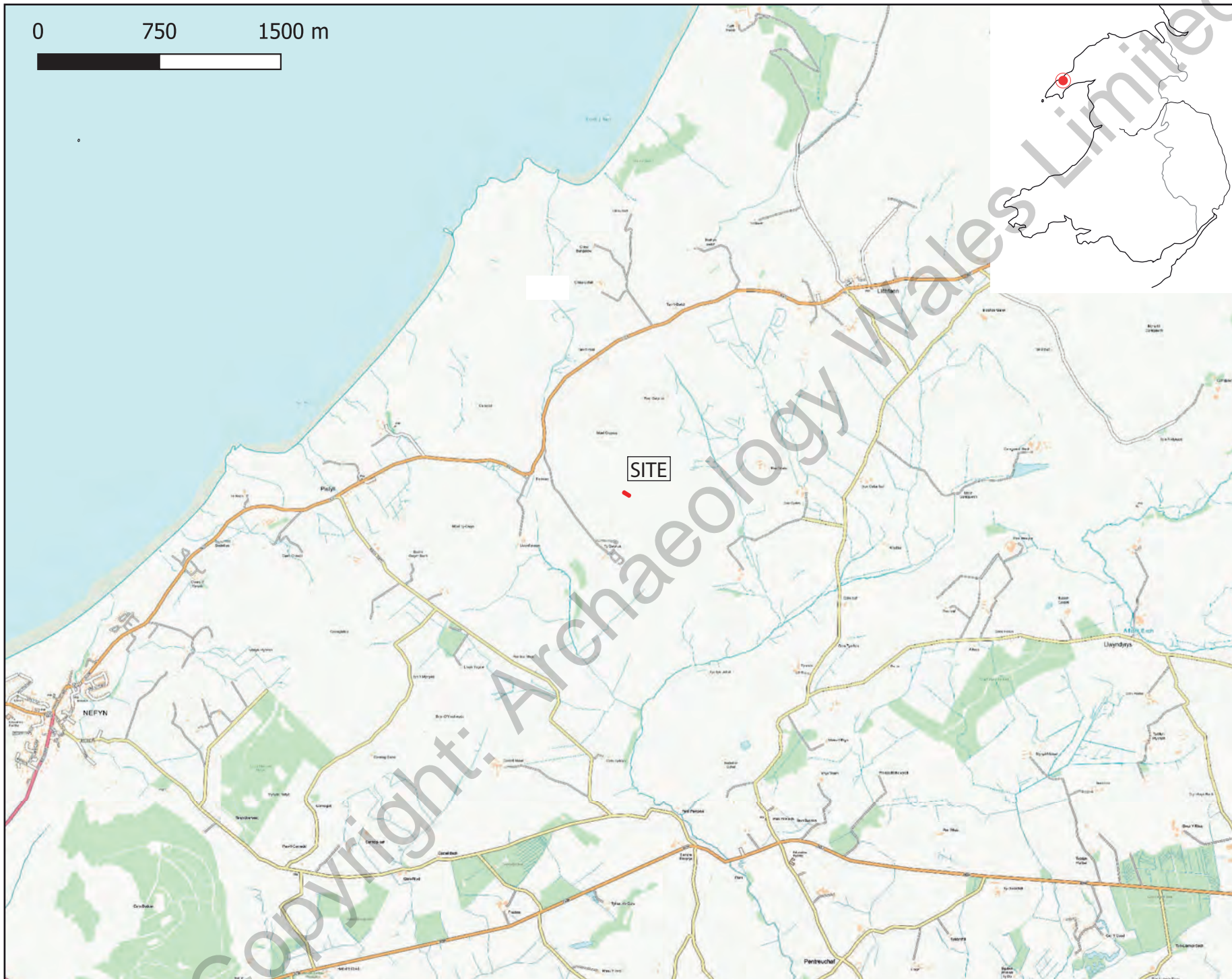


Figure 1: Location plan

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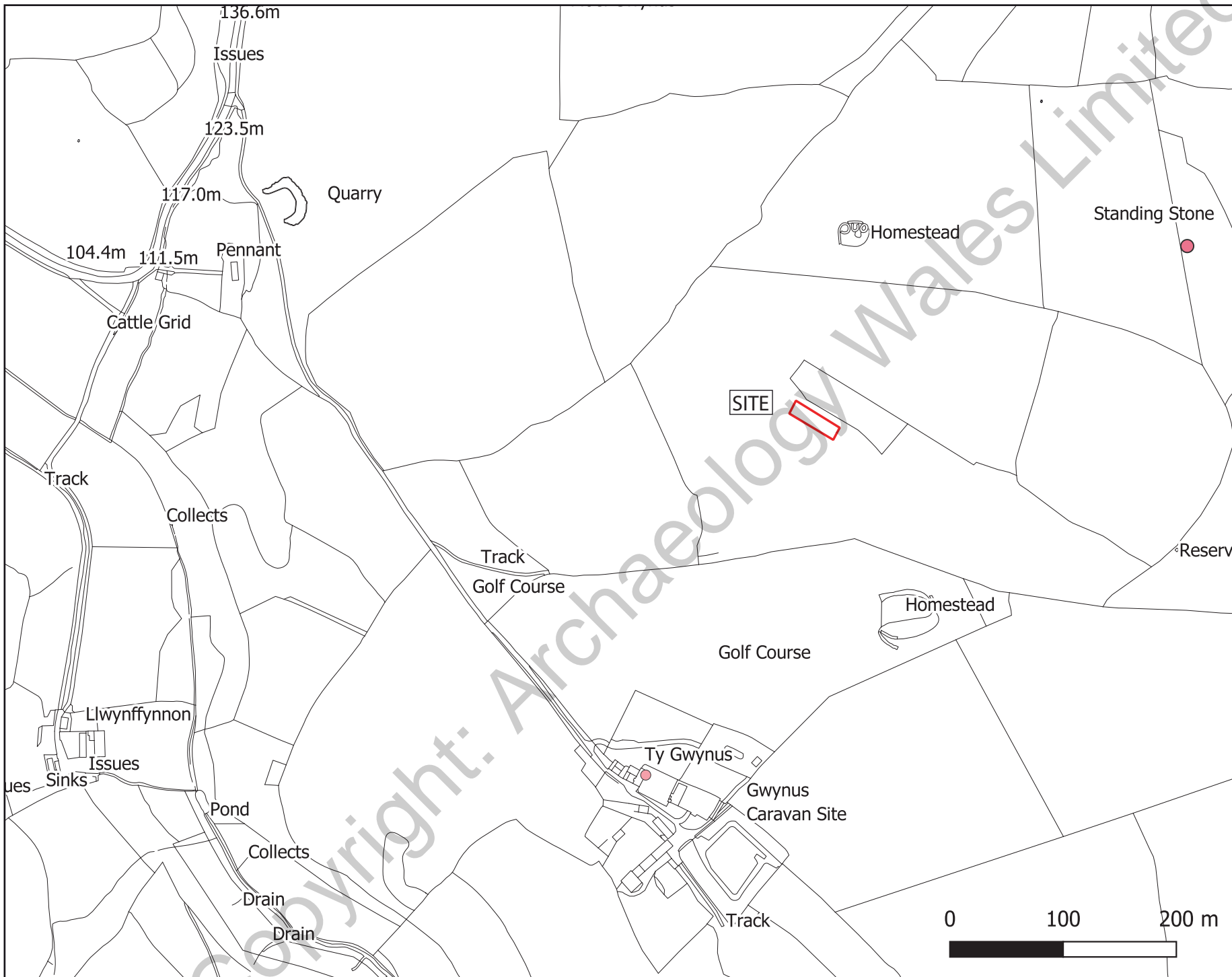


Figure 2: Detailed Location plan

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SCALE 1m = 10mm

PLAN OSIED Gwynus Pistyll

Box Profil Gwynus

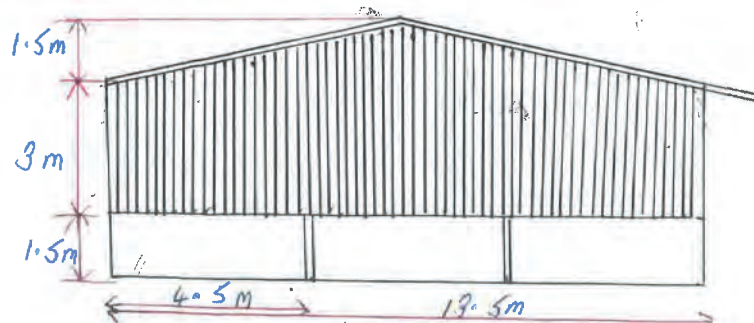
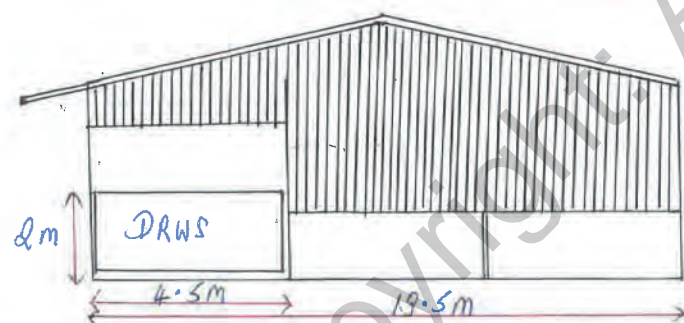
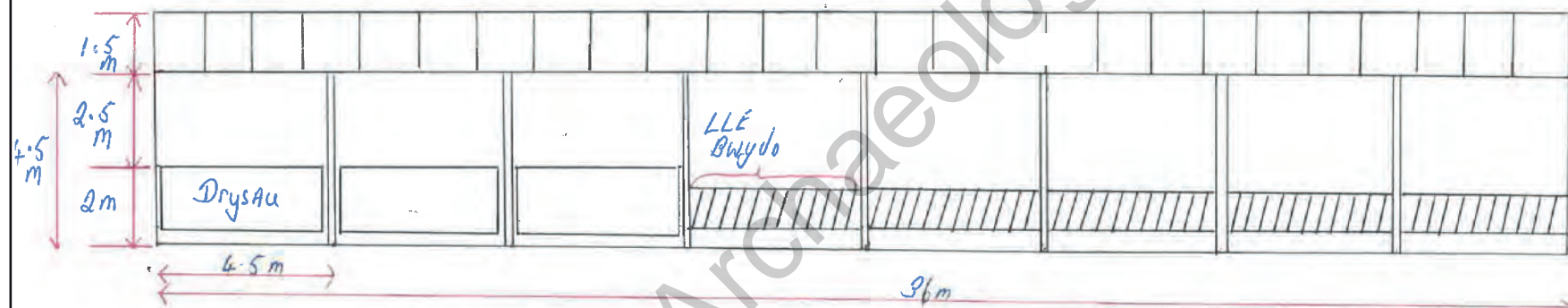
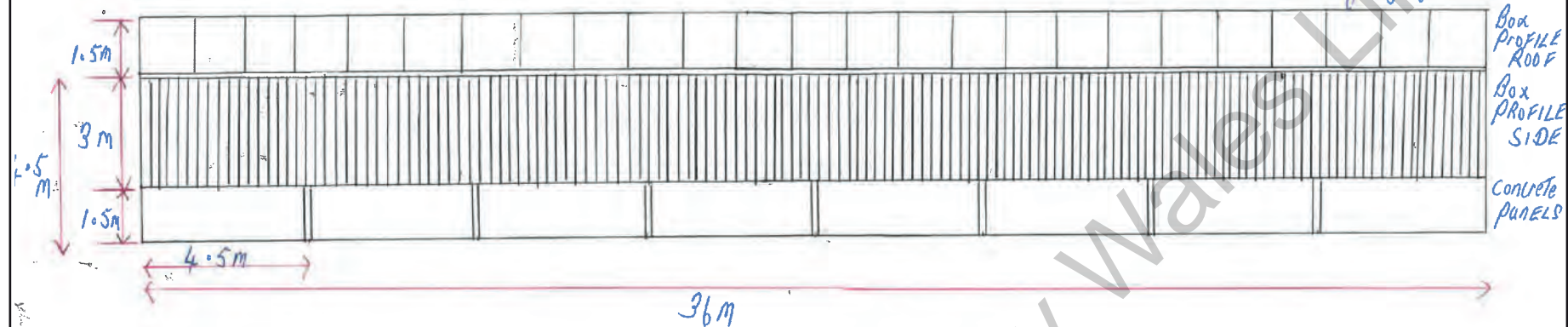


Figure 3: Proposed Elevations

Dwg 2. Trench Plan

Dwg 1,  
Rep Sec

Sondage

Earthwork Lynchet

Dwg 1. SE Facing Composite Representative Section

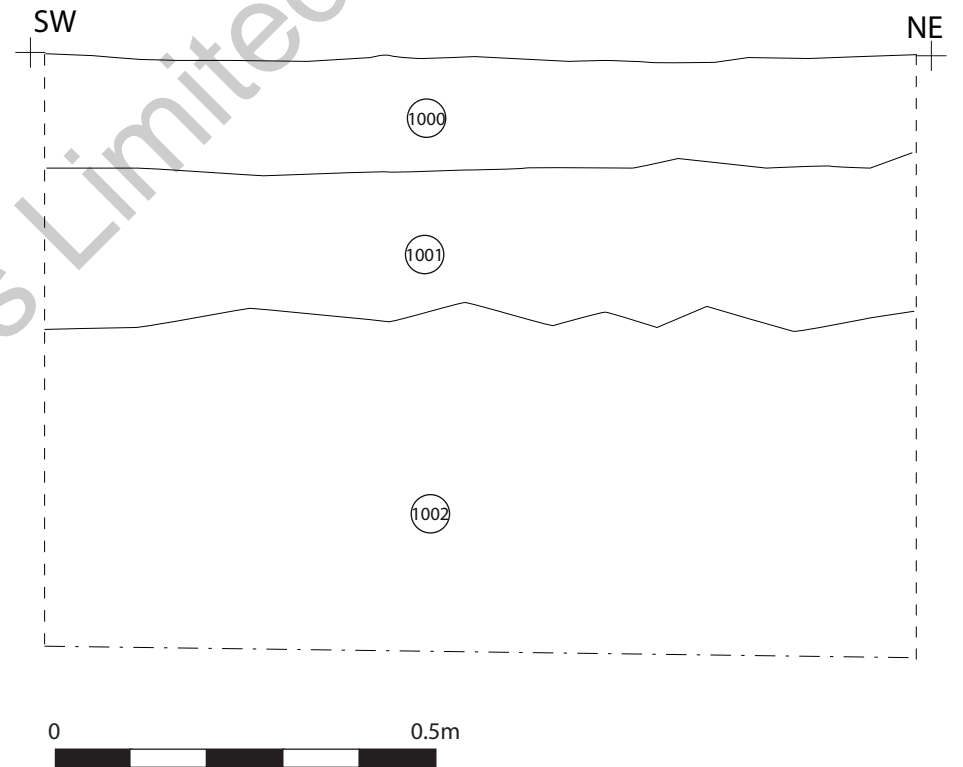


Figure 4: Trench Plan and Representative Section





*Plate 1: Topsoil stripping, view to south.*



*Plate 2: Footprint of new Agricultural building topsoil (1000) fully removed, view to south. 2 x 2m scale.*





*Plate 3: Footprint of new Agricultural building topsoil (1000) fully removed, view to northwest. 2 x 2m scales.*



*Plate 4: Southeast facing representative section), view to northwest. 1m scale.*





*Plate 5: Southeast facing representative section of machine dug sondage, view to northwest. 1m scale.*

# *Archaeology Wales*

## **APPENDIX I: Written Scheme of Investigation**

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**WRITTEN SCHEME OF INVESTIGATION**  
**FOR AN ARCHAEOLOGICAL WATCHING BRIEF**  
**AT**  
**Gwynus Ucha, Pistyll, Gwynedd, LL53 6LY**

**Prepared for:**

William Jones

**Project No: 3099**

**Planning application Number: C23/0043/43/LL**



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## Summary

*This Written Scheme of Investigation (WSI) details the programme of an Archaeological Watching Brief to be undertaken by Archaeology Wales Ltd at the request of William Jones.*

*The Archaeological Watching Brief will consist of monitoring undertaken during any archaeologically sensitive groundworks associated with the construction of an agricultural building on undeveloped grassland at Gwynus Ucha, Pistyll, Gwynedd, LL53 6LY; Gwynedd County Council Planning Application Number: C23/0043/43/LL. The site is centred on NGR SH 34267 41897.*

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

## 1. Introduction and planning background

- 1.1 This WSI details the methodology for the programme of an Archaeological Watching Brief, to be undertaken in association with the proposed construction of an agricultural building at Gwynus Ucha, Pistyll, Gwynedd, LL53 6LY; Gwynedd County Council Planning Application Number: C23/0043/43/LL.
- 1.2 This WSI has been prepared by Einir Smith MSc and John Davey PhD MCIfA, Archaeology Wales Ltd (henceforth - AW) at the request of William Jones (henceforth - the client).
- 1.3 The methodology set out in this WSI is to be agreed with Gwynedd Archaeological Planning Services (Henceforth GAPS) in its capacity as archaeological advisors to the local planning authority. A consultation response dated 2<sup>nd</sup> of February 2023 issued by the Development Control Archaeologist at GAPS (Ref. 0420tf01/D3675) stated that there was significant potential for archaeological impact from the proposed development due to the density of known prehistoric archaeological assets in the immediate vicinity. They advised:

*Despite small in scale, the proposed extension has the potential to impact on sub-surface archaeological remains relating to earlier phases of occupation relating to nearby monuments. If permission is granted, the work could result in impact on unidentified archaeological remains relating to the wider historic landscape. As such the identification and recording of such remains would contribute to the wider understanding of the historic environment in this area.*

- 1.4 Consequently GAPS recommended the planning authority should require appropriate archaeological mitigation in the form of an archaeological watching brief. The condition states:

*In the light of these comments and in accordance with Planning Policy Wales (2021) and TAN 24: The Historic Environment, it is recommended that the planning authority should require that appropriate archaeological mitigation is undertaken, should planning be granted. The following condition wording is suggested to secure such a scheme of work:*

*a) No development (including structural alterations or demolition works) shall take place until a specification for a programme of archaeological recording has been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out and all archaeological work completed in strict accordance with the approved details.*

*b) A detailed report on the archaeological work, as required by condition (a), shall be submitted to and approved in writing by the Local Planning Authority within six months of the completion of the archaeological fieldwork.*

*Reasons:*

*1) To ensure the implementation of an appropriate programme of archaeological mitigation in accordance with the requirements of Planning Policy Wales 2021 and TAN24: The Historic Environment.*

*2) To ensure that the work will comply with Management of Archaeological Projects (MAP2) and the Standards and Guidance of the Chartered Institute for Archaeologists (CIfA).*

1.5 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 Technical Advice Note (TAN) 24: The Historic Environment 2017. The work is to ensure that all archaeological and historical components of the affected building are fully investigated and recorded if they are to be disturbed or revealed as a result of activities associated with the development.

1.6 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 Gwynus Ucha is a caravan park located in Pistyll, Gwynedd, LL53 6LY, centred on NGR SH 34267 41897. The site is located 1.2 miles southeast from the village of Pistyll and 9.2 miles north from the town of Pwllheli. The site sits on the southern slopes of Moel Gwynus, a rounded mountain rising

to 236.1 metres high, with a prominence of 43.4 metres, within the Llyn Peninsula of Gwynedd.

- 2.2 The proposed development is for the erection of an agricultural building on undeveloped grassland north of the caravan park, due east of Pistyll. The land has a history of agricultural use, as evidenced through a historic map regression, and is untouched by modern development.
- 2.3 The underlying geology is characterised by Microgranodiorite rocks of the Carreg-y-llam Microgranodiorite Intrusion: Igneous bedrock formed at an unknown time. The superficial deposits are comprised of Devensian Till - Diamicton. A sedimentary superficial deposit formed between 116 and 11.8 thousand years ago during the Quaternary period. (Geology of Britain Viewer - accessed 04/07/23).

### **3. Archaeological background**

- 3.1 GAPS have advised that there is an abundance of known archaeological sites in the immediate vicinity of the development site. This includes a scheduled Standing Stone (CN394) less than 300m to the north-east, as well as two hut circle groups either side of the site - one less than 200m to the south (NPRN: 302311) and another less than 200m to the north (NPRN: 302312). These fields likely form a complex settlement of prehistoric and/or early medieval date, which is especially apparent both on LiDAR imaging and aerial photography, both of which suggest a variety of different earthworks, cropmarks and extant features. Several of the fields themselves look to be terraced, which is typical of prehistoric settlement on the Gwynedd coast, and the upper terraces are noted on the early 19th century Tithe Map as Cae Maen Hir - the standing stone field. Aerial photography indicates that the potential prehistoric field systems associated with these settlements extend close to the development area.
- 3.2 Ty Gwynus is a grade II listed farmhouse (LB 4375) located 350m southwest of the site, on the east flank of the small valley running back from Pistyll church and is reached by a farm road running S off the B4417. The building, said to be the former residence of the Lloyd family, was probably erected or rebuilt in 1719, the date of an inscribed panel on the house.
- 3.3 St Beuno's Church, Pistyll lies 1.1 miles to the north northwest of the site. It is reputed to be a site of worship from the 6th century, though the current structure originated in the twelfth century and mainly consists of fifteenth century features.
- 3.4 Historic mapping indicates that the site has been utilised as agricultural land since at least the mid-19<sup>th</sup> century and as such remains relatively undisturbed by modern development.

## 4. Objectives

4.1 This WSI sets out a program of works to ensure that the Archaeological Watching Brief will meet the standard required by The Chartered Institute for Archaeologist's *Standard and Guidance for Archaeological Watching Briefs* (2020).

4.2 The objective of the watching brief will be:

- to monitor all archaeologically sensitive groundworks associated with the development.
- to allow 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.

4.3 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

### Fieldwork

5.1 The watching brief will be undertaken during the relevant ground works associated with the construction of the proposed agricultural building. It is expected that the groundworks will commence week commencing 10th July 2023. Archaeology Wales will update GAPS with the exact date.

### Report delivery

5.2 The report will be submitted to the client and to GAPS within three months of the completion of the fieldwork. A copy of the report will also be sent to the regional HER.



## 6. Details of work

- 6.1 The archaeological works will be conducted according to the Chartered Institute for Archaeologists' *Standard and Guidance for Archaeological Watching Briefs* (2020).
- 6.2 The watching brief will be monitored by a suitably qualified archaeologist. 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. Archaeological sensitive groundwork will not be undertaken in the specified area 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.
- 6.3 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, GAPS and AW will be called at the earliest convenience.
- 6.4 If significant archaeological features are encountered contingency arrangements will be made. For example, it might be necessary to go beyond the desired development groundworks (depth, design, etc) if archaeological material is observed and additional context is needed (although not beyond the red-line boundary of the approved scheme).
- 6.5 Contingency costs will be agreed in advance before any extension to the programme commences and will follow a meeting between Archaeology Wales, the client, and GAPS.

### Recording

- 6.5 Recording will be carried out using AW recording systems (pro-forma context sheets etc) using a continuous number sequence for all contexts.
- 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.
- All features identified will be tied into the OS survey grid and fixed to local topographical boundaries.
- Photographs will be taken in digital format with an appropriate scale, using a 12MP camera with photographs stored in Tiff format.

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

## **Finds**

- 6.6 The professional standards set in the Chartered Institute for Archaeologists' Standard and guidance for the collection, documentation, conservation, and research of archaeological Materials (2020) will form the basis of finds collection, processing, and recording.

All manner of finds regardless of category and date will be retained.

Finds recovered that are regarded as Treasure under The Treasure Act 1996 will be reported to HM Coroner for the local area.

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).

## **Environmental Sampling Strategy**

- 6.7 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 and will follow English Heritage's Guidelines for Environmental Archaeology (2nd Edition 2011).

## **Human Remains**

- 6.8 In the event that human remains are encountered, their nature and extent will be established, and the coroner, the client and GAPS informed. All human remains will be left in situ and protected during backfilling. Measures will be put in place to ensure that any such remains are fenced off, covered, and protected from deterioration and damage, and that human remains, and burial goods will be treated in a respectful manner.

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 Updated Guidelines to the Standards for Recording Human Remains (2017). Detailed procedures for this recording and removal will be agreed with GAPS in

advance. A Ministry of Justice Licence will be obtained before remains can be lifted, this applies to both inhumation and cremated remains.

A meeting with GAPS, 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.

### Specialist advisers

6.9 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 David Mullin (Freelance) Dr Alex Gibson (Bradford University)
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 Wales - Lampeter)

Artefact type	Specialist
	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)

#### 6.10 Specialist reports

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

### Recording

- 6.11 Recording will be carried out using AW recording systems (pro-forma context sheets etc).
- 6.12 Plans and sections will be drawn to a scale as required and related to Ordnance Survey datum and published boundaries where appropriate.
- 6.13 All features identified will be tied into the OS survey grid and fixed to local topographical boundaries.
- 6.14 Photographs will be taken in digital format with an appropriate scale, using a 12MP camera with photographs stored in Tiff format.

## 7 Monitoring

- 7.1 GAPS will be contacted prior to the commencement of archaeological works, and subsequently once the work is underway.
- 7.2 Any changes to the WSI that AW may wish to make after approval will be communicated to GAPS for approval as archaeological advisors to the Planning Authority.
- 7.3 Representatives of GAPS will be given access to the site so that they may monitor the progress of the watching brief. GAPS will be kept regularly informed about developments.

## 8 Archive and Reporting programme

### Site archive

- 8.1 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.
- 8.2 The site archive - including all artefacts, soil samples and records - will be subjected to selection to establish those elements that will be retained for long term curation. The selection strategy will be agreed with all stakeholders and will be detailed in the Selection Strategy and Data Management Plan. The Selection Strategy and Data Management Plan will be prepared in accordance with: Archaeological Archives: Selection, Retention and Disposal Guidelines for Wales (National Panel for Archaeological Archives in Wales, 2019) and the Chartered Institute for Archaeologists Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (ClfA, 2020).
- 8.3 The site archive 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 2017' (National Panel for Archaeological Archives in Wales 2017). The legal landowners' 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).
- 8.4 The paper and digital archive will be deposited with the National Monuments Record, RCAHMW including a copy of the final report. This archive will include all written, drawn, survey and photographic records relating directly to the investigations undertaken. NMR Digital archives will follow the standard required by the RCAHMW (RCAHMW, 2015). A copy of the archive index and report will also be lodged with the Historic Environment Record at GAT. The project will adhere to the Welsh Archaeological Trust's joint Guidance for the *Submission of Data to the Welsh Historic Environment Records* (2018).

### Analysis

- 8.5 Following a rapid review of the potential of the site archive, a programme reporting will be undertaken. This will result in the following inclusions in the final report:

- Non-technical summary
- Location and NGR
- Statutory designations
- Date of record, recorder, and archive deposition
- Methodology
- Location plan showing the building/s assessed by the building recording, with all structures and features investigated.
- Plan and elevation drawings (where done) with ground level, ordnance datum and vertical and horizontal scales.
- Written description of all structural features identified, including their character, function, potential dating, and relationship to adjacent features.
- All appropriate photographs of the interior and exterior
- Conclusion(s) as appropriate of all the structural remains investigated.
- References

## **Reports and archive deposition**

### **Report to client**

- 8.6 Copies of all reports associated with the building survey, together with inclusion of supporting evidence in appendices as appropriate, including photographs and illustrations, will be submitted to the client and GAPS. On approval the final report should be submitted in high resolution PDF format to the Historic Environment Record, GAT for inclusion within the Historic Environment Record.

### **Additional reports**

- 8.7 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**

- 8.8 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**

- 8.9 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**

- 8.10 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.
- 8.11 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.
- 8.12 Copies of all reports, the digital archive and an archive index will be deposited with the National Monuments Record, RCAHMW, Aberystwyth.
- 8.13 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 GAPS.

## **9 Staff**

- 9.1 The project will be managed by John Davey PhD MCIfA (AW Senior Project Manager), and the fieldwork undertaken by suitably qualified and experienced archaeologists from Archaeology Wales Ltd. Any alteration to staffing before or during the work will be brought to the attention of GAPS and the client.

## **Additional Considerations**

### **10 Health and Safety**

#### **Risk assessment**

- 10.1 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.

#### **Other guidelines**

- 10.2 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).

## 11 Community Engagement and Outreach

- 11.1 Wherever possible, AW will ensure suitable measures are in place to inform the local community and any interested parties of the results of the survey 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. This will be discussed with and in agreement with the client. 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.
- 11.2 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.

## 12 Insurance

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

## 13 Quality Control

Professional standards

- 13.1 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 building investigation and recording* 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



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

## 14 Arbitration

- 14.1 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.

## 15 References

- British Geological Survey, 2023. *Geology of Britain Viewer* - (accessed 01/02/23)
- Chartered Institute for Archaeologists, 2019. *Standards and Guidance for the archaeological investigation and recording of standing buildings or structures*.
- Chartered Institute for Archaeologists, 2020. *Standards and guidance for the collection, documentation, conservation and research of archaeological materials*.
- Chartered Institute for Archaeologists, 2020. *Standards and guidance for the collection, compilation, transfer and deposition of archaeological archives*
- 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)*
- McKinley, J I and Roberts, C, 1993, *Excavation and post-excavation treatment of cremated and inhumed human remains*. Institute of Field Archaeologists Technical Paper 13, Reading
- Mitchell, P.D. and Brickley, M. eds. 2017. *Updated Guidelines to the Standards for Recording Human Remains*. Chartered Institute for Archaeologists.
- National Panel for Archaeological Archives in Wales, 2017. *The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales*.
- National Panel for Archaeological Archives in Wales, 2019. *Archaeological Archives: Selection, Retention And Disposal Guidelines For Wales*. Historic England, 2016. *Understanding Historic Buildings: A Guide to Good Recording Practice*
- Welsh Archaeological Trust's, 2018. *Guidance for the Submission of Data to the Welsh Historic Environment Records*

**Websites consulted:**

British Geological Survey, accessed July 2023:

<https://www.bgs.ac.uk/map-viewers/geology-of-britain-viewer/>

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## Selection Strategy

Project Information	
<b>ID</b>	3099
<b>Name</b>	Gwynus Ucha, Pistyll
Project Management	
<b>Project Manager</b>	John Davey
<b>Post Excavation Manager</b>	Rhiannon Philp
<b>Organisation</b>	Archaeology Wales
Stakeholders	
<b>Collecting Institution(s)</b>	RCAHMW; Heneb Gwynedd HER
<b>Project Lead / Project Assurance</b>	John Davey
<b>Landowner / Developer</b>	William Jones
<b>Other</b>	
<b>Resources</b>	No unusual resources required outside of AW normal operating equipment and personnel to implement this Selection Strategy.

### Context

The Archaeological Watching Brief was undertaken during archaeologically sensitive groundworks associated with the construction of an agricultural building on undeveloped grassland at Gwynus Ucha, Pistyll, Gwynedd, LL53 6LY; Gwynedd County Council Planning Application Number: C23/0043/43/LL.

## Digital Data

### Stakeholders

Rhiannon Philp (PX manager), John Davey (Project Manager), RCAHMW, Heneb Gwynedd HER

**Data Management Plan (DMP)****Selection and De-selection**

DMP Attached as a separate document

**Amendments**

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders
22/10/24	DMP updated	Final DMP in new format	PXM; RCAHMW

**Documents****Stakeholders**

Rhiannon Philp (PX manager), John Davey (Project Manager),

**Selection and De-selection****Selection**

- 2.1. All original documentary material created during data gathering will be selected for inclusion in the final archive. Duplicates, photocopies of originals and research materials will be de-selected during archive completion
- 2.2. Selection reviews will be undertaken after the following phases:
  - Fieldwork
  - Reporting
  - Archive Completion
- 2.3. Relevant Standards and Guidance:
  - CIfA. 2020. Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials.
  - CIfA. 2022 revision. Code of conduct: professional ethics in archaeology
  - Any information provided by Receiving Institutions
- 2.4. It is not envisaged that the selection decisions will deviate from standard guidelines

**De-selection**

It is envisaged that the material de-selected from inclusion in the preserved archive will be duplicates, re-productions, miscellaneous material, correspondence and GDPR/confidentiality created during the analysis phase of the project. De-selected material will therefore be retained to supplement AW/AE's research files. A copy of the complete digital working archive incl. the preserved archive is stored on AW/AE's server.

**Amendments**

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders
22/10/24	All documentary archive scanned and will be uploaded to RCAHMW in digital format. Physical documents to be discarded as agreed with RCAHMW.	Entire archive is available digitally	AW; RCAHMW

**Materials****Materials Selections Template**

No	Find type	Selection Strategy	Stakeholders
3.1	Pottery	Retain until at least after Assessment. Further selection decisions to follow results of assessment.	Specialist; PXM; Storiel
3.2	CBM	Retain until at least after Assessment. Further selection decisions to follow results of assessment.	Specialist; PXM; Storiel
3.3	Metals	Retain until at least after Assessment. Further selection decisions to follow results of assessment.	Specialist; PXM; Storiel
3.4	Worked Stone	Retain until at least after Assessment. Further selection decisions to follow results of assessment.	Specialist; PXM; Storiel

3.5	Animal Bone	Retain until at least after Assessment. Further selection decisions to follow results of assessment.	Specialist; PXM; Storiol
3.6	Lithics	Retain until at least after Assessment. Further selection decisions to follow results of assessment.	Specialist; PXM; Storiol
3.7	Small Finds	Retain until at least after Assessment. Further selection decisions to follow results of assessment.	Specialist; PXM; Storiol
3.8	Environmental Material	Retain until at least after Assessment. Further selection decisions to follow results of assessment.	Specialist; PXM; Storiol
3.9	Modern (post 20 <sup>th</sup> C) Material	Note in paperwork and discard on site.	Site Staff; PXM

No	ALL	Material type	All categories
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#### Stakeholders

Rhiannon Philp (PX manager), Irene Garcia Rovira (Project Manager),

#### Selection

- a) All artefacts are returned to AW/AE Finds and Environmental processing facility and dealt with in accordance with the professional standards set in the Chartered Institute for Archaeologists' Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials (2020). Selection may also be made prior to deposition based on Society of Museum Archaeologists' Selection, Retention and Dispersal of Archaeological Collections guidelines (1993), National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales (2017)] and consultation of the receiving institution's deposition guidelines (Gwynedd Museums Service 2009).
- b) Selection reviews will be undertaken after the following phases:
  - Fieldwork
  - Assessment

- Analysis (if required)
  - Archive Completion
- c) Relevant Standards and Guidance:
- CIfA. 2020. Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials
  - Historic England. 2011. Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (second edition)
  - Society of Museum Archaeologists. 1993. Selection, Retention and Dispersal of Archaeological Collections
  - National Panel for Archaeological Archives in Wales. 2017. The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales
  - Gwynedd Museums Service. 2009. Guidelines for the Preparation and Deposition of Archaeological Archives
- d) It is not envisaged that the selection decisions will deviate from standard guidelines

### Uncollected Material

All material will be collected in the first instance unless obviously modern (plastics/post 20<sup>th</sup> century artefacts).

### De-Selected Material

After assessment stage material may be deselected based on the advice of the relevant material specialist and the requirements of the receiving institution. The selection strategy will be updated to reflect any decision made on de-selected material.

De-selected material will be assessed for educational value and retained/passed to an educational provider if deemed of use. If no further use is identified the de-selected material shall be discarded via Smiths Waste Management and deposited within their South Wales waste processing facility.

### Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders
16/10/24	All finds de-selected	All modern or late in date and recovered unstratified or in relation to modern features	AW; Storiol

# Data Management Plan

## Section 1: Project Administration

Project ID / OASIS ID
Project number: 3099 Site code: GUP/23/WB
Project Name
Gwynus Ucha, Pystyll
Project Description
The Archaeological Watching Brief was undertaken during archaeologically sensitive groundworks associated with the construction of an agricultural building on undeveloped grassland at Gwynus Ucha, Pistyll, Gwynedd, LL53 6LY; Gwynedd County Council Planning Application Number: C23/0043/43/LL.
Project Funder / Grant reference
William Jones
Project Manager
John Davey – AW project manager
Principal Investigator / Researcher
Same as above
Data Contact Person
Rhiannon Philp, AW Post-excavation Manager rhiannon.philp@arch-wales.co.uk
Date DMP created
05.07.23
Date DMP last updated
22.10.24
Version
Version 2
Related data management policies
This DMP is guided by the Project Brief, CifA Standards and guidance, trusted digital repository guidelines (RCAHMW) or other best practice guidance (see brief for details)

## Section 2: Data Collection

What data will you collect or create?		
The table below provides a summary of the data types, formats and estimated archive volume for data collected / created as part of this project. As the project progresses, more detail regarding files will be added to this DMP.		
Type	Format	Estimated volume (Data Archived)
Text/documents	PDF (.pdf and .pdf/a)	3
Images	Photos (.jpg)	9
	Scanned drawings (.pdf)	1
GIS	Shapefiles (.shp plus associated	1 group



	files)		
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How will the data be collected or created?

#### **Data Standards / Methods**

- Standard methods of data collection will be applied throughout the project, working to best practice guidance where applicable / available. In general, data acquisition standards are defined against RCAHMW Guidelines. Specific or additional guidance relevant to this project are listed below and will be updated as the project progresses.
- Methods of collection are specified within the Project Design and will meet the requirement set out in the Project Brief, the organisation recording manual and relevant CIfA Standards and guidance.
- Where appropriate, project contributors external to the organisation will be required to include data standards, collection methodology and metadata with individual reports and data.
- Specific guidance:
  - Chartered Institute for Archaeologists, 2019. Toolkit for Selecting Archaeological Archives.
  - Chartered Institute for Archaeologists, 2020. Standards and guidance for the creation, compilation, transfer and deposition of archaeological archives.
  - Chartered Institute for Archaeologists, 2020. Standards and guidance for the collection, documentation, conservation and research of archaeological materials.
  - Chartered Institute for Archaeologists, 2023. Standard for Archaeological Monitoring and Recording
  - Chartered Institute for Archaeologists, 2023. Universal Guidance for Archaeological Monitoring and Recording

#### **Data storage / file naming**

- The data produced will be uploaded at regular intervals during the project as a way of backing up the information.
- The working project archive will be stored in a project specific folder on the internal organisational server. The internal organisation server is backed up to a cloud based storage system to maintain an up to date security copy of the organisation wide data.
- Project folders are named following established organisational procedures and the folder hierarchy and organisation devised will be understood by all members of staff involved in the project.
- Data collected will be downloaded and raw data will be stored in the appropriate folder.
- File naming conventions following established organisational procedures, based on RCAHMW file naming guidance, and include version control management.
- The data stored will be checked by the project manager regularly as a means of quality assurance.

### Section 3: Documentation and metadata

What documentation and metadata will accompany the data?

- Data collected will include standard formats which maximise opportunities for use and reuse in the future (see Section 2, above).

- A RCAHMW metadata document will be included with the digital archive and include all data types included within the archive. A working copy will be kept on the organisational server in the Project Folder. A copy of the form containing HER required data will also be created.
- 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.
- An archive catalogue documenting both physical and digital archive products will be maintained and submitted with both the Museum and Trusted Digital Repository.

#### Section 4: Ethics and legal compliance

##### How will you manage any ethical, copyright and Intellectual Property Rights (IPR) issues?

- The project archive will include the names and contact details of individuals who intend to volunteer or participate in the excavation and post excavation stages. We have a GDPR compliant Privacy Policy which underpins the management of personal data; any personal data is managed through a secure cloud-based database and not retained on the project specific folders.
- Personal data will be removed from the archaeological project archive and permission to include individual's names in any reporting is gained prior to use.
- Copyright for all data collected by the project team belongs to the organisation, and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.
- Where formal permissions and/or license agreements are linked to data sharing, they will be included in the project documentation folders and will accompany the archaeological project archive.

#### Section 5: Data Security: Storage and Backup

##### How will the data be stored, accessed and backed up during the research?

- Organisational IT is managed by an external data management provider, who is also responsible for the management and verification of our daily back-ups and who supports access to security copies as needed.
- Sufficient data storage space is available via the organisational server, which includes permissions-based access. The server is accessible by staff on and offsite through a secure log-in.
- Off-site access to the project files on the organisation's server is provided to support back-up of raw data while fieldwork is ongoing. Where internet access for data back up is not possible, the raw data will be backed up to a separate media device (such as laptop and portable external hard drive).
- Project files will be shared with external specialists and contractors directly using the same system, with the wider project team gaining access to only the files needed using permissions-based access

## Section 6: Selection and Preservation

Which data should be retained, shared, and/or preserved?
<ul style="list-style-type: none"> <li>The Selection Strategy and DMP will be reviewed throughout the project. Updated documentation will be included in all reporting stages.</li> <li>Prior to deposition, the Selection Strategy and DMP will be updated and finalised in agreement with all project stakeholders (including the Local Planning Archaeologist, Client, Museum, RCAHMW).</li> <li>Selection will be informed by the Project Design, defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results.</li> <li>The project will be published as an online technical report (accessible via RCAHMW and as part of this the archive), with full access to research data.</li> <li>The data archive will be ordered, with files named and structured in a logical manner, and accompanied by relevant documentation and metadata, as outlined in Sections 2 and 3 of this DMP.</li> <li>Deselection will be undertaken automatically on any duplicate or unusable files, such as blurry or superfluous photographs.</li> </ul>
What is the long-term preservation plan for the dataset?
<ul style="list-style-type: none"> <li>The digital archive will be deposited with the RCAHMW, which is working towards becoming a certified repository with Core Trust Seal.</li> <li>The archive will be prepared for deposition by the project team and the costs for the time needed for preparation, and the cost of deposition have been included in the project budget.</li> </ul>
Have you contacted the data repository?
<ul style="list-style-type: none"> <li>RCAHMW have are the intended repository for digital data. AW has an ongoing agreement with the repository.</li> </ul>
Have the costs of archiving been fully considered?
<ul style="list-style-type: none"> <li>A costing estimate has been produced to allow for the preparation of the archive and has been included in the project budget.</li> </ul>

## Section 7: Data Sharing

How will you share the data and make it accessible?
<ul style="list-style-type: none"> <li>The museum and digital archive repository will be updated as the project progresses.</li> <li>The investigations are likely to result in the following documents: Watching Brief Report</li> <li>The final report is expected to be completed within 3 months of the completion of fieldwork.</li> <li>A final version of the project report will be supplied to the Historic Environment Record, and any data which they request can also be provided directly.</li> <li>The location (s) of the final Archaeological Archive will be included in the final report</li> </ul>
Are any restrictions on data sharing required?
<ul style="list-style-type: none"> <li>A temporary embargo may be required on the sharing of the project results. If this is the case, specific details once agreed will be included in the updated version of this DMP and will be documented in the overarching Project Collection Metadata.</li> </ul>

- Data specific requirements, ethical issues or embargos which are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive.

## Section 8: Responsibilities

### Who will be responsible for implementing the data management plan?

- The Project Manager and Post Excavation Manager will be responsible for implementing the DMP, and ensuring it is reviewed and revised at each stage of the project.
- Data capture, metadata production and data quality is the responsibility of the Project Team, assured by the Project Manager and Post Excavation 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 an external company.
- Data archiving is undertaken by the project team under the guidance of the Post Excavation Manager, who is responsible for the transfer of the Archaeological Project Archive to the agreed repository.
- Details of the core project team can be found in the Project Design.



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