

DESIGN BRIEF FOR AN ARCHAEOLOGICAL ASSESSMENT AND CHARACTER APPRAISAL

Gwynedd Archaeological Planning Service

Site: Holyhead Waterfront Regeneration Scheme, Holyhead, Ynys Môn

Client: Axis / StenaLine

Date: 16th July 2010

Planning Reference: Pre-application / Scoping

National Grid Reference: 224150, 383300

This design brief is only valid for six months after the above date. After this period Gwynedd Archaeological Planning Service should be contacted.

It is recommended that the contractor appointed to carry out the archaeological assessment visits the site of the proposed development and consults the Regional Historic Environment Record (HER) for north-west Wales before completing their specification. Gwynedd Archaeological Planning Service cannot guarantee the inclusion of all relevant information in the design brief.

Key elements specific to this design brief have been highlighted.

1.0 Site Location and Description

- 1.1. For the purposes of this brief the proposed development comprises plans to redevelop the Holyhead waterfront and the outer harbour, between Soldiers Point and the Holyhead Maritime Museum.
- 1.2. The total plot area is c.57 hectares stretching across c.1.5km of coastline.
- 1.3. The plans involve proposals to reclaim a portion of the harbour, to improve and enlarge the existing marina and to develop a variety of residential and commercial uses across the site.
- 1.3 Holyhead Waterfront is situated to the north of the town of Holyhead.
- 1.3 Holyhead is located on the north coast of Holy Island, on the western most tip of Ynys Môn (The Isle of Anglesey).

2.0 Archaeological Background

- 2.1 Recent archaeological work in advance of development at Parc Cybi, Penrhos, Holyhead has highlighted the rich archaeological landscape of Holy Island. Significant funerary, ritual and settlement remains have been discovered dating from the Mesolithic, Neolithic and Bronze Age through to the Medieval and Post-medieval periods.
- 2.2 Holyhead Mountain is rich in later prehistoric settlement remains whilst the regional HER records the site of a hut group (Primary Record Number, PRN 3795) to the West of Breakwater Quarry.
- 2.3 Two nearby Scheduled Ancient Monuments (SAMs) are evidence that Holyhead was a significant defensive location during the later prehistoric / Roman periods. Caer Y Twr Iron Age hillfort and Roman Watchtower

- (AN019) and Caergybi Roman Fort (AN031) dating to the 3rd or 4th centuries AD.
- 2.4 Although Holyhead has a significant medieval history through its association with Saint Cybi, the most significant known archaeological remains within the study area date to the post-medieval period and relate to the development of the port from the nineteenth century.
- 2.5 Holyhead Breakwater was constructed in the middle of the nineteenth century to create a harbour of refuge for ships during stormy weather. At the time of its completion in 1873 it was the longest pier in Britain. Today the structure is a grade II* listed building (Ref. 5743) considered to be of international significance.
- 2.6 There are no SAMs recorded within the study area but there are 8 Listed Buildings. Numerous undesignated archaeological remains are also recorded. These consist of historic wreck sites, maritime industrial buildings, World War II military remains and post-medieval coastal remains.
- 2.7 There is good potential for the survival of as yet unknown archaeological remains above-ground, below ground, in the inter-tidal zone and in the open water of the development area.
- 2.8 Historic map evidence shows that the character of the shoreline remains relatively unchanged from the production of the Ordnance Survey 1st edition map (1889) throughout the 20th century. However, the 20th century saw the development of numerous suburban estates to the south of the study area and further in land.
- 2.9 The following documentation must be studied in relation to this project:
- 2.10 Documentation

The following references must be read in conjunction with this brief:

Donald Insall Associates Ltd 2003 Holyhead Harbour Conservation Plan. Unpublished report held by Donald Insall Associates Ltd, Conwy

Kenney, J. 2000 Holyhead Waste Water Treatment Works: Archaeological Assessment. Gwynedd Archaeological Trust report 383. Unpublished report held by Gwynedd Archaeological Trust

Kenney, J. (Forthcoming) Parc Cybi, Ty Mawr, Penrhos, Holyhead: Archaeological Mitigation. Gwynedd Archaeological Trust.

Malim, T. 2006. Porth Y Felin House: Archaeological Desk Based Assessment. Gifford report no. 13174.R01. Unpublished report held by Gwynedd Archaeological Trust

3.0 The nature of the development and archaeological requirements

- 3.1 It is proposed that the waterfront will be entirely redeveloped including plans to reclaim land between the maritime museum and Trinity Court as well as around Porth Y Felin House. Soldiers Point and Porth Y Felin House are to be converted and extended and numerous new buildings are to be constructed, both commercial and residential.
- 3.2 This is a *design brief* for the first phase of a staged programme of archaeological works. The aim of this phase is to prepare an **archaeological assessment** to be undertaken according to guidelines set out in Welsh national planning guidance (*Planning Policy Guidance Wales 2010*) and

Welsh Office Circular 60/96 (*Planning and the Historic Environment: Archaeology*). The assessment will comprise a **desk-based review and field survey**. A **characterisation** exercise assessing the wider impacts of the proposals on the historic landscape will also be incorporated.

- 3.3 The object of this programme of archaeological works is to make full and effective use of existing information in establishing the archaeological significance of the site to assess the impact of the development proposals on the historic environment and to help inform future decision making, design solutions and potential mitigation strategies.
- 3.4 The report should include an assessment of the potential for further investigative work and give recommendations for an appropriate evaluation and / or mitigation strategy.
- 3.5 Following the initial desk-based assessment a programme of intrusive evaluation may also be required in order to further assess the presence or absence of remains, their extent, nature, quality and character before determining the appropriate mitigation strategy, whether it be preservation *in situ*, archaeological excavation or a combination of the two.
- 3.1 This *design brief* should be used by the archaeological contractor as the basis for the preparation of a detailed written archaeological *specification*. The specification must be submitted to the Gwynedd Archaeological Planning Service for approval before the work commences.
- 3.2 The *specification* should contain, as a minimum, the following elements:
- Non-technical summary.
 - Details of the proposed works as precisely as is reasonably possible, indicating clearly on a plan their location and extent.
 - A research design which sets out the site-specific objectives of the archaeological works.
 - Reference to the relevant legislation.
 - Health and Safety considerations.
 - Monitoring procedures.
 - Field methodology.
 - The level and grade of all key project staff.
 - A timetable for the proposed works including contingency costs (if appropriate).
 - The intended method of publication.
 - Archive deposition

4.0 Desk-based assessment detail

- 4.1 The assessment must consider the following:

a) The nature, extent and degree of survival of archaeological sites, structures, deposits, landscapes and / or seascapes within the study area through the development of an **archaeological deposit model**. This deposit model should reflect accurately the state of current knowledge and provide a research framework for further work if necessary. [See 4.3 below for further details]

- b) The **significance** of any remains in their context both regionally and nationally and in light of the findings of the desk based study.
- c) The **history of the site**. [See section 4.4 below for further details]
- d) The potential impact of any proposed development on the **setting of known sites of archaeological importance**. [See section 4.6 – 4.7 below for further details]
- e) A **methodology for further non-intrusive survey and / or intrusive evaluation** to determine the location, extent, date, character, condition, significance and quality of any surviving archaeological remains liable to be threatened by the proposed development. [See section 4.5 & 4.8 below for further details]

4.3 The **archaeological deposit model** will involve the following areas of research:

- a) Collation and assessment of all relevant information held in the HER, including listed building records.
- b) Assessment of all available excavation report and archives including unpublished and unprocessed material affecting the site and its setting.
- c) Assessment of all extant aerial photographic (AP) evidence and, where relevant, a re-plotting of archaeological and topographic information by a suitably qualified specialist at an appropriate scale. The main source of archaeological aerial photographic records is held at the Royal Commission on Ancient and Historical Monuments in Wales (RCAHMW), Aberystwyth.
- d) Assessment of records held at the RCAHMW and University College Bangor, if appropriate.
- e) Assessment of the environmental potential of the archaeological deposits through existing data or by inference.
- f) Assessment of the faunal potential of the archaeological deposits through existing data or by inference.
- g) Assessment of the artefactual potential of the archaeological deposits through existing data or by inference.
- h) Assessment of all available geotechnical information for the area including the results of test pits and boreholes.
- i) Assessment of the present topography and landuse of the area through maps and site visits.

- This deposit model should reflect accurately the state of current knowledge and provide a research framework for further work if necessary.
- The **significance** of any remains in their context both regionally and nationally and in light of the findings of the desk based study.

4.4 **Historical research** will involve the following:

- a) A review of the published resources (in particular the documents outlined above 2.11).

- b) An analysis of relevant maps and plans. Cartographic evidence is held at the County Record Offices, including Tithe Maps, Enclosure Act Plans, Estate Maps and all editions of the Ordnance Survey. Place and field-name evidence from these sources must be considered.
- c) An analysis of the historical documents (e.g. county histories, local and national journals and antiquarian sources) held in museums, libraries or other archives, in particular local history and archives library. In this case the port authority and the maritime museum may also hold relevant archive material.
- d) A review of the Aerial photographic evidence.

4.5 The assessment must formulate a **methodology for further archaeological investigation** within a programme of research. Recent research on archaeological decision-making processes and sampling strategies should be studied (see Hey, G. & Lacey, M. 2001. *Evaluation of Archaeological Decision-making Processes and Sampling Strategies*. Oxford: Kent County Council).

4.6 When considering the **issue of setting** for scheduled ancient monuments, listed buildings and other sites of national and / or regional significance, the HER should be consulted to determine if the development falls within any designated landscape areas, such as World Heritage Sites and landscape character areas. Of particular importance are the *Register of Landscapes of Outstanding Historic Interest in Wales*, the *Register of Landscapes of Special Historic Interest in Wales*, published by Cadw: Welsh Historic Monuments in 1998 and 2001 respectively.

4.7 In considering the impact of the proposals on the **wider landscape** the assessment must consider the views to and from Holyhead Mountain and along The Breakwater as well as giving consideration to the overall character of the study area. [See section 5.0 below for further details]

4.8 The **evaluation methodology** must consider the use of the following techniques:

- a) Archaeological historic building recording / survey.
- b) The use of geophysical / hydrographic survey.
- c) A programme of trenching and/or test pits to investigate the deposit model in more detail.

4.7 The evaluation should aim to determine the location, extent, date, character, condition, significance and quality of any surviving archaeological remains liable to be threatened by the proposed development. An adequate representative sample of all areas where archaeological remains are potentially threatened should be studied.

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5.0 Historic Character Appraisal / Characterisation

5.1 As a minimum the characterisation exercise should consider the following:

- Geographic circumstance – the geographical influences that have shaped the study area including geological, climatic, tidal, meteorological and other natural processes.
- Historical development – using map regression, aerial photographs and other sources outlined above the historical development of the study area should be evaluated.
- Identification of key themes and processes – using an evidence based approach. With reference to the surviving physical remains including the port and ancillary features, associated transport features, residential development, industrial activity, military activity and any other identified themes.
- Historical topography – The layout of the harbour, the underlying land-use patterns (fields, open spaces, etc) and patterns of development should be analysed.
- Character of the built environment – Periods, types, styles and materials should all be considered.

5.2 Photographs, drawings, plans and other historic sources will form an integral part of this exercise.

6.0 Results

6.1 The results must be presented in a report and should be detailed and laid out in such a way that data and supporting text are readily cross-referenced. **The HER Officer should be contacted to ensure that any sites or monuments not previously recorded in the HER are given a Primary Record Number (PRN) and that data structure is compatible with the HER.** The historical development of the site must be presented in phased maps and plans comprising clearly, the outline of the site.

6.2 The deposit model should be presented graphically in plan and, where appropriate, in profile and at a scale that is commensurate with subsequent use as a working document.

6.3 Within the report an attempt should be made to indicate areas of greater or lesser archaeological significance and the sites should be ranked in level of overall archaeological importance (locally, regionally and nationally).

6.4 All relevant aerial photographs, re-plots and historic maps must be included and be fully referenced.

6.5 The report should specifically include the following:

- a) a copy of the design brief
- b) a location plan
- c) all located sites plotted on an appropriately scaled plan of the proposal site
- d) a gazetteer of all located sites with full dimensional and descriptive detail **including grid reference and period**

7.0 General requirements

7.1 The archaeological recording and watching brief must be undertaken by an appropriately qualified individual or organisation, fully experienced in work of this character.

- 5.1 Details, including the name, qualifications and experience of the project director and all other key project personnel (including specialist staff) should be communicated to the Gwynedd Archaeological Planning Service and all written work attributed to an author(s).
- 5.2 Contractors and subcontractors are expected to conform to standard professional guidelines. The following are of particular relevance in this instance:-
- English Heritage's 2006 Understanding Historic Buildings: A guide to good recording practice
 - English Heritage's 2006 Management Of Research Projects in the Historic Environment (MORPHE)
 - The Institute for Archaeologists 1996 (revised 1999) Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures.
 - The Institute for Archaeologists 1994 (revised 1999) Standard and Guidance for Archaeological Watching Briefs.
 - The Institute for Archaeologists 1985 (revised 1997) Code of Conduct.
 - The Institute for Archaeologists 1990 (revised 1997) Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology.
 - The Institute for Archaeologists 1999 Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials.
 - English Heritage's 1991 Management of Archaeological Projects (MAP2).
 - Museum and Galleries Commission 1994 Standards in the Museum Care of Archaeological Collections.
 - United Kingdom Institute for Conservation 1990 Guidelines for the Preparation of Excavation Archives for long-term storage.
- 5.3 Many people in North Wales speak Welsh as their first language, and many of the archive and documentary references are in Welsh. Contractors should therefore give due consideration to their ability to understand and converse in Welsh.
- 5.4 Care must be taken in the siting of offices and other support structures in order to minimise the impact on the environment. Extreme care must also be taken in the structure and maintenance of spoil heaps for the same reasons and to facilitate a high quality reinstatement. This is particularly important in relation to pasture land.
- 5.5 The archaeological contractor must satisfy themselves that all constraints to groundworks have been identified, including the siting of live services, Tree Preservation Orders and public footpaths. Gwynedd Archaeological Planning Service bears no responsibility for the inclusion or exclusion of such information within this brief.
- 5.6 Any changes to the specifications that the archaeological contractor may wish to make after approval by this office should be communicated to Gwynedd Archaeological Planning Service and approved.

- 5.7 Care must be taken in dealing with human remains and the appropriate environmental health regulations followed. Gwynedd Archaeological Planning Service and the local Coroner must be informed immediately human remains are discovered.
- 5.8 Arrangements for the long-term storage and deposition of all artefacts must be agreed with the landowner and Gwynedd Archaeological Planning Service before the commencement of investigation.
- 5.9 The involvement of Gwynedd Archaeological Planning Service should be acknowledged in any report or publication generated by this project.
- 5.10 A full archive including plans, photographs, written material and any other material resulting from the project should be prepared in accordance with standard guidance. All plans, photographs and descriptions should be labelled, cross-referenced and lodged in an appropriate place (to be agreed with Gwynedd Archaeological Planning Service) within six months of the completion of the project.
- 5.11 Two copies of the bound report must be sent to the address below, one copy marked for the attention of the Development Control Archaeologist, the other for attention of the HER Officer, who will deposit the copy in the HER.

6.0 Curatorial monitoring

- 6.1 The project will be monitored by the development control archaeologist at Gwynedd Archaeological Planning Service to ensure the fulfilment of the brief and specifications. The development control archaeologist will normally inspect site works and review the progress of excavation reports and archive preparation. The archaeological contractor must inform Gwynedd Archaeological Planning Service in writing of the proposed start dates for the project.

7.0 Glossary of terms

- 7.1 *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.
- 7.2 *Archaeological Curator*
A person, or organisation, responsible for the conservation and management of archaeological evidence by virtue of official or statutory duties. In north-west Wales the archaeological advisor to the Local Planning Authorities is the development control archaeologist, who works to the Welsh Archaeological Trust's Curators' Code of Practice.
- 7.3 *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.
- 7.4 *Brief*
The Association of County Archaeological Officers (1993) defines a *brief* as

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

7.5 *Historic environment Record (HER)*

A documentary record of known sites in a given area. In north-west Wales the HER is curated by the curatorial division of the Gwynedd Archaeological Trust.

7.6 *Specification*

The Association of County Archaeological Officers (1993) defines a *specification* as a schedule of works outlined in sufficient detail to be quantifiable, implemented and monitored.

7.7 *Watching brief*

A formal programme of observation during non-archaeological excavation works in order to identify, investigate and record any archaeological remains which may be present, in accordance with the Archaeological Standards.

Further information

8.1 This document outlines best practice expected of an archaeological assessment but cannot fully anticipate the conditions that will be encountered as work progresses. If requirements of the brief cannot be met they should only be excluded or altered after gaining written approval of the Gwynedd Archaeological Planning Service.

8.2 Further details or clarification of any aspects of the brief may be obtained from the Development Control Archaeologist at the address below.

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