

# *Archaeology Wales*

## **Llwynhelig Cottage, Cowbridge, VoG**

Archaeological Watching Brief



By  
James Evans BA (hons) PgDip


Report No. 1840

# *Archaeology Wales*

## **Llwynhelig Cottage, Cowbridge, VoG**

### Archaeological Watching Brief


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Position: Project Manager

Date: 24/09/2019

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Position: Regional Director

Date: 24/09/2019

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James Evans BA (hons) PgDip

Report No. 1840

**September 2019**

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## Non-Technical Summary

*This report results from work undertaken by Archaeology Wales Ltd (AW) at the request of Border Oak Design & Construction Ltd. The work consisted of an archaeological watching brief conducted during the ground works associated with the construction of a new house on the site of the former Llwynhelig Cottage, Llwynhelig, Cowbridge. The site was centred on NGR SS 98882 75133 and the planning application number was 2018/00965/FUL.*

*Prior to the demolition of Llwynhelig Cottage AW were commissioned to undertake a Level 4 Building Survey in March 2019.*

*The results of the watching brief indicated modern activity in the immediate vicinity of the excavated area. No finds or features of archaeological significance were recorded.*

*All work was undertaken in accordance with the standards and guidelines of the Chartered Institute for Archaeologists (2014). AW is a Registered Organisation with the Chartered Institute for Archaeologists.*

## Crynodeb Annhechnegol

*Mae'r adroddiad hwn yn ganlyniad i waith a wnaed gan Archaeology Cymru Cyf ar gais Border Oak Design & Construction Cyf. Roedd y gwaith yn cynnwys briff gwyllo archeolegol a gynhaliwyd yn ystod y gwaith tir sy'n gysylltiedig ag adeiladu tŷ newydd ar safle blaenorol Bwthyn Llwynhelig, Llwynhelig, y Bontfaen. Roedd canol y safle wedi'i leoli yn NGR SS 98882 75133 a rhify cais cynllunio oedd 2018/00965/FUL.*

*Cyn dymchwel Bwthyn Llwynhelig, comisiynwyd Archaeology Cymru i gynnal Arolwg Adeiladu Lefel 4 ym mis Mawrth 2019.*

*Nododd canlyniadau'r briff gwyllo weithgaredd modern yn union o amgylch yr ardal a gloddiwyd. Ni chofnodwyd unrhyw ganfyddiadau neu nodweddion o arwyddocâd archeolegol.*

*Gwnaed yr holl waith yn unol â safonau a chanllawiau Sefydliad Siartredig yr Archeolegwyr (2014). Mae Archaeology Cymru yn Sefydliad Cofrestredig gyda Sefydliad Siartredig yr Archeolegwyr.*

## **1. Introduction**

Archaeology Wales (AW) was commissioned by Border Oak Design & Construction Ltd to undertake an archaeological watching brief during groundworks in association with the erection of a two-storey house on the site of the former Llwynhelig Cottage, Llwynhelig, Cowbridge, CF71 7FF (henceforth 'the site'), centred on NGR SS 98879 75134. The associated planning application number for this building was 2018/00965/FUL.

The construction of the new dwelling required the former Llwynhelig Cottage to be demolished. Glamorgan-Gwent Archaeological Trust - Archaeological Planning Management (GGAT-APM) as archaeological advisors to the Vale of Glamorgan Council recommended that a Level 4 Building Survey be undertaken prior to the demolition of the cottage, and that an archaeological watching brief be undertaken during the groundworks associated with the construction of the new dwelling. This was to mitigate the impact of the proposed development on the archaeological resource. Subsequently a Written Scheme of Investigation (WSI) was prepared by Charley James-Martin (Project Manager, Archaeology Wales) and approved by GGAT-APM. All work was undertaken in accordance with the standards and guidelines of the Chartered Institute for Archaeologists (2014).

The watching brief took place on the 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup> and 19<sup>th</sup> August 2019 and was supervised by James Evans (PCIfA). The project was managed by Charley James-Martin (MCIfA).

## **2. Site Description and Archaeological Background**

### **2.1 Location, Topography and Geology**

The site is located approximately 700m to the north-west of the centre of Cowbridge, which is approximately 19km (12 miles) west of the centre of Cardiff (Figure 1). The immediate surrounding area of the site is largely agricultural, with a number of buildings used for commercial businesses.

The underlying geology of the area comprises of limestone belonging to the Friars Point Limestone formation. The bedrock formed approximately 345 to 359 million years ago in the Carboniferous Period. Previously the local environment was dominated by shallow carbonate seas. These sedimentary rocks are shallow-marine in origin. They are biogenic and detrital, generally comprising carbonate material (coral, shell fragments), forming beds and locally reefs (BGS, 2019).

### **2.2 Archaeological and Historical Background**

The site was supposedly situated close to the location of a Roman road which linked the forts at Cardiff and Neath. The site is located just to the north-west of the town of Cowbridge, and the town was the location of a significant Roman settlement. Archaeological work over the last few decades has uncovered a number of buildings and finds relating to this time period

within Cowbridge. It has been suggested that there was a major cemetery in the vicinity of the site that has yet to be located. Located near to the site there have been dense scatters of finds of coinage, metalwork and pottery of Roman and pre-historic date.

A number of findspots are recorded on the HER within the vicinity of the site, these include: Early Medieval silver penannular brooch, Roman coins (02546s, 02987s, 02085s, 03167s), Roman brooches (03171s, 02988s, 03172s) and Roman ceramics (03031s). The findspots in this area are predominantly Roman.

A watching brief was carried out 75m to the south west for the construction of a new bunkhouse (Stewart-Turner 2013, E005523), but no archaeological features were encountered during the works.

Prior to the archaeological watching brief the former cottage was recorded by AW by the means of a Level 4 Building Survey (Muller, 2019). The cottage was subsequently demolished before the groundworks for the new dwelling begun (Figure 2). The tithe map of 1840 of Penlline Parish shows a dwelling situated within the footprint of the former cottage. A review of the Historic Ordnance Survey maps shows the expansion of the dwelling to the south, forming an inverted U-shaped footprint, on the First Edition map of 1877, which remains the same on the Second and Third Edition maps of 1899 and 1919. Modern mapping shows that these structures no longer exist, apart from the stone boundary walls of the property.

It is unclear to when Llwynhelig Cottage was originally built. The earliest evidence of structures at the location of Llwynhelig Cottage and Llwynhelig House is in George Yates' 1799 Map of the County of Glamorgan, where a property called 'Willow Bush' (the Welsh translation of 'Llwynhelig') portrays two buildings in a similar arrangement to the cottage and current Llwynhelig House. The 1840 tithe map shows Llwynhelig Cottage as a much larger structure than it currently is, and the apportionment lists it as a 'house etc'. The apportionment also details the occupier at the time being Ballard James and the land is owned by Hayton William Chute. The structure in the location of Llwynhelig House was also owned and occupied by the same people and appears to be a much smaller structure, listed as a homestead. By the 1st Edition Ordnance Survey map of 1877, however, Llwynhelig Cottage is shown as an extended property in a U-shape connected to another U-shaped structure, and Llwynhelig House has been named and expanded to something very close to what it looks like today. These alterations remained consistent in the subsequent Ordnance Survey maps of 1899, 1919 and 1947 until the 1971 Ordnance Survey map, which shows that part of Llwynhelig Cottage had been demolished and the surrounding buildings now separate. It is on this map that the structure is listed as Llwynhelig Farm. Another reference to the cottage being part of a farm arises from a record at the National Museum Cardiff (formerly) St. Fagans National History Museum, which holds an agricultural account book for Llwynhelig Farm, dated 1867-72. If these records are referring to this Llwynhelig Farm then its purpose changed sometime between 1840 and 1867 to that of a farm, which seems to be how it remained until at least 1971.

Approximately 75 metres to the south-west of Llwynhelig Cottage is Llwynhelig House, a Grade II listed building (LB82690). The house is a late Regency style two-storey villa. The house was completely rebuilt in the 19th century, however, it is believed to be 17th century in origin, in part due to the spacing between the windows on the southern elevation.

### **3. Methodology**

The groundworks consisted of the excavation of foundations for a new house (Figure 2). The floorplan of the new house measures approximately 19.4m x 15.4m. The foundation trenches measured 0.6m in width, and 1.2m to 1.9m in depth.

The foundations were excavated using an 8 tonne 360° mechanical excavator equipped with a 0.6m wide toothless ditching bucket (Plate 1).

All deposits were recorded by means of a continuous context numbering system and recorded on pro-forma context sheets. Sections and plans of the excavation were photographed using a 12MP digital camera. All works were undertaken in accordance with the ClfA's *Standards and Guidance for an archaeological watching brief* (2014) and current Health and Safety legislation.

### **4. Watching Brief Results**

The basal deposit encountered at site was (003). This was a firm, dark orangish brown, sandy clay. This was encountered at various depths throughout the groundworks; in the eastern area of excavation it was immediately underlying (002), but in the western area of excavation it was underlying (001). It was found at depths of between 0.62m and 1.2m below current ground level, and on average it had a thickness of 0.71m (Plate 2 & 3). This appears to be a natural deposit.

Overlying (003) in the eastern extent of the groundworks was (002). This was a deposit of fragmented limestone with firm, light brownish orange, sandy clay. On average this was encountered at 0.62m below current ground level and extended to 1.2m and had an average thickness of 0.58m (Plate 4).

The uppermost deposit on site was (001) and this found overlying both (002) and (003). It was a soft, dark greyish brown, silty sand, and had frequent inclusions of small sub-angular stones with modern debris, e.g. plastic, glass and porcelain (Plate 5 & 6). It would appear that this deposit is formed of waste material that was spread across the site to level the ground sometime in the latter half of the 20<sup>th</sup> century.

### **6. The Finds**

All finds were modern in date and included plastic, glass and porcelain from deposit (001).

## 7. Discussions and Conclusions

The results of the watching brief indicated that there had been modern activity within the area of excavation. The uppermost deposit (001) suggests that it was a waste material that was used to spread and level the ground. The area that this deposit was encountered would have been the former Llwynhelig Cottage's front drive and garden area. Within (001) there were fragments of modern glass, porcelain and plastic which suggests that this material dates to the latter half of the 20<sup>th</sup> century.

Underlying the modern deposit of (001) was (002) and (003). Deposit (002) was a natural deposit of fragmented limestone, and (003) was a natural deposit of sandy clay.

## 8. Bibliography

Chartered Institute for Archaeologists, 2014. *Standards and guidance for an archaeological watching brief*

James-Martin, C. 2019. *Written Scheme of Investigation for an Archaeological Watching Brief and Level 4 Building Recording at Llwynhelig Cottage, Llwynhelig, Cowbridge, Vale of Glamorgan* (Archaeology Wales)

Muller, J. 2019. *Level 4 Building Survey at Llwynhelig Cottage, Llwynhelig Cowbridge, Vale of Glamorgan* (Archaeology Wales)

Stewart-Turner, J. 2013. *Llwynhelig Farm, Cowbridge, Watching Brief Report*

### Websites

British Geological Survey: Geology of Britain viewer:

[www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html](http://www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html) (accessed 14/08/2019)

# *Archaeology* *Wales*

## **APPENDIX I:** **Figures**

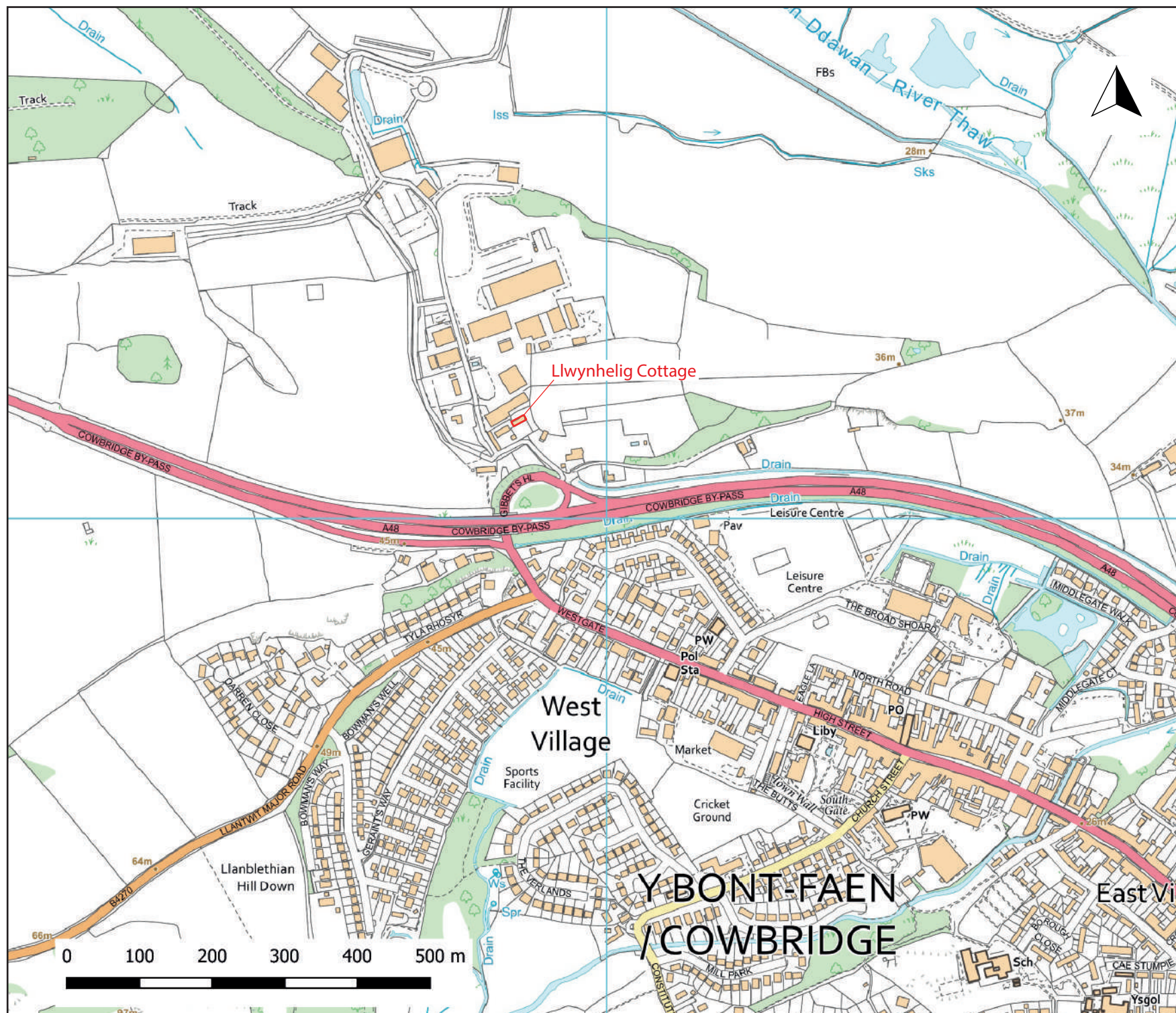


Figure 1. Location of Llwynhelig Cottage

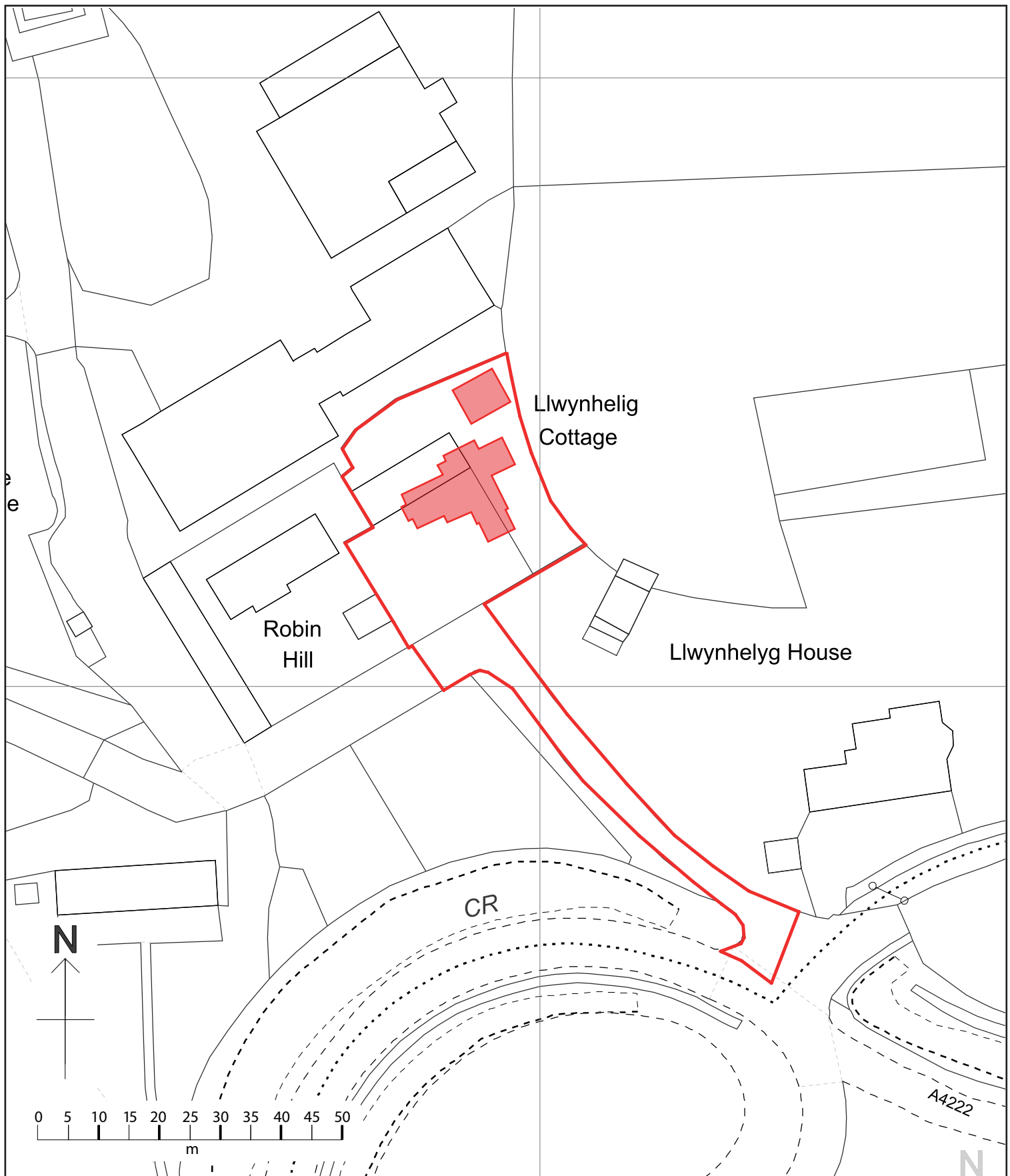


Figure 2. Plan of Llwynhelig Cottage with the footprint of the new build in red

# *Archaeology* *Wales*

## **APPENDIX II:** **Plates**



Plate 1. Working shot of mechanical excavator, south-east facing



Plate 2. West facing section of (003) overlying (001), 1m scale



Plate 3. North-east facing section of (003) overlying (001), 1m scale



Plate 4. Uncovering deposit (002) within foundation trench, east facing



Plate 5. East facing section of foundation trench, 1m scale



Plate 6. South facing section of foundation trench, 1m scale

### Appendix III: Context Register

<i>No.</i>	<i>Type</i>	<i>Description</i>	<i>Relationship</i>
001	Deposit	Soft, dark greyish brown, silty sand – made-up ground	Above (002)
002	Deposit	Fragmented limestone – natural	Below (001)
003	Deposit	Sandy clay – natural	Below (001)

# *Archaeology* *Wales*

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

## **Written Scheme of Investigation**

### **For an Archaeological Watching Brief**

and

### **Level 4 Building Recording**

at

**Llwynhelig Cottage, Llwnhelig, Cowbridge,  
Vale of Glamorgan**

**Prepared For:** Border Oak Design & Construction Ltd

**Project No:** 2706

**March 2019**



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Figure 1. Location of development area (red)

## Summary

*This written scheme of investigation (WSI) details a programme of archaeological watching brief and building recording to be undertaken by archaeology wales ltd at the request of Border Oak Design & Construction Ltd.*

*The Archaeological Watching Brief will consist of a watching brief which will be undertaken during the groundworks associated with the proposed construction of the replacement dwelling.*

*The archaeological building recording will consist of a Level 4 standard according to Historic England 'Understanding Historic Buildings' guidelines. It will be undertaken prior to the commencement of works associated with the proposed development at Llwynhelig Cottage, Llwynhelig, Cowbridge, CF71 7FF (NGR SS 98879 75134, Figure 1). The associated planning application number is 2018/00965/FUL.*

*All work will be undertaken in accordance with the standards and guidelines of the chartered institute for archaeologists (2014).*

## 1. Introduction And Planning Background

This WSI details the methodology for a programme of archaeological watching brief and building recording, Level 4 to be undertaken in association with the proposed development at Llwynhelig Cottage, Llwynhelig, Cowbridge, CF71 7FF (NGR SS 98879 75134). The associated planning application number is 2018/00965/FUL.

Glamorgan Gwent Archaeological Trust – Archaeological Planning Management (GGAT – APM) has recommended that a Level 4 building recording of the building is undertaken as a condition on the planning application to mitigate the impact of the proposed redevelopment on the archaeological resource. In their later dated 27th September 2018 to the local planning authority they state:

*'No works to which this consent relates shall commence until an appropriate programme of historic building recording and analysis has been secured and implemented in accordance with a written scheme of investigation which has been submitted to and approved in writing by the local planning authority*

*Reason: as the building is of architectural and cultural significance the specified records are required to mitigate impact.'*

The purpose of the Level 4 archaeological building recording and watching brief is to provide the local planning authority with sufficient information regarding the nature of archaeological remains on the site of the development. The work is to ensure that all archaeological and historical components of the affected building are fully investigated and recorded if they are to be disturbed as a result of activities associated with the development.

This WSI has been prepared by Charley James-Martin MCIfA of Archaeology Wales Ltd (henceforth - AW) at the request of Border Oak Design & Construction Ltd (henceforth – the client).

The methodology set out in this WSI has been agreed with the Glamorgan Gwent Archaeological Trust – Archaeological Planning Management (GGAT – APM), in their capacity as archaeological advisors to the local planning authority.

All work will be undertaken to the standards and guidance set by the Chartered Institute for Archaeologists (2014). AW is a Registered Organisation with the ClfA.

## 2. Site Description

The site is located to the immediate north west of Cowbridge, to the north of the A48. The cottage is at the southern end of a group of farm buildings, commercial units and a small amount of residential properties. The cottage is thought to have originally been part of the Llwynhelig Estate along with Llwynhelig House, a 17<sup>th</sup> century Grade II Listed Building (LB82690), which is situated 75m to the south east of the property. The cottage is set at the rear of a stone enclosure with an area to the front of gravel, patio and grass.

## 3. Historical Background

The GGAT-APM letter of 27th September 2018 details some of the history of the area and the cottage itself:

*‘Information in the Historic Environment Record, curated by this Trust, shows that the application area is situated close to the location of the Roman road, which linked the forts at Cardiff and Neath and is on the western edge of the known area of Roman occupation in Cowbridge. Cowbridge was the location of a major Roman settlement and archaeological work has located remains to the south of the application area that suggest there was a major cemetery in the vicinity; furthermore, dense scatters of finds of coinage, metalwork and pottery of Roman and pre-historic date have been found nearby. It is therefore probable that any ground disturbing work may locate archaeological material.*

*The proposed application includes the demolition of the current property and construction of a new dwelling. The tithe map of 1840 of Penlline Parish shows a dwelling situated within the footprint of the current property. A review of the Historic Ordnance Survey maps shows the expansion of the dwelling to the south, forming an inverted U-shaped footprint, on the First Edition map of 1877, which remains the same on the Second and Third Edition maps of 1899 and 1919. Modern mapping shows that these structures are no longer existing, apart from the stone boundary walls of the property. However, it is of our opinion that Llwynhelig Cottage is of historic and cultural importance and archaeological mitigation is required in order to preserve the building by record. Furthermore,*

*we note from the proposed plans that the replacement dwelling extends beyond the current footprint of the building and it is likely that the proposed groundworks may encounter archaeological remains, especially relating to the Roman period and also archaeological remains associated with the earlier use of Llwynhelig Cottage.'*

A number of Findspots are recorded on the HER within the vicinity of the site including Roman coins (02546s, 02987s, 02085s, 03167s), Roman brooches (03171s, 02988s, 03172s) and Roman ceramics (03031s). These finds are just a small selection of the findspots, predominantly Roman, that occur within the area of the development, however, no significant intrusive works have been carried out within the immediate area of the development.

A watching brief was carried out 75m to the south west for the construction of a new bunkhouse (Stewart-Turner 2013, E005523). No archaeological features were encountered during the works.

## **4. Objectives**

This WSI sets out a program of works to ensure that the Archaeological Watching Brief and Building Recording Level 4 will meet the standard required by The Chartered Institute for Archaeologist's *Standard and Guidance for Archaeological Building Investigation and Recording* (2014), The Chartered Institute for Archaeologist's *Standard and Guidance for Archaeological Watching Briefs* (2014) and according to Historic England's *Understanding Historic Buildings: A Guide to Good Recording Practice* (2016).

### **4.1. Watching Brief**

The objective of the watching brief will be:

- to monitor all groundworks associated with the proposed construction of the replacement dwelling.
- 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.

### **4.2. Building Survey**

The primary objective of the building recording will be to describe and record, by means of high resolution digital photography and measured drawings, all of the key internal and external components of the affected building(s) so that a permanent record survives prior to demolition or renovation. This will be completed by means of an Historic England's Level 4 building survey.

Level 4 is a comprehensive analytical record and provides a comprehensive analytical record and is appropriate for buildings of special importance. Whereas the analysis and interpretation employed at Level 3 will clarify the building's history so far as it may be deduced from the structure itself, the record at Level 4 will draw on the full range of other sources of information about the building and discuss its significance in terms of architectural, social, regional or economic history.

It will also include all drawn and photographic records that may be required to illustrate the building's appearance and structure and to support an historical analysis.

The work will result in a report, which will provide a comprehensive record of all the work undertaken.

## **5. Timetable of Works**

### **5.1. Fieldwork**

The programme of Level 4 archaeological building recording will be undertaken prior to the commencement of works associated with the proposed development. The watching brief will be undertaken during the relevant ground works. Archaeology Wales will update GGAT-APM with the exact date.

### **5.2. Report Delivery**

The report will be submitted to the client and to GGAT-APM 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**

The archaeological works will be conducted according to the Chartered Institute for Archaeologists' (CIfA) Standard and Guidance for the archaeological investigation and recording of standing buildings or structures (2014) and the Chartered Institute for Archaeologist's Standard and Guidance for Archaeological Watching Briefs (2014)

### **6.1. Archaeological Watching Brief**

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.

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, GGAT-APM and AW will be called at the earliest convenience.

If significant archaeological features are encountered contingency arrangements will be made. Contingency costs will be agreed in advance before any extension to the programme commences and will follow a site meeting between Archaeology Wales, the client and GGAT-APM.

## **6.2. Building Survey**

The Level 4 archaeological building recording will be undertaken by a suitably experienced building recording archaeologist who will be able to 'read' the structure and record the important details. The photographic and drawn record will be a comprehensive record to archive standard of the existing buildings and structures, both externally and internally. The following will be considered:

- site layout and organisation
- function
- materials, method of construction
- fenestration
- internal arrangements
- original fixtures and fittings
- subsequent fixtures and fittings
- evidence of use and status
- date/period of initial build and subsequent alterations

It is understood that the interior of the structure is in relatively good condition and accessible. It is not anticipated that there will be any significant constraint to the ability to record the exterior or interior of the structure. Should this prove to be the case however further consultation with GGAT-APM will be undertaken on the appropriate level of internal recording required.

The work will be completed in accordance with ClfA Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures (2014) and to a standard equivalent to Historic England's Level 4 (Historic England '*Understanding Historic Buildings: a guide to good recording practice*' 2016).

All photographs will be taken in a high resolution digital format. For both general and specific photographs, a photographic scale shall be included. The photographic record shall be accompanied by a photographic register detailing as a minimum, feature number, location and direction of shot.

A site plan and measured plans of the buildings will be produced. Wherever possible, existing plans and elevations will be used to supplement the report and further measured plans and elevations may also be provided to illustrate features not more readily obtained by photography. Plans will be used to highlight photographic locations within the final report.

### 6.3. Recording

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 in to 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.

### 6.4. Finds

The professional standards set in the Chartered Institute for Archaeologists' *Standard and guidance for the collection, documentation, conservation and research of archaeological (2014)* will form the basis of finds collection, processing and recording.

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).

### 6.5. Environmental sampling strategy

Deposits with a significant potential for the preservation of palaeoenvironmental material will be sampled, by means of the most appropriate method (bulk, column etc). Where sampling will provide a significant contribution to the understanding of the site AW will draw up a site-specific sampling strategy alongside a specialist environmental archaeologist. All environmental sampling and recording will follow English Heritage's *Guidelines for Environmental Archaeology* (2<sup>nd</sup> Edition 2011).

### 6.6. Human remains

In the event that human remains are encountered, their nature and extent will be established and the coroner informed. All human remains will be left *in situ* and protected during backfilling. Where preservation *in situ* is not possible the human remains will be fully recorded and removed under conditions that comply with all current legislation and include acquisition of licenses and provision for reburial following all analytical work. Human remains will be excavated in accordance with the Chartered Institute for Archaeologists' *Excavation and Post-Excavation Treatment of Cremated and Inhumed Human Remains: Technical Paper Number 13* (1993).

A meeting with GGAT-APM, and the client and AW will be called if the human remains uncovered are of such complexity or significance that the contingency arrangement (6.1 above) would not be of sufficient scope.

### 6.7. Specialist advisers

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
Flint	Kate Pitt (Archaeology Wales)
Animal bone	Richard Madgwick (Cardiff University)
CBM, heat affected clay, Daub etc.	Rachael Hall (APS)
Clay pipe	Charley James-Martin (Archaeology Wales)
Glass	Rowena Hart (Archaeology Wales)
Cremated and non-cremated human bone	Malin Holst (University of York)/Richard Madgwick (Cardiff University)
Metalwork	Kevin Leahy (University of Leicester)/ Quita Mold (Freelance)
Metal work and metallurgical residues	Dr Tim Young (GeoArch)
Neo/BA pottery	Dr Alex Gibson (Bradford University)
IA/Roman pottery	Jane Timby (Freelance)
Roman Pottery	Rowena Hart (Archaeology Wales)/ Peter Webster (Freelance)
Post Roman pottery	Stephen Clarke (Monmouthshire Archaeology)
Charcoal (wood ID)	John Carrot (Freelance)
Waterlogged wood	Nigel Nayling (University of Wales – Lampeter)
Molluscs and pollen	Dr James Rackham
Charred and waterlogged plant remains	Wendy Carruthers (Freelance)

### 6.7.1. Specialist reports

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

## 7. Monitoring

GGAT-APM will be contacted prior to the commencement of archaeological works, and subsequently once the work is underway.

Any changes to the WSI that AW may wish to make after approval will be communicated to GGAT-APM for approval on behalf of planning authority.

Representatives of GGAT-APM will be given access to the site so that they may monitor the progress of the building recording.

## 8. Archive and Reporting Programme

### 8.1. Archive

#### 8.1.1. Site Archive

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.

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*, 2014).

#### 8.1.2. Analysis

Following a 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 in English and Welsh
- Location plan showing the building/s assessed by the building recording, with all structures and features investigated
- Plan and elevation drawings with ground level, ordnance datum and vertical and horizontal scales.
- Written description and interpretation of all structural features identified, including their character, function, potential dating and relationship to adjacent features.
- Conclusion(s) as appropriate of all the structural remains investigated.

- A discussion of the local, regional and national context of the building by means of reviewing published reports, unpublished reports, historical maps, documents from local archives and the regional her as appropriate.
- Appendices as appropriate including maps, drawings and photographs taken.

## **8.2. Reports and Archive Deposition**

### **8.2.1. Report to Client**

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, the local planning authority and the GGAT-APM. On approval the final report should be submitted in high resolution PDF format to the historic environment record officer for inclusion within the historic environment record. The project will adhere to the Welsh Archaeological Trust's joint *Guidance for the Submission of Data to the Welsh Historic Environment Records* (2018).

### **8.2.2. Additional Reports**

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.

### **8.2.3. Summary Reports for Publication**

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

### **8.2.4. Notification of Important Remains**

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

### **8.2.5. Archive Deposition**

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.

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.

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

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 GGAT. The project will adhere to the Welsh Archaeological Trust's joint *Guidance for the Submission of Data to the Welsh Historic Environment Records* (2018).

## **9. Staff**

The project will be managed by Charley James-Martin MCIfA (AW Project Manager) and the fieldwork undertaken by Archaeology Wales staff. Any alteration to staffing before or during the work will be brought to the attention of GGAT-APM and the client.

## **10. Health and Safety**

### **10.1. Risk Assessment**

Prior to the commencement of work AW will carry out and produce a formal health and safety risk assessment in accordance with *The Management Of Health And Safety Regulations* 1992. A copy of the risk assessment will be kept on site and be available for inspection on request. A copy will be sent to the client (or their agent as necessary) for their information. All members of AW staff will adhere to the content of this document.

### **10.2. Other Guidelines**

AW will adhere to best practice with regard to health and safety in archaeology as set out in the Fame (Federation Of Archaeological Managers And Employers) Health And Safety Manual *Health And Safety In Field Archaeology* (2002).

## **11. Community Engagement and Outreach**

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.

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**

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

## 13. Quality Control

### 13.1. Professional Standards

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.

### 13.2. Project Tracking

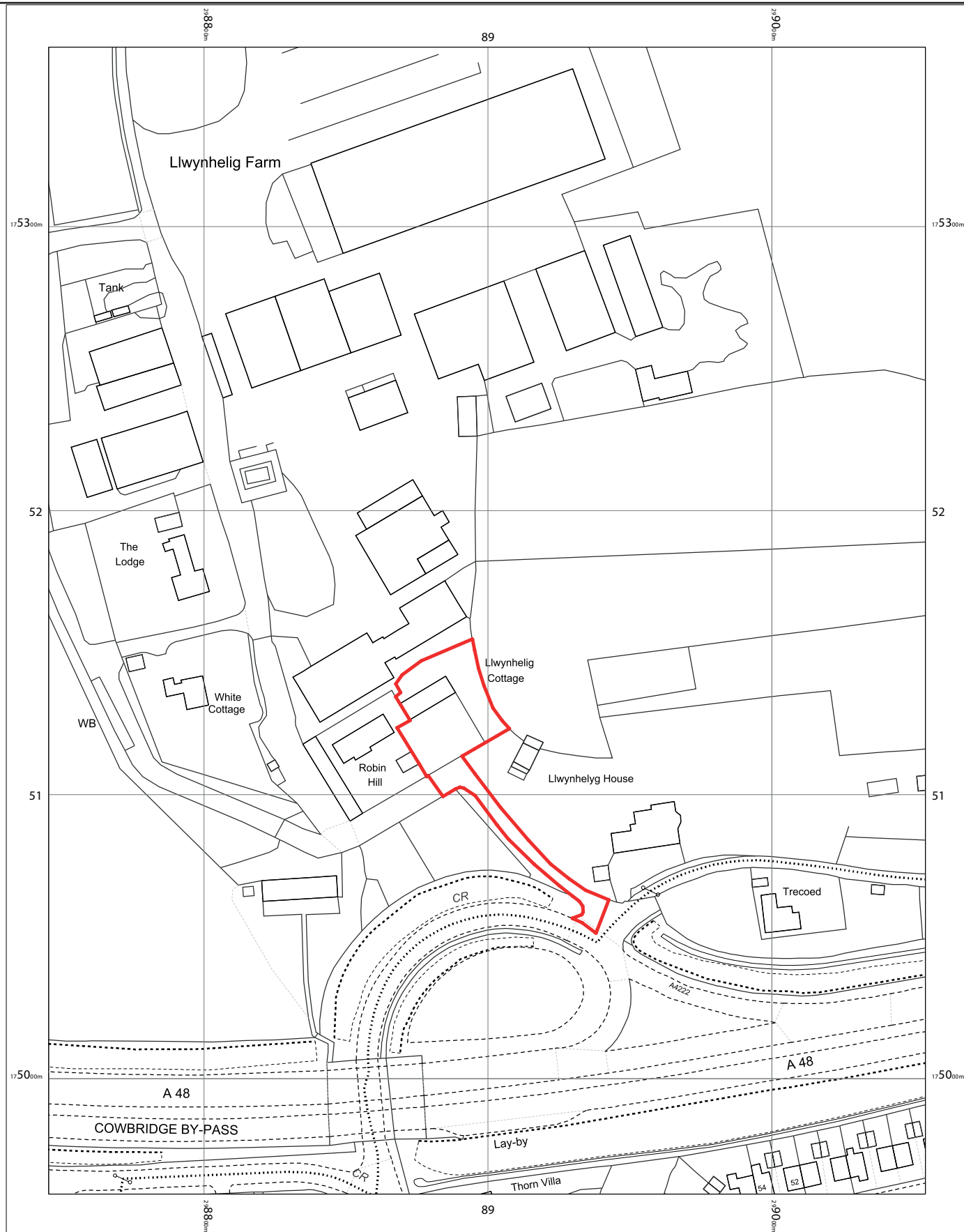
The designated AW manager will monitor all projects in order to ensure that agreed targets are met without reduction in quality of service.

## 14. Arbitration

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

- Chartered Institute for Archaeologists, 2014. *Standards and guidance for the creation, compilation, transfer and deposition of archaeological archives*.
- Chartered Institute for Archaeologists, 2014. *Standard and Guidance For The Archaeological Investigation And Recording Of Standing Buildings Or Structures*.
- English Heritage, 2006. *Management Of Research Projects in the Historic Environment (MORPHE)*.
- Historic England, 2016. *Understanding Historic Buildings: A Guide to Good Recording Practice*
- Stewart-Turner, J, 2013. *Llwynhelig Farm, Cowbridge, Watching Brief Report*
- Welsh Archaeological Trusts, 2018. *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)*



OS MasterMap 1250/2500/10000 scale  
 Wednesday, July 19, 2017, ID: HMC-00640969  
 www.themapcentre.com

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Figure 1. Location of development area (red)