

# *Archaeology Wales*

## **Alma House, Grosmont, Powys**

### Archaeological Evaluation



By  
Charlotte James Martin MCifA


Report No. 1736


# *Archaeology Wales*

## **Alma House, Grosmont Powys**

### Archaeological Evaluation

Prepared For: Mr and Mrs Mintowt-Czyz

Edited by: Rowena Hart  
Signed:   
Position: Regional Director  
Date: 5/12/2018

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Position: Regional Director  
Date: 5/12/2018

By  
Charlotte James-Martin

Report No. 1736

**December 2018**

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## **Non-technical Summary**

Archaeology Wales Ltd carried out an archaeological field evaluation on the 23<sup>rd</sup> November 2018 at the request of Mr and Mrs Mintowt-Czyz through their agents Atriarc Planning & Construction. This programme of works was recommended by Glamorgan Gwent Archaeological Trust – Archaeological Planning Management (GGAT-APM) in its capacity as archaeological advisors to Monmouthshire County Council in response to proposed works at Alma House, Grosmont, Abergavenny, NP7 8LW (Planning Application No. DM/2018/01032 and DM/2018/01033). The site is centred on NGR SO 40529 24301.

Alma House located in the historic core of the medieval town of Grosmont and is a Grade II Listed building (Cadw ref. 24143). It has an early 19th century front, with classical detailing, although the south wing is likely to have 17th century origins. The town of Grosmont is thought to date to the mid-late 12<sup>th</sup> century. The development lies 120m south of Grosmont Castle (Cadw SM ref. MM007).

The programme of intrusive trial trench evaluation allowed for two trenches to be excavated, targeting locations that will be disturbed during the proposed development.

The trenches did not reveal any archaeological features.

All work conformed to Standard and Guidance for Archaeological Field Evaluation (ClfA 2014) and Standards and Guidance for Archaeological Artefact and Environmental Collection, Documentation Conservation and Research (ClfA 2014).

## **Crynodeb Annhechnolegol**

Cynhaliodd Archaeoleog Cymru Ltd werthusiad maes archaeolegol ar y 23ain o Dachwedd 2018 ar gais Mr a Mrs Minowt-Czyz drwy eu hasiantau Atriarc Planning & Contruction. Argymhellwyd y rhaglen waith hon, gan Rheolaeth Cynllunio Archaeolegol - Ymddiriedolaeth Archaeoleog Morgannwg-Gwent (RCA-YAMG) yn rhinwedd ei swydd fel cynghorwyr archaeolegol i Gyngor Sir Fynwy, mewn ymateb i waith arfaethedig yn Nhŷ Alma, Grysmwnt, Y Fenni (Rhif Cais Cynllunio DM/2018/01032 a DM/2018/01033). Mae'r safle wedi'i ganoli ar NGR SO 40529 24301.

Mae Tŷ Alma yn adeilad Rhestredig Gradd II (Cyf. Cadw 24143) wedi'i leoli yng nghraidd hanesyddol tref ganoloesol Y Grysmwnt. Mae ganddi blaen 19fed ganrif, gyda manylion clasurol, er bod yr adain ddeheuol yn debygol o fod â tharddiad yn yr 17fed ganrif. Credir fod tref Y Grysmwnt yn dyddio i ganol y 12fed ganrif. Mae'r datblygiad yn gorwedd 120m i'r De o Gastell Grysmwnt (Cyf. SM Cadw MM007).

Mi wnaeth y rhaglen gwerthuso prawff fosiudd ymwithiol caniatu cloddio dwy ffos, gan dargedu lleoliadau a fydd yn cael eu haflonyddu yn ystod y datblygiad arfaethedig.

*Ni ddangosodd y ffosydd olion o darddiad archaeolegol.*

*Roedd yr holl waith yn cydymffurfio â'r Standard and Guidance for Archaeological Field Evaluation (ClfA 2014) ac hefyd Standards and Guidance for Archaeological Artefact and Environmental Collection, Documentation, Conservation and Research (Clfa 2014).*

## 1. Introduction

In October 2018, Archaeology Wales was commissioned by Mr and Mrs Mintowt-Czyz through their agents Atriarc Planning & Construction to carry out an archaeological field evaluation at Alma House, Celyn-kiln, Grosmont Lane, Abergavenny. The site is centred on NGR SO 40529 24301.

Alma House located in the historic core of the medieval town of Grosmont and is a Grade II Listed building (Cadw ref. 24143). It has an early 19th century front, with classical detailing, although the south wing is likely to have 17th century origins. The town of Grosmont is thought to date to the mid-late 12th century. The development lies 120m south of Grosmont Castle (Cadw SM ref. MM007).

The programme of intrusive trial trench evaluation allowed for two trenches to be excavated, targeting locations that will be disturbed during the proposed development. The location and length of the two trenches was altered due to the presence of mature trees.

The field evaluation was carried out under the supervision of Daniel Moore, with Poppy Alexander, all of Archaeology Wales. The project was managed by Rowena Hart, Regional Director. The fieldwork was undertaken on the 23rd of November 2018.

All work conformed to *Standard and Guidance for Archaeological Field Evaluation* (ClfA 2014) and *Standards and Guidance for Archaeological Artefact and Environmental Collection, Documentation Conservation and Research* (ClfA 2014).

## 2. Site description and archaeological background

### 2.1 Location, Topography and geology

Alma House located in the historic core of the medieval town of Grosmont, west of the River Monnow in Monmouthshire. The site occupies a triangular plot of land bounded to the south by neighbouring properties, to the north-east by the B4347 and to the north-west by a lane. The land rises to the east where a house occupies the highest point. The rest of the site is a garden with lawn, flower beds and mature trees.

The underlying solid geology comprises of interbedded Argillaceous Rocks and Sandstone of the St Maughans Formation (BGS 2018).

### 2.2 Archaeological and historical background

Alma House is a Grade II Listed building (Cadw ref. 24143). It has an early 19th century front, with classical detailing, although the south wing is likely to have 17th century origins. It is Listed as an

unspoilt village house with well-designed early 19th century façade and has group value with St Nicholas's Church and other Listed buildings in the centre of Grosmont.

The historical background of the site has been detailed in the letter from GGAT-APM to Monmouth County Council Planning Authority and is reproduced below:

‘The date for the foundation of the medieval town of Grosmont is not certain. Beresford suggests that it was established between AD 1154 and 1189, whilst Soulsby suggests that the clearance of the wood in AD 1219 by De Braose was the first action in the construction of the town. In either case the application area is likely to be situated in the historic core of the town, located close to the Church of St Nicholas (a Grade I Listed Building, Cadw ref. 1947) dating to the 12th/13th centuries, and Grosmont Castle, a Scheduled Monument (Cadw ref. MM007). The castle is first recorded in AD 1162-3 and probably originated as an earth and timber structure, with a stone hall being added probably between 1201 and 1204. Furthermore, a plan of the town drawn in AD 1588 exists. This plan was drawn to identify legal and illegal mills in the lordship but also depicts the street pattern and other buildings. The town regained some importance during the 18th and 19th centuries with a mayor being regularly elected between 1703 and 1860 and corporation books surviving from 1703 to 1857. However, the population never rose to that of the medieval period, the tithe map of 1840 depicts a settlement of similar size to present.’

The Scheduled Ancient Monument of Grosmont Castle is located c.120m to the north-north-east of Alma House.

### 3. Aims and Objectives

The objective of the evaluation trenches was to provide an understanding of the archaeological potential of the site within the development area. The work aimed to reveal the presence or absence of an archaeological resource, its character, distribution, extent, condition and relative significance. The work included an assessment of regional context within which the archaeological evidence rests and aimed to highlight any relevant research issues within national and regional research frameworks.

### 4. Methodology

The work was undertaken to meet the standard required by The Chartered Institute for Archaeologists' *Standard and Guidance for Archaeological Field Evaluation* (2014).

The archaeological project manager in charge of the work was satisfied that all constraints to ground works had been identified, including the siting of live services and Tree Preservation Orders.

The agreed evaluation trenches were positioned to maximise the retrieval of archaeological information and to ensure that the archaeological resource was fully understood.

It was proposed that two trenches, 10 metres in length, were machine-excavated within the planned development area. The location and length of the two trenches was altered due to

the presence of mature trees. The new layout was agreed with GGAT-APM prior the commencement of work (Figure 1). Details of all changes can be found in the evaluation results section.

The evaluation trenches were excavated to the natural horizon by a machine fitted with a toothless grading bucket under close archaeological supervision. All areas were subsequently hand cleaned using pointing trowels and to prove the presence, or absence, of archaeological features and to determine their significance.

Sufficient excavation was undertaken to ensure that the natural horizon was reached and proven across the site.

## 5. Evaluation results

### Trench 1 (Figure 1; Plates 1-2)

Trench 1 was originally intended to measure 10m in length and 1.8m in width. However, its position and length were altered due to the presence of mature trees. The new layout was agreed with GGAT-APM before the commencement of works. Trench 1 measured 7.0m in length and 1.8m in width, orientated E/W. Trench 1 was excavated to a depth of 1.1m.

The natural substrate (1004) was found 1.0m below ground level. This deposit comprised a mid-brown/red silty clay with sandstone. (1004) was overlain by (1003). The latter was found 0.8m below ground level and was a mid-brown/red silty clay with charcoal flecks and rooting.

The subsoil (1002) was encountered 0.4m below ground level. (1002) was defined as a layer of firm mid-red/brown silt clay. (1002) was overlain by (1001). (1001) was the topsoil. (1001) was defined as a layer of dark red/brown silt loam.

### Trench 2 (Figure 1; Plates 3-4)

Trench 2 was originally intended to measure 10m in length and 1.8m in width. However, its position was altered due to the presence of mature trees. The new layout was agreed with GGAT-APM before the commencement of works. Trench 2 measured 9.0m in length and 1.8m in width, orientated E/W. Trench 2 was excavated to a maximum depth of 1.1m.

The natural bedrock (2007) was encountered at 1.1m below ground level. Overlying (2007) was a natural deposit of mid-brown/red silty clay (2004) encountered at a depth of 1.0m. (2004) was overlain by (2003), which was a mid-brown/red silty clay encountered at 0.8m. (2003) was overlain by (2002) which was the firm mid-red/brown silt clay encountered at 0.4m. Cutting deposits (2002) and (2003) was the cut [2006] for the installation of a ceramic drain with a base of angular stones below and a fill of sub-angular stones above (2005). The cut was encountered at 0.2m below the current ground level and had a depth of 0.5m. The uppermost deposit was the firm dark-red/brown silt loam topsoil (2001).

## 6. The finds

The finds recovered during the trenching evaluation are detailed below.

Trench No.	Context No.	Finds Type	No of fragments	Description	Date
1	1002	Ceramic	3	White glazed ceramic plate	Modern
1	1002	Ceramic	1	Black glazed ceramic fragment with red fabric. Handle scar visible.	17 <sup>th</sup> Century
1	1002	Clay pipe stem	1	Fragment of pipe stem. The internal aperture was 3mm (7/64")	17 <sup>th</sup> Century
1	1002	Ceramic tile	1	Fragment of unglazed tile – probably roof tile	Post-medieval/Modern?
2	Unstratified	Animal Bone	3	Large mammal scapula fragments	Unknown
2	Unstratified	Ceramic	1	Medium to hard fired fabric with fragments of lime stone (<1mm – 4mm). Black/dark grey to brown/grey.	Iron Age

## 7. Discussions and Conclusions

The position of the trenches was altered due to the presence of mature trees, this was agreed in advance by GGAT-APM.

The trenching evaluation did not reveal any archaeological features. Context 1002 had a clay pipe stem and a fragment of pottery dating to the 17<sup>th</sup> century. A single fragment of probable Iron Age limestone tempered ware was found unstratified in Trench 2.

In both trenches the natural was encountered at 1m below current ground level.

## 8. Bibliography

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

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

Chartered Institute for Archaeologists, 2014, *Standard and Guidance for Archaeological Field Evaluation*. Chartered Institute for Archaeologists.

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

British Geological Survey: Geology of Britain viewer:  
[www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html](http://www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html)

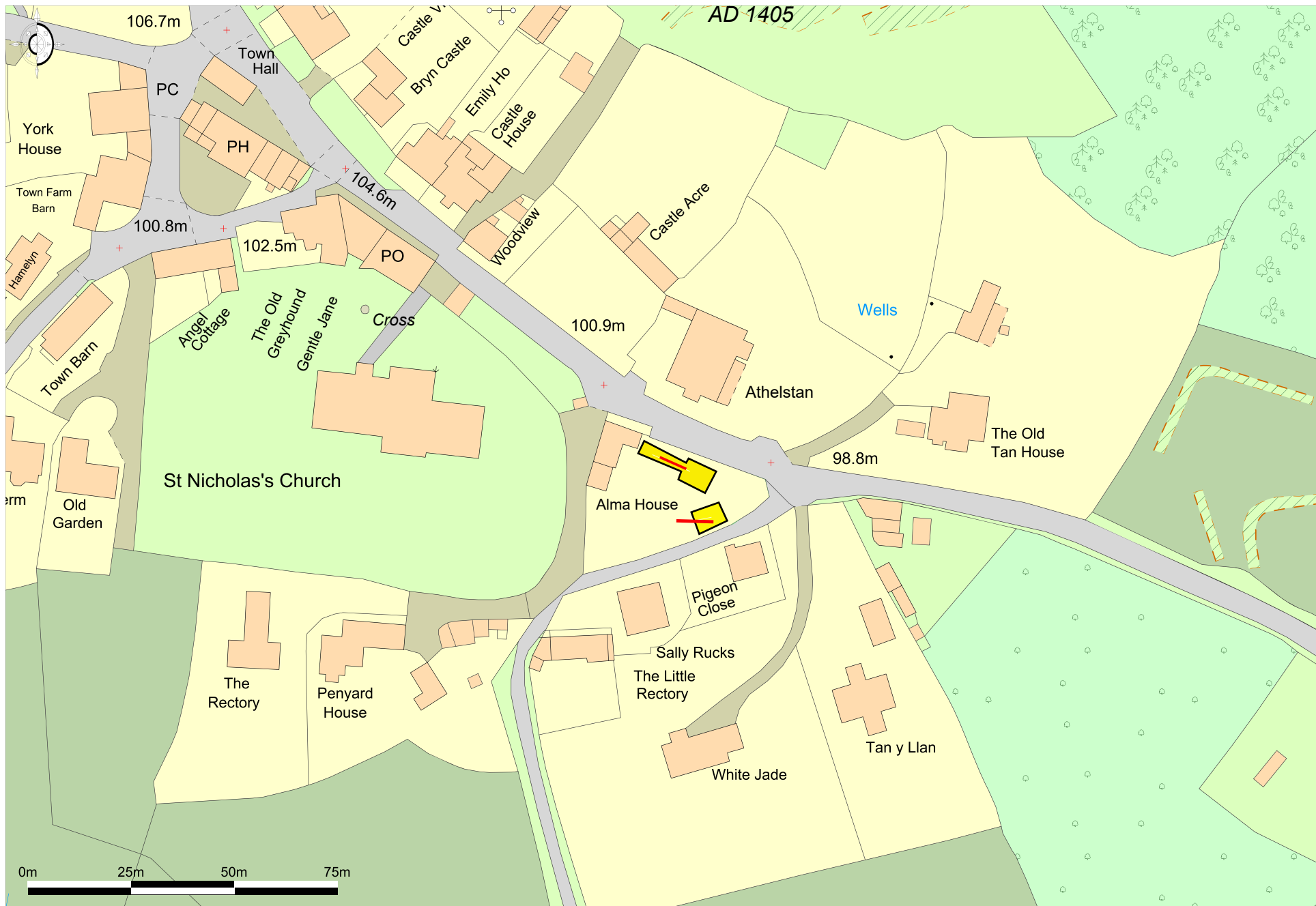


Figure 1. Location showing Alma House and location of evaluation trenches (red line) in relation to the proposed extension and garage (yellow).

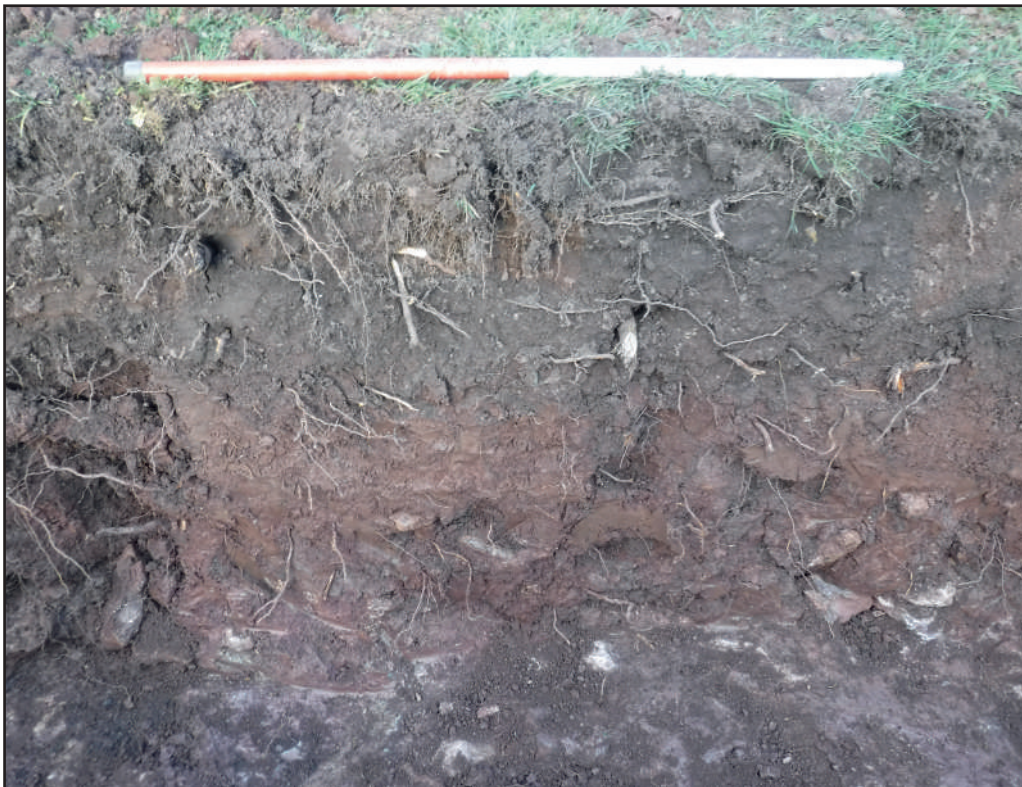


Plate 1. View of Trench 1, looking east. Scales 1m and 2m

Plate 2. South facing section of Trench 1, looking north. Scale 1m



Plate 3. View of Trench 2, looking west. Scales 1m and 2m

Plate 4. North facing section of Trench 2, looking south. Scale 1m

## Appendix 1: Context List

### Trench 1

Context	Description		Relationship
1001	Deposit	Firm dark-red/brown silt loam topsoil	Above (1002)
1002	Deposit	Firm mid-red/brown silty clay subsoil	Below (1001)
1003	Deposit	Mid-brown/red silty clay with charcoal flecks and rooting	Below (1002)
1004	Deposit	Mid-brown/red silty clay natural deposit with sandstone	Below (1003)
2001	Deposit	Firm dark-red/brown silt loam topsoil	Above (2002)
2002	Deposit	Firm mid-red/brown silty clay subsoil	Below (2001)
2003	Deposit	Mid brown/red silty clay	Below (2002)
2004	Deposit	Natural mid brown/red silty clay	Below (2003)
2005	Deposit	Fill of [2006] comprising ceramic drain and stone base	Contained within cut [2006]
2006	Cut	Cut for drain (2005)	Cuts deposits (2002) and (2003)
2007	Deposit	Natural bedrock	Below (2004)

**WRITTEN SCHEME OF INVESTIGATION**

**FOR AN ARCHAEOLOGICAL TRIAL TRENCH EVALUATION**

**AT Alma House, Grosmont, Abergavenny**

**Prepared for:** Mr and Mrs Mintowt-Czyz

**Project Number:** 2669

November 2018



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Figure 1. Site location with test trench location

## Summary

*This Written Scheme of Investigation details a programme of archaeological mitigation to be undertaken by Archaeology Wales at the request of Mr and Mrs Mintowt-Czyz through their agents Atriarc Planning & Construction.*

*The archaeological mitigation will consist of two evaluation trenches and a small trial pit in advance of alteration and extensions to Alma House, Grosmont Lane, Grosmont, Abergavenny, Monmouthshire, NP7 8LW, Planning Application No. DM/2018/01032 and DM/2018/01033. The development site is centred on NGR SO 40529 24301.*

*The proposed development will involve alteration and extension to Alma House, a Grade II Listed building (Cadw ref. 24143), located in the historic core of the medieval town of Grosmont. The trench will be excavated against the garden wall in order to understand the nature of the wall below ground and any associated foundations.*

*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 Written Scheme of Investigation (WSI) details the methodology for evaluation trenches and a small trial pit in advance of alteration and extensions to Alma House, Grosmont Lane, Grosmont, Abergavenny, Monmouthshire, NP7 8LW. The development site is centred on NGR SO 40529 24301. The work is being undertaken in advance of planning. This WSI has been prepared by Stephen Porter, Archaeology Wales Ltd (henceforth - AW).

The proposed development will involve alteration and extension to Alma House, a Grade II Listed building (Cadw ref. 24143) and the construction of a new detached garage. The property is located in the historic core of the medieval town of Grosmont. A Brief for the two evaluation trenches has been prepared by Glamorgan-Gwent Archaeological Trust – Planning Division in their capacity as advisors to Monmouthshire County Council. An additional single trial trench will be excavated by hand against the garden wall in order to understand the nature of the wall below ground and any associated foundations.

The methodology set out in this WSI has been agreed with Glamorgan Gwent Archaeological Trust – Planning Division (GGAT-PD). This programme of works will help inform the requirement and scope of further mitigation measures should they be required.

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 CIfA.

## 2. Site Description

### 2.1. Geology

The underlying solid geology comprises of interbedded Argillaceous Rocks and Sandstone of the St Maughans Formation.

## **2.2. Site description**

Alma House located in the historic core of the medieval town of Grosmont, west of the River Monnow in Monmouthshire. The site occupies a triangular plot of land bounded to the south by neighbouring properties, to the north-east by the B4347 and to the north-west by a lane. The land rises to the east where a house occupies the highest point. The rest of the site is a garden with lawn, flower beds and mature trees.

## **3. Archaeological background and previous investigation**

### **3.1. Archaeological background**

Alma House is a Grade II Listed building (Cadw ref. 24143). It has an early 19th century front, with classical detailing, although the south wing is likely to have 17th century origins. It is Listed as an unspoilt village house with well-designed early 19th century façade and has group value with St Nicholas's Church and other Listed buildings in the centre of Grosmont.

The historical background of the site has been detailed in the letter from GGAT-PD to Monmouth County Council Planning Authority and is reproduced below:

‘The date for the foundation of the medieval town of Grosmont is not certain. Beresford suggests that it was established between AD 1154 and 1189, whilst Soulsby suggests that the clearance of the wood in AD 1219 by De Braose was the first action in the construction of the town. In either case the application area is likely to be situated in the historic core of the town, located close to the Church of St Nicholas (a Grade I Listed Building, Cadw ref. 1947) dating to the 12th/13th centuries, and Grosmont Castle, a Scheduled Monument (Cadw ref. MM007). The castle is first recorded in AD 1162-3 and probably originated as an earth and timber structure, with a stone hall being added probably between 1201 and 1204. Furthermore, a plan of the town drawn in AD 1588 exists. This plan was drawn to identify legal and illegal mills in the lordship but also depicts the street pattern and other buildings. The town regained some importance during the 18th and 19th centuries with a mayor being regularly elected between 1703 and 1860 and corporation books surviving from 1703 to 1857. However, the population never rose to that of the medieval period, the tithe map of 1840 depicts a settlement of similar size to present.’

The Scheduled Ancient Monument of Grosmont Castle is located c.120m to the north-north-east of Alma House.

## **4. Objectives**

This WSI sets out a program of works to ensure that the two evaluation trenches and the small trial trench will meet the standard required by The Chartered Institute for Archaeologists' Standard and Guidance for Archaeological Field Evaluation (2014).

The objective of the evaluation trenches will be to provide an understanding of the archaeological potential of the site. The small trial trench will be excavated to locate and describe the nature of the stone boundary wall below ground and any foundations associated with it. The work will record all deposits and features encountered including those not directly associated with the wall. The work will include an assessment of regional context within which the archaeological evidence rests and will aim to highlight any relevant research issues within national and regional research frameworks. A specific objective of the evaluation will be to determine the age and extent of the wall on site in order to assess the impact of any potential damage caused by the development project.

The intrusive trial trench evaluation will result in a report that will provide information of sufficient detail and may result with the definition of further mitigation measures which can safeguard the archaeological resource. Preservation in situ will be advocated where at all possible, but where engineering or other factors result in loss of archaeological deposits, preservation by record will be recommended.

## **5. Timetable of works**

### **5.1. Fieldwork**

The work will commence on 22 November 2018.

### **5.2. Report delivery**

The report will be submitted to the client and to GGAT-PD for approval within two months of the completion of the fieldwork. Following approval, a copy of the report will be submitted to GGAT-PD. A copy of the report will also be sent to the regional Historic Environment Record in accordance with the Guidance for the Submission of Data to Welsh HERs (2017).

## **6. Fieldwork**

### **6.1. Detail**

The work will be undertaken to meet the standard required by The Chartered Institute for Archaeologists' Standard and Guidance for Archaeological Field Evaluation (2014).

The archaeological project manager in charge of the work will satisfy herself that all constraints to ground works have been identified, including the siting of live services and Tree Preservation Orders.

As outlined in the Brief prepared by GGAT-PD the two trenches will aim to measure 10m in length and 1.8m in width (Figure 1). They will be excavated to the top of the archaeological horizon or the natural deposits, whichever is encountered first. Due to the location of the proposed extension and garage it will be difficult to place a 10m trench at each precise location due to the density of mature trees on site. The trenches will be positioned as far into the footprint of each and then continue outside the footprints. It may be necessary to shorten the trenches although this will be avoided if possible. It is proposed that a 0.5m x

0.5m test pit will be hand-excavated within the planned development area (Figure 1) by the archaeologist and/or ground works contractor with the archaeologist present on site for the duration of the works. This work will be monitored and recorded by a suitably qualified AW archaeologist. The test pit has been positioned against the wall and will be excavated to c.200mm below the level of impact of the development project.

The evaluation trenches and test pit (Figure 1) will be excavated by a small (c.5T tracked excavator with a grading bucket to the top of the archaeological horizon by hand and to include excavation of features until the required depth is achieved. All areas will be subsequently hand cleaned using pointing trowels to prove the presence, or absence, of archaeological features and to determine their significance. All archaeological features will be excavated and recorded, to elucidate the character, distribution, extent and importance of the archaeological remains. Where appropriate small discrete features cut into the natural horizon will only be half-sectioned (50% excavated).

## 6.2. 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.

## 6.3. 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).

The finds assemblage will be washed, bagged and catalogued, with the catalogue forming part of the report on this stage of works. Full specialist analysis and assessment reports will not be conducted at this stage however, with this forming part of subsequent phases of work.

#### 6.4. 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* (2011).

#### 6.5. 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' *Updated Guidelines to the Standards for Recording Human Remains* (2017).

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

#### 6.6. Specialist advisers

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	Hilary Major (Freelance)
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	Dr Tim Young (GeoArch)

residues	
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)

#### 6.6.1. Specialist reports

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

## 7. Monitoring

GGAT-PD will be contacted approximately five days prior to the commencement of archaeological site 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-PD for approval on behalf of Planning Authority.

Representatives of GGAT-PD will be given access to the site so that they may monitor the progress of the field evaluation. No area will be back-filled, until GGAT-PD has had the opportunity to inspect it, unless permission has been given in advance. GGAT-PD will be kept regularly informed about developments, both during the site works and subsequently during post-excavation.

## 8. Post-fieldwork programme

### 8.1. Archive assessment

#### 8.1.1. Site archive

An ordered and integrated site archive will be prepared in accordance with *The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2017* (National Panel for Archaeological Archives in Wales) and the guidelines of the Chartered Institute for Archaeologists upon completion of the project.

The site archive (including artefacts and samples) will be prepared in accordance with the National Monuments Record (Wales) agreed structure and deposited with an appropriate receiving organisation, in compliance with ClfA Guidelines (*Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*, 2014). The legal landowners' consent will be gained for deposition of finds.

#### **8.1.2. Analysis**

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

- Non-technical summary
- Location plan showing the area/s covered by the work, all artefacts, structures and features found
- Plan and section drawings (if features are encountered) with ground level, ordnance datum and vertical and horizontal scales.
- Written description and interpretation of all deposits identified, including their character, function, potential dating and relationship to adjacent features. A catalogue of all artefacts and soil samples will be included as appropriate.
- An indication of the potential of archaeological deposits which have not been disturbed by the development
- A discussion of the local, regional and national context of the remains by means of reviewing published reports, unpublished reports, historical maps, documents from local archives and the regional HER as appropriate.
- A detailed archive list at the rear listing all contexts recorded, all samples finds and find types, drawings and photographs taken. This will include a statement of the intent to deposit, and location of deposition, of the archive.

The finds assemblage will be washed, bagged and catalogued, with the catalogue forming part of the report on this stage of works. Full specialist analysis and assessment reports will not be conducted at this stage however, with this forming part of subsequent phases of work.

### **8.2. Reports and archive deposition**

#### **8.2.1. Report to client**

Copies of all reports associated with the work, together with inclusion of supporting evidence in appendices as appropriate, including photographs and illustrations, will be submitted to the client and GGAT-PD upon completion.

#### **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 (GGAT-PD), 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. If artefacts are recovered, and dependent on the size of the final archive, the preferred receiving institution would be a suitable local institution. If the archive is not acceptable the archive will be deposited with Amgueddfa Cymru – National Museum Wales, Cardiff. If no artefacts are recovered then the archive will be deposited with the *National Monuments Record*, RCAHMW, Aberystwyth. 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-PD.

**8.2.6. Finds deposition**

The finds, including artefacts and ecofacts, excepting those which may be subject to the Treasure Act, will be deposited with the same institution, subject to the agreement of the legal land owners.

**9. Staff**

The project will be managed by Rowena Hart (AW Regional Director) and the fieldwork undertaken by suitable qualified and experienced AW archaeologists. Any alteration to staffing before or during the work will be brought to the attention of GGAT-PD and the client.

**Additional Considerations****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 site investigation work. This may occur during the site investigation work or following completion of the work. The form of any potential outreach activities may include lectures and talks to local groups, interested parties and persons, information boards, flyers and other forms of communication (social media and websites), and press releases to local and national media.

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 evaluations* 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 collection, compilation, transfer and deposition of archaeological archives.

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

CIfA. 2014. Standard and Guidance for Archaeological Field Evaluation. Unpublished Guidance accessible at [www.archaeologists.net](http://www.archaeologists.net).

Mitchell, P.D. and Brickley, M. eds. 2017. Updated Guidelines to the Standards for Recording Human Remains. Chartered Institute for Archaeologists.



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Figure 1. Location showing Alma House and location of evaluation trenches (red line) test trench (red square) in relation to the proposed extension and garage (yellow). The green area shows the approximate location of mature trees.