

Heneb: Clwyd-Powys Archaeology

Project PD24-088

Report 2049

Coedyparc, Caersws, Powys




Archaeological monitoring and recording



Archaeoleg Clwyd-Powys

Heneb

Clwyd-Powys Archaeology

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Summary

A programme of archaeological monitoring and recording was carried out by Heneb:CPA on 20 August 2024 during excavations for the foundations of a new slurry store at Coedyparc, Caersws, Powys (NGR SO 01062 91736). The work was commissioned by Powys County Council Farms Estate in response to a planning condition (application reference 24/0366 FUL) for the work, which sought to ensure that any traces of a Roman road known to pass through the farmyard at Coedyparc were appropriately recorded, should they be impacted.

No evidence of the Roman road, or any roadside settlement, was revealed by the monitoring and this confirms that the route the road is believed to follow, a short distance to the north of the new slurry store, is correct.

Crynodeb

Bu Heneb:CPA yn cwblhau rhaglen monitro a chofnodi archaeolegol ar 20 Awst 2024, yn ystod gwaith cloddio ar gyfer sylfeini storfa biswail newydd yng Nghoedyparc, Caersws, Powys (Cyfeirnod Grid Cenedlaethol SO 01062 91736). Comisiynwyd y gwaith gan Stad Ffermydd Cyngor Sir Powys mewn ymateb i amod cynllunio (cyfeirnod cais 24/0366 FUL) ar gyfer y gwaith, â'r nod o sicrhau bod unrhyw olion ffordd Rufeinig hysbys sy'n rhedeg trwy'r buarth yng Nghoedyparc yn cael eu cofnodi'n briodol, pe bai effaith arnynt.

Ni ddatgelwyd tystiolaeth o'r ffordd Rufeinig, nac unrhyw anheddiad ar ochr y ffordd, yn ystod y gwaith monitro ac mae hyn yn cadarnhau bod hynt dybiedig y ffordd, rhyw ychydig i'r gogledd o'r storfa biswail newydd, yn gywir.

1 Introduction

- 1.1. Heneb: Clwyd-Powys Archaeology (CPA) was instructed by Hugo Van Rees of Powys County Council Farms Estate (the client) to undertake a programme of archaeological monitoring and recording during the construction of a new slurry store at Coedyparc, Caersws (NGR SO 01062 91736; SY17 5HS), which was the subject of a planning application (reference 24/0366 FUL). The broad location of the site is shown on Fig 1, with more detail provided by Fig 2.

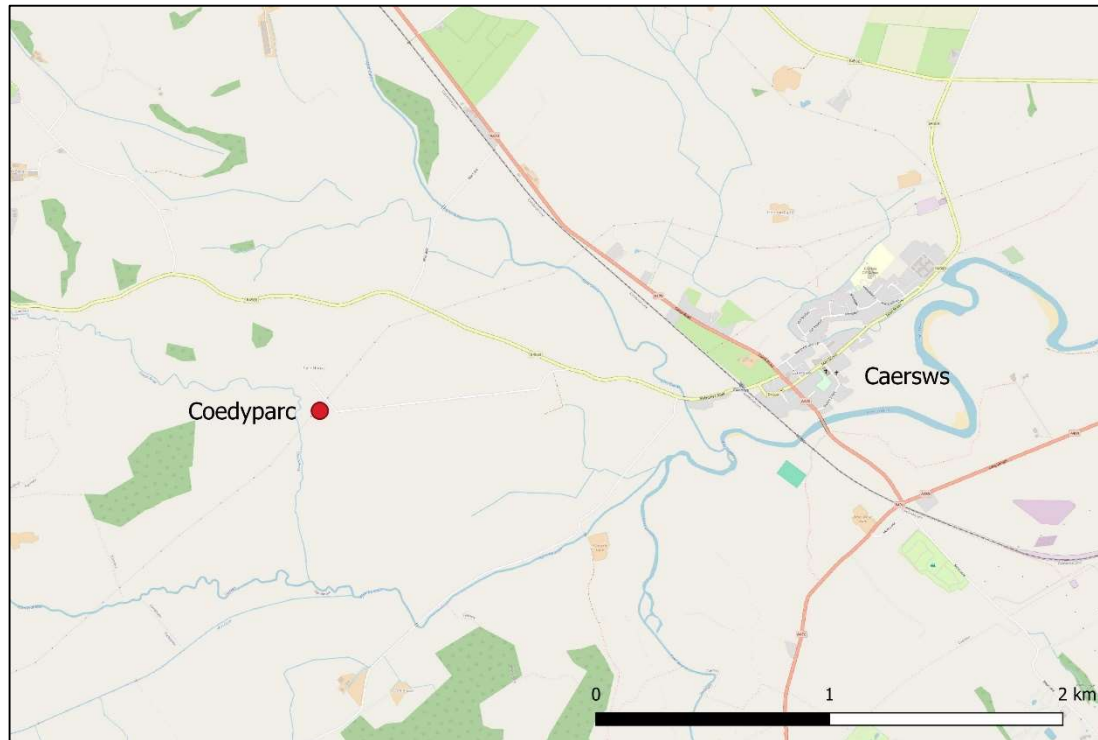


Figure 1: Site location (background mapping ©OpenStreetMap)

- 1.2. The planning application was approved by Powys County Council on 13 June 2024, subject to a number of conditions. Of these, Condition 6 related to archaeology, stating: *The developer shall ensure that a suitably qualified archaeological contractor is present during groundworks so that the archaeological monitoring and recording can be conducted. The monitoring and recording must meet the standards laid down by the Chartered Institute for Archaeologists Standard and Guidance for Archaeological Monitoring and Recordings. A copy of the resulting report should be submitted to the Local Planning Authority and the Development Control Archaeologist, Clwyd-Powys Archaeological Trust (neil.bayliss@cpat.org.uk). On approval by the Local Planning Authority, project data must be submitted and approved for inclusion in the Clwyd-Powys Archaeological Trust's Historic Environment Record. For any questions regarding this submission process, please contact the HER Team at her@cpat.org.uk. The full digital archive must also be submitted and approved for inclusion within the National Monuments Record, RCAHMW or the Archaeology Data Service, ADS.*

Reason

To secure preservation by record of any archaeological remains which may be revealed during ground excavations for the development.

- 1.3. The methodology followed in the programme of monitoring and recording was subject to a written scheme of investigation (WSI) compiled by CPA and approved by Powys County

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Gwybodaeth ychwanegol © Cyngor Sir Powys 2024 Ni ddylid gwneud unrhyw gopïau ychwanegol heb ganiatâd y Cyngor.

N

Track

ROMAN ROAD (course of)

Tank

Path (unpaved)

Track

Coedyparc

FB

Cyngor Sir Powys County Council

Coedyparc Proposed Slurry Store

Scale 1:1250

Printed by: %username% Date: 21/03/2024

2

Location, topography and geology

- 1.4. The development lies 1.8km to the west of Caersws village, on the edge of the farmyard at Coedyparc. It is placed on the west side of the main farm buildings and house, while pasture fields lie immediately to the west and south, serviced by a network of farm tracks.
- 1.5. The local topography comprises level ground associated with the confluence of the River Severn and its tributaries - the Trannon and Carno - sited on the west side of Caersws at an elevation of approximately 130m OD.
- 1.6. The underlying geology consists of mudstones belonging to the Rhayader Mudstones Formation, a sedimentary bedrock formed between 440.8 and 433.4 million years ago during the Silurian period. Locally, the bedrock is covered by alluvial fan deposits composed of sands and gravels. These superficial sedimentary deposits were formed between 2.588 million years ago and the present, in the Quaternary period.

2 Archaeological background

- 2.1. Caersws is the site of two of the larger Roman forts in Wales, with the earlier of these (Caersws I) being a pre-Flavian construction of about 3.8ha in area, situated on raised ground to the east of the village. This was superseded by a slightly smaller fort (Caersws II) of 3.1ha in area, which occupies a central position within Caersws and alongside which a substantial civilian settlement (or *vicus*) grew on the south and east sides (Jones 1993).
- 2.2. The selection of the area by the Roman military was no doubt prompted by the local topography as Caersws lies at the focus of a number of valleys, providing good communication routes in most directions. Roman roads have been positively identified heading to the north-west, west, south-west, east and north-east and it is that to the west (whose route is depicted on Fig 2), which prompted the planning condition.
- 2.3. The site of the Roman bridging point across the Carno to the west of Caersws II has yet to be determined, but to the west of the river sections of the Roman road still survive as upstanding earthworks. The road has been traced as far as Trefeglwys village, and it is possible that it served lead mines in the vicinity of Van and Dylife, or was heading to the minor fort of Cae Gaer, some 12km to the west-south-west of Llanidloes.
- 2.4. An excavation was carried out on the line of the road in 1998 (Hankinson 1999) at NGR SO 0220 9186, within 1km of Caersws, in response to the installation of a gas pipeline. This revealed the basal part of the Roman road, though the upper part of the road, including its surface, was presumed to have been removed by subsequent agricultural improvement or levelling. There was no evidence to suggest the existence of flanking ditches on either side of the road and it had mainly been constructed of dumps of clay, occasionally containing concentrations of small, rounded, stones within a clay matrix. A layer forming part of the road base contained many small to medium-sized, rounded stones, together with a significant quantity of wood in the form of twigs or small branches, some of which showed evidence of having been cut. There was, however, no indication that the wood had been deliberately laid to form a foundation for the road.
- 2.5. A substantial peat deposit was identified, partly sealed beneath the road, and was considered to have formed in a palaeochannel which the Roman road crossed towards its north or north-western edge. The peat sequence was, however, unrelated to the road and dated from the sixth millennium BP, with the period of peat accumulation lasting for no more than about 300

years. The pollen record indicated the existence of a local alder carr within a landscape of mixed oak woodland with short-lived fluctuations between wetter and drier conditions potentially being reflected in the sequence of pollen-stratigraphic changes recorded in the peat profile. There were no indications of human interference in the vegetation cover at that time, and all of the inferred vegetational changes were explicable in terms of natural processes.

- 2.6. On the west side of Coedyparc, and some 140m distant, a well-preserved section of the Roman road has been designated as a scheduled monument (MG234). This survives between NGRs SO 0076 9174 in the west and SO 0093 9174 in the east as a raised embankment or *agger* (see centre of Fig 3) and measures c.8m in width and 0.3m in height at its west end and c.9m in width and 0.4m in height at its east end, indicating the original form of the road that would be expected.



Fig. 3: Oblique aerial view from the north-west of the embanked section of Roman road (SM MG234), with Coedyparc farm and the existing circular slurry store visible at top left (Heneb: CPA 03-c-0172)

3 Methodology

- 3.1. The archaeological monitoring and recording was conducted according to the Chartered Institute for Archaeologists' (CIfA) (2023) *Standard and Universal Guidance for Archaeological Monitoring and Recording*. Archaeological monitoring and recording is a formal programme of observation, investigation and recording conducted during works carried out for non-archaeological reasons, where there is a possibility that archaeological deposits may be disturbed or destroyed.
- 3.2. The reasoning behind the requirement for observation at this locality was the possibility that evidence of the Roman road, which is known to pass some 10-15m to the north of the development site, might be encountered during earthmoving activity associated with the creation of the slurry store foundations. The potential for flanking roadside settlement was also considered and, accordingly, all excavations for the foundations of the new slurry store were observed.

4 Monitoring

- 4.1. The monitoring and recording was conducted on 20 August 2024 and observed the levelling of the new store area and the cutting of a circular ring foundation trench, 0.7m wide and 0.2m deep, measuring approximately 12m in overall diameter (Fig. 4).



Fig. 4: The ring foundation for the new slurry store. Photo HENEB PD24-088-007



Fig. 5: The modern rubble track in the south part of the new slurry store area. Photo HENEB PD24-088-002

- 4.2. Much of the southern half of the excavated area was occupied by a mixture of brick, concrete and stone rubble which had no doubt been placed in relatively recent times to create a farm trackway (Fig. 5).
- 4.3. In the remainder of the store area the soils comprised brown clays with no evidence of archaeological layers or features.

5 Conclusions

- 5.1. The Roman road heading west from Caersws has been comprehensively recorded by previous study, including excavations, and this information meant that the original form of the road was well understood in advance of the monitoring and recording. Despite this, no evidence related to the Roman road or any trace indicative of roadside settlement was found. It was therefore evident that the line of the road had been correctly located by previous work (see Fig. 2), a short distance to the north of the new slurry store.

6 Sources

Published sources

Jones, N. W., 1993. 'Caersws Roman Fort and Vicus, 1984-92', *Montgomeryshire Collections*, 81, 15-96.

Unpublished sources

Hankinson, R., 1999. *Caersws to Machynlleth Gas Pipeline (Roman Road at Caersws): Archaeological Excavation*, Unpublished CPAT Report No 291.1.
















7 Archive Selection Strategy

PD24-088-Coedyparc, Caersws (SO 01062 91736)

Archaeological monitoring and recording

20/08/2024

Selection Strategy v2.0**Project Management****Project Manager** Tim Malim**Project Supervisor** Richard Hankinson**Archives Manager** Sophie Edwards**Project Stakeholders****Project Lead / Project Assurance** Neil Bayliss, Archaeological Planning Advisor to Powys County Council**Client / Landowner** Hugo Van Rees, Powys County Council Farms Estate**Other****Collecting Institutions****Regional HER** Clwyd-Powys**HER Enquiry Number** N/A**HER Event PRN** 215618**Digital Archive Repository** Royal Commission on the Ancient and Historical Monuments of Wales**Documentary Archive Repository** N/A**Finds Archive Repository** N/A**Museum Accession Number** N/A

Digital Project Data			
Project sub-folders	Data	Retained	Selected for Archive
 Admin			
 H&S - RAMS	Risk Assessment	Y	N
 WSI	Written Scheme of Investigation	Y	Y (as report Appendix 1)
 Client Data	Planning documents/other files provided by the client.	Y	N
 Correspondence	Correspondence records relevant to the project	Y	N
 Drafting	Working site drawings/illustrations	N	N
 Finds data	Finds catalogues/specialist reports etc	N/A	N/A
 GIS data	Survey data	N/A	N/A
 Metadata	Metadata report for all files submitted as part of the archive.	Y	Y
 Photography	8 digital photographs (.tif)	N	Y
 Report	HENEB Report 2049 (.docx/.pdf)	Y	Y
 Report Illustrations	Illustrations generated for inclusion within the project report	Y	N
 Research Data	Research data – always secondary sources and available elsewhere	Y	N
 Site data	Scanned site records (CPA Watching brief recording form 20/08/2024)	Y	Y
 Temporary	Temporary storage for temporary files – always deleted at project completion	N	N

Physical Project Data (Documentary)			
Not applicable (N/A)			
	Quantity	Retained by HENEB	Selected for Archive
Context register	N/A	N/A	N/A
Drawings register	N/A	N/A	N/A
Finds register	N/A	N/A	N/A
Levels register	N/A	N/A	N/A
Photo register	N/A	N/A	N/A
Context sheets	N/A	N/A	N/A
Finds/samples record	N/A	N/A	N/A
Skeleton record forms	N/A	N/A	N/A
Staffing record form	N/A	N/A	N/A
Trench record forms	N/A	N/A	N/A
Watching brief forms	N/A	N/A	N/A
A1 plans	N/A	N/A	N/A
A2 plans	N/A	N/A	N/A
A3 plans	N/A	N/A	N/A
A4 plans	N/A	N/A	N/A
Other	N/A	N/A	N/A

Physical Project Data (Materials)

Not applicable (N/A)

**Finds Deposition
Agreement obtained**
Archive Repository
Accession Number

N/A
N/A
N/A

Pottery/Ceramics

	<i>collected</i>	<i>processed</i>	<i>catalogued</i>	<i>specialist</i>	<i>conserved</i>	<i>discarded</i>
Prehistoric	N/A	N/A	N/A	N/A	N/A	N/A
Roman	N/A	N/A	N/A	N/A	N/A	N/A
Medieval	N/A	N/A	N/A	N/A	N/A	N/A
Post-medieval	N/A	N/A	N/A	N/A	N/A	N/A
Modern	N/A	N/A	N/A	N/A	N/A	N/A
Undated	N/A	N/A	N/A	N/A	N/A	N/A
CBM	N/A	N/A	N/A	N/A	N/A	N/A
Clay Pipe	N/A	N/A	N/A	N/A	N/A	N/A
Other (specify)	N/A	N/A	N/A	N/A	N/A	N/A

Stone

	<i>collected</i>	<i>processed</i>	<i>catalogued</i>	<i>specialist</i>	<i>conserved</i>	<i>discarded</i>
Stone Artefacts	N/A	N/A	N/A	N/A	N/A	N/A
Roofing Tile/Slate	N/A	N/A	N/A	N/A	N/A	N/A
Building Materials	N/A	N/A	N/A	N/A	N/A	N/A
Flint/Chert	N/A	N/A	N/A	N/A	N/A	N/A
Other (specify)	N/A	N/A	N/A	N/A	N/A	N/A

Metalwork

	<i>collected</i>	<i>processed</i>	<i>catalogued</i>	<i>specialist</i>	<i>conserved</i>	<i>discarded</i>
Ironwork	N/A	N/A	N/A	N/A	N/A	N/A
Copper Alloy	N/A	N/A	N/A	N/A	N/A	N/A
Lead	N/A	N/A	N/A	N/A	N/A	N/A
Silver	N/A	N/A	N/A	N/A	N/A	N/A
Metalworking Residues	N/A	N/A	N/A	N/A	N/A	N/A
Other (specify)	N/A	N/A	N/A	N/A	N/A	N/A

Bone/Animal Remains

	<i>collected</i>	<i>processed</i>	<i>catalogued</i>	<i>specialist</i>	<i>conserved</i>	<i>discarded</i>
Animal Bone	N/A	N/A	N/A	N/A	N/A	N/A
Human Skeletal Material	N/A	N/A	N/A	N/A	N/A	N/A
Shell	N/A	N/A	N/A	N/A	N/A	N/A
Other (specify)	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A

Samples

	<i>collected</i>	<i>processed</i>	<i>catalogued</i>	<i>specialist</i>	<i>conserved</i>	<i>discarded</i>
Bulk soil	N/A	N/A	N/A	N/A	N/A	N/A
Charcoal	N/A	N/A	N/A	N/A	N/A	N/A
Other (specify)	N/A	N/A	N/A	N/A	N/A	N/A

Finds Catalogues

Box Catalogue

N/A
N/A

Number of boxes

N/A

Appendix 1: Heneb WSI

1 Introduction

- 1.1. Heneb: Clwyd-Powys Archaeology has been instructed by Hugo Van Rees of Powys County Council Farms Estate (the client) to undertake archaeological monitoring for proposed development of Coedyparc, Caersws, SY17 5HS (planning reference 24/0366 FUL) (NGR SO011917). Location plans for the proposed development are shown in Figures 1 and 2.
- 1.2. Detailed plans showing the farm and the location of development within it, and the specific construction that has been designed, are shown in Figures 3 – 5 at the end of this document.



Figure 1: Aerial view of location of site. Google Imagery © 2024 Bluesky, Infoterra Ltd & COWI A/S, Getmapping plc, Maxar Technologies Map data ©2024"

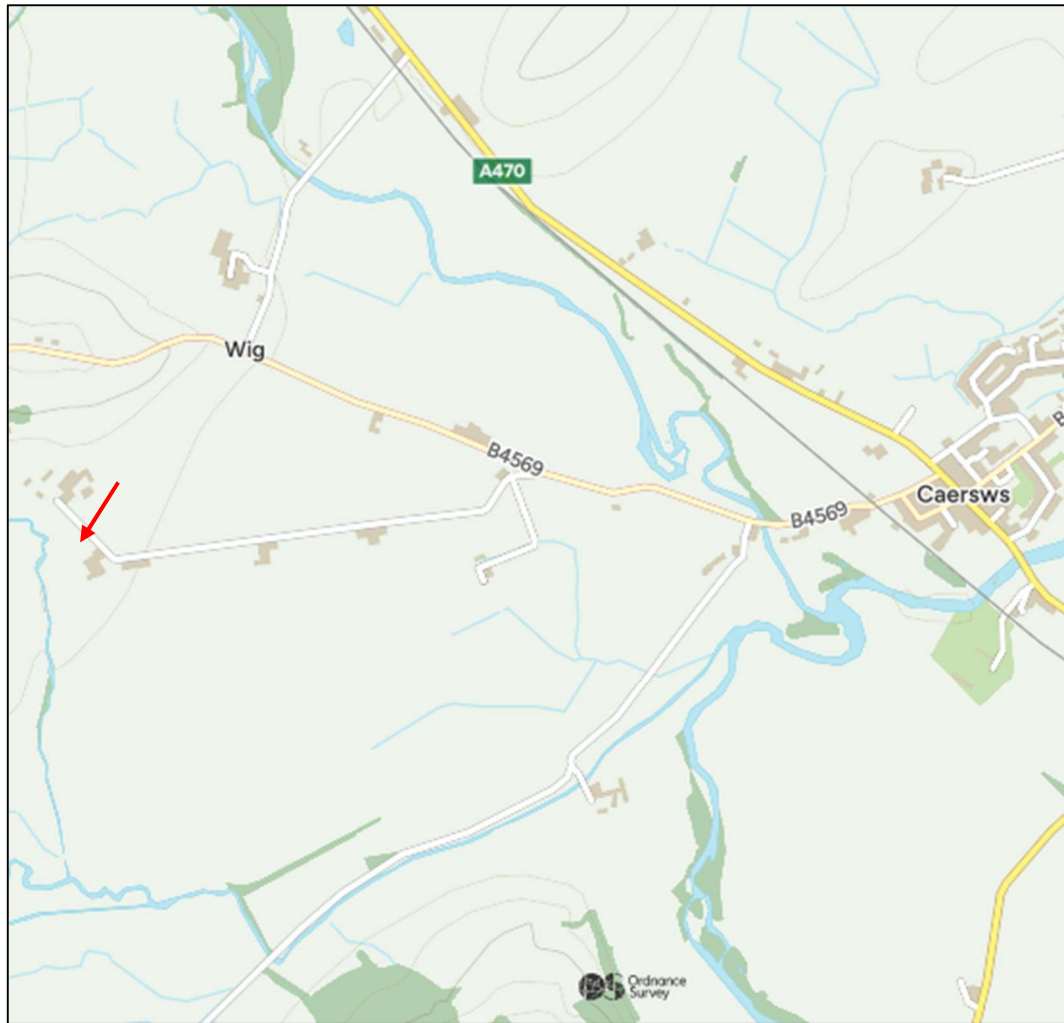


Figure 2: Location of site. Contains Ordnance Survey data © Crown copyright and database right 2024

Location, geology and topography

- 1.3. The site consists of pastoral farmland in a rural area, and is located within a working farm.
- 1.4. The site is located on Coed y Parc farm, approximately 1.98 km west from the village of Caersws.
- 1.5. The geology of the site consists of Rhayader Mudstones Formation Mudstone. Sedimentary bedrock formed between 440.8 and 433.4 million years ago during the Silurian period. It consists of alluvium, consisting of gravel, sand, silt and clay. Sedimentary superficial deposit formed between 11.8 thousand years ago and the present during the Quaternary period.

Planning background

- 1.6. The local archaeological planning advisor (APA) Neil Bayliss has recommended the following programme of archaeological work as a condition of planning permission:

The developer shall ensure that a suitably qualified archaeological contractor is present during groundworks so that the archaeological monitoring and recording can be conducted. The monitoring and recording must meet the standards laid down by the Chartered Institute for Archaeologists Standard and Guidance for Archaeological Monitoring and Recording. A copy

of the resulting report should be submitted to the Local Planning Authority and the Development Control Archaeologist, Clwyd-Powys Archaeological Trust (now Heneb) (neil.bayliss@cpat.org.uk). On approval by the Local Planning Authority, project data must be submitted and approved for inclusion in the Clwyd-Powys Archaeological Trust's Historic Environment Record. For any questions regarding this submission process, please contact the HER Team at her@cpat.org.uk. The full digital archive must also be submitted and approved for inclusion within the National Monuments Record, RCAHMMW.

- 1.7. This report presents a design for archaeological investigation which addresses the local planning authority's requirements, and therefore provides the written scheme of investigation for their formal approval, prior to implementation of the scheme.

Historic background

- 1.8. The site is within the vicinity of Caersws, which contains significant Roman activity in the form of two forts, a Roman road, and multiple find spots.
- 1.9. Approximately 110 meters to the southwest of the site is the Roman Park Farm kilns.
- 1.10. The proposed development is located some 125 meters east of scheduled monument MG234 Caersws Roman road which comprises the surviving earthworks situated within enclosed and improved pasture between NGR SO 0076 9174 in the east and NGR SO 0093 9174 in the west.
- 1.11. The earthwork is visible as an agger, or raised embankment, measuring some 8m in width and 0.3m in height at its west end and some 9m in width and 0.4m in height at its E end. The road dates from the Flavian-Trajanic conquest and garrison (between AD 74 and AD 117) and is part of the Roman road travelling west from the fort at Caersws some 1.9km to the east. Significant views are those east to west between the fort and rising ground to the west.

2 Methodology

- 2.1. The archaeological monitoring and recording will be conducted according to the Chartered Institute for Archaeologists' (CIfA) (2023) *Standard and Universal Guidance for Archaeological Monitoring and Recording*. Archaeological monitoring and recording is a formal programme of observation, investigation and recording conducted during works carried out for non-archaeological reasons, where there is a possibility that archaeological deposits may be disturbed or destroyed.
- 2.2. It is anticipated that the fieldwork will be carried out during August 2024. The LPA's APA will be informed when the work is about to commence and an arrangement will be made for site monitoring following the completion of the groundworks.
- 2.3. The site will be excavated to the first significant archaeological horizon, or to naturally derived soils or to a maximum depth of 1.2m. The general approach for the excavation will follow these procedures:
- The presence or absence of archaeological features encountered will be noted;
 - Where features of archaeological interest are identified they will be systematically investigated by hand with sufficient work being undertaken to determine their date, character and function, using the conventional techniques for archaeological excavation and in accordance with CIfA Standard and Guidance;
 - All features will be located as accurately as possible using GPS and other survey techniques, to be plotted on an overall plan of the development at an appropriate

scale, showing boundaries depicted on OS mapping, or located by the identification of OS grid lines;

- Contexts will be recorded digitally or manually on individual record forms, using a continuous numbering system, and be drawn and photographed as appropriate;
- As appropriate plans will be drawn on permatrace to a scale of 1:10, 1:20 or 1:50, and locations surveyed in by GPS;
- Photography will be undertaken digitally with a minimum resolution of 12 mega pixels. Images will include a metric scale in each view and be logged in a photographic register;
- In the event of human burials being discovered the Ministry of Justice (MoJ) will be informed. The remains will initially be left in situ, and if removal is required, a MoJ licence will be applied for under the Burial Act 1857; and
- In the event of finding any artefacts covered by the provisions of the Treasures Act 1996 (amended), the appropriate procedures under this legislation will be followed.

Artefact selection strategy

- 2.4. In accordance with section 4 of *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* Archaeological Archives Forum 2007 (revised 2011) a rigorous process of selection and discard will be followed so that only those elements that are considered of significance for potential future study will be retained. Bulk items such as ceramic building materials, stonework, large quantities of undiagnostic pottery, and material that is difficult to conserve such as worked wood, may be selected for discard once appropriate recording and analysis has been undertaken, on site or in the laboratory post-excavation.
- 2.5. Selection and discard is detailed below, but in general unstratified finds will only be collected where they contribute significantly to the project objectives or are of particular intrinsic interest. All artefacts will be retained from stratigraphically secure contexts of 18th-century date or earlier. In the case of later or disturbed contexts, all 18th-century or earlier material will be retained, together with a sample of later finds to assist with dating and phasing, unless later deposits/artefacts are deemed to be of high archaeological value.
- 2.6. Heneb has a retention policy for artefacts which prioritises as follows:

High priority for retention

- Rare finds from stratified and unstratified contexts
- Prehistoric and early medieval assemblages
- Key stratigraphic dating assemblages crucial to the structural development of the site
- Assemblages which are not well represented in museum collections

High priority for disposal

- Unstratified material unless intrinsically dateable and unusual/rare
- Artefacts from residual/intrusive contexts unless of key stratigraphic importance
- Assemblages already well represented in museum collections
- Unprocessed environmental/soil samples

Post-excavation and reporting

- 2.7. All artefacts and environmental samples will be treated in a manner appropriate to their composition and a sampling strategy will be developed as appropriate:

- All stratified finds will be collected by context, or where appropriate, individually recorded in three dimensions. Unstratified finds will only be collected where they contribute significantly to the project objectives or are of particular intrinsic interest.
- All finds and samples will be collected, processed, sorted, quantified, recorded, labelled, packed, stored, marked, assessed, analysed and conserved in a manner appropriate to their composition and in line with appropriate guidance.
- arrangements will be made to assess and study any artefacts, assemblages and environment samples, should this be required to fulfil the objectives of the evaluation.
- Any artefacts recovered during the evaluations will be deposited with an appropriate museum, subject to the permission of the owner.

2.8. Following the on-site work an illustrated report will be prepared containing conventional sections to include:

- Non-technical summary
- Introduction
- Site location
- Archaeological Background
- Aims & objectives
- Methodology
- Evaluation results
- Conclusions
- References
- Appropriate appendices on archives and finds

2.9. If material evidence is recovered that requires specialist assessment, Heneb has a team of external specialists who advise and undertake the appropriate levels of study. For the Clwyd-Powys region these include the following:

- Lithics Pippa Bradley
- Prehistoric pottery Francis Lynch
- Roman pottery Peter Webster
- Medieval pottery Stephanie Ratkai or Julie Edwards, Grosvenor Museum
- Thin section analysis Chris Doherty University of Oxford
- Roman glass Hilary Cool
- Metalwork identification and conservation Phillip Parkes University of Cardiff
- Faunal remains Archaeological Services University of Durham
- Palaeoenvironment Archaeological Services University of Durham
- Pollen Fiona Grant or Lampeter University
- Metallurgy Tim Young University of Cardiff
- C14 and OSL SUERC

2.10. The report summary will be provided in English and Welsh, in accordance with the *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) V1* (July 2018).

Site archive

2.11. The overall archive will conform to guidelines described in Management of Research Projects in the Historic Environment (MoRPHE), Historic England 2015, the CIfA (2020b) Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives and The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales (NPAAW, 2017).











- 2.12. The paper and digital archive will be deposited with the National Monuments Record (NMR), RCAHMW, including a copy of the final report. This archive will include all written, drawn, survey and photographic records relating directly to the investigations undertaken. A digital copy of the report (and any digital photographs or other data required) will also be lodged with the Historic Environment Record.








3 Digital Data Management Plan (DDMP) (Version 3: October 2023)

- 3.1. Heneb is committed to managing digital records generated through our work to the highest standards. The Digital Data Management Plan (DDMP) has been designed in accordance with current guidance from the Chartered Institute for Archaeologists (CIfA), Historic England's *Archaeological Digital Archiving Protocol* (ADAPT) (2016), The Royal Commission on the Ancient and Historical Monuments of Wales *RCAHMW Guidelines for Digital Archives* (2015) and the Archaeology Data Services (ADS) *Guidelines for Depositors* (2021). Heneb also employs the FAIR Principles, to ensure that all relevant data is Findable, Accessible, Interoperable and Reusable.

Data Collection

- 3.2. All digital project data will be stored within a standard folder template, utilizing digital proformas where required and following a strict file naming policy. All digital files selected for archive will be pre-fixed with the unique project code. An example of the folder structure and common data formats is provided below.

	Project Folder		
	Folder name	Contents	Files
	 Admin		
	 H&S - RAMS	Risk assessments	DOCX, PDF
	 WSI	Written Scheme of Investigation	DOCX, PDF
	 Client data	Planning documents, plans, background	JPG, PDF
	 Correspondence	Emails and letters	PDF, Outlook.msg
	 Drafting	Working drawings	AI
	 Finance	Quote, purchase order, costings	DOCX, PDF, XLSX
	 Finds data	Catalogues, specialist reports etc	DOCX, PDF, XLSX
	 GIS data	Project generated GIS including HER data, Mapping data	MAP, SHP, XLSX, PRJ, DXF, TAB, SHX, QPJ, DAT, DBF, ID, DXF,

		Geophysical Survey data etc	DWG, BMP, JPG, ASC, QGS, XML, PMW, XCP
	 Metadata	Project specific metadata	XLS
	 Photography	Original and reduced images	NEFF, JPG, TIFF
	 Report	Project report	DOCX, PDF
	 Report Illustrations	Illustrations selected for the final report	JPG, PDF
	 Research data	Background research	DOCX, PDF, JPG
	 Site data	Site registers, recording forms, plans etc	DOCX, PDF, XLSX
	 Temporary files	Storage for temporary files to be deleted prior to archiving	N/A

- 3.6. Where projects require specialist archaeological techniques, additional datasets may be generated. These will be incorporated into the folder structure as required and re-named accordingly.

Data Storage

- 3.7. Throughout the course of the project, data will be stored securely on Heneb IT infrastructure.

Data Selection

- 3.8. Heneb works across the regions of both England and Wales in which the following guidance may apply, depending on the project location.
- *CiFA Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* (2020b).
 - *CiFA Toolkit for selecting archaeological archives*.
 - *CiFA Toolkit for managing digital data*.
 - *Management of Research Projects in the Historic Environment: The (MoRPHE Project Manager's Guide* (2015).
 - *National Standard and Guidance for Collecting and Depositing Archaeological Archives in Wales* (2017).
 - The Royal Commission on the Ancient and Historical Monuments of Wales *RCAHMW Guidelines for Digital Archives* (2015)
 - *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) Version:2*
 - Historic England's *Archaeological Digital Archiving Protocol (ADAPt)* (2016)
 - Archaeology Data Services (ADS) *Guidelines for Depositors* (2021).
 - *FAIR Guiding Principles for scientific data management and stewardship* (2016)

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- 3.9. While some projects will generate a standard set of data, most project archives are unique and the creation of data is fluid, requiring periodic management and review throughout the course of the project to meet the specific requirements of individual stakeholders.
- 3.10. Data generated by a relatively small-scale project is likely to comprise; the final report (.pdf/.docx), digital photographs (.tif), site records including proformas/drawings (.pdf), metadata (.xls).
- 3.11. Larger projects may include additional data sets, such as site survey data, GIS polygons, specialist reports etc, and where required, additional digital sub-folders will be generated.
- 3.12. All project data, including digital, documentary, artefactual or environmental will be recorded in the final project selection strategy, a copy of which will be included in all project reports. Data that has been selected for retention, and/or deposition with a suitable repository beyond Heneb is recorded therein.
- 3.13. Correspondence records, financial records, research data and temporary files will automatically be de-selected from the final archivable dataset, as these do not form part of the overall archaeological record and may contain sensitive data.

Metadata

- 3.14. All digital data generated by the project and selected for archive will be accompanied with appropriate metadata, where required.

Preservation

- 3.15. Digital data selected for preservation within Wales will be deposited with the Royal Commission on the Ancient and Historical Monuments of Wales.
- 3.16. A digital PDF report, along with relevant photographs will also be deposited with the relevant Historic Environment Record (HER).
- 3.17. Associated physical archive material will be summarised within the final grey literature report/selection strategy to ensure that the physical archive is also traceable once disseminated.

Accessibility

- 3.18. Data will use standard software and formats where possible to maximise opportunities for use and reuse in the future.
- 3.19. Data submitted for long term preservation will be discoverable to interested parties through the RCAHMW and HER websites and may also be promoted by Heneb via the website or social media.

Responsibilities

- 3.20. The Project Manager will be responsible for the implementation of the DDMP throughout the course of the project.
- 3.21. The Project Manager, Project Supervisor and Head of Technology, Information and Planning will be responsible for data accumulated during the project, including its appropriate management, storage and backup.
- 3.22. Data will be checked routinely by the Project Manager as a means of quality assurance.
- 3.23. The Information and Archives Officer will be responsible for the compilation of all project specific metadata and final deposition of the digital project data and wider archive.

- 3.24. Following deposition with the relevant digital repository, data management will become the responsibility of the receiving organization.
- 3.25. A copy of relevant files generated by the project may be retained and stored securely by Heneb for future reference should it be required.

Ethics and Legal Compliance

- 3.26. Heneb has security protocols and policies in place relating to the ethical use of data which comply National Law and Industry Guidelines. Our Privacy Policy can be viewed [here](#).
- 3.27. All data, including any sensitive data is stored securely to protect against its loss, misuse and alteration.
- 3.28. Heneb will take steps to ensure that any businesses we share data with will have security protocols and policies in place to manage and record data privacy and preferences correctly and that data is stored correctly.
- 3.29. Copyright for all data belongs to Heneb. Formal permissions from external specialists and contractors will be secured upon their engagement, where appropriate.

4 Resources and programming

- 4.1. The archaeological monitoring and recording will be undertaken by a skilled archaeologist under the overall supervision of Tim Malim, a senior member of Heneb's staff who is also a member of the Chartered Institute for Archaeologists (CIfA). Heneb is also a CIfA Registered Organisation and as such agrees to abide by their *Code of Conduct* (2014) and the *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* (2014).
- 4.2. All report preparation will be completed by or with the assistance of the same field archaeologist(s) who conducted the site work. Copies of the report will be deposited with the client and the regional Historic Environment Record within one month of the completion of on-site works, subject to possible delays should specialist investigation of artefacts, samples etc be necessary. If appropriate, a short report will be published in *Archaeology in Wales*.
- 4.3. The client should be aware that in the event that significant archaeological remains are revealed there may be a requirement for more detailed excavation and specialist services. Any further work over and above the original archaeological monitoring and recording and report would be the subject of a separate WSI and costing.

5 Selection Strategy

PD24-088 Coed y Parc, Caersws (SO011917)

Archaeological monitoring and recording

July 2024

Selection Strategy v1.0

Project Management	
Project Manager	Tim Malim
Project Supervisor	Sophie Cooledge
Archives Manager	Sophie Watson
Project Stakeholders	
Project Lead / Project Assurance	Hugo Van Rees
Client / Landowner	Powys County Council
Other	N/A
Collecting Institutions	
Regional Historic Environment Record	Clwyd-Powys
Digital Archive Repository	Royal Commission on the Ancient and Historical Monuments of Wales
Documentary Archive Repository	Royal Commission on the Ancient and Historical Monuments of Wales
Finds Archive Repository	To be confirmed
Other	N/A
Project Data	
Digital Project Data - Management	
<p>Digital data generated by the project will be managed in accordance with the Heneb Digital Data Management Plan (Version 3), which is outlined in full under section 3 of the WSI.</p> <p>In summary, digital data will be subject to regular review and management to ensure the final dataset is of suitable quality and appropriately referenced and structured, resulting in a findable, accessible, interoperable and reusable archive which has been prepared in accordance with the <i>CIfA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives guidance</i> (2020b).</p>	

All digital files will be stored on Heneb infrastructure within a standard folder hierarchy and following a strict file naming policy. All digital files selected for archive will be data tagged with the unique project code. An example of the folder structure and specific files selected for archive will be recorded in the final selection strategy for the project and included within every Heneb report.

Digital project data selected for archive will be accompanied by relevant project metadata and prepared according to the RCAHMW Guidelines for Digital Archives (Version 1). Digital data will be transferred via OneDrive upon the completion of the project as agreed with Helen Rowe (Senior Archivist - RCAHMW).

A copy of the digital report and a set of digital (.jpg) images will be submitted to the Historic Environment Record via HEDDOS in accordance with the *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) Version 2 (2022)*.

Project Specific Digital Data

Digital data expected for archaeological monitoring and recording includes the following;

Photographs (.jpg / .tif)

Photographic Catalogue (.xls) *Microsoft Excel*

Grey Literature Report (.docx / .pdf) *Microsoft Word*

De-Selected Digital Data

All digital data generated by the project will be recorded in the final selection strategy and selected/de-selected data will be recorded therein.

Unsuitable or surplus data, such as blurred images or duplicate files, will be deleted from the final dataset.

Sensitive digital data is stored within dedicated project folders named Client Data, Correspondence and Finance and these will be automatically de-selected due to the nature of the data within. Project data will be retained on the Heneb servers for a period of 6 years, at which point it will be reviewed and managed as required in accordance with relevant organisational policies.

Physical Project Data (Documentary)

All physical documentary data will follow standard formats and conventions with appropriate labelling and referencing, resulting in findable, accessible, interoperable and reusable data (FAIR)

which has been prepared in accordance with the *ClfA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives guidance* (2020b).

Written and drawn records will utilise Heneb proformas and use standard conventions and terminology. Documents selected for archive will be accompanied with a paper copy of the selection strategy to ensure all elements of the archive are linked and traceable at all times.

Physical documentary data expected for an archaeological watching brief/evaluation/excavation includes the following;

Watching brief sheet

Context register

Context sheets

Site plans

Section drawings etc etc etc

Physical Project Data (Materials)

There is potential for artefactual material to be gathered during the fieldwork stage of the project.

The methodology for the treatment of materials is outlined in section 2 of the Written Scheme of Investigation. In summary, artefacts and contextual evidence that can help address specific research questions will be prioritised for retention and where appropriate, external specialist assessment may be employed to help identify the research potential of cohesive assemblages. In addition, local curators may be consulted as to whether specific local knowledge might be enhanced through study and retention of the collected archive, beyond any broader regional research questions.

In the instance that significant artefactual material is identified, a suitable repository will be identified and contacted once the nature, quantity and condition is known. The decision would be made by Heneb field services in conjunction with the relevant stakeholders, informed by the research potential and heritage significance of the archaeological evidence uncovered.

Sophie Cooledge

Project Archaeologist

23/07/24