



**Y Fron, Mwrog Street, Ruthin,
Denbighshire, LL15 1LG
(02/2018/1108)**

January 2024 v1.0



Archaeological Monitoring and Recording

Project Code: A0458.1

Report no. 0444

Event PRN: 218122



æon archaeology

Y Fron, Mwrog Street, Ruthin, Denbighshire, LL15 1LG

January 2024 v1.0

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Archaeological Monitoring and Recording

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Project Code: A0458.1

Date: 08/01/24

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Y Fron, Mwrog Street, Ruthin, Denbighshire, LL15 1LG

January 2024 v1.0

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1.0 NON-TECHNICAL SUMMARY

Comisiynwyd Aeon Archaeology gan Patrick Carroll Building Contractor Ltd i gyflawni cam o fonitro a chofnodi archeolegol yn ystod y gwaith sylfaenol sy'n gysylltiedig ag adeiladu annedd ar wahân gyda newidiadau i'r mynediad presennol i gerbydau yn Y Fron, Stryd Mwrog, Rhuthun, Sir Ddinbych, LL15 1LG, (yn canolbwyntio ar NGR SJ 11472 57851)

Ni welwyd unrhyw olion archeolegol yn ystod y gwaith ac ni ddaethpwyd o hyd i unrhyw arteffactau (darganfyddiadau).

Aeon Archaeology was commissioned by Patrick Carroll Building Contractor Ltd. to carry out a phase of archaeological monitoring and recording during the groundworks associated with the *erection of a detached dwelling and alterations to existing vehicular access* at Y Fron, Mwrog Street, Ruthin, Denbighshire, LL15 1LG, (centred on **NGR SJ 11472 57851**)

No archaeological remains were observed during the works and no artefacts recovered.

2.0 INTRODUCTION

Aeon Archaeology was commissioned by Patrick Carroll Building Contractor Ltd., hereafter ‘the Client’, to carry out a phase of archaeological monitoring and recording during the groundworks associated with the *erection of a detached dwelling and alterations to existing vehicular access* at Y Fron, Mwrog Street, Ruthin, Denbighshire, LL15 1LG, hereafter ‘the Site’, (centred on NGR SJ 11472 57851) (figures 01-03).

Full planning permission (**ref: 02/2018/1108**) was secured by the Client from Denbighshire County Council, hereafter ‘the Council’, on the 4th February 2020 with the following condition concerning archaeology being applied to the permission:

Condition 6

The developer shall ensure that a suitably qualified archaeological contractor is present during the undertaking of any ground works in the development area so that an archaeological watching brief can be conducted. The archaeological watching brief must meet the standards laid down by the Chartered Institute for Archaeologists Standard and Guidance for archaeological watching briefs. The Local Planning Authority will be informed in writing, at least two weeks prior to the commencement of the development, of the name of the said archaeological contractor. A copy of the resulting report should be submitted to the Local Planning Authority and the Development Control Archaeologist. Clwyd-Powys Archaeological Trust (41 Broad Street, Welshpool, Powys, SY21 7RR EmaU: markwalters@cpat.org.uk Tel: 01938 553670). After approval by the Local Planning Authority, a copy of the report and resulting archive should also be sent to the Historic Environment Record Officer, Clwyd-Powys Archaeological Trust for inclusion in the regional Historic Environment Record.

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

A written scheme of investigation (WSI) was produced by Aeon Archaeology in December 2023 and outlined the aims and objectives of the watching brief and the methods by which they would be met in order to meet the spirit and intent of condition 7 of planning permission 02/2018/1108.

The work adhered to the guidelines specified in *The Standard for Archaeological Monitoring and Recording* (Chartered Institute for Archaeologists, 2023).

The Development Management Archaeologist (DMA) at the Clwyd-Powys Archaeological Trust (CPAT), in their role as archaeological advisor to the Council, made the following consultee comments as part of the planning application:

Information retained within the Regional Historic Environment Record indicates that the development is located within the historic core of Llanfwrog and set back from the frontage in a plot of land which has been a garden area since at least the late 19th century. The road frontage to the south is known to have been lined by late medieval and mid-19th century buildings, a number of which are now listed. To what extent the frontage within the development plot was formerly occupied by any former structures is not known. The frontage has been disturbed by an existing tarmac access and outbuilding but the plot on which the house will be located is undisturbed and may therefore retain

sub-surface archaeology of medieval and later date which is related to occupation activity on the frontage.

Accordingly, we would recommend that an archaeologist is contracted to be present throughout the duration of initial topsoiling, ground preparation and foundation excavation works in order that an adequate record of any archaeological features revealed by these works can be made. This advice is in accordance with the guidance set out in Welsh Government TAN 24: The Historic Environment (May 2017) Planning Policy Wales (Chapter 6, Edn.9 Nov 2016).

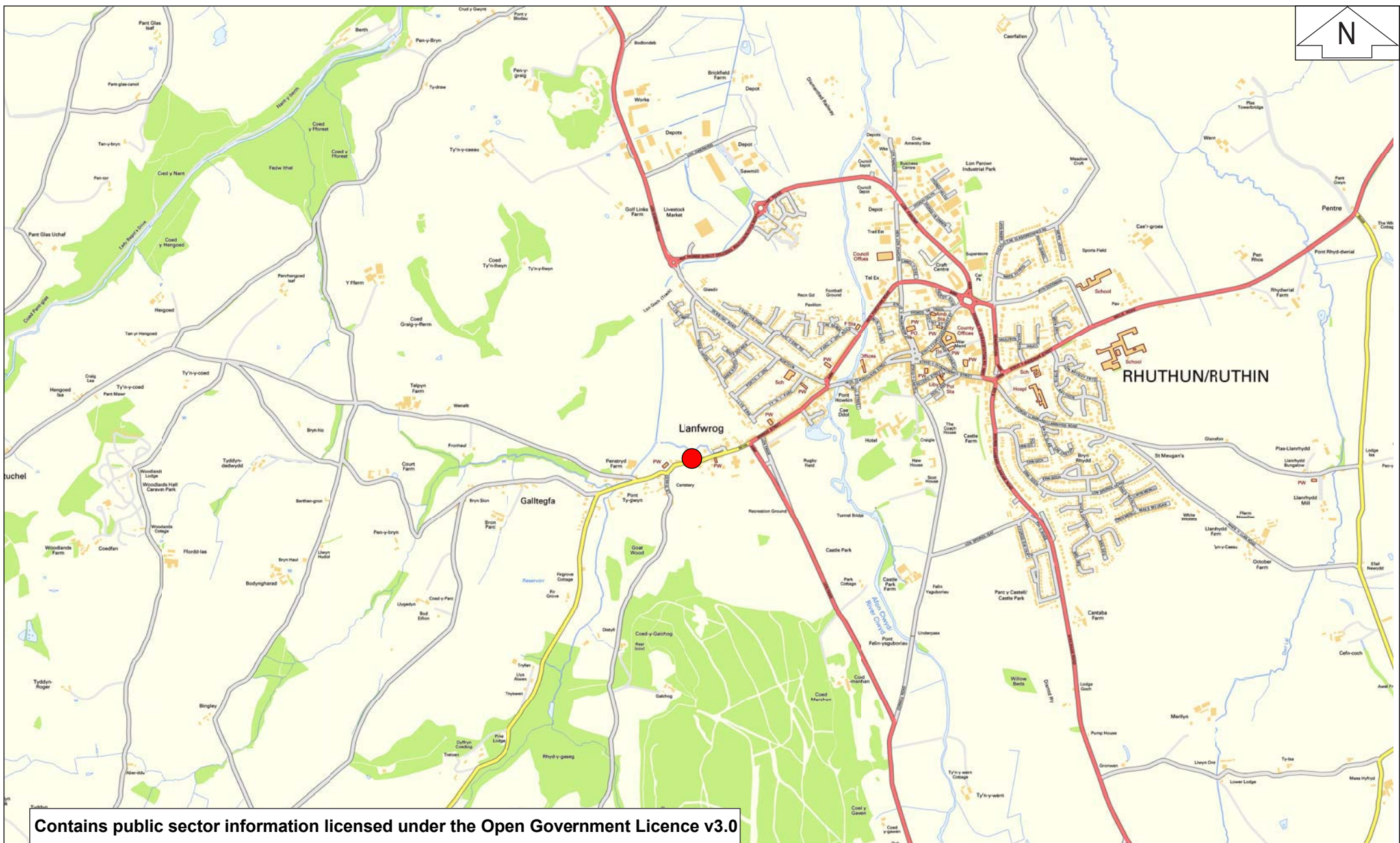


Figure 01: Location of proposed development site at Y Fron, Mwrog Street, Ruthin, Denbighshire, LL15 1LG (SJ 11472 57851). Scale 1:20,000 at A4.



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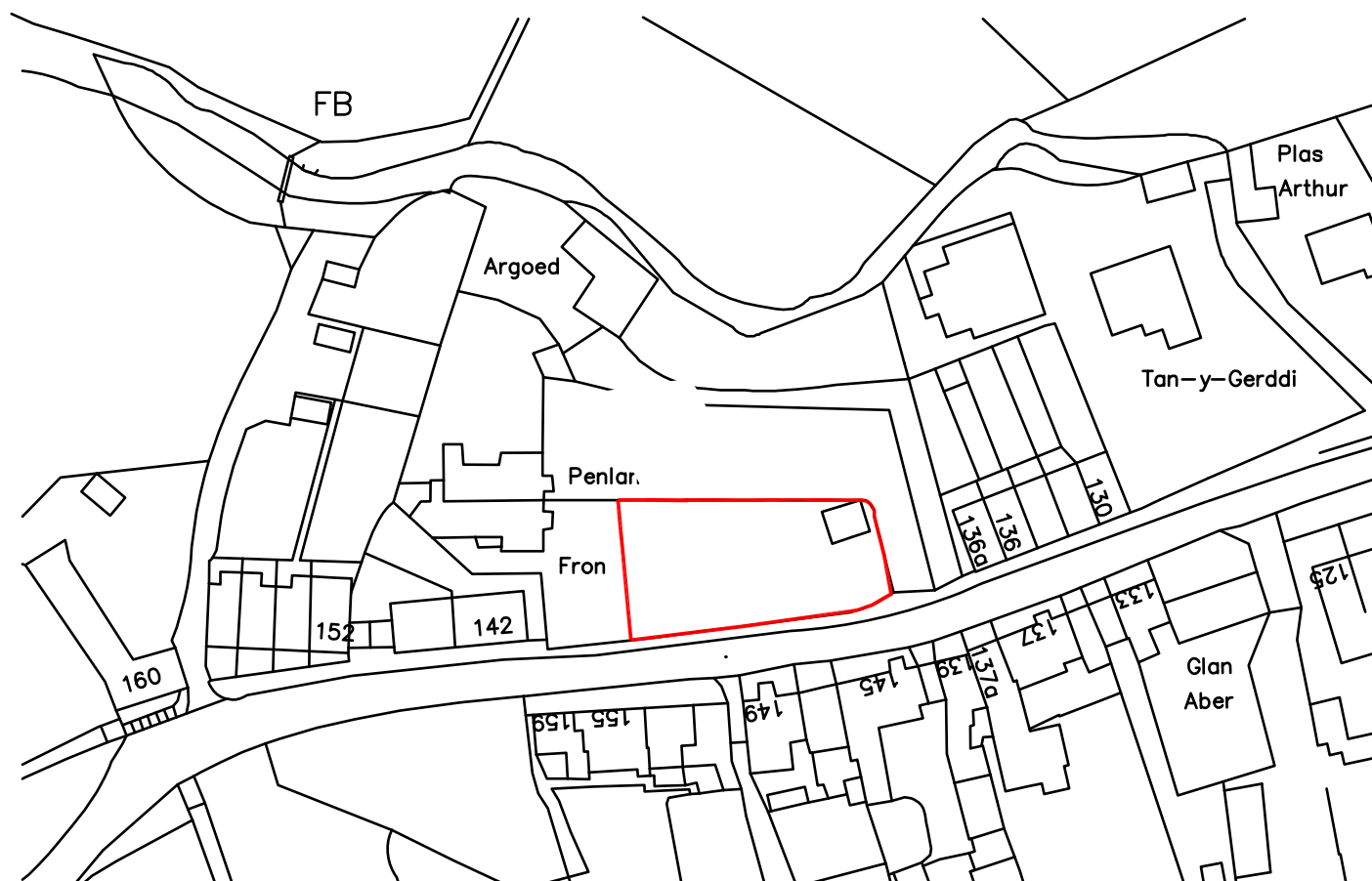


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Figure 02: Location of proposed development site at Y Fron, Mwrog Street, Ruthin, Denbighshire, LL15 1LG (SJ 11472 57851). Scale 1:5,000 at A4.

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Figure 03: Location of proposed development site at Y Fron, Mwrog Street, Ruthin, Denbighshire, LL15 1LG (SJ 11472 57851). Scale 1:1,000 at A4.

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3.0 POLICY CONTEXT

At an international level there are two principal agreements concerning the protection of the cultural heritage and archaeological resource – the UNESCO Convention Concerning the Protection of World Cultural and Natural Heritage and the European Convention on the Protection of the Archaeological Heritage, commonly known as the Valetta Convention. The latter was agreed by the Member States of the Council of Europe in 1992, and became law in 1992. It has been ratified by the UK, and responsibility for its implementation rests with Department for Culture Media and Sport.

The management and protection of the historic environment in Wales is set out within the following legislation:

- The Planning (Listed Buildings and Conservation Areas) Act 1990 (As amended)
- The Historic Environment (Wales) Act 2016
- The Town and Country Planning Act 1990
- The Ancient Monuments and Archaeological Areas Act 1979
- The Town and Country Planning (General Permitted Development Order) 1995 (As amended)

The Historic Environment (Wales) Act is the most recent legislation for the management of the Historic Environment and amends two pieces of UK legislation — the Ancient Monuments and Archaeological Areas Act 1979 and the Planning (Listed Buildings and Conservation Areas) Act 1990. The new Act has three main aims:

- to give more effective protection to listed buildings and scheduled monuments;
- to improve the sustainable management of the historic environment; and
- to introduce greater transparency and accountability into decisions taken on the historic environment.

With respect to the cultural heritage of the built environment the Planning (Conservation Areas and Listed Buildings) Act 1990 applies. The Act sets out the legislative framework within which works and development affecting listed buildings and conservation areas must be considered. This states that: -

“In considering whether to grant planning permission for development which affects a listed building or its setting, the local planning authority or, as the case may be, the Secretary of State shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses” (s66(1))

Other known sites of cultural heritage/archaeological significance can be entered onto county-based Historic Environment Records under the Town and Country Planning 1995.

Planning Policy Wales sets out the land use planning policies of the Welsh Government. Chapter 6 covers the historic environment and emphasises that the positive management of change in the historic environment is based on a full understanding of the nature and significance of historic assets and the recognition of the benefits that they can deliver in a vibrant culture and economy.

Various principles and policies related to cultural heritage and archaeology are set out in the Planning Policy Wales which guide local planning authorities with respect to the wider historic environment.

The following paragraphs from Planning Policy Wales are particularly relevant and are quoted in full:

Paragraph 6.1.5 concerns planning applications:

The planning system must take into account the Welsh Government's objectives to protect, conserve, promote and enhance the historic environment as a resource for the general well-being of present and future generations. The historic environment is a finite, non-renewable and shared resource and a vital and integral part of the historical and cultural identity of Wales. It contributes to economic vitality and culture, civic pride, local distinctiveness and the quality of Welsh life. The historic environment can only be maintained as a resource for future generations if the individual historic assets are protected and conserved. Cadw's published Conservation Principles highlights the need to base decisions on an understanding of the impact a proposal may have on the significance of an historic asset.

Planning Policy Wales is supplemented by a series of Technical Advice Notes (TAN). Technical Advice Note 24: The Historic Environment contains detailed guidance on how the planning system considers the historic environment during development plan, preparation and decision making on planning and listed building consent applications. TAN 24 replaces the following Welsh Office Circulars:

- 60/96 Planning and the Historic Environment: Archaeology
- 61/96 Planning and the Historic Environment: Historic Buildings and Conservation Areas
- 1/98 Planning and the Historic Environment: Directions by the Secretary of State for Wales

4.0 HISTORICAL BACKGROUND

As stated in the **Introduction (section 2.0)** of this document DMA at the Clwyd-Powys Archaeological Trust (CPAT) made the following consultee comments as part of the planning application and in their role as archaeological advisor to the Council:

Information retained within the Regional Historic Environment Record indicates that the development is located within the historic core of Llanfwrog and set back from the frontage in a plot of land which has been a garden area since at least the late 19th century. The road frontage to the south is known to have been lined by late medieval and mid-19th century buildings, a number of which are now listed. To what extent the frontage within the development plot was formerly occupied by any former structures is not known. The frontage has been disturbed by an existing tarmac access and outbuilding but the plot on which the house will be located is undisturbed and may therefore retain sub-surface archaeology of medieval and later date which is related to occupation activity on the frontage.

Llanfwrog is situated in the Vale of Clwyd and is currently functioning as a suburb of Ruthin. It has been partially subsumed into Ruthin by suburban sprawl, on the west bank of the River Clwyd. Llanfwrog occupies a strategic position on a pronounced end of a spur projecting into the broad flat valley. The B5105 road passes over the top of this spur, curving around the churchyard and descends gently eastwards toward Ruthin, which is less than a kilometre away. The geological information provided by the British Geological Survey (2023) places the underlying geology in the *Warwickshire Group - Mudstone, siltstone and sandstone. The Sedimentary bedrock formed between 318 and 272.3 million years ago during the Carboniferous and Permian periods. With superficial deposits being formed from Alluvial Fan Deposits - Sand and gravel. Sedimentary superficial deposit formed between 2.588 million years ago and the present during the Quaternary period.*

Medieval Origins and Growth

Llanfwrog, is now a suburb of Ruthin in North Wales, and it can be said to trace its origins to the pre-Conquest era, with the circular churchyard of St. Mwrog's church suggesting an early medieval foundation. Initially dedicated to St. Mwrog, a relatively obscure 7th-century saint, the church underwent a change after the Norman Conquest when it was rededicated to Mary the Virgin. The medieval settlement's scale remains challenging to determine, likely constrained by the emergence of nearby the town of Ruthin, a phenomenon observable throughout the Medieval period and the post-Reformation period. In the Medieval period, the growth and expansion of towns and settlements were often influenced by various factors, including economic opportunities, trade routes, and strategic considerations. The emergence of Ruthin as a significant urban center during this time likely influenced the development of smaller and older places like Llanfwrog. Maps from the late 18th century depict a modest village with scattered houses, showing the impact of Ruthin's westward expansion.

Post-Medieval Development and Architectural Heritage

Llanfwrog experienced notable development in the post-medieval period, reflected in a diverse architectural heritage. The church, jointly dedicated to St. Mwrog and St. Mary, stands as a testament to medieval craftsmanship, primarily dating from the 15th and 16th centuries, with significant 19th-century restoration. Other structures, such as *Brynffynnon* (1746), *Ty-gwyn* (late 16th century), and *Pen-y-bryn* (16th century), contribute to the village's historical fabric. The Cross Keys Hotel, with

potential 18th-century origins, underwent modifications, demonstrating the village's continuous evolution over the centuries.

Cultural Landscape and Late 18th-Century Changes

Beyond its architectural merits, Llanfwrog's cultural landscape is defined by distinctive features and earthworks. The already mentioned circular churchyard, a focal point, contains elements like a disused medieval font and remnants of the rood screen. Late 18th-century estate maps reveal changes in the village layout, including the construction of a smithy on a common. Terraces, lynchet edges, and ridge and furrow patterns in the surrounding fields provide insights into the medieval agricultural practices that once shaped the local economy. Llanfwrog's history, from its medieval origins to subsequent developments, contributes to the broader regional narrative, reflecting the complex interplay between local settlement dynamics and external influences.

5.0 PROJECT AIMS

The Archaeological monitoring and recording was maintained:

1. During initial topsoiling, ground preparation and foundation excavation works

The CIfA maintains a standard for *Archaeological monitoring and recording* which states that:

A phase of archaeological monitoring and recording will record the archaeological resource during development within a specified area using appropriate methods and practices. These will satisfy the stated aims of the project, and comply with the Code of conduct and other relevant by-laws of CIfA. Archaeological monitoring and recording is defined by the CIfA as ‘a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons’ (CIfA 2023). This will take place within a specified area within the Site where there is a possibility that archaeological deposits may be disturbed or destroyed.

The CIfA further identifies the purpose of a *phase of archaeological monitoring and recording* ‘as allowing, within the resources available, the preservation by record of archaeological deposits, the presence and nature of which could not be established in advance of development or other potentially disruptive works’ (ibid). It is also important to note that a *phase of archaeological monitoring and recording* provides an opportunity, if needed, for a signal to be made to all interested parties, before the destruction of the archaeological materials, that an archaeological find has been made for which the resources allocated to the watching brief itself are not sufficient to support treatment to a satisfactory and proper standard.

A phase of archaeological monitoring and recording is, therefore, not intended to reduce the requirement for excavation or preservation of known or inferred deposits, and it is intended to guide, not replace, any requirement for contingent excavation or preservation of possible deposits.

The aims of the *phase of archaeological monitoring and recording* were:

- To allow, within the resources available, the opportunity to gain information about and record the presence/absence, nature and date of archaeological remains on the Site affected by excavations and groundworks, the presence and nature of which could not be established with sufficient confidence in advance of works which may disturb them.
- To provide the facility to signal to the relevant authorities, before irreversible impact to remains that an archaeological and/or historic find has been made for which the resources allocated to the watching brief itself are inadequate to support their treatment to an adequate and satisfactory standard.

The specific objectives of the *phase of archaeological monitoring and recording* were:

- To observe and recover any artefacts of archaeological significance.

- To record the location, dimensions and nature of any deposits, features, structures or artefacts of archaeological significance.
- To recover samples of any deposits considered to have potential for analysis for palaeoenvironmental data should the opportunity arise.

6.0 METHODOLOGY – ARCHAEOLOGICAL MONITORING AND RECORDING

6.1 Archaeological monitoring and recording

The methodology for the *archaeological monitoring and recording* has been prepared with reference to the CIfA's document *The Standards and Guidance for Archaeological monitoring and recording* (2023) and will be kept under constant review during the project, in order to see how far it is meeting the terms of the aims and objectives, and in order to adopt any new questions which may arise.

Curatorial monitoring of the archaeological work on behalf of the Council will be carried out by the DMA at CPAT. To facilitate the curatorial monitoring, the officer shall be provided with a minimum of two weeks' notice of the start of the archaeological work.

A suitably qualified and experienced archaeologist(s) from Aeon Archaeology will be commissioned for the maintenance of the *phase of archaeological monitoring and recording*. On arrival on site, the archaeologist(s) will report to the site manager and conform to the arrangements for notification of entering and leaving site. The archaeologist(s) will keep a record of the date, time and duration of all attendances at site, the names and numbers of archaeologists deployed and any actions taken. The archaeologist will be provided with a Health & Safety Induction by the construction contractor and wear a safety helmet, safety footwear and high visibility jacket/vest at all times.

If deposits and or artefacts are exposed during excavations for the development which require recording and recovery, it may be necessary to delay works whilst the proper investigation and recording takes place. *Archaeological monitoring and recording* can often be undertaken without delay to groundworks, depending upon the specific circumstances and flexibility of all the staff on site.

Within the constraints of the terms of the *phase of archaeological monitoring and recording* work, the archaeologist will not cause unreasonable disruption to the maintenance of the work schedules of other contractors on site. In the event of archaeological discoveries, the treatment of which (either arising from the volume/quantity of material and/or the complexity/importance of the material) is beyond the resources deployed the Client will be notified and a site meeting/telephone consultation arranged with the DMA at CPAT. The aim of the meeting will be to confirm that an archaeological find has been made for which the resources allocated to the watching brief itself are not sufficient to support treatment to a satisfactory and proper standard and identify measures which would be sufficient to support treatment to a satisfactory and proper standard prior to destruction of the material in question.

Any archaeological deposits, features and structures identified which can be investigated and recorded under the terms of the *phase of archaeological monitoring and recording* will be excavated manually in a controlled and stratigraphic manner sufficient to address the aims and objectives of the project – subject to the limitations on site access. It may not be necessary to excavate the complete stratigraphic sequence to geologically lain deposits but the inter-relationships between archaeological deposits, features and structures will be investigated sufficient to address the aims and objectives of the project and the complete stratigraphic sequence to geologically lain deposits will be investigated where practicable.

The method of recording will follow the normal principles of stratigraphic excavation and the stratigraphy will be recorded in written descriptions even where no archaeological deposits have been identified. The archaeologist will record archaeological deposits using proformae recording forms and locate them on a large-scale site plan related to the Ordnance Survey National Grid and Datum references.

The groundworks excavations shall be undertaken using a mechanical excavator fitted with a toothless ditching bucket.

The drawn record will comprise plans at scale 1:20 and sections at scale 1:10; propriety electronic hardware and software to prepare site drawings may be used as appropriate.

The photographic record will be maintained throughout using a digital SLR camera (Canon 600D) set to maximum resolution (72 dpi) and all archaeological features will be recorded photographically with photographs taken in RAW format and later converted to TIFF format for long-term storage and JPEG format for presentation and inclusion in the archive. The standards for the digital archive will adhere to those set out in '*Guidelines for Digital Archaeological Archives*' (RCAHMW, 2015).

6.2 Archaeological monitoring and recording report

6.2.1 Post-excavation Assessment

A report on the results of the *phase of archaeological monitoring and recording*, in accordance with the recommendations in *Management of Research Projects in the Historic Environment Project Manager's Guide* (English Heritage 2006; 2015), and in the Chartered Institute for Archaeologists *Standard and Guidance for an Archaeological monitoring and recording* (2020) will be required to be produced upon conclusion of the archaeological fieldwork. The report will be completed within a maximum of two months of completion of work on site and may include examination and quantification leading to the identification of function, form, date, method of manufacture, material/fabric type, source, parallels, attributes and condition of artefacts; of the exploitation of wild or domesticated resources; the reconstruction of environments; and the nature of human populations.

Full analysis of the results of the project, including: dating and interpretation of excavated features; pottery and other finds analysis; analysis of industrial residues by an appropriate specialist or specialists; analysis of samples for environmental data (including pollen, plant macrofossils and beetles) by an appropriate specialist or specialists; radiocarbon dating; discussion of the results in their local, regional and national context, including relating the excavated features and palaeoenvironmental data to evidence from nearby sites, and discussion of the results in their local, regional and national context may be required.

The scope of post-excavation assessment will subject to a specification for approval by the DMA at CPAT, upon the conclusion of the fieldwork project and preliminary report.

6.3 Archive and Dissemination

A full archive including photographs and written material has been prepared (see section 7.0). All photographs and descriptions have been labelled, and cross-referenced, and will be lodged with the RCAHMW within six months of the completion of the project.

Upon completion of the project, copies of the report will be sent to the Client, regional HER via the HEDDOS portal, and the DMA at CPAT with the original paper archive being deposited with the RCAHMW.

The project report and archive will adhere to the Welsh Trusts' and Cadw's Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) (2018 updated 2022) including the translation of a non-technical summary into the medium of Welsh.

7.0 DIGITAL DATA MANAGEMENT PLAN

7.1 Type of study

An archaeological monitoring and recording during groundworks associated with the *erection of a detached dwelling and alterations to existing vehicular access* at Y Fron, Mwrog Street, Ruthin, Denbighshire, LL15 1LG, (centred on **NGR** SJ 11472 57851),

7.2 Types of data

File name	File Contents	Linked File(s)
A0458.1 Y Fron, Mwrog Street, Ruthin WB report 1.0.PDF	PDF report	
A0458_1_001 - A0458_1_028.JPG	JPEG site images	A0458.1_Metadata
A0458_1_001 - A0458_1_024.TIF	TIF site images	A0458.1_Metadata
A0458.1_Metadata.XLSX	Excel file of photographic metadata	A0458_1_001 - A0458_1_028 (JPG and TIF)
A0458.1 Watching Brief Day Sheets.PDF	Scanned copies of watching brief day sheets	

All data generated during this project has been selected for archive.

7.3 Format and scale of the data

Photographs taken in *RAW* format and later converted to *TIF* format for long term archiving and *JPEG* format for use in the digital report, converted using *Adobe Photoshop*. All photographs renamed using *AF5* freeware with the prefix (*project code_frame number*) and a photographic metadata created using Microsoft Excel (*.xlsx*) or Access (*.accdb*).

All written registers, pro-formas, and scaled drawings scanned as *.PDF* files.

7.4 Methodologies for data collection / generation

Digital data will be collected / generated in line with recommendations made in the Chartered Institute for Archaeologists (CIfA) *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* (2014. Rev 2020). Sections 3.3.1 and 3.3.3 are relevant:

3.3.1 Project specifications, research designs or similar documents should include a project specific Selection Strategy and a Data Management Plan.

3.3.3 Project designs or schedules of works etc should outline the methodology used in recording all information, in order to demonstrate that all aspects of archive creation will ensure consistency; for instance, in terminologies and the application of codes in digital data sets, highlighting relevant data standards where appropriate

7.5 Data quality and standards

Consistency and quality of data collection / generation was controlled and documented through the use of standardised procedure as outlined in the WSI. This included the use of standardised data capture file formats, digital proformas, data entry validation, peer review, and use of controlled vocabularies.

7.6 Managing, storing and curating data.

All digital data was organised into Aeon Archaeology proforma project file systems and backed up to The Cloud using *Acronis Cyber Protect* with additional copies made to external physical hard drive.

7.7 Metadata standards and data documentation

Digital metadata was created using Microsoft Excel (.xlsx) of all photographic plates.

7.8 Data preservation strategy and standards

Long term data storage will be through the submission of digital (.PDF) reports to the regional Historic Environment Record (HER) (via HEDDOS), the RCAHMW and retention of copies of all digital files at Aeon Archaeology on physical external hard drive and uploaded to Acronis Cyber Protect.

7.9 Suitability for sharing

All digital data will be placed within the public realm (through the channels in 6.8) except for where project confidentiality restricts the sharing of data. All data sets will be selected / discriminated by the Senior Archaeologist at Aeon Archaeology and written permission will be sought from all project specific Clients prior to the sharing of data.

7.10 Discovery by potential users of the research data

Potential users of the generated digital data (outside of the organisation) will be able to source the data and identify whether it could be suitable for their research purposes through access granted via the RCAHMW website. Requests can also be made for data through the regional HER's and directly to Aeon Archaeology (info@aeonarchaeology.co.uk).

7.11 Governance of access

The decision to supply research data to potential new users will be via the associated website request (RCAHMW, HER) or via the Senior Archaeologist when made directly to Aeon Archaeology.

7.12 The study team's exclusive use of the data

Aeon Archaeology's requirement is for timely data sharing, with the understanding that a limited, defined period of exclusive use of data for primary research is reasonable according to the nature and value of the data, and that this restriction on sharing should be based on simple, clear principles. This time period is expected to be six months from completion of the project however Aeon Archaeology reserves the right to extend this period without notice if primary data research dictates.

7.13 Restrictions or delays to sharing, with planned actions to limit such restrictions

Restriction to data sharing may be due to participant confidentiality or consent agreements. Strategies to limit restrictions will include data being anonymised or aggregated; gaining participant consent for data sharing; and gaining copyright permissions. For prospective studies, consent procedures will include provision for data sharing to maximise the value of the data for wider research use, while providing adequate safeguards for participants.

7.14 Regulation of responsibilities of users

External users of the data will be bound by data sharing agreements provided by the relevant organisation or directly through Aeon Archaeology.

7.15 Responsibilities

Responsibility for study-wide data management, metadata creation, data security and quality assurance of data will be through the Senior Archaeologist (Richard Cooke BA MA MCIfA) at Aeon Archaeology when concerning data generation and early/mid-term storage. Upon deposition with digital depositories the study-wide data management, metadata creation, data security and quality assurance of data will be the responsibility of the specific organisations' themselves.

7.16 Organisational policies on data sharing and data security

The following Aeon Archaeology policies are relevant:

- Aeon Archaeology Archive Deposition Policy 2022
- Aeon Archaeology Quality Assurance Policy 2022
- Aeon Archaeology Conflict of Interest Policy 2022
- Aeon Archaeology Outreach Policy 2022
- Aeon Archaeology Digital Management Plan 2022

8.0 QUANTIFICATION OF RESULTS

8.1 The Documentary Archive

The following documentary records were created during the Archaeological monitoring and recording:

Digital photographs	28
Watching Brief Day Sheets	1

8.2 Environmental Samples

No environmental samples were taken during the Archaeological monitoring and recording as no suitable deposits were encountered.

8.3 Artefacts

No archaeological artefacts were recovered during the Archaeological monitoring and recording and therefore no report was prepared.

9.0 RESULTS OF THE ARCHAEOLOGICAL MONITORING AND RECORDING

9.1 Overview

(see Figure: Plates 01-13)

The Archaeological monitoring and recording was maintained by Josh Dean BA, archaeological contractor at Aeon Archaeology on the 4th January 2024, The weather conditions were overcast but dry.

9.2 Description of the Archaeological monitoring and recording

The *phase of archaeological monitoring and recording* was during the reduction of the proposed new dwelling footprint and excavation of foundation trenches. An area measuring 10.60m in length (E-W) by 6.77m in width (N-S) and located near to Mwrog Street to the south. The area was already reduced by 0.20m below ground level (BGL) prior to the arrival of the archaeologist. Around the perimeter of the extension footprint a foundation trench measuring 0.70m in width was then excavated to a maximum depth of 1.40m BGL.

The extension footprint had formerly been occupied by a driveway and grass verge which had been removed prior to the Site visit. This seemingly consisted of a 0.08m deep surface layer of modern tarmac, beneath which was 0.12m of crushed red brick. To the south of this (in the vicinity of the grass verge) 0.20m of turf and topsoil were removed.

The trenches (A-D) were then excavated into this level. They cut through 0.45-0.55m deep moderately soft, light brown-grey, silt-clay, subsoil with occasional post medieval ceramic sherds (late 18th – early 20th century) including lead glazed earthenwares, pearlware, ironstone ware and modern whiteware, in addition to this were very occasional sub angular pebbles and cobbles as inclusions within the soil matrix. This lay above a >0.85m deep deposit of quite firm, mid orange-brown, clay natural. No archaeological remains were observed and no artefacts were recovered.



Plate 01: Pre excavation shot of site, Y Fron, Mwrog Street, Ruthin, Denbighshire - from the north - 1.00m scale



Plate 02: Pre excavation shot of site, Y Fron, Mwrog Street, Ruthin, Denbighshire - from the north - 1.00m scale



Plate 03: Pre excavation shot of site, Y Fron, Mwrog Street, Ruthin, Denbighshire - from the west - 1.00m scale



Plate 04: Trench A in Plan, Y Fron, Mwrog Street, Ruthin, Denbighshire - from the east - 1.00m scale



Plate 05: Trench A in Plan, Y Fron, Mwrog Street, Ruthin, Denbighshire - from the west - 1.00m scale

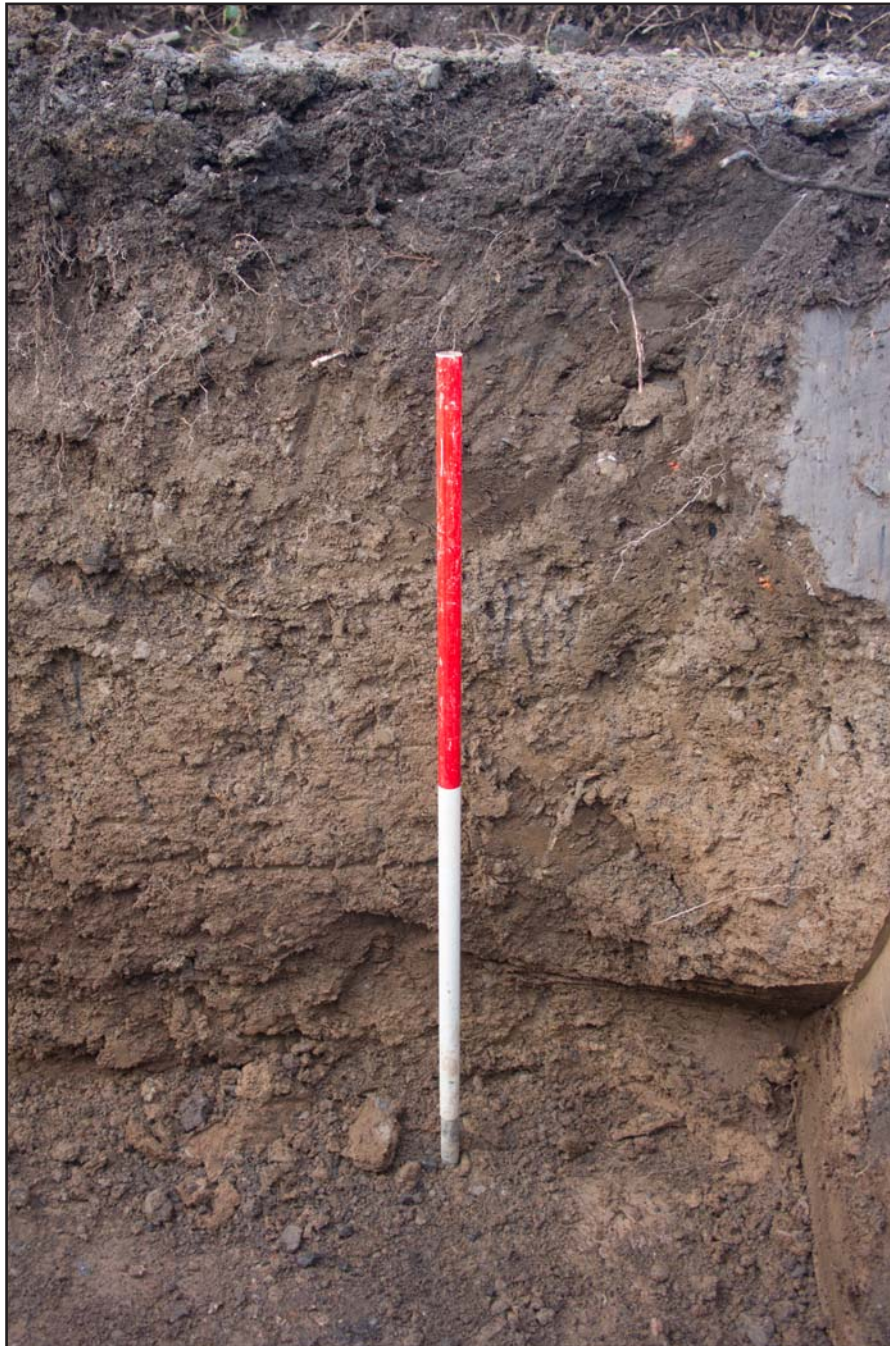


Plate 06: Trench A in Section, Y Fron, Mwrog Street, Ruthin, Denbighshire - from the south - 1.00m scale



Plate 07: Trench B in Plan, Y Fron, Mwrog Street, Ruthin, Denbighshire - from the north - 1.00m scale



late 08: Trench B in Section, Y Fron, Mwrog Street, Ruthin, Denbighshire - from the west - 1.00m scale



Plate 09: Trench C in Plan, Y Fron, Mwrog Street, Ruthin, Denbighshire - from the east - 1.00m scale



Plate 10: Trench C in Section, Y Fron, Mwrog Street, Ruthin, Denbighshire - from the north - 2.00m scale



Plate 11: Trench D in Plan, Y Fron, Mwrog Street, Ruthin, Denbighshire - from the north - 1.00m scale



Plate 12: Trench D in Section, Y Fron, Mwrog Street, Ruthin, Denbighshire - from the southwest - 1.00m scale 1516



Plate 13: Post excavation shot of site, Y Fron, Mwrog Street, Ruthin, Denbighshire - from the north - (2x) 1.00m scale

10.0 CONCLUSION

The footprint of the new dwelling to be erected at *Y Fron, Mwrog Street, Ruthin* is situated where a modern tarmac driveway and a grass verge once existed near the southern limit of the site. This location held promise for uncovering undisturbed archaeological features, potentially the remnants of the northern medieval frontage of Mwrog Street. However, the creation of the previous driveway stripped away deposits from the former stratigraphy during a previous phase of groundworks. This resulted in the discovery of a narrow band of turned-over subsoil, containing post-medieval ceramic sherds (late 18th - early 20th century), a common form of assemblage often associated with *recent* gardening plots. Regrettably, no evidence of deeper stratigraphy was found to persist at the site, which might have suggested earlier occupation.

This implies that the area north of Mwrog Street, at this specific location, likely served as a garden plot since at least the 18th century. Prior to that, it might have been a more open landscape leading downslope to the River Clwyd.

While the absence of evidence at *Y Fron, Mwrog Street*, may be considered as somewhat disappointing, it underscores the importance of maintaining a well-developed awareness of the historical and cultural significance of any given site. This significance is further emphasised by legislation designed to protect and conserve the finite, non-renewable, and shared resource of the historic environment. Planning Policy Wales underscores the necessity of making decisions based on a comprehensive understanding of the nature and significance of historic assets.

In this context, the archaeological findings at Y Fron offer valuable insights into the historical use of the site, revealing its function as a garden plot since at least the 18th century. Additionally, the lack of evidence for earlier occupation suggests that, before the 18th century, the environs of the street at this location was more open, potentially offering views to the river and the valley beyond.

In conclusion, the phase of archaeological monitoring and recording aligns with the prescribed standards for archaeological monitoring as specified by the *Chartered Institute for Archaeologists*. This phase of archaeological work has not only met the conditions set forth by the planning permission, but has also ensured that a useful baseline has been created for any future archaeological work that might take place in the area. Therefore, it is considered that these works have now met the spirit and intent of the archaeological condition of permission **02/2018/1108**, and it is the recommendation of this report that the condition associated with archaeology might now be considered as fulfilled and that suitable mitigation has been carried out.

11.0 SOURCES

Maps.

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aeon archaeology

**Y Fron, Mwrog Street, Ruthin,
Denbighshire, LL15 1LG
(02/2018/1108)**

**Written Scheme of Investigation for
Archaeological
Monitoring and Recording
(Watching Brief)**

December 2023 v1.0



Project Code: A0458.1
Planning Ref: 02/2018/1108
Event PRN: Tbc



Y Fron, Mwrog Street, Ruthin, Denbighshire, LL15 1LG (02/2018/1108)

December 2023 v1.0

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1.0 INTRODUCTION

Aeon Archaeology has been commissioned by Patrick Carroll Building Contractor Ltd, hereafter ‘the Client’, to provide a written scheme of investigation (WSI) for carrying out archaeological monitoring and recording (watching brief) during the groundworks associated with the *erection of a detached dwelling and alterations to existing vehicular access* at Y Fron, Mwrog Street, Ruthin, Denbighshire, LL15 1LG, hereafter ‘the Site’, (centred on **NGR SJ 11472 57851**) (figures 01-03).

Full planning permission (**ref: 02/2018/1108**) was secured by the Client from Denbighshire County Council, hereafter ‘the Council’, on the 4th February 2020 with the following condition concerning archaeology being applied to the permission:

Condition 6

The developer shall ensure that a suitably qualified archaeological contractor is present during the undertaking of any ground works in the development area so that an archaeological watching brief can be conducted. The archaeological watching brief must meet the standards laid down by the Chartered Institute for Archaeologists Standard and Guidance for archaeological watching briefs. The Local Planning Authority will be informed in writing, at least two weeks prior to the commencement of the development, of the name of the said archaeological contractor. A copy of the resulting report should be submitted to the Local Planning Authority and the Development Control Archaeologist. Clwyd-Powys Archaeological Trust (41 Broad Street, Welshpool, Powys, SY21 7RR EmaU: markwalters@cpat.org.uk Tel: 01938 553670). After approval by the Local Planning Authority, a copy of the report and resulting archive should also be sent to the Historic Environment Record Officer, Clwyd-Powys Archaeological Trust for inclusion in the regional Historic Environment Record.

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

This written scheme of investigation (WSI) details the aims and objectives of the project and the methods by which they will be met in order to meet the spirit and intent of the archaeological condition of permission 02/2018/1108.

The work will adhere to the guidelines specified in *The Standard for Archaeological Monitoring and Recording* (Chartered Institute for Archaeologists, 2023).

The Development Management Archaeologist (DMA) at the Clwyd-Powys Archaeological Trust (CPAT), in their role as archaeological advisor to the Council, made the following consultee comments as part of the planning application:

Information retained within the Regional Historic Environment Record indicates that the development is located within the historic core of Llanfwrog and set back from the frontage in a plot of land which has been a garden area since at least the late 19th century. The road frontage to the south is known to have been lined by late medieval and mid 19th century buildings, a number of which are now listed. To what extent the frontage within the development plot was formerly occupied by any former structures is not known. The frontage has been disturbed by an existing tarmac access and outbuilding but the plot on which the house will be located is undisturbed and may therefore retain sub-surface archaeology of medieval and later date which is related to occupation activity on the frontage.

Accordingly we would recommend that an archaeologist is contracted to be present throughout the duration of initial topsoiling, ground preparation and foundation excavation works in order that an adequate record of any archaeological features revealed by these works can be made. This advice is in accordance with the guidance set out in Welsh Government TAN 24: The Historic Environment (May 2017) Planning Policy Wales (Chapter 6, Edn.9 Nov 2016).

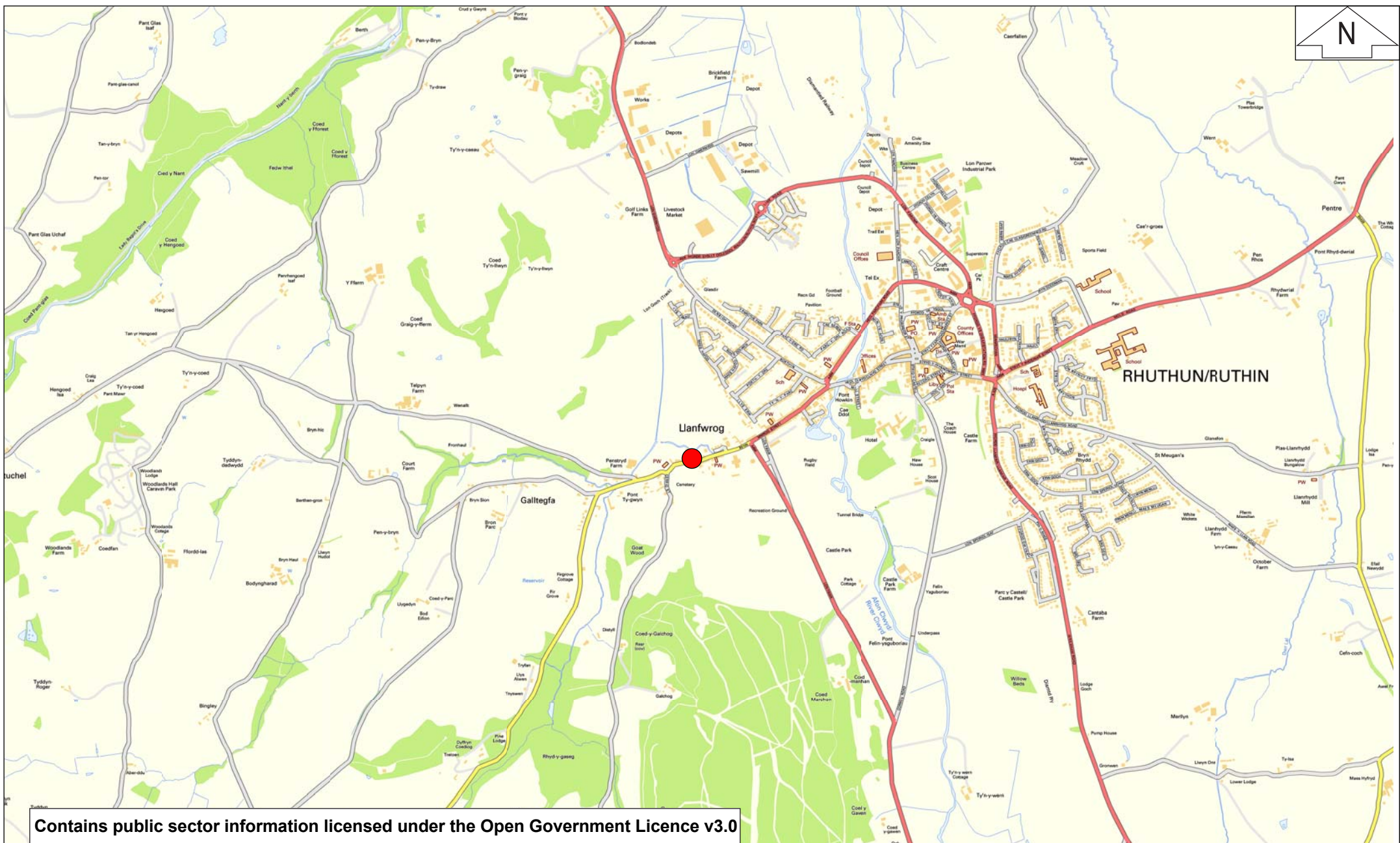


Figure 01: Location of proposed development site at Y Fron, Mwrog Street, Ruthin, Denbighshire, LL15 1LG (SJ 11472 57851). Scale 1:20,000 at A4.



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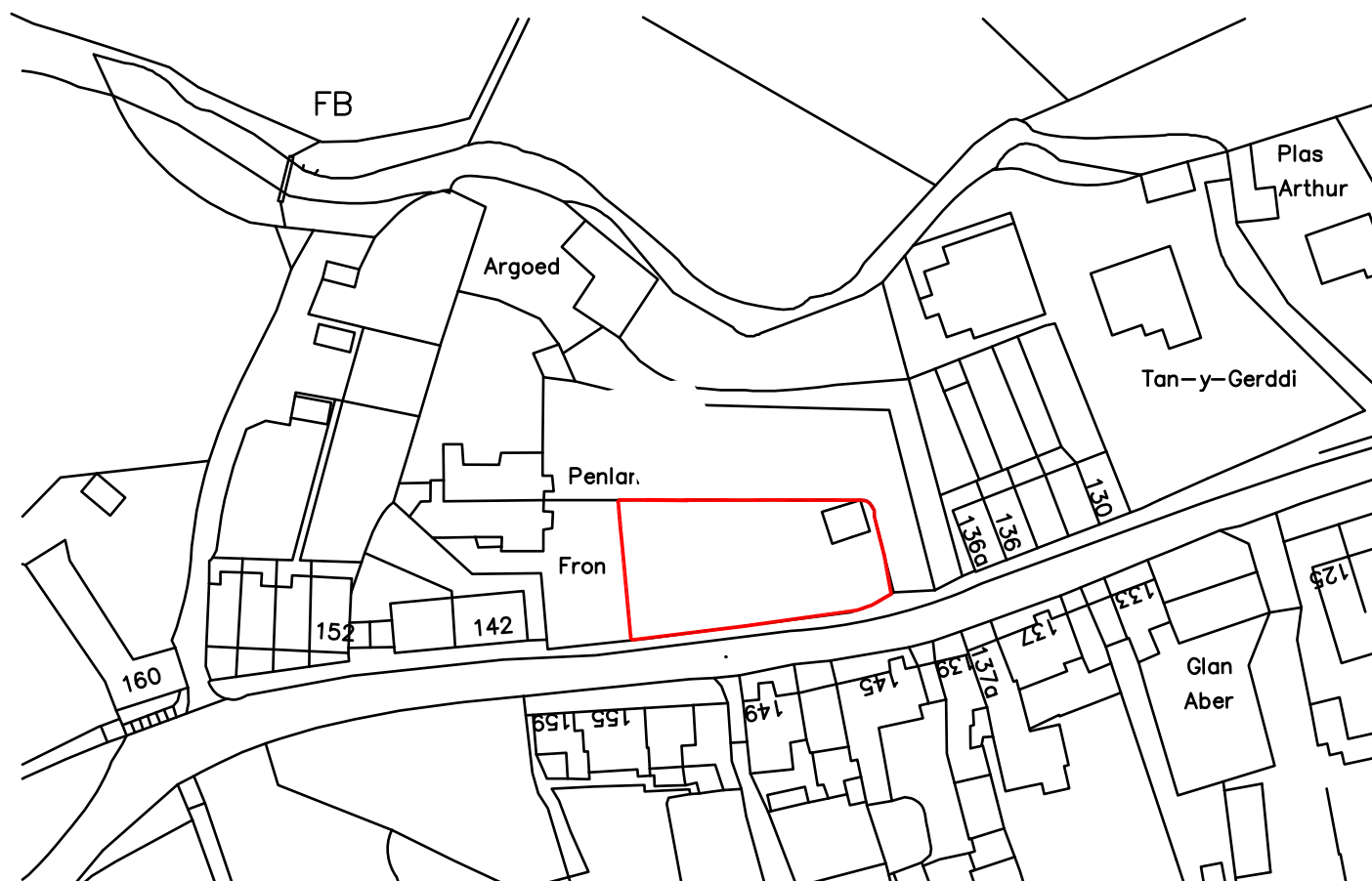


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Figure 02: Location of proposed development site at Y Fron, Mwrog Street, Ruthin, Denbighshire, LL15 1LG (SJ 11472 57851). Scale 1:5,000 at A4.

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Figure 03: Location of proposed development site at Y Fron, Mwrog Street, Ruthin, Denbighshire, LL15 1LG (SJ 11472 57851). Scale 1:1,000 at A4.

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2.0 POLICY CONTEXT

At an international level there are two principal agreements concerning the protection of the cultural heritage and archaeological resource – the UNESCO Convention Concerning the Protection of World Cultural and Natural Heritage and the European Convention on the Protection of the Archaeological Heritage, commonly known as the Valetta Convention. The latter was agreed by the Member States of the Council of Europe in 1992, and also became law in 1992. It has been ratified by the UK, and responsibility for its implementation rests with Department for Culture Media and Sport.

The management and protection of the historic environment in Wales is set out within the following legislation:

- The Planning (Listed Buildings and Conservation Areas) Act 1990 (As amended)
- The Historic Environment (Wales) Act 2016
- The Town and Country Planning Act 1990
- The Ancient Monuments and Archaeological Areas Act 1979
- The Town and Country Planning (General Permitted Development Order) 1995 (As amended)

The Historic Environment (Wales) Act is the most recent legislation for the management of the Historic Environment and amends two pieces of UK legislation — the Ancient Monuments and Archaeological Areas Act 1979 and the Planning (Listed Buildings and Conservation Areas) Act 1990. The new Act has three main aims:

- to give more effective protection to listed buildings and scheduled monuments;
- to improve the sustainable management of the historic environment; and
- to introduce greater transparency and accountability into decisions taken on the historic environment.

With respect to the cultural heritage of the built environment the Planning (Conservation Areas and Listed Buildings) Act 1990 applies. The Act sets out the legislative framework within which works and development affecting listed buildings and conservation areas must be considered. This states that:-

“In considering whether to grant planning permission for development which affects a listed building or its setting, the local planning authority or, as the case may be, the Secretary of State shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses” (s66(1))

Other known sites of cultural heritage/archaeological significance can be entered onto county-based Historic Environment Records under the Town and Country Planning 1995.

Planning Policy Wales sets out the land use planning policies of the Welsh Government. Chapter 6 covers the historic environment and emphasises that the positive management of change in the historic environment is based on a full understanding of the nature and significance of historic assets and the recognition of the benefits that they can deliver in a vibrant culture and economy.

Various principles and policies related to cultural heritage and archaeology are set out in the Planning Policy Wales which guide local planning authorities with respect to the wider historic environment.

The following paragraphs from Planning Policy Wales are particularly relevant and are quoted in full:

Paragraph 6.1.5 concerns planning applications:

The planning system must take into account the Welsh Government's objectives to protect, conserve, promote and enhance the historic environment as a resource for the general well-being of present and future generations. The historic environment is a finite, non-renewable and shared resource and a vital and integral part of the historical and cultural identity of Wales. It contributes to economic vitality and culture, civic pride, local distinctiveness and the quality of Welsh life. The historic environment can only be maintained as a resource for future generations if the individual historic assets are protected and conserved. Cadw's published Conservation Principles highlights the need to base decisions on an understanding of the impact a proposal may have on the significance of an historic asset.

Planning Policy Wales is supplemented by a series of Technical Advice Notes (TAN). Technical Advice Note 24: The Historic Environment contains detailed guidance on how the planning system considers the historic environment during development plan, preparation and decision making on planning and listed building consent applications. TAN 24 replaces the following Welsh Office Circulars:

- 60/96 Planning and the Historic Environment: Archaeology
- 61/96 Planning and the Historic Environment: Historic Buildings and Conservation Areas
- 1/98 Planning and the Historic Environment: Directions by the Secretary of State for Wales

3.0 ARCHAEOLOGICAL MONITORING AND RECORDING (WATCHING BRIEF) - ARCHAEOLOGICAL AIMS

The archaeological monitoring and recording shall be maintained:

1. During initial topsoiling, ground preparation and foundation excavation works

The CIfA maintains a standard which states that archaeological monitoring and recording:

Will record and report on the archaeological resource within a specified area, using methods that are described in a project design that is fit for purpose. The programme of work undertaken will be carried out by suitably competent persons in accordance with that project design and the CIfA Code of conduct and give due regard to the guidance for archaeological monitoring and recording. All archaeological monitoring and recording will result in a report, published accounts where appropriate, and a stable, ordered, accessible archive (2023).

Archaeological monitoring and recording (watching brief) is defined by the CIfA as ‘a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons’ (CIfA 2020). The watching brief will take place within a specified area within the Site where there is a possibility that archaeological deposits may be disturbed or destroyed.

The CIfA further identifies the purpose of a watching brief ‘as allowing, within the resources available, the preservation by record of archaeological deposits, the presence and nature of which could not be established in advance of development or other potentially disruptive works’ (ibid).

It is also important to note that a watching brief provides an opportunity, if needed, for a signal to be made to all interested parties, before the destruction of the archaeological materials, that an archaeological find has been made for which the resources allocated to the watching brief itself are not sufficient to support treatment to a satisfactory and proper standard.

A watching brief is, therefore, not intended to reduce the requirement for excavation or preservation of known or inferred deposits, and it is intended to guide, not replace, any requirement for contingent excavation or preservation of possible deposits.

The aims of the watching brief are:

- To allow, within the resources available, the opportunity to gain information about and record the presence/absence, nature and date of archaeological remains on the Site affected by excavations and groundworks, the presence and nature of which could not be established with sufficient confidence in advance of works which may disturb them.
- To provide the facility to signal to the relevant authorities, before irreversible impact to remains that an archaeological and/or historic find has been made for which the resources allocated to the watching brief itself are inadequate to support their treatment to an adequate and satisfactory standard.

The specific objectives of the watching brief are:

- To observe and recover any artefacts of archaeological significance.
- To record the location, dimensions and nature of any deposits, features, structures or artefacts of archaeological significance.

- To recover samples of any deposits considered to have potential for analysis for palaeoenvironmental data should the opportunity arise.

4.0 METHODOLOGY

4.1 Archaeological Monitoring and Recording (Watching Brief)

The methodology for the watching brief has been prepared with reference to the CIfA's document *The Standard for Archaeological Monitoring and Recording* (2023) and *The Standards and Guidance for Archaeological Watching Brief* (2020) and will be kept under constant review during the project, in order to see how far it is meeting the terms of the aims and objectives, and in order to adopt any new questions which may arise.

Curatorial monitoring of the archaeological work on behalf of the Council will be carried out by the DMA at CPAT. To facilitate the curatorial monitoring, the officer shall be provided with a minimum of two weeks' notice of the start of the archaeological work.

A suitably qualified and experienced archaeologist(s) from Aeon Archaeology will be commissioned for the maintenance of the watching brief. On arrival on site, the archaeologist(s) will report to the site manager and conform to the arrangements for notification of entering and leaving site. The archaeologist(s) will keep a record of the date, time and duration of all attendances at site, the names and numbers of archaeologists deployed and any actions taken. The archaeologist will be provided with a Health & Safety Induction by the construction contractor and wear a safety helmet, safety footwear and high visibility jacket/vest at all times.

If deposits and or artefacts are exposed during excavations for the development which require recording and recovery, it may be necessary to delay works whilst the proper investigation and recording takes place. Watching brief recording can often be undertaken without delay to groundworks, depending upon the specific circumstances and flexibility of all the staff on site.

Within the constraints of the terms of the watching brief work, the archaeologist will not cause unreasonable disruption to the maintenance of the work schedules of other contractors on site. In the event of archaeological discoveries the treatment of which (either arising from the volume/quantity of material and/or the complexity/importance of the material) is beyond the resources deployed the Client will be notified and a site meeting/telephone consultation arranged with the DMA at CPAT. The aim of the meeting will be to confirm that an archaeological find has been made for which the resources allocated to the watching brief itself are not sufficient to support treatment to a satisfactory and proper standard and identify measures which would be sufficient to support treatment to a satisfactory and proper standard prior to destruction of the material in question.

Any archaeological deposits, features and structures identified which can be investigated and recorded under the terms of the watching brief will be excavated manually in a controlled and stratigraphic manner sufficient to address the aims and objectives of the project – subject to the limitations on site access.

It may not be necessary to excavate the complete stratigraphic sequence to geologically lain deposits but the inter-relationships between archaeological deposits, features and structures will be investigated sufficient to address the aims and objectives of the project and the complete stratigraphic sequence to geologically lain deposits will be investigated where practicable.

The method of recording will follow the normal principles of stratigraphic excavation and the stratigraphy will be recorded in written descriptions even where no archaeological deposits have been identified. The archaeologist will record archaeological deposits using proformae recording forms and

locate them on a large-scale site plan related to the Ordnance Survey National Grid and Datum references.

The groundworks excavations shall be undertaken using a mechanical excavator fitted with a toothless ditching bucket.

The drawn record will comprise plans at scale 1:20 and sections at scale 1:10; propriety electronic hardware and software to prepare site drawings may be used as appropriate.

The photographic record will be maintained throughout using a digital SLR camera (Canon 600D) set to maximum resolution (72 dpi) and all archaeological features will be recorded photographically with photographs taken in RAW format and later converted to TIFF format for long-term storage and JPEG format for presentation and inclusion in the archive. The standards for the digital archive will adhere to those set out in ‘*Guidelines for Digital Archaeological Archives*’ (RCAHMW, 2015).

4.2 Monitoring and Recording (Watching brief) report

4.2.1 Post-excavation Assessment

A report on the results of the watching brief, in accordance with the recommendations in *Management of Research Projects in the Historic Environment Project Manager’s Guide* (English Heritage 2006; 2015), and in the Chartered Institute for Archaeologists *Standard for Archaeological Monitoring and Recording* (2023) and *The Standard and Guidance for an archaeological watching brief* (2020) will be required to be produced upon conclusion of the archaeological fieldwork. The report will be completed within a maximum of two months of completion of work on site and may include examination and quantification leading to the identification of function, form, date, method of manufacture, material/fabric type, source, parallels, attributes and condition of artefacts; of the exploitation of wild or domesticated resources; the reconstruction of environments; and the nature of human populations.

Full analysis of the results of the project, including: dating and interpretation of excavated features; pottery and other finds analysis; analysis of industrial residues by an appropriate specialist or specialists; analysis of samples for environmental data (including pollen, plant macrofossils and beetles) by an appropriate specialist or specialists; radiocarbon dating; discussion of the results in their local, regional and national context, including relating the excavated features and palaeoenvironmental data to evidence from nearby sites, and discussion of the results in their local, regional and national context may be required.

The scope of post-excavation assessment will subject to a specification for approval by the DMA at CPAT, upon the conclusion of the fieldwork project and preliminary report.

4.2.2 Post-excavation Report

Following completion of the stages outlined above, a report will be produced that will include:

- A non-technical summary.
- A table of contents.
- An introduction with acknowledgements, including a list of all those involved in the project and the location and description of the site.
- A statement of the project aims.
- An account of the project methodology undertaken, with an assessment of the same to include a statement on preservation bias and the means of data collection and sampling strategies.
- A factual summary of the history, development and use of the site.
- A statement setting out the nature, quantity and condition of the material archive (artefacts and ecofacts) including commentary on any bias observed due to collection and sampling strategies and commentary on long-term storage requirements.
- A statement setting out the nature and quantity of the documentary archive (notes, photographs, drawings, digital data).
- A general site plan indicating the position and size of the areas subject to watching brief and the locations of archaeological deposits identified and recorded during the works.
- Plans and sections at appropriate scales, augmented with appropriate photographs. All plans and sections will be related to the Ordnance Survey datum levels and to the National Grid.
- Other maps, plans, drawings, stratigraphic matrices and photographs as appropriate.
- Summary assessment reports on the artefact, bio-archaeological, dating and other assessments/analyses.
- A discussion of the location, extent, date, nature, condition, quality and significance of any archaeological deposits and finds identified during the project.
- A discussion of any research implications arising from the archaeological work.
- Notes on consultations with conservators and the nominated archive repository related to the immediate and long-term conservation and storage requirements for the data held in the site archive and recommendations of retention/discard of artefacts and ecofacts.
- A bibliography of sources consulted.
- Appendices to the report will include artefact catalogues, reports on assessments/analyses and an index to the project archive and a statement on its location/proposed repository.
- In addition the post-excavation report will summarise and draw together the findings of all of the phases of work.

Illustrations will include plans of the location of the study area and archaeological sites. Historical maps, when appropriate and if copyright permissions allow, will be included. Photographs of relevant sites and of the study area where appropriate will be included.

A draft copy of the report will be sent to the DMA at CPAT and to the client for comment and approval prior to production of the final report.

5.0 DIGITAL DATA MANAGEMENT PLAN

5.1 Type of study

Archaeological monitoring and recording (watching brief) during the groundworks associated with the erection of a detached dwelling and alterations to existing vehicular access at Y Fron, Mwrog Street, Ruthin, Denbighshire, LL15 1LG (centred on NGR SJ 11472 57851).

5.2 Types of data

Photographs, photograph register, scaled drawings.

5.3 Format and scale of the data

Photographs taken in *RAW* format and later converted to *TIF* format for long term archiving and *JPEG* format for use in the digital report, converted using *Adobe Photoshop*. All photographs renamed using *AF5* freeware with the prefix (*project code_frame number*) and a photographic metadata created using Microsoft Excel (*.xlsx*) or Access (*.accdb*).

All written registers, pro-formas, and scaled drawings scanned as *.PDF* files.

5.4 Methodologies for data collection / generation

Digital data will be collected / generated in line with recommendations made in the Chartered Institute for Archaeologists (CIfA) *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* (2014. Rev 2020). Sections 3.3.1 and 3.3.3 are relevant:

3.3.1 Project specifications, research designs or similar documents should include a project specific Selection Strategy and a Data Management Plan.

3.3.3 Project designs or schedules of works etc should outline the methodology used in recording all information, in order to demonstrate that all aspects of archive creation will ensure consistency; for instance in terminologies and the application of codes in digital data sets, highlighting relevant data standards where appropriate

5.5 Data quality and standards

Consistency and quality of data collection / generation shall be controlled and documented through the use of standardised procedure as outlined in the WSI. This will include the use of standardised data capture file formats, digital proformas, data entry validation, peer review, and use of controlled vocabularies.

5.6 Managing, storing and curating data.

All digital data will be organised into Aeon Archaeology proforma project file systems and backed up to the cloud using *Acronis Cyber Protect* with additional copies made to external physical hard drive.

5.7 Metadata standards and data documentation

Digital metadata created using Microsoft Excel (*.xlsx*) or Access (*.accdb*) of all photographic plates.

Paper metadata created from Aeon Archaeology proformas for contexts, artefacts, environmental samples, watching brief day sheets, trench sheets, and basic record sheets and then scanned to create digital .PDF copies.

5.8 Data preservation strategy and standards

Long term data storage will be through the submission of digital (.PDF) reports to the regional Historic Environment Record (HER) (via HEDDOS), the RCAHMW and retention of copies of all digital files at Aeon Archaeology on physical external hard drive and uploaded to Acronis Cyber Protect.

5.9 Suitability for sharing

All digital data will be placed within the public realm (through the channels in 5.8) except for where project confidentiality restricts the sharing of data. All data sets will be selected / discriminated by the Senior Archaeologist at Aeon Archaeology and written permission will be sought from all project specific Clients prior to the sharing of data.

5.10 Discovery by potential users of the research data

Potential users of the generated digital data (outside of the organisation) will be able to source the data and identify whether it could be suitable for their research purposes through access granted via the RCAHMW website. Requests can also be made for data through the regional HER's and directly to Aeon Archaeology (info@aeonarchaeology.co.uk).

5.11 Governance of access

The decision to supply research data to potential new users will be via the associated website request (RCAHMW, HER) or via the Senior Archaeologist when made directly to Aeon Archaeology.

5.12 The study team's exclusive use of the data

Aeon Archaeology's requirement is for timely data sharing, with the understanding that a limited, defined period of exclusive use of data for primary research is reasonable according to the nature and value of the data, and that this restriction on sharing should be based on simple, clear principles. This time period is expected to be six months from completion of the project however Aeon Archaeology reserves the right to extend this period without notice if primary data research dictates.

5.13 Restrictions or delays to sharing, with planned actions to limit such restrictions

Restriction to data sharing may be due to participant confidentiality or consent agreements. Strategies to limit restrictions will include data being anonymised or aggregated; gaining participant consent for data sharing; and gaining copyright permissions. For prospective studies, consent procedures will include provision for data sharing to maximise the value of the data for wider research use, while providing adequate safeguards for participants.

5.14 Regulation of responsibilities of users

External users of the data will be bound by data sharing agreements provided by the relevant organisation or directly through Aeon Archaeology.

5.15 Responsibilities

Responsibility for study-wide data management, metadata creation, data security and quality assurance of data will be through the Senior Archaeologist (Richard Cooke BA MA MCIfA) at Aeon Archaeology when concerning data generation and early/mid-term storage. Upon deposition with digital depositories the study-wide data management, metadata creation, data security and quality assurance of data will be the responsibility of the specific organisations' themselves.

5.16 Organisational policies on data sharing and data security

The following Aeon Archaeology policies are relevant:

- Aeon Archaeology Archive Deposition Policy 2022
- Aeon Archaeology Quality Assurance Policy 2022
- Aeon Archaeology Conflict of Interest Policy 2022
- Aeon Archaeology Outreach Policy 2022
- Aeon Archaeology Digital Management Plan 2022

6.0 FURTHER ARCHAEOLOGICAL WORKS DESIGNS (FAWDs)

The discovery of substantial archaeological remains and/or features during the archaeological monitoring and recording may result in the requirement for an extended programme of archaeological mitigation. This may require the submission of revised quotes to the client as well as a new specification which will be required to be approved by the DMA at CPAT prior to implementation.

7.0 ENVIRONMENTAL SAMPLES

Relevant archaeological deposits will be sampled by taking bulk samples (a minimum of 10.0 litres and maximum of 30.0 litres) for flotation of charred plant remains. Bulk samples will be taken from waterlogged deposits for macroscopic plant remains. Other bulk samples, for example from middens, may be taken for small animal bones and small artefacts.

Bulk environmental samples will also be taken from any fills, deposits or structures which yield archaeological artefacts, charcoal flecks/ fragments, bone, or any other historic remains.

Advice and guidance regarding environmental samples and their suitability for radiocarbon dating, as well as the analysis of macrofossils (charcoal and wood), pollen, animal bones and molluscs will be obtained from Oxford Archaeology.

For guidance purposes the following volume criteria represent the minimum feature sampling requirements:

- 50% of each discrete feature (e.g. pits and postholes)
- 25% of the exposed areas of each linear feature and all terminals/intersections
- 50% of structural features (e.g. beamslots, ring-ditches)
- 50%-100% of domestic/industrial working features (e.g. hearths and ovens)

8.0 HUMAN REMAINS

Any finds of human remains will be left *in-situ*, covered and protected, and both the coroner and the DMA at CPAT informed. If removal is necessary it will take place under appropriate regulations and with due regard for health and safety issues. In order to excavate human remains, a licence is required under Section 25 of the Burials Act 1857 for the removal of any body or remains of any body from any place of burial. This will be applied for should human remains need to be investigated or moved.

9.0 ARTEFACTS

All artefacts and ecofacts will be retrieved for identification and recording and will be treated in accordance with CIfA 2020 Guidelines for the collection, documentation, conservation and research of archaeological materials (Chartered Institute for Archaeologists, 2020).

All artefacts are the property of the landowner but it is recommended that finds are deposited with the rest of the project archive within an appropriate museum. Furthermore, the client agrees to granting access to all artefacts recovered by Aeon Archaeology for analysis, study and publication as necessary. All finds would be treated according to advice provided within *First Aid for Finds* (Rescue 1999). Aeon Archaeology staff will undertake initial identification, but any additional advice would be sought from a wide range of consultants.

The recovery policy for archaeological finds will be kept under review throughout the archaeological works. Any changes in recovery priorities will be under guidance from an appropriate specialist and

agreed with the DMA at CPAT. There will be a presumption against the disposal of archaeological finds regardless of their apparent age or condition.

All finds will be collected and processed including those found within spoil tips. Their location and height will be plotted; finds numbers attributed, bagged and labelled as well any preliminary identification taking place on site. Where specialist advice is required provision will be made to do so at the earliest possible convenience.

After processing, artefacts which are suitable will be cleaned and conserved in-house. Artefacts requiring specialist cleaning and conservation will be sent to the relevant specialist. All artefacts will then be sent to a specialist for analysis, the results of which will then be assessed to ascertain the potential of the finds assemblage to meet the research aims of the project. The value of the finds will also be assessed in terms of the wider educational and academic contributions.

Depending upon the material of the remains the following experts will be consulted regarding the conservation of waterlogged material:

- Organic material: Mr Phil Parkes, Cardiff Conservation Services (tel: +44(0)29 2087 5628)
- Non-organic material: Mr Phil Parkes, Cardiff Conservation Services (tel: +44(0)29 2087 5628)

Depending upon the material of the remains the following experts will be consulted regarding the conservation and analysis of artefacts:

- Bone: Nora Bermingham
- Glass: Hilary Cool, Barbican Research Associates.
- Metal artefacts: Phil Parkes, Cardiff Conservation Services, Cardiff.
- Slag, burnt clay, hammerscale: Dr. Tim Young, Geoarch, Cardiff.
- Stone artefacts: George Smith, Gwynedd Archaeological Trust, Bangor.
- Wood artefacts: Jane Foley, Foley Conservation, Builth Wells.
- Leather: Quita Mould, Barbican Research Associates.
- Environmental Material: Dr Mike Allen, Allen Environmental Archaeology.
- Numismatics: Peter Guest, Barbican Research Associates.
- Ceramics: Leigh Dodd

If well preserved materials are found it may be necessary to employ additional staff. Furthermore, it may be necessary to suspend work within a specific region of the site, or across the whole site, while conservation and excavation/recording takes place. Aeon Archaeology accepts no responsibility for any costs incurred from delays as a result of unexpected archaeological finds.

10.0 UNEXPECTED DISCOVERIES: TREASURE TROVE

Treasure Trove law has been amended by the Treasure Act 1996. The following are Treasure under the Act:

- *Objects other than coins* any object other than a coin provided that it contains at least 10% gold or silver and is at least 300 years old when found.
- *Coins* all coins from the same find provided they are at least 300 years old when found (if the coins contain less than 10% gold or silver there must be at least 10. Any object or coin is part of the same find as another object or coin, if it is found in the same place as, or had previously been left together with, the other object. Finds may have become scattered since they were originally deposited in the ground. Single coin finds of gold or silver are not classed as treasure under the 1996 Treasure Act.
- *Associated objects* any object whatever it is made of, that is found in the same place as, or that had previously been together with, another object that is treasure.
- *Objects that would have been treasure trove* any object that would previously have been treasure trove, but does not fall within the specific categories given above. These objects have to be made substantially of gold or silver, they have to be buried with the intention of recovery and their owner or his heirs cannot be traced.

The following types of finds are not treasure:

- Objects whose owners can be traced.
- Unworked natural objects, including human and animal remains, even if they are found in association with treasure.
- Objects from the foreshore which are not wreck.

All finds of treasure must be reported to the coroner for the district within fourteen days of discovery or identification of the items. Items declared Treasure Trove become the property of the Crown.

The British Museum will decide whether they or any other museum may wish to acquire the object. If no museum wishes to acquire the object, then the Secretary of State will be able to disclaim it. When this happens, the coroner will notify the occupier and landowner that he intends to return the object to the finder after 28 days unless he receives no objection. If the coroner receives an objection, the find will be retained until the dispute has been settled.

11.0 ARCHIVING

A full archive including plans, photographs, written material and any other material resulting from the project will be prepared. All plans, photographs and descriptions will be labelled, and cross-referenced, and lodged with the National Monument Record, RCAHMW within six months of the completion of the project.

A draft copy of the report will be produced within six months of the completion of the fieldwork and sent to the Client and the DMA at CPAT for comment prior to finalisation of the report and dissemination. Bound copies of the report and an archive CD will be sent to the regional HER, the CPAT Development Control Archaeologist and to National Monument Record, of the Royal Commission on the Ancient and Historic Monuments of Wales (RCAHMW) for long term archiving.

Furthermore, a summary of the project will be sent to *Archaeology in Wales* for publication. Copies of all digital files (inc. photos, report as PDF and Word, spreadsheets, databases, survey data etc) to be presented to each of above on optical disc (ie DVD).

The project report and archive will adhere to the Welsh Trusts' and Cadw's *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)* (2018) including the translation of a non-technical summary into the medium of Welsh.

12.0 PERSONNEL

The work will be managed by Richard Cooke BA MA MCIfA, Archaeological Contractor and Consultant at Aeon Archaeology.

13.0 MONITORING AND LIAISON

Regular liaison and site monitoring meetings will take place during all stages of work. The DMA at CPAT will be informed of the start date and of discreet subsequent stages.

14.0 HEALTH AND SAFETY

Aeon Archaeology has a Health and Safety Policy Statement which can be supplied upon request. Furthermore, site-specific Risk Assessments and Method Statements are compiled and distributed to every member of staff involved with the project prior to the commencement of works.

15.0 INSURANCE

Liability Insurance

Employers' Liability: Limit of Indemnity £10m in any one occurrence

Public Liability: Limit of Indemnity £2m in any one occurrence

Legal Defence Costs (Health and Safety at Work Act): £100,000

The current period expires 07/09/24

Professional Indemnity Insurance

Limit of Indemnity £500,000 any one claim

The current period expires 07/09/24

