

**ROCKFIELD FARM, UNDY,  
MONMOUTHSHIRE  
PLANNING APPLICATION REF.  
DC/2016/00883  
WRITTEN SCHEME OF INVESTIGATION FOR  
ARCHAEOLOGICAL WORKS  
VERSION 2**



Prepared by:  
DAT Archaeological Services

For: Monmouthshire County Council



# DYFED ARCHAEOLOGICAL TRUST

PROJECT NUMBER: FS16-096

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## ROCKFIELD FARM, UNDY, MONMOUTHSHIRE

### PLANNING APPLICATION REF. DC/2016/00883

### WRITTEN SCHEME OF INVESTIGATION FOR ARCHAEOLOGICAL WORKS

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**ROCKFIELD FARM, UNDY, MONMOUTHSHIRE  
PLANNING APPLICATION REF. DC/2016/00883  
ARCHAEOLOGICAL TRIAL TRENCH EVALUATION  
WRITTEN SCHEME OF INVESTIGATION**

**1 INTRODUCTION**

1.1 Monmouthshire County Council are proposing a mixed use development (housing and employment) on land at Rockfield Farm, Undy, Monmouthshire (Planning application Ref. DC/2016/00883). The area covers around 13ha of agricultural; land directly to the south of the M4 and surrounding Rockfield Farm, mostly on a south facing slope (roughly centred on ST 4372 8774; Figures 1, 2 and 3). The area is spilt up into five separate field areas, Fields 1 to 5 (Figure 2).

1.2 This Written Scheme of Investigation (WSI or specification) has been prepared by DAT Archaeological Services (the contracting arm of Dyfed Archaeological Trust) in response to a request from Nicholas Keyes of Monmouthshire County Council, for a scheme of archaeological excavation in advance of the proposed new mixed-use development to address archaeological requirements from the archaeological advisors to the planning authority (Planning Services - Glamorgan Gwent Archaeological Trust). The WSI proposes a methodology for archaeological excavation of Field 5, in the southwestern part of the proposed development area defined as having significant archaeological potential following previous archaeological studies and investigation by Headland Archaeology.

1.3 An archaeological desk-based assessment was prepared by Headland Archaeology in July 2016 which assessed the known archaeological resource within a 500m study area around the development boundary and impacts on the settings of wider designated elements of the historic environment. The study also interrogated aerial photographs, Lidar data and cartographic sources. Based on the available information the desk-based assessment was summarised as follows:

*A desk-based assessment was carried out to inform a planning application for a mixed residential and employment (B1) use on land at Rockfield Farm, Undy, Monmouthshire. This assessment identified that there are earthwork features within the Proposed Development Area (PDA) including former field boundaries and features that probably relate to stock control in the post-medieval period. Development of the site will damage or remove these remains but they are not considered to be of more than low importance. There is also potential for the PDA to contain below ground features relating to earlier periods of activity including medieval agricultural use and possibly earlier phases of occupation. The proposed development would damage any such remains if present within the site, but these are unlikely to be of high importance. The known and potential heritage assets within the PDA are unlikely to represent an in principal constraint to development, but may require further investigation or mitigation.*

*The assessment also considered the potential for the proposed development to harm the significance of designated heritage assets in the wider area through changes in their settings. A scheduled moated site immediately southeast of the PDA is currently experienced in an area of housing with views of agricultural land (including the PDA) to the north. Development of the PDA would change the character of a portion of this view from agricultural land to housing and employment uses, but the evidential value and communal value of the moated site would not be harmed. (Headland Archaeology 2016a)*

1.4 The assessment highlighted the presence of extant earthwork field boundaries within Field 5 in the southwestern part of the development area, which appeared to be of post-medieval date and initially determined as low archaeological significance.

- 1.5 Following the desk-based assessment a scheme of geophysical survey was carried out over the entire development area which identified a number of anomalies (Figure 4), mostly within Field 5 and interpreted as for the desk-based assessment, based on the available evidence. The report was summarised as follows:
- Headland Archaeology (UK) Ltd undertook a geophysical (magnetometer) survey covering 12 hectares at Rockfield Farm, Undy, Monmouthshire, ahead of the proposed development of the site. The survey also covered 2.8 hectares to the north of the proposed development area which is designated as a safeguarding area for the M4 motorway relief road. The geophysical survey has identified linear anomalies consistent with a medieval and post-medieval agricultural landscape locating former strip field boundaries as well as evidence of later ridge and furrow ploughing. Anomalies probably locating remnant earthworks, possibly associated with post-medieval stock enclosure, are also identified. A single curvilinear anomaly of uncertain origin has been identified and has tentatively been interpreted as of possible archaeological origin. However, a non-archaeological cause is equally plausible. Based on the results of the survey and considering the conclusions of the desk-based assessment the archaeological potential of both the Outline Application Area and the M4 Safeguarding Area is considered to be low. (Headland Archaeology 2016b)*
- 1.6 In October 2016 a trial trench evaluation of the site was carried out by Headland Archaeology which provided more information on the buried archaeology of the site (Headland Archaeology 2017). A total of 20 trenches were excavated across the site area, mostly of 50m length, with 4 of 25m length and a single trench of 40m (Figure 5). The trenches were located to target anomalies of possible archaeological origin identified by the geophysical survey and also target the area closest to a medieval moated site directly to the southeast of the development site (Scheduled Ancient Monument Number MM198). No archaeological remains were found in the trenches across most of the development area (Fields 1, 2, 3 and 4).
- 1.7 In Field 5 trenches were excavated across the earthwork banks considered to likely date from the medieval or post-medieval periods associated with stock enclosures. Trenches 7, 8 and 9 targeted the main area of visible earthworks directly to the south of Rockfield Farm in the northeastern part of Field 5. Trench 6 targeted a linear earthwork bank running roughly northwest to southeast to the west of the main area of earthworks. Trench 10 targeted an area to the south of the main group of earthworks. Trench 11 targeted a more regular earthwork in the southern part of Field 5 which extends into the modern housing estate to the south.
- 1.8 Two sections were excavated through the banks, in Trench 6 and 8. The results suggest that they are the remnants of a pre-medieval field system, a rare survival within this area. The banks were constructed of clay with local limestone, the material derived from shallow ditches adjacent to the banks. In some areas the bedrock appeared to have been terraced slightly to enhance the banks. The limestone bedrock was encountered at a shallow depth in many places within the field, and the report notes that 'it was difficult, but not impossible, to identify negative features due to a layer of weathered and fractured limestone overlying bedrock' (Headland Archaeology 2017, p9). In a number of places it was noted that the topsoil was very thin overlying the banks and underlying bedrock. The banks were exposed in Trenches 7 and 9, but were not investigated further having the same appearance as those in Trenches 6 and 8. Trench 10 revealed no archaeological features. Trench 11 revealed the more regular earth bank, but this was not investigated further.

1.9 Finds recovered from the trenches in Field 5 included abraded prehistoric pottery, animal bone and worked flint of probable Early to Middle Neolithic date in Trench 6; Middle Bronze Age pottery and a fragment of glass bead (of possible Iron Age date) were recovered from Trench 8; and post-medieval and medieval pottery were recorded from Trench 11.

1.10 The report concluded that *'Within Field 5, the system of upstanding banks has a likely prehistoric date. Relatively extensive upstanding prehistoric field systems and other land divisions are known from mainly upland areas such as Dartmoor or upland parts of Wales, where medieval and later ploughing has not impacted earlier remains, but evidence in lowland areas generally survives only as plough-truncated features, without an upstanding element remaining. Therefore, although there is ample archaeological evidence in the British Isles of increasing landscape organisation from the Middle Bronze Age onwards, the survival of upstanding remains from within the plough-zone of the Gwent Levels is a very unusual product of a local geological quirk.'*

*Generally speaking, the more extensive a field system is, the greater its evidential value. Based on its layout, the system of banks at Rockfield Farm appears to be a surviving fragment of a possibly more extensive landscape system. It seems likely that some of the banks extended into the area to the south-west now occupied by modern housing. It is also possible that the system extended further to the south-east, but has now been totally removed by later ploughing – there was no evidence for any surviving remnants in any of the trial trenches outside of Field 5.*

*The suggestion of multi-period activity given by the apparently Neolithic flint assemblage and Bronze Age pottery adds a dimension of significance to the site, because it could potentially hold clues about social and technological changes which took place between these periods. The evidence for occupation activity is also significant, because even a fragment of a system will hold greater evidential value if it contains the interface between domestic space and its associated production land.'*

1.11 Following the evaluation, the archaeological advisors to the planning authority, Planning Services - Glamorgan Gwent Archaeological Trust, have requested excavation of Field 5 and investigation of the adjacent development areas prior to the development commencing at the site. The scope of the excavation has been confirmed as comprising full excavation of the main area of earthworks in the northeastern part of Field 5, south of Rockfield Farm, covering evaluation Trenches 6, 7, 8 and 9; full excavation of the earthwork bank area in the south of the field targeted by Trench 11; and a strip map and record exercise across the remaining part of the field to determine the extent of any further earthwork banks within the area. As no other archaeological features were identified in the trial trenches in the surrounding fields, it has been agreed that a watching brief should be maintained on the areas immediately adjacent to Field 5 to determine if remnants of the earthworks extend into the adjacent fields. A contingency for excavation of these features will also be needed.

1.12 The area of excavation for the main area of earthwork boundaries is c.1.4ha; for the southern enclosure it is c.0.4ha; and for the remaining strip map and record of the field it is c.1.2ha. These are shown on Figure 6, as are the areas for the watching brief. There is an area at the western end of Field 5 which is proposed to be left as open space on the present Masterplan (Figure 3) measuring roughly 0.35ha in size. It will need to be confirmed by the appointed archaeological contractor as to whether this area will need to be subject to strip map and record, or if it will be left undisturbed by the development proposals.

1.13 The excavation areas assume that there are no constraints, such as services, present. Utility plans were consulted by Headland Archaeology prior to the

archaeological evaluation and a Cable Avoidance Tool was also used within the trench areas to confirm that no services were present. It will need to be confirmed that no services are present within the excavation areas prior to the appointed archaeological contractor carrying out the works.

- 1.14 Overhead cables are present along the eastern edge of Field 5 leading up The Elms to Rockfield Farm.
- 1.15 The appointed archaeological contractor will need to confirm that the site area is not subject to any environmental restrictions. An area of exclusion is present within the main area of earthworks, of around 0.05ha, which covers the site of a large oak tree which has a Tree Preservation Order on it and which will not be disturbed by the development proposals (Figure 5 and 6). The removal of trees or shrubs should only be done with the relevant permissions in place. Restrictions regarding the disturbance of nesting birds will need to be considered. Liaison with the Monmouthshire County Council environmental teams will be required.
- 1.16 This WSI details the methodology of the excavation and watching brief which will be undertaken and has been prepared in accordance with the *Standard and Guidance for Archaeological Excavation* (CIfA<sup>1</sup> 2014) and the *Standard and Guidance for an Archaeological Watching Brief* (CIfA 2014).
- 1.17 The archaeological works should be undertaken by a Registered Organisation with CIfA and managed by a Member of the Chartered Institute for Archaeologists (MCIfA).
- 1.18 the appointed archaeological contractor will need to comply with this approved written scheme of investigation, and any variance from it should be discussed and approved with the Planning Services team at Glamorgan Gwent Archaeological Trust and the client.

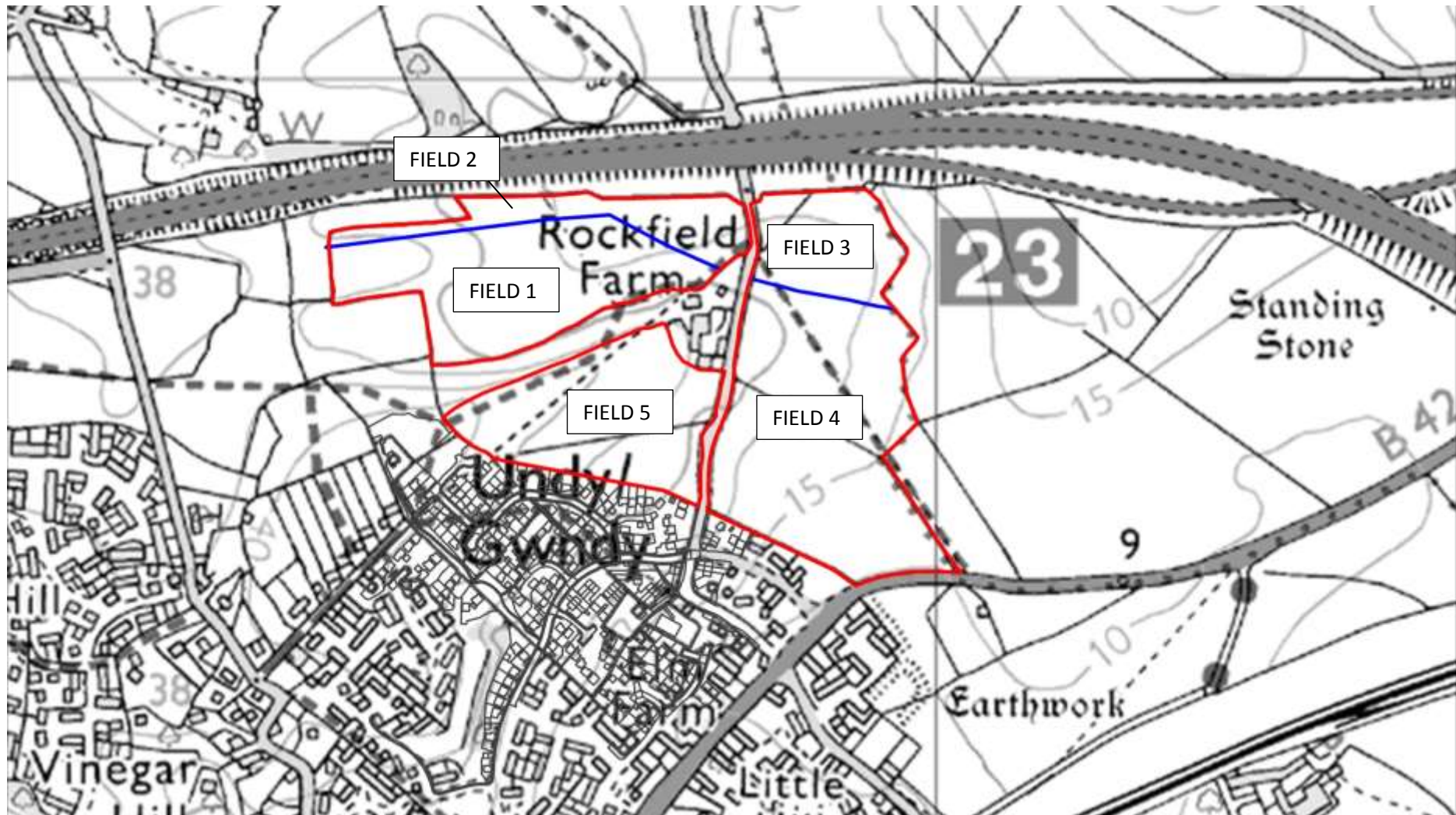
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<sup>1</sup> Chartered Institute for Archaeologists.



**Figure 1:** Location of Undy, Monmouthshire and Proposed Rockfield Farm Development Area

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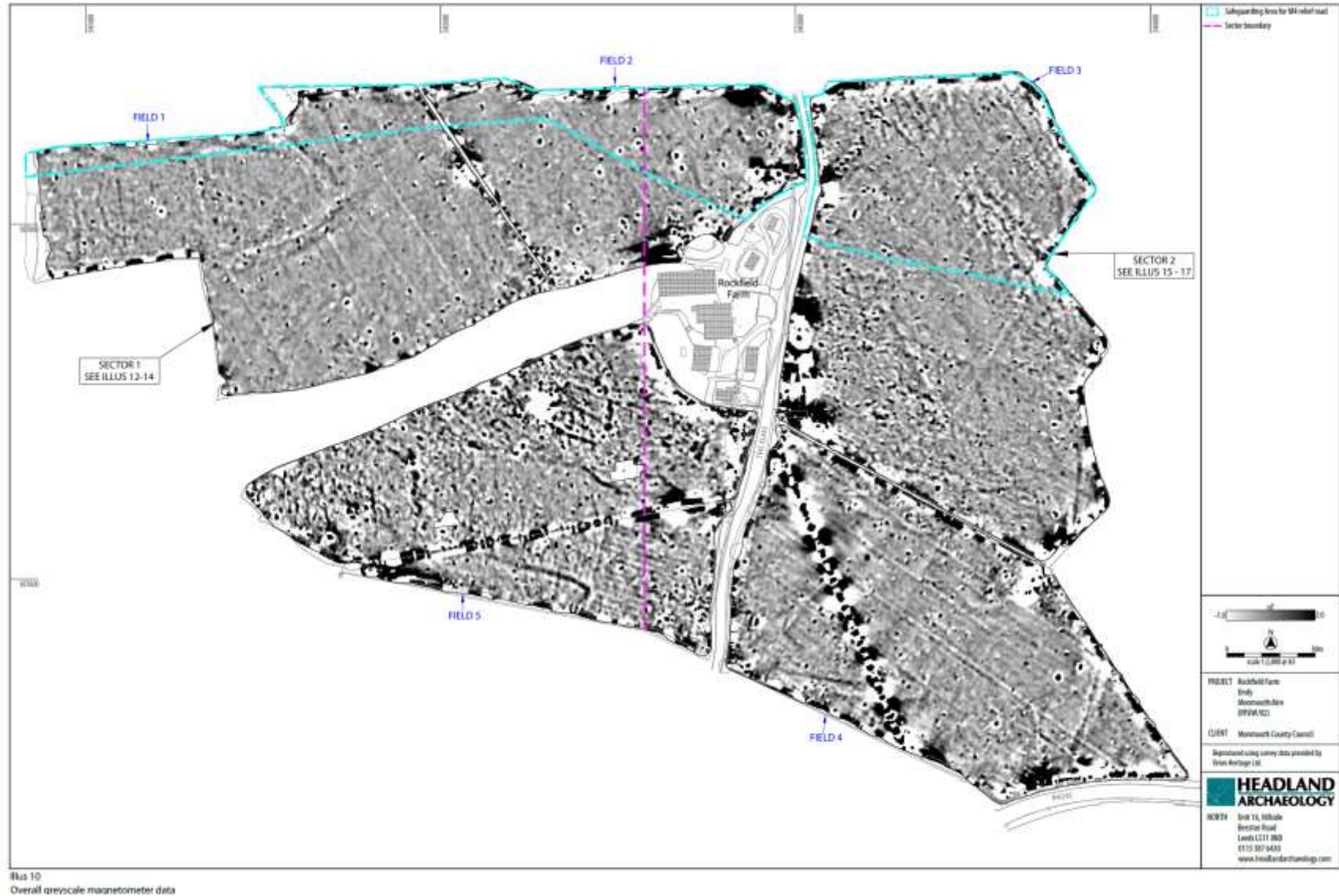
**Figure 2:** Rockfield Farm development area with Field Numbers (above Blue Line is area safeguarding area for M4 motorway relief road)

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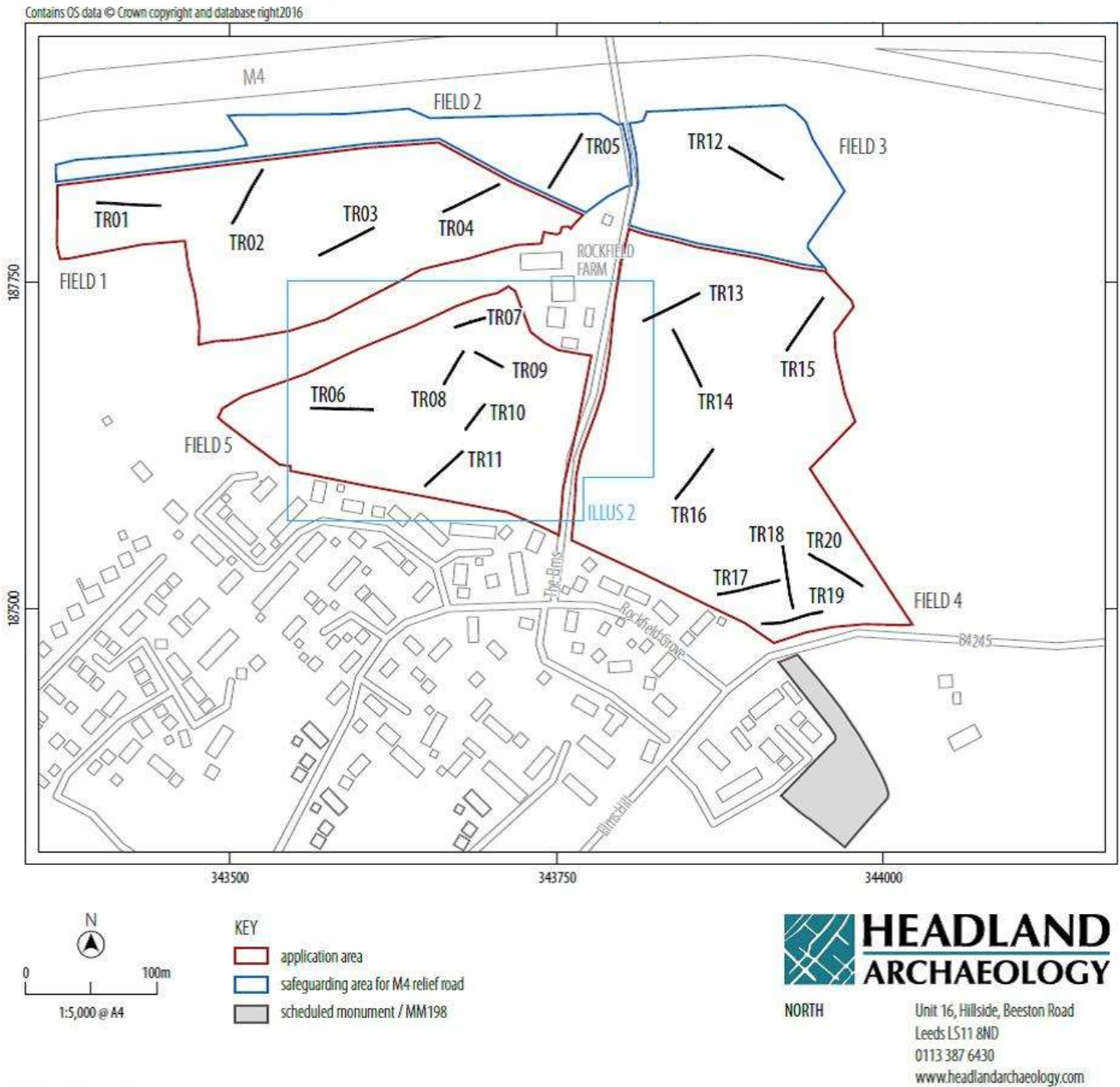




**Figure 3:** Provisional Masterplan (supplied by Monmouthshire County Council)



**Figure 4:** Geophysical Survey Greyscale plot (Illustration 10 from Headland Archaeology 2016b)



ILLUS 1 Site location

**Figure 5:** Trench location plan (Illustration 1 from Headland Archaeology 2017)

## **2. SITE VISIT INFORMATION FOR FIELD 5**

- 2.1 A site visit was undertaken on 31<sup>st</sup> March 2017 to view the development area and ascertain the present ground conditions (Photos 1 to 11).
- 2.2 Field 5 is presently under rough pasture, with the earthworks clearly present within the field. Patches of limestone are present, many of which indicate the positions of former evaluation trenches, but may also indicate outcrops of bedrock.
- 2.3 Field 5 is a roughly triangular field which lies on a roughly south facing slope, with rises to the northwestern corner of the field and to the northeast towards Rockfield Farm. The field is presently divided into two with a post and wire fence aligned roughly east to west through the middle, with the remains of a former hedgerow at its eastern end.
- 2.4 The southern boundary is defined by the modern housing estate; the northwestern edge is a field boundary to the adjacent woodland and trackways; the northeastern boundary is defined by Rockfield Farm; and the eastern boundary is a hedgerow between the field and The Elms road. Gated access is possible from The Elms into the site area.
- 2.5 Overhead cables are present along the eastern edge of Field 5 leading up The Elms to Rockfield Farm. Earthmoving machinery would need to access the field under these cables. No other visible evidence for services was noted in Field 5 (or on the geophysical survey).
- 2.6 A large tree is present on the southern edge of the main earthworks area. This is protected by a Tree Preservation Order (TPO). It is understood this is the only tree within the area subject to a TPO.



Photo 1: View south from gated access from The Elms along eastern hedgerow towards modern housing estate



Photo 2: View west along central post and wire fence (and partial hedgerow) through the middle of Field 5



Photo 3: View northwest along southern part of Field 5 showing boundary to modern housing estate to left and post and wire fence to right



Photo 4: View south showing earthwork area to south of field running into housing estate



Photo 5: View east within southern part of Field 5 towards The Elm road



Photo 6: View northeast from southern part of Field 5 towards Rockfield Farm showing gated access from The Elms road



Photo 7: View northwest along northern part of Field 5 on southern edge of main earthworks area, with tree subject to TPO



Photo 8: View northeast across towards Rockfield Farm showing main area of earthworks



Photo 9: View west across main earthworks area of Field 5, showing backfilled Trench 8 to left and cattle feeding area to right





Photo 10: View southwest along backfilled Trench 8 within main earthworks area



Photo 11: View southeast along clear bank in main earthworks area in Field 5 towards tree subject to TPO



**Figure 5:** Field 5 showing areas for full excavation (Blue) and Strip, Map, Record (Green), with watching brief areas in surrounding Fields 1 and 4 (Light blue) with TPO exclusion zone marked (Based on OS map)

### **3 AIM AND OBJECTIVES OF THE PROJECT**

3.1 This document provides a scheme of works for:

**The implementation of a scheme of works for archaeological excavation; a strip, map and record exercise; and a watching brief at the proposed mixed use development at Rockfield Farm, Undy, Monmouthshire. A report shall be prepared on the results of the archaeological works and an archive created of all finds, records, photographs and plans created.**

2.2 The following tasks will be completed:

- Provision of a written scheme of investigation to outline the methodology for the archaeological works to be implemented by the appointed archaeological contractor (this document);
- To preserve through record the archaeological remains within Field 5 at Rockfield Farm, Undy and determine the state of preservation, character, extent and date range for any archaeological deposits identified in the areas of watching brief;
- Production of a report on the results;
- To produce an archive of the results and deposition of the said archive in a suitable archive repository.

#### **4. ARCHAEOLOGICAL RECORDING METHODOLOGIES**

##### **4.1 Archaeological Excavation**

- 4.1.1 The results of the evaluation by Headland Archaeology, and the existing earthworks on the site have defined two areas of early field boundaries and enclosures which will require full archaeological excavation. These are highlighted in blue on Figure 5. The protection zone around the tree in the main earthworks area which is subject to a TPO will need to be demarcated and fenced off from any groundworks.
- 4.1.2 The topsoil and any non-archaeologically significant subsoil, across these areas will be carefully removed using a mechanical excavator fitted with a flat bladed bucket under permanent archaeological supervision. It should be noted that the topsoil is very shallow in places and will require intensive monitoring by the appointed archaeological contractor to ensure that archaeological deposits are not removed. It was noted during the evaluation that *'it was difficult, but not impossible, to identify negative features due to a layer of weathered and fractured limestone overlying bedrock'* (Headland Archaeology 2017, p9).
- 4.1.3 The same method of topsoil strip will be used for those areas where a strip, map and record exercise is being implemented, and logically undertaken as part of the same phase of work.
- 4.1.4 If topsoil is not being removed from site, then it should be temporarily stored within Field 5. Storage would ideally be located in areas where strip, map and record has been carried out and has demonstrated that no significant archaeological remains survive (these should be first confirmed as suitable by Planning Services at GGAT).
- 4.1.5 The topsoil over the area of the enclosures will be closely monitored for the presence of artefacts, especially flintwork. A small sample of the topsoil will be sieved for artefact collection over the main area of the enclosures to determine whether more intensive sieving of machine stripped soil would be necessary.
- 4.1.6 Within the two excavation areas, the earthwork banks should be exposed and sections hand excavated through them. At least 50% of these banks will be excavated in no more than 2m long sections. The profiles through the banks will be recorded via section drawing at a scale of 1:10. Any deposits sealed by the banks will also be hand excavated, and where these produce significant archaeological information, further removal of the banks may be required.
- 4.1.7 The shallow ditches from which the up-cast has been used to form the banks will be hand-excavated in sections of no more than 2m length. The exposed sections through the ditch should be drawn at a scale of 1:10. The ditches will be at least 50% excavated.
- 4.1.8 Any other archaeological significant features identified within the excavation areas will be 100% excavated. These could be associated with settlement or other activities which may provide information on the usage and dating evidence for the features.
- 4.1.9 All areas of excavation will be appropriately hand cleaned to prove the presence, or absence, of archaeological features and to determine their significance. Following the site strip, the areas will be surveyed using accurate GPS or Total Station to record the identified features.

- 4.1.10 Features containing deposits of environmental significance will be sampled, if present. The samples will be retained in stable conditions until analysis can be arranged.
- 4.1.11 All deposits will be recorded by archaeological context record sheet, scale drawing, photography and site notebooks, using a recognised archaeological recording system, which should be approved by Planning Services at GGAT. All deposits will be individually recorded and given context numbers. Significant deposits will be recorded by scale drawing (no less than 1:20); drawn plans will be related to Ordnance Datum and known boundaries.
- 4.1.12 A digital photographic record will be maintained as a minimum, using a high resolution camera, with photographic information recorded for all photographs taken.
- 4.1.13 All archaeologically significant artefacts, ecofacts and samples will be retained and, where possible, related to the contexts from which they derived. Sensitive materials will be stored in appropriately stable conditions. Finds will be temporarily stored by the appointed archaeological contractor in stable conditions. All finds, except those deemed to be Treasure<sup>2</sup>, will remain the property of the landowner, but it is assumed that permission will be given by the landowner for these to be stored as part of the archive in a suitable repository (ownership will still be with the landowner).
- 4.1.14 Under the 1996 Treasure Act, "treasure" can be summarised as:
- Any object other than a coin containing at least 10% gold or silver and at least 300 years old;
  - Any prehistoric assemblage of base metal;
  - Coins found together which contain 10% gold or silver (but no single coins) and groups of at least 10 coins of other metals, provided they are at least 300 years old;
  - Any object found associated with treasure except unworked natural objects; and
  - Any object which would have been Treasure Trove before the 1996 Act but not covered above.
- 4.1.14 In the unlikely event of the discovery of archaeological human remains they will have to be removed following the granting of a licence for the removal of human remains by the Ministry of Justice.

## **4.2 Strip, Map and Record Exercise**

- 4.2.1 The Strip, Map and Record exercise will be implemented over the remaining area of Field 5 where no trial trenching has not demonstrated the presence of significant archaeological remains or where no earthworks have been identified. This area is coloured green on Figure 5. There is an area at the western end of the strip, map and record area which is indicated as open space on the Master Plan (Figure 3). The appointed archaeological contractor will need to confirm with the client as to what the plans for this area are. If the area will remain undisturbed, then it may be excluded from the strip, map and record zone; if it will be subject

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<sup>2</sup> If any material deemed to be Treasure is found, the Coroner must be informed

to landscaping or other ground disturbance, then it will need to be subject to strip, map and record.

- 4.2.2 The topsoil and any non-archaeologically significant subsoil, across this area will be carefully removed using a mechanical excavator fitted with a flat bladed bucket under permanent archaeological supervision. The topsoil strip of these areas will most likely be carried out in the same phase of work as the strip of the excavation areas.
- 4.2.3 Any archaeological features identified within this area will be defined and surveyed using either accurate GPS or Total Station.
- 4.2.4 Sample areas of the site strip will be hand cleaned to further define the presence, or absence, of archaeological features and to determine their significance. A sample of these features will then be archaeologically excavated and recorded using the same methodology as noted above (sections 4.1.9 – 4.1.12). The sample size will be determined by the significance of the exposed archaeology and in consultation with Planning Services at GGAT.
- 4.2.5 The excavation of the minimum number of identified archaeological features needed to elucidate the character, distribution, extent, date and importance of the archaeological remains will be undertaken.

### **4.3 Archaeological Watching Brief**

- 4.3.1 An archaeological watching brief will be maintained over those areas of the development site bordering Field 5, in the anticipation that the identified archaeological remains may extend beyond the present field boundaries. Any such remains are likely to have been significantly truncated through ploughing.
- 4.3.2 An intensive watching brief will be implemented during all groundworks within the identified areas by an experienced archaeologist. The watching brief zone is 30m in width extending from the northern and eastern field boundaries (Figure 5).
- 4.3.3 The archaeologist will have the power to halt groundworks in areas where archaeological remains are identified until they have been further investigated and recorded. Areas of archaeological interest will be demarcated and made known to site contractors.
- 4.3.4 Adequate time must be made available to the visiting archaeologist to ensure that appropriate recording can be undertaken of any archaeological features or deposits exposed during ground works.
- 4.3.5 Recording of all archaeological features or deposits will conform to best current professional practice and be carried out in accordance with a recognised methodology agreed with Planning Services at GGAT. Archaeologically recording will use the same methodology as noted above (sections 4.1.9 – 4.1.12).
- 4.3.6 In the event that unforeseen archaeological discoveries are made during the development, or that archaeological remains of high significance are exposed, the appointed archaeological contractor will have the power to halt any ground works and shall inform the client and Planning Services at GGAT, and prepare a written statement with plan detailing the archaeological evidence. Following assessment of the archaeological remains by all parties, if required, a contingency scheme for salvage excavation of affected archaeological features may need to be implemented. This event may need to be covered by contingency financial

arrangements within the project budgets. This contingency will also be implemented in the event that the watching brief identifies significant remains extending beyond the 30m wide watching brief zone.

## **5 TASK 6: POST-EXCAVATION ANALYSIS**

- 5.1 An initial assessment of the results of the completed project will be put together for discussion with the client and Planning Services at GGAT to determine the appropriate way forward for full post-excavation analysis. This will include the level of detail required for specialist analysis of all artefacts or ecofacts recovered from the site. Radiocarbon dating is very likely to be required. The extent of conservation of any recovered artefacts will also be determined at this stage.
- 5.2 A grey literature report will be produced detailing the full results of the fieldwork which will be assessed in local, regional and wider contexts. This will include full specialist reports.
- 5.3 Appropriate specialists will need to be named by the appointed archaeological contractor for the analysis of artefacts and ecofacts, to include palaeo-environmental analysis and ceramic identification/analysis. Further specialists may also be required.
- 5.4 It is anticipated that a summary of, or short report on, the project results, excluding any confidential information, will be prepared for wider dissemination (e.g. Archaeology in Wales and special interest and period-specific journals). A more detailed publication report will also be required to be placed in an appropriate journal or publication.
- 5.5 The grey literature report and specialist reports will be prepared to follow the relevant *Standard and Guidance* of the Chartered Institute for Archaeologists (CIfA 2014).
- 5.6 Digital copies (and paper copies if required) of the grey literature report will be supplied to Planning Services at GGAT and the regional Historic Environment Record. Other copies of the report will need to be supplied to the client, the quantity and format to be determined at a later date.

## **6 ARCHIVING**

- 6.1 All data recovered during the archaeological works will be collated into a site archive structured in accordance with the specifications in *Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation* (Brown 2011), and the procedures recommended by the National Monuments Record, Aberystwyth. The *National Standards for Wales for Collecting and Depositing Archaeological Archives* produced by the Federation of Museums and Art Galleries of Wales will also be adhered to. Digital archives will be collated using the Royal Commission on the Ancient and Historical Monuments of Wales systems (2015) and deposited with the RCAHMW.
- 6.2 The project archive, including all significant artefacts and ecofacts (excepting those which may be deemed to be Treasure) will be deposited with an appropriate body following agreement with the landowner. The appointed archaeological contractor will arrange for the deposition of finds, and ascertain the costs of storage and deposition, with an approved body

before the project commences and inform Planning Services at GGAT of the arrangement which has been made.

## **7 STAFF**

- 7.1 The project should be managed by a Member of the Chartered Institute for Archaeologists (MCI(A)).
- 7.2 The on-site works will be undertaken by experienced archaeologists, with appropriate CSCS cards.

## **8 MONITORING**

- 8.1 The archaeological excavations will need to be monitored by the archaeological advisor to the planning authority, Planning Services at Glamorgan Gwent Archaeological Trust. This should be arranged before the excavation is carried out in order to give at least one week's notice before the start of the works. Regular monitoring visits are likely to be required.

## **9 HEALTH AND SAFETY**

- 9.1 As noted in the introduction, service information should be obtained prior to the start of the works.
- 9.2 A health and safety risk assessment must be prepared prior to the works commencing to ensure that all potential risks are minimised.
- 9.3 All relevant health and safety regulations must be followed.
- 9.4 All site inductions, H&S procedures, H&S constraints and site rules of the client or any on-site contractor will be made known to the archaeological contractor at the start of the works.
- 9.5 Safety helmets, high visibility vests and boots are to be used by all site personnel as necessary. The developer will make all site staff aware of any other PPE<sup>3</sup> that may be required.

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<sup>3</sup> Personal Protection Equipment



## **10. BIBLIOGRAPHY**

- Brown, D. H., 2011, *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation*, Institute for Archaeologists on behalf of the Archaeological Archives Forum
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