



**Wern Y Cwm Farmhouse, Wern-Y-Cwm Road,  
Llandewi Skirrid, Abergavenny, Monmouthshire,  
NP7 8AW.**



**Written Scheme of Historic Environment  
Mitigation for an Archaeological Watching Brief**

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**MCC Application No: DM/2022/01785 & DM/2023/01140**

**September 2023**

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Court Farm House  
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## Summary

This document acts as a Written Scheme of Historic Environment Mitigation (WSHEM) for a programme of archaeological works during the extension of the current vegetable garden and excavation of a wildlife pond (DM/2022/01785), and construction of a barn and stables (DM/2023/01140) at Wern-Y-Cwm Farm, Wern-Y-Cwm Road, Llandewi Skirrid, Abergavenny, Monmouthshire, NP7 8AW. It was commissioned by the owner, Ms Tenison, and Churchill Archaeology is the Heritage Consultant and Contractor for the project.

The programme of work, which is due to take place in the autumn of 2023, was agreed between Monmouthshire County Council (MCC) and Glamorgan Gwent Archaeological Trust (GGAT) and consists of an archaeological watching brief with detailed contingency arrangements. This document answers the first phase of the works for item 4 of the Approval of Planning Permission Application No: DM/2022/01785 and item 7 of the Approval of Planning Permission Application No: DM/2023/01140 in accordance with the Town and Country Planning Act 1990, The Town and Country Planning (Development Management Procedure) (Wales) Order 2012.

Wern-y-Cwm Farm covers an area of c.12 hectares and has four main buildings: The Farmhouse, The Great Barn, The Cider House and The Dairy. The current farmhouse dates to the mid-17<sup>th</sup> century but is thought to have replaced and incorporated elements of an earlier structure. It is Grade II listed, as is the adjacent Great Barn, which also includes the U-plan Dairy range to the south. In addition to its architectural and evidential interest, the complex has significant historic value as the birthplace of the 17<sup>th</sup> century mariner, Captain Thomas James, who discovered New South Wales. On the edge of the farmhouse gardens is the site of Wern-Y-Cwm enclosure, a rectangular cropmark as catalogued in the GGAT HER. However, following a study by GGAT in 2006 for Cadw, the enclosure was rejected as a Prehistoric feature.

The proposed development is situated in a wildflower meadow c. 85m to the south of The Farmhouse and c.40m to the south-east of The Dairy. It will consist of the terracing of the steep escarpment to accommodate further vegetable borders, the excavation of a large pond, and the landscaping and construction of a 17m long Dutch barn.

## Introduction

In July 2023, Churchill Archaeology was commissioned by Ms L. Tenison, hereafter the Client, to undertake an archaeological watching brief during the development of a terraced vegetable garden, wildlife pond, barn and stables at Wern-Y-Cwm Farm, Wern-Y-Cwm Road, Llandewi Skirrid, Abergavenny, Monmouthshire, NP7 8AW (NGR: SO 34371 17873).

Wern-Y-Cwm Farm is situated on the slopes of the Skirrid, just over a kilometre to the north of Llandewi Skirrid and the old road (B4521) from Abergavenny to Ross-on-Wye. The farm has been identified as a historic farmstead by GGAT (GGATHER Ref: 13771g) and contains two Grade II listed buildings and two additional buildings included within the curtilage. It is not situated within a Conservation Area, Archaeologically Sensitive Area or Historic Landscape Characterisation Area.

Churchill Archaeology is the Archaeological Consultant and Contractor for this project and has prepared this document, which acts as a method statement and Written Scheme of Historic Environment Mitigation (WSHEM) for a programme of archaeological mitigation. The scope of archaeological work, as agreed by Monmouthshire County Council (MCC) and the Glamorgan Gwent Archaeological Trust (GGAT) will take the form of an archaeological watching brief with detailed contingency arrangements during any ground works to provide an opportunity to identify and record archaeological remains and report on the findings in the appropriate manner.

This document was prepared in accordance with the heritage guidance outlined in *Planning Policy Wales Edition 11* (Welsh Gov, Feb 2021), *Planning Policy Wales Technical Advice Note 24: The Historic Environment* (Welsh Gov, 2017) and Glamorgan Gwent Archaeological Trust's *Archaeology and Planning in South-East Wales Notes and Guidance*. It also follows the current best practice and guidance provided by the Chartered Institute for Archaeologists (CIfA 2020) and in accordance with CIfA Codes of Conduct (2022).

## Site Details

Wern-Y-Cwm is situated 1km to the north of Llandewi Skirrid and approximately 5km to the north-east of Abergavenny. The farm covers an approximate area of 12 hectares (30 acres) on a small level peninsula situated at 220M – 230m aOD on the eastern slopes of the Skirrid Mountain. Whilst the landscape to the north, west and south are obscured by topography and vegetation, the ground slopes sharply to the east and south-east providing excellent views.

According to Natural Resources Wales the farm is situated on the north-western boundary of a large Historic Landscape called East Abergavenny (MNMTHHL049) which is described as follows:

*The area is commensurate with the eastern extent of the Medieval Lordship of Abergavenny, and comprises irregular fieldscape, distinguished ... in part by topography and the density of settlement pattern, largely dispersed, but with discrete small linear and at least one nucleated settlement (Llangattock Lingoed) focused on its early medieval church (Locock 2002).*

It states there is substantial evidence for Prehistoric, Early Medieval and Medieval occupation within the area, but it should be noted that it covers a vast area from Pandy in the north to Gwernesney in the south. The nearest Scheduled Monument to the site is the Remains of St Michael's Chapel and Skirrid Fawr Defended Enclosure situated c.1.5km to the west (SAM Ref: MM182, NGR: SO 33081 18156).

According to the GGAT HER there is a rectangular cropmark c.15m to the east of the site beside the formal gardens in front of the house (GGATHER Ref: PRN 03284g, NGR: SO344179). In a study of *Prehistoric Defended Enclosures in Gwent* by Hannah Wiggins for GGAT, the enclosure was dismissed as there was not enough information to accept the site (Wiggins, 2006). A discussion with Toby Driver, Senior Investigator (Aerial Survey) for the Royal Commission on the Ancient and Historical Monuments of Wales has concluded that the aerial photographs suggest there is a possible rectangular enclosure to the east of the farm, but it is likely to be a garden or cultivation terrace. There was no indication of a cropmark or earthwork feature in this location during the site visit.

The farm is situated at the end of a drive (Wern-Y-Cwm Road) extending 1km northwards from the Old Ross Road (B4521). There is another track referred to locally as the Priest's Walk situated to the south-east of the complex that leads to Tyr Ysgubor and Court Farm in Llandewi Skirrid. To the west is woodland that surrounds another locally listed historic farm, Pentre Farm, although this does not contain any listed buildings. Another large patch of woodland is situated down the slope to the east called Coed y De. Both these woodlands surround notable spring lines marked on the Ordnance Survey maps, but evidence on the ground also suggests there are several smaller springs running south of the site.

The farm consists of four main buildings. In the north-eastern corner, the mid-17<sup>th</sup> century Farmhouse is orientated on a north-west to south-east angle and has formal gardens laid out to the east and south. Set slightly back to the west, orientated north to south, is the Cider House with the mid-17<sup>th</sup> century Great Barn perpendicular to the west. South of this is the U-plan courtyard range called The Dairy. Strips of woodland surround the boundaries and roads and there are three small ponds.

The Farmhouse is a Grade II Listed Building (LB Ref: 2890) and is described by Cadw as follows:

*A medieval timber-framed house may have existed on the site, and some timbers may have been re-used to build the barn at Wern-y-cwm. The present farmhouse dates from mid-C17 and began as a two unit dwelling, to which a two storey rear lean-to was added, probably in the early C18, to create a double depth house. The original C17 staircase may have been located beside one of the gable fireplaces or*

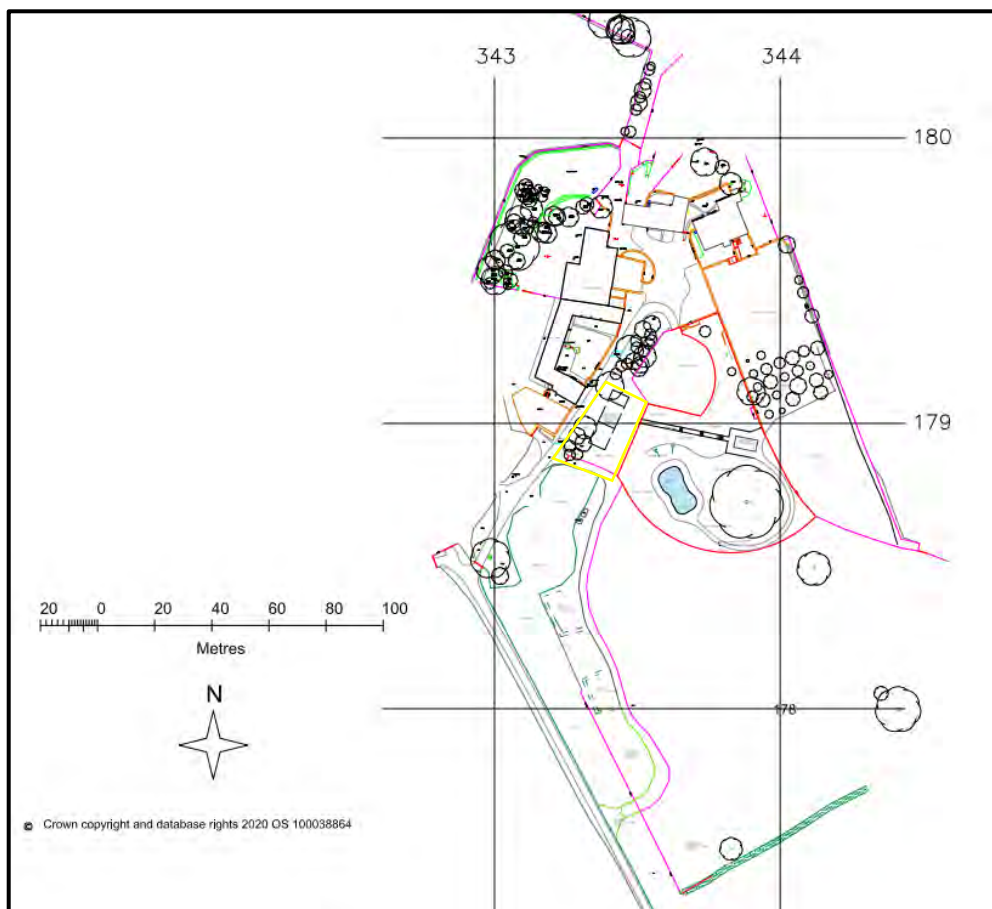
possibly housed in a separate stair wing at the back. The house was refenestrated in the early C19 and there have been some modern alterations.

The Great Barn is also a Grade II Listed Building (LB Ref: 2891) and encompasses the surrounding historic agricultural buildings including The Dairy range and the Cider House. It's listed building description features the following:

*A probably mid C17 corn barn, enlarged in 1831 when E porch was added, with further additions in the later C19. Farm building range consisting of large barn and attached farm buildings. Rubble stone, with slate roof and some brick dressings. Great barn has central threshing floor with large opposing gabled porches on each side. ... Attached to N is a stable and to S a single-storey pigsty with a stone walled front yard. Attached to the N gable of the barn is a full-height extension with stables on ground floor and above a half-timbered loft, now faced with vertical boarding. ... Attached to the S of the barn is a U-plan courtyard range: on N and E sides are single storey hammels with broad segmental arched brick openings facing an open yard, with remains of an earlier stone barn enclosing yard at extreme S end.*

The site itself is proposed to the c. 85m to the south of The Farmhouse and c.40m to the south-east of The Dairy. It is within a wildflower meadow that rises in the centre and then slopes sharply to the south-east. It is grazed half of the year by sheep. To the north the field is separated from a gravel car park by a wooden fence. The remaining boundaries are mature hedgerows and trees.

The bedrock geology for the site is the Maughans Formation, argillaceous rocks and sandstone formed approximately 393-419 million years ago in the Devonian Period when the area was dominated by rivers (BGS, 2023).



**Figure 1: Site Location Plan for pond and terracing (red) and barn and stable (yellow) (Courtesy of Heron Associates)**



**Figure 2: Proposed location of the pond with the oak tree in the background, facing south-east.**



**Figure 3: View of the farmhouse from the proposed site, facing north.**



## Relevant Planning Policies and Guidance

### National Legislation for Wales

The Historic Environment (Wales) Act 2016 provides the legislative framework for the protection and sustainable management of the historic environment in Wales. It builds upon and makes certain amendments to the Ancient Monuments and Archaeological Areas Act 1979 and the Planning (Conservation Areas and Listed Buildings) Act 1990. Further details about the roles and procedures the Welsh Ministers can exercise concerning conservation areas can be found here: [https://www.legislation.gov.uk/anaw/2016/4/pdfs/anaw\\_20160004\\_en.pdf](https://www.legislation.gov.uk/anaw/2016/4/pdfs/anaw_20160004_en.pdf)

Planning Policy Wales (PPW, Edition 11 February 2021) provides the national planning policy framework for the consideration of the historic environment. For listed buildings Planning Policy Wales recommends:

**6.1.10** *There should be a general presumption in favour of the preservation or enhancement of a listed building and its setting, which might extend beyond its curtilage. For any development proposal affecting a listed building or its setting, the primary material consideration is the statutory requirement to have special regard to the desirability of preserving the building, its setting or any features of special architectural or historic interest which it possesses.*

**6.1.11** *For listed buildings, the aim should be to find the best way to protect and enhance their special qualities, retaining them in sustainable use. The continuation or reinstatement of the original use should generally be the first option, but not all original uses will now be viable or appropriate. The application of planning and listed building controls should recognise the need for flexibility where new uses have to be considered in order to secure a building's survival or provide it with a sound economic future.*

For archaeological remains Planning Policy Wales recommends:

**6.1.24** *Where nationally important archaeological remains are likely to be affected by proposed development, there should be a presumption in favour of their physical protection in situ. It will only be in exceptional circumstances that planning permission will be granted if development would result in a direct adverse impact on a scheduled monument (or an archaeological site shown to be of national importance).*

**6.1.25** *In cases involving less significant archaeological remains, planning authorities will need to weigh the relative importance of the archaeological remains and their settings against other factors, including the need for the proposed development.*

**6.1.26** *Where archaeological remains are known to exist or there is a potential for them to survive, an application should be accompanied by sufficient information, through desk-based assessment and/or field evaluation, to allow a full understanding of the impact of the proposal on the significance of the remains. The needs of archaeology and development may be reconciled, and potential conflict very much reduced, through early discussion and assessment.*

**6.1.27** *If the planning authority is minded to approve an application and where archaeological remains are affected by proposals that alter or destroy them, the planning authority must be satisfied that the developer has secured appropriate and satisfactory provision for their recording and investigation, followed by the analysis and publication of the results and the deposition of the resulting archive in an approved repository. On occasions, unforeseen archaeological remains may still be discovered during the course of a development. A written scheme of investigation should consider how to react to such circumstances or it can be covered through an appropriate condition for a watching brief.*

*Where remains discovered are deemed to be of national importance, the Welsh Ministers have the power to schedule the site and in such circumstances scheduled monument consent must be required before works can continue.*

Should any significant archaeological remains be encountered during the archaeological investigation the preservation or partial preservation of archaeological remains *in-situ* maybe considered by the local planning authority. The following advice concerning this is provided in the Planning Policy Wales Technical Advice Note 24: The Historic Environment (Welsh Gov, 2017):

**4.11** *Measures can be taken to minimise the impact of a development proposal on identified archaeological remains and allow their preservation in situ. For example, those aspects of a proposal that might cause damage, such as drains and other services, may be relocated. Similarly, foundations may be redesigned so as not to penetrate archaeological layers, or augered piling may prove more acceptable than large-scale deep excavation. In considering these solutions, a local planning authority must consider both direct and indirect impacts, such as changes to the hydrology and soil chemistry of a site, and be confident that the development can be removed at a future date without additional impacts upon the buried remains. In some cases, it may be possible to enable the partial preservation of archaeological remains. However, leaving ‘islands’ of preserved archaeology is not desirable. Careful design can also minimise the effect upon setting, through detailed siting of the development, considering external appearances, the use of screening or by mitigating the visual impact of the proposals by removal of existing unsightly elements.*

Further advice concerning Written Scheme of Investigations and programmes of archaeological excavation and recording is stated below:

**4.13** *Planning conditions will normally require the applicant to commission a qualified and competent expert to submit a written scheme of archaeological investigation (WSI) which describes the different stages of the work and demonstrates that it has been fully resourced and given adequate time. In approving this WSI, the local planning authority will identify who will act as their archaeological advisor for the programme, how it will be monitored both during the excavation/ fieldwork and post-excavation/fieldwork stages, and how each stage will be certified as fulfilling the planning conditions. The WSI may have to be amended between the outline and full planning applications and will need to be kept under regular review during the discharge of the conditions.*

### **Local Planning Policy**

The *Monmouthshire County Council Local Development Plan (LDP) 2011 -2021* was adopted on 27<sup>th</sup> February 2014. It sets out several detailed policies that seek to preserve and enhance Monmouthshire’s historic environment. Concerning archaeological remains and listed buildings, the LDP refers to the appropriate statements including within Planning Policy Wales and the Circular 60/96, now replaced by Technical Advice Note 24, both of which are mentioned above.

### **Approval of Planning Permission**

Monmouthshire County Council granted the Client with Approval of Planning Permission in July 2023 under the application DM/2022/01785 and in September 2023 under the application DM/2023/01140, subject to the following conditions. This document answers the first phase of the works as specified in item 4 of the Approval of Planning Permission for DM/2022/01785 and item 7 for DM/2023/01140, in accordance with the Town and Country Planning Act 1990, The Town and Country Planning (Development Management Procedure) (Wales) Order 2012.

*No development shall take place until the applicant, or their agents or successors in title, has secured agreement for a written scheme of historic environment mitigation which has been submitted by the applicant and approved by the local planning authority. Thereafter, the programme of work will be fully carried out in accordance with the requirements and standards of the written scheme.*

*REASON: To identify and record any features of archaeological interest discovered during the works, in order to mitigate the impact of the works on the archaeological resource.*

In addition to the above, GGAT have recommended the following mitigation:

*We envisage that this programme of work would take the form of a watching brief during the groundworks required for the development, with detailed contingency arrangements including the provision of sufficient time and resources to ensure that any archaeological features or finds that are located are properly investigated and recorded; it should include provision for any sampling that may prove necessary, post-excavation recording and assessment and reporting and possible publication of the results (M. Jones, GGAT, 20.03.2023).*

## Archaeological and Historical Background

The following section is a summary of the archaeological and historical evidence found on the site and within a 500m radius. The evidence has been compiled using a Historic Environment Record search from the Glamorgan Gwent Archaeological Trust and using digital, cartographic and secondary sources. The data collected is considered to provide a good indication of the character, distribution and survival of known cultural heritage assets and the potential for as yet unknown archaeological remains on the site.

On the edge of the farmhouse gardens, c.75m to the north-east of the site, is the suggested location of Wern-Y-Cwm enclosure, a rectangular cropmark recorded in the GGAT HER as possibly Prehistoric or post-Roman in date (GGAT HER Ref: 03284g, SO 344 179). The recorded location is on the edge of the levelled, rectangular garden in front of the farmhouse. Beyond this to the east the field slopes steeply from 220m to 195m aOD over a space of c.85m. The GGAT HER uses a report *Prehistoric Defended Enclosures in Gwent* (Wiggins, 2006) as its source, but the study rejected the enclosure as there was not enough information to accept the site. Unfortunately, as there are no details concerning the original record. A discussion with Toby Driver, Senior Investigator (Aerial Survey) for the Royal Commission on the Ancient and Historical Monuments of Wales and an analysis of the LiDAR data has concluded that the aerial photographs suggest there is a possible rectangular enclosure to the east of the farm, but it is likely to be a garden or cultivation terrace.

Approximately 1.5km to the west of the site is a large prehistoric hillfort called Skirrid Fawr Defended Enclosure on the summit of the Skirrid (SAM Ref: MM182, NGR: SO 33081 18156). At its northern end there is a small Medieval chapel dedicated to St Michael. The following information was provided in the Scheduled Monument description:

*The kidney-shaped earthwork is surrounded by two further concentric enclosures of presumed prehistoric date that extend to the S by 55m and 100m respectively. Each earthwork bank measures 0.8m in height and 1m in width. At least two hut scoops are visible on the summit ridge. These earthworks are enclosed by a much larger defensive bank, which is elongated and narrow in shape on plan. It measures 355m N-S by 65m transversely. The bank measures up to 1.5m in height and 2m in width.*

*The monument is of national importance for its potential to enhance our knowledge of later prehistoric defensive organisation and settlement, together with the organisation and practice of medieval Christianity. The site forms an important element within the wider later prehistoric and medieval landscapes. The site is well preserved and retains considerable archaeological potential.*

The lack of any additional evidence for Prehistoric or later activity in the area is most likely a consequence of a lack of archaeological investigation rather than an indicator of no activity.

The name *Wern-Y-Cwm* derives from the Welsh for *Alder in the Valley*. The undulating and high topography is not particularly conducive for the suggestion of a valley, but there are two notable spring lines running either side of the farmstead. As alder trees like to grow on moist ground, it is possible the 'valley' could refer to lines of alder trees rather than the topography.

According to HERNON Associates' Heritage Statement the farm was *held by Rhys Morgan of Llanfihangel Crucorney in 1586, as it had been held previously by his grandfather David ap Morgan David Gwilym (Herbert). Another branch of Herbert, descended of the Vaughans of Llanrothal, were afterwards proprietors of the manor and estate.* (Hernon, 2017). As mentioned above, the current farmhouse dates from the mid-1600s, but it is thought to be on the site of an earlier timber-framed structure. A survey of the building by HERNON Associates has found that the cellar beneath the eastern side of the farmhouse is *out of alignment to the rest of the building, which suggests this may be part of the original*

house. There are massive oak timbers supporting the room above. The survey also concluded that the current structure was built as a two unit dwelling, to which a two storey rear lean-to was added, probably in the early C18, to create a double depth house ... The original C17 staircase may have been located beside one of the gable fireplaces or possibly housed in a separate stair wing at the back. The house was re-fenestrated in the early C19, including raising the roof at the front to accommodate attic windows. There have also been some 20th century alterations (Hernon Associates, 2016).

The site has historical significance as the birthplace of Captain Thomas James, who in 1631 discovered *The New Principality of South Wales* (later New South Wales) during a voyage of the north-west passage of the Pacific. The date suggests that he was born prior to the redevelopment of the farmhouse. According to Hernon Associates he was the second son James ap John Richard of Wern-y-Cwm and Elizabeth Howel. His elder brother, John, died without issue and the estate and manor of Wern-y-cwm descended to his niece Charity, the wife of Philip Cecil of the Lower Dyffryn in Grosmont. His grandson, also called Philip Cecil, sold the estate in 1717 to the trustees of Williams of Caerleon's Charity who owned it until 1900 when the land was obtained by Monmouthshire County Council and conveyed to Mr. Crawshay Bailey. Until recently the farm was a council farm.

The 1843 Tithe Map for the Parish of Llanvetherine shows the farmstead largely as it is today with the Farmhouse, Cider House, Dairy and Great Barn. According to the Tithe Apportionment, the site was situated in a large *grass* enclosure (Ref: 22) to the south of the Cider House, which was leased by the Trustees of the Carleon Charity to John Watkins (Figure 4).



Figure 4: Map of the Parish of Llanvetherine in the County of Monmouth, 1843 (Courtesy of The National Library of Wales).



Figure 5: Ordnance Survey Map Monmouthshire Sheet VII.5, 1880.

The 1881 Ordnance Survey Map shows the site in more detail with the oak tree in the south-east corner and two footpaths merging in front of it (Figure 5). They traversed the site from the south side of the Dairy in the west and from the courtyard in the north-west. To the south-east of the site boundary the field had been extended to include the north-west corner of the neighbouring field. To the north-east, a formal garden had been depicted to the south of the farmhouse, but there is no suggestion of the current woodland or orchard to the east of the site. The driveway was established along the north-western boundary of the large field, a feature that was not depicted in the Tithe Map but was likely to have been in existence. There were no evident changes between the 1880, 1902, 1918 and 1944 Ordnance Survey Maps.

Due to the lack of investigations in the area there is no archaeological evidence available for any activity prior to c.1586 when the farm was first mentioned. The plateau on the hillslope could have been an attractive site for Prehistoric and Early Medieval activity, but currently there is no evidence to confirm this. What is apparent is the significant phases of development to the farm complex in the 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> centuries. It is not known how much the field in which the site is located was impacted by these developments, but there is some suggestion of landscaping in the north-east corner. However, the field boundary has been largely maintained since at least 1843 and it is unlikely the farm buildings extended this far south. Instead, the site is more likely to contain archaeological remains associated with agriculture - post-holes, temporary structures, drainage channels and artefacts.

## Aims and Objectives

The following are a list of aims and objectives we would hope to achieve during the archaeological watching brief. The aims include but are not limited to:

- allow, within the resources available, the opportunity to gain information about and record the presence/absence, nature and date of any archaeological remains on the site affected by development, which could not be established with sufficient confidence in advance of works which may disturb them;
- enhance knowledge and archaeological understanding of any identified below-ground archaeological features on the site;
- identify any archaeological remains that require subsequent analysis, reporting and archiving beyond the remit of the archaeological watching brief;
- 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;
- contribute towards the development of strategies both to secure the preservation intact and in situ of significant archaeological remains, and to ensure the long-term management of above-ground and below-ground archaeological remains.

The specific objectives of the archaeological watching brief are to:

- 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;
- insofar as possible within methodological constraints, provide an understanding of the any archaeological remains;
- to explain any temporal, spatial or functional relationships between the structures/remains identified, and any relationships between these and the archaeological and historic elements of the wider landscape;
- contribute towards an understanding of the history of the area on a local, regional and national basis.

## Methodology

### Archaeological Watching Brief

This document outlines a programme of archaeological work to ensure that a suitably qualified archaeologist is present during the undertaking of any ground disturbing works in the development area so that an archaeological watching brief can be conducted. The development must accord with the recommendations within this document and any supplementary addendums that are required. No works of construction, levels changes, re-grading or other site clearance or infrastructure works involving ground disturbance shall begin until this document has been submitted to and approved in writing by MCC.

The watching brief entails a presence on site during any groundworks associated with the development, with the intention of identifying, investigating and recording any archaeological remains encountered during the works so far as is reasonably practicable.

**Provision must be made by the Client should any significant archaeological remains be uncovered that require subsequent analysis, sampling, reporting and archiving beyond the remit of the archaeological works.**

The proposed development includes the excavation of a pond (16.5m in length, 8.6m in width and 1.5m in depth), landscaping and construction of a Dutch barn with stables (17m in length x 6m in width x 2.1m in height) (Figure 6, 7 & 8).

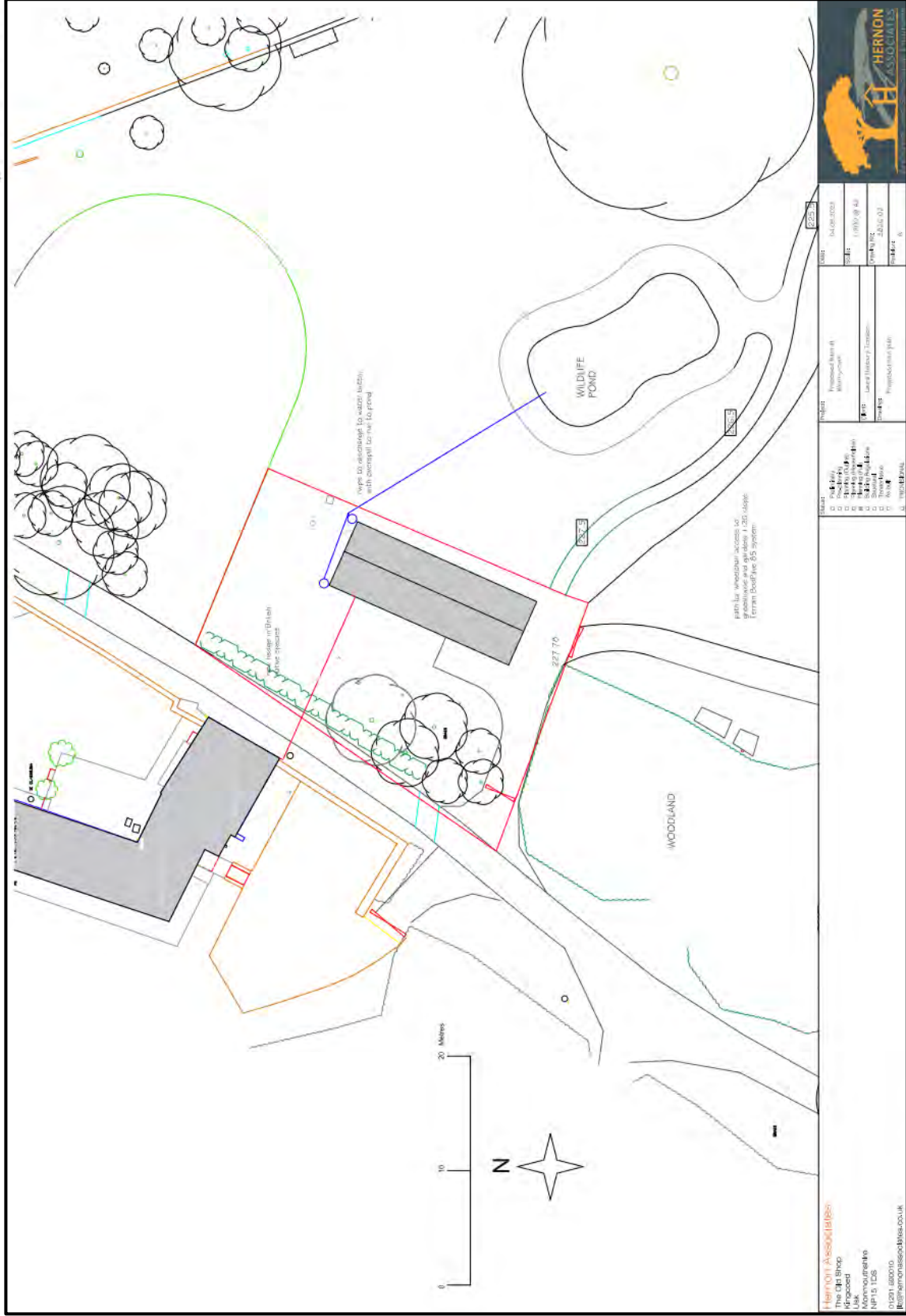
The rationale underpinning the archaeological mitigation strategy at the site depends on two parallel approaches; Preservation *in situ* and Preservation by record. Where possible any archaeological remains found during the construction works will be preserved *in situ*. Preservation by record will only take place with mutual agreement of Churchill Archaeology, MCC and GGAT in areas where impact to archaeological remains is unavoidable. The archaeological potential and interest at the site has been demonstrated in the section above.

Following the approval of the WSHEM by MCC and GGAT, the archaeological watching brief will be undertaken by Katie Churchill (BA MA MCIfA) of Churchill Archaeology. It will be undertaken in accordance with:

- Chartered Institute for Archaeologist's *Code of Conduct* (2022 edition).
- Chartered Institute for Archaeologist's *Standard and Guidance for Archaeological Watching Brief* (2020 edition).
- Chartered Institute for Archaeologist's *Standard and Guidance for Archaeological Field Evaluation* (2020 edition).
- Chartered Institute for Archaeologist's *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials* (2020 edition).
- Chartered Institute for Archaeologist's *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* (2020 edition)
- National Panel for Archaeological Archives in Wales, *The National Standard and Guidance for Collecting and Depositing Archaeological Archives in Wales, 2017*







**Figure 7: Proposed Site Plan for Barn and Stable (Courtesy of HERNON Associates)**

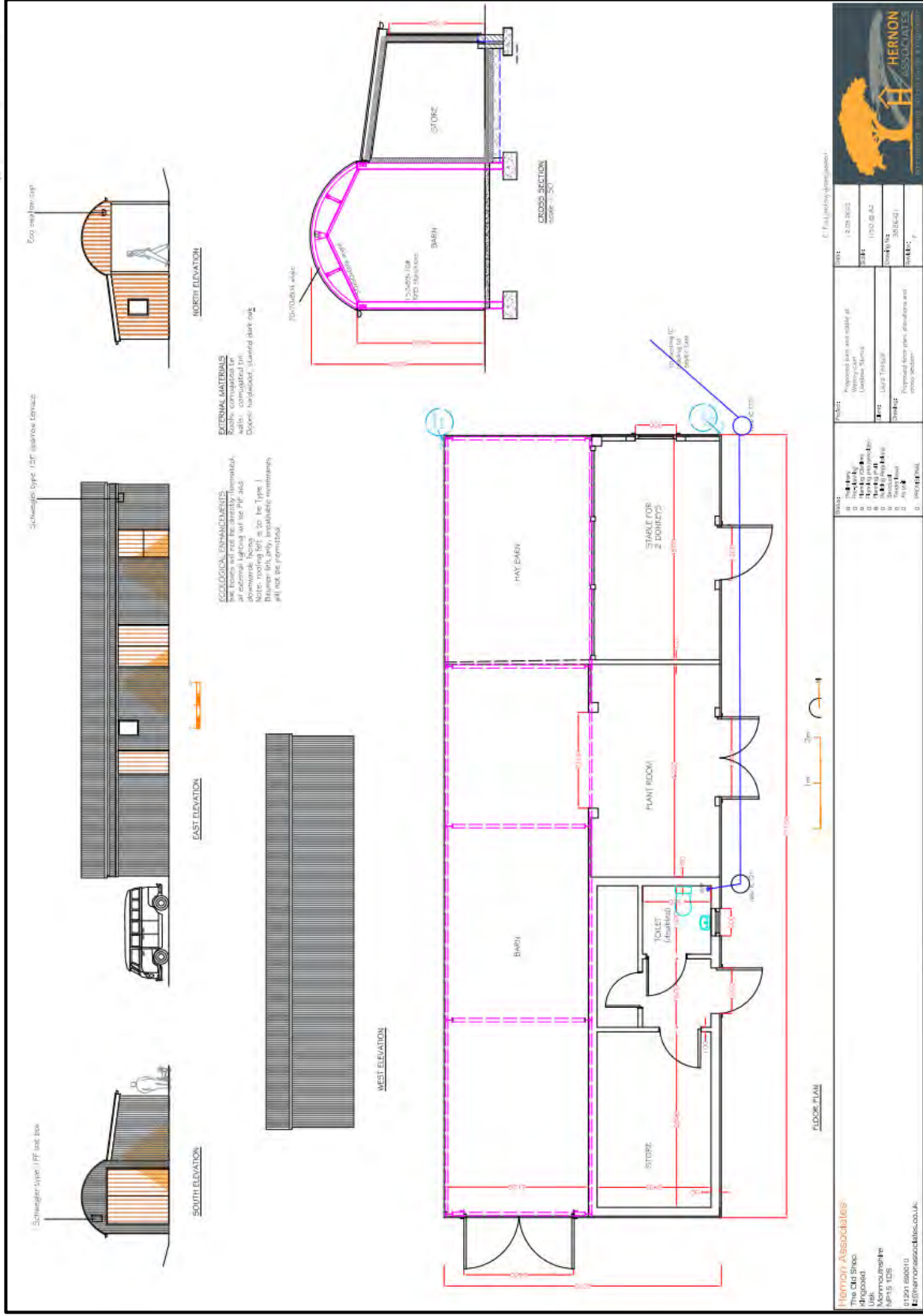


Figure 8: Proposed Floor Plan, Elevations and Cross Sections for Barn and Stable (Courtesy of Hernon Associates)

The timetable of the archaeological watching brief will be determined by the construction contractors on site under a design build basis. On arrival on site, the archaeologist will report to the site manager and conform to the arrangements for notification of entering and leaving site. The archaeologist 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 wear appropriate PPE 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 for a watching brief, Churchill Archaeology will arrange a site meeting/telephone consultation with the Client, GGAT, and MCC. 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 to identify measures, which would be sufficient to support treatment to a satisfactory and proper standard prior to destruction of the material in question. An addendum to this WSHM highlighting the methodology of the additional work may be required.

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 sufficiently 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 of each trench even where no archaeological deposits have been identified. Records will comprise digital, survey, drawn, written and photographic data. Each archaeological feature will be individually documented on unique context sheets, and hand drawn in section and plan. Written descriptions will be recorded on proforma sheets comprising factual data and interpretative elements. A register of contexts will be kept. Site plans will be drawn at 1:50 or 1:20 depending on complexity. Detailed plans of individual features, structures or layers will be at an appropriate scale (1:10 or 1:20). A register of plans will be kept. Long sections showing layers will be drawn at 1:50. Sections of features or short lengths of trenches will be drawn at 1:20. A register of sections will be kept.

All finds will be assessed in order to recover information that will contribute to an understanding of their date and function. All significant and diagnostic artefacts discovered will be recovered for processing and analysis except for items dating to the late 20<sup>th</sup> and 21<sup>st</sup> centuries AD. A sample of post-1800 finds will be recovered, photographed and recorded by material type, form, identification and if necessary, weight and considered for discard. Artefacts will only be considered for long-term retention if they have particular intrinsic qualities that shed light on the history of the site. All retained finds will be stabilised and packaged in accordance with the Chartered Institute for Archaeologists' *Standard and Guidance for the collection, documentation, conservation and research of archaeological materials* (2020) and the requirements of the organisation nominated to receive the archive. With agreement of

the landowner and MCC, any de-selected material will be disposed of accordingly. The terms of the *Treasure Act* (1996) will be followed with regard to any items discovered to which the Act would apply. Such items will be removed to a safe place and reported to the local coroner as required. Where removal cannot be undertaken on the day of discovery suitable security measures will be taken by the Client to protect the items from unlawful removal.

If any significant finds or samples for scientific dating are discovered that require subsequent analysis, reporting and archiving beyond the remit of the archaeological watching brief a meeting between Churchill Archaeology and the Client will be convened and a separate fee proposal will be provided. Provision should be made by the Client should any significant finds or samples be discovered that require coarse sieving, floatation and other techniques as appropriate by a specialist analysis.

Samples for scientific dating will be taken if suitable material is encountered during the watching brief. The retention of artefacts and samples will only take place where appropriate measures are in place to mitigate the risks and hazards associated with toxic, chemical or biohazard contamination. If any samples are required, a scientific dating strategy will be devised in accordance with the latest guidelines and with guidance from a suitably qualified and experienced bio-archaeologist and historic metallurgist. However, for guidance purposes the minimum feature sampling requirements will be:

- 50% of each discrete feature (e.g. pits and postholes)
- 25% of the exposed areas of each linear feature and all terminals/intersections with at least 1m's length excavated
- 50% of structural features (e.g. beam slots)
- 50%-100% of domestic/industrial working features (e.g. hearths and ovens)
- Surviving structural elements such as walls/floors will be exposed and cleaned

Where appropriate specialist samples (plant macro fossils, pollen, insects, molluscs, fish/animal bone, slag, furnace lining, metallurgical residues such as hammerscale, etc.) will be collected and retained by an appropriate specialist on behalf of Churchill Archaeology. Each sample will be numbered and cross-referenced to context. Sample record sheets will include context information, location and reason for sampling. A register of samples will be kept. Recommendations for discard/further analysis (including the sub-sampling volumes) will be made in accordance with the English Heritage (Historic England) guidance documents *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation* (2011) and *Geoarchaeology – Using Earth Sciences to Understand the Archaeological Record* (2015).

Any human remains discovered will be left *in situ* and protected and Churchill Archaeology will inform the Client at the earliest opportunity to discuss alternative locations for the works. If removal is necessary, a discussion will be held between Churchill Archaeology, the Client, GGAT and MCC and an addendum to this WSHM will be required. If the exhumation is approved by the relevant regulatory authorities and appropriate funding is provided, an Osteologist will be consulted in accordance with the Historic England document *The Role of the Human Osteologist in an Archaeological Fieldwork Project* (2018). As above provision should be made by the Client should an Osteologist be required.

The watching brief will be surveyed with respect to the nearest Ordnance Survey datum point and with reference to the Ordnance Survey National Grid. The observed areas, trenches, works, deposits, features and structures within them will be accurately located on a site plan prepared at most appropriate and largest scale. The photographic record will be secured by a 20MP digital SLR camera. A register of photographs will be kept.

The Client or the Client's Agent will be responsible for securing information on known services within the Site and providing such information to Churchill Archaeology. However, Churchill Archaeology will

take all reasonable precautions to avoid damage to such services. The Client or the Client's Agent will be responsible for securing the site during the archaeological watching brief. The provision of site welfare facilities for the staff of Churchill Archaeology is the responsibility of the Client.

At or towards the conclusion of the archaeological watching brief a site meeting/conversation will be arranged at which the works can be inspected/discussed with a view to confirming completion of the archaeological attendances and compliance with the archaeological mitigation strategy. Upon such confirmation the site can be handed over to the Client or Client's Agent. A report of the archaeological recording will be sent to the Client for comment and then submitted to MCC.

Any exposed surfaces in which archaeological remains are outcropping will be protected by a layer of geotextile on which graded material may be placed and compacted. The cost of the geotextile material will be the responsibility of the Client and a provision for this should be made by the Client. At present no special arrangements are required for reinstatement.

### **Post-excavation and reporting**

At the conclusion of the archaeological fieldwork, a full archaeological report will be prepared in accordance with ClfA standards and guidance and prevailing best practice. This report will be based on a programme of assessment of the site investigation records and finds. It will be prepared after the retained artefacts have been cleaned, identified (if possible), labelled, assessed and dated (if possible). This should be submitted to the Client within six months after the completed fieldwork, unless the delivery of the report be depended on the incorporation of reports arising from specialist and/or laboratory work, then a revised timetable for delivery of the draft report may be agreed upon conclusion of the fieldwork stage.

The report would normally include the following:

- A summary (English and Welsh);
- 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 archaeological investigations and the locations of archaeological deposits and features 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 reports on the artefact, bio-archaeological, archaeo-industrial, dating and other assessments with a Welsh language summary if necessary;
- A discussion of the location, extent, date, nature, condition, quality and significance of any archaeological deposits and finds identified during the project;
- A statement of potential comprising a considered statement on the value of the data with reference to the aims and objectives of the project and the potential value of the data-collection to local, regional and national research priorities;
- A discussion of any research implications arising from the archaeological work;
- Notes on consultations with conservators and the nominated archive repository related 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 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. It would also include a copy of the WSI;
- Recommendations for publication and dissemination.

As part of a commitment to reducing our carbon footprint and archive storage, text and illustrations will be supplied in electronic formats unless specifically requested. One digital .PDF copy of a draft version of the reports will be made available for comment to the Client. Churchill Archaeology will take into account any observations they have on the draft text and illustrations and a final version will be issued within six months of the completion of the works. A digital report will be submitted to the RCAHMW (as per their guidelines) and the GGATHER.

## Archive

In Wales, the ownership of objects rests with the landowner, except where other law overrides. If any finds of significance are found, it is the responsibility of the archaeologist undertaking the fieldwork to endeavour to obtain the written consent of the landowner for finds donation and deposition with a relevant museum. If the landowner is unwilling, the archaeologist must endeavour to ensure all artefacts and ecofacts are recorded, safely packaged and conserved where appropriate before transfer to the owner, and that their location and ownership are stated in the site archive and public record. It should be noted that the owner's explicit (written) permission is required before entering such personal information in the public record.

If the landowner is willing, any finds of international importance are discovered will be offered to the National Museums of Wales. However, the anticipated recipient organisation for the project archive is the Monmouthshire Museums Service. Contact will be made with the organisation if any significant finds are recovered. Churchill Archaeology will maintain the archive until the period of report preparation is complete. If no significant archaeological remains or features are uncovered the project archive will only consist of a digital archive. In this event any primary written documents or drawn plans will be scanned for inclusion within the digital archive. Only final images will be included within the archive. The archive will be sent to the RCAHMW as per their guidelines. A digital copy of the report will also be submitted to the Gwent Archives and the GGATHER following guidance in the Welsh Archaeological Trusts' *Guidance for the Submission of Data to the Welsh Historic Environment Record (HERs) (2022)*.

In the unlikely event that artefacts of significant monetary value are discovered, and if they are not subject to Treasure Act legislation, separate ownership arrangements may be negotiated.

Costs associated with the deposition of the archive will be met by the Client.

Churchill Archaeology will adhere to the arrangements for archive preparation and submission in line with the recommendations set out in *The National Standard and Guidance for Collecting and Depositing Archaeological Archives in Wales (2017)*, ClfA's *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (ClfA, 2020)* and D. H. Brown's *Archaeological Archives A guide to best practice in the creation, compilation, transfer and curation (AAF 2011)*. The archive will follow the following guidelines:

- All material likely to be incorporated into the project archive, including written records, drawings, photographs, x-radiographs, digital material, finds and samples must be managed to minimise the risk of damage, deterioration, loss or theft.
- Appropriate materials should be used for making written records, drawings and photographs and in cleaning, marking, labelling and packing finds. An index of archive components and compiling a list of contents should be provided.
- A consistent, well documented, terminology should be used in making all paper and digital records.
- All drawings and photographs should be marked with the project identifier, and where relevant have a key to identify the subject, scale, location and orientation.
- All born digital material should be included in the archive, together with appropriate digital material compiled from paper records.
- Digital material should be fully documented and created according to recognised standards and guidelines as made available by the Archaeology Data Service *Guidelines for Depositors 2015*.
- Security copies of all digital material should be created and managed as appropriate.
- Finds and other materials should be collected, sorted, cleaned, marked or labelled, recorded and packed in accordance with recognised standards as summarised in AAF 2007.
- Metal finds should be x-radiographed in accordance with recognised guidelines (currently Fell et al 2006).
- All personnel engaged in the specialist analysis of archaeological records or objects must be suitably qualified and experienced, and be familiar with, and follow, recognised standards of recording and treatment.
- All archaeologists should treat human remains in accordance with recognised standards for collection, treatment, analysis and storage (see DCMS 2005, Church of England and English Heritage 2005).
- Analytical and interpretative activities should be documented so that all procedures and terminologies can be clearly understood.
- Project reports (including grey literature and OASIS and other on-line entries) and publications must identify the archive repository and provide the accession number issued by the repository or, if this is not available, the Site Code.



- Digital archive material should be deposited with a trusted digital repository, where data migration and backup procedures are in place, and the integrity of the digital archive is maintained.

## Copyright and Confidentiality

### Copyright

Copyright of any commissioned reports and any other project documents prepared by Churchill Archaeology will be retained by Churchill Archaeology under the Copyright, Designs and Patents Act of 1988; excepting that an exclusive licence will be provided to the Client, MCC and GGAT for the use of such documents by the Client and the Council in all matters directly relating to the project.

The copyright of this document remains with Churchill Archaeology, subject to the same exclusive licence.

### Confidentiality

Churchill Archaeology will treat as confidential all information obtained directly or indirectly from the Client and representatives in connection with the works and will not, without the prior consent disclose any information relating to the works or publicise the project in any way.

## Staffing and Monitoring

The project will be managed and undertaken by Kate Churchill, BA MA MCI(A), of Churchill Archaeology. She is the main point of contact during the archaeological works (Tel: 07733005812, email: [katie@churchillarchaeology.com](mailto:katie@churchillarchaeology.com)).

In the event of significant finds, features or samples for scientific dating are discovered that require subsequent analysis, reporting and archiving beyond the remit of the archaeological watching brief a meeting between Churchill Archaeology, the client and GGAT/MCC will be convened to discuss the employment of additional specialist. A list of specialists is provided below; however, the list can be edited following advice from GGAT.

Specialism	Specialist
Flint	Kate Pitt (Archaeology Wales)/Paula Gardiner (University of Bristol)
Animal bone	Richard Madgwick (Cardiff Uni) / James Morris (Uni of Central Lancashire)
CBM, heat affected clay, Daub etc.	Rachael Hall (APS) / Phil Mills (Freelance)
Clay pipe	David Higgins (Uni of Liverpool)
Glass	Vanessa Castagnino (Uni of York/Freelance)
Cremated and noncremated human bone	Malin Holst (University of York)/Richard Madgwick (Cardiff University)
Metalwork	Vanessa Castagnino (Uni of York/Freelance)
Industrial and Metallurgical Residues	Vanessa Castagnino (Uni of York/Freelance)/ Dr Tim Young (GeoArch)
Neo/BA pottery	Alex Gibson (Bradford University) / Barbara Mc Nee (Uni of Southampton)
IA/Roman pottery	Jane Timby (Freelance)
Roman Pottery	Rowena Hart (Archaeology Wales)/ Jane Timby (Freelance)
Post Roman pottery for Monmouthshire	Stephen Clarke (Monmouthshire Archaeology) / Paul Blinkhorn (Freelance)
Charcoal (wood ID)	John Carrot (Freelance)
Waterlogged wood	Nigel Nayling (University of Wales – Lampeter)

Molluscs and pollen	James Rackham (Freelance) / James Morris (Uni of Central Lancashire)
Charred and waterlogged plant remains	Timothy Knowles (Bristol University)

Churchill Archaeology will monitor the archaeological works on behalf of the Client and GGAT will act on behalf of the Council. Reasonable access to the site works will be provided by the Construction Contractor to representatives of Churchill Archaeology, GGAT and the Council in order to monitor and view the works. A site tour and opportunity to scrutinise artefacts and site records should be provided to the monitors and guests. Any monitoring visits or communications will be documented by Churchill Archaeology and copied to the Client.

Churchill Archaeology will ensure that any significant results recovered during the archaeological investigation is brought to the attention of the relevant organisations as soon as is practicably possible, and certainly within 24 hours.

Should any contractual disputes or differences in respect to the proposed work arise during the archaeological watching brief, the ClfA will be consulted and if required, the Archaeological Contractor should encourage the parties involved to agree to be subject to the ClfA's arbitration scheme. For further details please see the ClfA's *Regulations for the registrations of organisations complaints procedure* (2019).

## Programme

Following confirmation of this document by GGAT and MCC, Churchill Archaeology should be available to mobilise with two days' notice. As long as there are no significant events (such as groundwater, significant remains that require additional analysis, contaminated soil etc) the watching brief should not delay the groundworks, the timetable and duration of which is currently unknown. Once the fieldwork is complete a final watching brief report will be supplied to the client within six months, provided no samples or specialist analysis is required.

## Access and Security

The Client and the Client's Agent will allow access to the site for archaeological personnel. The costs of any delays as a result of withheld access will be passed on to the Client in addition to the project costs already specified.

The Client or the Client's Agent will be responsible for maintaining and locking any fencing/gates etc around the excavations within the site in accordance with health and safety provisions.

## Insurance

The archaeological evaluation will take place under Churchill Archaeology insurance. This includes the following:

- Professional indemnity insurance - £100,000
- Public Liability Insurance - £2,000,000

## Health and Safety

Churchill Archaeology will adhere to all relevant health and safety legislation and be guided by, inter alia, the *Health and Safety at Work Act (1974)*, *Construction Design and Management (CDM) Regulations (2015)*, *Management of Health and Safety at Work Regulations (1999)* and the *Personal Protective Equipment at Work Regulations (2002)*.

While carrying out the works Churchill Archaeology will operate in accordance with all applicable Health and Safety Legislation and have all necessary protective clothing and equipment. Churchill Archaeology will submit a Health and Safety Risk Assessment to the clients before site works commence.

Where contaminated material is present in the surface or sub-surface deposits at the site appropriate measures will be taken by Churchill Archaeology to ensure the health and safety of all personnel who may come into contact with contaminants. In case of encountering contaminated soil, the archaeologist will inform the Client immediately. The aim of the meeting will be to confirm that contaminated soil has been found 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.

## **Acknowledgements**

Churchill Archaeology would like to thank Ms Tenison for commissioning the project and for her support. Churchill Archaeology would also like to thank in advance Jo Draper, Senior Development Management Officer and Jonathan Morgan, Senior Heritage Management Officer from MCC and Mike Jones, Assistant Stewardship Officer at GGAT for their assistance and guidance in the approval of this document and the project as a whole.

K. Churchill BA MA MCifA  
August 2023

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Chartered Institute for Archaeologist's *Standard and Guidance for Archaeological Field Evaluation* (2020 edition).

Chartered Institute for Archaeologist's *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials* (2020 edition).

Chartered Institute for Archaeologist's *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* (2020 edition)

Department for Culture Media and Sport *Treasure Act* (1996)

Glamorgan Gwent Archaeological Trust's *Archaeology and Planning in South-East Wales Notes and Guidance*.

Historic England *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation* (2011)

Historic England *Geoarchaeology – Using Earth Sciences to Understand the Archaeological Record* (2007).

Historic England *The Role of the Human Osteologist in an Archaeological Fieldwork Project*. Swindon. Historic England (2018)

Historic England *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England* (2017)

Historic England *Human Bones from Archaeological Sites: Guidelines for Producing Assessment Documents and Analytical Reports* (2004).

*The Historic Environment (Wales) Act* (National Assembly for Wales, 2016)

National Panel for Archaeological Archives in Wales, *The National Standard and Guidance for Collecting and Depositing Archaeological Archives in Wales*, (2017)

*Planning Policy Wales Edition 11* (Welsh Gov, Feb 2021),

*Planning Policy Wales Technical Advice Note 24: The Historic Environment* (Welsh Gov, 2017)

*The Town and Country Planning (Development Management Procedure) (Wales) Order* (2012)

The Welsh Archaeological Trusts *Guidance for the Submission of Data to the Welsh Historic Environment Record (HERs)* (2022)

Wiggins, H. *Prehistoric Defenced Enclosures in Gwent* (GGAT Report No: 2006/021, 2006)

**APPENDIX A:**  
**Data Management Plan**

## Data Management Plan

## Section 1: Project Administration

Project ID / OASIS ID
CA071
Project Name
Wern-Y-Cwm Farm
Project Description
Archaeological watching brief during the construction of a pond and terracing
Project Funder / Grant reference
Ms L. Tenison (Homeowner)
Project Manager
Kate Churchill, Archaeologist, Churchill Archaeology (07733005812)
Principal Investigator / Researcher
Kate Churchill, Archaeologist, Churchill Archaeology (07733005812)
Data Contact Person
Kate Churchill, Archaeologist, Churchill Archaeology (07733005812)
Date DMP created
14/08/23
Date DMP last updated
14/08/23
Version
1
Related data management policies
Due to the small scale of the project there are no particular requirements, guidelines or data management policies required beyond those mentioned in the WSI.

## Section 2: Data Collection

What data will you collect or create?
Word/PDF documents including WSI, Risk Assessment, Archaeological Watching Brief Report c.100MB. Images (jpegs) 10, 40MB Scans of drawings and field documents 10, 12MB
How will the data be collected or created?
The data will be collected via handwritten documents in the field and scanned in. The files will be downloaded on to the main system and filed and catalogued appropriately under the project file. The photographs will be downloaded on to the main system and filed and catalogued appropriately under the project file. The documents will be prepared using word and filed and catalogued appropriately under the project file.

## Section 3: Documentation and metadata

What documentation and metadata will accompany the data?
A paper copy of all the digital data and their catalogues will be kept within the Churchill Archaeology Archive.

## Section 4: Ethics and legal compliance

How will you manage any ethical, copyright and Intellectual Property Rights (IPR) issues?
Copyright of any data and any other project documents prepared by Churchill Archaeology will be retained by Churchill Archaeology under the Copyright, Designs and Patents Act of 1988; excepting that an exclusive licence will be provided to the Client, MCC and GGAT for the use of such documents in all matters directly relating to the project. Any breach of this Act will be managed appropriately.

## Section 5: Data Security: Storage and Backup

How will the data be stored, accessed and backed up during the research?
The data will be stored on the Churchill Archaeology System and backed up weekly on to a separate archive. It is accessible to all Churchill Archaeology employees.

Section 6: Selection and Preservation

Which data should be retained, shared, and/or preserved?
If no significant archaeological remains or features are uncovered the project archive will only consist solely of a digital archive. In this event any primary written documents or drawn plans will be scanned for inclusion within the digital archive. Only final images will be included within the archive. The data will only be share with the Client, MCC and GGAT unless otherwise agreed.
What is the long-term preservation plan for the dataset?
The digital archive will be submitted to RCAHMW and a copy will be retained by Churchill Archaeology. In the future if the current storage system is replaced and deemed obsolete, the data will be transferred to a new system.
Have you contacted the data repository?
RCAHMW has been identified as the main data repository. Discussions will be held with them following the fieldwork stage of the project as it is currently uncertain how large the archive is likely to be.
Have the costs of archiving been fully considered?
As stated in the WSI, the costs of archiving will be met by the Client.

Section 7: Data Sharing

How will you share the data and make it accessible?
The data will be transferred to the Client and the relevant authorities via email, or if the documents are too large, via we transfer or dropbox. Discussions will be held with the recipient to ascertain the safest and secure way to send the data.
Are any restrictions on data sharing required?
Churchill Archaeology will treat as confidential all information obtained directly or indirectly from the Client and representatives in connection with the works and will not, without the prior consent disclose any information relating to the works or publicise the project in any way.

Section 8: Responsibilities

Who will be responsible for implementing the data management plan?
Kate Churchill, Archaeologist, Churchill Archaeology.