



Glamorgan Gwent Archaeological Trust

Advisory Services:

Review and Monitoring of Field Work and
Documentation:

Generation, Standards, Content, Deposition

Archaeological Planning Management

Heritage Management

Advisory / Stewardship: Roles and Remits in generating fieldwork and documents for review

- **Planning Land Use:** Unitary Authorities, Welsh Government, Welsh ministers (Developments of National Significance), Cadw
 - Pre-applications, applications, pre-determination, post-determination
 - Includes national/regional consultation (e.g. Future Wales National Plan, Planning Policy Wales, TANs, Best Practice), Regional and Local Development Plans, Candidate Sites
- **Non-planning Land Use:**
 - Natural Resources Wales (woodland creation, felling licences, whole farm schemes, 'Glastir',
 - Utilities – gas, water, electricity, sewerage, telecoms,
 - Members of the public, volunteers, Cadw projects
- **Ecclesiastical Exemption:** Faculties – Diocesan Advisory Committees for Church in Wales, Roman Catholic management committees



Since January 2024...

- APM received:
 - 230 direct planning application consultations
 - 24 pre-planning enquires
 - 2 utilities (also in planning)
 - We also receive screenings: does a development need an EIA?
 - and scopings: if so, is archaeology and the historic environment a factor?
- HM received:
 - c30 non-planning land use consultations
 - general queries regarding the historic environment



Since January 2024...

- Archaeological Mitigation Pre-planning:
- 8 desk based assessments
- 1 field evaluation
- Post determination conditions:
- 30 for a Written Scheme of Investigation for a programme of work (watching brief, excavation, strip, map & record, sampling, geophysical survey)
- 12 for building recording
- Each will need our initial search of HER, letter of recommendation, email exchanges to set up scope of WSI, approval of WSI, field monitoring and documentation, responses to UA, archaeologist, report approval, further recommendation etc



Photo Credit: Nick Cooke RPS



One SE Wales Pre-planning APM input



- 1 Pre-planning consultation
- 1 Written scheme of investigation for trench evaluation for 127 x 50m trenches
- Including methodology for potential open area excavation
- 5 Monitoring visits
- Liaison with and advice to consultant archaeologists, field team leaders, site health and safety officers, specialists
- Generated so far hundreds of emails. Reports will include a number of other reports and WSIs

Lower Swansea Valley Regeneration: Pre Planning

- Eleven Sites: one Scheduled Monument; 15 Listed Buildings/Structures; one Archaeologically Sensitive Area
- Desk Based Assessments first stage: requires agreed methodology to establish scope
- Excavation requires overarching WSI and subsequent PD/ methodology
- Monitoring visits
- Liaison with and advice to consultant archaeologists, field team leaders, site health and safety officers, specialists, Cadw
- hundreds of emails generated so far.
- Reports will include a number of other reports and WSIs

Vivian and Musgrave Engine Houses



Photo Credit: Judith Doyle GGAT



Photo Credit: Judith Doyle GGAT

Professional Standards and Guidance

- Chartered Institute for Archaeologists:
- [ClfA Code, regulations and standards & guidance | Chartered Institute for Archaeologists](#)
- [Microsoft Word - Code of conduct revOct2022 \(archaeologists.net\)](#)
- 3.2.1 Desk-based assessment should be carried out according to a written specification or to a project design agreed by all relevant parties, so that performance and fitness for purpose can be measured.

Checklists and Content Monitoring WSI

Archaeological WSI/Project Design Monitoring Form



Site [Site]
Project Type Watching Brief **DAR No.** [DAR]
LPA Caerphilly **Pl. App. No.** [Pl. App. No.]
Contractor [Contractor]
Document Date [Date] **Document No.**

		N/A	Yes	No
1*	Does the document clearly specify the aims, objectives and scope of the proposed programme of archaeological work?		☐	☐
2*	Is the proposed programme of archaeological work appropriate and sufficient for achieving its stated aims and objectives?		☐	☐
3*	Does the document meet the CIfA's accepted professional standards?		☐	☐
4*	Does the document have an understandable structure?		☐	☐
5*	Does the document provide an adequate site description?		☐	☐
6*	Does the document contain an accurate NGR or other grid reference?		☐	☐
7*	Does the document provide sufficient background information about the relevant legislative framework within which it will be conducted?	☐	☐	☐
8*	Has sufficient background research been undertaken on the archaeological background and potential of the site?		☐	☐
9*	Does the document contain a clear statement of the methodology to be followed?		☐	☐
10	Does the document contain appropriate reference to the HER submission/deposition guidelines, including Welsh language requirements?		☐	☐
11*	Does the document describe how the potential effects of the development upon the archaeological resource will be assessed?	☐	☐	☐
12*	Does the document contain a plan showing the position of the proposed trenches/areas to be investigated?	☐	☐	☐
13*	Do all maps and plans in the document include a scale?	☐	☐	☐
14*	Does the document specify sufficient contingency arrangements for the full investigation of any significant archaeological materials that are encountered during the project?	☐	☐	☐
15*	Does the document specify an appropriate standard of recording, documentation and reporting for the proposed works?		☐	☐
16*	Does the document specify the personnel requirements for the proposed programme of work?	☐	☐	☐
17*	Does the document detail the specialists who will be engaged to analyse different types of finds?	☐	☐	☐
18*	Have details of the project archive and the location for its deposition been specified?	☐	☐	☐

19*	Does the document specify where and with whom any retained finds will be deposited?	☐	☐	☐
20	Does the document provide an outline of the proposed timetable for the proposed programme of work?		☐	☐
21*	Does the document specify quality assurance measures?		☐	☐
22	Does the document specify appropriate insurance arrangements?		☐	☐
23	Does the document contain an appropriate health and safety statement and risk assessment?		☐	☐
24	Does the document specify an arbitration policy?		☐	☐
25*	Is the document acceptable?		☐	☐

* Should be Yes or N/A for document to be considered acceptable

If the document is unacceptable:

What is required for the document to reach an acceptable standard?

Remove Archwilio...Substitute HER for SMR...Trench location on plan

Monitor's Name [Name]

Monitor's Position Archaeological Planning Officer

Monitor's Signature



Date

Checklist and Content Monitoring Reports

Archaeological Report Monitoring Form



Site _____
 Project Type _____ DAR No _____
 LPA _____ PI. App. No. _____
 Contractor _____
 Report Date _____ Report No. _____

		N/A	Yes	No
1	Was sufficient documentary research undertaken to place the report's results in their historic context?		☐	☐
2	Does the report provide sufficient discussion of the results in reference to current knowledge and research objectives?		☐	☐
3	Does the report's summary match the results of the work and does it contain sufficient information for the HER?		☐	☐
4	Does the report have an understandable structure?		☐	☐
5	Does the report provide an adequate site description and location map?		☐	☐
6	Does the report contain an accurate NGR or other grid reference?		☐	☐
7	Does the report contain a plan showing the position of the excavated trenches/areas?	☐	☐	☐
8	For all significant archaeological features, are there: a) Plans b) Sections/elevations c) Photographs	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
9	Do all maps, plans and sections/elevations in the report include a scale?		☐	☐
10	Are the locations of all drawn sections in the report marked on the corresponding plans?	☐	☐	☐
11	Does the report contain a sufficient number of appropriate photographs that include scales?		☐	☐
12	Is there a summary report on the artefactual and environmental assemblage?	☐	☐	☐
13	Is there an assessment of the assemblage's potential for further study?	☐	☐	☐
14	Does the report provide a context list?	☐	☐	☐
15	Does the report provide a catalogue of all finds by context?	☐	☐	☐
16	Were any environmental or technological samples taken?	☐	☐	☐
17	Have all samples been assessed in order to determine their significance and value for further investigation?	☐	☐	☐
18	Have details of the project archive and the location for its deposition been specified?		☐	☐

19	Does the report specify where and with whom any retained finds will be deposited?	☐	☐	☐
20	Does the report conform to the approved WSI/Project Design?	☐	☐	☐
21	Is the Report acceptable?		☐	☐

If the report is unacceptable:

What is required for the report to reach an acceptable standard?

[Comments]



Checklist and Content Monitoring Fieldwork

Archaeological Fieldwork Monitoring Form



Project.....	DAR No.....
LPA.....	Planning Application No.....
Contractor.....	Date of Visit.....

	Yes	No
Specification/Project Design Accepted	☐	☐
Date Accepted	☐	☐
Health and Safety Risk Assessment Received?	☐	☐

	Present	Not Present
Project Manager.....	☐	☐
Project Officer.....	☐	☐
Number of Site Assistants.....		

	Yes	No
Areas excavated IN specified locations	☐	☐
If not, why?.....		

	Approved	Not approved
New position	☐	☐
Were all areas available for inspection?	☐	☐
If not, why?.....		

	Yes	No
Additional areas needed?	☐	☐
If yes, why?.....		

	Shallowest	Deepest
Depth of material covering archaeological horizon		
Depth below present ground surface of natural		

	~~Yes~~	N/A	Yes	No
Has natural been proven?	☐		☐	☐
Is auguring needed to locate natural?	☐		☐	☐

	N/A	Yes	No
Are there features requiring sampling?		☐	☐
Has this been done?	☐	☐	☐
Did the monitor recommend that <u>samples</u> should be taken during the visit?		☐	☐

	N/A	Yes	No
Human remains present?		☐	☐
Do they need removing?	☐	☐	☐
If so has a licence been obtained?	☐	☐	☐

	N/A	Yes	No
<u>Were</u> recording techniques monitored?		☐	☐
If so are these appropriate	☐	☐	☐

	Yes	No
Has the Contractor kept to the specifications?	☐	☐
If not, <u>why?</u>		

	~~Yes~~	No
Is the work to standard?	☐	☐
If not, <u>why?</u>		

	~~Yes~~	No
Need for further Site Visits	☐	☐
If so, <u>when?</u>		

Summary of Site Meeting:

Further Comments:

Monitors Name.....
 Monitors Position.....
 Monitors Signature..... Date.....

Submission of reports to the HER

- Must comply with Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)
[Microsoft Word - Guidance for the Submission of Data to Welsh HERs V2 \(EN\) \(ggat.org.uk\)](https://www.ggat.org.uk/guidance-for-the-submission-of-data-to-welsh-her-2022/)
updated 2022 Guidance
- Responsibility of the Author to deposit with the HER
- Responsibility of the Author to ensure the report meets the standard for deposition
- Cyclical data

Submission of Reports in the planning system

- WSI or WSHM: approval must be prior to determination of any planning application
- These must be compliant with relevant ClfA Standard and guidance
- Should be *partial* discharge of a condition
- Final reports: if these meet the agreed WSI/WSHM, appropriate to approve

Grey Literature in the HER

- Report added to database
- HER Officer adding the data to the HER
- Digital pdfs require processing to comply with digital standards and to ensure compatibility and future proofing
- Reports publically accessible via Archwilio
- Why submit – legal reasons: Planning Act (Wales) 2015; Historic Environment (Wales) Act 2016, forthcoming Historic Environment (Wales) Act 2023 [Historic Environment \(Wales\) Act 2023](https://legislation.gov.uk/ukpga/2023/12/contents)
- Pan Wales backlog of reports to be added; also backlog of reports not submitted to HER

What can go wrong? Or right?

- Site details: name, address
- Planning number
- National Legislation: Wales
- HER Search reference (no Archwilio or Coflein)
- HER bilingual summary and new sites
- NPAAW
- RCAHMW Digital Archaeological Archives
- Cut and paste
- Headers and Footers
- Spelling and Grammar
- Maps, Plans: Measured scale
- Grid reference
- Speak with the regional curator!

Inspiring compliance

- If the methodology in the WSI is correct, the report will be
- Know your working area: if the legislative setting is right, we have confidence in the archaeologist
- Know your geology as well as archaeology – weathered mudstones, no local flint, deep alluvium
- Chartered Institute for Archaeologists: The Profession's Standards and Guidance, Membership: Individual (PCIfA, ACIfA, MCIfA), Registered Organisation



Thank you

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