



### **FINDING AN ARCHAEOLOGIST**

Archaeological remains are a fragile and finite resource, and inappropriate investigation, even by trained professionals, can lead to damage. It is essential that any archaeological work carried out as part of the planning process is undertaken by qualified personnel and normally these practitioners will be Members of the Chartered Institute for Archaeologists. There are numerous archaeological organisations in the United Kingdom who are experienced in undertaking work in the planning process. As in many professions the service that individual archaeological organisations can provide will differ depending on their size and experience.

A full directory of practitioners who are corporate or individual members of the Institute of Field Archaeologists is available from the Institute's website at: <http://www.archaeologists.net/regulation/organisations>, and a further list of practitioners who have stated that they are available to undertake work in Wales is available from The British Archaeological Jobs Resource (BAJR) website at <http://www.bajr.org/WhoseWho/>.

### **COMMISSIONING ARCHAEOLOGICAL WORK**

The Chartered Institute for Archaeologists (CIfA) is the professional organisation for archaeologists. They issue a range of Regulations, Standards and Guidelines for all types of archaeological work to ensure that CIfA members work to high ethical and professional standards. These should be followed by anybody undertaking archaeological work in south east Wales.

However, more detailed requirements may be needed to ensure that any work commissioned provides sufficient information for the impact of the development on the archaeological resource to be determined. It is therefore strongly recommended that applicants should request GGAT Archaeological Advisors to set a brief for any archaeological work required prior to the granting of planning consent. This service is currently provided free as part of our agreement with local authorities. Professional standards for archaeological works are constantly under review, the following paragraphs will provide the reader with an outline of archaeological work, however, more detailed advice stating the appropriate documentation and standards is available on the GGAT Archaeological Planning webpage at [http://www.ggat.org.uk/archplan/arch\\_planning.html](http://www.ggat.org.uk/archplan/arch_planning.html).

## **WHAT HAPPENS IF AN ARCHAEOLOGICAL SITE IS FOUND IN A DEVELOPMENT AREA?**

The premise of Welsh Legislation and Policy is that archaeological remains are preserved *in situ*. If an archaeological site is discovered in an application area, the impact of the development upon it is a material consideration in the planning process.

If the archaeological site is of sufficient importance and the proposed development is determined to have a significant impact, then planning consent could be refused. However, this rarely happens, as there are a number of methods of designing developments that will preserve archaeological sites. In larger developments it is usual for public open space to be required and these can be designed to coincide with the archaeological features. If there are no upstanding earthworks, and dependent on the depth and nature of the archaeological remains, it may be possible to position lightweight features such as flat car parks on top of the archaeological site and it may even be possible to construct lightweight rafted foundations in the soil covering the archaeological features. It is therefore likely that the applicant will be requested to provide more details on measures that are proposed to be used in order to protect the archaeological resource and reduce the impact of the development on it prior to the final determination of the application

## **ARCHAEOLOGICAL WORK PRIOR TO DETERMINATION OF A PLANNING APPLICATION**

### **DESK BASED ASSESSMENT**

The purpose of desk-based assessments is to gain information about the known or potential archaeological resource within a given area or site (including the presence or absence, character and extent, date, integrity, state of preservation and relative quality of the potential archaeological resource), in order to make an assessment of its merit in context, leading to one or more of the following:

- the formulation of a strategy to ensure the recording, preservation or management of the resource
- the formulation of a strategy for further investigation, whether or not intrusive, where the character and value of the resource is not sufficiently defined to permit a mitigation strategy or other response to be devised.

A desk-based assessment will require a practitioner obtaining information from the Historic Environment Record (HER webpage <http://www.ggat.org.uk/her/her.html>) and supplementing this information by searching for information at the Glamorgan Record Office, local libraries, and possibly the National Library of Wales. The information available from these sources will include historic documents, such as manorial records, historic parish surveys, leases, wills, as well as cartographic material such as estate plans, tithe maps and historic Ordnance Survey maps. Information derived from previous archaeological investigations and historical overviews must also be gathered, as well as undertaking an analysis of information gained from aerial photographs and engineering records.

The practitioner will also need to visit the site and area, so that any upstanding earthworks or other visible indications of archaeological features can be identified and also to provide a clear understanding of the topography of the site. There is also a requirement within Welsh legislation and policy for the impact of a development on the setting of monuments and landscapes to be assessed. Once all of the available information on the archaeological resource in the proposed development area has been collated, the practitioner should be able to determine the importance of the archaeological sites and the effect of the proposed development on it. However, in some cases this will not be possible, as insufficient information on the archaeological sites has been identified. In this instance, the practitioner will recommend what further type of investigation will be required so that the determination can be made.

## **FIELD EVALUATIONS**

The purpose of field evaluation is to gain information about the archaeological resource within a given area or site, including its presence or absence, character, extent, date, integrity, state of preservation and quality. This may involve following a programme of investigative techniques, such as field walking, geophysical survey and evaluation trenching in order to make an assessment of its merit in the appropriate context, leading to one or more of the following:

- the formulation of a strategy to ensure the recording, preservation or management of the resource
- the formulation of a strategy to mitigate any threat to the archaeological resource
- the formulation of a proposal for further archaeological investigation within a programme of research

A field evaluation involves intrusive groundworks and the work should be undertaken to a brief provided by GGAT Archaeological Advisors and should not take place until a detailed specification prepared by the archaeological practitioner undertaking the work has been approved by GGAT Archaeological Advisors. The brief will outline the required works and these may include one or more of the following; earthwork survey, geophysical survey, field walking and trench excavation. The first three of these operations should be carried out in advance of the trench excavation in order to determine the exact location of the evaluation areas that will be investigated.

A brief description of these operations is summarised below:

### **Earthwork Survey**

In areas of agricultural land that have not been subjected to intensive ploughing archaeological remains may survive as earthworks. Surveying will normally consist of qualified practitioners using electronic survey equipment to record the earthworks and from these results, producing detailed plans and profiles.

### **Geophysical Survey**

Indications of human activity can be detected using scientific equipment. Geological conditions have a major impact on the quality of the results from such surveys and the type to be used will only be determined after appropriate on-site tests have been

undertaken. Such work therefore needs to be undertaken by specialist personnel and the type of equipment and technique to be used should be approved by GGAT Archaeological Advisors prior to the commencement of any survey.

There are differing types of geophysical survey, and the effectiveness varies according to the depth and nature of solid and drift geology. The main geophysical survey types are: Magnetometry, Resistivity and Ground Penetrating Radar.

### **Field Walking**

When a field has been recently ploughed, artefacts may have been brought to the surface, and can be recovered. Archaeological field walking requires a systematic search of the surface with location of all artefacts being recorded and plotted prior to their collection. Metal detectors may sometimes be used if appropriate during this work with all such finds being plotted in three dimensions.

### **Trench Excavation**

Archaeological evaluation trench excavation is a physical intervention into the archaeological resource, as such it is an operation that causes damage to that resource and should not be undertaken without the explicit approval of GGAT Archaeological Advisors. It normally consists of a number of trenches being excavated by mechanical excavator (sometimes all of the trench will need to be hand excavated, especially if access to the site is limited) to the uppermost archaeological horizon. This is then 'cleaned' and exposed features sample excavated in order to determine their form and date. Where several overlying sequences of archaeology are identified (deep stratification) evaluation trenches can run to some depth. Samples of palaeoenvironmental material from suitable deposits may also be taken for analysis.

It is normal practice for GGAT Archaeological Advisors to carry out a monitoring inspection during an evaluation trench excavation in order to ensure that any alterations to the approved specification are agreed, to provide local knowledge to the archaeological contractor, to discuss the results of the work and to ensure that the work is to the agreed standard. A report on this inspection will normally be made to the Local Planning Authority within 48 hours, with a copy being sent to the archaeological practitioner.

### **Reporting**

All of the on-site works undertaken as part of the field evaluation will be followed by a phase of post-excavation and analysis, and the production of a report on the work. This report will need to be submitted to the Local Planning Authority before any determination of the planning application will be made.

## **CONDITIONS FOR ARCHAEOLOGICAL WORK THAT MAY BE ATTACHED TO THE PLANNING CONSENT**

If planning consent is granted for development in an area where archaeological features are known to exist, conditions will be attached to the consent in order to

ensure that the archaeological resource is protected or properly investigated. There are currently standard conditions that are attached to planning consents in south east Wales:

### **Building Recording**

The condition relating to building recording which may be attached to any consent is:

*No works to which this consent relates shall commence until an appropriate programme of historic building recording and analysis has been secured and implemented in accordance with a written scheme of investigation which has been submitted to and approved in writing by the local planning authority*

The justification for the imposition of the condition would therefore be: -

*Reason: As the building is of architectural and cultural significance the specified records are required to mitigate impact.*

This condition comprises work undertaken to differing levels of building recording work, from limited survey work to full detailed structural survey and documentary research. In normal circumstances GGAT Archaeological Advisors will outline the level of building recording that they envisage being carried out, in their letter to the relevant Local Planning Authority, recommending that the condition be attached to the planning consent. GGAT Archaeological Advisors will always be available to discuss any details proposed to ensure that a suitable programme is proposed.

In general, the applicant should engage a relevant specialist (e.g. building historian or relevantly qualified practitioner) to inspect their proposed development plans and devise a suitable programme of building recording. GGAT Archaeological Advisors will not prepare the programme of building recording but are willing to discuss its contents with the appointed practitioner in order to ensure that a suitable programme is proposed. In most cases, this programme would comprise the recording work being undertaken both in advance of and during development.

### **Programmes of Archaeological Work**

The condition relating to a programme of archaeological work which may be attached to any consent is:

*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.*

This condition can cover many different types of archaeological work, from a watching brief to full excavation, and also include 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.

In normal circumstances GGAT Archaeological Advisors will outline the programme of investigation that they envisage being carried out in their letter to the relevant Local Planning Authority, recommending that the condition be attached to the planning consent. The applicant should engage an archaeological practitioner to inspect their proposed development plans and devise a suitable programme of investigation. GGAT Archaeological Advisors will not prepare the written scheme of investigation detailing the programme of investigation, but are willing to discuss its contents with the appointed archaeologist in order to ensure that a suitable programme is proposed. In some cases, this programme could consist of a watching brief but also outline contingency arrangements in case complex archaeology is discovered.

### **Watching briefs**

The condition relating to an archaeological watching brief which may be attached to any consent is:

*No development or site clearance shall commence until the local planning authority have been informed in writing of the name of a professionally qualified archaeologist who is to be present during the undertaking of any excavations in the development area so that a watching brief can be conducted. No work shall commence until the local planning authority has confirmed in writing that the proposed archaeologist is suitable. A copy of the watching brief report shall be submitted to the local planning authority within two months of the archaeological fieldwork being completed.*

*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.*

This condition is relatively self-explanatory. It requires the developer to engage a qualified practitioner to undertake a watching brief. A watching brief consists of a practitioner being present during the ground works required for the construction of the development, normally the excavation of foundation and service trenches. The practitioner observes the excavations work and if archaeological features are revealed will quickly investigate and record them. In normal services this intervention will be rapid and will only lead to small delays, if any to the building programme. If in the rare event that complex archaeological features requiring more time and resources than are covered by the terms of the watching brief are revealed, then the practitioner will inform GGAT Archaeological Advisors and the Local Planning Authority in order to determine any additional requirements.

All archaeological work must be undertaken to the appropriate Standard and Guidance set by the Chartered Institute for Archaeologists (CIfA), ([www.archaeologists.net/codes/ifa](http://www.archaeologists.net/codes/ifa)) and it is recommended that it is carried out either by a CIfA Registered Organisation ([www.archaeologists.net/ro](http://www.archaeologists.net/ro)) or an accredited Member.

## HOW ARE PLANNING CONDITIONS DISCHARGED?

The condition requiring a watching brief to be undertaken is *partly* met when the applicant informs the Local Planning Authority of the name of their appointed practitioner. It is *fully* discharged once the watching brief has been carried out and a report on the work is submitted to and approved by the Local Planning Authority.

Discharging a condition requiring a programme of archaeological work is more complex. In the first instance the written scheme of investigation detailing the programme of archaeological work, produced by the applicant's practitioner needs to be submitted to the Local Planning Authority. Once this has been approved, the on-site works outlined in the document will need to be undertaken. On completion of these works, either a final report can be produced, or in the case of excavations, a post-excavation assessment will be produced. In the latter case the works outlined in the assessment will need to be undertaken and then the final report produced. This process can take some time and it is recommended that the applicant should submit information at the end of each of the above stages to the Local Planning Authority (and through them GGAT Archaeological Advisors) in order for a *partial discharge* of condition notice to be issued.

Only when the final report is submitted and, if deemed necessary, the publication of the results in a suitable medium has been agreed will *full discharge* be possible.

## REPORTS AND PUBLIC PARTICIPATION

One of the principal aims of the Local Planning Authorities is that the results of any archaeological work in their areas are made available to the public. In many cases the results will be minor and the information will be provided in a short report to the Local Planning Authority as part of the planning process and another copy of this report should be sent to the Historic Environment Record for inclusion in that archive. The inclusion of a report in the Historic Environment Record allows it to be identified and consulted by the public. A short précis of the contents of the report should also be made by the archaeological practitioner and submitted for publication in the Council for British Archaeology's *Archaeology in Wales*. When larger works with more significant results are undertaken, the Local Planning Authority expects that the applicants will provide more information to the public during the works. The provision of information will depend on the work being undertaken and other restrictions such as health and safety; however, it is likely that they will include regular press releases, the provision of information boards and, ideally, limited site access or viewing points. Where large scale works with significant results are carried out it is expected that as

well as the report for the Historic Environment Record and the précis for *Archaeology in Wales*, that a detailed report is prepared for inclusion in an academic journal such as *Archaeologia Cambrensis*, *Studia Celtica*, *Monmouthshire Antiquarian* or as a stand-alone monograph. The requirement for such a report will be either identified prior to the site work commencing, or on its completion. The costs of the publication of these reports will need to be met by the applicant.