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1. Introduction
1.1 Graham Frecknall Architecture & Design of 9 Agincourt Street, Monmouth, NP25 3DZ, on behalf of their client, has commissioned Trysor heritage specialists to prepare a written scheme of investigation for archaeological work in respect to groundworks at Blackpool Mill, Blackpool Bridge, Narberth, planning application NP/20/0102/S19 (PCNPA).
2. **Objective of the Written Scheme of Investigation**

2.1 The objective of this specification is to specify the method to meet the requirements of an archaeological condition on a conditionally consented development and mitigate the impact on the archaeological resource.

3. **The development**

3.1 The development includes changes to create a restaurant, café and exhibition area at Blackpool Mill within the existing buildings.

4. **Conditions on the planning application consent**

4.1 Under Variation of Condition 2 of NP/16/0678/LBA - Blackpool Mill, Blackpool Bridge, Narberth, Pembrokeshire, SA67 8BL Condition 9 specifies an action necessary to mitigate the impact of the development on the historic environment.

    *No development shall take place until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the local planning authority*

    *Reason: To assess the archaeological value of the site. Policy: Local Development Plan - Policy 8 (Special Qualities) and Planning Policy Wales (edition 8 - January 2016) - Chapter 6 (Conserving the Historic Environment)*

5. **Nature of the archaeological resource**

5.1 The proposed development would be located at the site of the historic Blackpool Mill, which was constructed 1813 as a purpose-built corn mill by the Slebech estate. The mill is recorded in the Historic Environment Record (maintained by the Dyfed Archaeological Trust (PRN 12560) and in the National Monuments Record of Wales, maintained by the Royal Commission on the Ancient and Historical Monuments of Wales (NPRN 40227). The mill building is also statutorily protected as a Grade II Listed Building (Listed Building Number 6090).

    5.1.1 Information included in the regional Historic Environment Record (HER), curated by the Dyfed Archaeological Trust, shows that the development site is situated within the Milford Haven Waterway Registered Historic Landscape (HLW (D) 3), specifically the Canaston and Minwear Woods Character Area (HLCA 330; PRN 43906), as defined within the Register of Landscapes of Outstanding Historic Interest in Wales.

5.2 Blackpool Mill is a fine example of corn mill of the industrial period built in 1813, comprising a large, four-storey building with an attic and a slate roof, standing on the eastern bank of the Eastern Cleddau river. Its original waterwheel was fed by a substantial leat, which drew water from the Eastern Cleddau to the northeast but then turned to approach the mill from the southeast so that the water flow ran directly at the water wheel situated beneath the centre of the building. The water was then returned to the river. The water wheel was replaced by a water turbine by the early 20th century. The mill ceased work in 1958 but the building has been maintained since that time and undergone some reconstruction, being used for some time as a tourist attraction. In recent years the building has been disused, but its slate roof has been recently renewed and it remains in good condition, with most of its original machinery intact within the building.
5.2.1 To the southeast of the main mill building there is a large, level yard area, with lawns running further to the southeast, either side of the approaching mill leat. A stone outbuilding stands close to the southwestern side of the mill and this outbuilding is shown on the parish tithe map. A second stone outbuilding stands a short distance to the south. This building has a datestone above the doorway dating it to 1830, indicating that it post-dates the construction of the mill. The yard and outbuildings would fall within the area of the proposed development, as would a field immediately to the west of the outbuildings.

5.3 The earlier history of the site is less certain. Records such as the National Monuments Record and Historic Environment Record indicate a tradition that Blackpool Mill was built on the site of the Blackpool Forge ironworks. It has been shown that Blackpool Furnace was located over 500 metres to the east of Blackpool Mill (N. Page, 2007, 182-184). This complex was supplied with locally mined iron ore and the furnace used locally sourced charcoal as a fuel. It was a lack of suitable fuel in the area which caused the closure of the furnace at the start of the 19th century.

5.3.1 Page (2007, 183) suggests that the 17th century furnace complex may have included a finery furnace for further processing iron at the site of Blackpool Mill. A Slebech estate map of the 18th century indicates that there were a range of buildings within the present grounds of Blackpool Mill and these are also seen on the 1811 Ordnance Survey Original Surveyors Drawings (Tenby Sheet 131), just before the ironworks was replaced by the mill. A late lease for Blackpool Forge lists a number of buildings within the riverside complex, including workshops, a coke house and coke oven, stable, iron house, seven cottages, a carpenter’s shop. It is also thought that the leat which supplied the mill was originally constructed for the ironworks and may follow the line of an even earlier mill leat which could have supplied a medieval corn mill (Archaeology Wales, 2016, p.12).

5.4 Blackpool Mill was clearly erected on the land previously occupied by Blackpool Forge. At present there is no surviving surface evidence for the forge buildings, with the leat appearing to be the sole surviving feature of the forge complex. There is also no documented archaeological evidence of any buried features associated with the forge.

5.4.1 It is possible that the ironworks site was cleared and landscaped at the time the mill was constructed. The archaeological potential of the mill site is therefore unknown, but it is possible that features associated with the ironworks, or even a pre-17th century corn mill, survive within the proposed development area.

6. Scope of Work
6.1 The main intrusive groundworks will be for services/utilities from the two outbuildings to the southwest and west of the main mill into the field to the west and an extension to the car parking area beyond the current tarmaced area between the two outbuildings and into the field to the west. This will be observed during the watching brief as well as any minor groundworks.

6.2 The Chartered Institute for Archaeologists’ Standard and Guidance for an Archaeological Watching Brief (CIfA, 2020a) was used to write this Written Scheme of Investigation. The CIfA define a watching brief as:
The definition of an archaeological watching brief is a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons. This will be within a specified area or site on land, intertidal zone or underwater, where there is a possibility that archaeological deposits may be disturbed or destroyed. The programme will result in the preparation of a report and ordered archive. This definition and Standard do not cover chance observations, which should lead to an appropriate archaeological project being designed and implemented, nor do they apply to monitoring for preservation of remains in situ.

6.3 The purpose of a watching brief is described as:

The purpose of a watching brief is a. to allow, within the resources available, the preservation by record of archaeological deposits, the presence and nature of which could not be established (or established with sufficient accuracy) in advance of development or other potentially disruptive works b. to provide an opportunity, if needed, for the watching archaeologist to signal to all interested parties, before the destruction of the material in question, that an archaeological find has been made for which the resources allocated to the watching brief itself are not sufficient to support treatment to a satisfactory and proper standard A watching brief is not intended to reduce the requirement for excavation or preservation of known or inferred deposits, and it is intended to guide, not replace, any requirement for contingent excavation or preservation of possible deposits. The objective of a watching brief is to establish and make available information about the archaeological resource existing on a site.

7. Methodology
7.1 The programme of work will be carried out in accordance with Chartered Institute for Archaeologists’ Standard and Guidance for an Archaeological Watching Brief (CIfA, 2020a).

7.2 A two-person team will watch the excavation of groundworks. Features of archaeological interest will be recorded. Excavation of any features will be limited to that necessary to establish their extent and character, unless their excavation is required to allow the development to proceed.

8. Recording
8.1 A plan of the groundworks, and representative sections if appropriate, will be drawn, at an appropriate scale, recording all features of archaeological interest. The plan will be based on the applicants’ survey drawings of the development area. If archaeological features of contexts are encountered, plans will be drawn on permatrace to a scale of 1:10, 1:20 or 1:50, as appropriate.

8.2 A written record of all activity will be kept in a project specific notebook. If archaeological contexts are encountered they will be recorded following the Central Excavation Unit Manual: Part 2: Recording, 1986, using proforma recording sheets and a consecutive numbering system.
8.3 Any artefacts will be dealt with in accordance with the guidance provided in the Chartered Institute for Archaeologists Standard and Guidance for the collection, documentation, conservation and research of archaeological materials (CIfA, 2020b). Any artefacts will be retained, cleaned and stored. Following reporting they will be returned to the applicant (landowner). If the landowner does not wish to retain the artefacts or if the artefacts are of regional or national importance, negotiation will commence at the earliest possible opportunity with Pembrokeshire Museum Service.

8.4 Deposits of environmental or technological significance will be sampled according to A guide to the theory and practice of methods, from sampling and recovery to post-excavation published in 2002 as one of the Centre for Archaeology Guidelines by English Heritage.

8.5 In the event of human burials being discovered the Ministry of Justice will be informed. The remains will initially be left in situ, and if removal is required, a Ministry of Justice licence will be applied for under the Burial Act 1857.

8.6 Should removal of in situ human remains be required, work will be undertaken in accordance with CBA handbook, 2018 Human Remains in Archaeology: a handbook (Roberts, C, 2018).

8.7 Colour digital photographs will be taken, as appropriate, using a 16M pixel camera. A written record will be made on site of the photographs taken. Appropriate photographic scales will be used.

9. Contingency arrangements if archaeological features are discovered
9.1 In the event that archaeological remains are encountered, where appropriate investigation falls outside the scope of this specification, a meeting between Trysor, the applicant, the Local Planning Authority case officer and/or the LPA’s archaeological advisors from Dyfed Archaeological Trust will be convened in order to agree a course of action. The applicant will be responsible for paying for any further work necessary such as revised programme of work, curatorial monitoring, finds conservation, finds specialist, environmental sampling and processing, radio-carbon dating etc.

10. Health & Safety
10.1 Trysor will undertake a risk assessment in accordance with their health and safety policy taking into account current Covid 19 regulations at the time of the groundworks.

11. Reporting
11.1 Following the completion of the on-site work, a report on the watching brief will be prepared according to the requirements of section 3.8 of the Chartered Institute for Archaeologists’ Standard and Guidance for An Archaeological Watching Brief (CIfA,2020a).

11.2 The report will address the aims and purposes of the watching brief and be fully representative of the information gained including negative evidence. It will contain as a minimum:

- A non-technical summary of the watching brief
June 24th 2021

- Introductory statement
- Aims and purposes of the watching brief
- Methodology
- Results including structural data and associated finds and/or environmental data recovered, details will be included in appendices as appropriate
- Interpretation
- Discussion/Conclusion including significance of result in a local, regional and national context.
- Index to Archive and location of archive
- Illustrations, including a location plan
- Bibliography

11.3 Copies of the report will be provided to the client and the Dyfed Historic Environment Record after approval of the report from the local planning authority.

12. Public Benefit and Outreach
12.1 A summary of the work undertaken and its findings will be submitted to *Archaeology in Wales*, the annual review of archaeological work in Wales collated the Council for British Archaeology Wales (CBA Wales). If appropriate, a full report on findings will be submitted for publication with an appropriate regional or national archaeological journal within one year of the completion of the fieldwork element of the project.

12.2 The results of the work will be deposited in the NMR and regional HER making it publicly accessible to all in line with current guidance, (NPAAW, 2017, RCAHMW, 2015 and WAT, 2018).

12.3 The purpose of the work and the history of the site will be discussed with the client and others on site, in order to widen understanding of why the work is important and broaden appreciation for the historic environment.

13. Archive
13.1 The paper and digital archive will be deposited with the National Monuments Record, including a copy of the final report in accordance with the CIfA’s *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives* (CIfA, 2020b) and *The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2017* (NPAAW, 2017). This archive will include all written, drawn and photographic records relating directly to the investigations undertaken. Digital archives will follow the standard required by the RCAHMW (RCAHMW, 2015).

13.2 Any artefacts will be returned to the landowner after recording and reporting. If they are considered to be regionally or nationally important, discussions about depositing the artefacts in a recognised museum archive will be held with the landowner. According to current standard and guidance, Pembrokeshire Museums were not taking archives in 2017 as they had space issues. (NPAAW, 2017, section 6). Narberth Museum was taking some archives but discussion would be needed on type of artefacts/quantity.
14. **Resources to be used**

14.1 Two members of staff will undertake the watching brief. They will be equipped with standard field equipment, including digital cameras, GPS and first aid kits. Trysor have access to the computer hardware and software required to deliver the completed final report and archive to a professional standard.

15. **Qualification of personnel**

15.1 Trysor is a Registered Organisation with the Chartered Institute for Archaeologists and both partners are Members of the Chartered Institute for Archaeologists, [www.archaeologists.net](http://www.archaeologists.net)

15.2 Jenny Hall (BSc Joint Hons., Geology and Archaeology, MCIfA) had 12 years excavation experience, which included undertaking watching briefs prior to becoming the Sites and Monuments Record Manager for a Welsh Archaeological Trust for 10 years. Since 2004 she has been an independent archaeologist undertaking a variety of work that includes upland survey, desktop assessments and watching briefs.

15.3 Paul Sambrook (BA Joint Hons., Archaeology and Welsh, MCIfA, PGCE) has extensive experience as a fieldworker in Wales. He was involved with Cadw’s pan-Wales Deserted Rural Settlements Project for 7 years. He also undertook Tir Gofal field survey work and watching briefs. Since 2004 he has been an independent archaeologist undertaking a variety of work that includes upland survey, desktop assessments and watching briefs.

15.4 Martin Locock (BA, MCIfA) – Martin has undertaken many bone reports for Glamorgan Gwent Archaeological Trust and others. He has also undertaken studies of bricks and mortar. He has undertaken watching briefs and evaluations across south Wales, including within Cowbridge.

15.5 Dee Williams (BA Archaeology and Classical Studies) graduated from the University of Wales, Lampeter. After University she pursued a career in field archaeology. Her first supervisory post was with Wessex Archaeology (Manpower Service Commission 1984-5) as the Finds Officer on a large multi-period urban excavation in Dorchester. From 1986 to 1994 she was employed as the Finds Officer with the Dyfed Archaeological Trust. From 1994 to the present she has worked as an administrator in the Department of Archaeology at Lampeter but continues her research interests in finds with specialisms in ceramics and glass.

15.6 Dr Ian Brooks (PhD, BA, MCIfA, FSA) - Flint assemblages of any size from a single artefact to many thousands of artefacts can be analysis. Recent projects have varied from a few artefacts recovered during the excavation of a late medieval house in North Wales to over 16,000 Mesolithic artefacts from Bath. In addition to standard typological studies Ian Brooks has developed specialist techniques to investigate the original source of the flint and the deliberate heat treatment of flint by the use of micropalaeontology.

15.7 Wendy Carruthers (BSc, MSc, MCIfA) has worked as a freelance archaeobotanist for over 30 years, mainly analysing plant macrofossils from sites in southern and central England and Wales. After graduating in Manchester she worked as a field botanist for a year, followed by a couple of years on archaeological excavations as a digger and planner. I then took the Masters course in Plant Taxonomy at Reading, and started working as a freelance archaeobotanist after I graduated. In the early 1990s she was the English Heritage
Archaeobotanist at the Ancient Monuments Laboratory for four years. Over the years she has analysed charred, waterlogged, mineralised, silicified and desiccated plant remains. She is particularly interested in preservation by mineralisation.

16. **Insurance & Professional indemnity**
16.1 Trysor has Public Liability, Employers Liability and Professional Indemnity Insurance.

17. **Project identification**
17.1 The project has been designated Trysor Project No. 2021/788, site code BPM2021. The DAT HER PRN Event Record is 114899.

18. **Monitoring**
18.1 Relevant staff from the LPA, or their representatives, will be welcome to visit the site and monitor the work. DAT DM will be informed in advance of work commencing, and any monitoring visit necessary arranged.

19. **Sources**

19.1 **Non Published**

- NPAAW, 2017, *The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2017*
- NPAAW, 2019, *National Panel for Archaeological Archives in Wales ARCHAEOLOGICAL ARCHIVES: SELECTION, RETENTION AND DISPOSAL GUIDELINES FOR WALES*
- RCAHMW, 2015, *RCAHMW guidelines for Digital Archives, Version 1*
- WAT, 2018, *Guidance for the Submission of Data to the Welsh Historic Environment Records*

19.2 **Published**

- Archaeology Wales, 2016, *Blackpool Mill, Canaston Bridge, Pembrokeshire Archaeological Desk-Based Assessment.*
- CIfA, 2020a, *Standard and guidance for an archaeological watching brief*
- CIfA, 2020b, *Standard and Guidance for the collection, documentation, conservation and research of archaeological materials*
- CIfA, 2020c, *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives*
19.3 Web based materials

Historic Wales, accessed 23/06/2021 https://historic-wales-rcahmw.hub.arcgis.com/app/560b673d549341e1aad78c12e2145592

19.4 Data Sources

Jenny Hall & Paul Sambrook
Trysor,
June 2021
www.trysor.net

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38, New Road,
Gwaun Cae Gurwen
Ammanford
Carmarthenshire
SA18 1UN
www.trysor.net
enquiries@trysor.net

Trysor is a Registered Organisation with the Chartered Institute for Archaeologists and both partners are Members of the Chartered Institute for Archaeologists, www.archaeologists.net

Jenny Hall (BSc Joint Hons., Geology and Archaeology, MCIfA) had 12 years excavation experience, which included undertaking watching briefs prior to becoming the Sites and Monuments Record Manager for a Welsh Archaeological Trust for 10 years. She has been a partner in Trysor since 2004 undertaking a wide variety of work that includes upland survey, desk-based appraisals and assessments, and watching briefs.

Paul Sambrook (BA Joint Hons., Archaeology and Welsh, MCIfA, PGCE) has extensive experience as a fieldworker in Wales. Amongst other things he was involved with Cadw’s pan-Wales Deserted Rural Settlements Project for 7 years. He has been a partner in Trysor since 2004 undertaking a wide variety of work including upland survey, desk-based appraisals/assessments, and watching briefs.
## Project Information

### Project Management

<table>
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<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Project Manager</td>
<td>Jenny Hall &amp; Paul Sambrook</td>
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<tr>
<td>Archaeological Archive Manager</td>
<td>Jenny Hall &amp; Paul Sambrook</td>
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### Organisation

Trysor

### Stakeholders

<table>
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<tr>
<th>Collecting Institution(s)</th>
<th>Project Lead / Project Assurance</th>
<th>Date Contacted</th>
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<tr>
<td>A collecting institution for artefacts will only be contacted in advance of site work, if the potential for artefacts from sealed contexts is assessed as Moderate to Very High. The scale of field work and where it is situated geographically will be considered when making this initial assessment</td>
<td>Jenny Hall and Paul Sambrook</td>
<td>Not contacted</td>
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Artefact archive not contacted yet. Potential for artefacts that require archiving considered to be Unknown. There may be post medieval artefacts or samples during the groundworks for the but. Artefacts from non-sealed contexts will be noted and returned to landowner unless they are assessed as of regional or national importance. Artefacts from sealed contexts will be retained and recorded in line with NPAAW guidance (NPAAW, 2019). A decision will be made at that point if any need to be deposited in an archive, when their significance has been assessed against the results of the watching brief. Digital/paper archive to be archived with RCAHMW, with copies to HER if they wish.

### Landowner / Developer

See WSI

### Other

- 

### Resources

| Resources required | No unusual resources required to date, beyond trays, bags, |

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**Note:**

- Archeological Archive not contacted yet at this stage.
- Potential for artefacts that require archiving considered to be Unknown.
- Post medieval artefacts or samples not expected during the groundworks.
- Artefacts from sealed contexts will be retained and recorded as per NPAAW guidance.
- Decision on need for artefacts to be archived to be made based on results of watching brief.
- Digital/paper archive to be archived with RCAHMW, with copies to HER if they wish.
Describe the resources required to implement this Selection Strategy, particularly if unusual resources are required.

markers record sheets. The potential for artefacts from sealed contexts is assessed as Unknown at present. Unstratified artefacts will be recorded and returned to the landowner, unless they are assessed as being of regional or national importance.

<table>
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<th>Context</th>
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| Describe below the context of this Selection Strategy. You should refer to:
  * The aims and objectives of the project;
  * Local Authority guidance (including the brief);
  * Research Frameworks;
  * The repository collection development policy and/or deposition policy;
  * Material-specific guidance documents.  
  
  **Note:** This section may be copied from your Project Design/WSI to ensure all Stakeholders receive this context information. |

- The aims and objectives of the project are to record and protect the historic environment whilst enabling development.
- The methodology to be used and its context is given in this Written Scheme of Investigation.
- The Research Framework for the Archaeology of Wales identifies areas of past, current and future archaeological research in Wales [https://www.archaeoleg.org.uk/intro.html](https://www.archaeoleg.org.uk/intro.html).
- The current research questions for the later Post Medieval period, 1750 to 1900 include:
  - The significance and scale of technical change within the major industries of coal, iron, copper, tin, lead and slate, and the impact of that change within the landscape; their context and significance in terms of similar sites elsewhere in the world; their relationship with the markets they served.
  - The extent to which some industrial sites might have origins predating 1750.
- If necessary a suitable artefact archive will be identified using [National Standards for the Collecting and Depositing of Archaeological Archives in Wales 2017, Part 6](https://collections.mwales.org.uk/heritage/2017/6/). Museums in Wales Collecting Archaeology.
  As there are no other parameters for this project defining what artefacts are collected, retained and disposed of, artefact retention and disposal will be guided by the 2019 document from the National Panel for Archaeological Archives in Wales, *Archaeological Archives: Selection, Retention and Disposal Guidelines for Wales*.

<table>
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<th>Stakeholders</th>
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| Name the individual(s) responsible for the Digital Data Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Collections Curator).

Jenny Hall & Paul Sambrook
Selection

Location of Data Management Plan (DMP)
Selection of digital data elements should be considered in your project’s DMP. For the purpose of the Selection Strategy, you can either copy the selection section of your DMP below, or attach it as an appendix to this document. Please indicate here if the DMP is attached.

See Appendix 2 of this WSI

The selection strategy in your DMP should:

1.1 Define what digital data will be selected for inclusion in the archaeological archive, how this will be done, and why. Do not forget to consider that specialists may have digital data that should be included in the archaeological archive.
1.2 Identify the selection review points during the project (i.e. project planning, data gathering, analysis and reporting and archive compilation).
1.3 Reference all relevant standards, policies or guidelines (e.g. digital repository deposition requirements) and specialist advice sought.
1.4 Identify any selection decisions that differ from standard guidelines and explain why.

a) Final report as pdf file which will include WSI and any specialist reports if needed
b) Selected and catalogued photographs as Tiffs file

Additional files may include
c) Vector GIS files as .shp files
d) Drawings as .pdf files
e) Scanned context sheets/site notes as pdf

NPAAW, 2017, *The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2017*

RCAHMW, 2015, *RCAHMW guidelines for Digital Archives, Version 1*

WAT, 2018, *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)*

De-Selected Digital Data

The procedure for dealing with De-selected digital data and what specialist advice informed this process should be recorded in your DMP. Please copy this information here or attach your DMP as an appendix to this document.

See Appendix B in this WSI

Amendments
Detail any amendments to the above selection strategy here. The Selection Strategy will be reviewed after fieldwork is complete when the digital data created will be clearer.

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<th>Date</th>
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<th>Rationale</th>
<th>Stakeholders</th>
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2 – Documents

Stakeholders

Name the individual(s) responsible for the Documents Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

Jenny Hall & Paul Sambrook

Selection

Describe your Selection Strategy for the Documents elements of the archaeological archive. To do this you must:

2.1 Define which documents will be selected for inclusion in the archaeological archive, how this will be done, and why. Do not forget to consider that specialists may have documents that should be included in the archaeological archive.

2.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).

2.3 Reference all relevant standards, policies or guidelines (e.g. digital repository deposition requirements) and specialist advice sought.

2.4 Identify any selection decisions that differ from standard guidelines and explain why.

a) Final report as pdf file which will include WSI and any specialist reports if needed. This is the version sent to client and approved by third parties. Specialist reports will be contained within that report.

b) Selected and catalogued photographs as Tiffs file

Additional files may include: to be reviewed after site work

c) Vector GIS files as .shp files
d) Drawings as .pdf files
e) Scanned context sheets/site notes as pdf

NPAAW, 2017, *The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2017*

RCAHMW, 2015, *RCAHMW guidelines for Digital Archives, Version 1*
De-Selected Documents

Describe the procedure for dealing with De-selected material and what specialist advice has informed this procedure.

Deselected digital documents will be retained within Trysor backups.

The process is one of selection rather than deselection.

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# 3.1 – Materials DIGITAL

## Stakeholders

Name the individual(s) responsible for the Materials Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

<table>
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<th>Jenny Hall &amp; Paul Sambrook</th>
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## Selection

Describe your Selection Strategy for each material type and or object type. To do this you must:

| 3.1 State the Selection Strategy you are applying to each category of material, how this will be done, and why. |
| 3.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation). |
| 3.3 Reference all relevant standards, policies or guidelines (e.g. thematic, period, and regional, Research Frameworks, repository deposition policies) and specialist advice sought. |
| 3.4 Identify any selection decisions that differ from standard guidelines and explain why. |

The Materials Selection Template may be useful in structuring this section.

As described in the Data Management Plan and above

## Uncollected Material

If you are practising selection in the field, describe the process that will be applied. To do this you must:

- Detail how you will characterise, quantify and record all uncollected material on site.
- Explain how you will dispose of, or re-distribute, uncollected material.

## De-Selected Material

Describe what you will do with the de-selected material. All processed material should have been adequately recorded before de-selection.

Kept within Trysor backups

## Amendments
Detail any amendments to the above selection strategy here.

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3.2 – Materials - PAPER

**Stakeholders**

Name the individual(s) responsible for the Materials Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

Jenny Hall & Paul Sambrook

**Selection**

Describe your Selection Strategy for each material type and or object type. To do this you must:

4.1 State the Selection Strategy you are applying to each category of material, how this will be done, and why.
4.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).
4.3 Reference all relevant standards, policies or guidelines (e.g. thematic, period, and regional, Research Frameworks, repository deposition policies) and specialist advice sought.
4.4 Identify any selection decisions that differ from standard guidelines and explain why.

The Materials Selection Template may be useful in structuring this section.

Field notes and context sheets – bound and presented as paper archive

**Uncollected Material**

If you are practising selection in the field, describe the process that will be applied. To do this you must:

- Detail how you will characterise, quantify and record all uncollected material on site.
- Explain how you will dispose of, or re-distribute, uncollected material.

**De-Selected Material**
Describe what you will do with the de-selected material. All processed material should have been adequately recorded before de-selection.

Kept within Trysor archive folders

**Amendments**

Detail any amendments to the above selection strategy here.

<table>
<thead>
<tr>
<th>Date</th>
<th>Amendment</th>
<th>Rationale</th>
<th>Stakeholders</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**3.3 – Materials - ARTEFACTS**

**Stakeholders**

Name the individual(s) responsible for the Materials Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

Jenny Hall & Paul Sambrook

**Selection**

Describe your Selection Strategy for each material type and or object type. To do this you must:

5.1 State the Selection Strategy you are applying to each category of material, how this will be done, and why.
5.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).
5.3 Reference all relevant standards, policies or guidelines (e.g. thematic, period, and regional, Research Frameworks, repository deposition policies) and specialist advice sought.
5.4 Identify any selection decisions that differ from standard guidelines and explain why.

The Materials Selection Template may be useful in structuring this section.

As stated above

**Uncollected Material**
If you are practising selection in the field, describe the process that will be applied. To do this you must:

- Detail how you will characterise, quantify and record all uncollected material on site.
- Explain how you will dispose of, or re-distribute, uncollected material.

### As stated above

#### De-Selected Material

Describe what you will do with the de-selected material. All processed material should have been adequately recorded before de-selection.

- Returned to client or disposed of appropriately

### Amendments

Detail any amendments to the above selection strategy here.

<table>
<thead>
<tr>
<th>Date</th>
<th>Amendment</th>
<th>Rationale</th>
<th>Stakeholders</th>
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<tbody>
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</tr>
</tbody>
</table>

### Materials Selection Template

This table may be inserted into Section 3 of the main Selection Strategy Template to help present differing selection strategies for different material types

<table>
<thead>
<tr>
<th>Find Type</th>
<th>Selection Strategy</th>
<th>Stakeholders</th>
<th>Review Points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

Potential for artefacts unknown, will be updated if that changes
Jenny Hall and Paul Sambrook
Trysor
www.trysor.net

38, New Road,
Gwaun Cae Gurwen
Ammanford
Carmarthenshire
SA18 1UN
enquiries@trysor.net
APPENDIX B: DATA MANAGEMENT PLAN

This document forms part of the Work Digital / Think Archive guidance for digital archives prepared by DigVentures, on behalf of Archaeological Archives Forum and in partnership with the Chartered Institute for Archaeologists. The project was funded by Historic England (Project No. 7796).

This has been adapted by Trysor for use.

<table>
<thead>
<tr>
<th>Section 1: Project Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key project details, unique identifiers and contacts</td>
</tr>
<tr>
<td>See main part of WSI</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 2: Data Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>What data will you collect or create?</td>
</tr>
<tr>
<td>How will the data be collected or created?</td>
</tr>
<tr>
<td>See main part of WSI and Appendix 1.</td>
</tr>
<tr>
<td>Digital data: Catalogues photographs, Report as pdf.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 3: Documentation and Metadata</th>
</tr>
</thead>
<tbody>
<tr>
<td>What documentation and metadata will accompany the data?</td>
</tr>
<tr>
<td>Report will contain Photo catalogue and details of the project. Appropriate metadata will be created</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 4: Ethics and Legal Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>How will you manage any ethical, copyright and Intellectual Property Rights (IPR) issues?</td>
</tr>
<tr>
<td>A statement will be included in the report. The report will be the copyright of Trysor. Other copyrights/rights will be identified acknowledged.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 5: Storage and Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td>How will the data be stored, accessed and backed up during the research?</td>
</tr>
<tr>
<td>Through Online storage via Dropbox, Backups onto partners external hard drives</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 6: Selection and Preservation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which should be retained, shared, and/or preserved?</td>
</tr>
<tr>
<td>What is the long-term preservation plan for the dataset?</td>
</tr>
<tr>
<td>Have you contacted the data repository?</td>
</tr>
<tr>
<td>Have the costs of archiving been fully considered?</td>
</tr>
<tr>
<td>Data repository (NMR) not contacted yet, small project</td>
</tr>
<tr>
<td>The main digital elements to be preserved long term are the report and the photographs</td>
</tr>
<tr>
<td>Costs of archiving have been considered</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 7: Data Sharing and Accessibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>How will you share the data and make it accessible?</td>
</tr>
<tr>
<td>Are any restrictions on data sharing required?</td>
</tr>
<tr>
<td>Through archiving – no restrictions other than acknowledgement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 8: Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who will be responsible for data management?</td>
</tr>
<tr>
<td>Jenny Hall &amp; Paul Sambook</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project ID / OASIS ID</th>
</tr>
</thead>
</table>

June 24th 2021
<table>
<thead>
<tr>
<th><strong>Not Applicable – DAT HER Event Record PRN is 114899</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Name</strong></td>
</tr>
<tr>
<td>See main part of WSI</td>
</tr>
<tr>
<td><strong>Project Description</strong></td>
</tr>
<tr>
<td>See main part of WSI</td>
</tr>
<tr>
<td><strong>Project Funder / Grant reference</strong></td>
</tr>
<tr>
<td><strong>Client</strong></td>
</tr>
<tr>
<td><strong>Project Manager</strong></td>
</tr>
<tr>
<td>Jenny Hall &amp; Paul Sambrook</td>
</tr>
<tr>
<td><strong>Principal Investigator / Researcher</strong></td>
</tr>
<tr>
<td>Jenny Hall &amp; Paul Sambrook</td>
</tr>
<tr>
<td><strong>Data Contact Person</strong></td>
</tr>
<tr>
<td>Jenny Hall &amp; Paul Sambrook</td>
</tr>
<tr>
<td><strong>Date DMP created</strong></td>
</tr>
<tr>
<td>Jenny Hall &amp; Paul Sambrook</td>
</tr>
<tr>
<td><strong>Date DMP last updated</strong></td>
</tr>
<tr>
<td>25th June 2021</td>
</tr>
<tr>
<td><strong>Version</strong></td>
</tr>
<tr>
<td>1.0</td>
</tr>
<tr>
<td><strong>Related data management policies</strong></td>
</tr>
<tr>
<td>NPAAW, 2017, <em>The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2017</em></td>
</tr>
<tr>
<td>RCAHMW, 2015, <em>RCAHMW guidelines for Digital Archives, Version 1</em></td>
</tr>
<tr>
<td>WAT, 2018, <em>Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)</em></td>
</tr>
</tbody>
</table>

**Section 2: Data Collection**

**What data will you collect or create?**

- Site notes including context sheets on paper
- Photographs
- Report
- GIS data

**How will the data be collected or created?**

- Site notes on paper taken on site
- Photographs on site, selected and catalogued in the office. Tiff files
- Report and specialist reports written in Word, spreadsheets in Excel, GIS components in MapInfo

**Section 3: Documentation and metadata**

**What documentation and metadata will accompany the data?**

- The report will accompany any data. Relevant metadata will be created

**Section 4: Ethics and legal compliance**

**How will you manage any ethical, copyright and Intellectual Property Rights (IPR) issues?**

- Appropriately taking into account other peoples rights. All agreements with others will be adhered to.

**Section 5: Data Security: Storage and Backup**

**How will the data be stored, accessed and backed up during the research?**

- Shared Dropbox with facility to retrieve earlier versions. Locally backed up on partners’ external
Section 6: Selection and Preservation

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which data should be retained, shared, and/or preserved?</td>
<td>Report, catalogued photographs, digital plans/sections</td>
</tr>
<tr>
<td>What is the long-term preservation plan for the dataset?</td>
<td>Digital/paper deposition with RCAHMW</td>
</tr>
<tr>
<td>Have you contacted the data repository?</td>
<td>No – not necessary</td>
</tr>
<tr>
<td>Have the costs of archiving been fully considered?</td>
<td>No costs as RCAHMW not currently charging</td>
</tr>
</tbody>
</table>

Section 7: Data Sharing

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How will you share the data and make it accessible?</td>
<td>Deposit in RCAHMW, with an additional copy to the regional HER</td>
</tr>
<tr>
<td>Are any restrictions on data sharing required?</td>
<td>Not at present, other than our copyright should be respected. That may change depending what happens during the project</td>
</tr>
</tbody>
</table>

Section 8: Responsibilities

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who will be responsible for implementing the data management plan?</td>
<td>Trysor partners</td>
</tr>
</tbody>
</table>