



**Land at Upper Cosmeston Farm, Penarth, Vale of Glamorgan:  
Archaeological Field Evaluation Specification**

**Prepared**

**by**

**The**

**Glamorgan-Gwent Archaeological Trust Ltd**

**Projects Department (GGAT Projects)**

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**NGR ST 184 692 (centre)**



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## **1. Introduction**

The Glamorgan-Gwent Archaeological Trust have been requested to undertake an archaeological evaluation works on land at Upper Cosmeston Farm, Penarth centred on NGR ST 184 692, to evaluate geophysical survey interpretation.

The area of interest lies approximately 500m to the east of Cosmeston shrunken village (00948s<sup>1</sup>) where excavation discovered buildings dating to the late 13th or early 14th century, and the site also lies approximately 500m north of a complex of rectangular enclosures (02779s<sup>2</sup>), visible as eroded earthworks. These earthworks possibly represent a farmstead, forming part of the shrunken medieval hamlet of Lavernock. In addition to the farmstead, and similarly about 500m south of the site, there is the possibility of a circular ringditch (ca. 50m in diameter) but no indication of dating (03118s<sup>3</sup>).

## **2. Specification**

### **2.1. Purpose**

The purpose of these specifications is to set out a quantifiable schedule of works against which performance, fitness for purpose and achievement of quality can be measured.

This specification was prepared to ensure that the work is undertaken to the standard required by *The Chartered Institute for Archaeologist's Standard and Guidance for Archaeological Field Evaluations* (2014).

### **2.2. Objectives**

The objectives of the field evaluation are as follows:

- An investigation of the potential archaeological resource through observation and recording of deposits within targeted trenches in order to inform on the nature of the archaeological resource in the development area. Trenches are sited to investigate anomalies identified through geophysical survey (Figures 1 and 2).
- The presentation of these observations in a written report, taking account of related documentary and historical evidence.
- The preparation of an archive of data recovered and records made as a result of the project, and the deposition of this archive in a suitable receiving museum or similar institution.

### **2.3. Timing**

#### **2.3.1. Lead-in period**

GGAT will usually require a lead-in period of two weeks from notification of award of contract, however, we are flexible and can mobilise rapidly if needed.

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<sup>1</sup> Primary Record Number, Historic Environment record curated by GGAT

<sup>2</sup> Primary Record Number, Historic Environment record curated by GGAT

<sup>3</sup> Primary Record Number, Historic Environment record curated by GGAT

### 2.3.2. On-site works

The timing of on-site works will be agreed with the client and landowner. The projected start date is week commencing 04<sup>th</sup> March 2019.

### 2.3.3. Completion

GGAT will complete a report on the works within six weeks following end of fieldwork. Should analysis of finds and/or samples be required, reporting may take longer.

## 3. Fieldwork

### 3.1. Scope

Geophysics has been carried out on the site of the proposed development and a number of anomalies were detected in areas 3, 4 and 5 of possible or of uncertain archaeological interest (Sumo Report no 14192, Perry, January 2019). These include ditch-like anomalies and internal pits possibly associated with a small enclosure (areas 3 and 4) cut by an access track (Figure 2), and also indistinct linear or curving features and a few pit-type anomalies in all three areas. These latter features are suggested to be a combination of agricultural and natural origin but may be of archaeological interest.

Seven trenches (as indicated by client drawing 5187 trench plan) TI-T7, each 30m in length by 1.83m width are proposed in order to determine the nature and extent of the anomalies highlighted by geophysical survey in areas 3-5 only (Figures 1 and 2).

Providing that it is safe to do so, the trenches (**Table 1**) will be excavated by machine with a grading bucket to the uppermost archaeologically significant deposits, followed by hand excavation. Sufficient excavation of archaeological features and deposits will be undertaken by hand to establish the nature and extent of any archaeological remains, including the nature and depth of the natural horizons. Trenches will be backfilled after recording.

Trench	Eastings A	Northings A	Eastings B	Northings B	Length
Trench 1	318,523.59	169,409.90	318,533.06	169,381.44	30m
Trench 2	318,551.73	169,371.38	318,562.59	169,343.42	30m
Trench 3	318,531.60	169,286.03	318,544.02	169,258.71	30m
Trench 4	318,507.11	169,150.78	318,486.20	169,129.26	30m
Trench 5	318,484.93	169,143.44	318,456.69	169,133.32	30m
Trench 6	318,429.96	169,144.53	318,437.53	169,115.51	30m
Trench 7	318,400.74	169,121.10	318,409.78	169,092.50	30m

Table 1. Co-ordinates of centre line of the trenches

The results of the evaluation will help to determine the extent of any future works, which may be necessary to mitigate the impact of the proposed development on the archaeological resource.

The post-excavation assessment and analysis programme will be agreed at the end of the fieldwork, but will include the production of a detailed written report on the findings of the evaluation. If significant archaeological remains are encountered, the results will be submitted for publication in a suitable archaeological journal.

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The archaeological works will be carried out to the professional standards laid down by the *Chartered Institute for Archaeologists*.

The Glamorgan-Gwent Archaeological Trust's principles governing the treatment of human remains in the care of the Trust are set out in the *Trust's Human Remains Policy* (2011). Should human remains be encountered, the nature and extent of those remains will be established and recorded, and the coroner informed. However, the remains will be left *in situ*, with suitable measures in place to ensure their protection during backfilling. Special circumstances may dictate the need to remove human remains if they are thought to be vulnerable to further damage or obstructive to the broader aims of the work. In such cases, the human remains will be archaeologically recorded and removed under conditions that comply with all current legislation. This will include reporting to the relevant authorities, the obtaining of proper licences, and the provision for eventual reburial following appropriate analysis. All human remains will be excavated by hand in accordance with the Chartered Institute for Archaeologist's *Excavation and Post-Excavation Treatment of Cremated and Inhumed Human Remains: Technical Paper Number 13* (1993).

### 3.2. Method of recording

The techniques employed will conform to best current professional practice. Archaeological deposits will be recorded with a single continuous context numbering system, in accordance with the GGAT *Manual of Excavation Recording Techniques*, a copy of which is deposited in the regional HER. Contexts shall be drawn at a suitable scale in plan, and where appropriate in section, at an appropriate scale: usually 1:20 in plan, and 1:10 in section. All significant contexts will be photographed in digital format of at least 10mp. Survey information will be related to the Ordnance Survey National Grid and levels related to the Ordnance Survey Datum.

### 3.3. Finds recovery and recording

All classes of finds will be retained, cleaned, and catalogued until arrangements for final deposition have been agreed, in line with the requirements of the Chartered Institute for Archaeologist's *Standard and Guidance for the collection, documentation, conservation and research of archaeological materials* (2014).

If substantial quantities of undiagnostic, residual or modern material are recovered, an on-site recording and discard policy for these classes of find will be devised, in line with the GGAT *Manual of Excavation Recording Techniques*.

If human remains are encountered, they will be archaeologically recorded and removed under conditions, which comply with all current legislation, including reporting to the relevant authorities, the obtaining of proper licences, and the provision for eventual reburial following appropriate analysis. All human remains will be excavated by hand in accordance with the *Chartered Institute for Archaeologists Excavation and Post-Excavation Treatment of Cremated and Inhumed Human Remains: Technical Paper Number 13* (1993).

All items that may be subject to *Treasure Act* (1996) and/or *Treasure Order* (2002) will be reported to the HM Coroner for the local area.

### **3.4. Environmental sampling**

The management of environmental recording and sampling will follow the principles and tenets laid down in Historic England's *Environmental Archaeology: A guide to the theory and practice of Methods, from sampling and recovery to post-excavation* published in 2011. All deposits with a high potential for the preservation of palaeoenvironmental material will be sampled, by column, bulk and other method, for possible subsequent analysis, in accordance with a sampling strategy overseen by a specialist with appropriate expertise. Sampling and recording will be the responsibility of an identified member of the field team with relevant experience.

### **3.5. Specialist advisers**

The project staff involved will include:

- Martin Tuck MCIfA, Senior Projects Manager: responsible for the tracking of the project and maintaining quality
- From Johnny Crawford (ACIfA, Assistant Project Manager) or Sophie Lewis-Jones (ACIfA): responsible for the day to day management of on-site excavation and recording, and sampling if required
- Project Archaeologists: responsible for on-site excavation and recording

Further specialist expertise, if required, will be obtained from suitably qualified internal and external individuals. These specialists will be drawn from the following list regularly used by GGAT:

- Ceramic building material: Martin Locock (Freelance)/Dr Edith Evans (GGAT)
- Clay pipes: Charlotte James-Martin (Freelance)
- Faunal remains: Hannah Bowden (GGAT)
- Flints: Elizabeth Walker (NMW)
- Glass: Joyce Compton (Freelance), Rowena Hart (Freelance)
- Metalwork: Dr Mark Redknap (NMW) / Prof William Manning (Freelance)
- Medieval stone: Dr Mark Redknap (NMW)
- Medieval and Post-medieval coins: Steve Sell (Freelance)
- Medieval pottery: Joyce Compton (Freelance)
- Metalwork and industrial residues: Dr Tim Young (Cardiff University and GeoArch)/ Daria Dabal (GGAT)
- Mortar analysis: Rob Dunning (GGAT)
- Palaeoenvironmental remains: University of Wales Lampeter, Archaeological Services (UWLAS) and Wendy Carruthers (Freelance)
- Post-medieval pottery: Joyce Compton (Freelance)
- Prehistoric pottery: Jody Deacon (NMW)
- Roman pottery: Dr Peter Webster (Freelance)

## 4. Reporting

### 4.1. Assessment and archive preparation

#### 4.1.1. Site archive

An archive of archaeological records relating to the fieldwork will be prepared to the specifications in *The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales* (National Panel for Archaeological Archives in Wales 2017).

The site archive (including artefacts and ecofacts subject to the agreement of the site owners, excepting those that may be subject to the Treasure Act and/or Treasure Order), will be deposited with an appropriate institution, initially the National Museum of Wales will be approached as the nearest receiving institution, or retained by the landowners, as required, in accordance with the ICON and the National Panel for Archaeological Archives in Wales guidelines (*The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales* (2017)), and subject to the agreement of the legal landowner. A digital copy of the report and full archive will be deposited with the National Monuments Record, RCAHMW, Aberystwyth, and a digital copy of the report and archive index will be deposited with the Regional Historic Environment Record, curated by the Glamorgan-Gwent Archaeological Trust, Swansea in accordance with the guidance for the Submission of Data to the Welsh Historic Environment Records (HERs).

#### 4.1.2. Documentary research

Archaeological and historical sources shall be consulted, in order to place the results of the fieldwork in an appropriate archaeological and historical framework.

#### 4.1.3. Post-excavation analysis

Following a review of the potential of the recovered evidence, a programme of analysis and research will be undertaken, resulting in the preparation of a site narrative and supporting data, including finished drawings and photographs as necessary.

#### 4.1.4. Specialist reports

Reports on cultural or palaeoenvironmental material, dating and remote sensing will be prepared either using GGAT's internal specialists or sub-contracted from established specialists as and when required.

#### 4.1.5. Research archive

An archive of archaeological records relating to the preparation of the reports will be prepared to the specifications in *The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales* (National Panel for Archaeological Archives in Wales 2017).

## **4.2. Reports and archive deposition**

### **4.2.1. Report to client**

Reporting will include a synthesis of the data gathered, together with inclusion of supporting evidence in appendices as appropriate, and illustrations. A PDF of the report will be supplied to the client and if requested two hard copies of the report.

### **4.2.2. Additional reports**

After an appropriate period has elapsed, copies of the report will be deposited with the relevant Regional Historic Environment Record, the National Monuments Record and, if appropriate, Cadw.

### **4.2.3. Summary reports for publication**

Short archaeological digest reports will be submitted for publication in relevant regional, national and thematic learned journals; as a minimum, a report will be submitted to the annual publication of the regional CBA group or equivalent journal. Non-technical reports will also be produced to inform the general public of the archaeological investigations, this may also include web pages, posters, leaflets or other media forms.

### **4.2.4. Notification of important remains**

Where it is considered that remains that may satisfy the criteria for statutory protection have been identified, it is our duty to submit preliminary notification of the remains to Cadw.

### **4.2.5. Archive deposition**

The research archive will, whenever appropriate, be deposited with a suitable receiving institution, usually the relevant Local Authority museums service. The National Museum of Wales may be approached as the nearest receiving institution in this instance.

### **4.2.6. Finds deposition**

The finds, including artefacts and ecofacts, excepting those which may be subject to the Treasure Act and/or Treasure Order, will be deposited with the same institution, subject to the agreement of the site owners.

A copy of the archive index will be deposited with the National Monuments Record, RCAHMW, Aberystwyth.



## **5. General**

### **5.1. Staff**

#### **5.1.1. Project management**

The project will be managed by one of GGAT Project Managers, and executed by an Assistant Project Manager or Project Archaeologist, all of whom are experienced in this type of work, field staff will be experienced archaeologists drawn from the team regularly used.

#### **5.1.2. Staff structure**

The project staff involved will include:

- Project Manager, responsible for maintaining quality and project tracking, including contractual and administrative control
- Project Manager/Assistant Project Manager, Archaeologist responsible for site supervision and recording
- Archaeologists, responsible for excavation and recording

If required, additional input will be provided by:

- Archaeologist, responsible for cleaning, cataloguing and analysing finds
- Illustrator, responsible for preparing publication-standard drawings

Further specialist expertise, if required, will be obtained from suitably qualified internal and external individuals.

### **5.2. Insurance**

#### **5.2.1. Cover**

GGAT is fully insured for this type of work, and holds substantial Professional Indemnity and Public Liability cover. Full details of these and other relevant policies can be supplied on request.

#### **5.2.2. Limitations**

GGAT will not be liable to indemnify the client against any compensation or damages for or with respect to:

- 1) Damage to crops, structures etc on the site as a necessary result of the site operations being carried out in accordance with the agreed scope of works (save in so far as permission to enter had not been given to GGAT).
- 2) The use or occupation of land (which has been provided by the client) for the purpose of carrying out site operations (including consequent losses of crops), or interference whether temporary or permanent with any right of way, light, air or water or other easement or quasi-easement which are the necessary result of the site operations being carried out in accordance with the agreed scope of works.
- 3) Damage to the site which is the necessary result of the site operations in accordance with the agreed scope of works.

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- 4) Injuries or damage to persons or property resulting from any act of neglect or breach of statutory duty done or committed by the client or his agents, servants or their contractors or for or in respect of any claims, demands, proceedings, damages, costs, charges and expenses in respect thereof or in relation thereto.
- 5) Any claims for compensation or damages arising from the provision of incorrect or incomplete information to GGAT by or via the client.

## **5.3. Health and Safety**

### **5.3.1. Health and Safety policies**

GGAT will not endanger the health, safety and welfare of its employees or others in the execution of its projects. GGAT has prepared a Health and Safety statement in accord with *The Health and Safety at Work etc Act 1974*, a copy of which is both available on request, and will be displayed in any site office, and will be supplied to any other contractors working on site during GGAT operations thereon. GGAT will prepare any documentation required by the *Construction Design and Management Regulations 2015* and require access to the health and safety policy of all other contractors and operators present at the work place in compliance with *The Management of Health and Safety Regulations 1999*.

### **5.3.2. Risk assessment**

Prior to commencement of work GGAT will carry out a formal Health and Safety Risk Assessment in accordance with *The Management of Health and Safety Regulations 1999*. A copy of the risk assessment will be kept on any site office and be available for inspection on request.

### **5.3.3. Other guidelines**

In addition to statutory requirements, the contractor should follow best practice for Health and Safety in archaeology as defined in the FAME (Federation of Archaeological Managers and Employers) *Manual of Health and Safety in Field Archaeology* (2010).

## **5.4. General Limitations**

### **5.4.1. Reinstatement**

On completion of recording archaeological deposits GGAT will backfill the trenches. Additional works such as returfing, reseeding, and compacting soil to specific requirements, or resurfacing with tarmac, concrete, or similar media, are beyond the scope of the specification and must be agreed by separate negotiation.

### **5.4.2. Scope of the work**

The work outlined in this specification will be carried out to the highest professional standards, and the conclusions drawn will be based on a considered review of the evidence available. However, the archaeological resource is unpredictable, and the encountering of unexpected archaeological deposits on the site cannot be ruled out. Examination of such deposits is beyond the scope of the specification and must be agreed by separate negotiation.

### **5.4.3. Variations to the brief or specification**

The provisions of the brief and specification will be met, except where, in GGAT considered opinion, an alternative methodology is deemed to be more appropriate to the archaeological

deposits under consideration. Such variations will be agreed in advance with the Client and notified to, and wherever possible or appropriate agreed in advance with, the relevant Planning Authority or their agents.

## **5.5. Quality Control**

### **5.5.1. Professional standards**

GGAT is registered as an approved organisation with the *Chartered Institute for Archaeologists* (no 15). GGAT's governing instrument has fully recognised and endorsed the Chartered Institute for Archaeologists' *Code of Conduct, Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* and other related by-laws, and the *Standard and Guidance for archaeological field evaluations* currently in force. All employees, whether corporate members of the Institute or not, are expected to adhere to these Codes and Standards as a condition of employment.

### **5.5.2. Track record**

GGAT carries out archaeological projects for both corporate and individual clients, and has amassed considerable experience and expertise in the successful execution of competent fieldwork within agreed deadlines. In the past year, it has undertaken desk-top studies, field evaluations, excavations and watching briefs in England and Wales, for a range of clients from government agencies and local authorities to private landowners. No report produced by GGAT has ever been rejected by a Planning or other authority. GGAT staff have been instrumental in the work of the *Chartered Institute for Archaeologists' Standards in British Archaeology*.

## **5.6. Project tracking**

GGAT senior managers monitor all projects in order to ensure that agreed targets are met without reduction in quality of service.

## **5.7. Monitoring**

GGAT is content for its work to be monitored by:-the client and it's appointed agents or representatives,

- 1) the Local Planning Authority or their agents or appointed representatives, unless otherwise instructed by the Client, provided that the monitors:-
  - i. Must where requested give advance notice and if necessary attend at the site at prearranged times, and, if required, in the company of the Client or his agents or their bona fide representatives
  - ii. Cause no undue delay to the programme of works
  - iii. Give no instruction to vary the agreed works
  - iv. Fully observe all Health and Safety requirements
  - v. Either have the appropriate academic and professional qualifications and relevant experience to comment on the works in hand, or in lieu of this are attended by appropriate specialist consultants.
  - vi. Provide GGAT with copies of a written report within two working days of the visit.

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The costs for monitoring are not included in our quotation.

## **5.8. Copyright**

### **5.8.1. Holder and licence**

GGAT shall retain full copyright of any commissioned reports, tender documents or other project documents, under the *Copyright, Designs and Patents Act 1988* with all rights reserved; excepting that it hereby provides an exclusive licence to the client for the use of such documents by the client in all matters directly relating to the project as described in the attached specification.

### **5.8.2. Assignment**

GGAT will assign copyright to the client upon written request but retains the right to be identified as the author of all project documentation and reports as defined in the *Copyright, Designs and Patents Act 1988* (chapter IV, s, 79).

## **5.9. Arbitration**

Any dispute or difference arising out of a contract in relation to this work shall be referred for a decision in accordance with the Rules of the Chartered Institute of Arbitrators' *Arbitration Scheme for the Chartered Institute for Archaeologists* applying at the date of the agreement.

## **6. Contract**

### **6.1. Contractual arrangements**

GGAT requires all projects to be regulated by contract. In the case of this project a short form contract will be used to which this specification will be attached. In exceptional circumstances a letter of instruction, together with an official works order along with the initialled specification may be deemed to suffice.

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## **7. References**

Perry, J., 2019, Geophysical Survey Report, Upper Cosmeston Farm, Penarth, Wales. Sumo Report no 14192

### **Legislative and Cifa guidelines:**

Chartered Institute for Archaeologists. 2014. *Standard and Guidance for Archaeological Field Evaluations* (2014)

Department for Culture, Media and Sport. 1996. *The Treasure Act 1996 Code of Practice* (2<sup>nd</sup> Revision)

Department for Culture, Media and Sport. 2002. *Treasure (Designation) Order 2002*.

Glamorgan-Gwent Archaeological Trust. 2002. *Manual of Excavation Recording Techniques*

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

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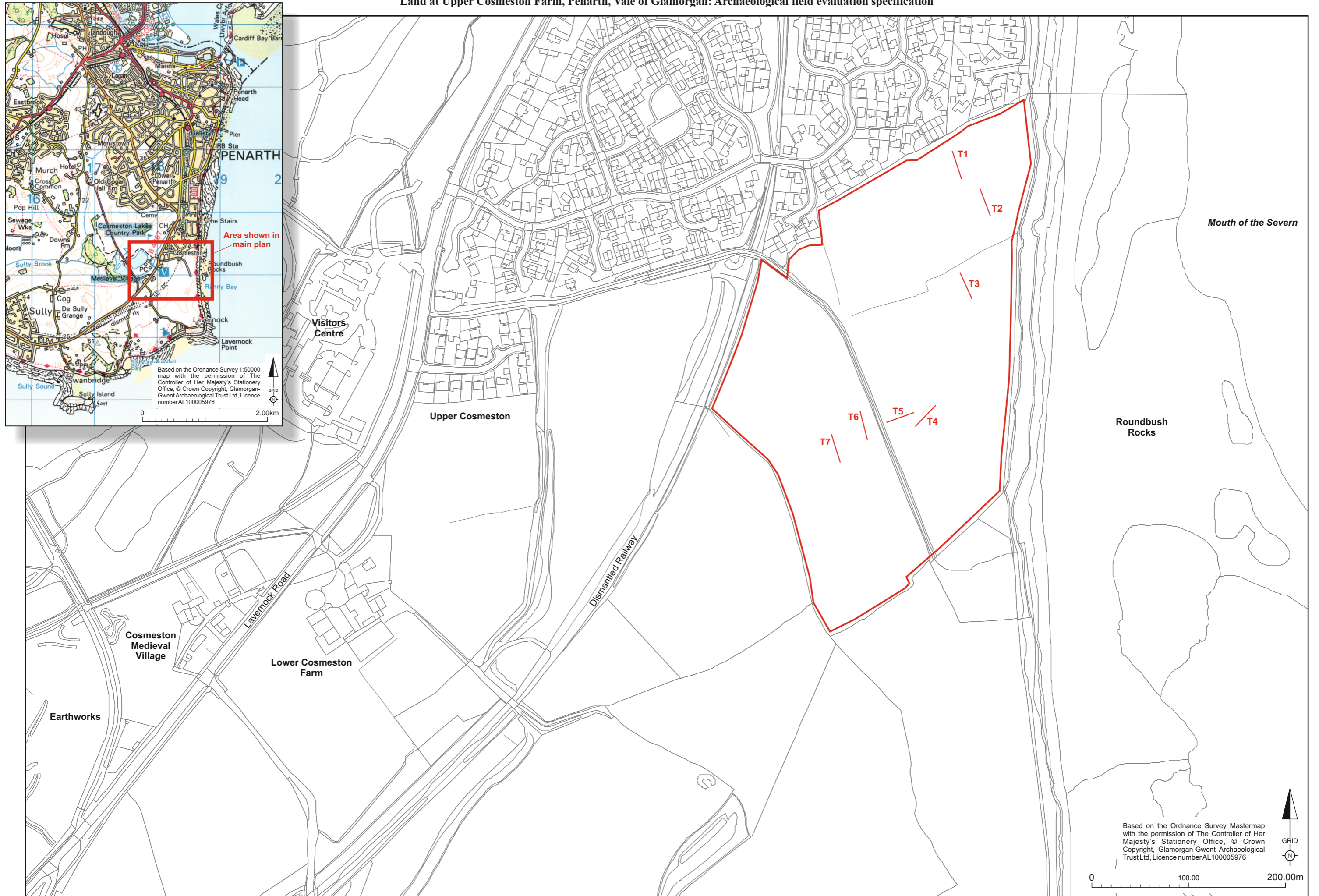


Figure 1. Location of site (red outline) and evaluation trenches 1 - 7.



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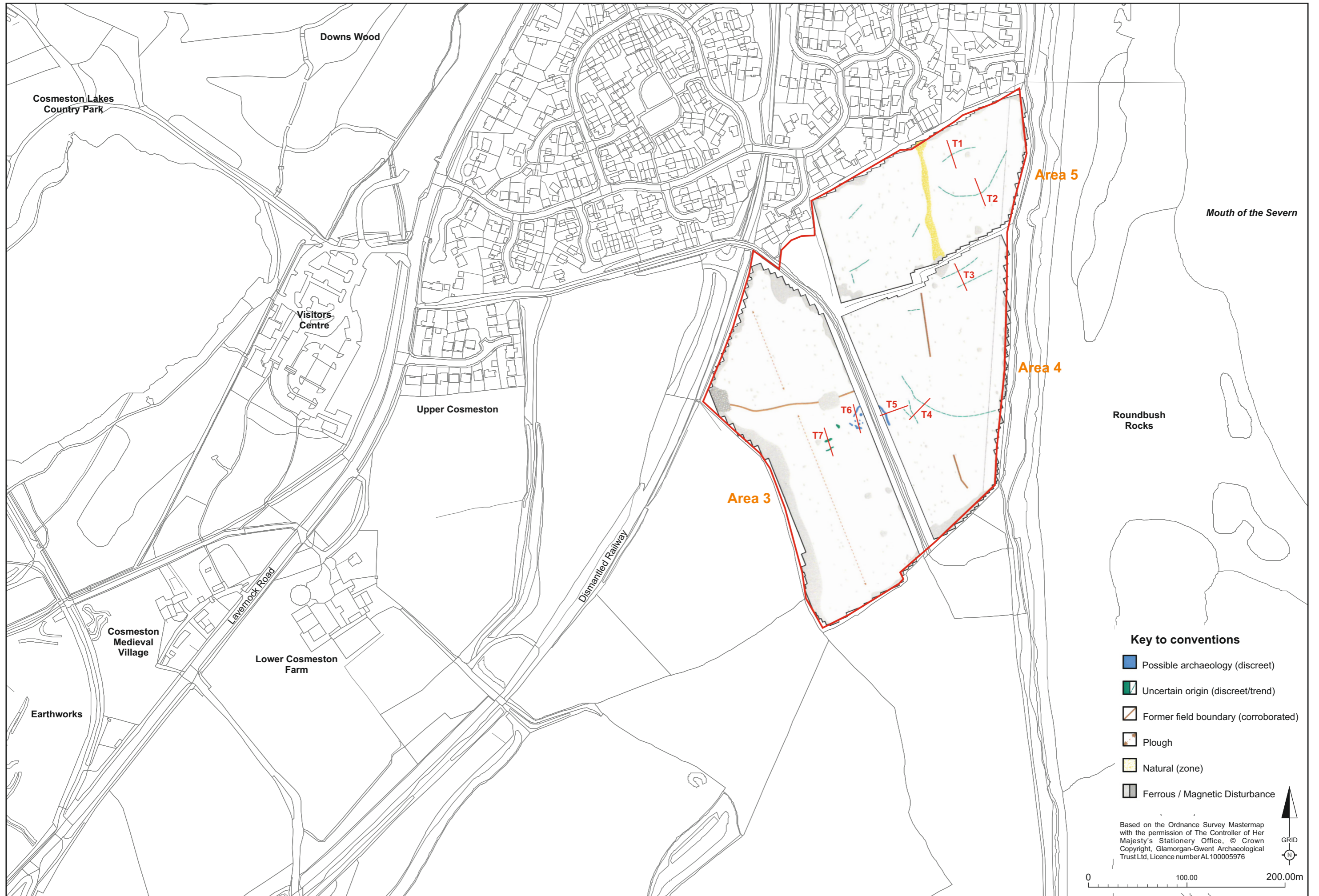


Figure 2. Location of site (red outline) and evaluation trenches 1 - 7 with geophysical surveyed areas 3, 4 and 5.