

ABERAERON COASTAL DEFENCE SCHEME, CEREDIGION

**PLANNING APPLICATION A211019 AND  
LISTED BUILDING CONSENT A211020  
LEVEL 3 HISTORIC BUILDING RECORDING AND  
ARCHAEOLOGICAL WATCHING BRIEF  
WRITTEN SCHEME OF INVESTIGATION\_V3**

**1. Introduction**

1.1 This written scheme of investigation has been prepared by DAT Archaeological Services in response to a request from Ceredigion County Council to provide an archaeological watching brief and historic building recording during proposed works at Aberaeron Harbour and South Beach, Aberaeron, Ceredigion (centred on NGR SN 45608 62916, Figures 1-3), as part of the Aberaeron Coastal Defence Scheme.

1.2 The North Pier, South Pier and Northeast Quay are all Grade II Listed Buildings.

- North Pier Grade II LB Ref No 9979
- South Pier Grade II LB Ref No 10104
- Northeast Quay Grade II LB Ref No 10105

1.3 The Cadw Listing for all three structures states:

*The harbour was developed by Rev Alban Gwynne and built under the supervision of William Green between 1807 and 1811 following the Harbour Act of 1st August 1807. Extensive repairs resulting from storm damage have been made including early modifications possibly by John Rennie.*

1.4 The proposed works variously comprise:

- Construction of a new rock breakwater extending out from the North Pier.
- Refurbishment and re-building of the pier-head of South Pier, including grouting repairs of the walls.
- Flood wall construction at the following locations:
- Removal of the existing set back flood wall along Quay Parade/Pen Cei and reconstruction of a new masonry and glass wall, as well as grouting repairs of the existing quayside wall;
- Raising of the existing River Aeron flood wall between the rear of the Monachty Hotel and the A487 referred to as the River Aeron wall; and
- Construction of a new masonry and glass wall flood wall between Pwll Cam and the Monachty Hotel (and connecting with the existing adjacent River Aeron flood wall between the Monachty Hotel and A487).
- Construction of a flood gate at Pwll Cam inner harbour.
- Improvements to the existing defences on South Beach:
- Replacement of existing timber groynes;
- Replacement and extension of the existing rock revetment; and
- Beach renourishment.

1.5 The requirement for a scheme of archaeological mitigation has been placed upon the development proposals (Planning Ref No: A211019) to mitigate against the works, by Ceredigion County Council Planning Authority following advice from their archaeological advisors, Dyfed Archaeological Trust – Development Management (DAT-DM).

1.6 The recommendation from DAT-DM, states:

*No development shall take place until a qualified and competent archaeologist has submitted a written scheme of investigation (WSI) for approval in writing by the local planning authority. This WSI will describe the different stages of the work and demonstrate that it has been fully resourced and given adequate time. On behalf of the local planning authority, their archaeological advisors (DAT DM) will monitor all aspects of this work through to the final discharging of the condition. This work will not be deemed complete until all aspects of the WSI have been addressed and the final report submitted and approved.*

*Reason: to protect historic environment interests whilst enabling development*

1.7 A desk-based assessment (Atkins 2020) has identified,

*the potential for impacts on the fabric and setting of Listed Buildings, and the character and appearance of the Aberaeron Conservation Area. These impacts are physical intervention into the Grade II Listed South Pier and Grade II Listed Northeast Quay, and impacts on the setting of Listed Buildings along Harbour Quay and the character and appearance of the Conservation Area. The potential for impacts on known and unknown archaeological remains as a result of works in the foreshore area was also identified (Atkins 2020, 6).*

1.8 A discussion with the archaeological advisor to the LPA has revealed that in this instance the required archaeological mitigation comprises:

- Level 3 historic building recording, as defined in Understanding Historic Buildings: a guide to best recording practice (Historic England 2016) of both the North and South Piers. In summary Level 3 is an analytical record and will comprise an introductory description followed by a systematic account of the building's origins, development and use. The building recording to include 3D digital data capture.
- A photographic survey (Historic England 2016) documenting the current form and fabric of the inner and outer harbours, and general appearance of the conservation area in this area.
- Recording/survey to include 3D digital data capture of three potential fish traps on the north and south beaches (Figure 4).
- Archaeological watching brief on the North Pier extension, South Pier, Inner harbour/Pwll Cam, South Beach, installation of tilt barriers, flood wall along Quay Parade and construction of site compound, where development groundworks have the potential to expose, damage or destroy archaeological remains.

1.9 The following written scheme of investigation outlines the methodology by which DAT Archaeological Services would undertake the archaeological works required to fulfil these requirements.

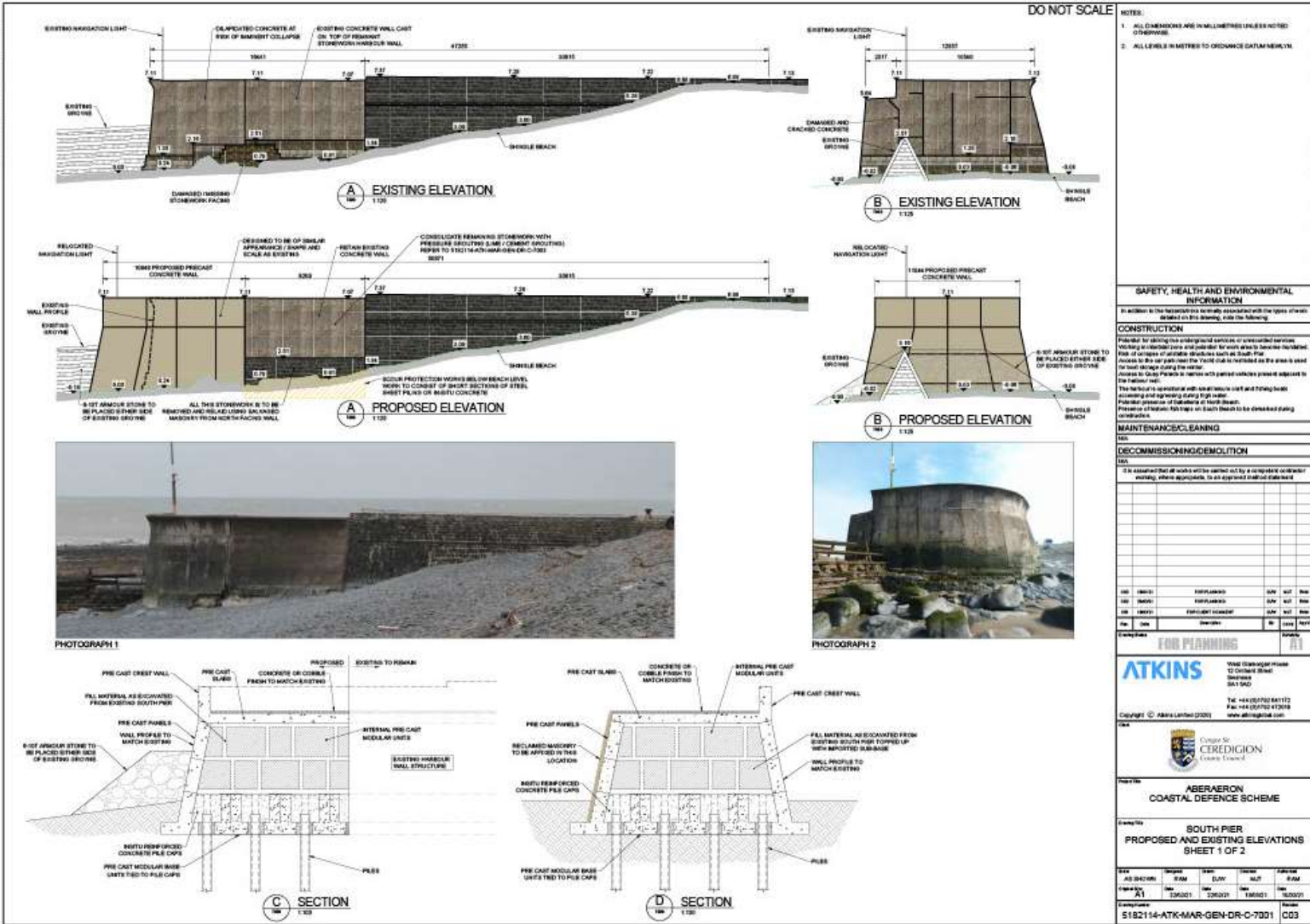
- 1.10 The approval of the written scheme of investigation and its successful implementation will be required in order to satisfy the archaeological advisor to the Local Planning Authority, and to discharge the planning condition.
- 1.11 The written scheme of investigation is in accordance with the *Standard and guidance for archaeological investigation and recording of standing buildings and structures* (CifA 2014, revised 2019 & 2020) and the *Standard and guidance for an archaeological watching brief* (CifA 2014, revised 2020). DAT Archaeological Services has considerable experience of this type of project and always operates to best professional practice.
- 1.12 Dyfed Archaeological Trust has its own Health and Safety Policy, and all works are covered by appropriate Employer's Liability and Public Liability Insurances. Copies of all are available on request.
- 1.13 **Dyfed Archaeological Trust is a CifA Registered Archaeological Organisation.**



**Figure 1:** Site location map showing the proposed development area (red dot).  
Contains Ordnance Survey data © Crown copyright and database right 2023.



**Figure 2:** Satellite image of Aberaeron harbour with the existing North and South Piers outlined in red. © Google 2023



**Figure 3:** Proposed and existing elevations of the South Pier (Plan supplied by client).  
 DAT Archaeological Services 6 Project No: FS23-045



**Figure 4:** Location map of three potential fish traps identified on foreshore (red triangles).  
*Contains public sector information licensed under the Open Government Licence v3.0*

## 2. Project objectives

- 2.1 Provision of a written scheme of investigation to outline the methodology by which DAT Archaeological Services will undertake the historic building recording and archaeological watching brief.
- 2.2 To carry out historic building recording to a Level 1 standard as defined in the English Heritage 'Understanding Historic Buildings: A Guide to Good Recording Practice' (2006).
- 2.3 To monitor groundworks through an archaeological watching brief in order to identify the presence/absence of any archaeological deposits.
- 2.4 To establish the character, extent and date range for any archaeological deposits to be affected by the proposed groundworks.
- 2.5 To appropriately investigate and record any archaeological deposits to be affected by the groundworks.
- 2.6 To produce an archive and report of all the results.
- 2.7 This document provides a scheme of works for:

**Archaeological historic building recording prior to and attendance through an archaeological watching brief during proposed works at Aberaeron Harbour and South Beach, Aberaeron, Ceredigion.**

## 3. HISTORIC BUILDING RECORDING

- 3.1 The proposal is for a Level 3 building record as defined in the Historic England 'Understanding Historic Buildings: A Guide to Good Recording Practice' (2016). This level of recording is described thus:

*Level 3 is an **analytical record** and will comprise an introductory description followed by a systematic account of the building's origins, development and use. The record will include an account of the evidence on which the analysis has been based, allowing the validity of the record to be re-examined in detail. It will also include all drawn and photographic records that may be required to illustrate the building's appearance and structure and to support an historical analysis.*

*The information contained in the record will for the most part have been obtained through an examination of the building itself. The documentary sources used are likely to be those which are most readily accessible, such as historic Ordnance Survey maps, trade directories and other published sources. The record may contain some discussion the building's broader stylistic or historical context and importance. It may form part of a wider survey of a number of buildings which will aim at an overall synthesis, such as a thematic or regional publication, when the use of additional source material may be necessary as well as a broader historical and architectural discussion of the buildings as a group. A Level 3 record may also be appropriate when the fabric of a building is under threat, but time or resources are insufficient to allow for detailed documentary research, or where the scope for such research is limited.*

- 3.2 In addition to the basic requirements of Level 3 building recording a 3D laser model of the site will be created from which 2D plans and elevation drawings can be prepared. These elevations will also be subject to photogrammetry and this imagery will be draped on the elevation drawings to provide a detailed and scaled record of the monument prior to the works commencing.

3.3 Therefore the following will be undertaken:

#### **Drawn Record**

- Three-dimensional laser model of the site \*
- Measured plans of existing building, including significant structural detail and phasing elements. Plans will be georeferenced to the OS national grid.
- Measured cross-sections of the structures illustrating the vertical relationships within the building.
- Measured external and internal elevations. To be produced from detailed orthophotos\* (see below) and on-site examinations
- Baseline elevations will be drawn to a scale of 1:50, and will be annotated to record:
  - Corners and profiles of all structures;
  - Stone string courses;
  - Corbels;
  - Profiles of exposed core work;
  - Quoin stones
  - Cracks and fissures;
  - Projecting stones and strings;
  - Voids where stones are missing;
  - Evidence of architectural phasing during construction and historic repairs;
  - Evidence that informs archaeological interpretation;
  - all other relevant architectural details
- A site plan relating the building to other structures and to related topographical and landscape features
- A plan showing the locations and direction of accompanying photographs.

#### **Photographic Record**

- Photogrammetric recording of all elevations and in plan, to produce orthophotos at a suitable resolution for the production of detailed 2D line drawings\* .
- A general view or views of the building and its wider setting.
- Views of all accessible elevations.
- Views reflecting any original design intentions where these can be established.
- Any external or internal detail, relevant to the building's design, development and use.
- Any dates or other inscriptions, any signage or graffiti.
- Any building contents or ephemera which have a significant bearing on the building's history.

Photographs by DAT Archaeological Services will be taken using a high resolution digital camera, with tripod used where necessary. Photographic scales will be used.

#### **Written Record**

- The building's National Grid reference and address. The date of the record, the names of the recorders and archive location. A note of the building's statutory designations.
- Summary of the building's form, function, date and sequence of development. The names of architects, builders, patrons and owners if known.
- An introduction, setting out the circumstances in which the record was made, its objectives, methods, scope and limitations, and any constraints which limited the achievement of objectives.
- Acknowledgements and permission for copyright of any items reproduced.
- A discussion of published sources relating to the building.
- An account of the building's overall form and its successive phases of development, together with the evidence supporting this analysis.
- An account of the past and present uses of the building and its parts, with the evidence for these interpretations. An account of any fixtures or fittings associated with the building, and their purposes.
- Any evidence for the former existence of demolished structures or removed plant associated with the building.
- All references and sources consulted.

3.4 All survey work marked with \* will be undertaken by SUMO Services Ltd. An individual Method Statement and Risk Assessment will be produced by SUMO Services Ltd which details the methodology used in this survey. This is included as a separate document. DAT Archaeological Services will work closely alongside SUMO Services Ltd to ensure the appropriate 3D modelling and photogrammetric recording is produced to meet professional standards and allow DAT Archaeological Services to carry out the remainder of the survey elements detailed above.

3.5 3D modelling and photogrammetric recording will be undertaken prior to development works at the site in order to gain a detailed record of the structure prior to the commencement of conservation works. Further examination of structural and architectural detail will then be carried out as conservations works progress.

#### **4. PHOTOGRAPHIC SURVEY**

4.1 The inner and outer harbours, and general appearance of the immediate conservation are to be subjected to a photographic survey documenting their current form and fabric.

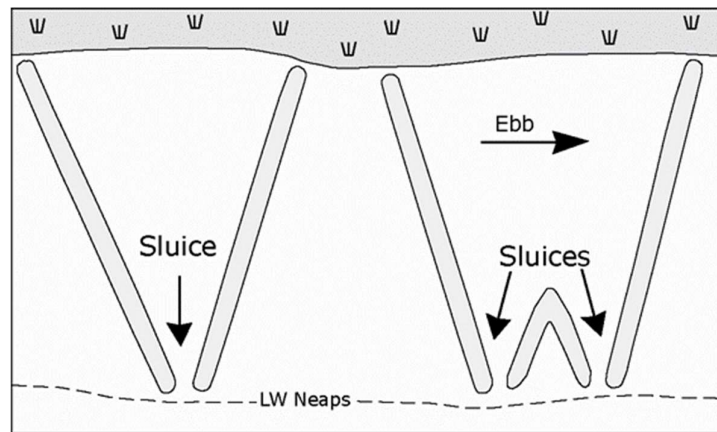
4.2 The photographic survey will be equivalent to that described in *Historic England Photographic Survey - Understanding Historic Buildings, 2016, 5.5, p.27.*

4.3 This level of recording is described thus:

*In summary the photographic survey will comprise a very full visual record, but without a written or drawn survey at a comparable level of detail. A comprehensive photographic survey may be called for when recording a building which has complex and important decoration or historic furnishing but for which there is no need for detailed analysis. It may also be appropriate in recording a building of well-known type which is under threat but where existing documentation is in other respects adequate or when for some other reason drawings and historical analysis are not required.*

## 5. RECORDING OF FISH TRAPS

- 5.1 Fish traps or weirs found on coastal foreshores or in river mouths and estuarine channels all work on the basic principle of trapping fish on an ebbing tide. The most common shape in these locations is a V-shape with the apex pointing downstream or seaward. Fish are guided on the ebb by the arms of the V (which can be of great length) towards the apex where a gap or sluice was normally located (Figure 5). Either the captured fish are collected in a net or basket at this point or are gathered up at low water.



**Figure 5:** V and double V shaped traps (after Bannerman and Jones 1999).

- 5.2 Around the coast of south-west Wales where rock and shingle beaches are widespread traps are commonly constructed from thick boulder walls, thereby utilising an available building material that provides resistance to the regular scouring action of waves and tide. Wooden stakes placed within the boulder walls may have supported wattle walls or nets. These would have had to be refurbished on a regular basis and in most cases are no longer evident but the stone walls being more robust can still survive.
- 5.3 The tradition of building and maintaining fish traps along the Ceredigion coast has a long history and it is in Ceredigion that some of the best surviving examples of stone-built fish traps in Dyfed are found, particularly on the stretch of coast that lies roughly between Aberaeron and Aberystwyth. Though difficult to date the remains visible today are likely to be of 19<sup>th</sup> century construction albeit retaining material from much earlier structures.
- 5.4 The remains of three potential fish traps have been recorded on the foreshore at Aberaeron (Figure 4).
- 5.5 They were first identified from modern aerial photography by the RCHAMW and are visible at very low tide as low-lying arrangements of stone boulders.
- 5.6 They are described by the RCHAMW as:

- **PRN 129814 (NPRN 518844)** - This feature, probably a section of dry stone wall comprising part of a fish trap, is visible on historic (1946) and modern aerial photographic coverage.
  - **PRN 129815 (NPRN 518838)** - This feature, probably a section of dry stone wall comprising part of a fish trap, is visible on historic (1946) and modern aerial photographic coverage.
  - **PRN 129818 (NPRN 518839)** - This C shaped feature, possibly a fish trap, measures approximately 100m from end to end. It can be discerned from modern aerial photographic coverage.
- 5.7 An archaeological foreshore survey carried out in 2020 (Jenkins 2020) recorded the two fish traps (PRNs 129814 & 129815) located on the foreshore southwest of Aberaeron Harbour (Photographs 1& 2).
- 5.8 No obvious trace of the third fish trap (PRN 129818) located on the foreshore northeast of the harbour was found, although it is possible the rocky terrain in this area made identification difficult, and/or it may have remained below the low tide mark on the day of the survey.



**Photograph 1:** Showing partially exposed north/south section of walling representing fish trap PRN 129814 (NPRN 518844). Looking north-west (Jenkins 2020).



**Photograph 2:** Linear section of walling thought to represent fish trap \PRN 129815 (NPRN 518838). Looking north-west, 1m scale (Jenkins 2020).

5.9 Therefore the following will be carried out at the lowest accessible low tide:

#### **Drawn Record**

- Three-dimensional laser model of the fish traps \*
- Measured plans of the fish traps. Plans will be georeferenced to the OS national grid.
- Measured external and internal elevations. To be produced from detailed orthophotos\* (see below) and on-site examinations
- Baseline elevations will be drawn to a scale of 1:50, and will be annotated to record:
  - Evidence that informs archaeological interpretation.
  - all other relevant architectural details
- A plan showing the locations and direction of accompanying photographs.

#### **Photographic Record**

- Photogrammetric recording of all elevations and in plan, to produce orthophotos at a suitable resolution for the production of detailed 2D line drawings\*.
- A general view or views of the fish traps in their wider setting.
- Views of all accessible elevations.

Photographs by DAT Archaeological Services will be taken using a high resolution digital camera, with tripod used where necessary. Photographic scales will be used.

#### **Written Record**

- The National Grid reference of the fishtraps. The date of the record, the names of the recorders and archive location. A note of any statutory designations.
- Summary of the form, function, date and sequence of development.
- An introduction, setting out the circumstances in which the record was made, its objectives, methods, scope and limitations, and any constraints which limited the achievement of objectives.
- Acknowledgements and permission for copyright of any items reproduced.
- A discussion of published sources relating to the structures.
- All references and sources consulted.

## **6. ARCHAEOLOGICAL WATCHING BRIEF METHODOLOGY**

- 6.1 A watching brief will be maintained during construction/improvement groundworks at Aberaeron Harbour where there is the potential for archaeological remains to be exposed, damaged or destroyed.
- 6.2 The areas where works are proposed comprise, but are not limited to:
  - North Pier,
  - South Pier,
  - Inner harbour/Pwll Cam,
  - South Beach,
  - Installation of tilt barriers,
  - Flood wall along Quay Parade,
  - Construction of site compound.
- 6.3 These groundworks could include, but are not limited to, ground excavations, ground clearance, levelling, foundation and service excavations.
- 6.4 The archaeologist will monitor the groundworks and aim to identify any archaeological remains that may be present. They will have the authority to halt groundworks in areas where archaeological remains are identified until they have been further investigated and recorded.
- 6.5 Adequate time must be made available to the visiting archaeologist to ensure that appropriate recording can be undertaken of any archaeological features or deposits exposed during the watching brief.
- 6.6 Features containing deposits of environmental significance will be sampled. The samples will be retained in stable conditions until analysis can be arranged.
- 6.7 All deposits will be recorded by archaeological context record sheet, scale drawing, photography and site notebooks. All individual deposits will be numbered using the open-ended numbering system in accordance with a recognised system, such as the DAT Archaeological Services' Recording

Manual. Significant deposits will be recorded by scale drawing (no less than 1:20); drawn plans will be related to Ordnance Datum and, where possible, known boundaries. A digital photographic record will be maintained as a minimum using a high-resolution camera, with photographic information recorded for all photographs taken.

- 6.8 All archaeologically significant artefacts, ecofacts and samples will be retained and, where possible, related to the contexts from which they derived. Sensitive materials will be stored in appropriately stable conditions. Finds will be temporarily stored by DAT Archaeological Services in stable conditions. All finds, except those deemed to be Treasure, will remain the property of the landowner, but it is assumed that permission will have been given by the landowner for these to be stored as part of the archive in a suitable repository (ownership will still be with the landowner).
- 6.9 Under the 1996 Treasure Act, "treasure" can be summarised as:
- Any object other than a coin containing at least 10% gold or silver and at least 300 years old;
  - Any prehistoric assemblage of base metal;
  - Coins found together which contain 10% gold or silver (but no single coins) and groups of at least 10 coins of other metals, provided they are at least 300 years old;
  - Any object found associated with treasure except unworked natural objects; and
  - Any object which would have been Treasure Trove before the 1996 Act but not covered above.
- 6.10 In the event that unforeseen archaeological discoveries are made during the development, or where unexpected archaeological remains of high significance are exposed, the appointed archaeological contractor will have the power to halt any ground works and shall inform the client and Dyfed Archaeological Trust – Development Management and prepare a written statement with plan detailing the archaeological evidence. Following assessment of the archaeological remains by all parties, if required, a contingency scheme for salvage excavation of affected archaeological features may need to be implemented. This event would need to be covered by contingency financial arrangements within the project budgets.
- 6.11 In the event of the discovery of human remains, all remains will be left in situ. If removal is necessary, it will only take place following the granting of all permissions in writing by the relevant authorities (a burial licence granted from the Ministry of Justice).

## **7. POST-FIELDWORK REPORTING AND ARCHIVING**

- 7.1 Following the completion of all phases of fieldwork an archive will be prepared if it meets the requirements of the Dyfed Archaeological Trust archive retention policy (2018). If it does, then data recovered during the watching brief will be collated into a site archive structured in accordance with the specifications in *Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation* (Brown 2011), and the procedures recommended by the National Monuments Record, Aberystwyth.
- 7.2 A Data Management Plan (DMP) (Appendix I) for this project has been produced in accordance with the *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (CIfA 2014, updated 2020).

- 7.3 The National Standards for Wales for Collecting and Depositing Archaeological Archives produced by the Federation of Museums and Art Galleries of Wales will also be adhered to. Digital archives will be collated using the Royal Commission on the Ancient and Historical Monuments of Wales systems (2015) and deposited with the RCAHMW. The *Guidance for the Submission of Data to the Welsh Historic Environment Records* (Welsh HERs) shall be followed.
- 7.4 The results of the fieldwork will be assessed in local, regional and wider contexts.
- 7.5 A report that is fully representative of the results of the fieldwork will be prepared and copies will be sent to the client for dissemination to all relevant parties.
- 7.6 A summary of the project results, excluding any confidential information, may be prepared for wider dissemination (e.g. *Archaeology in Wales* and special interest and period-specific journals).
- 7.7 The project archive, including all artefacts and ecofacts (excepting those which may be deemed to be Treasure Trove) will be deposited with an appropriate body following agreement with the landowner.
- 7.8 A copy of the final report will be deposited with the regional HER at Dyfed Archaeological Trust and the RCAHMW within six months of the completion of the project.
- 7.9 Appropriate specialists to be used by DAT Archaeological Services include:
- **Industrial Archaeology** – Jennifer Protheroe-Jones, Principal Curator – Industry, National Waterfront Museum, Swansea
  - **Post-medieval / medieval pottery** – Dee Brennan (local independent specialist)
  - **Prehistoric Pottery** – Dr Alex Gibson (formerly of University of Bradford / now independent pottery specialist)
  - **Prehistoric Flint** – Dr Andrew David (formerly of English Heritage, now independent lithics specialist)
  - **Radiocarbon dating** - Beta Analytic
  - **Animal Bones** – Worcester Archaeology
  - **Fish bones** – Jennifer Browning (University of Leicester Archaeological Services)
  - **Environmental / Pollen analysis** – Worcester Archaeology

## 8. STAFF

- 8.1 This project will be managed by Fran Murphy, Head of DAT Archaeological Services.
- 8.2 Archaeological attendance during the historic building recording and watching brief will be undertaken by staff drawn from the team of archaeologists employed by DAT Archaeological Services.

## 9. QUALITY ASSURANCE

- 9.1 DAT Archaeological Services has considerable experience of undertaking all categories of archaeological fieldwork and always operates to best professional practice; adhering to CIFA guidelines where appropriate. The

Trust is a Registered Organisation with CIfA and all staff abide by their code of conduct and adhere to their relevant standards and guidance.

- 9.2 DAT Archaeological Services operates robust internal monitoring procedures that ensure that the standard of each project is maintained from commencement to completion.

## **10. MONITORING**

- 10.1 The fieldwork may need to be monitored by Dyfed Archaeological Trust – Development Management (DAT-DM) in their capacity as archaeological advisors to Ceredigion County Council Planning Authority, who should be provided access to the site at any time during the archaeological works. The Head of DAT Archaeological Services may also monitor the on-site works intermittently.

## **11. HEALTH AND SAFETY**

- 11.1 All permanent DAT Archaeological Services staff are CSCS<sup>1</sup> registered.
- 11.2 DAT Archaeological Services will carry out a health and safety risk assessment to ensure that all potential risks are minimised.
- 11.3 All known health and safety risk and the presence of any services etc must be made known to the attending archaeologist at the start of any groundworks by the client/site contractor.
- 11.4 All relevant health and safety regulations must be followed, including compliance with Welsh Government guidelines on working practices during the current Covid-19 Pandemic, and guidance issued by CIfA.
- 11.5 CIfA advise that Registered Organisations should ensure they are familiar with the latest *Site Operating Procedures*, published by the Construction Leadership Council (Version 4, updated 18<sup>th</sup> May 2020) and the latest *Covid-19 Working Advice Ver.1.1*, published by Prospect (5<sup>th</sup> May 2020), which addresses potential issues relating to archaeological site work. These procedures will be attached to the project risk assessment. If the site cannot operate in line with this guidance, then the project archaeologist will not be allowed to attend.
- 11.6 The project risk assessment details the precautions put in place to reduce the spread of Covid-19 Coronavirus during fieldwork.
- 11.7 All site inductions, H&S procedures and site rules of the site contractor will be made known to DAT Archaeological Services staff prior to them commencing work on-site.
- 11.8 Safety helmets, high visibility vests and boots are to be used by all site personnel as necessary. The site contractors will make all archaeological staff aware of any other PPE<sup>2</sup> that may be required and provide them. Archaeological staff must not enter any area where there is a considered to be a health and safety risk that has not or is not being appropriately mitigated against.

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<sup>1</sup> Construction Skills Certification Scheme (Health and Safety Tested)

<sup>2</sup> Personal Protection Equipment

- 11.9 DAT Archaeological Services staff must ensure that their presence on site is communicated to all relevant site staff, especially machine operators.

## **12. ARBITRATION**

- 12.1 Any dispute or disagreement arising out of a contract in relation to this work shall be referred for a decision to the Chartered Institute of Archaeologists' arbitration scheme.

## **13. REFERENCES**

In addition to those mentioned in the data management plan below, the following sources have been consulted:

Atkins, 2020. Aberaeron Coastal Defence Scheme Heritage Desk Based Assessment, 182114-ATK-MAR-GEN-RP-EN-3201 [online] Available at <https://ceredigion-online.tascomi.com/planning/index.html?fa=getApplication&id=59931>

Bannerman N, Jones C, 1999, *Fish-trap types: a component of the maritime cultural landscape*. *Int J Naut Archaeol* 28:70–84

Jenkins, L, 2020, *Aberaeron, Ceredigion: Archaeological Foreshore Survey & Watching Brief*, DAT Unpublished Report No 2020-62.

**APPENDIX I:  
 DATA MANAGEMENT PLAN**

This Data Management Plan (DMP) is produced in accordance with the *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (Chartered Institute for Archaeologists 2014, updated 2020)*. The table below is based on 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).

Section 1: Project Administration

Project Ref. No and name	FS23-045 – Aberaeron Coastal Defence Scheme
ERN (if known)	130128
Project Type	Watching Brief & Building Recording
Client	Ceredigion County Council
Project Manager / Data Contact	Fran Murphy
Principal Archaeologist on site	Dr Marion Shiner
Date DMP created	25/10/23
Date DMP last updated	18/12/23
Related data management policies	Written Scheme of Investigation Chartered Institute for Archaeologists (CIfA) <i>Standards &amp; Guidance</i> Dyfed Archaeological Trust, 2018, archive retention policy Brown 2011, <i>Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation</i> NPAAW, 2017, <i>The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2017</i> RCAHMW, 2015, <i>RCAHMW guidelines for Digital Archives, Version 1</i> WAT, 2018, <i>Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)</i> English Heritage, 2006, <i>Understanding Historic Buildings: A Guide to Good Recording Practice</i>

## Section 2: Data Collection

Data Type (Delete as appropriate)
<p><b>Documents</b> Written Scheme of Investigation, Risk Assessment – Word doc &amp; PDFs Context sheets, site registers, site notes - paper copies, scanned and saved as PDFs. Site plans – permatrace, scanned and saved as PDFs. Final report – Word doc &amp; PDF Illustrations – Adobe Illustrator/Affinity Designer files, PDFs Specialist assessments (Finds, Environmental etc) – Word doc, PDF, Excel Spreadsheet</p> <p><b>Images</b> Site photographs – Jpeg &amp; Tiff (for archive) Other collected data (scans, archive material, social media images etc) – Jpegs</p> <p><b>Survey</b> In house surveys - .dxf files, GIS files (see below) External surveys – Dependent on external contractor, eg .dxf, .dwg, .rvt etc</p> <p><b>GIS</b> Mapinfo files, Esri Shapefiles.</p>

Data acquisition
All data will be collected as per the methodologies and guidance stated in the WSI (Fieldwork / Methodology).

## Section 3: Documentation and metadata

Documentation and metadata accompanying the data
All data recovered will be archived in accordance with the guidance stated in the WSI (Post Fieldwork Reporting & Archiving)

## Section 4: Ethics and legal compliance

Management of any ethical, copyright and Intellectual Property Rights (IPR) issues
All personal data collected during the course of the project will be handled in accordance with Dyfed Archaeological Trust's <i>Personal Data Protection Policy</i> (2018, revised 2020) and current <i>Code of Practice</i> . Licence agreements will be established, and Copyright permissions will be sought as appropriate (eg reproduced mapping extracts, archive material, specialist reports) prior to the submission of the data and/or inclusion in the publication of the project results.

## Section 5: Data Security: Storage and Backup

Data storage, accessibility, and safety during research
All site-produced data will be stored digitally at the first available opportunity. All digital information is stored on the DAT server, accessible by members of the staff. This will be checked regularly by the Project Manager. All digital data on the server is backed-up at regular intervals. The server contains ample capacity for all anticipated site data, and appropriate protocols are in place to manage any potential digital malfunction or cyber attack.

## Section 6: Selection and Preservation

Data retention, sharing, and preservation
Data will be retained as per Dyfed Archaeological Trust <i>Archive Retention Policy</i> (2018).
Long-term preservation plan for the dataset

The digital archive relating to the project will be deposited with the NMR, held and maintained by the RCAHMW, Aberystwyth and will be created in accordance with their practices. The final report will be submitted to the regional Historic Environment Record in PDF format, along with any additional information they require. If a different digital repository to the NMR is used, their own procedures will be established at the outset of a project and followed. If a project includes artefacts to be deposited at a museum, arrangements will be made prior to the commencement of the project, and a copy of the digital archive will be sent with the artefacts. Archiving costs are included within the project budget.

Section 7: Data Sharing

Sharing and accessibility

The dissemination of data is detailed in the WSI (Post-Fieldwork Report and Archiving).

Section 8: Responsibilities

Responsibilities

Data collection, storage and manipulation will be carried out by the site team. The Project Manager will be responsible for the implementation of the data management plan.