

**Written Scheme of Investigation
for a programme of mitigation
at St. Ishmael, Ferryside**

Prepared for: Ecovigour

Project No: 3188

February 2025

Archaeology Wales Limited

Main Office, Unit D11.6

Treforest Industrial Estate Pontypridd - CF37 5UR

Tel: +44 (0) 2920 020 136

Email: admin@arch-wales.co.uk

Web: arch-wales.co.uk



Contents

Summary.....	3
1. Introduction.....	3
2. Site Description	5
3. Historical Background.....	5
4. Objectives.....	6
5. Timetable of works.....	7
6. Fieldwork	8
7. Monitoring.....	13
8. Post-fieldwork programme.....	14
9. Health and Safety	17
10. Community Engagement and Outreach	17
11. Insurance	18
12. Quality Control	18
13. Arbitration.....	19
14. Sources.....	19
Figures.....	21
Data Management Plan.....	23
Selection Strategy.....	28

Figures

Figure 1: Site location	22
-------------------------------	----

Summary

This Written Scheme of Investigation (WSI) details a programme of archaeological mitigation to be undertaken by Archaeology Wales Ltd (henceforth – AW) at the request of Ecovigour Ltd (henceforth 'the Client').

The proposed development comprises Sea defence maintenance along the foreshore at St. Ishmael, Ferryside, Carmarthenshire, Wales, SA17 5UH.

As a condition of Marine Licence no. CML2460 a programme of archaeological mitigation, commencing with a walkover survey and culminating in a scheme of archaeological monitoring and recording (AM&R) was requested to satisfy conditions outlined by the Royal Commission on the Ancient and Historical Monuments of Wales (henceforth - RCAHMW) and agreed by Heneb: The Welsh Archaeological Trust.

All work will be undertaken to the standards and guidance set by the Chartered Institute for Archaeologists; Standard and the Universal guidance for archaeological monitoring and recording (2023a&b). AW is a Registered Organisation with the CIfA.

1. Introduction

- 1.1.1. An application was submitted to Natural Resources Wales (NRW) for a Marine Licence, under Part 4 of the Marine and Coastal Access Act 2009, to undertake the proposed removal of the damaged remains of metallic beach groynes along the foreshore at St. Ishmael, Ferryside, Carmarthenshire, Wales, SA17 5UH (henceforth - 'the Site').
- 1.1.2. In their capacity as advisors to NRW, and under a Memorandum of Understanding, both Heneb Development Management-Dyfed region (HDM-DR) and the Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW) were asked to comment on the application.
- 1.1.3. In their responses, both consultees highlighted the potential threat to the historic and archaeological resource. HDM-DR suggested that a Heritage and Archaeological Desk-Based Assessment (HADBA) be undertaken prior to start of the aforementioned proposed development. Outlining that;

'An integral part of such an assessment is a walkover survey of the area, when currently unrecorded historic assets may potentially be identified. The subsequent report can then be used to inform possible further mitigation'.

- 1.1.4. The RCHMW, however set out a more specific list of recommendations to mitigate against the potential impact. These aims are to:
- Undertake a walkover survey of the development area prior to the commencement of the scheme to identify and record all known and unknown archaeological features within the scheme area.
 - Creation of Archaeological Exclusion Zones (AEZs) in order to protect any assets identified in the walkover surveys
 - Production of constraint maps or GIS polygons illustrating the AEZs to highlight sites and protect them from damage by site traffic.
 - 3D photogrammetry of assets in accordance with Policy Soc_5 of the Welsh National Marine Plan, which states that opportunities to enhance knowledge of historic assets are encouraged.
- 1.1.5. This programme culminates in a scheme of archaeological monitoring and recording (AM&R) associated with the removal of the metallic beach groynes.
- 1.1.6. Following further discussions between the RCAHMW, HDM-DR and AW, it was therefore decided by HDM-DR that a HADBA was no longer required.
- 1.1.7. This Written Scheme of Investigation (WSI) details a programme of archaeological mitigation to be undertaken by Archaeology Wales Ltd (henceforth AW) at the request of Ecovigour (henceforth 'the Client').
- 1.1.8. This Specification has been prepared by Paul W Huckfield (AW Project Manager).
- 1.1.9. All work will be undertaken to the standards and guidance set by the Chartered Institute for Archaeologists (CIfA); *Standard for Archaeological Monitoring and*

Recording (2023a), and *Universal Guidance for Archaeological Monitoring and Recording* (2023b). AW is a Registered Organisation with the ClfA.

2. Site Description

- 2.1.1. The site is located to the north of Ferryside station and rail crossing, 2.2km to the west of Llansaint and 4.7km to the north-west of Kidwelly. It is centred on NGR SN 36233 07993 and is bordered to the west by Carmarthen Bay, and east by open agricultural land, caravans related to Park Deans resort lie immediately to the south. The site currently comprises of a beach alongside tall cliffs, the beach itself comprising of sand and shingle, small smooth stone pebbles.
- 2.1.2. The underlying bedrock geology of the site belongs to the Milford Haven Group - Argillaceous rocks and sandstone and conglomerate, interbedded. Sedimentary bedrock formed between 427.4 and 407.6 million years ago during the Silurian and Devonian periods.
- 2.1.3. The superficial deposit comprises of Blown Sand - Sand. Sedimentary superficial deposit formed between 2.588 million years ago and the present during the Quaternary period. (BGS 2025).

3. Historical Background

- 3.1.1. The archaeological resource within the immediate surrounding area of the site indicates that there is a rich archaeological potential including an abandoned medieval village and significant maritime archaeology. A review of historic Ordnance Survey (OS) maps shows that the site has historically been a beach, bordered to the north by fields. The Swansea to Whitland rail line has run along

the coastline to the site's north since the mid-19th century, with construction beginning in 1847 and being completed in 1852.

- 3.1.2. The site lies within the Taf and Towy estuary historic landscape.
- 3.1.3. The Prehistoric landscape is characterised by the presence of a submerged forest. Additionally, Prehistoric worked flint has also been uncovered along the coast to the north-west of the site.
- 3.1.4. Evidence of Roman activity is limited to a coin hoard of thirty-five copper alloy coins uncovered, approximately 900m from the site.
- 3.1.5. Medieval activity within the proximity of the site is represented by St. Ishmael Parish Church, located approximately 150m inland of the site. It is of early medieval in origin, having existed since at least 1107 CE.
- 3.1.6. The westernmost area of the site contains an abandoned medieval settlement, beside which lies an area of medieval common land.
- 3.1.7. Within the estuary lies several medieval fishing traps and potentially associated wooden structures.
- 3.1.8. Within the site boundary are several post-medieval structures including a gun battery and lookout tower, a shell midden and an area of common land. There are also several post-medieval fishing traps and shipwrecks near to the site.

4. Objectives

- 4.1.1. This WSI sets out a program of works to ensure that the archaeological monitoring and recording (AM&R) will meet the standard required by The Chartered Institute for Archaeologist's *Standard and the Universal guidance for archaeological monitoring and recording (2023a&b)*.
- 4.1.2. The objective of the archaeological programme of work will be:

- to allow the investigation and recording of any archaeological features that are disturbed during the groundworks detailed above.
- to provide the 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 AM&R are not sufficient to support the treatment to a satisfactory or proper standard.
- to contribute to the understanding of archaeological material in the scheme area, in accordance with Policy Soc 5 of the Welsh National Marine Plan.
- to contribute to the Research Framework for the Archaeology of Wales regarding the Seafaring and Seascapes (hinterland linkages to the sea) (IFA Wales/Cymru 2017).

4.1.3. A written report will be compiled following the fieldwork. Sufficient desk-top research will be undertaken to ensure that the results of this work are properly understood, interpreted, and reported.

4.1.4. The report will include a comprehensive assessment of the historic context within which the archaeological evidence rests and will aim to highlight any relevant research issues within regional, national and, if relevant, international research frameworks.

5. Timetable of works

5.1. Fieldwork

5.1.1. The archaeological monitoring will be undertaken during groundworks. AW will update the RCAHMW and HDM-DR with the exact date.

5.2. Report delivery

- 5.2.1. The report will be submitted to the Client, the RCAHMW and HDM-DR within three months of the completion of the fieldwork. A copy of the report will also be sent to the regional HER.

6. Fieldwork

6.1. Site walkover

- 6.1.1. An archaeological walkover survey of the foreshore, within the boundary of the scheme, will be completed prior to the commencement of the construction works. The aim of this survey is to locate and record any archaeological assets which may have been uncovered by tidal erosion or storm events.
- 6.1.2. Any archaeological assets identified during the walkover should be photographed, assigned a number and have their location recorded by GPS.
- 6.1.3. Following the requirements laid out by the RCAHMW, any assets will be recorded using 3D photogrammetry and the results of this will be archived with the RCAHMW. This will establish a detailed record of the site prior to works commencing, in accordance with Policy Soc_5 of the Welsh National Marine Plan (Welsh Government, 2019).

6.2. Archaeological Monitoring and Recording

- 6.2.1. The work will be undertaken to meet the standard required by The Chartered Institute for Archaeologist's *Standard and the Universal guidance for archaeological monitoring and recording (2023a&b)*.
- 6.2.2. The AM&R will be carried out on the removal of beach groynes and any associated excavation.
- 6.2.3. Archaeological Exclusion Zones (AEZs), established during the site walkover element, will be fenced off and highlighted to all contractors employed on the

site prior to commencement of the groundworks. Machines or contractors shall not enter this area unless authorised and monitored by the archaeologist on site.

- 6.2.4. If during the archaeological monitoring it becomes apparent that there is no potential for archaeological remains, such as the natural being reached or excessive depths of made ground, following consultation with the RCAHMW and HDM-DR, monitoring can cease in that area.
- 6.2.5. The AM&R should be undertaken using a tracked 360-degree excavator equipped with a flat-bladed bucket and will be monitored by a suitably qualified archaeologist.
- 6.2.6. The site archaeologist undertaking the monitoring will be afforded the required access by the main contractor to observe and where necessary to record any archaeological remains revealed. The site archaeologist will record finds and less significant archaeological deposits and features without significant delay to the work program.
- 6.2.7. The Protocol for Archaeological Discoveries (PAD) is separate to this WSI and defines the procedure that will be followed if as yet undiscovered heritage assets with archaeological interest are identified during the proposed works.
- 6.2.8. If significant archaeological features are encountered a meeting between the Client, the RCAHMW, HDM-DR and AW will be called at the earliest convenience.
- 6.2.9. Contingency costs will be agreed in advance before any extension to the program commences and will follow a site meeting between Archaeology Wales, the Client (or their representatives), the RCAHMW and HDM-DR.

6.3. Recording

- 6.3.1. Recording will be carried out using AW recording systems (pro-forma context

sheets, etc.) using a continuous number sequence for all contexts.

- 6.3.2. Plans and sections will be drawn to a scale of 1:50, 1:20 and 1:10 as required and related to Ordnance Survey datum and published boundaries where appropriate.
- 6.3.3. All features identified will be tied into the OS survey grid and fixed to local topographical boundaries.
- 6.3.4. Photographs will be taken in digital format with an appropriate scale, using a 12MP camera with photographs stored in Tiff format.

6.4. Finds

- 6.4.1. The professional standards set in the Chartered Institute for Archaeologists' *Standards and guidance for the collection, documentation, conservation, and research of archaeological* (2020) will form the basis of finds collection, processing, and recording.
- 6.4.2. Finds will be carefully excavated by hand. The excavation of fragile or particularly significant finds will be undertaken in consultation with an appropriate archaeological conservator. Finds will be bagged by archaeological context, the location of special finds and flint working deposits will be recorded three dimensionally.
- 6.4.3. In most cases all finds will be recovered from site, quantified and assessed by specialist. Finds retention and discard policies will be drawn up in conjunction with specialist advice and the requirements of the receiving archive or regional/national guidelines (NPAAW 2019) in conjunction with the CIfA Selection Strategy Tool Kit (CIfA 2019). If large quantities of material are identified, an onsite discard policy may be implemented under the guidance of relevant finds specialists and the local authority archaeologists.
- 6.4.4. Retained finds will be suitably bagged, boxed and marked. Following

cataloguing and initial analysis finds of low archaeological significance may be discarded.

6.4.5. Finds recovered that are regarded as Treasure under The Treasure Act 1996 will be reported to HM Coroner for the local area.

6.4.6. Any finds which are considered to be in need of immediate conservation will be referred to a UKIC qualified conservator (normally Phil Parkes at Cardiff University).

6.5. Environmental Sampling Strategy

6.5.1. In areas that have previously been disturbed, environmental sampling is unlikely to be required, unless excavations go beyond the disturbed layers and archaeology is encountered below that level.

6.5.2. Features or archaeological deposits that are encountered will be sampled by means of the most appropriate method (bulk, column, etc.) up to 40 litres in size.

6.5.3. Where sampling will provide a significant contribution to the understanding of the site AW will draw up a site-specific sampling strategy alongside a specialist environmental archaeologist. All environmental sampling and recording and will follow English Heritage's *Guidelines for Environmental Archaeology* (2002).

6.6. Human Remains

6.6.1. In the event that human remains are encountered, their nature and extent will be established, and the coroner informed.

6.6.2. As per the research carried out by Historic England as a part of *The Role of the Human Osteologist in an Archaeological Fieldwork Project* (HE, 2018), to fully understand the archaeological sequence and to assess the potential risks that may come from further development, burials would usually have to be

excavated to their base. This would aid in establishing the significance of the burials and in advising mitigation measures for the remainder of the site including any further potential burials.

- 6.6.3. The vulnerability of the remains to physical damage and other degradation by the development, as well as alterations to ground conditions, pre and post development will also be established as the possible detrimental effects on long term preservation that re-burial can have.
- 6.6.4. All human remains will be fully recorded and removed under conditions that comply with all current legislation and include acquisition of an exhumation license from the Ministry of Justice (MoJ) and provision for reburial following all analytical work.
- 6.6.5. Human remains will be excavated 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), and the Chartered Institute for Archaeologist's Updated *Guidelines to the Standards for Recording Human Remains* (2017).
- 6.6.6. A meeting with the Client, the RCAHMW, HDM-DR and AW will be called if the human remains uncovered are of such complexity or significance that the contingency arrangement would not be of sufficient scope.

6.7. Specialist Advisers

- 6.7.1. In the event of certain finds, features or sites being discovered, AW will seek specialist opinion and advice. A list of specialists is given in the table below although this list is not exhaustive.

Artefact type	Specialist
Lithics	Rebecca Devaney (Freelance)
Animal bone	Dr Richard Madgwick (Cardiff University) Dr Hannah Russ (archaeology.biz) Marina Chorro Giner (archaeology.biz)

	Jessica Waterworth (archaeology.biz)
CBM, heat affected clay, Daub etc.	Dr David Griffiths (archaeology.biz) Sandra Garside Neville (Freelance)
Clay pipe	Charley James Martin (Archaeology Wales)
Glass	Elizabeth Foulds (Freelance)
Cremated and non-cremated human bone	Natasha Powers (Rocket Heritage) Malin Holst (University of York) Dr Richard Madgwick (Cardiff University)
Metalwork	Dr Rhiannon Philp (Archaeology Wales) (Fe) Dr Siân Thomas (Archaeology Wales) (CuA) Dr Kevin Leahy (PAS/University of Leicester) Quita Mould (Freelance) Dr Tim Young (GeoArch)
Metallurgical residues	Dr Tim Young (GeoArch)
Neo/BA pottery	Dr David Mullin (Freelance)
IA/Roman pottery	Dr David Griffiths (archaeology.biz)
Roman Pottery	Dr Siân Thomas (Archaeology Wales) Dr Peter Webster (Freelance)
Medieval and Post Medieval Pottery	Paul Blinkhorn (Freelance)
Charcoal (wood ID)	Dana Challinor (Freelance)
Waterlogged wood	Professor Nigel Nayling (University of Wales – Lampeter) Damian Goodburn (MOLA) Mike Bamforth (Freelance)
Marine Molluscs	Dr Rhiannon Philp (Archaeology Wales)
Pollen	Dr Rhiannon Philp (Archaeology Wales)
Charred and waterlogged plant remains	Wendy Carruthers (Freelance) Kath Hunter Dowse (Freelance) John Giorgi (Freelance)

6.8. Specialist Reports

- 6.8.1. Specialist finds and palaeoenvironmental reports will be written by AW specialists, or sub-contracted to external specialists when required.

7. Monitoring

- 7.1.1. The RCAHMW and HDM-DR will be contacted approximately five days prior to the commencement of archaeological site works, and subsequently once the work is underway.

- 7.1.2. Any changes to the WSI that AW may wish to make after approval will be communicated to the RCAHMW and HDM-DR for approval on behalf of Planning Authority.
- 7.1.3. Representatives of the RCAHMW and HDM-DR will be given access to the site so that they may monitor the progress of the AM&R. The RCAHMW and HDM-DR will be kept regularly informed about developments, both during the site works and subsequently during post-excavation.

8. Post-fieldwork programme

8.1. The Site Archive

- 8.1.1. An ordered and integrated site archive will be prepared in accordance with: Management of Research Projects in the Historic Environment (MoRPHE) (Historic England 2006) upon completion of the project.
- 8.1.2. The site archive (including artefacts and samples) will be prepared in accordance with the National Monuments Record (Wales) agreed structure and deposited with an appropriate receiving organisation, in compliance with CIfA Guidelines (Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives', 2020). It will also conform to the guidelines set out in '*The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales* 2019' (National Panel for Archaeological Archives in Wales 2019). The legal landowner's consent will be gained for deposition of finds. The project will adhere to the Welsh Archaeological Trust's joint *Guidance for the Submission of Data to the Welsh Historic Environment Records* (2022).

8.2. Analysis

- 8.2.1. Following a rapid review of the potential of the site archive, a programme of

analysis and reporting will be undertaken. The report will adhere to the Welsh Archaeological Trust's joint *Guidance for the Submission of Data to the Welsh Historic Environment Records* (2022).

8.2.2. This will result in the following inclusions in the final report:

- Non-technical summary, in English and Welsh
- Location plan showing the area/s covered by the groundworks, all artefacts, structures, and features found
- Plan and section drawings (if features are encountered) with ground level, ordnance datum and vertical and horizontal scales.
- Written description and interpretation of all deposits identified, including their character, function, potential dating, and relationship to adjacent features. Specialist descriptions and illustrations of all artefacts and soil samples will be included as appropriate.
- An indication of the potential of archaeological deposits which have not been disturbed by the development
- A discussion of the local, regional, and national context of the remains by means of reviewing published reports, unpublished reports, historical maps, documents from local archives and the regional HER as appropriate.
- A detailed archive list at the rear listing all contexts recorded, all samples finds and find types, drawings and photographs taken. This will include a statement of the intent to deposit, and location of deposition, of the archive.

8.3. Report to client

8.3.1. Copies of all reports associated with the mitigation, together with inclusion of supporting evidence in appendices as appropriate, including photographs and

illustrations, will be submitted to the Client, the RCAHMW and HDM-DR upon completion.

8.4. Additional reports

- 8.4.1. After an appropriate period has elapsed, copies of all reports will be deposited with the relevant county Historical Environment Record, the National Monuments Record, the RCAHMW and HDM-DR.

8.5. Summary reports for publication

- 8.5.1. Short archaeological reports will be submitted for publication in relevant journals; as a minimum, a report will be submitted to the annual publication of the regional CBA group or equivalent journal.

8.6. Archive deposition

- 8.6.1. The final archive (site and research) will, whenever appropriate, be deposited with a suitable receiving institution, usually the relevant Local Authority museums service. Arrangements will be made with the receiving institution before work starts.
- 8.6.2. Although there may be a period during which client confidentiality will need to be maintained, copies of all reports and the final archive will be deposited no later than six months after completion of the work.
- 8.6.3. Copies of all reports, the digital archive and an archive index will be deposited with the National Monuments Record, the RCAHMW, Aberystwyth.
- 8.6.4. Wherever the archive is deposited, this information will be relayed to the HER. A summary of the contents of the archive will be supplied to the RCAHMW and HDM-DR.

8.7. Finds deposition

- 8.7.1. The finds, including artefacts and ecofacts, excepting those which may be

subject to the Treasure Act, will be deposited with the same institution, subject to the agreement of the legal landowners.

8.8. Staff

- 8.8.1. The project will be managed by Paul Huckfield (AW Project Manager) and the fieldwork undertaken by AW Staff. Any alteration to staffing before or during the work will be brought to the attention of the RCAHMW, HDM-DR and the Client.

9. Health and Safety

9.1. Risk Assessment

- 9.1.1. Prior to the commencement of work AW will carry out and produce 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 site and be available for inspection on request. A copy will be sent to the Client (or their agent as necessary) for their information. All members of AW staff will adhere to the content of this document.

9.2. Other Guidelines

- 9.2.1. AW will adhere to best practice with regard to Health and Safety in Archaeology as set out in the FAME (Federation of Archaeological Managers and Employers) health and safety manual Health and Safety in Field Archaeology (2002).

10. Community Engagement and Outreach

- 10.1.1. Wherever possible, AW will ensure suitable measures are in place to inform the local community and any interested parties of the results of the site

investigation work. This may occur during the site investigation work or following completion of the work. The form of any potential outreach activities may include lectures and talks to local groups, interested parties and persons, information boards, flyers and other forms of communication (social media and websites), and press releases to local and national media.

- 10.1.2. The form of any outreach will respect client confidentiality or contractual agreements. As a rule, outreach will be proportional to the size of the project.
- 10.1.3. Where outreach activities have a cost implication these will need to be negotiated in advance and in accordance with the nature of the desired response and learning outcomes.

11. Insurance

- 11.1.1. AW is fully insured for this type of work and holds Insurance with Aviva Insurance Ltd and Hiscox Insurance Company Limited through Towergate Insurance. Full details of these and other relevant policies can be supplied on request.

12. Quality Control

12.1. Professional standards

- 12.1.1. AW works to the standards and guidance provided by the Chartered Institute for Archaeologists. AW fully recognise and endorse the Chartered Institute for Archaeologists' Code of Conduct, Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology and the Standard and the Universal guidance for archaeological monitoring and recording (2023a&b) currently in force. All employees of AW, whether

corporate members of the Chartered Institute for Archaeologists or not, are expected to adhere to these Codes and Standards during their employment.

12.2. Project tracking

- 12.2.1. The designated AW manager will monitor all projects in order to ensure that agreed targets are met without reduction in quality of service.

13. Arbitration

- 13.1.1. Disputes or differences arising 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 Institute for Archaeologists applying at the date of the agreement.

14. Sources

Archaeology Wales Ltd. 2025. PAD Protocol for Archaeological Discoveries.

British Geological Survey: *Geology of Britain viewer*.

www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html (accessed 05/02/25).

Chartered Institute for Archaeologist, 2017. *Updated Guidelines to the Standards for Recording Human Remains*

Chartered Institute for Archaeologists, 2020. *Standards and guidance for the collection, compilation, transfer and deposition of archaeological archives*.

Chartered Institute for Archaeologists, 2020. *Standards and guidance for the collection, documentation, conservation and research of archaeological materials*.

Chartered Institute for Archaeologists, 2020. *Standard and guidance for*

nautical archaeological recording and reconstruction.

Chartered Institute for Archaeologists, 2023a. *Standard for archaeological monitoring and recording*

Chartered Institute for Archaeologists, 2023b. *Universal Guidance for archaeological monitoring and recording*

EcoVigour, 2024. *Saint Ishmaels Groynes Removal & Ferryside Sea Defence Maintenance Habitat Regulations Assessment (HRA).*

English Heritage, 2002. *Guidelines for Environmental Archaeology.*

English Heritage, 2006. *Management of Research Projects in the Historic Environment (MORPHE).*

Historic England 2018. *The Role of the Human Osteologist in an Archaeological Fieldwork Project.*

IFA Wales/Cymru. 2017. *A Research Framework for the Archaeology of Wales: Maritime And Coastal Wales.*
<https://archaeoleg.org.uk/pdf/review2017/maritimereview2017.pdf>
(accessed 18/02/25).

National Panel for Archaeological Archives in Wales, 2019. *The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales.*

Welsh Archaeological Trusts, 2022. *Guidance for the Submission of Data to the Welsh Historic Environment Records (HER).*

Welsh Government, 2019. *Vision, Objectives and Policies Welsh National Marine Plan.*

Figures



Figure 1. Site location, showing the application area (from plans supplied by client).

 Application area



0  1km

The Ordnance Survey has granted Archaeology Wales Ltd a Copyright Licence (No. 100055111) to reproduce map information; Copyright remains otherwise with the Ordnance Survey.

ARCHAEOLOGY WALES

Data Management Plan

Section 1: Project Administration

Project ID / OASIS ID
3188
Project Name
St. Ishmael's, Ferryside
Project Description
The proposed development comprises Saint Ishmael's Groynes Removal and Ferryside Sea Defence Maintenance at St. Ishmael's, Ferryside, Carmarthenshire, Wales, SA17 5UH. The recommended mitigation comprises archaeological monitoring and recording (AM&R) to satisfy conditions laid out by the Heneb: The WELSH Trust and the Royal Commission on the Ancient and Historical Monuments of Wales.
Project Funder / Grant reference
Ecovigour.
Project Manager
Paul W Huckfield – AW Project Manager paul@arch-wales.co.uk
Principal Investigator / Researcher
Same as above
Data Contact Person
Rhiannon Philp, AW Post-excavation Manager rhiannon.philp@arch-wales.co.uk
Date DMP created
Created on 18.2.25
Date DMP last updated
18.2.25
Version
1
Related data management policies
This DMP is guided by the Project Brief, CifA Standards and guidance, trusted digital repository guidelines (RCAHMW) or other best practice guidance (see brief for details)

Section 2: Data Collection

What data will you collect or create?

The table below provides a summary of the data types, formats and estimated archive volume for data collected / created as part of this project. As the project progresses, more detail regarding files will be added to this DMP.

Type	Format	Estimated volume (Data Archived)
Spreadsheets	Excel (.xlsx)	-
Text/documents	Word (.docx) PDF (.pdf and .pdf/a)	2x .docx 2x .pdf
Images	Photographs (.jpg) Scanned drawings (.pdf)	unknown
GIS	Shapefiles (.shp plus associated files)	1

How will the data be collected or created?

Data Standards / Methods

- Standard methods of data collection will be applied throughout the project, working to best practice guidance where applicable / available. In general, data acquisition standards are defined against RCAHMW Guidelines. Specific or additional guidance relevant to this project are listed below, and will
- be updated as the project progresses.
- Methods of collection are specified within the Project Design (see Archaeology Wales 2024) and will meet the requirement set out in the Project Brief, the organisation recording manual and relevant CIfA Standards and guidance.
- Where appropriate, project contributors external to the organisation will be required to include data standards, collection methodology and metadata with individual reports and data.

Data storage / file naming

- The data produced will be uploaded at regular intervals during the project as a way of backing up the information.
- The working project archive will be stored in a project specific folder on the internal organisational server. The internal organisation server is backed up to a cloud based storage system to maintain an up to date security copy of the organisation wide data.
- Project folders are named following established organisational procedures and the folder hierarchy and organisation devised will be understood by all members of staff involved in the project.
- Data collected will be downloaded and raw data will be stored in the appropriate folder.

- File naming conventions following established organisational procedures, based on RCAHMW file naming guidance, and include version control management.
- The data stored will be checked by the project manager regularly as a means of quality assurance.

Section 3: Documentation and metadata

What documentation and metadata will accompany the data?

- Data collected will include standard formats which maximise opportunities for use and reuse in the future (see Section 2, above).
- A RCAHMW metadata document will be included with the digital archive and include all data types included within the archive. A working copy will be kept on the organisational server in the Project Folder. A copy of the form containing HER required data will also be created.
- Data documentation will meet the requirement of the Project Brief, Museum Deposition Guidelines, Digital Repository Guidelines and the methodology described in the Project Design methodology.
- An archive catalogue documenting both physical and digital archive products will be maintained and submitted with both the Museum and Trusted Digital Repository

Section 4: Ethics and legal compliance

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

- The project archive will include the names and contact details of individuals who intend to volunteer or participate in the excavation and post excavation stages. We have a GDPR compliant Privacy Policy which underpins the management of personal data; any personal data is managed through a secure cloud-based database and not retained on the project specific folders.
- Personal data will be removed from the archaeological project archive and permission to include individual's names in any reporting is gained prior to use.
- Copyright for all data collected by the project team belongs to the organisation, and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.
- Where formal permissions and/or license agreements are linked to data sharing, they will be included in the project documentation folders and will accompany the archaeological project archive.

Section 5: Data Security: Storage and Backup

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

- Organisational IT is managed by an external data management provider, who is also responsible for the management and verification of our daily back-ups and who supports access to security copies as needed

- Sufficient data storage space is available via the organisational server, which includes permissions-based access. The server is accessible by staff on and offsite through a secure log-in
- Off-site access to the project files on the organisation's server is provided to support back-up of raw data while fieldwork is ongoing. Where internet access for data back up is not possible, the raw data will be backed up to a separate media device (such as laptop and portable external hard drive).
- Project files will be shared with external specialists and contractors directly using the same system, with the wider project team gaining access to only the files needed using permissions-based access

Section 6: Selection and Preservation

Which data should be retained, shared, and/or preserved?

- The Selection Strategy and DMP will be reviewed and updated following the fieldwork. Updated documentation will be included in all reporting stages.
- Prior to deposition, the Selection Strategy and DMP will be updated and finalised in agreement with all project stakeholders (including the Local Planning Archaeologist, Client, Museum, RCAHMW).
- Selection will be informed by the Project Design, defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results.
- The project will be published as an online technical report (accessible via RCAHMW and as part of this the archive), with full access to research data.
- The data archive will be ordered, with files named and structured in a logical manner, and accompanied by relevant documentation and metadata, as outlined in Sections 2 and 3 of this DMP.
- Deselection will be undertaken automatically on any duplicate or unusable files, such as blurry or superfluous photographs.

What is the long-term preservation plan for the dataset?

- The digital archive will be deposited with the RCAHMW, which is working towards becoming a certified repository with Core Trust Seal.
- The archive will be prepared for deposition by the project team and the costs for the time needed for preparation, and the cost of deposition have been included in the project budget.

Have you contacted the data repository?

- RCAHMW have also been contacted as the intended repository for digital data.

Have the costs of archiving been fully considered?

- A costing estimate has been produced to allow for the preparation of the archive and has been included in the project budget.

Section 7: Data Sharing

How will you share the data and make it accessible?

- The digital archive repository, and will be updated as the project progresses.
- The investigations are likely to result in a number of documents: Project Design and Final Report
- The final report is expected to be completed within three months of the completion of fieldwork.
- A final version of the project report will be supplied to the Historic Environment Record, and any data which they request can also be provided directly.
- The location (s) of the final Archaeological Archive will be included in the final report

Are any restrictions on data sharing required?

- A temporary embargo may be required on the sharing of the project results. If this is the case, specific details once agreed will be included in the updated version of this DMP and will be documented in the overarching Project Collection Metadata.
- Data specific requirements, ethical issues or embargos which are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive

Section 8: Responsibilities

Who will be responsible for implementing the data management plan?

- The Project Manager and Post Excavation Manager will be responsible for implementing the DMP, and ensuring it is reviewed and revised at each stage of the project.
- Data capture, metadata production and data quality is the responsibility of the Project Team, assured by the Project Manager and Post Excavation Manager.
- Storage and backup of data in the field is the responsibility of the field team.
- Once data is incorporated into the organisations project server, storage and backup is managed by an external company.
- Data archiving is undertaken by the project team under the guidance of the Post Excavation Manager, who is responsible for the transfer of the Archaeological Project Archive to the agreed repository.
- Details of the core project team can be found in the Project Design.

Selection Strategy

Project Information	
ID	3188
Name	St. Ishmael's, Ferryside
Project Management	
Project Manager	Paul W Huckfield
Archaeological Archive Manager	Rhiannon Philp
Organisation	Archaeology Wales
Stakeholders	
Collecting Institution(s)	RCAHMW
Project Lead / Project Assurance	Paul W Huckfield
Landowner / Developer	Ecovigour
Other	
Resources	No unusual resources required outside of AW normal operating equipment and personnel to implement this Selection Strategy.

Context

The proposed development comprises Saint Ishmael's Groynes Removal and Ferryside Sea Defence Maintenance at St. Ishmael's, Ferryside, Carmarthenshire, Wales, SA17 5UH.

The recommended mitigation comprises archaeological monitoring and recording (AM&R) to satisfy conditions laid out by the Royal Commission on the Ancient and Historical Monuments of Wales.

1. Digital Data

Stakeholders

Rhiannon Philp (PX manager), Paul W Huckfield (Project Manager), RCAHMW

Data Management Plan (DMP)

Selection and De-selection

DMP Attached as a separate document

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

2. Documents

Stakeholders

Rhiannon Philp (PX manager), Paul W Huckfield (Project Manager),

Selection and De-selection

Selection

- 2.1. All original documentary material created during data gathering will be selected for inclusion in the final archive. Duplicates, photocopies of originals and research materials will be de-selected during archive completion
- 2.2. Selection reviews will be undertaken after the following phases:
 - Fieldwork
 - Assessment
 - Analysis (if required)
 - Archive Completion
- 2.3. Relevant Standards and Guidance:
 - ClfA. 2020. Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials.
 - ClfA. 2022 revision. Code of conduct: professional ethics in archaeology
 - Any information provided by Receiving Institutions
- 2.4. It is not envisaged that the selection decisions will deviate from standard guidelines

De-selection

It is envisaged that the material de-selected from inclusion in the preserved archive will be duplicates, re-productions, miscellaneous material, correspondence and GDPR/confidentiality created during the analysis phase of the project. De-selected material will therefore be retained to supplement AW's research files. A copy of the complete digital working archive incl. the preserved archive is stored on AW's server.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

3. Materials

Materials Selections Template

Detail any amendments to the above selection strategy here.

No	Find type	Selection Strategy	Stakeholders
3.1			
3.2			
3.3			

No	3.1	Material type	
----	-----	---------------	--

Stakeholders

Rhiannon Philp (PX manager), Paul W Huckfield (Project Manager),

Selection

- a) All artefacts are returned to AW/AE Finds and Environmental processing facility and dealt with in accordance with the professional standards set in the Chartered Institute for Archaeologists' Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials (2020). Selection may also be made prior to deposition based on Society of Museum Archaeologists' Selection, Retention and Dispersal of Archaeological Collections guidelines (1993) and

consultation of the receiving institution's deposition guidelines (SMS 2000).

b) Selection reviews will be undertaken after the following phases:

- Fieldwork
- Assessment
- Analysis (if required)
- Archive Completion

c) Relevant Standards and Guidance:

- CIfA. 2020. Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials
- Historic England. 2011. Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (second edition)
- Society of Museum Archaeologists. 1993. Selection, Retention and Dispersal of Archaeological Collections
- National Panel for Archaeological Archives in Wales. 2017. The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales

d) It is not envisaged that the selection decisions will deviate from standard guidelines

Uncollected Material

N/A

De-Selected Material

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders