

Specification

**For an Archaeological Desk Based Assessment &
Archaeological Building Recording:**

Tabernacle Chapel, Pembroke

Prepared for:
Pembroke 21C Community Association

Project No: 2319

17th March 2015

NON TECHNICAL SUMMARY

This Specification details the proposal for an archaeological desk based assessment and archaeological building recording of standing walls associated with the proposed development of a 'Journey Through Time' garden and interpretation panel scheme in the rear burgage plot of Tabernacle Chapel, Pembroke. It has been prepared by Archaeology Wales Ltd for Pembroke 21C Community Association prior to the proposed submission of a planning application.

1. Introduction

The proposed development plot occupies the rear burgage garden plot behind the Tabernacle Chapel in Pembroke, an area approximately 0.05ha, centred on SM 98695 01291 (Henceforth – the site). Information relating to the development has been supplied by Pembroke 21C Community Association. The work is to be undertaken prior to the proposed submission of a planning application. The local planning authority is Pembrokeshire County Council (Henceforth – PCC).

This Specification has been prepared by Philip Poucher, Project Manager at Archaeology Wales Ltd (Henceforth - AW) at the request of Pembroke 21C Community Association. It provides information on the methodology that will be employed by AW during an archaeological desk based assessment of the site and archaeological building recording on standing walls at the site.

The purpose of the proposed work is to help inform the design scheme of the proposed development, involve the local community in the project and to provide PCC with the information they are likely to request in respect of the proposed development, the requirements for which are set out in Planning Policy WALES, March 2002, Section 6.5, and Welsh Office Circular 60/96. The work is to highlight and assess the impact upon standing and buried remains of potential archaeological interest to ensure that they are fully investigated and recorded if they are disturbed or revealed as a result of subsequent activities associated with the development.

All work will conform to the Standard and Guidance for Archaeological Desk Based Assessment (CIfA 2014) and Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures (CIfA 2014) and be undertaken by suitably qualified staff to the highest professional standards.

2 Site Description and Development Details

The site comprises the rear garden burgage plot to the Tabernacle Chapel in Pembroke (NGR SM 98695 01291). The Chapel itself fronts Main Street (the A4139) in the centre of Pembroke town, although access to the rear garden plot is currently via a gateway opening on to Common Road to the south.

The garden plot is largely on two main levels. The upper level is itself set c.4.5m below the level of the Tabernacle Chapel, extending out c.6.5m from a vertical face, with the lower level set roughly 6m below that. The eastern half of the garden plot is terraced down between the two main levels in a series of slopes. The site is bounded to the north by the walled face below the Chapel and to the east and west by high stone-built walls separating the adjoining garden plots. To the south it is bounded by a stone-built wall incorporating the remains of an 18th/19th century

limekiln. Within the garden site lies a small cave set back eastwards underneath the sloping terraced eastern side of the plot.

The proposed development includes turning this rear burgage plot area into 'The Journey Through Time', a garden designed to tell the story of Pembroke through planting and interpretation panels.

The project, which is part funded by HLF and Cadw, is operating in partnership with Pembroke 21C Community Association, Pembroke Town Walls Trust (PTWT) and the Tabernacle URC. Pembroke 21C Community Association are developing the garden site, PTWT are using the walls of this property as a pilot project for their long term plan to refurbish the medieval walls around the town.

Detailed development plans are currently in the process of being developed prior to their submission to the local planning authority (Pembrokeshire County Council). Initial development plans provided by Pembroke 21C Community Association indicate landscaping works including the rebuild of terraces, repair and safety works to some of the surrounding walls, the erection of fencing, stairs and a possible storage and shelter area and interpretation panels.

3 Site specific objectives

Desk-Based Assessment

The primary objective will be to assess the impact of the development proposals on the historic environment by means of a detailed desk top study and site visit. This will help inform future decision making, design solutions and potential mitigation strategies. The aim will be to make full and effective use of existing information in establishing the archaeological significance of the site, to elucidate the presence or absence of archaeological material, its character, distribution, extent, condition and relative significance.

The work will include a comprehensive assessment of regional context within which the archaeological evidence rests and will aim to highlight any relevant research issues within national and regional research frameworks.

The work will result in a report that will provide information of sufficient detail to allow informed planning decisions to be made which can safeguard the archaeological resource. Preservation *in situ* will be advocated where at all possible, but where engineering or other factors result in loss of archaeological deposits, preservation by record will be recommended.

The work will also include community involvement within the assessment work.

Building Recording

The primary objective of the work will be to record, by means of high resolution digital photography and measured drawings, all upstanding structural remains at the site, these comprise the boundary walls enclosing the east, west and southern limits of the site, along with upstanding walls at the northern edge of the plot below the chapel and, subject to access issues, the interior of the cave. This will be completed by means of an English Heritage Level 3 Building survey.

4 The proposed archaeological work

The aim of the work will be to establish and make available information about the archaeological resource existing on the site. The work will include the following elements:

- A detailed desk based assessment (Stage 1)
- A site visit (Stage 2)
- Building recording (Stage 3)
- The production of two illustrated reports, one detailing the results of Stage 1 & 2, the second detailing the results of Stage 3 (although also informed by Stage 1)

The desk-based assessment will consider the following:

- a) the nature, extent and degree of survival of archaeological sites, structures, deposits and landscapes within the study area.
- b) the significance of any remains in their context both regionally and nationally
- c) the history of the site
- d) the potential impact of any proposed development on known sites of archaeological importance and their settings
- e) the potential for further work, with recommendations where appropriate for a suitable investigative and/or mitigation methodology.

The building recording will be undertaken in accordance with EH level 3 requirements (English Heritage, 2006).

5 Method statement for a detailed desk based assessment (Stage 1)

The assessment will consider the following:

1. Collation and assessment of all relevant information held in the regional HER at Llandeilo within a 300m radius of the site boundary (centred on SM 98695 01291).
2. Assessment of all available excavation reports and archives (including unpublished and unprocessed material) affecting the site and its setting.
3. Assessment of all relevant extant aerial photographic (AP) evidence. This will include those held by the regional HER and the RCAHMW, Aberystwyth as well as internet sourced satellite imagery.
4. Assessment of archive records held at the County Archives, and as appropriate, site files held by RCAHMW
5. Records held by the owner e.g. bore hole logs, geological/geomorphological information, aerial photographs, maps, plans
6. Assessment of environmental and artefactual potential of the archaeological deposits through existing data or by inference
7. Map regression analysis using all relevant cartographic sources e.g. All editions of the Ordnance Survey County Series, Tithe and early estate maps (as available).

8. Place name evidence
9. Historic documents (e.g. Charters, registers, estate papers).

Community Involvement

There is clearly a wealth of local information on and interest in the history of Pembroke. It is anticipated that the desk-based assessment will involve seeking out information held by interested individuals but also the involvement of community members in gathering together relevant information. This can be achieved through visits by community members to the regional HER, local record office and national library to examine historic documents and gather information. Guidance will be provided to ensure thorough searches are made and relevant information obtained and this information will be used to supplement the research work undertaken by suitable qualified AW staff.

6 The Site Visit (Stage 2)

The site visit will be a visual walked search of the entire development area. The ground surface will be visually inspected for all earthworks, structures and finds. The location of any environmental archaeological deposits, or areas which may have a potential for such deposits, will also be taken into account along with the more **traditional 'visible' archaeology**.

All located sites or finds will be accurately fixed by means of GPS. Each individual find or site location will have an accurate NGR reference attached. Where a close cluster of related features is identified a single NGR for the centre of the cluster will be used, and each constituent feature separately described in the text.

The character, function, condition, vulnerability, potential dating and relationship to other features of each identified site or find will be described fully. The importance of the site or find will be assessed in terms of local, regional or national significance.

A sketch survey of each identified site layout will be made with accompanying metric measurements

Written, drawn and photographic records of an appropriate level of detail will be maintained throughout the course of the project. Digital photographs, including metric scales, will be taken using cameras with resolutions of 14 mega pixels or above. Photographs will be taken in RAW format.

Illustrations will be drawn to a scale of 1:50, 1:20 and 1:10 as required, and these will be related to Ordnance Survey datum and published boundaries where appropriate.

7 Building Recording (Stage 3)

Recording will be undertaken in accordance with EH level 3 requirements (English Heritage, 2006). Level 3 is an analytical record and will comprise an introductory description followed by a systematic account of the **structure'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 **structure's** appearance and to support an historical analysis. The background research into the standing structures will be obtained during Stage 1.

Recording

The recording will be undertaken by a suitably experienced Building Recording **Archaeologist who will be able to 'read' the structure and record the important** details. The photographic and drawn record will be a comprehensive record to archive standard of the existing structures, both externally and internally. This will be undertaken on standing walls and plot boundary walls within and surrounding the site and also incorporate recording work within the cave, if access is permitted with regard to potential bat roosts.

The following will be considered:

- Site layout and organisation
- Function
- Materials, method of construction
- Fenestration (if any)
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status
- Date/period of initial build and subsequent alterations
- Graffiti or other markings on the interior of the cave

A bat survey has identified the presence of possible roosting bats within the cave, access to and the ability to carry out recording work within the cave will therefore be subject to further approval from the appropriate authorities.

The recording will be completed in accordance with ClfA Standards and Guidance relating to the Investigation and Recording of Standing Buildings (2014) and to a standard equivalent to English Heritage Level 3 (**English Heritage 'Understanding Historic Buildings: A Guide to Good Recording Practice' 2006**).

All photographs will be taken in a high resolution (14+ Mega Pixel) digital format. For both general and specific photographs, a photographic scale shall be included. The photographic record shall be accompanied by a photographic register detailing as a minimum, feature number, location and direction of shot.

Wherever possible, existing plans and elevations will be used to supplement the report. Plans will be used to highlight photographic locations within the final report.

Community involvement

There is a clear interest in the PTWT in undertaking building recording work on the medieval town walls. The primary recording work on this site will be undertaken by a suitable qualified Building Recording Archaeologists although assistance from members of the PTWT will be sought to aid in recording work on the standing structures and if possible instruct members on building recording techniques.

8 The production of an illustrated report and the deposition of the site archive (Stage 4)

Two reports will be produced, one for the desk-based assessment and a separate report detailing the building recording, although this will also incorporate information gleaned from the desk-based assessment work.

Desk-based assessment

A report will be produced which synthesises the results of stages 1 and 2 and thereby assesses the total archaeological resource within the development area.

The results will be presented in such a way that data and supporting text are readily cross-referenced. The regional HER Officer will be contacted to ensure that any sites or monuments not previously recorded in the HER are given a Primary Record Number (PRN) and that data structure is compatible with the HER. The historical development of the site will be presented in phased maps and plans comprising clearly, the outline of the site.

Within the report an attempt will be made to indicate areas of greater or lesser archaeological significance and the sites will be ranked in level of overall archaeological importance (locally, regionally and nationally).

All relevant aerial photographs and historic maps will be included and be fully referenced. Any site photographs included in the report will be appropriately captioned and clearly located on a suitably scaled site plan.

The report will be used to inform future decision making regarding further stages of archaeological work (Field Evaluation, Watching Brief etc), the development construction and processes used.

The report will specifically include the following:

1. a copy of the specification
2. a location plan
3. all identified sites plotted on an appropriately scaled plan of the proposal site
4. a gazetteer of all located sites and finds with full dimensional and descriptive detail including grid reference and period

Copies of the report will be sent to: Pembroke 21C Community Association, DAT, for inclusion in the regional HER. Digital copies will be provided in pdf format if required.

Building Recording

A report will be produced detailing the findings of the building recording of the standing structures at the site. Copies of the report will be sent to Pembroke 21C Community Association and for inclusion in the regional Historic Environment Record (held and maintained by DAT). Digital copies will also be provided in pdf format.

Terminology will be consistent with the English Heritage Thesaurus.

The client report will contain, as a minimum, the following elements:

- A concise non-technical summary of the results
- The aims and methods adopted in the course of the investigation with details of how all the buildings and structures were surveyed and recorded
- A brief history of the site
- A written record of the structure(s)
- Location plans tied into the national grid showing the positions all drawn and photographic records relating to the survey
- Conclusions as appropriate
- A statement of the local and regional context of the remains
- Bibliography
- A copy of the AW Written Scheme of Investigations

The site archive

A project archive will be prepared in accordance with the National Monuments Record agreed structure and be deposited with the National Monuments Records, held and maintained by the RCAHMW, Aberystwyth, on completion of site analysis and report production. It will also conform to the guidelines set out in '**management of research projects in the historic environment**' (English Heritage, 2006).

Although there may be a period during which client confidentiality will need to be maintained, the report and the archive will be deposited not later than six months after completion of the work.

Other significant digital data generated by the work (ie AP plots, EDM surveys, CAD drawings, GIS maps, Photographic records etc) will be presented as part of the report on a CD/DVD if required. The format of this presented data will be agreed with the curator in advance of its preparation.

9 Resources and timetable

Standards

The field evaluation will be undertaken by AW staff using current best practice.

All work will be undertaken to the standards and guidelines of the CIfA.

Staff

The project will be undertaken by suitably qualified AW staff, supervision of any community members will also be undertaken by suitably qualified AW staff. Overall management of the project will be by Philip Poucher.

Equipment

The project will use existing AW equipment.

Timetable of archaeological works

The work will be undertaken at the convenience of the client. No start date has yet been agreed.

Insurance

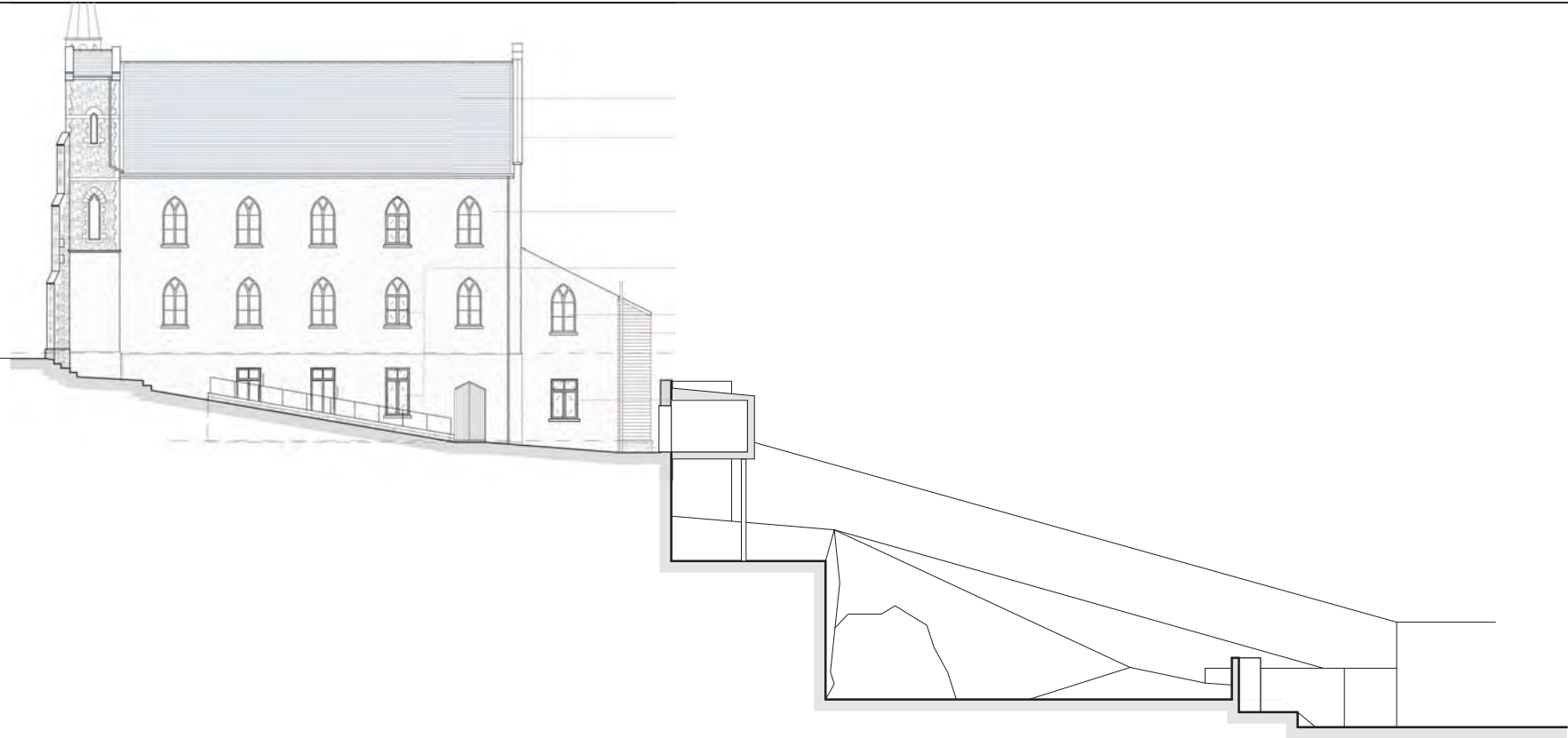
AW is an affiliated member of the CBA, and holds Insurance through the CBA insurance service.

Arbitration

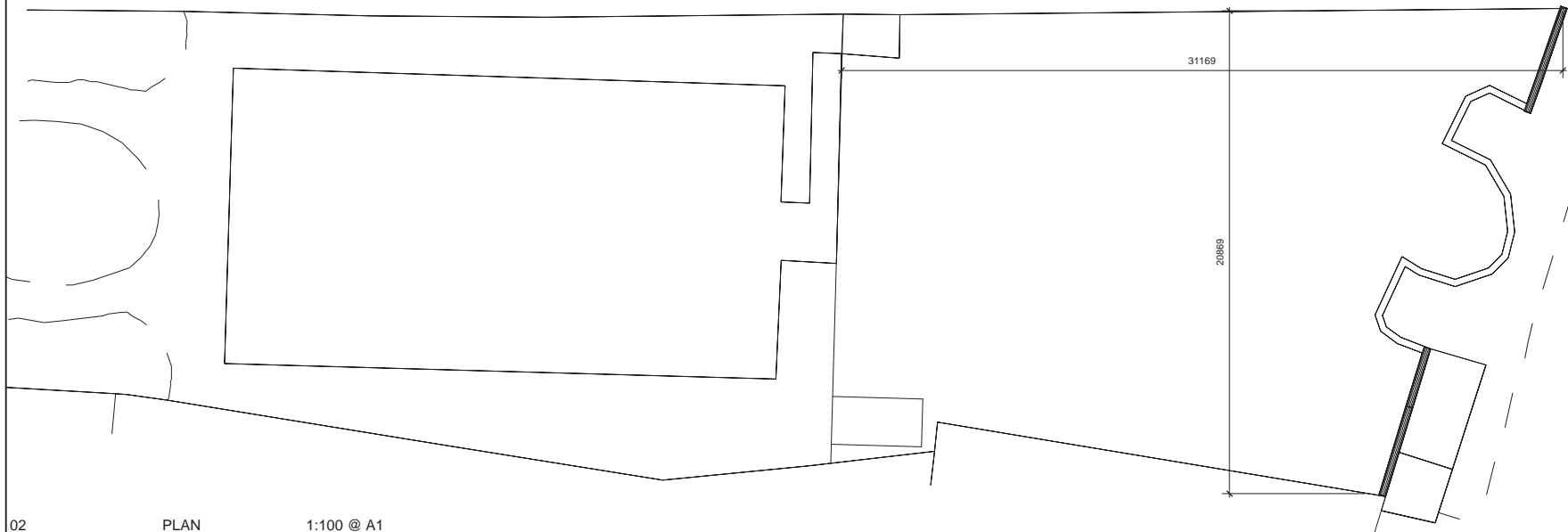
In the event of any dispute arising out of this Agreement (including those considered as such by only one of the parties) either party may forthwith give to the other notice in writing of such a dispute or difference and the same shall be and is hereby referred for decision in accordance with the Rules of the Chartered Institute of **Arbitrators' Arbitration** scheme for the Institute for Archaeologists applying at the date of this Agreement.

Health and safety

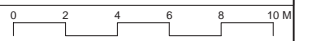
All members of staff will adhere to the requirements of the *Health & Safety at Work Act, 1974*, and the Health and Safety Policy Statement of AW.



01 SECTIONAL ELEVATION 1:100 @ A1




02 PLAN 1:100 @ A1



Rev	Description	Date	Initial
A	PLAN ADDED	26/1/15	

Energy Consultant:
Structural Engineer:
M & E Consultant:
Quantity Surveyor:

WATERMAN'S LANE
THE GREEN
PEMBROKE
PEMBROKESHIRE
WALES
SA71 4NU
TEL (01546) 685472
FAX (01546) 621220
architects@acanthus-holden.co.uk
www.acanthus.co.uk/holden



Client: PTWT
Project: TABERNACLE WALLED GARDEN
Drawing Title: PLAN AND SECTIONAL ELEVATION
Scale: 1:100 Sheet Size: A1 Issue Status: PRELIMINARY
Job No: P2009C Drawing No: S 300 Rev: A
Original Date: JAN 2015 Checked: Approved:

NOTE: THESE DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ALL RELATED DRAWINGS, SCHEDULES AND/OR SPECIFICATIONS. ALL DISCREPANCIES TO BE CHECKED ON SITE. ANY DISCREPANCIES TO BE REPORTED IMMEDIATELY.
Copyright: Acanthus Holden Architects (Note: prints of drawing not to true scale)

