

WATCHING BRIEF FOR KENFIG DUNE SLACK SCRAPES SANDS OF LIFE SoLIFE S2020/08



Report by: Trysor

For: Sands of LIFE

May 2021



WATCHING BRIEF FOR KENFIG DUNE SLACK SCRAPES SANDS OF LIFE SoLIFE S2020/08

By

Jenny Hall, MCifA & Paul Sambrook, MCifA
Trysor

Trysor Project No. 2021/762
HER Event Record PRN – GGAT E006590

For: Sands of LIFE

May 2021

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



Cover photograph: the western boundary of the medieval town of Kenfig, looking northwest, with the access route in the background

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SANDS OF LIFE SoLIFE S2020/08**

RHIF YR ADRODDIAD - REPORT NUMBER: Trysor 2021/762

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DYDDIAD 5^{ed} Mis Mai 2021 **DATE** 5th May 2021

Paratowyd yr adroddiad hwn gan bartneriad Trysor. Mae wedi ei gael yn gywir ac yn derbyn ein sêl bendith.

This report was prepared by the Trysor partners. It has been checked and received our approval.

JENNY HALL MCIFA

Jenny Hall

PAUL SAMBROOK MCIFA

Paul Sambrook

Croesawn unrhyw sylwadau ar gynnwys neu strwythur yr adroddiad hwn.

We welcome any comments on the content or structure of this report.

38, New Road,
Gwaun-cae-Gurwen
Ammanford
Carmarthenshire
SA18 1UN
01269 826397

82, Henfaes Road
Tonna
Neath
SA11 3EX
01639 412708

www.trysor.net

enquiries@trysor.net

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

Paul Sambrook (BA Joint Hons., Archaeology and Welsh, MCIfA, PGCE) has extensive experience as a fieldworker in Wales. He was involved with Cadw's pan-Wales Deserted Rural Settlements Project for 7 years. He has been an independent archaeologist since 2004 undertaking a variety of work including upland survey, desk-based appraisals and assessments, and watching briefs.

Event Record PRN – GGAT HER

PRN	GGAT E006590
Name	WATCHING BRIEF FOR KENFIG DUNE SLACK SCRAPES SANDS OF LIFE SOLIFE S2020/08
Type	WATCHING BRIEF
NGR	SS7980082620
Easting	279800
Northing	182620
Summary (English)	In February and March 2021 Trysor carried out a watching brief during the proposed excavation of two sand scrapes to rejuvenate dune slacks at Kenfig Dunes. Due to high water levels one scrape was not excavated and the other was excavated under water. The access route through Scheduled Monument, MG042 was also monitored. No features or contexts of archaeological significance were recorded. © Trysor 2021
Crynodeb (Cymraeg)	Yn Chwefror a Mawrth 2021, cariwyd allan brîff gwylio gan Trysor ar waith cloddio un crafiad mawr i adfywio llaciau twyni tywod yn Nhwyni Tywod Cynffig. Roedd llifogydd wedi atal y gwaith ar grafiad arall am fod y safle o dan dwr. Ni ddaethpwyd o hyd i unrhyw haenau o bwys archaeolegol nac unrhyw arteffactau. Monitrowyd y gwaith o greu ffordd mynediad trwy ardal Heneb Gofrestredig MG042, Castell Cynffig, ond ni chofnodwyd unrhyw wybodaeth o bwys archaeolegol mewn cysylltiad â hynny ychwaith. © Trysor 2021
Description	In February and March 2021 Trysor carried out a watching brief during the proposed excavation of two sand scrapes to rejuvenate dune slacks at Kenfig Dunes. Due to high water levels one scrape was not excavated and the other was excavated under water. The access route through Scheduled Monument, MG042 was also monitored. No features or contexts of archaeological significance were recorded. © Trysor 2021
Sources	Trysor, 2021, Watching Brief For Kenfig Dune Slack Scrapes Sands Of LIFE SoLIFE S2020/08
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1. Summary

1.1 In February and March 2021, Trysor undertook a watching brief on groundworks centred on SS7980082620. The area includes the Scheduled Ancient Monument, GM042, Kenfig Medieval Town & Castle. The groundworks were carried out as part of the management by Natural Resources Wales' Sands of LIFE project of the sand dunes at Kenfig Dunes, Kenfig, Bridgend.

1.2 No archaeologically significant contexts were recorded.

1.3 No artefacts were retrieved.

1.4 An access route through Scheduled Monument MG042 Kenfig medieval town and castle was monitored before bog mats were laid down and after they were removed. The bog mats were successful in protecting the ground surface.

2. Copyright

2.1 Trysor hold the copyright of this report and of the paper and digital archive. Further paper copies may be made of this report without gaining permission to reproduce but Trysor should be acknowledged as the creators of the report.

3. Introduction

3.1 Natural Resources Wales' Sands of LIFE project commissioned Trysor heritage consultants to prepare a written scheme of investigation for a programme of sand dune management works and implement the approved written scheme of investigation.

3.2 The Sands of LIFE (SoLIFE) (LIFE17 NAT/UK/000023) is a major conservation project, led by National Resources Wales and supported by the EU LIFE fund, which will restore threatened sand dune sites across Wales. The project will run until December 2022.

3.3 Trysor prepared a Written Scheme of Investigation, in line with the Standards and Guidance of the Chartered Institute for Archaeologists of which was approved by the Sands of LIFE team, see Appendix 2.

3.4 This report summarises the watching brief on the access route through Scheduled Monument GM042, Kenfig Castle and Medieval Town.

3.4.1 One of the slack scrapes, Birch Slack, was abandoned for the time being due to water levels and the other, Horseshoe Slack, was excavated whilst under water and a final visit to the site will be made once the water has receded.

4. The Groundworks

4.1 The groundworks were on land at Kenfig Dunes, Kenfig, Bridgend, centred on SS7980082620. This land forms part of the Kenfig National Nature Reserve which was owned by the Kenfig Corporation Trust and being managed at the time of the work by Natural Resources Wales.

4.2 The planned intervention consisted of the creation of 2 dune slack scrapes. These are shallow hollows to create damp hollows or "slacks" within the sand dunes.

4.3 Using a tracked, mechanical excavator of 5 tonnes or less, the turf and the organic horizon were to be stripped off the areas specified down to the lighter white sand below. The central part of the area was to be dug down to near the water table to allow the slack to flood in winter. This was proposed to be no more than 0.3 metres deep. The sides of the slack would then be graded back up ground level at the edges of the slack.

4.4 The material removed from the newly created slack was to be inverted and deposited in an area agreed with the SoLIFE Project Officer.

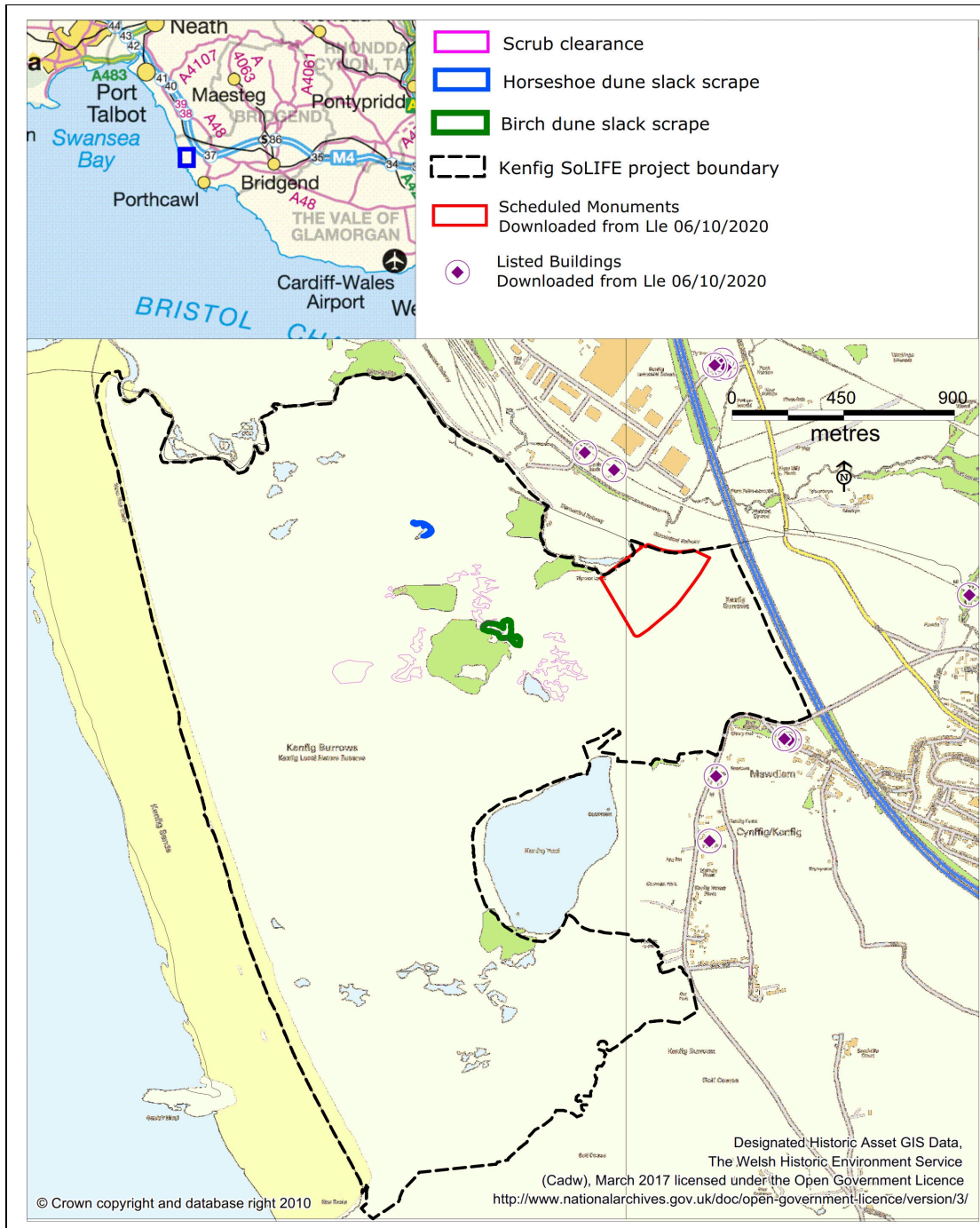


Figure 1: Location of the slack scrapes

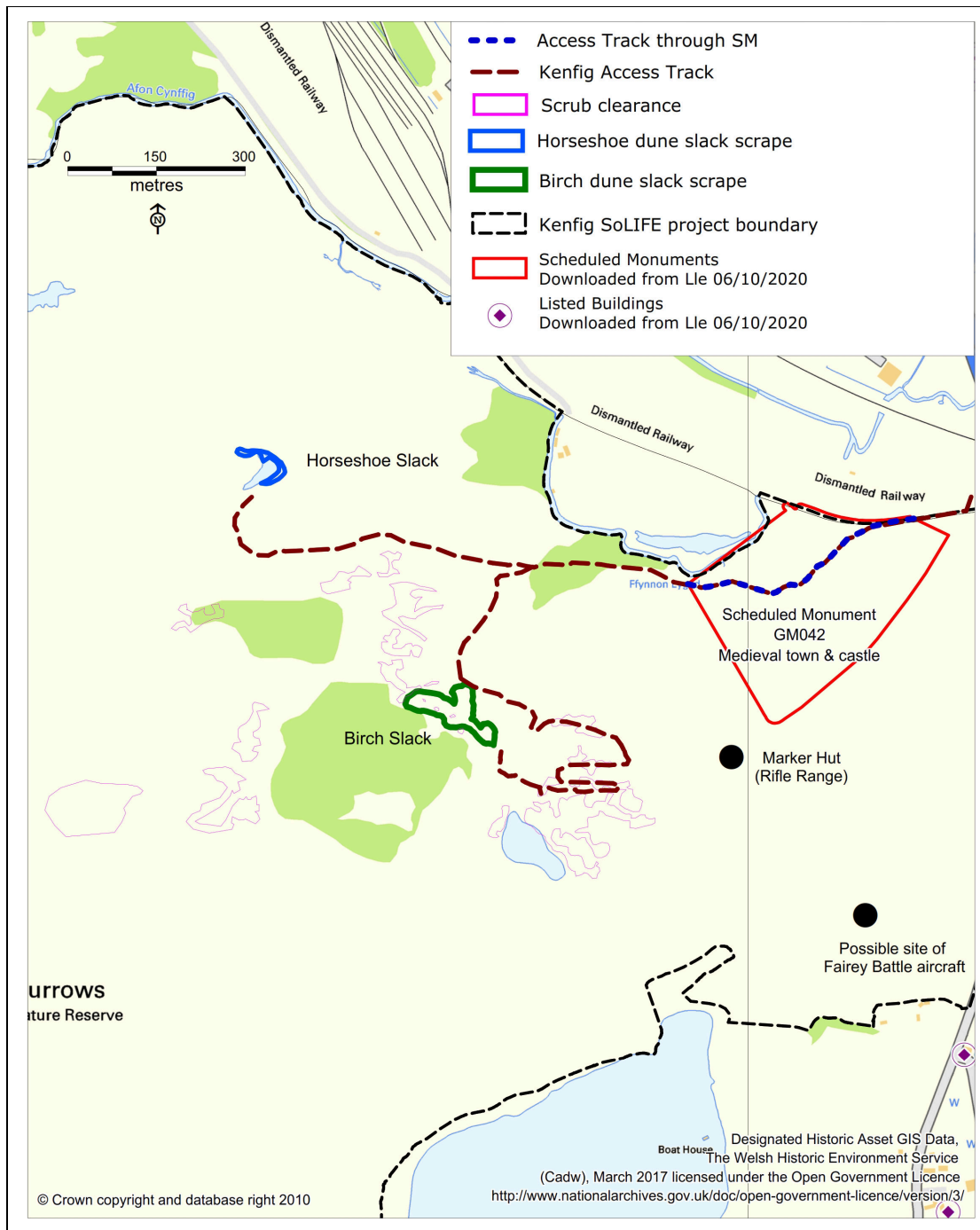


Figure 1: Detailed plan of the location of the sand scrapes and proposed access routes

5. Aims and Purposes of the Archaeological Work

5.1 Kenfig is a largely intact dune system and contains one of the largest series of dune slacks in Wales, including the most important example of humid dune slacks in the UK, owing to the extent of the habitat type and the conservation of its structure and function. The extensive sand dune system includes a shallow lake system at Kenfig Pool.

5.2 The dunes at Kenfig have been developing since at least the 13th century when they started to cover the borough town of Kenfig. This town included town defences, castle keep, church and houses and is now a Scheduled Monument, GM042.

5.3 Artefacts of a wide date range from prehistoric to medieval have been recovered from the dunes and they are not limited to within the scheduled area.

5.4 To the south of the Scheduled area was a 18th century rifle range with a marker hut at approximately SS7997282302 (not recorded in the regional HER or NMR).

5.5 A Fairey Battle I L5072 aircraft crashed half a mile to the north of Kenfig in 1941. The exact location of the crash is not known but any remains are Controlled Site under the Protection of Military Remains Act 1986 (NPRN 515457).

5.6 The watching brief comprised the monitoring of the groundworks to identify and record any significant archaeological deposits exposed and to recover any artefacts. The access track through the Scheduled Monument was observed before the bog matting was laid down and after it was taken up to ensure no damage occurred. This report covers the watching brief on the access routes, and details for the Horseshoe Slack will be added when water levels have receded sufficient to walk over the scrape.

6. Methodology

6.1 In February 2021, a watching brief was carried out by Trysor during the excavation of one scrape (the Horseshoe Slack), although the area was partially submerged due to a high water table. Flooding also meant that plans for a second scrape at the Birch Slack had to be abandoned.

6.1.1 A walk-over survey was carried out by Trysor along the access routes before work began and bog matting was put down to protect the trackway which crosses the Scheduled Monument. The preparation of the trackways in the wider dune system was also monitored.

Scrape Number	NGR	Size
Birch Slack	SS7951082370	0.6 hectares
Horseshoe Slack	SS7919082810	0.1 hectares
Spoil Heap for Horseshoe Slack	SS7923082790	Not recorded
Proposed track through Scheduled Monument	SS8027982703 to SS7989982592	430 metres long
Proposed access track to Birch Slack	SS7963682621 to SS7958082310	850 metres long
Access Track to Horseshoe Slack	SS7989982592 to SS7916182739	870 metres long

Table 1: Elements included in the watching brief

6.2 The site code used was KFD2021. The following number sequences were used to record contexts and photographs, see Table 2.

Number Sequence	Used For	Numbers Used
001 - 100	Context numbers	None used
101 to 200	Photograph numbers	101 to 141

Table 2: Number sequences used

6.3 The groundworks were undertaken in dry weather but winter rain had caused waterlogged conditions and there was standing water in some areas. Following Covid 19 procedures, social distancing was maintained with the contractors and NRW staff. Due to the possibility of ordnance buried in the dunes the access routes were walked by a UXO specialist in advance of machinery.

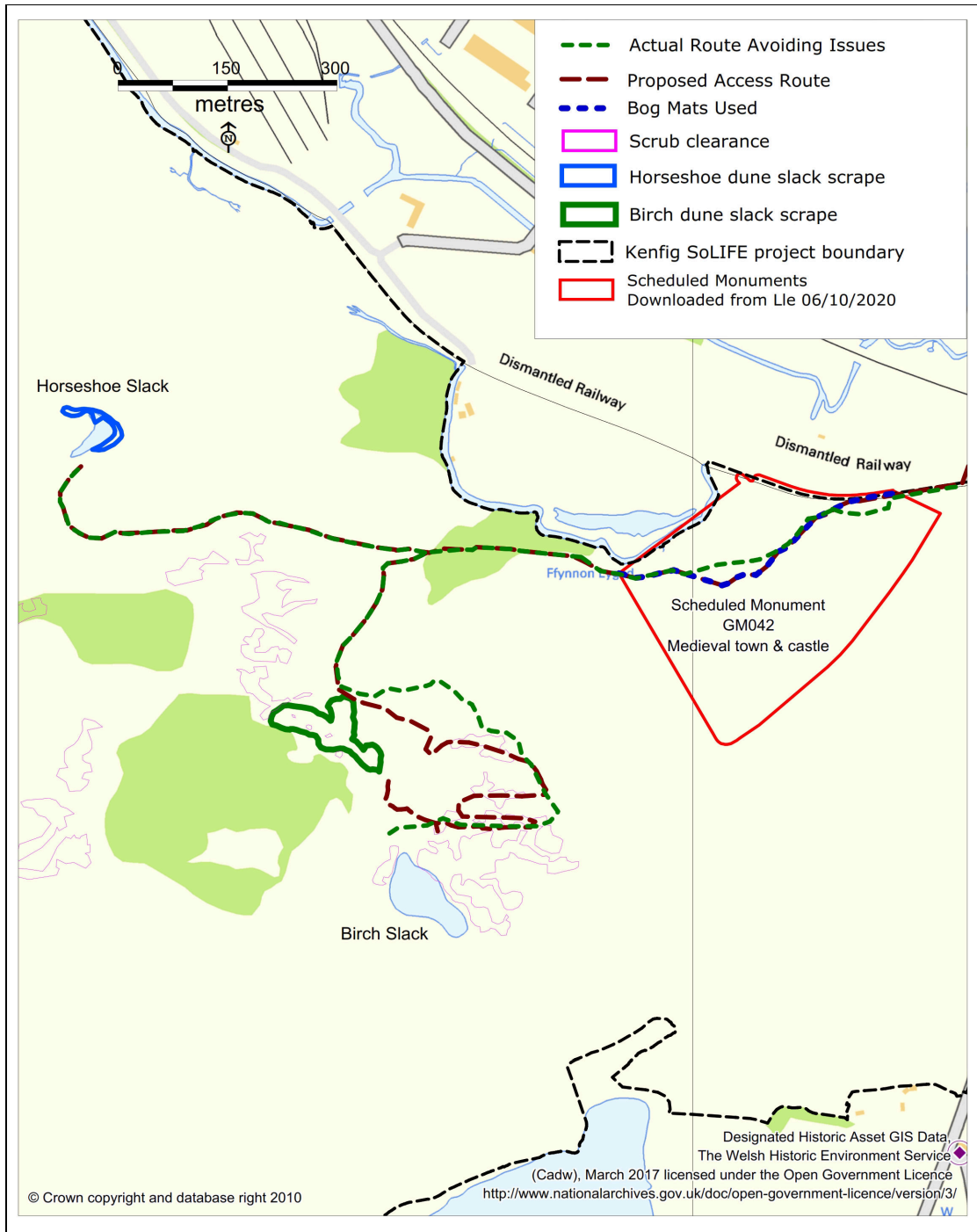


Figure 2: The location of the proposed access route and the actual access route used. Flooding required amendments to the route chosen.

7. Site Stratigraphy

7.1 The watching brief was carried out in accordance with the Chartered Institute for Archaeologists' *Standard and Guidance for an Archaeological Watching Brief* (Chartered Institute for Archaeologists, 2014).

7.2 No contexts were recorded. Where the access track cut dunes outside the Scheduled Monument area, a thin humic layer was seen to overlie clean sand.

7.3 The contexts within the Horseshoe Scrape could not be recorded due to flooding. They will be recorded when water levels recede.

8. Interpretation

8.1 All of the sand appeared to have been deposited in the recent past, perhaps reflecting a period of dune mobility. No dating evidence was recovered and no stratigraphy was observed, apart from the thin layer of humic material overlying undifferentiated clean sand.

9. Photographs

9.1 Colour digital photographs were taken of topsoil stripping and excavation of trenches using a 16M pixel camera. The following table describes the content of each photograph included in the project archive and their locations are provided in the following maps, see Figure 3, 4 & 5. The photographs are included in Appendix 1 at the end of the report.

Photo Number	Description	Date Taken	Direction Looking
KFD2021_101	Part of the trackway through the Scheduled Monument showing existing erosion, looking west-southwest. SS8020182690. This part of the trackway was not used for access by the project due to flooding to the east of this location.	03/02/2021	West-southwest
KFD2021_102	Part of the trackway through the Scheduled Monument before bog matting was put down showing existing erosion, looking west-southwest. SS8017582673	03/02/2021	West-southwest
KFD2021_103	Part of the wall of the remains of a stone building, GGAT HER 00149m, to the south of the trackway, looking southeast. SS8017582673	03/02/2021	Southeast
KFD2021_104	Part of the trackway through the Scheduled Monument before the bog matting was put down showing existing erosion, looking west-southwest. SS8011282622	03/02/2021	West-southwest
KFD2021_105	Part of the trackway through the Scheduled Monument before the bog matting was put down showing existing erosion, looking west.	03/02/2021	West-southwest
KFD2021_106	Part of the trackway through the Scheduled Monument before the bog matting was put down showing existing erosion, looking west.	03/02/2021	West-southwest

KFD2021_107	This is the point where the trackway crosses the town boundary in the Scheduled Monument, looking west-northwest. This shows existing erosion before the bog mats were put down. Stones are becoming exposed, SS7997882593	03/02/2021	West-northwest
KFD2021_108	To the west of the main medieval town boundary, showing existing erosion, looking east-northeast. SS7992082585.	03/02/2021	East-northeast
KFD2021_109	To the west of the main medieval town boundary, showing existing erosion, looking west. SS7990092592.	03/02/2021	West
KFD2021_110	Waterfilled Horseshoe Slack. SS7920982769	03/02/2021	Northwest
KFD2021_111	The water-filled Horseshoe Slack. SS7920982769	03/02/2021	North
KFD2021_112	Waterfilled Horseshoe Slack. SS7919882806	03/02/2021	Northwest
KFD2021_113	Flooding on the track within the Scheduled Monument. Kenfig Castle is visible in the background. SS8019382716	03/02/2021	West
KFD2021_114	Flooding on the track within the Scheduled Monument. Kenfig Castle is visible at the extreme right. The protective matting was re-laid to bypass the flooded area which made the agreed track impassable. SS8031682718	03/02/2021	Southwest
KFD2021_115	Flooding on the track within the Scheduled Monument. The protective matting was re-laid to bypass the flooded area which made the agreed track impassable. SS8018082711	03/02/2021	Southeast
KFD2021_116	A view of the protective "bog matting" track laid through the Scheduled Monument. SS8018082711	03/02/2021	Southwest

KFD2021_117	A cut-through section on the trackway to the Birch Slack, outside the Scheduled Monument. SS7970782253	03/02/2021	South
KFD2021_118	A cut-through section on the trackway to the Birch Slack, outside the Scheduled Monument. SS7966282258	03/02/2021	Southwest
KFD2021_119	The start of the excavation work at the Horseshoe Slack. SS7918282819	03/02/2021	South
KFD2021_120	The start of the excavation work at the Horseshoe Slack. SS7916782820	03/02/2021	Southeast
KFD2021_121	The start of the excavation work at the Horseshoe Slack. SS7917082810	03/02/2021	East
KFD2021_122	The trackway approaching the Scheduled Monument. Kenfig Castle is just visible just above the centre of the image. SS8033182708	06/03/2021	West
KFD2021_123	A view of the trackway approaching Kenfig Castle, within the Scheduled Monument. This is the location shown as flooded in Plates 13-15 where the track had to be diverted to avoid the deep water. The tracks appear to relate to agricultural activity. SS8025082699	06/03/2021	West-southwest
KFD2021_124	The course followed to divert around the flooded trackway shown in Plates 13-15 after the bog mats had been removed. The area was underwater when the bog mats were laid. SS8019382716	06/03/2021	Southwest
KFD2021_125	A view of the trackway approaching Kenfig Castle, within the Scheduled Monument. This is the location shown as flooded in Plates 13-15 where the track had to be diverted to avoid the deep water. SS8025082699	06/03/2021	East

KFD2021_126	The course followed to divert around the flooded trackway shown in Plates 13-15 after the bog mats had been removed. The area was underwater when the bog mats were laid. SS8023282674	06/03/2021	West
KFD2021_127	The course followed to divert around the flooded trackway shown in Plates 13-15 after the bog mats had been removed. The area was underwater when the bog mats were laid. SS8021582675	06/03/2021	West
KFD2021_128	The course followed to divert around the flooded trackway shown in Plates 13-15 after the bog mats had been removed. At this point the diversion rejoined the track and reached unflooded ground. SS8018782679	06/03/2021	East
KFD2021_129	Part of the trackway through the Scheduled Monument showing existing erosion. This part of the trackway was not used for access by the project due to flooding to the east of this location SS8020182690.	06/03/2021	East-northeast
KFD2021_130	Part of the trackway through the Scheduled Monument, after the bog mats had been removed. SS8016382669	06/03/2021	East-northeast
KFD2021_131	Part of the trackway through the Scheduled Monument, after the bog mats had been removed. SS8013082633	06/03/2021	Southwest
KFD2021_132	Part of the trackway through the Scheduled Monument showing existing erosion, after the bog mats had been removed. SS8011382622	06/03/2021	West-southwest
KFD2021_133	Part of the trackway through the Scheduled Monument, after the bog mats had been removed. The low bank in the background is the medieval town boundary. SS7998882592	06/03/2021	West

KFD2021_134	A view within the Scheduled Monument. The low bank crossing the area is the medieval town boundary, showing the area excavated by Time Team. SS8001082538	06/03/2021	Northwest
KFD2021_135	A view within the Scheduled Monument. The low bank crossing the area is the medieval town boundary. SS7999082571	06/03/2021	Northwest
KFD2021_136	A view within the Scheduled Monument. The low bank crossing the area is the medieval town boundary. SS7999682561	06/03/2021	Northwest
KFD2021_137	Part of the trackway through the Scheduled Monument showing existing erosion, after the bog mats had been removed. The medieval town bank is visible crossing the track from left to right. Stones are becoming exposed. SS7997882593	06/03/2021	West
KFD2021_138	Part of the trackway through the Scheduled Monument showing existing erosion, after the bog mats had been removed. The medieval town bank is visible crossing the track from left to right. SS7996982598	06/03/2021	East-northeast
KFD2021_139	A section of trackway outside the Scheduled Monument. Bog mats were not used here. SS7987482595	06/03/2021	East-southeast
KFD2021_140	Part of the trackway within the Scheduled Monument showing existing erosion, after the bog mats had been removed. SS7992282583	06/03/2021	East
KFD2021_141	A view along the medieval town bank. SS7997882593	06/03/2021	Southeast.

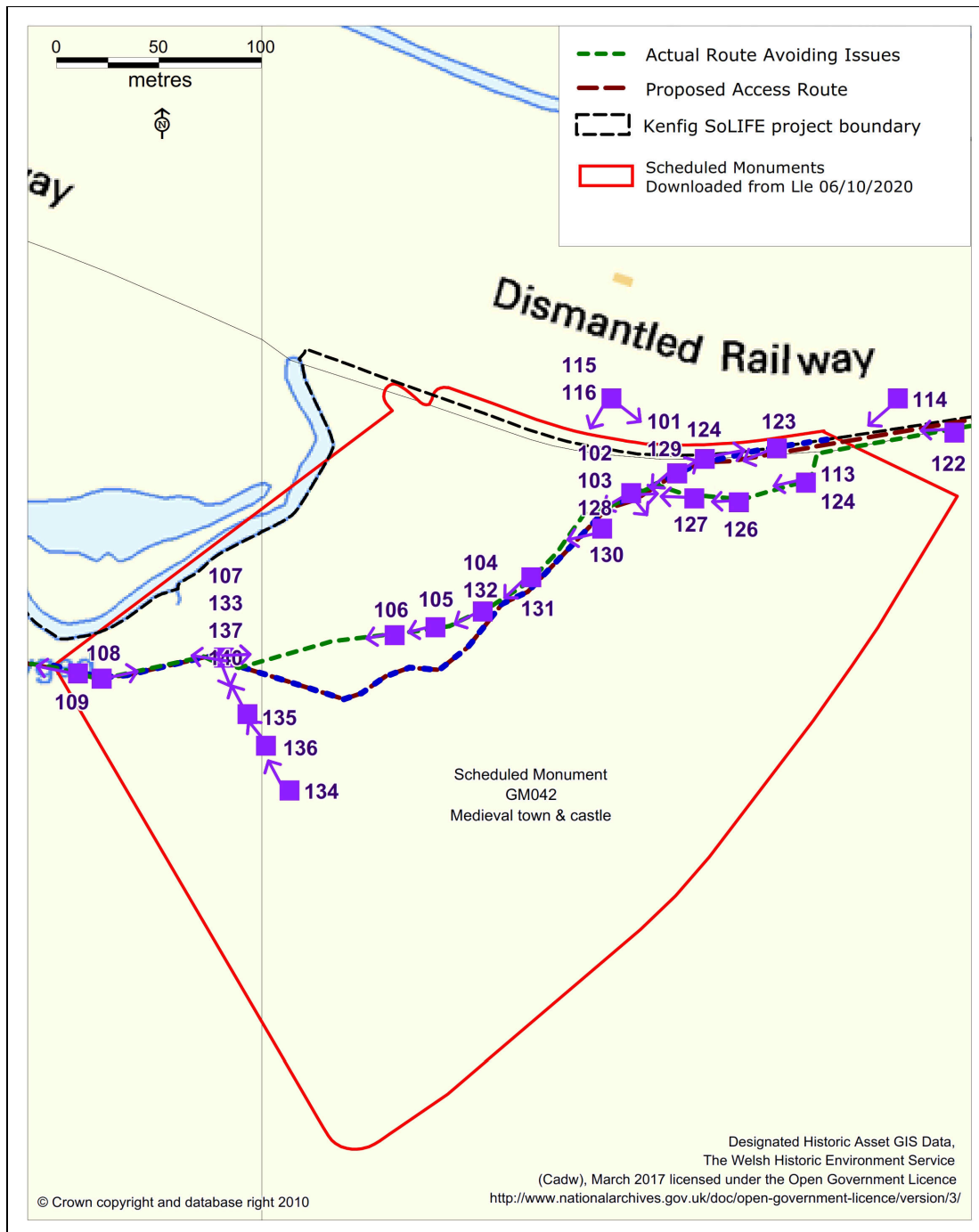


Figure 3: Location of photographs within the Scheduled Monument

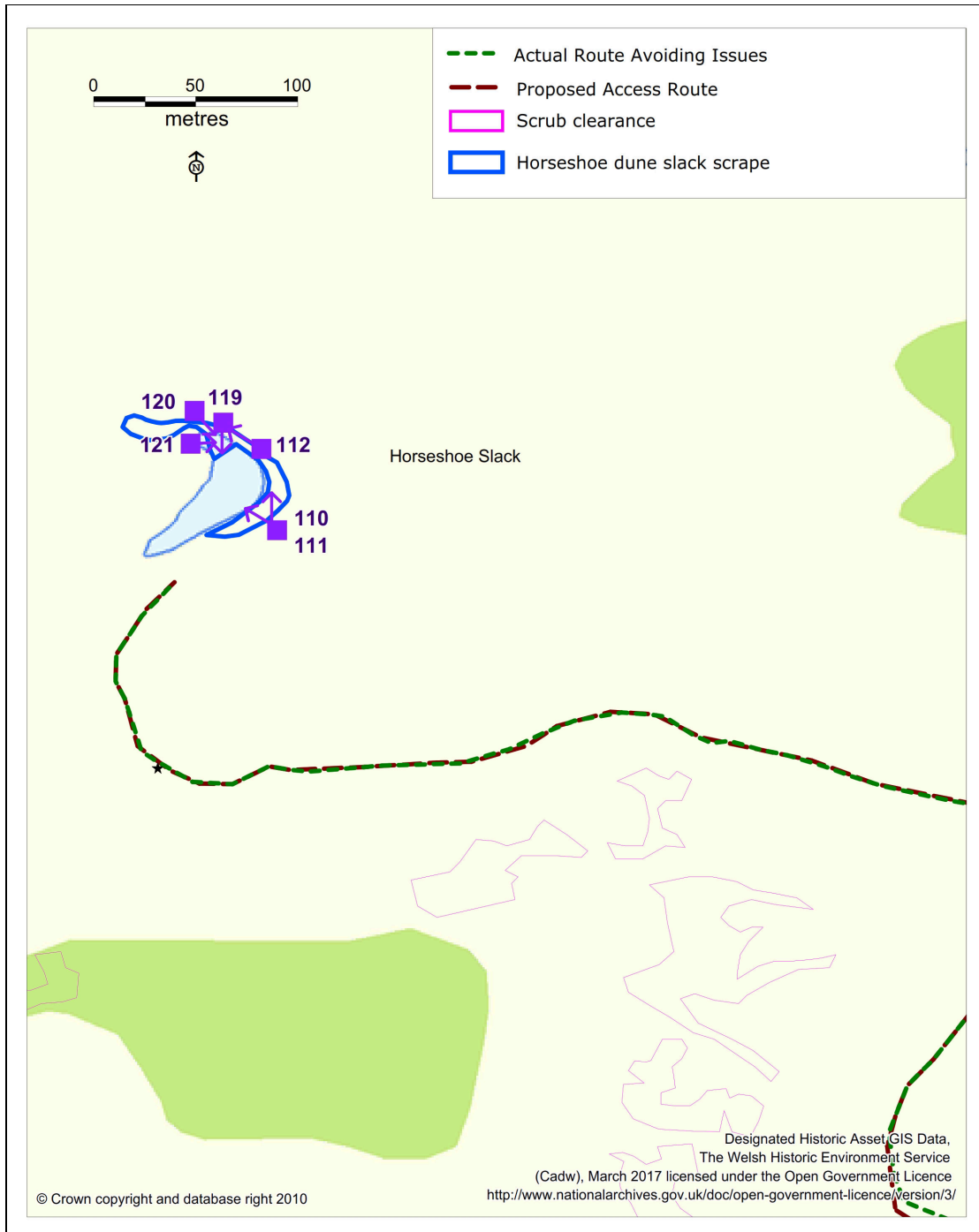


Figure 4: Location of photographs around the Horseshoe Slack

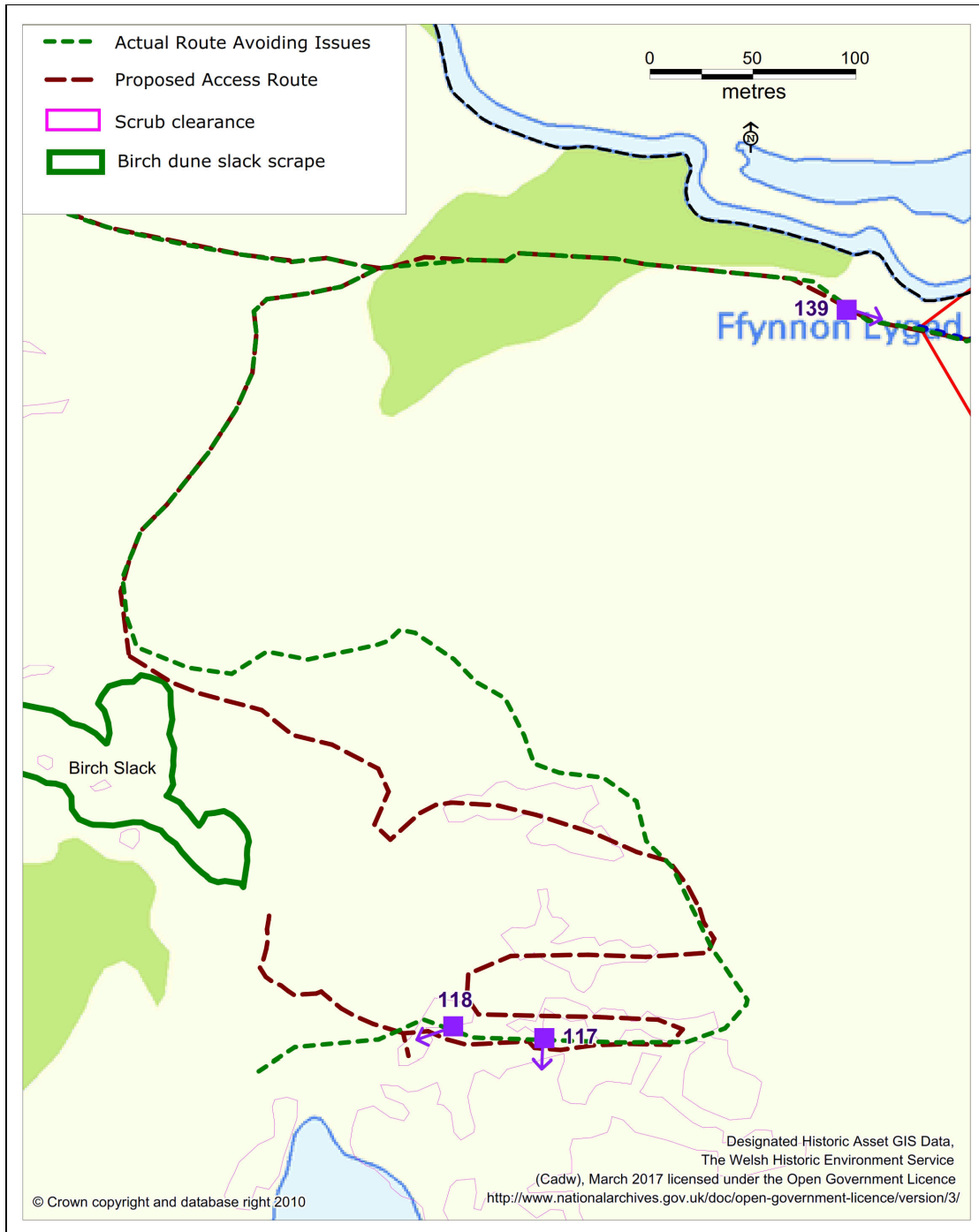


Figure 5: Location of other photographs

10. Conclusion

10.1 No significant archaeological contexts were observed during the groundworks and no artefacts retrieved.

10.2 The bog matting across the scheduled monument protected the ground surface whilst vehicles and machinery accessed the site.

10.3 Flooding prevented any examination of any contexts which may have existed at the Horseshoe Slack during the watching brief. A future visit to this site will be necessary once ground conditions permit. An addendum will be added to this report at that time.

11. Archive

11.1 The archive and a copy of the report and photographs will be deposited with the National Monuments Record, Aberystwyth. Photographs are in TIFF format, following the standard required by the RCAHMW.

11.2 A further copy of the report will be supplied to the Historic Environment Record, Glamorgan-Gwent Archaeological Trust, Swansea.

11.3 The archive will consist of a pdf copy of the report, and the photographs as Tiffs.

12. Sources

Chartered Institute for Archaeologists, 2020, *Standard and Guidance for an Archaeological Watching Brief*, available online from the IfA website, www.archaeologists.net

APPENDIX 1: Photographs



Plate 1: KFD2021_101. Part of the trackway through the Scheduled Monument showing existing erosion, looking west-southwest. SS8020182690. This part of the trackway was not used for access by the project due to flooding to the east of this location.



Plate 2: KFD2021_102. Part of the trackway through the Scheduled Monument before bog matting was put down showing existing erosion, looking west-southwest. SS8017582673.



Plate 3: KFD2021_103. Part of the wall of the remains of a stone building, GGAT HER 00149m, to the south of the trackway, looking southeast. SS8017582673



Plate 4: KFD2021_104. Part of the trackway through the Scheduled Monument before the bog matting was put down showing existing erosion, looking west-southwest. SS8011282622.



Plate 5: KFD2021_105. Part of the trackway through the Scheduled Monument before the bog matting was put down showing existing erosion, looking west-southwest.



Plate 6: KFD2021_106. Part of the trackway through the Scheduled Monument before the bog matting was put down showing existing erosion, looking west-southwest.



Plate 7: KFD2021_107. This is the point where the trackway crosses the town boundary in the Scheduled Monument, looking west-northwest. This shows existing erosion before the bog mats were put down. Stones are becoming exposed, SS7997882593.



Plate 8: KFD2021_108. To the west of the main medieval town boundary, showing existing erosion, looking east-northeast. SS7992082585.



Plate 9: KFD2021_109. To the west of the main medieval town boundary, showing existing erosion, looking west. SS7990092592



Plate 10: KFD2021_110. The water-filled Horseshoe Slack, looking northwest. SS7920982769



Plate 11: KFD2021_111. The water-filled Horseshoe Slack, looking north.
SS7920982769



Plate 12: KFD2021_112. The water-filled Horseshoe Slack, looking northwest.
SS7919882806



Plate 13: KFD2021_113. Flooding on the track within the Scheduled Monument. Kenfig Castle is visible in the background. Looking west. SS8019382716



Plate 14: KFD2021_114. Flooding on the track within the Scheduled Monument. Kenfig Castle is visible at the extreme right. The protective matting was re-laid to bypass the flooded area which made the agreed track impassable. Looking southwest. SS8031682718



Plate 15: KFD2021_115. Flooding on the track within the Scheduled Monument. The protective matting was re-laid to bypass the flooded area which made the agreed track impassable. Looking southeast. SS8018082711



Plate 16: KFD2021_116. A view of the protective "bog matting" track laid through the Scheduled Monument. Looking southwest. SS8018082711



Plate 17: KFD2021_117. A cut-through section on the trackway to the Birch Slack, outside the Scheduled Monument. Looking south. SS7970782253



Plate 18: KFD2021_118. A cut-through section on the trackway to the Birch Slack, outside the Scheduled Monument. Looking southwest. SS7966282258



Plate 19: KFD2021_119. The start of the excavation work at the Horseshoe Slack. Looking south. SS7918282819



Plate 20: KFD2021_120. The start of the excavation work at the Horseshoe Slack. Looking southeast. SS7916782820



Plate 21: KFD2021_121. The start of the excavation work at the Horseshoe Slack. Looking east. SS7917082810



Plate 22: KFD2021_122. The trackway approaching the Scheduled Monument. Kenfig Castle is just visible just above the centre of the image. Looking west. SS8033182708



Plate 23: KFD2021_123. A view of the trackway approaching Kenfig Castle, within the Scheduled Monument. This is the location shown as flooded in Plates 13-15 where the track had to be diverted to avoid the deep water. The tracks appear to relate to agricultural activity. Looking west-southwest. SS8025082699



Plate 24: KFD2021_124. The course followed to divert around the flooded trackway shown in Plates 13-15 after the bog mats had been removed. The area was underwater when the bog mats were laid. Looking southwest. SS8019382716



Plate 25: KFD2021_125. A view of the trackway approaching Kenfig Castle, within the Scheduled Monument. This is the location shown as flooded in Plates 13-15 where the track had to be diverted to avoid the deep water. Looking east. SS8025082699



Plate 26: KFD2021_126. The course followed to divert around the flooded trackway shown in Plates 13-15 after the bog mats had been removed. The area was underwater when the bog mats were laid. Looking west. SS8023282674



Plate 27: KFD2021_127. The course followed to divert around the flooded trackway shown in Plates 13-15 after the bog mats had been removed. The area was underwater when the bog mats were laid. Looking west. SS8021582675



Plate 28: KFD2021_128. The course followed to divert around the flooded trackway shown in Plates 13-15 after the bog mats had been removed. At this point the diversion rejoined the track and reached unflooded ground. Looking east. SS8018782679



Plate 29: KFD2021_129. Part of the trackway through the Scheduled Monument showing existing erosion, looking east-northeast. This part of the trackway was not used for access by the project due to flooding to the east of this location SS8020182690.



Plate 30: KFD2021_130. Part of the trackway through the Scheduled Monument, after the bog mats had been removed. Looking east-northeast. SS8016382669



Plate 31: KFD2021_131. Part of the trackway through the Scheduled Monument, after the bog mats had been removed. Looking southwest. SS8013082633



Plate 32: KFD2021_132. Part of the trackway through the Scheduled Monument showing existing erosion, after the bog mats had been removed. Looking west-southwest. SS8011382622



Plate 33: KFD2021_133. Part of the trackway through the Scheduled Monument, after the bog mats had been removed. The low bank in the background is the medieval town boundary. Looking west. SS7998882592



Plate 34: KFD2021_134. A view within the Scheduled Monument. The low bank crossing the area is the medieval town boundary, showing the area excavated by Time Team. Looking northwest. SS8001082538



Plate 35: KFD2021_135. A view within the Scheduled Monument. The low bank crossing the area is the medieval town boundary. Looking northwest. SS7999082571



Plate 36: KFD2021_136. A view within the Scheduled Monument. The low bank crossing the area is the medieval town boundary. Looking northwest. SS7999682561



Plate 37: KFD2021_137. Part of the trackway through the Scheduled Monument showing existing erosion, after the bog mats had been removed. The medieval town bank is visible crossing the track from left to right. Stones are becoming exposed. Looking west. SS7997882593



Plate 38: KFD2021_138. Part of the trackway through the Scheduled Monument showing existing erosion, after the bog mats had been removed. The medieval town bank is visible crossing the track from left to right. Looking east-northeast. SS7996982598



Plate 39: KFD2021_139. A section of trackway outside the Scheduled Monument. Bog mats were not used here. Looking east-southeast. SS7987482595



Plate 40: KFD2021_140. Part of the trackway within the Scheduled Monument showing existing erosion, after the bog mats had been removed. Looking east. SS7992282583



*Plate 41: KFD2021_141. A view along the medieval town bank. Looking southeast.
SS7997882593*

**APPENDIX 2 – Written Scheme of Investigation
ARCHAEOLOGICAL WRITTEN SCHEME OF INVESTIGATION
FOR KENFIG DUNE SLACK SCRAPES
SANDS OF LIFE SoLIFE S2020/08**

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**ARCHAEOLOGICAL WRITTEN SCHEME OF INVESTIGATION
FOR KENFIG DUNE SLACK SCRAPES
SANDS OF LIFE SoLIFE S2020/08**

1. Introduction

1.1 The Sands of LIFE project has commissioned Trysor to prepare a written scheme of investigation for archaeological mitigation in respect the creation of dune slack scrapes and scrub clearance at Kenfig. There are 2 dune slack scrapes, one centred on SS7920082800 and the other centred on SS7951082380, see Figures 1 and 2. The scrub clearance is clustered in three main areas in the centre of Kenfig Dunes.

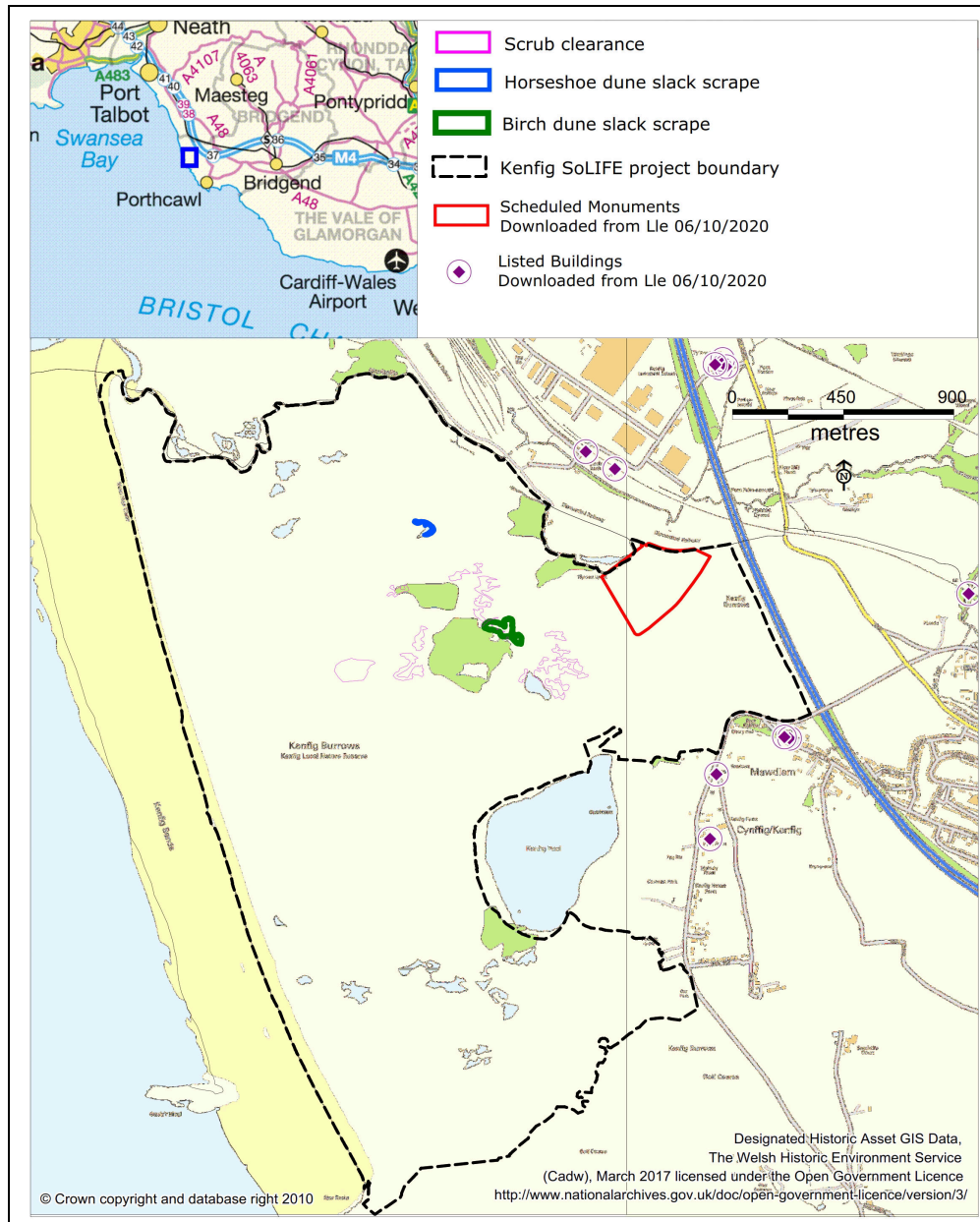


Figure 1: Location of the proposed dune slack scrapes

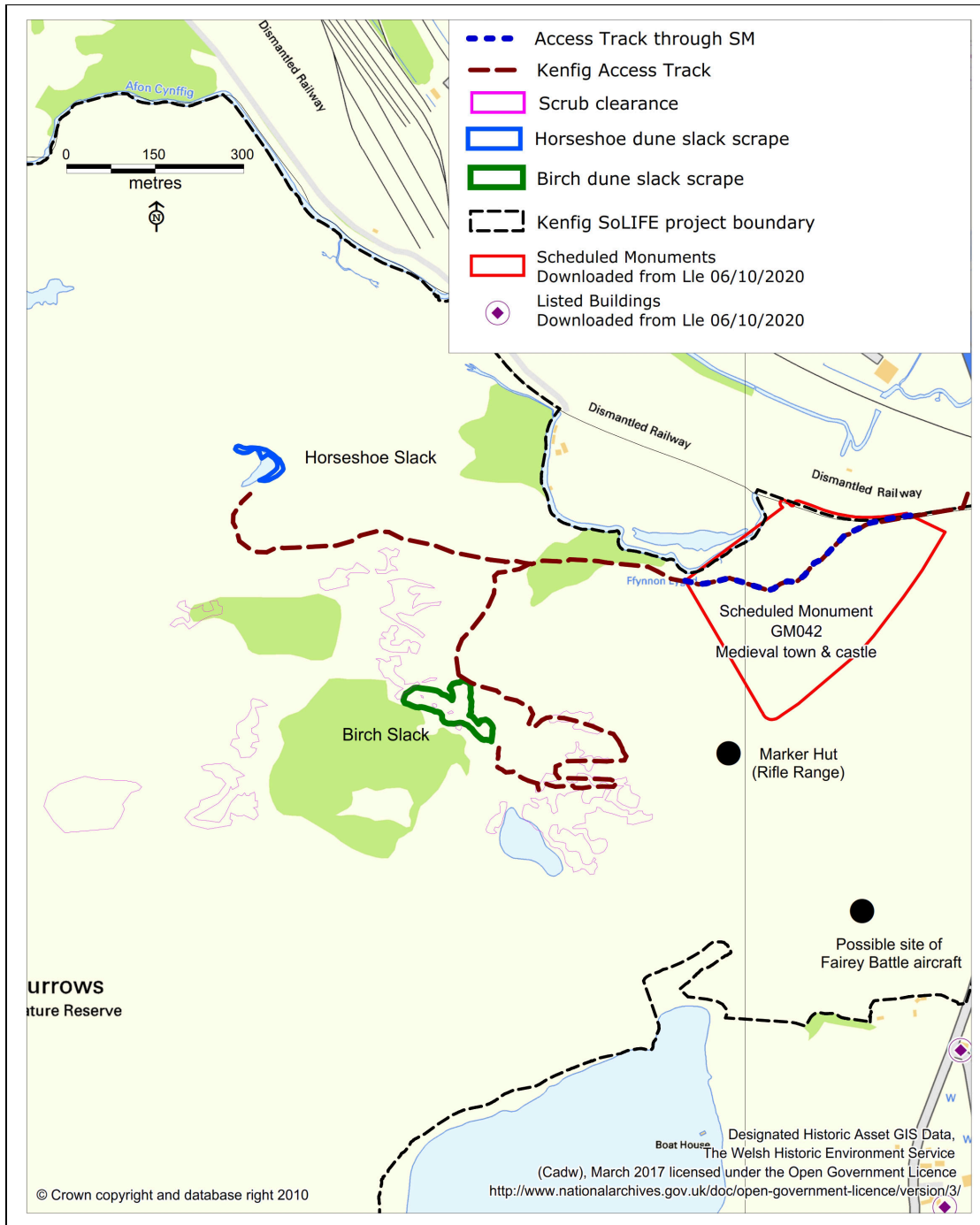


Figure 2: Detail of the location of the proposed dune slack scrapes and the scheduled area of GM042, the medieval town and castle of Kenfig. It also shows the access track including the section through the Scheduled Monument.

2. Objective of the Written Scheme of Investigation

2.1 The objective of this specification is to specify the method by which any archaeological impact will be mitigated.

3. The Intervention

3.1 The intervention consists of the creation of 2 dune slack scrapes. These are shallow hollows to create damp hollows or “slacks” within the sand dunes.

3.2 Using a tracked, mechanical excavator of 5 tonnes or less, the turf and the organic horizon will be stripped off the areas specified down to the lighter white sand below. The central part of the area will be dug deeper down to near the water table to allow the slack to flood in winter. This will be no more than 0.3 metres deep. The sides of the slack will then be graded back up ground level at the edges of the slack.

3.3 The material removed from the newly created slack will be inverted and deposited in an area agreed with the SoLIFE Project Officer.

4. Nature of the archaeological resource

4.1 The dunes at Kenfig have been developing since at least the 13th century when they covered the borough town of Kenfig. This town included the town defences, the castle keep, the church and houses and is now a Scheduled Monument, GM042.

4.2 Artefacts of a wide date range from prehistoric to medieval have been recovered from the dunes and they are not limited to within the scheduled area.

4.3 To the south of the Scheduled area was a 18th century rifle range with a marker hut at approximately SS7997282302 (not recorded in the regional HER or NMR).

4.4 A Fairey Battle I L5072 aircraft crashed half a mile to the north of Kenfig in 1941. The exact location of the crash is not known but any remains are Controlled Site under the Protection of Military Remains Act 1986 (NPRN 515457).

5. Scope of Work

5.1 The access route for machinery is through the Scheduled Monument GM042, a large area to north of the dunes. Scheduled Monument Consent is currently being applied for by the client and mitigation in the form of bog matting will be required to protect the ground surface. As part of the watching brief the access track will be walked to check for artefacts or evidence of structures.

5.2 A toolbox talk will be given to the contractor before work commences. This will include why archaeologists are present, what we might be looking for, and what happens if something is found. Safety protocols and hand signals to communicate with the contractor when digging will be agreed. If the contractors observe anything when the archaeologists are not present work must stop and SoLIFE team / Trydor are called.

5.3 The scrub clearance does not include stump removal or ground disturbance so an archaeological watching brief is not required on this aspect.

5.4 The spot locations where spoil material will be deposited has been identified by the SoLIFE team. Before any spoil material is deposited Trysor will observe the current surface, as vegetation allows, for any artefacts.

5.5 The groundworks for the dune slacks will be observed as part of an archaeological watching brief in order to record any features of archaeological significance.

5.5.1 The Chartered Institute for Archaeologists' Standard and Guidance for an Archaeological Watching Brief (CIfA, 2020a) was used to write this Written Scheme of Investigation. The CIfA define a watching brief as:

“.....The definition of an archaeological watching brief is a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons. This will be within a specified area or site on land, inter-tidal zone or underwater, where there is a possibility that archaeological deposits may be disturbed or destroyed. The programme will result in the preparation of a report and ordered archive. This definition and Standard do not cover chance observations, which should lead to an appropriate archaeological project being designed and implemented, nor do they apply to monitoring for preservation of remains in situ.”

5.5.2 The purpose of a watching brief is described as:

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

6. Methodology

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

6.2 A two-person team will watch the excavation of groundworks associated with the dune slacks. Features of archaeological interest will be recorded. Excavation of any features will be limited to that necessary to establish their extent and character, unless their excavation is required to allow the development to proceed. Other affected areas such as the access track and scrub clearance areas will be walked over at least once.

7. Recording

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

7.2 A written record of all activity will be kept in a project specific notebook. If archaeological contexts are encountered they will be recorded following the *Central Excavation Unit Manual: Part 2: Recording*, 1986, using proforma recording sheets and a consecutive numbering system.

7.3 Any artefacts will be dealt with in accordance with the guidance provided in the Chartered Institute for Archaeologists *Standard and Guidance for the collection, documentation, conservation and research of archaeological materials* (CIfA, 2014). Any artefacts will be retained, cleaned and stored. Following reporting they will be returned to the applicant (landowner). If the landowner does not wish to retain the artefacts or if the artefacts are of regional or national importance, negotiation will commence at the earliest possible opportunity with a relevant Museum Service.

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

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

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

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

8. Contingency arrangements if archaeological features are discovered

8.1 In the event that archaeological remains are encountered, where appropriate investigation falls outside the scope of this specification, a meeting between Trysor and the SoLIFE team will be required. The applicant will be responsible for paying for any further work necessary such as revised programme of work, curatorial monitoring, finds conservation, finds specialist, environmental sampling and processing, radio-carbon dating etc.

9. Health & Safety

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

10. Reporting

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

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

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

10.3 Copies of the report will be provided to the Glamorgan Gwent Historic Environment Record after approval of the report by the client.

11. Public Benefit and Outreach

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

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

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

12. Archive

12.1 The paper and digital archive will be deposited with the National Monuments Record, including a copy of the final report in accordance with the CIfA's *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives* (CIfA, 2014b) and *The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2017* (NPAAW, 2017). This archive will include all written, drawn and photographic records relating directly to the investigations

undertaken. Digital archives will follow the standard required by the RCAHMW (RCAHMW, 2015).

12.2 Any artefacts will be returned to the landowner after recording and reporting. If they are considered to be regionally or nationally important, discussions about depositing the artefacts in a recognised museum archive will be held with the landowner. According to current standard and guidance, Porthcawl Museum in Porthcawl are collecting material from the area south of the M4 and between the Kenfig and Ogwr rivers. However they have limited space and do not collect digital data, human remains or soil samples (NPAAW, 2017, section 6).

13. Resources to be used

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

14. Qualification of personnel

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

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

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

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

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

14.6 Dr Ian Brooks (PhD, BA, MCIfA, FSA) - Flint assemblages of any size from a single artefact to many thousands of artefacts can be analysed. Recent projects have varied from a

few artefacts recovered during the excavation of a late medieval house in North Wales to over 16,000 Mesolithic artefacts from Bath. In addition to standard typological studies Ian Brooks has developed specialist techniques to investigate the original source of the flint and the deliberate heat treatment of flint by the use of micropalaeontology.

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

15. Insurance & Professional indemnity

15.1 Trysor has Public Liability and Professional Indemnity Insurance.

16. Project identification

16.1 The project has been designated Trysor Project No. 2020/753, site code KFD2020. The GGAT HER PRN Event Record will be E006590.

17. Monitoring

17.1 Staff from the Sands of LIFE team will be welcome to visit the site and monitor the work

18. Sources

18.1 Non-Published

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

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

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

18.2 Published

CifA, 2020a, *Standard and guidance for an archaeological watching brief*

CifA, 2014, *Standard and Guidance for the collection, documentation, conservation and research of archaeological materials.*

CifA, 2020b, *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives*

Roberts, C, 2018, *Human Remains in Archaeology: a handbook*, Council for British Archaeology Practical Handbooks in Archaeology, No 19 2nd edition

18.3 Web based materials

Côf Cymru, <http://cadw.gov.wales/historicenvironment/recordsv1/cof-cymru/?lang=en> ,
accessed 16/11/2020

Historic Wales, <http://historicwales.gov.uk/>, accessed 16/11/2020

18.4 Data Sources

HER Enquiry, HER Enquiry Reference Number: 6414, received on 11/11/2020

Jenny Hall & Paul Sambrook

Trydor,

November 2020

www.trydor.net

Trydor

38, New Road,

Gwaun Cae Gurwen

Ammanford

Carmarthenshire

SA18 1UN

www.trydor.net

enquiries@trydor.net

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

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

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

APPENDIX A: SELECTION STRATEGY

**Sands of LIFE
Kenfig Dunes – Dune Slack Scrapes
16/11/2020 v.1
Selection Strategy**

Project Information

Project Management

Project Manager	Jenny Hall & Paul Sambrook
Archaeological Archive Manager	Jenny Hall & Paul Sambrook
Organisation	Trysor

Stakeholders	Date Contacted
---------------------	-----------------------

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

Resources

Resources required Describe the resources required to	No unusual resources required to date, beyond trays, bags, markers record sheets. The potential for artefacts from
---	--

implement this Selection Strategy, particularly if unusual resources are required.

sealed contexts is assessed as Low. Artefacts from the topsoil will be recorded and returned to the landowner, unless they are assessed as being of regional or national importance.

Context

Describe below the context of this Selection Strategy. You should refer to:

- The aims and objectives of the project;
- Local Authority guidance (including the brief);
- Research Frameworks;
- The repository collection development policy and/or deposition policy;
- Material-specific guidance documents.

Note: This section may be copied from your Project Design/WSI to ensure all Stakeholders receive this context information.

- The aims and objectives of the project are to record and protect the historic environment whilst enabling development
- The methodology to be used and its context is given in this Written Scheme of Investigation.
- The Research Framework for the Archaeology of Wales identifies areas of past, current and future archaeological research in Wales <https://www.archaeoleg.org.uk/intro.html>
No specific themes are connected with this project although the reason the work was asked for was because archaeological work may help inform the history of this structure.
- If necessary a suitable artefact archive will be identified using *National Standards for the Collecting and Depositing of Archaeological Archives in Wales 2017*, Part 6. Museums in Wales Collecting Archaeology

As there are no other parameters for this project defining what artefacts are collected, retained and disposed of, artefact retention and disposal will be guided by the 2019 document from the National Panel for Archaeological Archives in Wales, *Archaeological Archives: Selection, Retention and Disposal Guidelines for Wales*

Stakeholders

Name the individual(s) responsible for the Digital Data Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Collections Curator).

Jenny Hall & Paul Sambrook

Selection

Location of Data Management Plan (DMP)

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

See Appendix 2 of this WSI

The selection strategy in your DMP should:

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

a) Final report as pdf file which will include WSI and any specialist reports if needed

b) Selected and catalogued photographs as Tiffs file

Additional files may include

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

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

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

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

De-Selected Digital Data

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

See Appendix B in this WSI

Amendments

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

Date	Amendment	Rationale	Stakeholders

2 – Documents

Stakeholders

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

Jenny Hall & Paul Sambrook

Selection

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

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

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

b) Selected and catalogued photographs as Tiffs file

Additional files may include: to be reviewed after site work

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

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

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

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

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De-Selected Documents

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

Deselected digital documents will be retained within Trysor backups.

The process is one of selection rather than deselection.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

3.1 – Materials DIGITAL

Stakeholders

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

Jenny Hall & Paul Sambrook

Selection

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

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

The [Materials Selection Template](#) may be useful in structuring this section.

As described in the Data Management Plan and above

Uncollected Material

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

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

Not applicable

De-Selected Material

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

Kept within Trysor backups

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

3.2 – Materials - PAPER

Stakeholders

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

Jenny Hall & Paul Sambrook

Selection

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

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

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

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

Uncollected Material

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

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

De-Selected Material

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

Kept within Trysor archive folders

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

3.3 – Materials - ARTEFACTS

Stakeholders

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

Jenny Hall & Paul Sambrook

Selection

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

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

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

As stated above

Uncollected Material

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

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

As stated above

De-Selected Material

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

Returned to client or disposed of appropriately

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

Materials Selection Template

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

Find Type	Selection Strategy	Stakeholders	Review Points
All finds will be collected			

Jenny Hall and Paul Sambrook
Trydor
www.trydor.net

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

APPENDIX B: DATA MANAGEMENT PLAN

Sands of LIFE
Kenfig Dunes – Dune Slack Scrapes
16/11/2020 v.1
Data Management Plan

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

This has been adapted by Trysor for use.

Section 1: Project Administration
<ul style="list-style-type: none"> Key project details, unique identifiers and contacts See main part of WSI
Section 2: Data Collection
<ul style="list-style-type: none"> What data will you collect or create? How will the data be collected or created? See main part of WSI and Appendix 1. Digital data : Catalogues photographs, Report as pdf.
Section 3: Documentation and Metadata
<ul style="list-style-type: none"> What documentation and metadata will accompany the data? Report will contain Photo catalogue and details of the project. Appropriate metadata will be created
Section 4: Ethics and Legal Compliance
<ul style="list-style-type: none"> How will you manage any ethical, copyright and Intellectual Property Rights (IPR) issues? A statement will be included in the report. The report will be the copyright of Trysor. Other copyrights/rights will be identified acknowledged.
Section 5: Storage and Backup
<ul style="list-style-type: none"> How will the data be stored, accessed and backed up during the research? Through Online storage via Dropbox, Backups onto partners external hard drives
Section 6: Selection and Preservation
<ul style="list-style-type: none"> Which should be retained, shared, and/or preserved? What is the long-term preservation plan for the dataset? Have you contacted the data repository? Have the costs of archiving been fully considered? Data repository (NMR) not contacted yet, small project The main digital elements to be preserved long term are the report and the photographs Costs of archiving have been considered
Section 7: Data Sharing and Accessibility
<ul style="list-style-type: none"> How will you share the data and make it accessible? Are any restrictions on data sharing required? Through archiving – no restrictions other than acknowledgement
Section 8: Responsibilities
<ul style="list-style-type: none"> Who will be responsible for data management? Jenny Hall & Paul Sambook

Project ID / OASIS ID

Not Applicable – HER Event Record PRN is GGAT E006590
Project Name
See main part of WSI
Project Description
See main part of WSI
Project Funder / Grant reference
Client
Project Manager
Jenny Hall & Paul Sambrook
Principal Investigator / Researcher
Jenny Hall & Paul Sambrook
Data Contact Person
Jenny Hall & Paul Sambrook
Date DMP created
Jenny Hall & Paul Sambrook
Date DMP last updated
16th November 2020
Version
1.0
Related data management policies
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</i> , Version 1
WAT, 2018, <i>Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)</i>

Section 2: Data Collection

What data will you collect or create?
Site notes including context sheets on paper Photographs Report GIS data

How will the data be collected or created?
Site notes on paper taken on site Photographs on site, selected and catalogued in the office. Tiff files Report and specialist reports written in Word, spreadsheets in Excel, GIS components in MapInfo

Section 3: Documentation and metadata

What documentation and metadata will accompany the data?
The report will accompany any data. Relevant metadata will be created

Section 4: Ethics and legal compliance

How will you manage any ethical, copyright and Intellectual Property Rights (IPR) issues?
Appropriately taking into account other peoples rights. All agreements with others will be adhered to.

Section 5: Data Security: Storage and Backup

How will the data be stored, accessed and backed up during the research?
Shared Dropbox with facility to retrieve earlier versions. Locally backed up on partners' external

hard drive

Section 6: Selection and Preservation

Which data should be retained, shared, and/or preserved?
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Report, catalogued photographs, digital plans/sections
--

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

Digital/paper deposition with RCAHMW

Have you contacted the data repository?

No – not necessary

Have the costs of archiving been fully considered?
--

No costs as RCAHMW not currently charging

Section 7: Data Sharing

How will you share the data and make it accessible?

Deposit in RCAHMW, with an additional copy to the regional HER
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Are any restrictions on data sharing required?
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Not at present, other than our copyright should be respected. That may change depending what happens during the project

Section 8: Responsibilities

Who will be responsible for implementing the data management plan?
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Trysor partners
