

MAES PARCIO, DINAS DINLLE / CAR PARK, DINAS DINLLE

BRIFF GWYLIO ARCHEOLEGOL /
ARCHAEOLOGICAL WATCHING BRIEF



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ARCHAEOLOGICAL WATCHING BRIEF

Prif Gyfeirnod Cofnod Amgylchedd Hanesyddol /
Historic Environment Record Event Primary Reference Number: 46717

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Wedi'i baratoi ar gyfer / Prepared for: Cyngor Gwynedd / Gwynedd Council /

Chwefror 2024 / February 2024

Ysgrifenydd / Written by: Dr Mike Woods

Delwedd blaen clawr: Darlun cyffredinol o waith ardal a gymerwyd o safle uchel o ragfur allanol bryngaer Dinas Dinlle (cyfeirnod archif: G2813_010)
Front Cover image: General shot of works area taken from elevated position from outer rampart of Dinas Dinlle hillfort (archive reference: G2813_010).




Cyhoeddwyd gan Ymddiriedolaeth Archaeolegol Gwynedd
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Mae Ymddiriedolaeth Archaeolegol Gwynedd yn Gwmni Cyfyngedig (Ref Cof. 1180515) ac yn Elusen (Rhif Cof. 508849)
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FIGURES

Figure 01: Site Location. Based on Ordnance Survey 1:10000 County Series Map. Scale 1:5000@A4. © Crown copyright and database rights 2023 OS 100020577. Contains National Statistics data © Crown copyright and database right 2023.

Figure 02: Reproduction of YGC Drawing No. CPF8520-05 showing proposed works in Car Park 1. Scale: as shown.

Figure 03: Reproduction of YGC Drawing No. CPF8520-06 showing proposed works in Car Park 2. Scale: as shown.

PLATES

Plate 1: General shot showing earthen bank prior to removal with Dinas Dinlle hillfort (CN 048) in the background; scale not used; view from N (archive reference: G2813_001).

Plate 2: Shot with scale of earthen bank before its removal; scale 1m; view from S (archive reference: G2813_002).

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Plate 5: Shot of topsoil removal at point closest to the Dinas Dinlle hillfort (CN 048) and Second World War pillbox (PRN 25281); scale 1m; view from N (archive reference: G2813_006).

Plate 6: Shot of section of the cable trench showing a sand deposit; scale 1m; view from W (archive reference: G2813_008).

Plate 7: General shot of works area taken from elevated position from outer rampart of Dinas Dinlle hillfort (CN 048); scale not used; view from S (archive reference: G2813_010).

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Plate 10: General shot of site showing areas excavated; scale not used; view from N (archive reference: G2813_017).

CRYNODEB ANNHECHNEGOL

Yn 2023, comisiynwyd Ymddiriedolaeth Archaeolegol Gwynedd gan YGC i gynnal briff gwyllo archeolegol yn ystod gwaith ail-wynebu a gwelliannau cysylltiedig ym maes parcio Dinas Dinlle, Llandwrog, Gwynedd. Roedd y briff gwyllo yn monitro cael gwared ar wyneb presennol y maes parcio a'r argloddiau cysylltiedig, yn ogystal â chloddio ffos cebl. Cadarnhaodd yr olaf fod y maes parcio presennol wedi'i adeiladu ar dywod, heb unrhyw dystiolaeth o weithgarwch cynharach, naill ai'n gysylltiedig â strwythurau cyfagos yr Ail Ryfel Byd neu'r fryngaer, yn bresennol.

NON-TECHNICAL SUMMARY

In 2023, Gwynedd Archaeological Trust was commissioned by YGC to undertake an archaeological watching brief during resurfacing and associated improvement works at Dinas Dinlle car park, Llandwrog, Gwynedd. The watching brief monitored the removal of the existing car park surface and associated embankments, as well as the excavation of a cable trench. The latter confirmed the existing car park was built on sand, with no evidence of earlier activity, either associated with the nearby Second World War structures or the hillfort, being present.

1 INTRODUCTION

Gwynedd Archaeological Trust (GAT) was commissioned by YGC to undertake an Archaeological Watching Brief during the intrusive groundworks associated with the installation of cable ducting for a pay and display machine, the excavation of an earthen bank currently used as a retaining wall for a bus-stop and the resurfacing of the car park at Dinas Dinlle, Ger y Lan, Llandwrog, Gwynedd LL54 5TJ (NGR SH43645663; cf. Figure 01). The work areas were sub divided into Car-Park 1 and Car-Park 2 (cf. Figures 02 and 03) that were located to the north of scheduled monuments *Dinas Dinlle Seagull Trench* (ref. CN396; NGR SH43675653) a Second World War trench system which formed part of the perimeter defences for the RAF base at Llandwrog, which was built in 1940-1941, and Dinas Dinlle Camp (ref.CN048; NGR SH43725634) an Iron Age/Roman period hill fortification.

The watching brief was monitored by Gwynedd Archaeological Planning Services (GAPS) and undertaken in accordance with a GAPS approved written scheme of investigation (cf. [Appendix I](#)). In line with the regional Historic Environment Record (HER) requirements, the HER was contacted at the onset of the project to ensure that any data arising was formatted in a manner suitable for accession to the HER; the HER Event Primary Reference Number for this project was 46717.

All work was planned, managed, and undertaken in accordance with the following standards and guidance:

- Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) Version 2 (The Welsh Archaeological Trusts, 2022);
- Guidelines for digital archives (Royal Commission on Ancient and Historic Monuments of Wales, 2015);
- Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide (Historic England, 2015).
- Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials (Chartered Institute for Archaeologists, 2020);
- Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives (Chartered Institute for Archaeologists, 2020);
- Standard Archaeological Monitoring and Recording (Chartered Institute for Archaeologists, 2023); and
- Universal Guidance for Archaeological Monitoring and Recording (Chartered Institute for Archaeologists, 2023).

Gwynedd Archaeological Trust is certified to ISO 9001:2015 and ISO 14001:2015 (Cert. No. 74180/B/0001/UK/En) and is a Registered Organisation with the Chartered Institute for Archaeologists (CIfA).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Historic Background

The car park resurfacing works were located to the north of scheduled monuments *Dinas Dinlle Seagull Trench* and *Dinas Dinlle Camp*.

- Dinas Dinlle Camp (ref. CN048; PRN 1570; NGR SH43705635) is an Iron Age and Roman period fort built on an isolated hill of glacial drift in an otherwise fairly low-lying area of coastal plain. Originally, the fort would have been defended by two earth ramparts with a deep ditch in between; severe erosion has removed all traces on the seaward side, but the defences are still visible from the south and east. As a result of the erosion, a section through the ramparts at the southern end of the fort is currently visible, revealing the boulder facing to the inner rampart. The entrance to the fort was through a gap in the south-eastern rampart and the interior contains the earthwork remains of circular huts. Gwynedd Archaeological Trust was commissioned by the Royal Commission on the Ancient and Historical Monuments of Wales to undertake an archaeological evaluation/excavation at Dinas Dinlle, Gwynedd. The evaluation/excavation was undertaken in August 2019 as part of the EU-funded CHERISH Ireland-Wales Project and included targeted evaluation/excavation at Dinas Dinlle hillfort and an area to the immediate south (reports GAT_1499 and GAT_1582). Two trenches were located within the hillfort and six in a low-lying area to the south. The trenches within the hillfort confirmed the presence of substantial roundhouses and the geophysical survey suggested structural activity to the east. Iron Age and Roman artefacts were recovered, and in tandem with radiocarbon dates from selected deposits, suggested continued occupation and use until at least the 4th century AD. The trenches to the south identified activity across a much broader timeframe, including Early Neolithic pits, medieval field systems and pottery and an abandoned post-medieval farmstead reflecting more recent settlement. All trenches were contained thick deposits of windblown sand reflecting the impact of coastal change. The monument was located c.100m to the southeast of Car Park 1.
- The *Dinas Dinlle Seagull Trench* (scheduled monument. CN396; PRN 25280; NGR SH43675653) is set into the hillside and facing up the peninsula towards RAF Llandwrog. It is a Second World War gun emplacement that is described in the regional historic environment record as a concrete and brick construction, partly buried into the hillside with a thick, pre-cast concrete roof. The original entrance was via a short 'L' shaped passage to the south possibly leading to stairs and hatch opening. There were probably six-gun emplacements to the west, north and east sides of the structure with

the south side being buried in the hillside; the trench was divided into four wings and a central area by brick blast walls with the entrance passageway joining the trench in the central area. There was the provision for six weapons within the Seagull Trench, possibly of two different calibers. It is also clear that there were masts or aerials at each end of the structure which presumably linked the defenders in the Seagull Trench to the command system for RAF Llandwrog. The monument was located c.50m to the southeast of Car Park 1.

There were additional assets recorded in the local area within the regional HER, including:

- PRN 96194 (NGR SH4364456579): a post-medieval building at the southern end of Car Park 1. This was visible on the 1st edition Ordnance Survey 25-inch to 1-mile map (Caernarvonshire Series Sheet XX.2) on the edge of the coastline. On the later editions of the map, the building significantly expands in the early 20th century to consist of two to three buildings as depicted in the 2nd and 3rd edition maps (1900 and 1917 respectively). The property included a long narrow patch of land along the coastline in front of the former Dinas Dinlle Hotel/Caernarvon Bay Hotel PRN 96193/PRN 96403.
- PRN 25281 (NGR SH4363056560): a substantial solid pillbox, square in plan. Door & 1 gun embrasure on land ward side (SE), 3 embrasures facing hillfort & SW, 2 out to sea and one roughly N-wards up the peninsula. Also has large diameter (c.20cm) ceramic pipes set into 3 of the corners as viewing positions or further gun loops. Roof supported by large central stone & concrete pillar on a lozenge shaped base. Several formed concrete blocks (prob. Original) remain inside. Apparently used to block embrasures as are the correct shape. Door & frame absent. Described in the HER entry as “not a pillbox of a regular 'type', probably of local design”.
- PRN 96365 and 96385 (NGR SH4361356895): Two cottages across the road from Car Park 2; recorded under the name of *Tan-y-Feisdon* on the 1st edition Ordnance Survey 25-inch to 1-mile map as one property. The cottages include several ancillary buildings/structures and share three local fields/paddocks; in 3rd edition Ordnance Survey 25-inch to 1-mile map, the cottages are referred to as the 'Dinas Cottages' and are now known as *Penrhyn Gogledd* and *Beach Cottage*

2.2 Historic Mapping

The 1849 Llandwrog Parish Tithe map shows the watching brief areas as part of the coastline, with a track running alongside (later replaced by a 20th century road) and a local road network and field system, the latter of which are similar to present. The main difference seen in modern mapping is the greater number of coastline properties, the modern coast road, and the establishment of the car park and seafront defences.

The 1st, 2nd and 3rd edition Ordnance Survey 25-inch to 1-mile County Series Ordnance Survey maps (Caernarvonshire County Series Map Sheet XX.2, published 1889, 1900 and 1917 respectively), like the tithe map, show a similar field system and road network to present, but differ in showing the gradual appearance of coastline properties. The car parks are shown as a coastline area opposite the Carnarvon (sic) Bay Hotel (PRN 96403) and Dinas Cottages (PRN 96365 and 96385), with a rectangular building (PRN 96194) and a letterbox (designated *L.B.* on the mapping) to the south of Car Park 1.

3 METHODOLOGY

3.1 Introduction

GAPS requested a watching brief on a *partial* basis, defined as being 'as and when appropriate' and which here would mean that if the ground was previously disturbed then the watching brief may be discontinued for that section, or if the trench was found to be too narrow for practical monitoring. In addition to the cable trench and the embankment, GAPS stated the watching brief should monitor any kind of excavation that has the potential to impact possible sub-surface archaeology, including (but not limited to): trenching, footings, bank interventions, and even stripping of car park surface (subject to finalised depths required). The watching brief did not need to monitor any works requiring the build-up from existing surfaces. GAPS requested that sufficient desk-based evidence should be provided as part of the wider report to support the results, which in this instance included historic mapping.

The watching brief monitored the resurfacing of the car park, the excavation of a cable trench and the excavation of an embankment as a retaining wall for a bus-stop, as these were the areas requiring the deepest excavation; the trench measured c.0.4m wide x 0.6m deep and the embankment was c.24m long x 6m wide x 1.5m deep. The work areas were sub-divided into Car Park 1 and Car Park 2 (cf. Figures 02 and 03) and undertaken by GH James Cyf on behalf of YGC.

The watching brief was undertaken between the 7th of November 2023 and 6th of December 2023, with Dr Mike Woods from GAT in attendance.

3.2 Working Project Archive

3.2.1 Photographic Record

A photographic record was maintained during the watching brief using a digital SLR set to maximum resolution (D3100: 4928 × 3264); the images were taken in RAW format and archived in TIFF format using *Nikon DX Studio*. A total of seventeen photographic images were taken (archive reference numbers G2813_001 to G2813_017; cf. [Appendix II](#) for the photographic metadata).

3.2.2 Written Record

The written record was maintained on GAT pro-formas and comprised the following:

- 4 day record sheets.
- 3 photographic record sheets.

3.3 Data Management Plan

The fieldwork data has been used as the basis for the physical and digital dataset archives and used to compile the project report. The physical archive has been stored in a designated project folder and the location confirmed in the Trust project database; the digital dataset has been stored on a dedicated Trust server, with the location confirmed in the Trust project database via a specific hyperlink. There is no de-selected digital data.

External datasets for the regional HER and RCAHMW are as follows:

- HER: digital report (PDF format) and Event PRN summary (Microsoft Excel format); the report and dataset have been prepared in accordance with the required standards set out in Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) (Version 2); and
- RCAHMW: a digital report (PDF format) and digital archive dataset have been prepared in accordance with the RCAHMW Guidelines for Digital Archives Version 1 (2015). The dataset includes:
 - Photographic metadata (Microsoft Access).
 - Photographic archive (TIFF format).
 - Project Information form (Microsoft Excel).
 - File Information form (Microsoft Excel) – Microsoft Word report text final.
 - File Information form (Microsoft Excel) – Photographic metadata (general).
 - File Information form (Microsoft Excel) – Adobe PDF report final.
 - File Information form (Microsoft Excel) - Photographic metadata (detail)

3.4 Selection Strategy

As defined in *Standard and Guidance for The Creation, Compilation, Transfer, and Deposition of Archaeological Archives* (Chartered Institute for Archaeologists, 2020) section 3.3.1, a project specific selection strategy and data management plan was prepared. In support of this, the Chartered Institute for Archaeologist (CIfA), have stated that it is “widely accepted that not all the records and materials collected or created during an Archaeological Project require preservation in perpetuity. These records and materials constitute the Working Project Archive which will be subject to Selection, to establish what will be retained for long-term curation”. The aim of selection is to ensure that all the elements retained from the Working Project Archive for inclusion in the Archaeological Archive are appropriate to establish the significance of the project and support “future research, outreach, engagement, display and learning activities”. Selection should be “focused on selecting what is to be retained to support these future needs, rather than deciding what can be dispersed” and can be qualified by a selection strategy, which details the project-specific selection process, agreed by all parties (including GAPS, client and/or landowner), which will be applied to a Working Project Archive prior to its transfer into curatorial care as the Archaeological Archive.

The selection strategy will take into account:

- The aims and objectives of the project.
- The brief and/or Written Scheme of Investigation (WSI)).
- The Collecting Institution’s collection policy and/or deposition guidelines.
- Local and regional research frameworks.
- Relevant thematic or period specific research frameworks.
- The project’s Data Management Plan (DMP).
- Internal recording and reporting policies.
- Material-specific guidance documents.

CIFA also advises that at the end of each stage of the project the selection strategy should be reviewed and amended if required.

The final selection strategy is reproduced in [Appendix III](#).

4 RESULTS

The groundworks monitored by the watching brief were undertaken between the 7th of November 2023 and the 6th of December 2023.

The initial work on site comprised the removal of a c.17m long x 6m wide east west aligned earthen bank within Car Park 1 that ran from the roadside to the modern sea defence wall, the location of the new pay and display machine (cf. Plates 1, 2 and 4). The bank measured c.1m in height and consisted of topsoil sealing a core of sand interspersed with large natural sea cobbles, unstratified modern brick and chunks of concrete (Plate 3).

Subsequent to the removal of the earthen bank, the surface of Car Park 1 and Car Park 2 were stripped (Plate 5) and a c.0.4m wide x 0.6m deep cable trench in Car Park 1 excavated (Plate 7). The watching brief confirmed that the car park surface comprised a 0.10m thick deposit of tarmac that sealed a 0.10m thick sub-base of rubblestone mixed with sand; beneath this were intermittent patches of old tarmac that were friable in consistency and mixed with sand, followed by sand to the limit of excavation (cf. Plates 6 and 8 to 10). These results confirmed the car park was built directly onto the shorefront. No artefacts were recovered during the excavation and the fragments of tarmac beneath the current surface were likely from previous phases of car park construction rather than Second World War activity.

The embankment excavation for the new bus stop was located in Car Park 1, along the eastern edge (cf. Figure 03); the aim of the works were to remove part of the embankment to create a retaining wall. The embankment was removed by a tracked excavator fitted with a toothless bucket. The embankment consisted of a turf layer sealing a deposit of medium to large sized sea cobbles suspended in a soil and sand matrix; total thickness was 1.0m. No artefacts were identified within the embankment, which was built atop beach sand. A 0.4m deep trench was then excavated through the sand for the footings of the bus stop; no artefacts were recovered.

5 CONCLUSION

Gwynedd Archaeological Trust was commissioned by YGC to undertake an archaeological watching brief during resurfacing and associated works at Dinas Dinlle car park, Llandwrog, Gwynedd. The aim of the works was to improve the existing car park infrastructure, with the addition of pay & display machinery, installation of associated services, and new amenities including a signage, bike parking and a bus stop. The majority of this work was at surface level and was not monitored as part of the watching brief; the key focus was the removal of the existing car park surfaces, the excavation of a cable trench and groundworks for the bus stop. The existing car park was modern, built between a sea wall and a road, and with embankments to manage water ingress and segregate the parking zones. The known archaeological activity within the area included Second World War structures and a truncated Iron Age/Roman period hillfort, whilst historic mapping showed limited modern settlement within the area, with the local road a later addition to support the former RAF base to the north. The car park area was formerly part of the foreshore.

The watching brief did not identify any archaeological activity within the confines of the monitored areas: the deposits beneath the car park and within the cable trench were indicative of the foreshore deposits; fragments of tarmac within a sub-base for the current surface suggested previous phases of car park or imported material. The breaching of an earthen bank within the car park and partial removal of the embankment for the bus stop confirmed these were built from soil, sand and beach cobbles, confirming local materials were sourced and used, likely from when the areas were previously stripped for the existing car park.

The results confirmed the car park was located within an area of low archaeological potential that was formerly foreshore within an area of limited development and infrastructure.

6 SOURCES CONSULTED

1. A Research Framework for the Archaeology of Wales, Current Research Framework Documents 2017 (<https://archaeoleg.org.uk/documents2017.html>)
2. Brunning, R and Watson, J 2010, Waterlogged Wood: Guidelines on the Recording, Sampling, Conservation and Curation of Waterlogged Wood (3rd edition)
3. Chartered Institute for Archaeologists, 2020, Standard and Guidance for Archaeological Watching Brief
4. Chartered Institute for Archaeologists, 2020, Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives
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6. English Heritage, 1991, Management of Archaeological Projects
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10. Historic England, 2018, The Role of the Human Osteologist in an Archaeological Fieldwork Project
11. Royal Commission on Ancient and Historic Monuments of Wales, 2015, Guidelines for digital archives
12. The Welsh Archaeological Trusts, 2022, Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) Version 2
13. Watkinson, D and Neal, V, 2001, First aid for finds (3rd edition)

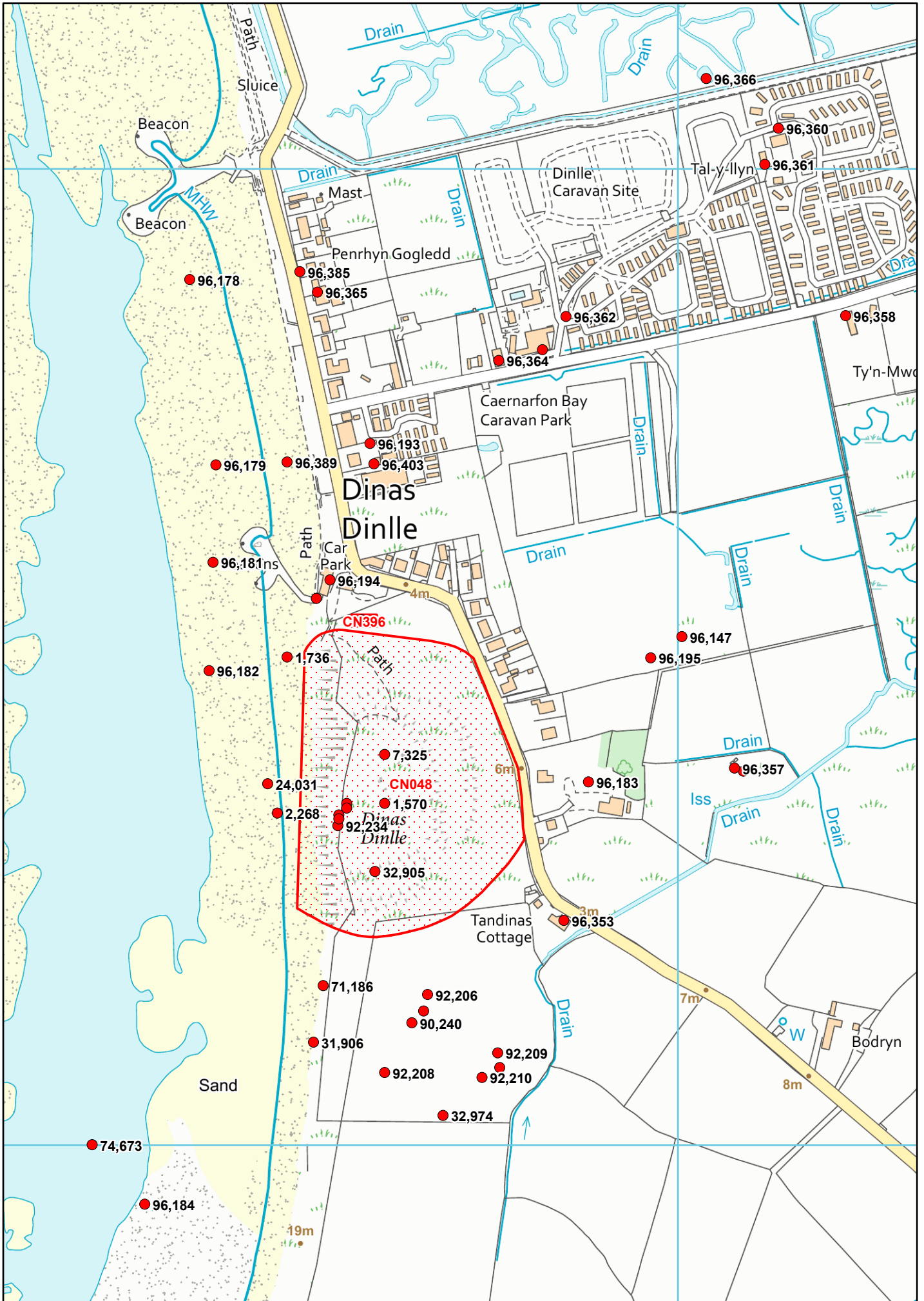
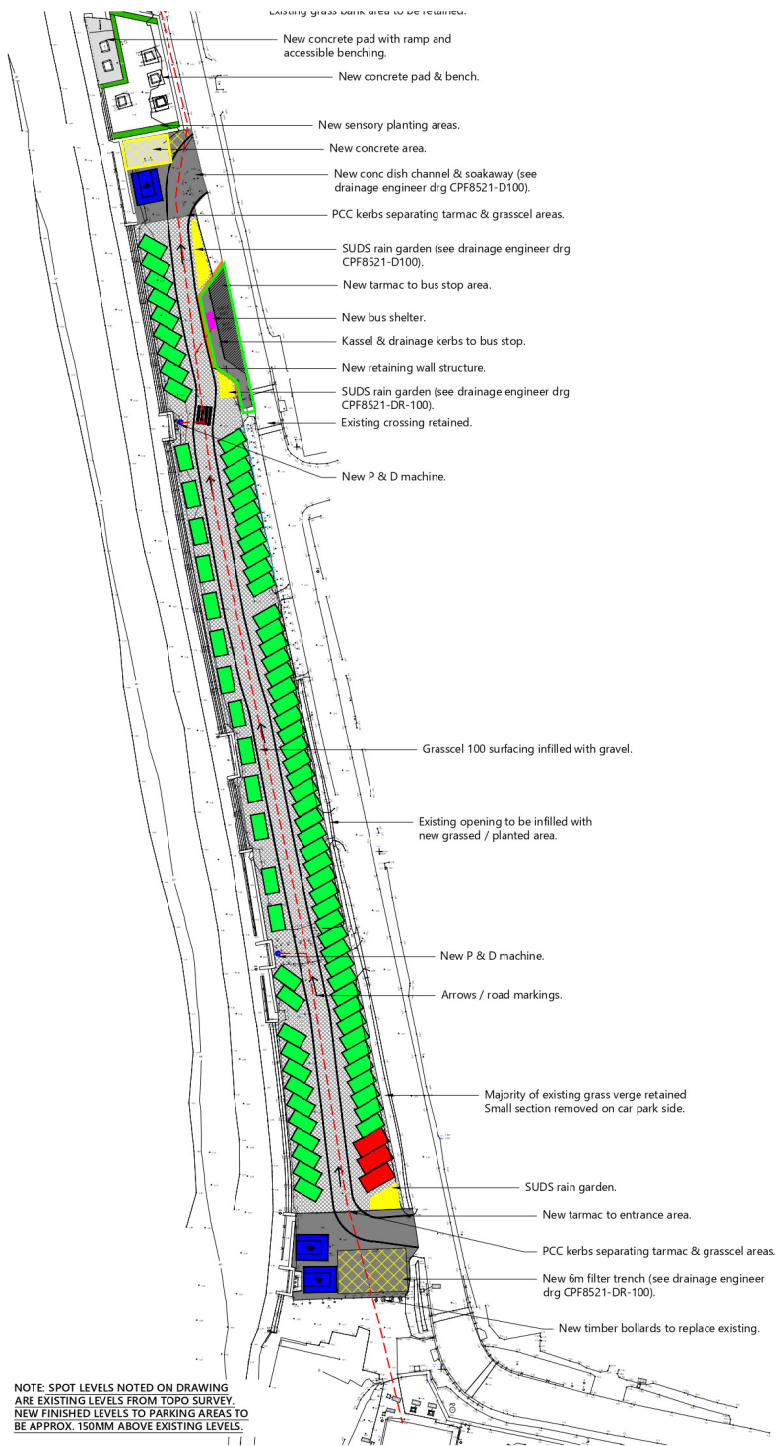


Figure 01: Site Location. Based on Ordnance Survey 1:10000 County Series Map. Scale 1:5000@A4.

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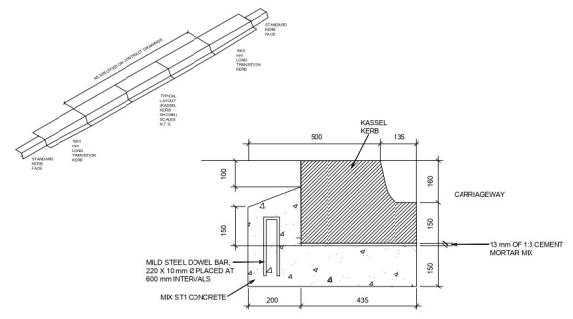
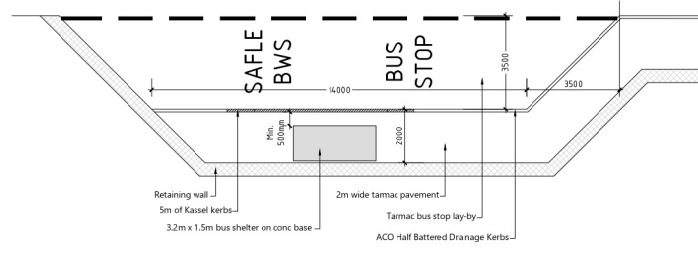
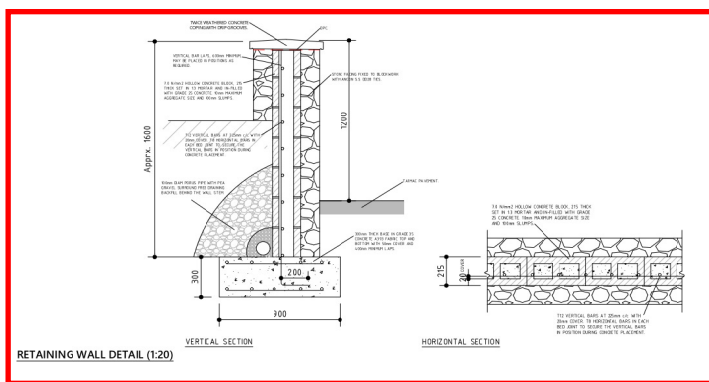
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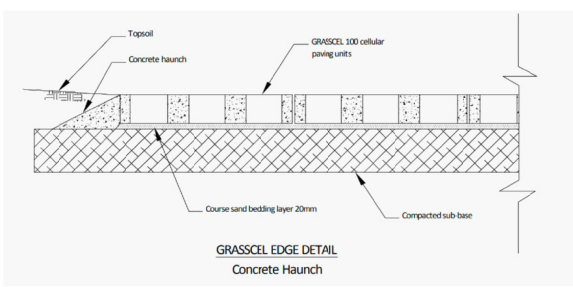
NOTE: SPOT LEVELS NOTED ON DRAWING ARE EXISTING LEVELS FROM TOPO SURVEY. NEW FINISHED LEVELS TO PARKING AREAS TO BE APPROX. 150MM ABOVE EXISTING LEVELS.



PROPOSED CAR PARK AREA 1 (SCALE: 1:500@A1)



KASSELL KERB DETAIL (1:10)



GRASSCELL 100 EDGE DETAIL (NTS)

CLIENT/CLIENT:

NODIADAU/NOTES

KEY:

- Parking bays & road markings
- New Grasscrete surface
- Grasscrete standard car parking bays (2.6m x 4.8m)
- Grasscrete accessible car parking bays (4.8m x 6m)
- Grasscrete extended parking bays (3m x 6m)
- Pay & Display Machine
- New tarmac areas/pavement
- New concrete paths/areas
- New bus shelter (1.5m x 3.2m)
- New bus stop / lay-by area (14m x 3.5m)
- New retaining wall
- New bike rack
- Indicative line of underground ductwork for electrical cabling to P & D Machines
- Rain garden (SUDS)
- New sensory planting areas

NOTE: DO NOT SCALE OFF DRAWING. ALL DIMENSIONS TO BE CHECKED ONSITE. DRAWINGS TO BE READ IN CONJUNCTION WITH SCW. ALL DIMENSIONS, SETTING OUT LEVELS & GENERAL DETAILS TO BE CONFIRMED BY CONTRACTOR. CONTRACTOR TO ACCURATELY MEASURE UP ONSITE PRIOR TO ORDERING OF MATERIALS. CONTRACTOR TO VISIT SITE FOR PRICING PURPOSES AND TO ALLOW FOR ALL SITE PREPARATION AND WORK ELEMENTS FOR A COMPLETE JOB. SITE MUST BE KEPT SECURE AND FOR DURATION OF WORK.

NOTE: CONTRACTOR MUST PROVIDE MEASURES TO PREVENT ANY POLLUTANTS, FROM ENTERING THE NEARBY WETLAND AND MARINE HABITATS. ALL WORKS MUST BE CARRIED OUT IN ACCORDANCE WITH GUIDANCE FOR POLLUTION PREVENTION (GPP 5).



CYNLLUN / SCHEME:

DINAS DINLLE, CAERNARFON
CAR PARK IMPROVEMENT WORKS 2023-24

TITL LLLUNIAD / DRAWING TITLE:

GWAIH ARFAETHEDIG MAES PARCIO 1
CAR PARK 1 PROPOSED WORKS

DAIILN/AYD GAN: TML	DYDDIAD DARLUN/RYD: MED 23 / SEP 23
DRAWN BY:	DATE DRAWN:
GWIRI/RYD GAN: HRR	DYDDIAD GWIRI/RYD: MED 23 / SEP 23
CHECKED BY:	DATE CHECKED:
Tafm	GRADDFEYD: 1:500@A1
Sheet	SCALES:

Rhif Llundain: CPFB520-05

Drawing No.

YGCO CYMRU / YGCO WALES LTD. PROJECT MANAGERS / TENDER, CAD, DYN/DESIGNER, DIMLLE, CAERNARFON - CAR PARK IMPROVEMENT WORKS TENDER DRAWING
 CWMNEDD COUNCIL
 10/07/2023 13:31

CLIENT/CLIENT:

NODIADAU/NOTES

KEY:

Parking bays & road markings	
New Grasscrete surface	
Grasscrete standard car parking bays (2.6m x 4.8m)	
Grasscrete accessible car parking bays (4.8m x 6m)	
Grasscrete extended parking bays (3m x 6m)	
Pay & Display Machine	
New tarmac areas/pavement	
New concrete paths/areas	
New bus shelter (1.5m x 3.2m)	
New bus stop / lay-by area (1.4m x 3.5m)	
New retaining wall	
New bike rack	
Indicative line of underground ductwork for electrical cabling to P & D Machines	
Rain garden (SUDS)	
New sensory planting areas	

NOTE:
DO NOT SCALE OFF DRAWING. ALL DIMENSIONS TO BE CHECKED ON SITE. DRAWINGS TO BE READ IN CONJUNCTION WITH I.C.W. ALL DIMENSIONS, SETTING OUT, LEVELS & GENERAL DETAILS TO BE CONFIRMED BY CONTRACTOR. CONTRACTOR TO ACCURATELY MEASURE UP ON SITE PRIOR TO ORDERING OF MATERIALS. CONTRACTOR TO VISIT SITE FOR PRICING PURPOSES AND TO ALLOW FOR ALL SITE PREPARATION AND WORK ELEMENTS FOR A COMPLETE JOB. SITE MUST BE KEPT SECURE AND FOR DURATION OF WORK.

NOTE:
CONTRACTOR MUST PROVIDE MEASURES TO PREVENT ANY POLLUTANTS FROM ENTERING THE NEARBY WETLAND AND MARINE HABITATS. ALL WORKS MUST BE CARRIED OUT IN ACCORDANCE WITH (GUIDANCE FOR POLLUTION PREVENTION (GPP 5)).

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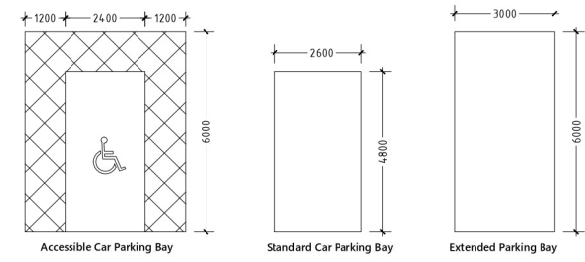


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**DINAS DINLE, CAERNARFON
CAR PARK IMPROVEMENT WORKS 2023-24**

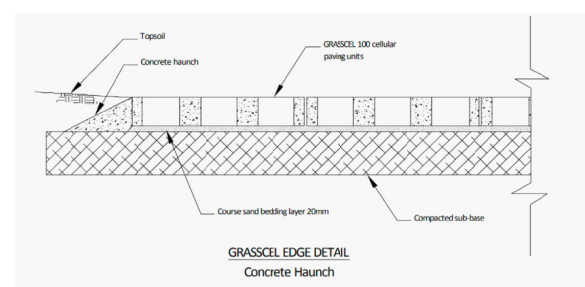
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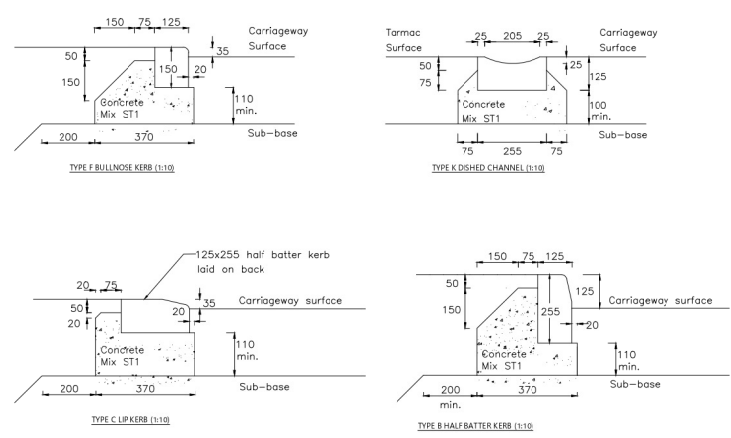
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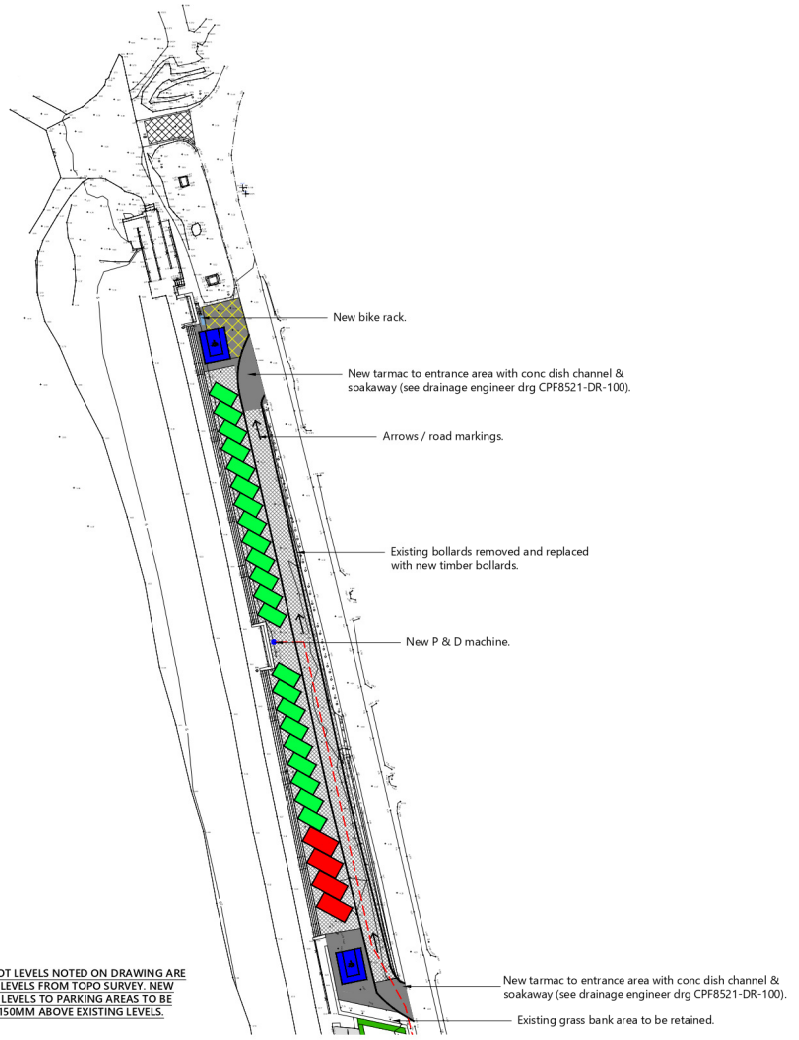
PARKING BAY LAYOUTS (NTS)



GRASSCEL 100 EDGE DETAIL (NTS)



KERBS/CHANNELS STANDARD DETAILS (1:10)



NOTE: SPOT LEVELS NOTED ON DRAWING ARE EXISTING LEVELS FROM TCPO SURVEY. NEW FINISHED LEVELS TO PARKING AREAS TO BE APPROX. 150MM ABOVE EXISTING LEVELS.

PROPOSED CAR PARK AREA 2 (SCALE: 1:500@A1)



Graddfa/Scale 1:500

YGC - CAERNARFON - CAR PARK IMPROVEMENT WORKS TENDER DRAWING
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Plate 1: General shot showing earthen bank prior to removal with Dinas Dinlle hillfort (CN 048) in the background; scale not used; view from N (archive reference: G2813_001).



Plate 2: Shot with scale of earthen bank before its removal; scale 1m; view from S (archive reference: G2813_002).



Plate 3: General shot showing mound removal with sand layer full of large sea pebbles and modern brick; scale not used; view from S (archive reference: G2813_004).



Plate 4: Shot showing wall/sea defence with mound removed. Location of new pay and display machine; scale 1m; view from E (archive reference: G2813_005).



Plate 5: Shot of topsoil removal at point closest to the Dinas Dinlle hillfort (CN 048) and Second World War pillbox (PRN 25281); scale 1m; view from N (archive reference: G2813_006).



Plate 6: Shot of section of the cable trench showing a sand deposit; scale 1m; view from W (archive reference: G2813_008).



Plate 7: General shot of works area taken from elevated position from outer rampart of Dinas Dinlle hillfort (CN 048); scale not used; view from S (archive reference: G2813_010).



Plate 8: Thin layer of tarmac 0.20m deep in eastern part of the cable trench; scale 1m; view from W (archive reference: G2813_011).



Plate 9: General shot of the cable trench being excavated; scale not used; view from N (archive reference: G2813_012).



Plate 10: General shot of site showing areas excavated; scale not used; view from N (archive reference: G2813_017).

APPENDIX I

Gwynedd Archaeological Trust Watching Brief Written Scheme of Investigation

DINAS DINLLE CAR PARK (G2813)

WRITTEN SCHEME OF INVESTIGATION FOR AN ARCHAEOLOGICAL WATCHING BRIEF

Prepared for

YGC

October 2023



Ymddiriedolaeth Archaeolegol Gwynedd
Gwynedd Archaeological Trust

All GAT staff should sign their copy to confirm the project specification is read and understood and retain a copy of the specification for the duration of their involvement with the project. On completion, the specification should be retained with the project archive:

Name

Signature

Date

DINAS DINLLE CAR PARK (G2813)

WRITTEN SCHEME OF INVESTIGATION FOR AN ARCAHEOLOGICAL WATCHING BRIEF

Prepared for YGC, October 2023

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1 INTRODUCTION

Gwynedd Archaeological Trust (GAT) has been commissioned by YGC to undertake an archaeological watching brief during car park resurfacing works at Dinas Dinlle, Ger Y Llan, Llandwrog, Gwynedd LL54 5TJ (NGR SH43645663; cf. [Figure 01](#)). Included in the works are the excavation of a trench for cable ducts and excavation of an earth bank as a retaining wall for a bus-stop. The work areas are sub-divided into Car Park 1 and Car Park 2 (cf. [Figures 02](#) and [03](#)) and are located to the north of scheduled monuments *Dinas Dinlle Seagull Trench* (ref. CN396; NGR SH43675653) and *Dinas Dinlle Camp* (ref. CN048) (cf. [Figure 01](#)). The works are scheduled from November 2023 with an 18-week construction programme.

The watching brief will be planned, managed and undertaken by GAT in accordance with the following standards and guidance:

- Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) Version 2 (The Welsh Archaeological Trusts, 2022);
- Guidelines for digital archives (Royal Commission on Ancient and Historic Monuments of Wales, 2015).
- Management of Archaeological Projects (English Heritage, 1991);
- Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide (Historic England, 2015);
- Standard and Guidance for Archaeological Watching Brief (Chartered Institute for Archaeologists, 2020);
- Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials (Chartered Institute for Archaeologists, 2020).

Gwynedd Archaeological Trust is certified to ISO 9001:2015 and ISO 14001:2015 (Cert. No. 74180/A/0001/UK/En) and a Registered Organisation with the Chartered Institute for Archaeologists (CIfA).

1.1 Aims and Objectives

The key aims and objectives are to:

- Establish the date and nature of any archaeological remains identified during the watching brief and assess their implications for understanding the historical development of the monitored areas and environs. The watching brief is located within an area of known prehistoric and Second World War activity;
- to place the results in context (if applicable), with reference made to *A Research Framework for the Archaeology of Wales Version 03, Final Refresh Document* (March 2017), and, if no additional archaeological activity is identified, establish why this may be the case.

1.2 Monitoring Arrangements

The archaeological mitigation will be monitored by the Gwynedd Archaeological Planning Service (GAPS); both the written scheme of investigation and all subsequent reporting must be approved by GAPS before final issue. GAPS contact details are:

- Tom Fildes | tom.fildes@heneb.co.uk | 07920264232.

1.3 Historic Environment Record

In line with the Historic Environment Record (HER) requirements, the HER will be contacted at the onset of the project to ensure that any data arising is formatted in a manner suitable for accession to the HER and follows the guidance set out in *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)* (The Welsh Archaeological Trusts, 2022). In line with this guidance, all submitted reporting will need to include the equivalent of a non-technical summary in Welsh and English at the front of the report combined with short bilingual summaries of the principal Historic Assets recorded during the event. These requirements are mandatory.

The HER enquiry number for this project is GATHER1956 and the Event Primary Reference Number is 46717.

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Historic Background

The car park resurfacing works are located to the north of scheduled monuments *Dinas Dinlle Seagull Trench* and *Dinas Dinlle Camp*.

- Dinas Dinlle Camp (ref. CN048; PRN 1570; NGR SH43705635) is an Iron Age and Roman period fort built on an isolated hill of glacial drift in an otherwise fairly low-lying area of coastal plain. Originally, the fort would have been defended by two earth ramparts with a deep ditch in between; severe erosion has removed all traces on the seaward side, but the defences are still visible from the south and east. As a result of the erosion, a section through the ramparts at the southern end of the fort is currently visible, revealing the boulder facing to the inner rampart. The entrance to the fort was through a gap in the south-eastern rampart and the interior contains the earthwork remains of circular huts. Gwynedd Archaeological Trust was commissioned by the Royal Commission on the Ancient and Historical Monuments of Wales to undertake an archaeological evaluation/excavation at Dinas Dinlle, Gwynedd. The evaluation/excavation was undertaken in August 2019 as part of the EU-funded CHERISH Ireland-Wales Project and included targeted evaluation/excavation at Dinas Dinlle hillfort and an area to the immediate south (reports GAT_1499 and GAT_1582). Two trenches were located within the hillfort and six in a low-lying area to the south. The trenches within the hillfort confirmed the presence of substantial roundhouses and the geophysical survey suggested structural activity to the east. Iron Age and Roman artefacts were recovered, and in tandem with radiocarbon dates from selected deposits, suggested continued occupation and use until at least the 4th century AD. The trenches to the south identified activity across a much broader timeframe, including Early Neolithic pits, medieval field systems and pottery and an abandoned post-medieval farmstead reflecting more recent settlement. All trenches were contained thick deposits of windblown sand reflecting the impact of coastal change. The monument is located c.100m to the southeast of Car Park 1.
- The *Dinas Dinlle Seagull Trench* (scheduled monument. CN396; PRN 25280; NGR SH43675653) is set into the hillside and facing up the peninsula towards RAF Llandwrog. It is a Second World War gun emplacement that is described in the regional historic environment record as a concrete and brick construction, partly buried into the hillside with a thick, pre-cast concrete roof. The original entrance was via a short 'L' shaped passage to the south possibly leading to stairs and hatch opening. There were

probably six-gun emplacements to the west, north and east sides of the structure with the south side being buried in the hillside; the trench was divided into four wings and a central area by brick blast walls with the entrance passageway joining the trench in the central area. There was the provision for six weapons within the Seagull Trench, possibly of two different calibers. It is also clear that there were masts or aerials at each end of the structure which presumably linked the defenders in the Seagull Trench to the command system for RAF Llandwrog. The monument is located c.50m to the southeast of Car Park 1.

There are additional assets recorded in the local area within the regional HER include:

- PRN 96194 (NGR SH4364456579): a post-medieval building at the southern end of Car Park 1. Visible on the 1st edition Ordnance Survey 25-inch to 1-mile map (Caernarvonshire Series Sheet XX.2) on the edge of the coastline. On the later editions of the map, the building significantly expands in the early 20th century to consist of two to three buildings as depicted in the 2nd and 3rd edition maps. The property included a long narrow patch of land along the coastline in front of the former Dinas Dinlle Hotel/Caernarvon Bay Hotel PRN 96193/PRN 96403.
- PRN 25281 (NGR SH4363056560): a substantial solid pillbox, square in plan. Door & 1 gun embrasure on land ward side (SE), 3 embrasures facing hillfort & SW, 2 out to sea and one roughly N-wards up the peninsula. Also has large diameter (c. 20cm) ceramic pipes set into 3 of the corners as viewing positions or further gun loops. Roof supported by large central stone & concrete pillar on a lozenge shaped base. Several formed concrete blocks (prob. Original) remain inside. Apparently used to block embrasures as are the correct shape. Door & frame absent. Described in the HER entry as “not a pillbox of a regular 'type', probably of local design”.
- PRN 96365 and 96385 (NGR SH4361356895): Two cottages across the road from Car Park 2; recorded under the name of *Tan-y-Feisdon* on the 1st edition Ordnance Survey 25-inch to 1-mile map as one property. The cottages include several ancillary buildings/structures and share three local fields/paddocks; in 3rd edition Ordnance Survey 25-inch to 1-mile map, the cottages are referred to as the 'Dinas Cottages' and are now known as *Penrhyn Gogledd* and *Beach Cottage*.

2.2 Historic Mapping

The 1849 Llandwrog Parish Tithe map shows the watching brief areas as part of the coastline, with a track running alongside (later replaced by a 20th century road) and a local road network and field system, the latter of which are similar to present. The main difference seen in modern mapping is the greater number of coastline properties, the modern coast road, and the establishment of the car park and seafront defences.

The 1st, 2nd and 3rd edition Ordnance Survey 25-inch to 1-mile County Series Ordnance Survey maps (Caernarvonshire County Series Map Sheet XX.2, published 1889, 1900 and 1917 respectively; cf. [Figures 04](#), [05](#) and [06](#)), like the tithe map, show a similar field system and road network to present, but differ in showing the gradual appearance of coastline properties. The car parks are shown as a coastline area opposite the Carnarvon (sic) Bay Hotel (PRN 96403) and Dinas Cottages (PRN 96365 and 96385), with a rectangular building (PRN 96194) and a letterbox (designated *L.B.* on the mapping) to the south of Car Park 1.

3 METHOD STATEMENT

3.1 Introduction

An archaeological watching brief is defined by the Chartered Institute for Archaeologists as a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons 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 (CIfA, 2020).

The watching brief will monitor car park resurfacing works at Dinas Dinlle, Ger Y Llan, Llandwrog, Gwynedd LL54 5TJ (NGR SH436455662; cf. [Figure 01](#)). Included in the works are the excavation of a trench for cable ducts and excavation of an embankment as a retaining wall for a bus-stop; the trench will measure c.600mm deep x 400mm wide; the embankment will be c.24m long x 6m wide x 1.5m deep. The work areas are sub-divided into Car Park 1 and Car Park 2 (cf. [Figures 02](#) and [03](#)). There is an 18-week construction programme; the trench for cable ducts is currently scheduled from Tuesday 7th November for 3 to 4 days' duration and the embankment excavation is provisionally scheduled for 1st. week in December (note: all subject to change). The works will be undertaken by GH James Cyf on behalf of YGC.

The watching brief is located within an area of known prehistoric and Second World War activity as represented by scheduled monuments *Dinas Dinlle Camp* (ref. CN048) and *Dinas Dinlle Seagull Trench* (ref. CN396) that are located to the south (cf. [Figure 01](#)).

GAPS have requested a watching brief on a *partial* basis. A partial watching brief is defined as being 'as and when appropriate', which here would mean that if it was found that the ground was previously disturbed, the watching brief may be discontinued for that section, or if the trench is found to be too narrow for practical monitoring. In addition to the cable trench and the embankment, GAPS have stated the watching brief should monitor any kind of excavation that has the potential to impact possible sub-surface archaeology, including (but not limited to): trenching, footings, bank interventions, and even stripping of car park surface (subject to finalised depths required). The watching brief will not need to monitor any works requiring the build-up from existing surfaces GAPS have also stated that sufficient desk-based evidence should be provided as part of the wider report to support the results; in support of this, the following resources will be consulted:

1. The regional Historic Environment Register (HER) Gwynedd Archaeological Trust, Craig Beuno, Ffordd y Garth, Bangor, Gwynedd LL57 2RT) will be examined for information concerning the area. Examination of the core HER will be undertaken,

including the 25inch to 1-mile County Series Ordnance Survey maps (Caernarvonshire County Series Map Sheet XX.2 Published: 1st edition 1889, 2nd edition 1900 and 3rd edition 1917) and secondary sources.

2. The National Monuments Record of Wales (Royal Commission on the Ancient and Historical Monuments of Wales, Plas Crug, Aberystwyth SY23 1NJ) and the online catalogue of the National Library of Wales (Penglais Rd, Aberystwyth SY23 3BU) will be examined checked for any sites additional to the HER;
3. Aerial photographs from the National Monuments Record of Wales (Royal Commission on the Ancient and Historical Monuments of Wales, National Monuments Record of Wales, Plas Crug, Aberystwyth SY23 1NJ) will be examined for potential features. This will include 1940s RAF and later vertical aerial photographs;
4. Archive data, including primary and secondary sources, historic maps and estate maps will be examined at the regional archives, if open and accessible. Archive data will include historic mapping such as the 1849 Llandwrog Parish Tithe map and schedule; and
5. Light Detection and Ranging (LiDAR) data will be examined from *DataMap Wales* at <https://datamap.gov.wales/maps/lidar-viewer/> for information on potential surface features using 1m digital terrain modelling for area SH4356.

3.2 Watching Brief

3.2.1 Fieldwork Methodology

- The watching brief will monitor groundworks as far as the works limit of excavation, the archaeological horizon or the glacial horizon, whichever is encountered first. *The project archaeologist will be afforded sufficient time and opportunity to investigate any archaeological activity, or suspected archaeological activity, encountered;*
- All attendances and photographs will be recorded using GAT pro-formas (cf. [Appendices I](#) and [II](#)). The records will include stratigraphic depths and composition. The size and location of each trial pit will be recorded;
- Any encountered subsurface features will be recorded on GAT pro-formas with detailed notations and will be recorded photographically with an appropriate scale and a hand drawn measured survey completed;
- Photographic images will be taken using a digital SLR camera set to maximum resolution in RAW format; a photographic record will be maintained on site using GAT pro-formas and digitised in *Microsoft Access* as part of the fieldwork archive and dissemination process. Photographic images will be archived in TIFF format using Adobe Photoshop; the archive numbering system will start from G2813_001. A photographic ID board will be used to record site code, image orientation and any relevant context numbers; scale bars of appropriate size and quantity will be used, both for general images and for individual features/feature groups.
- Any archaeological features/deposits/structures encountered will be manually cleaned and examined to determine extent, function, date and relationship to adjacent activity. The following excavation strategy will generally apply: 50% sample of each sub-circular feature, 25% sample of each linear feature (terminal ends and intersection points with other features will be prioritised). However, if discrete features are identified, these will be 100% excavated. Any features that comprise a spread of material rather than a cut feature, will be completed in quadrants (if fully extant) or 100% excavated if present as a discrete spread;
- Any required sections and plans to be drawn at a minimum 1:10 scale using GAT A4, A3 or A2 pro-forma permatrace (whichever is appropriate to the size/scale of the drawing); section datums will be recorded.

Should dateable artefacts, human remains and/or ecofacts be recovered, a post-excavation assessment will be prepared as the initial fieldwork report (MAP2 Phase 3),

leading to an Updated Project Design (UPD) for analysis and final reporting (MAP2 Phase 4). Alternatively, depending on quantity and extent of the artefacts and ecofacts, a post-excavation statement will be prepared, followed by MAP2 Phase 4. Additional time, resourcing and costs will be required to undertake any post-excavation programme of works.

3.2.2 Human Remains

Whilst human remains are not expected, if any human remains are identified that cannot be preserved in situ, any excavation will take place under appropriate regulations and with due regard for health and safety issues. In order to excavate human remains, a Ministry of Justice licence is required under Section 25 of the Burials Act 1857 for the removal of any body or remains of any body from any place of burial. In accordance with the Ministry of Justice licence, recovered remains will be reburied once the investigation and/or assessment/analysis are complete.

Non-fragmented skeletal remains will be excavated using wooden tools and collected and stored in polyethylene bags (with appropriate references for context, grave number, et al) and placed in a lidded cardboard archive box (note: separate boxes for each grave) and stored in a suitable manner within GAT premises. If significant quantities of human remains are encountered, a human osteologist should be contacted and appointed to advise the team during the fieldwork. The osteologist will be an external appointment: Dr. Genevieve Tellier | Tel: 01286 238827 | email: northwalesosteology@outlook.com who will assist in devising the excavation, recording and sampling strategy for features containing human remains. The osteologist should also help to ensure that adequate post-excavation processing of human remains is carried out so that the material is in a fit state for assessment during the post-excavation stage. For inhumations, this will involve washing, drying, marking and packing.

If human remains are recovered that are deemed suitable for further assessment/analysis, this will be completed in accordance with the osteologist's requirements and with *Human Bones from Archaeological Sites Guidelines for producing assessment documents and analytical reports* (Chartered Institute for Archaeologists, 2017).

If human remains are recovered that are deemed suitable for further assessment/analysis, this will be completed in accordance with the osteologist's requirements and with *The Role of the Human Osteologist in an Archaeological Fieldwork Project* (Historic England, 2022).

3.2.3 Ecofacts

Should any archaeological features and/or sealed deposits be identified that are deemed suitable for assessment and analysis, bulk ecofact samples will be taken by the GAT Project Archaeologist team using 10 litre sampling buckets. The deposits will be assessed and analysed for plant species and charcoal, with the results used to inform agrarian practices and wood fuel use, as well as possibly dating. Initial assessment would be completed by the GAT Project Archaeologist team using wet sieving, with the subsequent species identification assessment completed by an ecofact specialist (Jackaline Robertson | AOC Archaeology | telephone: 0208 843 7380). Any deposits deemed suitable for dating will be submitted to a laboratory specialising in radiocarbon dating (e.g., SUERC).

Any ecofact assessment/analysis proposals will require additional resourcing and cost and will only be undertaken further to agreement with GAPS and the client.

Any ecofact samples taken from human burials will be recovered in accordance with the appointed osteologist's guidance.

3.2.4 Artefacts

Diagnostic artefacts will be retained for further examination and identification. Pottery sherds of 19th and 20th century date will be examined on site and the context from which they were retrieved noted but the sherds will not be retained. The artefacts will be treated according to guidelines issued by the UK Institute of Conservation (Watkinson and Neal 2001) in particular the advice provided within *First Aid for Finds* (Rescue 1999) and Historic England.

Any waterlogged artefacts (e.g. wood or leather) that are to be recovered for post-excavation assessment and analysis will be processed in accordance with *Environmental Archaeology: a guide to the theory and practice of methods, from sampling and recovery to post-excavation* (English Heritage, 2011) and specifically in accordance with Brunning and Watson (2010) for waterlogged wood and Historic England (2012) for waterlogged leather. In such cases an external specialist will be contacted to agree an appropriate sampling and recovery strategy via Lucy Whittingham | Project Manager (post-excavation) | AOC Archaeology | telephone: 0208 843 7380 | email: lucy.whittingham@aocarchaeology.com).

Any artefact assessment/analysis will require additional resourcing and cost.

All finds are the property of the landowner; however, it is Trust policy to recommend that all finds are donated to an appropriate museum (in this case Storiol, Ffordd Gwynedd, Bangor, Gwynedd LL57 1DT), where they can receive specialist treatment and study. Access to finds must be granted to the Trust for a reasonable period to allow for analysis and for study and publication as necessary. Trust staff will undertake initial identification, but any additional advice would be sought from a wide range of consultants used by the Trust, including National Museums and Galleries of Wales at Cardiff.

All finds of treasure must be reported to the coroner for the district within fourteen days of discovery or identification of the items. Items declared Treasure Trove become the property of the Crown, on whose behalf the Portable Antiquities Scheme acts as advisor on technical matters and may be the recipient body for the objects.

The Treasure Valuation Committee, based at the British Museum, and informed by the Portable Antiquities Scheme, will decide whether they or any other museum may wish to acquire the object. If no museum wishes to acquire the object, then the Secretary of State will be able to disclaim it. When this happens, the coroner will notify the occupier and landowner that he intends to return the object to the finder after 28 days unless he receives no objection. If the coroner receives an objection, the find will be retained until the dispute has been settled.

GAT will contact the landowner (via client) for agreement regarding the transfer of artefacts, initially to GAT and subsequently to the relevant museum (Storiel). A GAT produced pro-forma will be issued to the landowner where they are given the option to donate the finds or to record that they want them returning to them once analysis and assessment has been completed. Artefacts will be transferred to the Storiel in accordance with their guidelines.

3.3 Working Project Archive

Following the completion of the photographic survey and watching brief, a working project archive will be created based on following task list;

1. Pro-formas: all cross referenced and complete;
2. Photographic Metadata: completed in *Microsoft Access* and cross-referenced with all pro-formas;
3. Survey data: downloaded using a Computer Aided Design package;
4. Sections (if relevant): all cross referenced and complete;
5. Plans (if relevant): all cross referenced and complete;
6. Artefacts (if relevant): quantified and identified; register completed;
7. Ecofacts (if relevant): quantified and register completed;
8. Context register (if relevant): quantified and register completed.

All relevant site archive data will be added to a digital project register specific to this project, which will be prepared in *Microsoft Excel*.

The site archive data will then be processed, final illustrations will be compiled and a report will be produced which will detail and synthesise the results.

3.4 Selection Strategy & Data Management Plan

As stated in *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (Chartered Institute for Archaeologists, 2020), para. 3.3.1, “Project specifications, research designs or similar documents should include a project- specific Selection Strategy and a Data Management Plan. The Chartered Institute for Archaeologists states that “(I)t is widely accepted that not all the records and materials collected or created during the course of an Archaeological Project require preservation in perpetuity. These records and materials constitute the Working Project Archive which will be subject to Selection, in order to establish what will be retained for long-term curation” (<https://www.archaeologists.net/selection-toolkit>). The working project archive in this instance will comprise digital data including photographic data, documentation and written data, as well as paper records, including project pro-formas. The Data Management Plan will be stored on a project specific form in the GAT project database (format: *Microsoft Access*) and the Selection Strategy and both will be based on a GAT pro-forma (cf. [Appendix III](#)) that will be updated and appended to the final report.

This working project archive data will be processed as follows:

1. Pro-formas: all cross referenced and scanned for digital archiving;
2. Photographic Metadata: cross-referenced with all pro-formas and completed in *Microsoft Excel*;

Information from these will be used to compile the project report. The physical archive will be stored in a designated project folder and the location confirmed in the Data Management Plan; the digital dataset will be stored on a dedicated Trust server, with the location confirmed in the Data Management Plan via a specific hyperlink. External datasets for the HER and RCAHMW are as defined in the dissemination strategy below.

3.5 Reporting

The project report will include the following:

1. Front cover;
2. Inner cover;
3. Figures and Plates List;
4. Non-technical summary (Welsh/English);
5. Introduction;
6. Methodology;
7. Results;
8. Conclusion
9. Bibliography;
10. Figures; inc.:
 - location plan;
 - sections and plans of recorded archaeological activity (if applicable)
11. Plates; inc.
 - Illustrative examples from the Watching Brief
12. Appendix I (approved specification);
13. Appendix II (Photographic metadata);
14. Appendix III (Selection Strategy and Digital Management Plan – Final Versions)
15. Back cover.

3.6 Dissemination & Archiving

The following dissemination and archiving of the report and digital dataset will be applied:

- A digital report will be provided to YGC and Gwynedd Archaeological Planning Service (draft report then final report);
- A digital report will be provided to the regional Historic Environment Record; this will be submitted within six months of project completion, along with a digital dataset comprising an Event PRN summary. The report and dataset will be submitted in accordance with the required standards set out in *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) (Version 2)*; and
- A digital report and digital archive dataset will be provided to Royal Commission on Ancient and Historic Monuments, Wales (final report only), in accordance with the *RCAHMW Guidelines for Digital Archives Version 1*. The dataset will be prepared in the format required by RCAHMW and will include:
 - Photographic metadata (Microsoft Access);
 - Photographic archive (TIFF format);
 - Project Information form (Excel);
 - File Information form (Excel) – Microsoft Word report text final;
 - File Information form (Excel) – Photographic metadata (general);
 - File Information form (Excel) – Adobe PDF report final; and
 - File Information form (Excel) - Photographic metadata (detail).

4 PERSONNEL

The project will be managed by John Roberts, Principal Archaeologist GAT Contracts Section and undertaken by a Project Archaeologist. The Project Archaeologist will be responsible for the completion of all on site pro-formas and the photographic archive, as well as for submitting a draft final report for project manager review and approval. The report will then be submitted as per the arrangements defined above.

5 HEALTH AND SAFETY

A site-specific risk assessment will be prepared and will be reviewed by the GAT Project Archaeologist in advance of works, with any additional risks identified on site highlighted in the dynamic risks section and appropriate mitigation undertaken. The GAT attendee will be issued with required personal safety equipment, including high visibility jacket, steel toe-capped boots and safety helmet. All site work will be managed and undertaken in accordance with the GAT Health & Safety Policy.

6 SOCIAL MEDIA

One of the key aims in the GAT mission statement is to improve the understanding, conservation and promotion of the historic environment in our area and inform and educate the wider public. To help achieve this, GAT maintains an active social media presence and seeks all opportunities to promote our projects and results. With permission, GAT would like the opportunity to promote our work on this scheme through our social media platforms. This could include social media postings during our attendance on site as well as any postings to highlight results. In all instances, approval will be sought from client prior to any postings.

7 INSURANCE

7.1 Public/Products Liability

Limit of Indemnity- £5,000,000 any one event in respect of Public Liability INSURER Ecclesiastical Insurance Office Plc.

Policy Type Public Liability

Policy Number 000375 Expiry Date 22/08/2024

7.2 Employers Liability

Limit Of Indemnity- £10,000,000 Any One Occurrence. Insurer Ecclesiastical Insurance Office Plc.

Policy Type Public Liability

Policy Number 000375 Expiry Date 22/08/2024

7.3 Professional Indemnity

Limit Of Indemnity- £5,000,000 In Respect Of Each And Every Claim Insurer AXA Insurance UK Plc

Policy Type

Professional Indemnity Policy Number Tg0275

Expiry Date 22/08/2024

8 SOURCES CONSULTED

1. Chartered Institute for Archaeologists, 2020, Standard and guidance for the collection, Documentation, Conservation and Research of Archaeological Materials
2. Chartered Institute for Archaeologists, 2020. Standard and Guidance for Archaeological Watching Brief
3. English Heritage, 1991, Management of Archaeological Projects (MAP2)
4. Historic England, 2015, Management of Research Projects in the Historic Environment (MoRPHE)
5. Lynes MS, Ferreira C, Oattes AM, Jones B, Evans R, McGuinness N and Ryan Young C, 2019, *Dinas Dinlle, Gwynedd Cloddio Gwerthuso Archeolegol/Archaeological Evaluation Excavation*. Gwynedd Archaeological Trust Report 1499.
6. Lynes MS, Ferreira C, Oattes AM, Jones B, Evans R, McGuinness N and Ryan Young C, 2021, *Dinas Dinlle, Gwynedd Cloddio Gwerthuso Archeolegol/Archaeological Evaluation Excavation*. Gwynedd Archaeological Trust Report 1582.
7. Royal Commission on Ancient and Historic Monuments of Wales, 2015, Guidelines for digital archives
8. The Welsh Archaeological Trusts, 2022. *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) Version 2*.

FIGURE 01

Site Location. Based on Ordnance Survey 1:10000 County Series Map. Scale 1:5000@A4. © Crown copyright and database rights 2023 OS 100020577. Contains National Statistics data © Crown copyright and database right 2023.

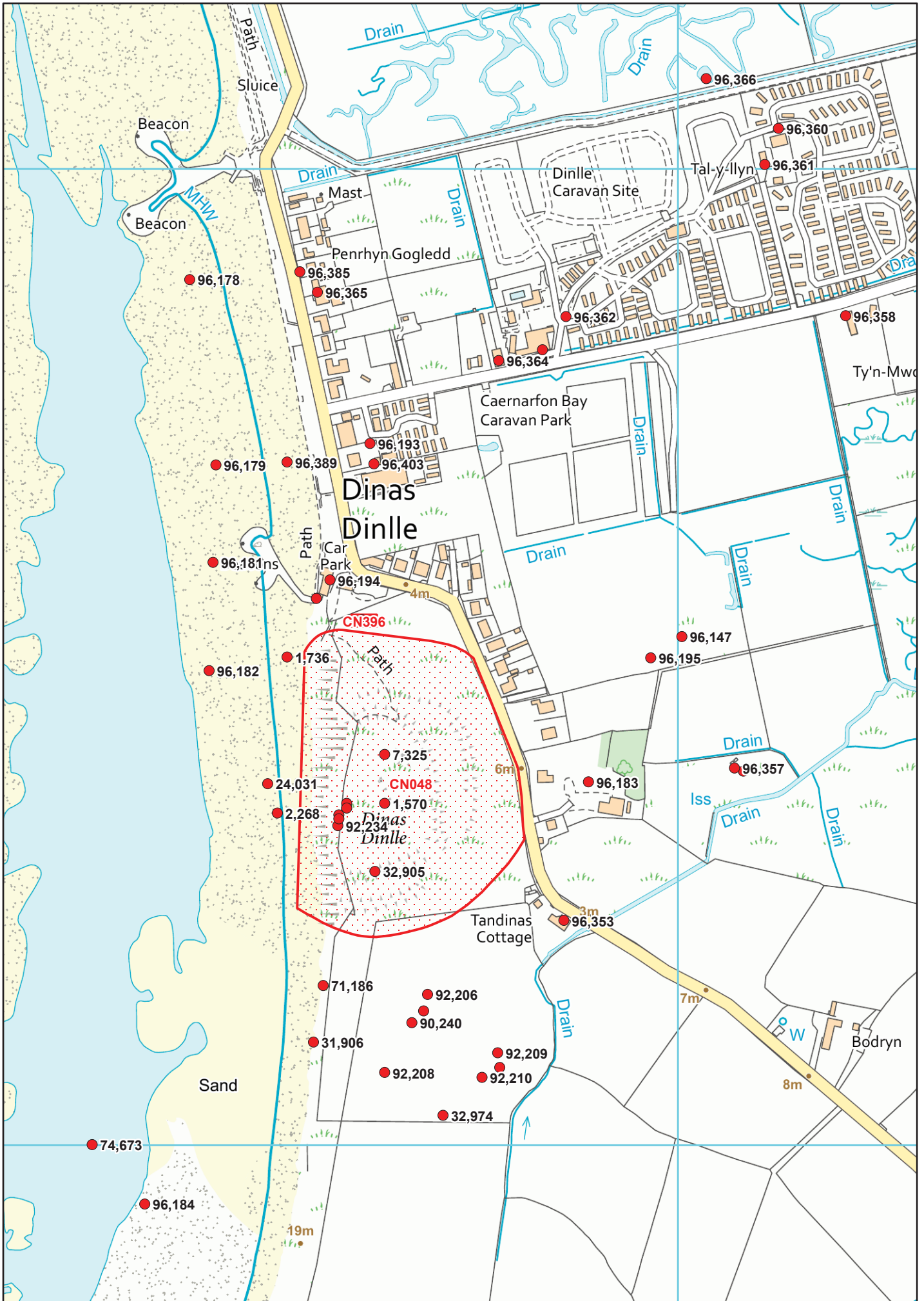


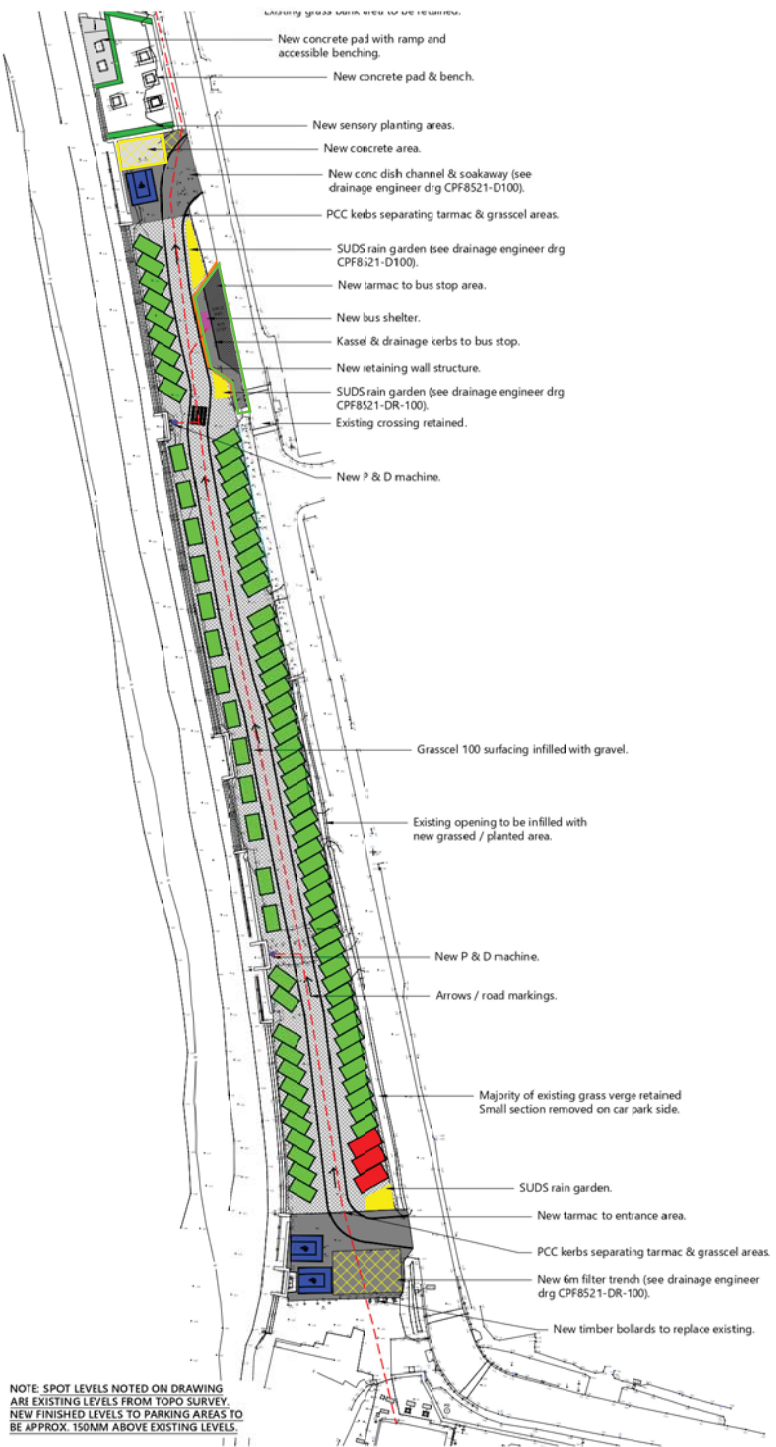
Figure 01: Site Location. Based on Ordnance Survey 1:10000 County Series Map. Scale 1:5000@A4.

© Crown copyright and database rights 2023 OS 100020577. Contains National Statistics data

© Crown copyright and database right 2023

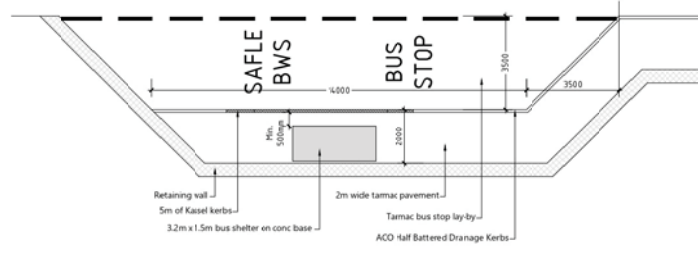
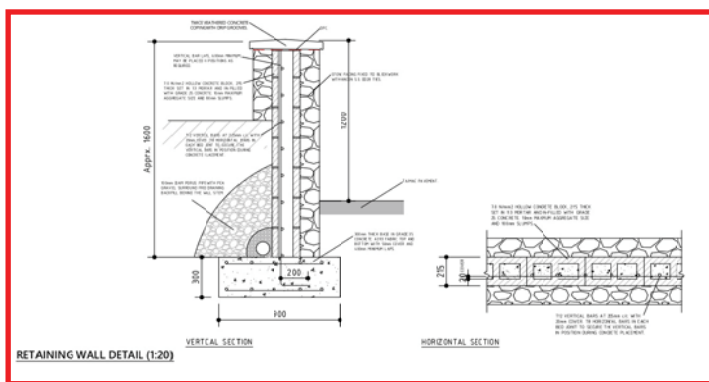
FIGURE 02

Reproduction of YGC Drawing No. CPF8520-05 showing proposed works in Car Park 1. Scale: as shown.

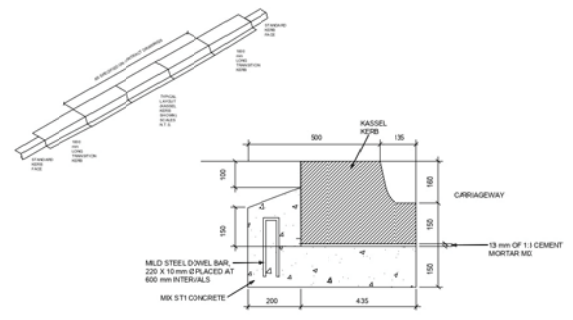


NOTE: SPOT LEVELS NOTED ON DRAWING ARE EXISTING LEVELS FROM TOPO SURVEY. NEW FINISHED LEVELS TO PARKING AREAS TO BE APPROX. 150MM ABOVE EXISTING LEVELS.

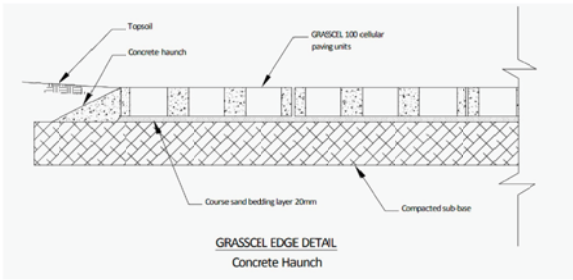
PROPOSED CAR PARK AREA 1 (SCALE: 1:500@A1)



PROPOSED NEW BUS STOP LAYOUT (1:100)



KASSEL KERB DETAIL (1:10)



GRASSCELL 100 EDGE DETAIL (NTS)

CLIENT/CLIENT:

NODIADAU/NOTES

KEY:

- Parking bays & road markings
- New Grasscrete surface
- Grasscrete standard car parking bays (2.6m x 4.8m)
- Grasscrete accessible car parking bays (4.8m x 6m)
- Grasscrete extended parking bays (3m x 6m)
- Pay & Display Machine
- New tarmac areas/pavement
- New concrete paths/areas
- New bus shelter (1.5m x 3.2m)
- New bus stop / lay-by area (4.8m x 3.5m)
- New retaining wall
- New bike rack
- Indicative line of underground ductwork for electrical cabling to P & D Machines
- Rain garden (SUDS)
- New sensory planting areas

NOTE: DO NOT SCALE OFF DRAWING. ALL DIMENSIONS TO BE CHECKED ONSITE. DRAWINGS TO BE READ IN CONJUNCTION WITH SDW. ALL DIMENSIONS, SETTINGS, LEVELS & GENERAL DETAILS TO BE CONFIRMED BY CONTRACTOR. CONTRACTOR TO ACCURATELY MEASURE UP ONSITE PRIOR TO ORDERING OF MATERIALS. CONTRACTOR TO VISIT SITE FOR PRICING PURPOSES AND TO ALLOW FOR ALL SITE PREPARATION AND WORK ELEMENTS FOR A COMPLETE JOB. SITE MUST BE KEPT SECURE AND FOR DURATION OF WORK.

NOTE: CONTRACTOR MUST PROVIDE MEASURES TO PREVENT ANY POLLUTANTS FROM ENTERING THE NEARBY WETLAND AND MARINE HABITATS. ALL WORKS MUST BE CARRIED OUT IN ACCORDANCE WITH GUIDANCE FOR POLLUTION PREVENTION (GPP 5).



CYLLUN / SCHEME:

DINAS DINLE, CAERNARFON
CAR PARK IMPROVEMENT WORKS 2023-24

TITL LLLUNIA / DRAWING TITLE:

GWAIH ARFAETHEDIG MAES PARCIO 1
CAR PARK 1 PROPOSED WORKS

DAIARBYDD GAN:	TML	DYDDIAD DAIARBYDD:	MED 23 / SEP 23
GWAIHWYD GAN:	HRR	DYDDIAD GWAIHWYD:	MED 23 / SEP 23
CHEKED BY:		DATE CHECKED:	
Tafn:	#	GRADDFEID:	1:500@A1
Scale:	#	SCALES:	

Rhif Llundain Drawing No. CPF8520-05

YFYL GWYNEDD COUNCIL / GWYNEDD COUNCIL / PROJECT/GWYNEDD/ENFERE CAD DWYFEDD DINLE CAERNARFON - CAR PARK IMPROVEMENT WORKS/TENDER SHEETING

FIGURE 03

Reproduction of YGC Drawing No. CPF8520-06 showing proposed works in Car Park 2. Scale: as shown.

NODIADAU/NOTES

KEY:	
Parking bays & road markings	
New Grasscrete surface	
Grasscrete standard car parking bays (2.6m x 4.8m)	
Grasscrete accessible car parking bays (4.8m x 6m)	
Grasscrete extended parking bays (3m x 6m)	
Pay & Display Machine	
New tarmac areas/pavement	
New concrete paths/areas	
New bus shelter (1.5m x 3.2m)	
New bus stop / lay-by area (1.4m x 3.5m)	
New retaining wall	
New bike rack	
Indicative line of underground ductwork for electrical cabling to P & D Machines	
Rain garden (SUDS)	
New sensory planting areas	

NOTE:
DO NOT SCALE OFF DRAWING. ALL DIMENSIONS TO BE CHECKED ONSITE. DRAWINGS TO BE READ IN CONJUNCTION WITH SCW. ALL DIMENSIONS, SETTING OUT, LEVELS & GENERAL DETAILS TO BE CONFIRMED BY CONTRACTOR. CONTRACTOR TO ACCURATELY MEASURE UP ONSITE PRIOR TO ORDERING OF MATERIALS. CONTRACTOR TO VISIT SITE FOR PRICING PURPOSES AND TO ALLOW FOR ALL SITE PREPARATION AND WORK ELEMENTS FOR A COMPLETE JOB. SITE MUST BE KEPT SECURE AND FOR DURATION OF WORK.

NOTE:
CONTRACTOR MUST PROVIDE MEASURES TO PREVENT ANY POLLUTANTS FROM ENTERING THE NEARBY WETLAND AND MARINE HABITATS. ALL WORKS MUST BE CARRIED OUT IN ACCORDANCE WITH (GUIDANCE FOR POLLUTION PREVENTION (GPP 5).

Author	Individual
Drawn	Individual
Checked	Individual
Approved	Individual

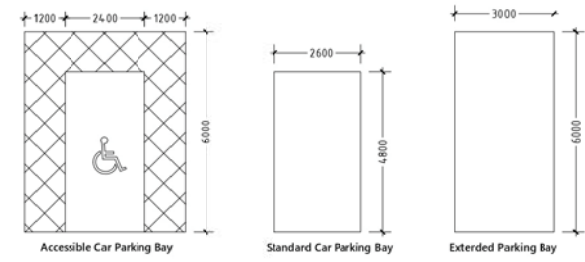


CYLLUN / SCHEME:
**DINAS DINLE, CAERNARFON
CAR PARK IMPROVEMENT WORKS 2023-24**

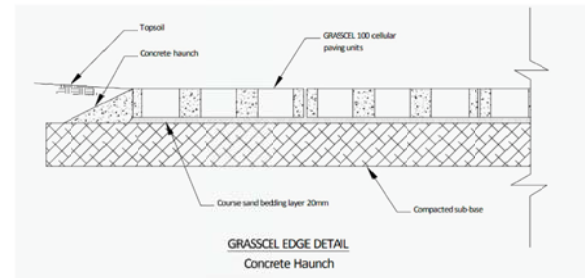
TITL LLUNIAU / DRAWING TITLE:
**GWATH ARFAETHEDIG MAES PARCIO 2
CAR PARK 2 PROPOSED WORKS**

DARLAWYD GAN / DRAWN BY:	TML	DYDDIAD DARLAWYD / DATE DRAWN:	MED 23 / SEP 23
GWIRYD GAN / CHECKED BY:	HRR	DYDDIAD GWIRYD / DATE CHECKED:	MED 23 / SEP 23
Tafn / Scale:		GRADDYDD / SCALES:	1:500@A1

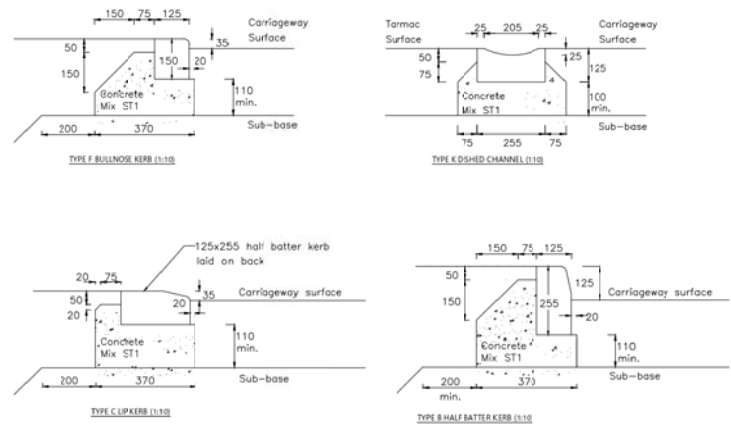
Rhif Lluniau / Drawing No. **CPF8520-06**



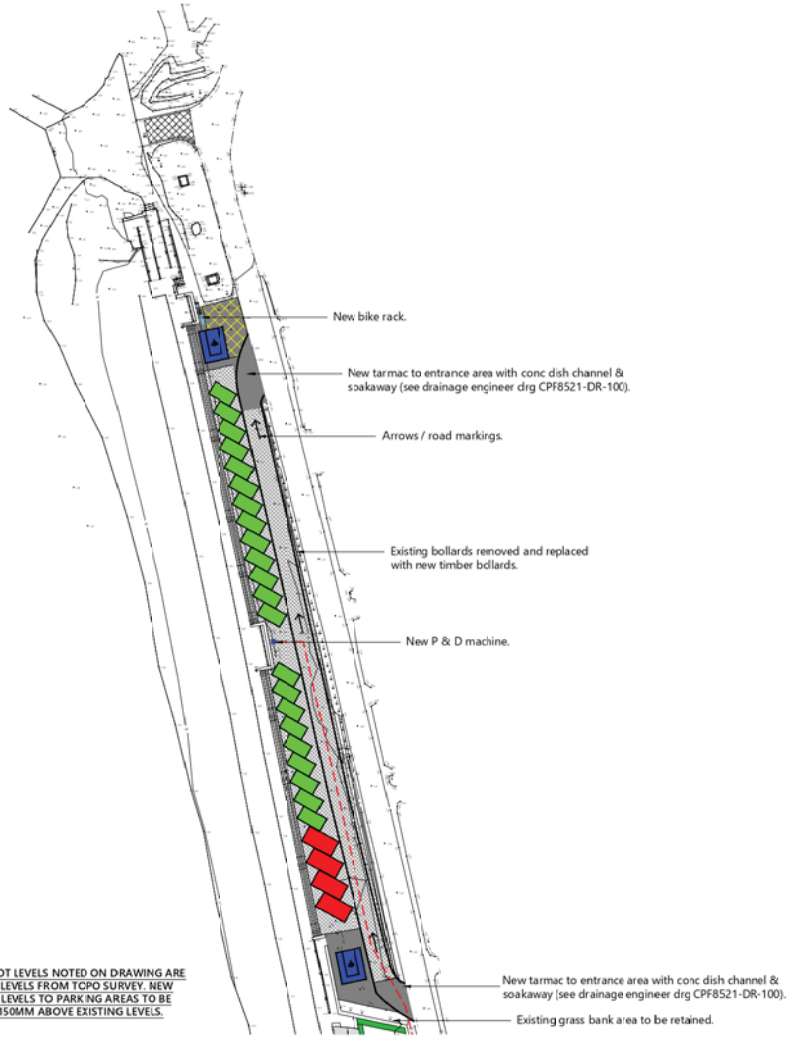
PARKING BAY LAYOUTS (NTS)



GRASSCEL 100 EDGE DETAIL (NTS)



KERBS/CHANNELS STANDARD DETAILS (1:10)



NOTE: SPOT LEVELS NOTED ON DRAWING ARE EXISTING LEVELS FROM TCPO SURVEY. NEW FINISHED LEVELS TO PARKING AREAS TO BE APPROX. 150MM ABOVE EXISTING LEVELS.

PROPOSED CAR PARK AREA 2 (SCALE:1:500@A1)



YGC - Gwynedd Council
 PROJECT: GWATH ARFAETHEDIG MAES PARCIO 2 - CAR PARK IMPROVEMENT WORKS (TENDER SPECIFICATIONS)

FIGURE 04

**Reproduction of First Edition Ordnance Survey 1-inch to 25-mile
Caernarvonshire County Series Map Sheet XX.2. Published in 1889. Scale
1:5000@A4.**

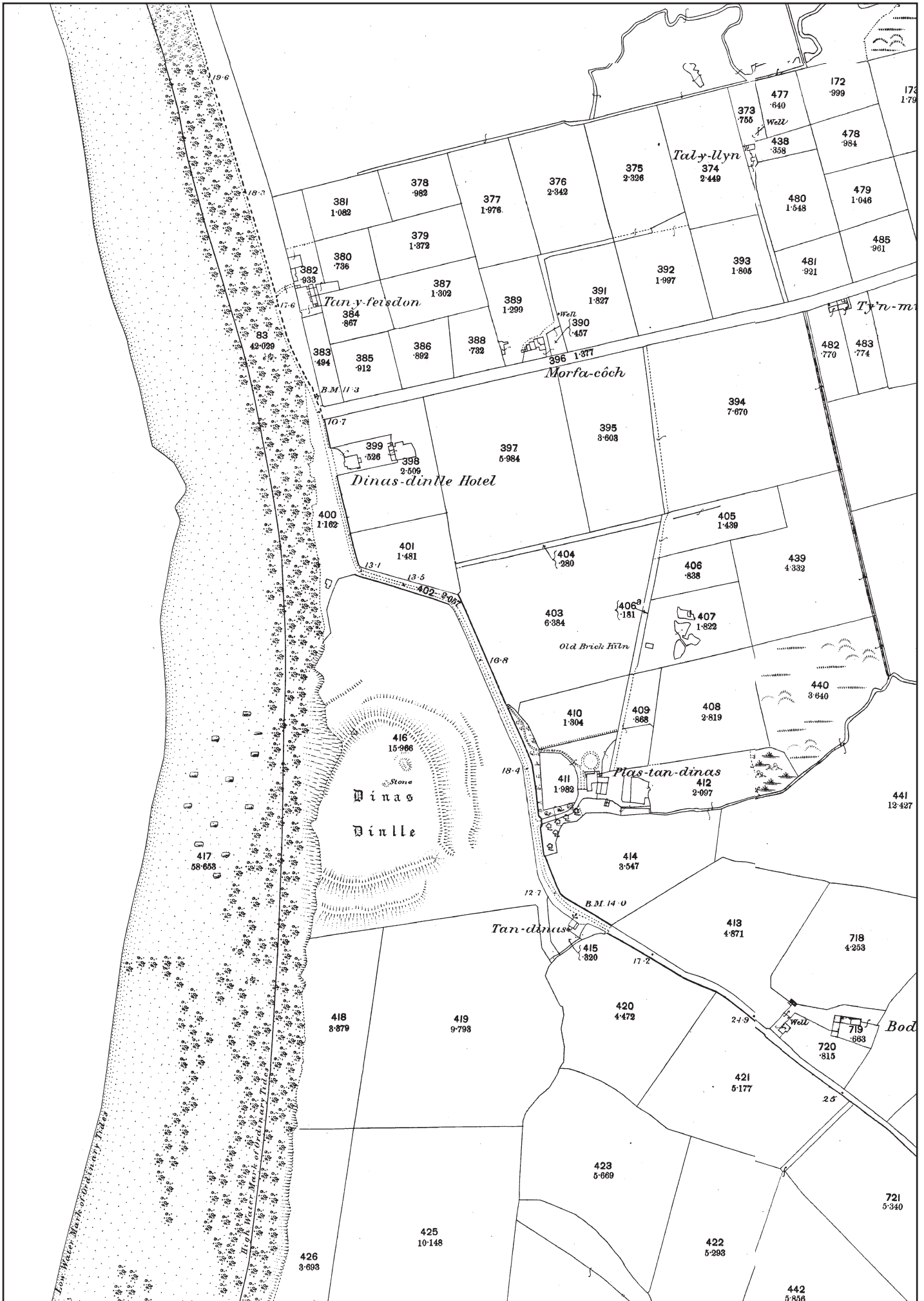


Figure 04: Reproduction of First Edition Ordnance Survey 1-inch to 25-mile Caernarvonshire County Series Map Sheet XX.2. Published in 1889. Scale 1:5000@A4.

FIGURE 05

**Reproduction of Second Edition Ordnance Survey 1-inch to 25-mile
Caernarvonshire County Series Map Sheet XX.2. Published in 1910. Scale
1:5000@A4.**

FIGURE 06

Reproduction of Third Edition Ordnance Survey 1-inch to 25-mile Caernarvonshire County Series Map Sheet XX.2. Published in 1917. Scale 1:5000@A4.

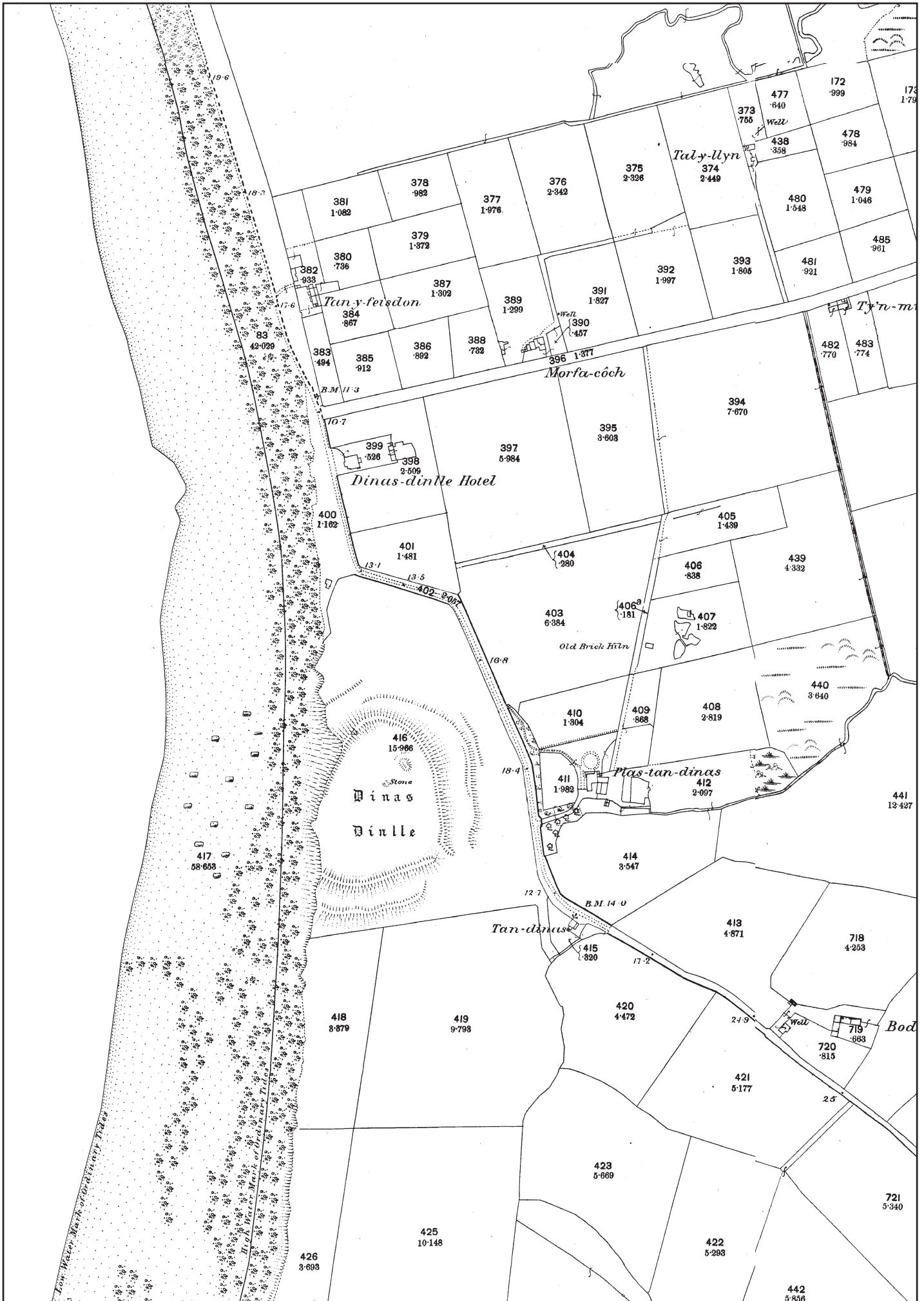


Figure 06: Reproduction of Third Edition Ordnance Survey 1-inch to 25-mile Caernarvonshire County Series Map Sheet XX.2. Published in 1917. Scale 1:5000@A4.

APPENDIX I

Gwynedd Archaeological Watching Brief Pro-Forma

WATCHING BRIEF DAY RECORD

Date

Project name

Project number

Compiler

Location

Description

Times of travelling and on-site

Drawn record details

Photographic record details

APPENDIX II

Gwynedd Archaeological Trust Photographic Metadata Pro-Forma

APPENDIX III

Gwynedd Archaeological Trust Selection Strategy & Digital Management Plan

G2813_Dinas_Dinlle_Car_Park

02/11/2023 v1.0

Selection Strategy

Project Information

Project Management

Project Manager	John Roberts john.roberts @heneb.co.uk
Archaeological Archive Manager	John Roberts john.roberts @heneb.co.uk
Organisation	Gwynedd Archaeological Trust

Stakeholders		Date Contacted
Collecting Institution(s)	GAT Historic Environment Record	02/11/2023
	RCAHMW	On completion of Project Archive
	Storiell, Ffordd Gwynedd, Bangor, Gwynedd LL57 1DT	If applicable, post-fieldwork based on artefact recovery
Project Lead / Project Assurance	Gwynedd Archaeological Planning Services	tbc
Other (client)	YGC	n/a

Resources

Resources required

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

No unusual resources required outside of GAT normal operating equipment and personnel.

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 full aims and objectives of this project are detailed in the project specific WSI.

Gwynedd Archaeological Trust has been commissioned by *GH James Cyf* to undertake an archaeological watching brief during car park resurfacing works at Dinas Dinlle, Ger Y Llan, Llandwrog, Gwynedd LL54 5TJ (NGR SH436455662). Included in the works are the excavation of a trench for cable ducts and excavation of an earth bank as a retaining wall for a bus-stop. The work areas are sub-divided into Car Park 1 and Car Park 2 and are located to the north of scheduled monuments *Dinas Dinlle Seagull Trench* (ref. CN396) and *Dinas Dinlle Camp* (ref. CN048). The works are scheduled from November 2023 with an 18-week construction programme.

Source: Gwynedd Archaeological Trust. 2023. Dinas Dinlle Car Park: Written Scheme of Investigation For Archaeological Mitigation. Prepared for YGC. November 2023. Project G2813.

1 – Digital Data

Stakeholders

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

John Roberts (GAT Principal Archaeologist)

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.

All digital data will be collected, stored and selected in lines with the Gwynedd Archaeological Trust (GAT) Data Management Plan located on GAT's servers (available on request).

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.

Following the completion of the fieldwork, a working project archive will be created based on following task list;

1. Pro-formas: all cross referenced and complete;
2. Photographic Metadata: completed in *Microsoft Access* and cross-referenced with all pro-formas;
3. Survey data: downloaded using a Computer Aided Design package;
4. Sections (if relevant): all cross referenced and complete;
5. Plans (if relevant): all cross referenced and complete;
6. Artefacts (if relevant): quantified and identified; register completed;
7. Ecofacts (if relevant): quantified and register completed;
8. Context register (if relevant): quantified and register completed.

All relevant site archive data will be added to a digital project register specific to this project, which will be prepared in *Microsoft Excel*. This data will then be used as the basis for the physical and digital dataset archives. Information from these will be used to compile the project report. The physical archive will be stored in a designated project folder and the location confirmed in the Trust project database; the digital dataset will be stored on a dedicated Trust server, with the location confirmed in the Trust project database via a specific hyperlink. External datasets for the HER and RCAHMW are as defined in the dissemination strategy below. De-selected digital data will be confirmed in an updated digital management plan appended to the final report

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.

It is envisaged that the de-selected material will be retained on the GAT servers for 2 years following the completion of the project at which point they will be reviewed and deleted as necessary in line with the GAT DMP.

Amendments

Detail any amendments to the above selection strategy here.

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).

John Roberts – Principal Archaeologist, Gwynedd Archaeological Trust;
Sean Derby – Historic Environment Record, Gwynedd Archaeological Trust;
Gareth Edwards, *Head of Knowledge and Understanding, RCAHMW*

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 digital report will be provided to the regional Historic Environment Record; this will be submitted within six months of project completion (final report only), along with a digital dataset comprising an Event PRN summary. The report and dataset will be submitted in accordance with the required standards set out in *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) (Version 2)*; and
- A digital report and digital archive dataset will be provided to Royal Commission on Ancient and Historic Monuments, Wales (final report only), in accordance with the *RCAHMW Guidelines for Digital Archives Version 1*. The dataset will be prepared in the format required by RCAHMW and will include:
 - Photographic metadata (Microsoft Access);
 - Photographic archive (TIFF format);

- Project Information form (Excel);
- File Information form (Excel) – Microsoft Word report text final;
- File Information form (Excel) – Photographic metadata (general);
- File Information form (Excel) – Adobe PDF report final; and
- File Information form (Excel) - Photographic metadata (detail).

De-Selected Documents

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

It is envisaged that the material de-selected from inclusion in the preserved archive will be duplicates or re-productions created during the analysis phase of the project. De-selected material will therefor either be retained to supplement GAT's research files or recycled.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

3 – Materials

Note: This step should be completed for each material component of the archaeological archive. Copy this table for the various materials as required, providing the 'Material Type' and a section identifier (eg. '3.1') for each.

Material type	Bulk Finds	Section 3.	
----------------------	------------	-------------------	--

Stakeholders

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

John Roberts – Principal Archaeologist, Gwynedd Archaeological Trust;
Jenny Emmett – Senior Planning Archaeologist, Gwynedd Archaeological Planning Service;
Curatorial Officer at Storiel

Diagnostic artefacts will be retained for further examination and identification. Pottery sherds of 19th and 20th century date will be examined on site and the context from which they were retrieved noted but the sherds will not be retained.

Trust staff will undertake initial identification, but any additional advice would be sought from a wide range of consultants used by the Trust, including National Museums and Galleries of Wales at Cardiff.

The artefacts will be treated according to guidelines issued by the UK Institute of Conservation (Watkinson and Neal 2001) in particular the advice provided within *First Aid for Finds* (Rescue 1999) and Historic England.

Any waterlogged artefacts (e.g. wood or leather) that are to be recovered for post-excavation assessment and analysis will be processed in accordance with *Environmental Archaeology: a guide to the theory and practice of methods, from sampling and recovery to post-excavation* (English Heritage, 2011) and specifically in accordance with Brunning and Watson (2010) for waterlogged wood and Historic England (2012) for waterlogged leather. In such cases an external specialist will be contacted to agree an appropriate sampling and recovery strategy via Lucy Whittingham | Project Manager (post-excavation) | AOC Archaeology | telephone: 0208 843 7380 | email: lucy.whittingham@aocarchaeology.com.

All finds are the property of the landowner; however, it is Trust policy to recommend that all finds are donated to an appropriate museum (in this case Storiel, Ffordd Gwynedd, Bangor, Gwynedd LL57 1DT), where they can receive specialist treatment and study.

GAT will contact the landowner via client for agreement regarding the transfer of artefacts, initially to GAT and subsequently to the relevant museum (Storiel). A GAT produced pro-forma will be issued to the landowner where they are given the option to donate the finds or to record that they want them returning to them once analysis and assessment has been completed. Artefacts will be transferred to the Storiel in accordance with their guidelines.

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.

The full material archive returned to the GAT offices will be reviewed following analysis: Stakeholders (see above) will make selection decisions based on specialists reports and selection recommendations and SDMS collecting policy. The selection will take place during archive completion.

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.

Any uncollected material will be left on-site to be incorporated into backfill.

De-Selected Material

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

All bulk finds will be assessed and recorded to appropriate standards. De-selected material will be returned to the landowner as agreed by the landowner and curatorial archaeologist.

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

Gwynedd Archaeological Trust Data Management Plan Overview

The sections below are the basic components of the Data Management Plan. Each section comprises a series of sections which need to be completed. The Work Digital / Think Archive guidance provides a full version of this document which includes Questions to Consider, Guidance and Examples where appropriate.

Section 1: Project Administration
<ul style="list-style-type: none">• Key project details, unique identifiers and contacts
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?
Section 3: Documentation and Metadata
<ul style="list-style-type: none">• What documentation and metadata will accompany the data?
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?
Section 5: Storage and Backup
<ul style="list-style-type: none">• How will the data be stored, accessed and backed up during the research?
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?
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?
Section 8: Responsibilities
<ul style="list-style-type: none">• Who will be responsible for data management?

SECTION 1: PROJECT ADMINISTRATION

Project ID
G2813
Project Name
Dinas Dinlle Car Park
Project Description
Gwynedd Archaeological Trust has been commissioned by <i>GH James Cyf</i> to undertake an archaeological watching brief during car park resurfacing works at Dinas Dinlle, Ger Y Llan, Llandwrog, Gwynedd LL54 5TJ (NGR SH436455662). Included in the works are the excavation of a trench for cable ducts and excavation of an earth bank as a retaining wall for a bus-stop. The work areas are sub-divided into Car Park 1 and Car Park 2 and are located to the north of scheduled monuments <i>Dinas Dinlle Seagull Trench</i> (ref. CN396) and <i>Dinas Dinlle Camp</i> (ref. CN048). The works are scheduled from November 2023 with an 18-week construction programme.
Project Funder / Grant reference
YGC
Project Manager
John Roberts
Project Archaeologist
Mike Woods
Data Contact Person
John Roberts
Date DMP created
02/11/2023
Date DMP last updated
02/11/2023
Version
v1
Related data management policies
G2813_Dinas_Dinlle_Car_Park_WSI & G2813_Dinas_Dinlle_Car_Park_v1 (Selection Strategy)

SECTION 2: DATA COLLECTION

What data will you collect or create?
<p>Following the completion of the fieldwork, a working project archive will be created based on following task list;</p> <ol style="list-style-type: none">1. Pro-formas: all cross referenced and complete;2. Photographic Metadata: completed in <i>Microsoft Access</i> and cross-referenced with all pro-formas;3. Survey data: downloaded using a Computer Aided Design package;4. Sections (if relevant): all cross referenced and complete;5. Plans (if relevant): all cross referenced and complete;6. Artefacts (if relevant): quantified and identified; register completed;7. Ecofacts (if relevant): quantified and register completed;8. Context register (if relevant): quantified and register completed. <p>All relevant site archive data will be added to a digital project register specific to this project, which will be prepared in <i>Microsoft Excel</i>.</p> <p>The site archive data will then be processed, final illustrations will be compiled and a report will be produced which will detail and synthesise the results.</p>

The physical archive will be stored in a designated project folder and the location confirmed in the Trust project database; the digital dataset will be stored on a dedicated GAT server, with the location confirmed in the GAT project database via a specific hyperlink. External datasets for the HER and RCAHMW are as defined in the dissemination strategy below. De-selected digital data will be confirmed in a project specific Selection Strategy document appended to the final report.

On final approval, the following dissemination and archiving of the report and digital dataset will apply:

How will the data be collected or created?

- All attendances, subsurface activity, photographs, and contexts records will be recorded using GAT pro-formas. The records will include topsoil and subsoil depths, as well as the composition of the glacial horizon. All encountered subsurface features will be recorded on GAT pro-formas with detailed notations and will be recorded photographically with an appropriate scale, located via GPS and a measured survey completed, either hand drawn or using a Trimble R8 GPS unit.
- Photographic images will be taken using a digital SLR camera set to maximum resolution in RAW format; the photographic record will be digitised in *Microsoft Access* as part of the fieldwork archive and dissemination process. Photographic images will be archived in TIFF format using Adobe Photoshop; the archive numbering system will start from **G2813_001**. A photographic ID board will be used during the Targeted strip/map/record to record site code, image orientation and any relevant context numbers.

SECTION 3: DOCUMENTATION AND METADATA

What documentation and metadata will accompany the data?

- A digital report(s) will be provided to the client and GAPS (draft report then final report);
- A digital report will be provided to the regional Historic Environment Record; this will be submitted within six months of project completion (final report only), along with a digital dataset comprising an Event PRN summary. The report and dataset will be submitted in accordance with the required standards set out in *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) (Version 2)*; and
- A digital report and digital archive dataset will be provided to Royal Commission on Ancient and Historic Monuments, Wales (final report only), in accordance with the *RCAHMW Guidelines for Digital Archives Version 1*. The dataset will be prepared in the format required by RCAHMW and will include:
 - Photographic metadata (Microsoft Access);
 - Photographic archive (TIFF format);
 - Project Information form (Excel);
 - File Information form (Excel) – Microsoft Word report text final;
 - File Information form (Excel) – Photographic metadata (general);
 - File Information form (Excel) – Adobe PDF report final; and
 - File Information form (Excel) - Photographic metadata (detail)

SECTION 4: ETHICS AND LEGAL COMPLIANCE

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

The project archive does not include data which requires formal consent to be used or included; Digital data archive will be compliant with GDPR 2018 legislation?

Data be stored in secure servers with password access;

Data will be transferred securely;

Data will be owned by Gwynedd Archaeological Trust.

SECTION 5: DATA SECURITY: STORAGE AND BACKUP

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

All data will be held on Gwynedd Archaeological Trust servers and backed up onto an external NAS Drive. Access will be restricted and password limited

SECTION 6: SELECTION AND PRESERVATION

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

The core project dataset will be retained, with content dictated by the Gwynedd Archaeological Trust contract section project folder system and server. Any de-selected material will be retained on the server for 2 years following the completion of the project at which point they will be reviewed and deleted as necessary. Any de-selected material will be confirmed in the Microsoft Access project database. De-selected material may include duplicate or supplementary data that is not required for the core project archive.

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

- Internally, the dataset will be retained in a project specific folder that will remain accessible to project personnel;
- Externally, the relevant datasets will be retained by the regional Historic Environment Record and RCAHMW; dataset content will be dictated by their respective requirements.

Have you contacted the data repository?

The regional Historic Environment Record has been contacted and an event Primary Reference Number sourced ahead of data submission; on project completion, data will be submitted in accordance with the required standards set out in *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) (Version 2)*; RCAHMW will be contacted on project completion, with data then submitted in accordance with *RCAHMW Guidelines for Digital Archives Version 1*.

Have the costs of archiving been fully considered?

Data archiving costs have been incorporated into the project budget.

SECTION 7: DATA SHARING

How will you share the data and make it accessible?

- Internally, a project specific folder will be used for data storage that will remain accessible to project personnel;
- Externally, data will be submitted to the regional Historic Environment Record and RCAHMW and they will be responsible for accessibility.

Are any restrictions on data sharing required?

No

SECTION 8: RESPONSIBILITIES

Who will be responsible for implementing the data management plan?

John Roberts, Principal Archaeologist, Gwynedd Archaeological Trust

APPENDIX II

Gwynedd Archaeological Trust Photographic Metadata

PRN	PHOTO RECORD NUMBER	DESCRIPTION	VIEW FROM	SCALE(S)	REASON FOR PHOTO	CREATOR OF DIGITAL PHOTO	DATE OF CREATION OF DIGITAL PHOTO	ORIGINATING ORGANISATION	PLATE
CN014	G2813_001	General shot showing bank of earth to be removed, showing vicinity of hillfort in the background.	N	None	Watching Brief	Mike Woods	07/11/2023	Gwynedd Archaeological Trust	01
CN014	G2813_002	Shot with scale of earthen bank before its removal.	S	1x1	Watching Brief	Mike Woods	07/11/2023	Gwynedd Archaeological Trust	02
CN014	G2813_003	General shot of excavator removing earthen mound.	W	None	Watching Brief	Mike Woods	07/11/2023	Gwynedd Archaeological Trust	
CN014	G2813_004	General shot showing moundremoval with sand layer full of large sea pebbles and modern brick.	S	None	Watching Brief	Mike Woods	07/11/2023	Gwynedd Archaeological Trust	04
CN014	G2813_005	Shot showing wall/sea defence with mound removed. Pay and display parking machine will be put in this location.	E	1x1	Watching Brief	Mike Woods	07/11/2023	Gwynedd Archaeological Trust	05
CN014	G2813_006	Shot of topsoil removal at point closest to the hillfort and WWII pillbox.	N	1x1	Watching Brief	Mike Woods	07/11/2023	Gwynedd Archaeological Trust	06
CN014	G2813_007	Shot of trench for electrical ductingbeing dug at the southern part of the site.	SW	None	Watching Brief	Mike Woods	07/11/2023	Gwynedd Archaeological Trust	
CN014	G2813_008	Shot of section of ducting trench showing sand context.	W	1x1	Watching Brief	Mike Woods	07/11/2023	Gwynedd Archaeological Trust	07
CN014	G2813_009	General shot of entire site taken from elevated position from outer rampart of Dinas Dinlle hillfort.	S	None	Watching Brief	Mike Woods	07/11/2023	Gwynedd Archaeological Trust	

PRN	PHOTO RECORD NUMBER	DESCRIPTION	VIEW FROM	SCALE(S)	REASON FOR PHOTO	CREATOR OF DIGITAL PHOTO	DATE OF CREATION OF DIGITAL PHOTO	ORIGINATING ORGANISATION	PLATE
CN014	G2813_010	General shot of entire site taken from elevated position from outer rampart of Dinas Dinlle hillfort.	S	None	Watching Brief	Mike Woods	07/11/2023	Gwynedd Archaeological Trust	08
CN014	G2813_011	Thin layer of tarmac 0.20m deep in eastern part of trench.	W	1x1	Watching Brief	Mike Woods	07/11/2023	Gwynedd Archaeological Trust	09
CN014	G2813_012	General shot of trench being excavated.	N	None	Watching Brief	Mike Woods	08/11/2023	Gwynedd Archaeological Trust	10
CN014	G2813_013	General shot of trench being excavated.	S	None	Watching Brief	Mike Woods	08/11/2023	Gwynedd Archaeological Trust	
CN014	G2813_014	Closeup shot of ducting being laid in freshly excavated trench.	W	None	Watching Brief	Mike Woods	08/11/2023	Gwynedd Archaeological Trust	
CN014	G2813_015	Shot of ducting in place with pillbox & hillfort in background.	N	None	Watching Brief	Mike Woods	09/11/2023	Gwynedd Archaeological Trust	
CN014	G2813_016	Shot of open trench for kerbing to south of site.	W	None	Watching Brief	Mike Woods	09/11/2023	Gwynedd Archaeological Trust	
CN014	G2813_017	General shot of site showing areas excavated.	N	None	Watching Brief	Mike Woods	09/11/2023	Gwynedd Archaeological Trust	11

APPENDIX III

Gwynedd Archaeological Trust Selection Strategy final

G2813_Dinas_Dinlle_Car_Park

12/02/2024 v2.0

Selection Strategy

Project Information		
Project Management		
Project Manager	John Roberts john.roberts@heneb.co.uk	
Archaeological Archive Manager	John Roberts john.roberts@heneb.co.uk	
Organisation	Gwynedd Archaeological Trust	
Stakeholders		Date Contacted
Collecting Institution(s)	GAT Historic Environment Record	02/11/2023
Project Lead / Project Assurance	RCAHMW	On completion of Project Archive
Project Lead / Project Assurance	Gwynedd Archaeological Planning Services	02/11/2023
Other (client)	YGC	n/a
Resources		
Resources required Describe the resources required to implement this Selection Strategy, particularly if unusual resources are required.	No unusual resources required outside of GAT normal operating equipment and personnel.	
Context		
<p>The full aims and objectives of this project are detailed in the project specific WSI.</p> <p>Gwynedd Archaeological Trust has been commissioned by <i>GH James Cyf</i> to undertake an archaeological watching brief during car park resurfacing works at Dinas Dinlle, Ger Y Llan, Llandwrog, Gwynedd LL54 5TJ (NGR SH436455662). Included in the works are the excavation of a trench for cable ducts and excavation of an earth bank as a retaining wall for a bus-stop. The work areas are sub-divided into Car Park 1 and Car Park 2 and are located to the north of scheduled monuments <i>Dinas Dinlle Seagull Trench</i> (ref. CN396) and <i>Dinas Dinlle Camp</i> (ref. CN048). The works are scheduled from November 2023 with an 18-week construction programme. Source: Gwynedd Archaeological Trust. 2023. Dinas Dinlle Car Park: Written Scheme of Investigation For Archaeological Mitigation. Prepared for YGC. November 2023. Project G2813.</p>		

1 – Digital Data

Stakeholders

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

John Roberts (GAT Principal Archaeologist)

Selection

All digital data has been collected, stored and selected in lines with the Gwynedd Archaeological Trust (GAT) Data Management Plan located on GAT's servers (available on request).

The final version of all born digital documents have been selected for inclusion in the Preserved Archive; these comprise:

- G2813_Written Scheme of Investigation (Microsoft Word and Adobe PDF);
- G2813_Photographic_Metadata (Microsoft Access);
- GAT_1759 (Microsoft Word and Adobe PDF);
- Photographic archive (17 images in TIFF format);
- Photographic archive (17 images in JPEG format)

Following the completion of the fieldwork, a working project archive has been created based on following task list:

1. Pro-formas: all cross referenced and complete;
2. Photographic Metadata: completed in *Microsoft Access* and cross-referenced with all pro-formas;
3. Survey data: downloaded using a Computer Aided Design package;
4. Context register: quantified and register completed.

All relevant site archive data has been added to a digital project register specific to this project, which has been prepared in *Microsoft Excel*. This data has been used as the basis for the physical and digital dataset archives. Information from these has been used to compile the project report. The physical archive has been stored in a designated project folder and the location confirmed in the Trust project database; the digital dataset has been stored on a dedicated Trust server, with the location confirmed in the Trust project database via a specific hyperlink. External datasets for the HER and RCAHMW are as defined in the dissemination strategy below. De-selected digital data has been confirmed in an updated digital management plan appended to the final report.

De-Selected Digital Data

The following client data will not form part of the preserved archive and have been deselected:

- 22453(60)100-T1-A1

The following GAT data will not form part of the preserved archive and have been deselected:

- G2813_combined_figures.pdf
- G2813_combined_plates.pdf
- G2813_figure_plates_list.docx
- G2813_figure_plates_list.pdf
- G2813_Appendix_I.pdf
- G2813_Appendix_II.docx
- G2813_Appendix_II.pdf
- G2813_inner_cover.pdf
- G2813_rear_cover.pdf
- G2813_front_cover.pdf

- \G2813_Figure_01.pdf
- \G2813_Figure_02.pdf
- \G2813_Figure_03.pdf
- Plates01.pdf
- Plates03.pdf
- Plates05.pdf
- Plates07.pdf
- Plates09.pdf

2 – Documents

Stakeholders

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

John Roberts – Principal Archaeologist, Gwynedd Archaeological Trust;
Sean Derby – Historic Environment Record, Gwynedd Archaeological Trust;
Helen Rowe, *Senior Archivist, RCAHMW*

Selection

Following the completion of the fieldwork, all documentary material created, generated and/or annotated during data gathering and fieldwork has been selected for inclusion in the preserved archive, and comprises:

- G2813 photographic register sheets x2

De-Selected Documents

No de-selected documents



Gwynedd Archaeological Trust
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