

# *Archaeology Wales*

## **Pointz Castle Farm, Pen y cwm, Haverfordwest, Pembrokeshire**

Archaeological Watching Brief



By  
Jerry Bond

Report No. 2007

# *Archaeology Wales*

## **Pointz Castle Farm, Pen y cwm, Haverfordwest, Pembrokeshire.**

Archaeological Watching Brief Report

Prepared For: Harries Planning Design Management

Edited by: John Davey

Signed: 

Position: Project Manager

Date: 20.9.21

Authorised by: Rowena Hart

Signed: 

Position: Regional director

Date: 20.9.21

By

Jerry Bond BA

ACIFA

Report No: 2007

**September 2021**

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## Non-technical summary

*This written report details the results of archaeological monitoring (watching brief) at Pointz Castle Farm, Pen y cwm, Haverfordwest, Pembrokeshire, SA62 6BA. It has been prepared by Archaeology Wales Limited for Harries Planning Design Management following consultation with Dyfed Archaeological Trust Development Management (DAT-DM).*

*The application is for of the erection of a steel frame agricultural building with concrete wall panels, profile sheets and a fibre cement roof finish covering a footprint of 650 square metres. DAT-DM requested an archaeological watching brief as mitigation, during intrusive groundworks associated with the development.*

*The groundworks comprised the removal of a 30m long section of hedge bank as well as the excavation of 22 pits for the steel frame of the new agricultural building. No archaeological finds or features were recorded other than the hedge bank itself.*

*All work was undertaken in accordance with the standards and guidelines of the Chartered Institute for Archaeologists (CIfA, 2020).*

## Crynodeb annhechnegol

*Mae'r adroddiad ysgrifenedig hwn yn manylu ar ganlyniadau monitro archeolegol (briff gwyllo) yn Fferm Castell Pointz, Pen y cwm, Hwlfordd, Sir Benfro, SA62 6BA. Fe'i paratowyd gan Archaeoleg Cymru Cyfyngedig ar gyfer Harries Planning Design Management yn dilyn ymgynghoriad â Rheoli Datblygu Ymddiriedolaeth Archeolegol Dyfed (DAT-DM).*

*Mae'r cais ar gyfer codi adeilad amaethyddol ffrâm ddur gyda phaneli wal concriid, taflenni proffil a gorffeniad to sment ffibr sy'n cwmpasu ôl troed o 650 metr sgwâr. Gofynnodd DAT-DM am friff gwyllo archeolegol fel lliniaru, yn ystod sylfeini ymwthiol sy'n gysylltiedig â'r datblygiad.*

*Roedd y sylfeini'n cynnwys tynnu rhan 30m o hyd o fanc gwrychoedd yn ogystal â chloddio 22 o byllau ar gyfer ffrâm ddur yr adeilad amaethyddol newydd. Ni chofnodwyd unrhyw ddarganfyddiadau na nodweddion archeolegol ar wahân i'r banc gwrychoedd ei hun.*

*Gwnaed yr holl waith yn unol â safonau a chanllawiau'r Sefydliad Siartredig ar gyfer Archaeolegwyr (CIfA, 2020).*

## 1. Introduction

This report details the results of an archaeological watching brief at Pointz Castle Farm, Pen y cwm, Haverfordwest, Pembrokeshire, SA62 6BA. (Figures 1 & 2) centred on NGR SM 8305 2382 (henceforth "the site"). The work was undertaken as part of conditions attached to planning permission (Pembrokeshire Coast National Park Planning Ref NP/20/0410/FUL; and following consultation with DAT-DM. Condition 3 of the planning permission (dated 9/11/2020) states:

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

*Reason: To protect historic environment interests whilst enabling development.  
Policy: Local Development Plan 2 - Policy 8 (Special Qualities) and Planning Policy Wales (Edition 10, December 2018) –Chapter 6 (Distinctive and Natural Places).*

Furthermore, the consultation response from DAT-DM (dated 14/9/2020) states that:

*...these proposals lie within immediate proximity to the nationally important medieval motte known as Pointz Castle (PRN 7282; PE 272)...*

*Mottes are commonly associated with an outer bailey which would have most likely contained a range of buildings such as stables, kitchens and stores. Consequently, it is possible that archaeological deposits could extend into the application area where any ground works for the proposed development could reveal and destroy archaeological features.*

The project was managed by John Davey PhD MCIfA MIScT (RSci) (AW Project Manager) and the fieldwork was undertaken by Jerry Bond BA (Hons) ACIfA, at the request of Harries Planning Design Management.

All the work conformed to the Standard and Guidance for Archaeological watching briefs (CIfA December 2020) and will be undertaken by suitably qualified staff to the highest professional standards.

## 2. Site Description & Archaeological Background

The proposed development area is on approximately 0.2 hectares of land at Pointz Castle Farm, Pen y cwm, Haverfordwest, Pembrokeshire, SA62 6BA. (Figures 1 and 2) centred on NGR SM 8305 2382. The proposed development site currently comprises improved grassland which has stock proof fencing and maintained hedgerow surrounds. Immediately adjoining the application site to the south are existing steel frame buildings which serve as machinery and hay storage to the farmstead. The site forms part of the farm complex known as Pointz Castle Farm and is accessed via two roads which lead directly from the A487 highway, and which bound the site to the south and west (Plate 1).

The solid geology of the proposed development area comprises rocks of the Lingula Flags Formation - Sedimentary Bedrock comprising Sandstone and Mudstone formed approximately 485 to 508 million years ago in the Cambrian Period. There are no recorded superficial deposits (BGS, 2021).

The soil type within the site comprises a Freely draining slightly acid loamy soil (Soilscapes, 2021).

The application area is located some 32m northwest of the boundary of scheduled monument PE272 Pointz Castle Mound. The monument comprises the remains of a medieval castle of which currently only the motte survives. The motte measures some 36m in diameter at the base, and some 10.5m in diameter across the top and is some 6m high. For the greater part it is surrounded by a ditch 3m wide with a 1.5m counterscarp and is eroded or has been dug into on the south side. On top there are the footings of a rectangular stone structure. No traces of an outer bailey survive, but surveyors in the 1920s noted that it may have lain in the nearby field to the west called Parc y Castle.

The castle is likely to have been constructed in the 12th century by Punch or Ponce, a knight and tenant of Bishop Peter de Leia of St Davids (1176-1199). Referred to as Castrum or Villa Poncii it subsequently became one of the principal granges of the episcopal estate.

The castle was principally a manorial centre but had a strategic role controlling the road from Haverfordwest to St. Davids. It therefore has important all-round views over the fields that would have been its' associated farmland, but the significant view is eastward along the road to Haverfordwest (Cadw Consultation Response Ref DH 25 September 2020).

An archaeological watching brief was also undertaken in 2014 approximately 70m ESE of the current site by Trysor archaeological contractors. No archaeological contexts were seen, and no artefacts were recovered from ground surface or the topsoil (Hall & Sambrook, 2014).

### 3. Objectives

The objectives of the watching brief were:

- to monitor all archaeologically sensitive groundworks associated with the development.
- to allow investigation and recording of any archaeological features that are uncovered during the proposed groundworks within the application area.
- to provide the opportunity, if needed, for the watching archaeologist to signal to all interested parties, before the destruction of the material in question, that an archaeological find has been made for which the resources allocated to the watching brief are not sufficient to support the treatment to a satisfactory or proper standard.

### 4. Results

The archaeological works were conducted according to the Chartered Institute for Archaeologist's *Standard and Guidance for Archaeological Watching Briefs* (2020) and the watching brief was monitored by a suitably qualified archaeologist.

The watching brief was undertaken during the 3<sup>rd</sup> and 4<sup>th</sup> of August 2021 by Jerry Bond ACIfA. The excavations were undertaken using a tracked mechanical 13-ton Hitachi excavator.

Stage one involved the removal of a length of "Pembrokeshire" hedge bank located along the western side of the site (Figures 4-5). Nearly 30m of hedge bank [108] was removed. The bank measured 2.2m wide and 1.5m high (Plate 2). It was constructed with an earth & rubble core (106) of upcast subsoil/natural clay with varying quantities of poorly sorted angular and subrounded stones. It was faced with unbonded roughly shaped rectangular local sandstones (107) along both sides up to height of 1.2m. The hedge bank was covered with deposit (105), a loose dark red brown sandy loam, heavily rooted with shrubs, grasses and moss of 0.1m thickness and which covered the entire hedge bank (Plate 3).

Stage two involved the excavation by machine of 22 rectangular pits for the concrete footings for the steel beams, from which the frame of the agricultural building was to be constructed (Figures 4-5). The footings measured approximately 1.3m wide with a length of up to 1.8m and a depth of between 0.6m to 0.95m.

The basal deposit across the entire development area was the geological natural layer, (102). This comprised a very compact pale-yellow brown sandy silty clay, with occasional small, rounded stones and gravels, and very occasional medium sized subangular stones. It was excavated to a thickness of more than 0.3m within the base of the footings trenches (Plate 4).

Above the natural sandy clay was plough/subsoil layer (101). This comprised a mixed deposit of compact mid-red/brown sandy silt, containing varying amounts of small and medium sized subangular stones, and very occasional quantities of subrounded stones as well as frequent small gravels and grits. It measured up to 0.2m thick (Plate 4) and was encountered at a depth of 0.2-0.3m below the ground surface.

Overlying the subsoil was the extant topsoil layer (100). This layer measured 0.2-0.3m thick and comprised a very compact mid red brown silty loam, containing varying quantities of gravels and small to medium sized subangular and rounded stones (Plate 4).

The footings trenches located along the western and southern sides of the site displayed a different stratigraphic sequence. Here, above the natural (102), layer, (104) was recorded comprising a compact, mixed dark red brown deposit derived from the topsoil, subsoil and natural layers, and interpreted as a redeposited backfill layer. It measured up to 0.2 to 0.3m thick (Plate 5). Above it, layer (103) was recorded, comprising a 0.2 to 0.3m thick aggregate/hard core makeup layer of pale grey green angular stones up to 0.1m in size. (Plate 5). This deposit was located near the extant buildings along the southern edge of the site and also in the area of the trackway along the west of the site next to the hedge bank (Plate 6). Layers (104) and (103) were only recorded in association with each other and are interpreted as modern hard standing.

## 5. Discussion and Conclusions

The results of the watching brief revealed no evidence from any possible remains associated with the Motte to the southwest of the site. There were no signs of any earthworks from a Bailey or any buildings or structures associated with the Motte. Also, there were no finds apart from very modern material associated with the farm and its outbuildings within which the site is located.



## 6. References

British Geological Survey: <http://mapapps.bgs.ac.uk/geologyofbritain/home.html>, Retrieved 21/05/2021.

Chartered Institute for Archaeologists. 2020. *Standard and Guidance for Archaeological Watching Briefs*.

Hall, J. & Sambrook, P, 2014. *Pointz Castle, Pen y Cwm, Pembrokeshire: Watching Brief*. Trysor Project No. 2014/381

[www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html](http://www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html) - Accessed 21/05/2021

[www.landis.org.uk/soilscapes/](http://www.landis.org.uk/soilscapes/) - Accessed 21/05/2021

[www.heritagegateway.org.uk/Gateway/Results\\_Application.aspx?resourceID=1006](http://www.heritagegateway.org.uk/Gateway/Results_Application.aspx?resourceID=1006) –

Accessed 21/05/21

CIfA Covid-19 Guidance and Advice documents consulted:

*Statement on COVID-19 and archaeology in the planning system:*

<https://www.archaeologists.net/sites/default/files/2020.04.07%20-%20ALGAO-CIfA%20-%20COVID-19%20and%20archaeology%20in%20the%20planning%20system.pdf>

*Coronavirus challenges: Standards and guidance advice:*

[https://www.archaeologists.net/practices/coronavirus\\_and\\_standards](https://www.archaeologists.net/practices/coronavirus_and_standards)

*Site working in the UK and COVID-19:*

<https://www.archaeologists.net/practices/coronavirus/siteworking>

*Covid-19 site procedures and guidance:*

[https://www.archaeologists.net/sites/default/files/DF\\_COVID\\_19\\_site\\_procedures\\_v1.pdf](https://www.archaeologists.net/sites/default/files/DF_COVID_19_site_procedures_v1.pdf)



Figure 1: Location plan,

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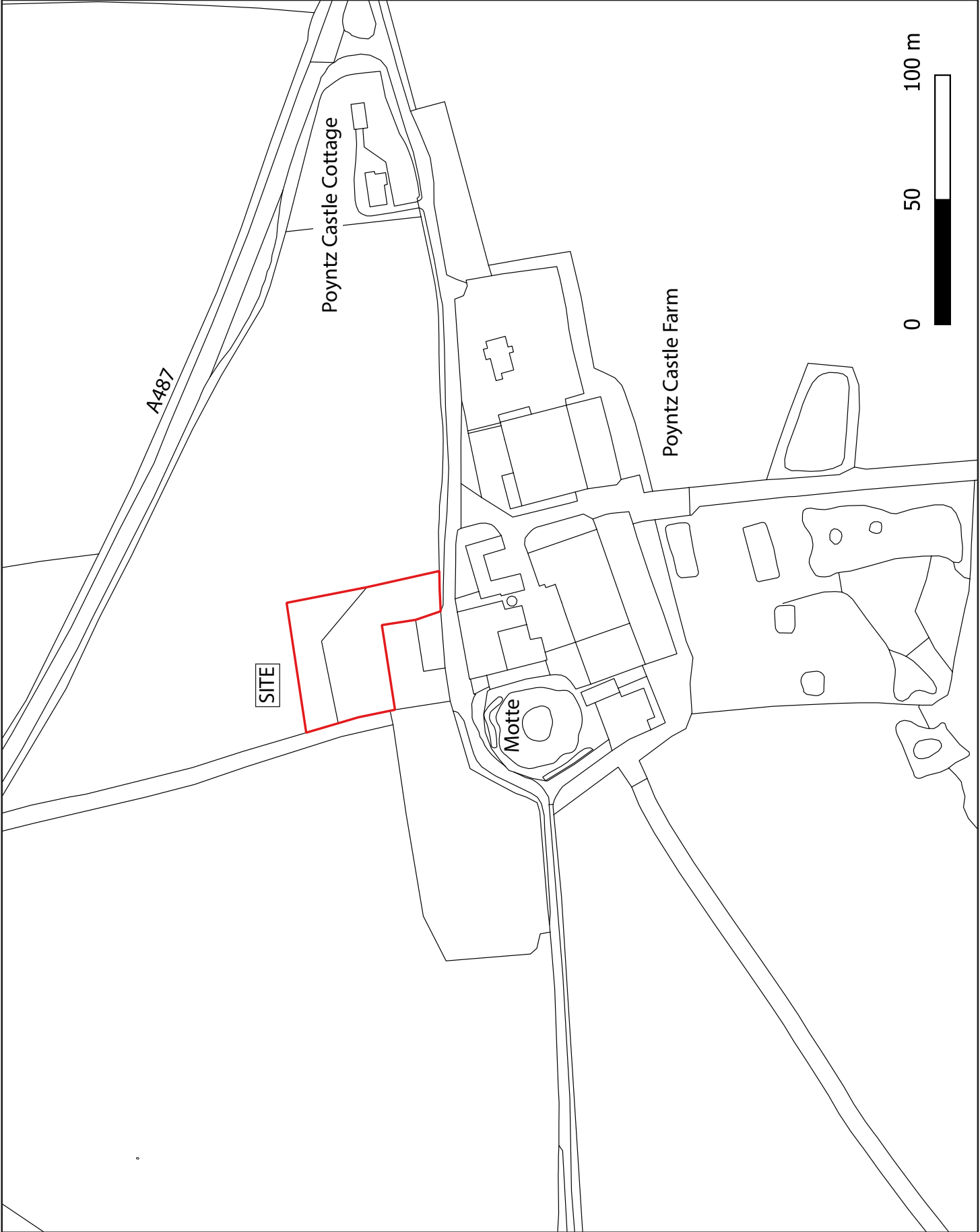
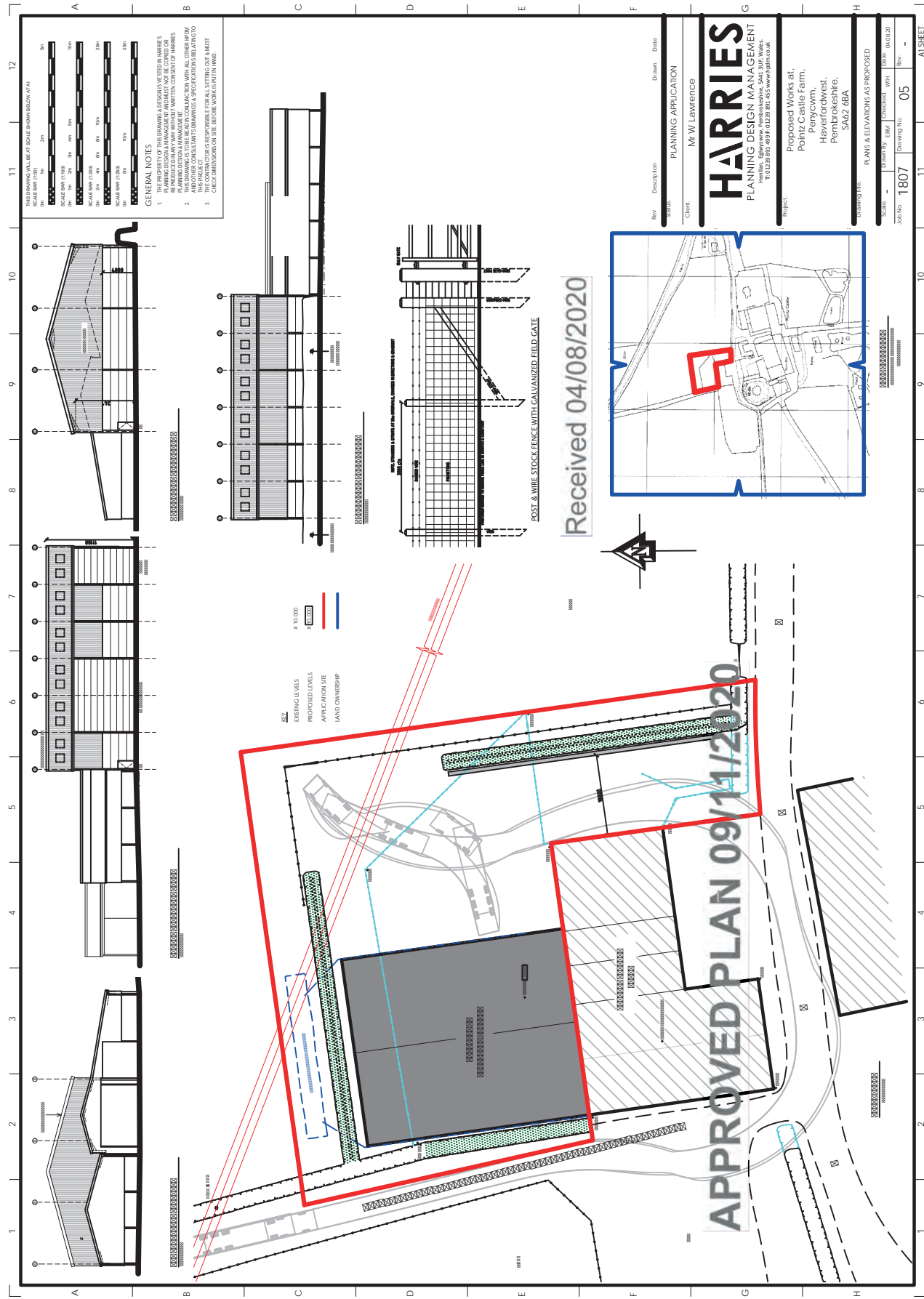


Figure 2: Detailed Location plan,

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THIS DRAWING VALUE AT SCALE SHOWN BELOW AT A1

SCALE BAR (1:100) 0m 2m 4m 6m 8m 10m 12m

SCALE BAR (1:200) 0m 4m 8m 12m 16m 20m

SCALE BAR (1:500) 0m 8m 16m 24m 32m 40m

SCALE BAR (1:1000) 0m 16m 32m 48m 64m 80m

SCALE BAR (1:2000) 0m 32m 64m 96m 128m 160m

SCALE BAR (1:5000) 0m 64m 128m 192m 256m 320m

SCALE BAR (1:10000) 0m 128m 256m 384m 512m 640m

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<b>HARRIES</b>			
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Heath, 56, Llanwrtyd Road, Llanwrtyd, St. Asaph, Wales			
T: 01298 89 4999 F: 01298 89 4953 www.harries.co.uk			
Project:			
Proposed Works at, Penycwm, Haverfordwest, Pembrokeshire, SA62 6BA			
Drawing title: PLANS & ELEVATIONS AS PROPOSED			
Scale:	1:1000	1:2000	1:5000
Job No:	1807	Drawing No:	05
A1 SHEET			

Figure 3. Proposed Development plan,

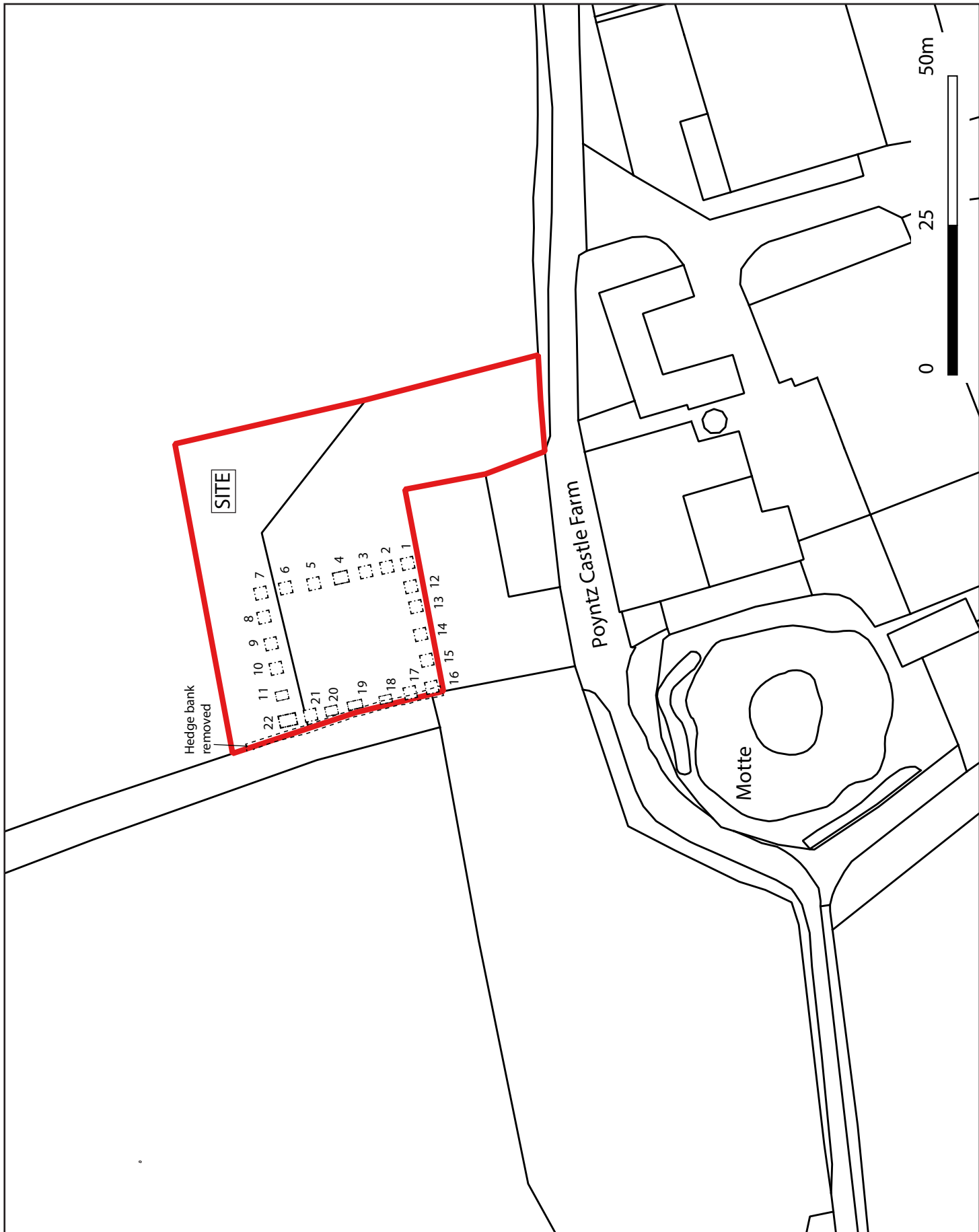
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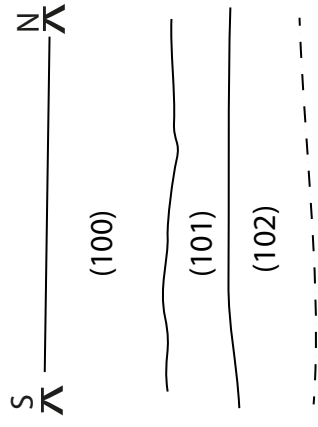


Figure 4: Trench  
Location plan,

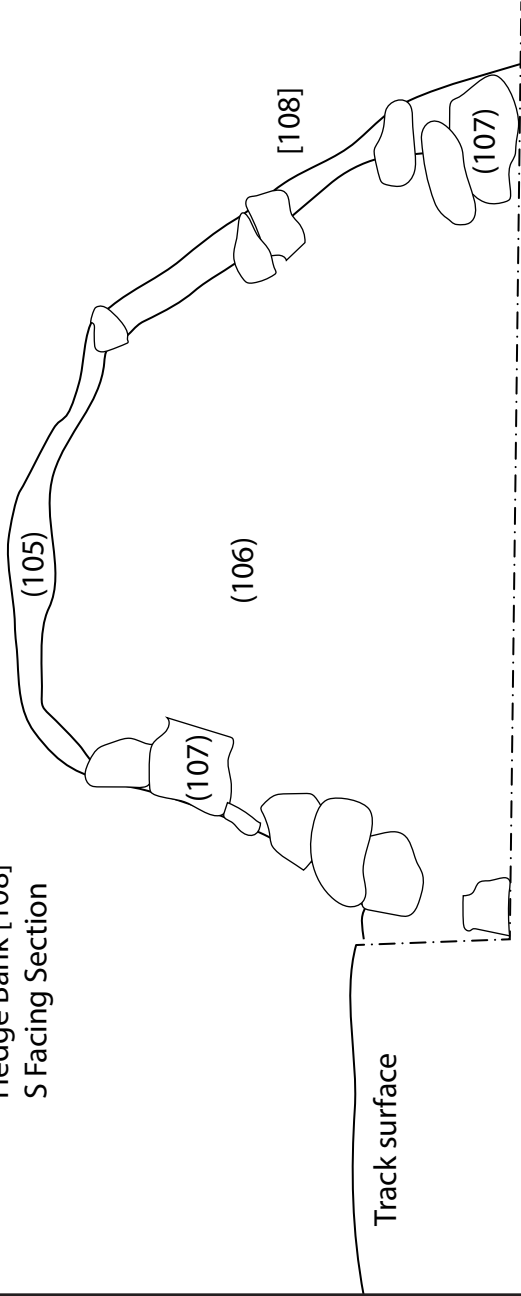
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Trench 20  
E Facing Section



Hedge Bank [108]  
S Facing Section



Trench 21  
E Facing Section

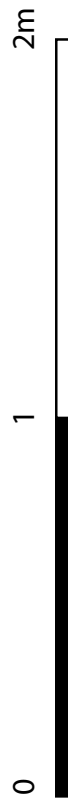
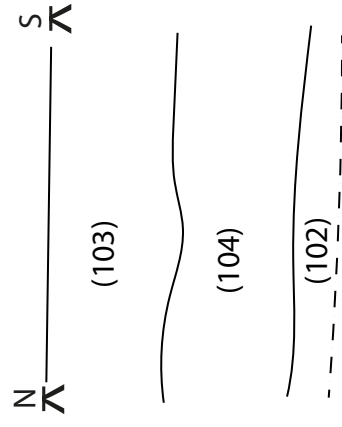


Figure 5: Selected Trench Sections.



Plate 1: Aerial Photograph of Pointz Castle Farm during the groundworks



Plate 2: View of hedge bank prior to removal, looking W, 2m scale.



Plate 3: S facing section of hedgerow and bank, looking N. 2m & 1m Scale.



Plate 4: E facing section of Pit 6, looking W. 1m Scale.





Plate 5. W facing section in Pit 15, looking E. 1m Scale.



Plate 6. E facing section in Pit 22, looking W. 1m Scale.

# *Archaeology* *Wales*

## **APPENDIX I: Context Inventory**

## Appendix I: Context Register

Context No.	Tr. No.	Type	Description	Dimensions	Relationship
100	2-11; 18-20	Deposit	Topsoil; very compact mid red brown silty loam, varying quantities of gravels and small to medium sized stones of subangular and rounded form.	>30.0m long 28.0m wide 0.3m thick	Below (101)
101	2-11; 18-20	Deposit	Subsoil; compact mid red brown sandy silt, varying amounts of small and medium subangular stones, very occasional numbers of subrounded stones and frequent small gravels and grits.	>30.0m long 28.0m wide 0.2m thick	Below (102) Above (100)
102	1-22	Deposit	Geological natural; very compact pale yellow brown sandy silty clay, occasional small rounded stones and gravels, very occasional medium sized subangular stones.	>30.0m long 28.0m wide 0.2m thick	Above (101)
103	1-2; 13-17; 21-22	Deposit	Aggregate/hard core; build-up layer of pale grey green angular stones, up to 0.1m in size. located near the extant buildings south of the site and also the trackway along the west of the site	25.0m long 3.0m wide 0.2m-0.3m thick	Below (104) Above (101)
104	1-2; 14-17; 21-22	Deposit	Redeposited backfill; compact dark red brown deposit derived from the topsoil, subsoil and natural layers.	30.0m long 3.0m wide 0.2m-0.3m thick	Below (102) Above (103)
105	HB	Deposit	Topsoil on hedge bank 108; loose dark red brown sandy loam, heavily rooted with shrubs, grasses and moss.	>30.0m long 2.0m wide 0.1m thick	Below (107)
106	HB	Deposit	Earth & rubble core of 108; firm mid red brown sandy silt, moderate quantities of gravel, small and medium sized stones, both rounded and subangular,	>30.0m long 2.0m wide 1.5m thick	Below (101) Above (107)
107	HB	Deposit	Stone facing of 108; flattish stone blocks, laid along the sides of the hedge bank.	>30.0m long 2.0m wide 0.2m– 0.3m thick	Below (105) Above (106)
108	HB	Deposit	Stone faced earth & rubble hedge bank; filled with 105, 106 & 107,	>30.0m long	Above (106), (107)

			aligned N-S along the western edge of the site	2.2m wide 1.5m thick	
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# *Archaeology* *Wales*

## **APPENDIX II: Written Scheme of Investigation**

**Archaeology Wales Ltd**

The Reading Room, Town Hall, Llanidloes SY18 6BN

T: 01686 440371

E: [info@arch-wales.co.uk](mailto:info@arch-wales.co.uk)

[www.arch-wales.co.uk](http://www.arch-wales.co.uk)

**Written Scheme of Investigation for  
an Archaeological Watching Brief:  
At Pointz Castle Farm, Pen y cwm,  
Haverfordwest, Pembrokeshire,  
SA62 6BA.**

**Prepared for:  
Harries Planning Design Management  
Project No: 2901**

May 2021

Archaeology Wales Limited  
The Reading Room, Town Hall,  
Great Oak St., Llanidloes, Powys, SY18 6BN  
Tel: +44 (0) 1686 440319  
Email: [admin@arch-wales.co.uk](mailto:admin@arch-wales.co.uk)



## NON-TECHNICAL SUMMARY

*This Written Scheme of Investigation (WSI) details the proposal for archaeological monitoring (Watching Brief) At Pointz Castle Farm, Pen y cwm, Haverfordwest, Pembrokeshire, SA62 6BA. It has been prepared by Archaeology Wales Limited for Harries Planning Design Management following consultation with Dyfed Archaeological Trust Development Management (DAT-DM).*

*The application is for of the erection of a steel frame agricultural building with concrete wall panels, profile sheets and a fibre cement roof finish which would cover a footprint of 650 square metres. DAT-DM have requested an archaeological watching brief as mitigation, during intrusive groundworks associated with the development.*

### 1. Introduction

This Written Scheme of Investigation (WSI) details the methodology for a programme of archaeological monitoring (watching Brief) to be undertaken at the site. The site is located on approximately 0.2 hectares of land at Pointz Castle Farm, Pen y cwm, Haverfordwest, Pembrokeshire, SA62 6BA. (Figure 1 and 2) centred on NGR SM 8305 2382 (henceforth "the site"). The work is being undertaken as part of conditions attached to planning permission (Pembrokeshire Coast National Park Planning Ref NP/20/0410/FUL; and following consultation with DAT-DM. Condition 3 of the planning permission (dated 9/11/2020) states:

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

*Reason: To protect historic environment interests whilst enabling development.  
Policy: Local Development Plan 2 - Policy 8 (Special Qualities) and Planning Policy Wales (Edition 10, December 2018) –Chapter 6 (Distinctive and Natural Places).*

Furthermore, the consultation response from DAT-DM (dated 14/9/2020) states that:

*...these proposals lie within immediate proximity to the nationally important medieval motte known as Pointz Castle (PRN 7282; PE 272)...*

*Mottes are commonly associated with an outer bailey which would have most likely contained a range of buildings such as stables, kitchens and stores. Consequently it is possible that archaeological deposits could extend into the application area where any ground works for the proposed development could reveal and destroy archaeological features.*

*It is anticipated that the written scheme would need to consider the following.*

*1. The presentation of a written scheme of investigation, prepared for the applicant by a qualified archaeological contractor. This document will need to be approved in writing by your Authority before development commences.*

- 2. The Written Scheme should include information on how the applicant intends to ensure that archaeological interests are protected.*
- 3. The document should provide specific information on the scope of the work, the methodologies and standards to be applied and the name of the personnel selected to carry out this work.*
- 4. The Written Scheme should specify archaeological monitoring arrangements with the Dyfed Archaeological Trust-Heritage Management, the archaeological advisors to the planning authority.*
- 5. A report will need to be produced on the results of the work.*
- 6. The applicant is strongly advised to consider contingency arrangements in the event of the unexpected discovery of significant archaeological material.*

This WSI has been prepared by John Davey, Archaeology Wales Ltd (henceforth - AW) at the request of Harries Planning Design Management. It provides information on the methodology that will be employed by AW during an archaeological watching brief of the site. This WSI is to be approved by DAT-DM, prior to the watching brief being undertaken, in its capacity as archaeological advisors to the local planning authority.

The purpose of the proposed programme of archaeological monitoring (watching brief) is to provide the local planning authority with the information they have requested from the client in advance of their planning application, the requirements for which are set out in Planning Policy (revised edition 10, 2019), Section 6.1 and Technical Advice Note (TAN) 24: The Historic Environment (2017). The results of the watching brief should be provided with any planning application submitted, so that an informed decision can be made regarding any mitigation.

All work will conform to the Standard and Guidance for Archaeological watching briefs (CIfA December 2020) and will be undertaken by suitably qualified staff to the highest professional standards.

## **2 Site Description & Archaeological Background**

The proposed development area is on approximately 0.2 hectares of land at Pointz Castle Farm, Pen y cwm, Haverfordwest, Pembrokeshire, SA62 6BA. (Figures 1 and 2) centred on NGR SM 8305 2382. The proposed development site currently comprises improved grassland which has stock proof fencing and maintained hedgerow surrounds. Immediately adjoining the application site to the south are existing steel frame buildings which serve as machinery and hay storage to the farmstead. The site forms part of the farm complex known as Pointz Castle Farm and is accessed via two roads which lead directly from the A487 highway and which bound the site to the south and west.

The solid geology of the proposed development area comprises rocks of the Lingula Flags Formation - Sedimentary Bedrock comprising Sandstone and Mudstone formed approximately 485 to 508 million years ago in the Cambrian Period. There are no recorded superficial deposits (BGS, 2021).

The soil type within the site comprises a Freely draining slightly acid loamy soil (Soilscapes, 2021).

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medieval castle of which currently only the motte survives. The motte measures some 36m in diameter at the base, and some 10.5m in diameter across the top and is some 6m high. For the greater part it is surrounded by a ditch 3m wide with a 1.5m counterscarp and is eroded or has been dug into on the south side. On top there are the footings of a rectangular stone structure. No traces of an outer bailey survive, but surveyors in the 1920s noted that it may have lain in the nearby field to the west called Parc y Castle.

The castle is likely to have been constructed in the 12th century by Punch or Ponce, a knight and tenant of Bishop Peter de Leia of St Davids (1176-1199). Referred to as Castrum or Villa Poncii it subsequently became one of the principal granges of the episcopal estate.

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An archaeological watching brief was also undertaken in 2014 approximately 70m ESE of the current site by Trysor archaeological contractors. No archaeological contexts were seen, and no artefacts were recovered from ground surface or the topsoil (Hall & Sambrook, 2014).

### **3 Objectives**

This WSI sets out a program of works to ensure that the Archaeological Watching Brief will meet the standard required by The Chartered Institute for Archaeologists' Standard and Guidance for Archaeological Watching Briefs (2020).

The objective of the watching brief will be:

- to monitor all archaeologically sensitive groundworks associated with the development.
- to allow investigation and recording of any archaeological features that are uncovered during the proposed groundworks within the application area.
- to provide the opportunity, if needed, for the watching archaeologist to signal to all interested parties, before the destruction of the material in question, that an archaeological find has been made for which the resources allocated to the watching brief are not sufficient to support the treatment to a satisfactory or proper standard.

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

### **4 Timetable of works**

#### **4.1 Fieldwork**

The watching brief will be undertaken during the relevant ground works. Archaeology Wales will update DAT DM with the exact date.

#### **4.2 Report delivery**

The report will be submitted to the client and to DAT DM within three months of the completion of the fieldwork. A copy of the report will also be sent to the regional HER (DAT-HER).

## 5 Fieldwork

The archaeological works will be conducted according to the Chartered Institute for Archaeologist's *Standard and Guidance for Archaeological Watching Briefs* (2020).

The watching brief will be monitored by a suitably qualified archaeologist. The site archaeologist undertaking the watching brief will be afforded the required access by the main contractor in order to observe and where necessary to record any archaeological remains revealed. Archaeological sensitive groundwork will not be undertaken in the specified area without the presence of the site archaeologist. The site archaeologist will record finds and less significant archaeological deposits and features without significant delay to the work program.

Where significant or complex archaeological deposits or features are encountered there will be a requirement for those areas to be fenced off and highlighted to all contractors employed on the site. Machines or contractors shall not enter this area until archaeological recording has been completed. If significant archaeological features are revealed during the work a meeting between the client, DAT DM and AW will be called at the earliest convenience.

If significant archaeological features are encountered contingency arrangements will be made. Contingency costs will be agreed in advance before any extension to the programme commences and will follow a site meeting between Archaeology Wales, the client and DAT DM.

### 5.1 Specialist advisers

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

Artefact type	Specialist
Flint	Kate Pitt (Archaeology Wales)
Animal bone	Richard Madgwick (Cardiff University)
CBM, heat affected clay, Daub etc.	Rachael Hall (APS)
Clay pipe	Charley James-Martin (Archaeology Wales)
Glass	Rowena Hart (Archaeology Wales)
Cremated and non-cremated human bone	Malin Holst (University of York)/Richard Madgwick (Cardiff University)
Metalwork	Kevin Leahy (University of Leicester)/ Quita Mold (Freelance)
Metal work and metallurgical residues	Dr Tim Young (GeoArch)
Neo/BA pottery	Dr Alex Gibson (Bradford University)
IA/Roman pottery	Jane Timby (Freelance)
Roman Pottery	Rowena Hart (Archaeology Wales)/ Peter Webster (Freelance)
Post Roman pottery	Stephen Clarke (Monmouthshire Archaeology)
Charcoal (wood ID)	John Carrot (Freelance)
Waterlogged wood	Nigel Nayling (University of Wales – Lampeter)
Molluscs and pollen	Dr James Rackham
Charred and waterlogged plant remains	Wendy Carruthers (Freelance)

## 5.2 Specialist reports

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

## 5.3 Recording

Recording will be carried out using AW recording systems (pro-forma context sheets etc) using a continuous number sequence for all contexts.

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

All features identified will be tied in to the OS survey grid and fixed to local topographical boundaries.

Photographs will be taken in digital format with an appropriate scale, using a 12MP camera with photographs stored in Tiff format.

The archaeologists undertaking the watching brief will have access to the AW metal detector and be trained in its use.

## 5.4 Finds

The professional standards set in the Chartered Institute for Archaeologists' *Standard and guidance for the collection, documentation, conservation and research of archaeological Materials (2020)* will form the basis of finds collection, processing and recording.

All manner of finds regardless of category and date will be retained.

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

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

# 6 Monitoring

DAT DM will be contacted prior to the commencement of archaeological works, and subsequently once the work is underway.

Any changes to the WSI that AW may wish to make after approval will be communicated to DAT DM for approval as archaeological advisors to the Planning Authority.

Representatives of DAT DM will be given access to the site so that they may monitor the progress of the watching brief and building recording. DAT DM will be kept regularly informed about developments. During the ongoing Covid-19 pandemic site monitoring visits may not be possible. Under such circumstances suitable remote monitoring systems will be agreed with DAT-DM and put in place.

# 7 Post-fieldwork programme

## 7.1 Archive assessment

### 7.1.1 Site archive

An ordered and integrated site archive will be prepared in accordance with: Management of Research Projects in the Historic Environment (MoRPHE) (Historic England 2006) and The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales (the Federation of Museums and Art Galleries of Wales, 2019) upon completion of the project.

The site archive will be prepared in accordance with the National Monuments Record (Wales) agreed structure and deposited with an appropriate receiving organisation, in compliance with ClfA Guidelines (Standard and guidance for the creation, compilation,

transfer and deposition of archaeological archives', 2020). It will also conform to the guidelines set out in 'The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2017' (National Panel for Archaeological Archives in Wales 2017). The legal landowners' consent will be gained for deposition of finds. The project will adhere to the Welsh Archaeological Trust's joint Guidance for the Submission of Data to the Welsh Historic Environment Records (2018).

The paper and digital archive will be deposited with the National Monuments Record, RCAHMW including a copy of the final report. This archive will include all written, drawn, survey and photographic records relating directly to the investigations undertaken. NMR Digital archives will follow the standard required by the RCAHMW (RCAHMW, 2015). A copy of the archive index and report will also be lodged with the Historic Environment Record at Dyfed Archaeological Trust. The project will adhere to the Welsh Archaeological Trust's joint Guidance for the Submission of Data to the Welsh Historic Environment Records (2018).

### **7.1.2 Analysis**

Following a rapid review of the potential of the site archive, a programme of analysis and reporting will be undertaken. This will result in the following inclusions in the final report:

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

## **7.2 Reports and archive deposition**

### **7.2.1 Report to client**

Copies of all reports associated with the archaeological watching brief, together with inclusion of supporting evidence in appendices as appropriate, including photographs and illustrations, will be submitted to the client and DAT-DM upon completion.

### **7.2.2 Additional reports**

After an appropriate period has elapsed, copies of all reports will be deposited with the relevant regional Historical Environment Record (HER), the National Monuments Record and, if appropriate, Cadw. All material deposited with the HER will be prepared and deposited in accordance with *Guidance for the Submission of Data to the Welsh Historic Environment Records* (WAT 2018).

### **7.2.3 Summary reports for publication**

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

### **7.2.4 Notification of important remains**

Where it is considered that remains have been revealed that may satisfy the criteria for

statutory protection, AW will submit preliminary notification of the remains to Cadw.

### **7.2.5 Archive deposition**

The final archive (site and research) will, whenever appropriate, be deposited with a suitable receiving institution. If artefacts are recovered, and dependent on the size of the final archive, the preferred receiving institution would be a suitable local institution, in this case the Pembrokeshire Museum Service, Haverfordwest. Arrangements will be made with the receiving institution before work starts.

Although there may be a period during which client confidentiality will need to be maintained, copies of all reports and the final archive will be deposited no later than six months after completion of the work.

Copies of all reports, the digital archive and an archive index will be deposited with the *National Monuments Record*, RCAHMW, Aberystwyth.

Wherever the archive is deposited, this information will be relayed to the HER. A summary of the contents of the archive will be supplied to DAT-DM.

### **7.2.6 Finds deposition**

The finds, including artefacts and ecofacts, excepting those which may be subject to the Treasure Act, will be deposited with the same institution, subject to the agreement of the legal landowners.

## **8 Staff**

The project will be managed by John Davey (AW Project Manager) and the fieldwork undertaken by suitably qualified and experienced AW archaeologists. Any alteration to staffing before or during the work will be brought to the attention of DAT-DM and the client.

## **Additional Considerations**

## **9 Health and Safety**

### **9.1 Risk assessment**

Prior to the commencement of work AW will carry out and produce a formal Health and Safety Risk Assessment in accordance with *The Management of Health and Safety Regulations 1999*. A copy of the risk assessment will be kept on site and be available for inspection on request. A copy will be sent to the client (or their agent as necessary) for their information. All members of AW staff will adhere to the content of this document. The risk assessment will explicitly address site specific safe working procedures during, and in the light of, the ongoing Covid-19 pandemic. These safe working practices will conform to the Chartered Institute for Archaeologists Covid-19 Site Procedures and Guidance documents.

### **9.2 Other guidelines**

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

### **9.3 Covid-19 Specific Considerations**

9.3.1. If a Staff member believes they are at an increased risk from the virus they are to contact management.

9.2.2. If anyone is showing symptoms of Covid-19 they are to go home immediately and notify the appropriate people.

9.2.3. Staff will drive to site in a private vehicle alone or with someone from their household only. If sites require multiple staff members to attend, they will travel separately and will try to avoid the use of public transport (walking, cycling etc)

9.2.4. Staff will stay at least 2m away from any person, who does not live within their own household, AT ALL TIMES. This includes on site, within office space, in the canteen and all other parts of the compound.

9.2.5. Staff will wash hands regularly and thoroughly, especially on arriving to site, leaving site and before eating.

9.2.6. The staff members should take their own food and drink to site.

9.2.7. Once returning home, appropriate care should be taken to ensure that contamination does not spread (change clothes, shower etc)

9.2.8. Staff will avoid touching surfaces if possible. If they have to touch a surface, such as a door handle or toilet seat, staff must either wear gloves or wash their hands/ relevant body part with sterilising hand wash immediately afterwards. DO NOT touch your face after touching any surface. Staff should also disinfect surfaces before and after touching. Staff must bring their own sterilising handwash, wipes and gloves and dispose of them safely after use.

9.2.9. All staff will read, sign, and adhere to the separate Site Operating Procedures and work in accordance with them.

9.2.10. If any staff, contractor, or any other persons on site are not abiding by these rules, the staff member will remove themselves from the risk and contact the Project Manager immediately.

## 10 Community Engagement and Outreach

Wherever possible, AW will ensure suitable measures are in place to inform the local community and any interested parties of the results of the site investigation work. This may occur during the site investigation work or following completion of the work. The form of any potential outreach activities may include lectures and talks to local groups, interested parties and persons, information boards, flyers and other forms of communication (social media and websites), and press releases to local and national media.

The form of any outreach will respect client confidentiality or contractual agreements. As a rule, outreach will be proportional to the size of the project.

Where outreach activities have a cost implication these will need to be negotiated in advance and in accordance with the nature of the desired response and learning outcomes.

## 11 Insurance

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

## 12 Quality Control

### 12.1 Professional standards

AW works to the standards and guidance provided by the *Chartered Institute for Archaeologists*. AW fully recognise and endorse the Chartered Institute for Archaeologists' *Code of Conduct*, *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* and the *Standard and Guidance for archaeological Watching Brief (CIfA 2020)* currently in force. All employees of AW, whether corporate members of the Chartered Institute for Archaeologists or not, are expected to adhere to these Codes and Standards during their employment.

## 12.2 Project tracking

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

## 13 Arbitration

Disputes or differences arising in relation to this work shall be referred for a decision in accordance with the Rules of the Chartered Institute of Arbitrators' *Arbitration Scheme for the Institute for Archaeologists* applying at the date of the agreement.

## 14 References

British Geological Survey: <http://mapapps.bgs.ac.uk/geologyofbritain/home.html>, Retrieved 21/05/2021.

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

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

Chartered Institute for Archaeologists. 2020. *Standard and Guidance for Archaeological Watching Briefs*.

Federation of Museums and Art Galleries of Wales, 2019, *The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales*.

Hall, J. & Sambrook, P, 2014. *Pointz Castle, Pen y Cwm, Pembrokeshire: Watching Brief*. Trysor Project No. 2014/381

The Welsh Archaeological Trusts (WAT). July 2018. *Guidance for the Submission of Data to the Welsh Historic Environment Records*

[www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html](http://www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html) - Accessed 21/05/2021

[www.landis.org.uk/soilscapes/](http://www.landis.org.uk/soilscapes/) - Accessed 21/05/2021

[www.heritagegateway.org.uk/Gateway/Results\\_Application.aspx?resourceID=1006](http://www.heritagegateway.org.uk/Gateway/Results_Application.aspx?resourceID=1006) –

Accessed 21/05/21

CIfA Covid-19 Guidance and Advice documents consulted:

*Statement on COVID-19 and archaeology in the planning system:*

<https://www.archaeologists.net/sites/default/files/2020.04.07%20-%20ALGAO-CIfA%20-%20COVID-19%20and%20archaeology%20in%20the%20planning%20system.pdf>

*Coronavirus challenges: Standards and guidance advice:*

[https://www.archaeologists.net/practices/coronavirus\\_and\\_standards](https://www.archaeologists.net/practices/coronavirus_and_standards)

*Site working in the UK and COVID-19:*

<https://www.archaeologists.net/practices/coronavirus/siteworking>

*Covid-19 site procedures and guidance:*

[https://www.archaeologists.net/sites/default/files/DF\\_COVID\\_19\\_site\\_procedures\\_v1.pdf](https://www.archaeologists.net/sites/default/files/DF_COVID_19_site_procedures_v1.pdf)





# *Archaeology Wales*

**Archaeology Wales Limited**

The Reading Room, Town Hall, Llanidloes, SY18 6BN

**Tel: +44 (0) 1686 440371**

Email: [admin@arch-wales.co.uk](mailto:admin@arch-wales.co.uk)

Company Directors: Mark Houlston MCifA & Jill Houlston

Company Registered No. 7440770 (England & Wales)

Registered Office: Morgan Griffiths LLP, Cross Chambers

9 High Street, Newtown, Powys, SY16 2NY

