

Foel Trawsnant Wind Farm, Bryn, Port Talbot:

A Written Scheme of Investigation for Archaeological Monitoring and Recording

National Grid Reference: SS 283905, 193920

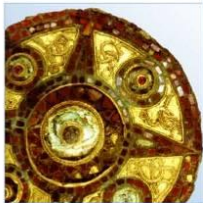
Site Code: E009298

Heneb Reference: NTP0363

Planning References: 2015/0525; 2022/0517

AOC Project No: 35225

March 2026



Foel Trawsnant, Bryn, Port Talbot:

A Written Scheme of Investigation for Archaeological Monitoring and Recording

On Behalf of:	AXIS Well House Barns Bretton Chester CH4 0DH
National Grid Reference (NGR):	SS 283905, 193920
AOC Project No:	35225
HENEB Reference:	NPT0363
Site Code	E009298
OASIS ID:	aocarcha1-540381
Prepared by:	Lisa Bird
Illustration by:	Sam O'Leary
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This document has been prepared in accordance with AOC standard operating procedures.

Author: Lisa Bird	Date: March 2026
Approved by: Melissa Melikian	Date: March 2026
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Enquiries to: AOC Archaeology Group
Unit 7
St Margarets Business Centre
Moor Mead Road
Twickenham
TW1 1JS

Tel. 020 8843 7380
Fax. 020 8892 0549
e-mail. london@aocarchaeology.com



www.aocarchaeology.com

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1. Introduction

- 1.1 This document is a Written Scheme of Investigation (WSI) setting out the methodology for archaeological monitoring and recording for Foel Trawsnant Wind Farm ('the approved development'), at Bryn, Port Talbot, ('the Site'), (Figure 1). The Site is centred at National Grid Reference (NGR) SS 283905 193920.
- 1.2 The site is located on the hills between the Afan and Llynfi Valleys within the Foel Trawsnant Special Landscape Area. The site is currently in open upland used primarily for grazing livestock.
- 1.3 The Decision Notice for the approved development requires a programme of archaeological works to be undertaken, which must be agreed prior to the start of construction.
- 1.4 This WSI details how the archaeological monitoring and recording associated with the approved development will be undertaken, in order to record the presence or absence of archaeological remains, their extent, nature, quality, date, and character. The works will be undertaken by a suitably qualified archaeologist. All works will be undertaken in accordance with relevant national, regional and local guidance.

2 Planning Background

Planning History

- 2.1 The Site lies within the administrative areas of Neath Port Talbot Council, to which archaeological advice is provided by Heneb.
- 2.2 The Site has a detailed planning history, with numerous environmental assessments supporting various planning applications during the past decade. Planning permission was originally granted on 25 November 2021 (Decision Notice reference DN P2014/0825) by Neath Port Talbot Council (NPTC) for the installation of 11 wind turbines with a maximum blade tip height of 145 m together with ancillary infrastructure at Foel Trawsnant. The full description of development was as follows:

"Installation of 11 wind turbines with a maximum tip height of 145 m, together with ancillary development including substation and control building, on site underground electrical cables, stone site access tracks, temporary construction compounds, turbine foundations and temporary crane pads".
- 2.3 In 2022, the incumbent operator applied under Section 96a of The Town and Country Planning Act 1990 for a Non-Material Amendment (NMA) application (Planning Reference: P2022/0344). The NMA was to allow for a reduced number of turbines to be installed, with the operator planning to install only 8 of the proposed turbines. The NMA amended planning permission P2014/0825 to include the words 'up to', so that it reads:

"Installation of up to 11 wind turbines with a maximum tip height of 145 m, together with ancillary development including substation and control building, on site underground electrical cables, stone site access tracks, temporary construction compounds, turbine foundations and temporary crane pads".
- 2.4 Following the approval of the NMA in 2022, the operator subsequently applied under Section 73 of the TCPA to vary the conditions attached to the approved planning consent. This

submission, under Planning Reference: P2022/0517, amended the approved drawings listed under Condition 3 of planning permission P2014/0825 to allow for the revised rotor diameters at 8 turbines and the removal of the remaining three (turbines T3, T4 and T7). This Section 73 application was approved on 4 April 2023 and forms the current approved development.

- 2.5 The 2014 planning application (ref: P2014/0825) was supported by a comprehensive Environmental Statement (ES) reporting the potential likely significant effects of the scheme impacts. The later 2018 application provided an update to the ES, reinforcing the conclusions of the 2014 planning application. A Regulation 24 submission was made to NPTC providing further details in support of the 2018 planning application.
- 2.6 An Environmental Statement (ES), including information (Chapter 8) relating to the Historic Environment, was submitted alongside the 2014 application.
- 2.7 The Decision Notice for the application included Condition 9, which stated:
- “No development shall commence until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the Local Planning Authority”.*
- 2.8 The s.73 application was accompanied by an ES Addendum, that included further information on the Historic Environment.
- 2.9 The Decision Notice for the 2022 application again included Condition 9 relating to the programme of archaeological works.

Planning Policy Wales

- 2.10 Edition 12 of the Planning Policy Wales (PPW 12) was published by the Welsh Government in February 2024. PPW 12 sets out the Government's planning policies for Wales and how these should be applied. It provides a framework within which locally-prepared plans for development can be produced and assessed. Chapter 6 of the PPW 12 is concerned with 'Conserving and Enhancing the Historic Environment and its Assets'. It identifies heritage assets as "central to Wales's culture and its character" (Welsh Government 2024, 129: para 6.1.1) and that "it is important that the planning system looks to protect, conserve and enhance the significance of heritage assets" (ibid., 130: para 6.1.7). PPW 12 also notes that:

“The planning system must take into account the Welsh Government's objectives to protect, conserve, promote and enhance the historic environment as a resource for the general wellbeing of present and future generations. The historic environment is a finite, non-renewable and shared resource and a vital and integral part of the historical and cultural identity of Wales. It contributes to economic vitality and culture, civic pride, local distinctiveness and the quality of Welsh life. The historic environment can only be maintained as a resource for future generations if the individual historic assets are protected and conserved (ibid., 130: para 6.1.5)”.

Neath Port Talbot Local Development Plan

- 2.11 The Local Development Plan for Neath Port Talbot (Neath Port Talbot County Borough Council, 2026: 84). includes Policy SP21, which states that:
- “The built environment and historic heritage will, where appropriate, be conserved and enhanced through the following measures:*

1. *Encouraging high quality design standards in all development proposals;*
2. *Protecting arterial gateways from intrusive and inappropriate development;*
3. *Safeguarding features of historic and cultural importance;*
4. *The identification of the following designated sites to enable their protection and where appropriate enhancement:*
 - (a) *Landscapes of Historic Interest;*
 - (b) *Historic Parks and Gardens;*
 - (c) *Conservation Areas;*
 - (d) *Scheduled Ancient Monuments; and*
 - (e) *Listed Buildings and their curtilage”.*

3 Archaeological and Historical Background

- 3.1 The following background information is an excerpt from Chapter 8: Historic Environment (Wood, 2018) from the ES submitted for the 2014 application. Where text has been taken directly from the ES Chapter the text is in *italics*.
- 3.2 *The planning boundary for the wind farm (the site) is almost entirely within the LANDMAP Historic Landscape Aspect Area of Mynydd Penhydd and Foel Trawsnant (NPTHL060). This area has been classed as high value for the survival of field boundaries representing a largely enclosed upland moor, though the coherence of this has been lessened by the presence of modern forestry plantation. The aspect area also contains evidence of multi-period archaeological remains, including a prehistoric circular enclosure, several clusters of medieval house platforms and extensive post-medieval industrial remains.*
- 3.3 *The site itself is predominantly agricultural, mainly used for pasture, with boundaries formed by either cloddiau (banks and ditches), dry stone walls or rail and post fencing. The site is bounded to the south by forestry, whilst the northern limit of the site area is defined by an old track (designated as a Byway Open to All Traffic or BOAT), which runs from Tycanol to Hendre-Owen Farm. The western limit of the site is defined by a stoned bank and ditch field boundary incorporating a cross dyke at its southern limit. The medieval track Heol y Moch’ (Pig’s Way, suggestive of a drovers road) crosses the site to the southeast and forms the southern access route though the forestry across Garn Wen from Neath Road (B4282). Coal levels and quarries were also opened within the site.*
- 3.4 There are no designated heritage assets recorded on the site.
- 3.5 The ES identified 16 known non-designated heritage assets within the Site:
 - 10 referred to as being of potential features of the historic environment recorded on the Historic Environment Record (HER) and National Monuments Record of Wales (NMRW) dating from the medieval to post-medieval period.
 - Five post-medieval sites described as remnants of the industrial land use.
 - A modern structure associated with the Upper Workings of Dyffryn Rhondda Colliery (NMRW516682) (Wood, 2018).

- 3.6 Information regarding four of the heritage assets is not available in the ES. Details of the remaining 12 heritage assets are outlined in Table 1, and their location is shown on Figure 2.

Table 1: Known Heritage Assets within the Site

HER Reference	Name	Easting	Northing
HER00710w	Medieval long hut at Cefn yr Argoed 2	283670	193960
HER01862.0m	Cross Ridge Dyke	284182	193870
HER07293w	British Trackway	-	-
HER01077.0w	Heol y Moch (The Pigs' Way)	286040	195910
HER03999w	Garn Wen boundary stone II	283968	193430
HER04001w	Garn Wen boundary stone IV	283912	193205
HER03975w	Rhiw Tor Cymry Battle Site	283809	192765
NMRW516757	Foel Trawsnant Level	283624	193994
Not available	Possible Quarry or Platform	283896	194050
Not available	Possible Quarry or Platform	283812	194253
HER02046w	Nant yr Hwyaidd	283150	194780
NMRW516682	Dyffryn Rhondda Colliery	284220	195750

- 3.7 Baseline information within the ES states that the Site is located within an active prehistoric landscape, with particular evidence for surviving occupation and funerary remains. It was noted that there was little evidence of pre-Bronze Age remains surviving in the region.
- 3.8 The presence of Roman and Early-medieval remains were noted as being scarce within the 1km study area.
- 3.9 Two medieval house platforms are recorded when the site and the area around the Site is documented as being characterised by settlement and agriculture in the period.
- 3.10 The ES stated that the Site and its surroundings could be characterised as largely industrial and agricultural in the post-medieval and modern period.
- 3.11 The ES concluded that there was the potential for hitherto unknown buried remains to survive within the Site.

4 Aims of the Investigation

4.1 The overall WSI accepted aims of the archaeological investigations, as outlined in the ClfA universal guidelines on archaeological monitoring and recording (ClfA 2023), are defined as being:

- To protect upstanding known heritage assets during the construction phase;
- To determine the extent, condition, nature, character, quality and date of any archaeological remains encountered.
- To map any archaeological remains encountered and sample excavate the features.
- To assess the ecofactual and environmental potential of excavated archaeological features and deposits.
- To identify and understand any palaeo-environmental deposits.
- To determine the extent of previous truncations of the archaeological deposits.
- To make available to interested parties the results of the investigation; and
- To make public the results of the investigation, subject to any confidentiality restrictions, through the ADS OASIS website.

4.2 The specific project aims of the archaeological investigations are defined as being:

- To determine the presence of prehistoric activity;
- To determine the presence of medieval activity;
- To determine the presence of post-medieval remains, including evidence of industrial activity; and
- Assess the degree and extent of truncation or damage of post-medieval industrial activity.

5 Scope of Works and Strategy

5.1 The scope of Condition 9 relates to the archaeological monitoring and recording of topsoil stripping, and the fencing off of features of archaeological interest within the vicinity of the Consented Development (which based on the ES Chapter (Wood, 2018), were namely HER00710w and HER01862.0m), with provision for any feature of archaeological interest that may be uncovered to be recorded prior to construction. This follows the mitigation strategy included in Chapter 8 of the ES (Wood, 2018- Table 8.6).

5.2 All works will be undertaken by suitably qualified professional archaeologist(s) in accordance with current best practice standards and guidance. The results will be published online via Archaeological Data Service (ADS).

Fencing

5.3 Known heritage assets within close proximity to the construction works will be fenced off prior to construction commencing.

5.4 The assets in close proximity to construction activities comprise: Garn Wen boundary stone II (HER03999w); Garn Wen boundary stone IV (HER04001w); Cross Ridge Dyke

(HER01862.0m) as well as the southern most possible quarry or platform identified by in the ES (Figure 2).

- 5.5 It is possible that at least two of the aforementioned heritage assets will be impacted by the approved development (Figure 2). In this case the features are to be recorded prior to construction. The recording methodology would be the same as that undertaken for hitherto unknown remains identified during the programme of archaeological monitoring and recording and is detailed in Section 6 of this WSI.

6 Methodology

Archaeological Monitoring and Recording

- 6.1 Archaeological monitoring and recording should be undertaken on site during the following groundworks:
- Ground reduction for the excavation of foundations of the turbines.
 - Ground reduction for the substation and control building.
 - Excavation for the creation of temporary construction compounds.
 - Excavation for the creation of access tracks.
 - Excavation for the electrical cable service runs.
 - Ground reduction for temporary crane pads.
- 6.2 All excavations will be undertaken using a machine provided with a toothless (ditching) bucket, where practicable, to minimise disturbance to any potential archaeological remains. Excavations will be undertaken at all times under archaeological supervision, with archaeological control over the pace and method of excavation. Should archaeological remains be encountered, the contractor will allow sufficient time for excavation and recording of the remains according to the protocols within this WSI.
- 6.3 All topsoil stripping required to facilitate the approved development will be observed by an archaeologist during their excavation, to the required depth for the development to proceed, until such time as it is clear that no further unknown heritage assets will be impacted. These excavations include any required for temporary works during the construction project, or works such as new drainage or services. When it is clear that no further unknown heritage assets will be impacted, a discussion with Heneb will be undertaken regarding the reduction of the mitigation strategy.
- 6.4 Should significant archaeological remains or deposits be encountered there may be a need for a second phase of archaeological work. In this case a second WSI should be submitted through the Local Planning Authority which will be approved prior to the second phase of fieldwork being undertaken, and development proceeding.
- 6.5 The archaeological monitoring and recording, and subsequent post-excavation work will conform to current best archaeological practice and local and national standards and guidelines:

- Chartered Institute for Archaeologists (2020a) – Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials.
- Chartered Institute for Archaeologists (2020b) – Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives
- Chartered Institute for Archaeologists (2025) - Code of conduct: professional ethics in archaeology.
- Chartered Institute for Archaeologists (2023a) - Universal guidance for archaeological monitoring and recording.
- Conservation Principles - for the sustainable management of the historic environment in Wales 2011.
- Historic Environment (Wales) Act 2023
- Historic England (2015a) – Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide.
- Historic England (2011) – Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation.
- Museum of London (1994) – Archaeological Site Manual (Third Edition).
- Planning Policy Wales Technical Advice Note 24.
- RESCUE & ICON (2001) – First Aid for Finds.
- United Kingdom Institute for Conservation (1990) – Guidance for Archaeological Conservation Practice.)

- 6.6 Insurances, copyright and confidentiality, and standards are included in Appendix A.
- 6.7 The site archive will be organised to be deposited with the local receiving museum, according to their current guidance.
- 6.8 A unique site code (E009298) was obtained by AOC for the archaeological monitoring and recording, and will be used as the site identifier.
- 6.9 A copy of the approved WSI will be held on site along with the detailed site risk assessment. All site staff will be made aware of and will have reviewed both documents.
- 6.10 The archaeological monitoring and recording will be undertaken by a Project Supervisor (Archaeological Clerk of Works). Additional staff will be made available as required.
- 6.11 The investigation will be monitored by Heneb. AOC will advise Heneb of the start of the works at least one week in advance of the proposed start date and be kept informed of progress during the site works.
- 6.12 If significant archaeological remains are identified during the archaeological monitoring and recording, a programme of mitigation may be required, following discussions with the client and the archaeological advisor to the local planning authority.
- 6.13 Records will be produced using either pro-forma context or trench record sheets and by the single context planning method and will be compatible with those published by the Museum of London (MoL 1994). A record of the full sequence of all archaeological deposits as revealed in the monitoring and recording will be made. Plans and sections of features will be drawn at an appropriate scale of 1:10 or 1:20, with sections drawn at 1:10.
- 6.14 In consultation with Heneb, AOC will recover environmental data, if available, for the prehistoric and subsequent periods that might help to characterise local environmental

changes or inform on the characterisation of land-use for the local area during the medieval and post-medieval periods.

- 6.15 Bulk samples, 20 L for wet and 40 L-60 L for dry contexts will be taken from appropriate contexts for the recovery and assessment of environmental data. Provision will be made for column and other appropriate samples to be taken. Sampling methods will follow the guidelines set out in 'A guide to sampling archaeological deposits for environmental analysis' (Murphy & Wiltshire 1994).
- 6.16 Any finds of human remains will be left in situ, covered and protected. The Ministry of Justice and South Wales Police will be informed. If removal is essential, advice on how best to proceed will be sought from the Ministry of Justice and the local authority environmental health officer.
- 6.17 Any finds covered by the provisions of the Treasure Act (1996, amended 2003) and Treasure (Designation) Order 2002, including gold and silver, will be moved to a safe place and reported to the coroner's office according to the procedures determined by the Act. They will also be reported to the local finds liaison officer from the Portable Antiquities Scheme. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the artefacts from theft or damage.
- 6.18 All identified finds and artefacts will be collected and retained. Certain classes of material, i.e. post-medieval pottery and building material may be discarded after recording if a representative sample is kept. No finds will be discarded without the prior approval of the archaeological monitor.
- 6.19 Finds will be scanned to assess the date range of the assemblage with particular reference to pottery. In addition, the artefacts will be used to characterise the site, and to establish the potential for all categories of finds should further archaeological work be necessary.
- 6.20 All finds and samples will be treated in a proper manner and to standards agreed in advance with the recipient museum. Finds will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in United Kingdom Institute for Conservation's Conservation Guidelines No. 2 (UKIC 1983).
- 6.21 Provision for onsite conservation and finds treatment, in addition to any scientific dating of materials uncovered, will be undertaken where appropriate.
- 6.22 Upon completion of the project the landowner and the relevant museum will be contacted regarding the preparation, ownership and deposition of the archive.

7 Report and Archive Preparation

- 7.1 A draft report will be submitted within four to six weeks of completion of the archaeological monitoring and recording for review, subject to the availability of specialist reports. Following this, the report will be provided to Heneb for approval prior to finalising and further dissemination.
- 7.2 The report will include as a minimum the following:
 - A location plan of the Site.
 - The date of the record, the names of the recorders and the location of the archive.
 - A table of contents and a list of figures and plates.

- Acknowledgements to all contributors to the fieldwork, reporting and analysis. Also, a note of any copyrights for reproduced material.
- Plans and sections of features and/or extent of archaeology located. These will be at an appropriate scale.
- A summary statement of the results.
- A table summarizing any identified features, classes and numbers of artefacts encountered and spot dating of significant finds.
- Finds assessments from specialists will be used to provide evidence of date, culture, social status if appropriate and environmental factors, if necessary.
- A review and reconsideration of the methodology used, and a confidence rating of the results.
- Discussion of the results within the site in relation to the local landscape setting, and in the wider spread of settlement activity in the local area, with reference to the local archaeological research framework. There is a framework available for Wales in general (<https://www.archaeoleg.org.uk/areaallwales.html>) as well as one for the South-East region, where the Site is located (<https://www.archaeoleg.org.uk/areasoutheast.html>).
- The procedures defined in Historic England's Management of Archaeological Projects 2nd edition (1991) will be followed for immediate post-field archive preparation and initial assessment if warranted. It will then be agreed with Heneb.

- 7.3 The archaeological monitoring and recording report will also include an assessment of the potential for archaeological features and environmental deposits to survive within the stratigraphic sequence identified.
- 7.4 A list of specialist staff that may be used for analysis of samples and artefacts is given in Appendix B.
- 7.5 Copies of reports will be issued to the client, Heneb, and a local history library/archive on the understanding that it will become a public document after an appropriate period of time. One digital copy of the report will also be provided to the Heneb HER/HEDDOS Historic Environment Record Data Deposit Online System.
- 7.6 Publication of the results in a local journal will be pursued regardless of whether the archaeological works provide a positive or negative result. This would like be in the CBA Wales journal, Archaeology in Wales, <https://cbawales.org/archaeology-in-wales/>. Should archaeology be encountered that may warrant further dissemination, AOC will seek to implement a scheme of public outreach to be agreed with all parties. This may include a press release, social media, displays for local libraries/museums and public talks.
- 7.7 Final plans and survey outputs will be deposited with the HER as GIS shapefiles.

Archive Preparation

- 7.8 On completion of the project AOC will discuss arrangements with the developer/landowner for the archive to be deposited (Appendix C). This will be prepared in the format agreed with the recipient museum and following national guidance (ADS 2011 and Brown 2011).

- 7.9 All digital records will be managed with the AOC Data Management Plan (Appendix D). The digital archive will be transferred to the National Monuments Record, RCAHMW (National Library of Wales, Aberystwyth) and/or The Archaeology Data Service (ADS). A high resolution copy of the PDF report will be issued to the Heneb HER via the online portal here <https://heneb.jotform.com/242893088003963>. The report will include an overall archive Selection Strategy as an appendix, as well as an updated Data Management Plan. The Event PRN obtained for the project will be included in the fieldwork report along with any HER Enquiry Number obtained.
- 7.10 An OASIS form will be completed (OASIS Id: aocarcha1-540381-Appendix E).
- 7.11 In the case where finds are retained, landowner consent will be required to allow transfer of the finds to the recipient museum. A Deed of Transfer will be drawn up by the associated museum for signing by the landowner. The complete finds inventory and further finds information can be provided to the landowner, on request. The report will confirm if the Deed of Transfer has/has not been signed by the landowner.
- 7.12 There are currently no museums in the region accepting archives. As such, AOC will retain the archive until a suitable repository becomes available.

Further work

- 7.13 In the event that significant archaeological finds lead to further work on the Site, the further analysis and publication of the archaeological investigations and subsequent archives will be undertaken together. In the event that no further work is required, or that further work will only proceed after a substantial period of time after the archaeological monitoring and recording and evaluation, the further analysis and publication of the report should proceed.

8 Health and Safety

- 8.1 Health and Safety will take priority over all other requirements. A conditional aspect of all archaeological work is both safe access to the area of work and a safe working environment.
- 8.2 The project will be carried out in accordance with safe working practices and under the defined Health and Safety Policy. The Construction Design and Management Regulations 2015 (CDM) may apply to the archaeological work depending on whether contractors other than the archaeological team are present on the site.
- 8.3 A separate Risk Assessment/Method Statement (RAMS) will be prepared prior to the commencement of the fieldwork.
- 8.4 Staff present on site will be required to wear the appropriate Personal Protective Equipment (PPE), which will be issued as necessary. Facilities will be made available on site for washing.
- 8.5 Where AOC is not the main contractor on a site the main contractor's Risk Assessment will have primacy over the AOC document given that:
- the main contractors' risk assessment is aware of, and takes account of, AOC's working practices – i.e. it does not compromise normal and safe archaeological procedure as set out in our Written Scheme of Investigation and Risk Assessment;
 - AOC was notified of the full suite of hazards present prior to arriving on site;

- there is a proper induction and monitoring process in place and AOC staff have been through this process;
- there is no significant conflict between AOC H & S procedures and those proposed by the main contractor;
- AOC are made aware of new threats or hazards as they arise during the course of our on-site involvement.

9 General

- 9.1 The methodologies of the WSI will be implemented in full where reasonably practicable.
- 9.2 Heneb will be notified in advance of the dates of fieldwork in order to make site visits to review works.
- 9.3 Any significant variations to the proposed methodology will be discussed with Heneb.

10 Bibliography

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FIGURES

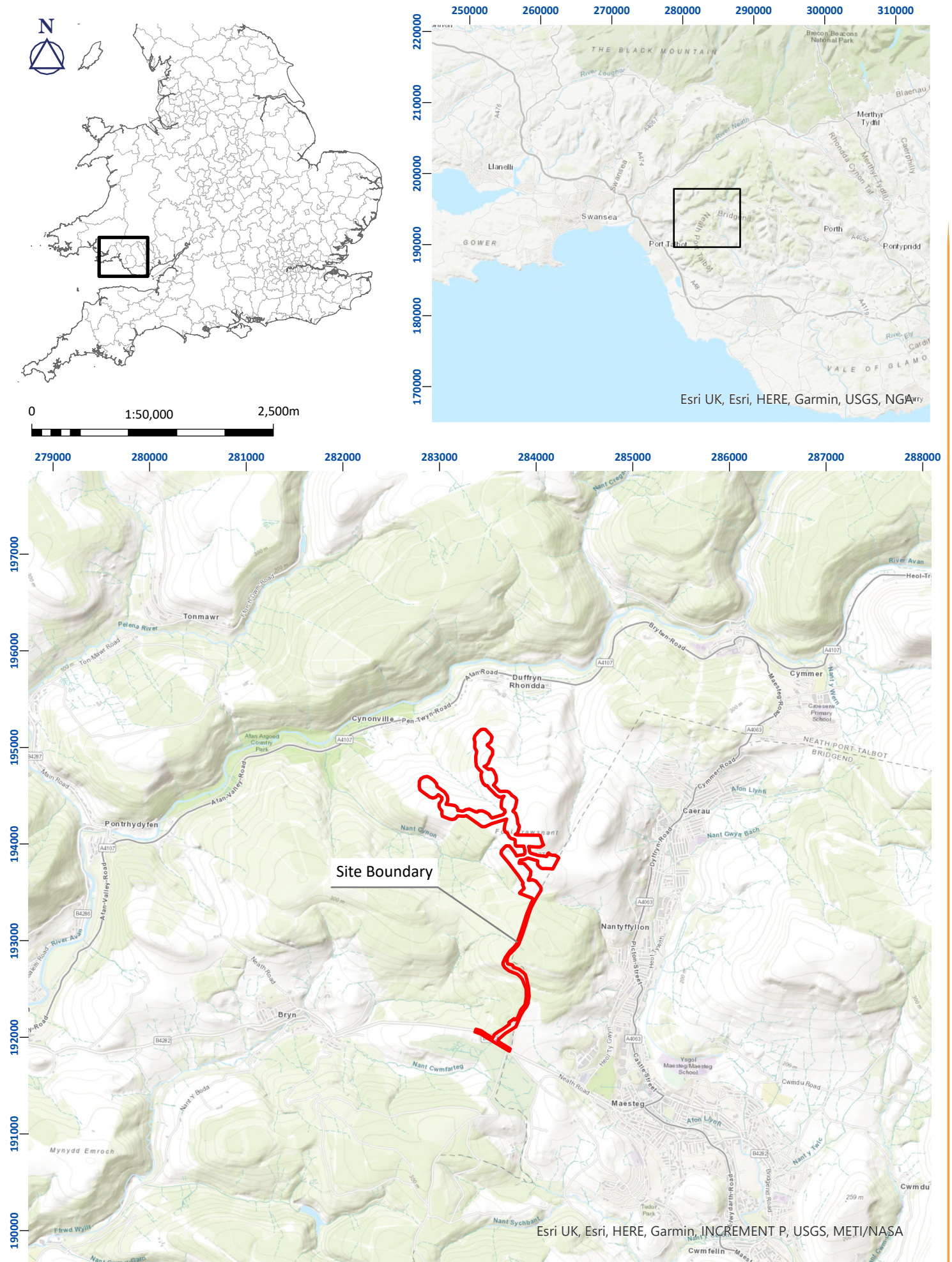


Figure 1: Site location plan

01/35225/WSI/01/01

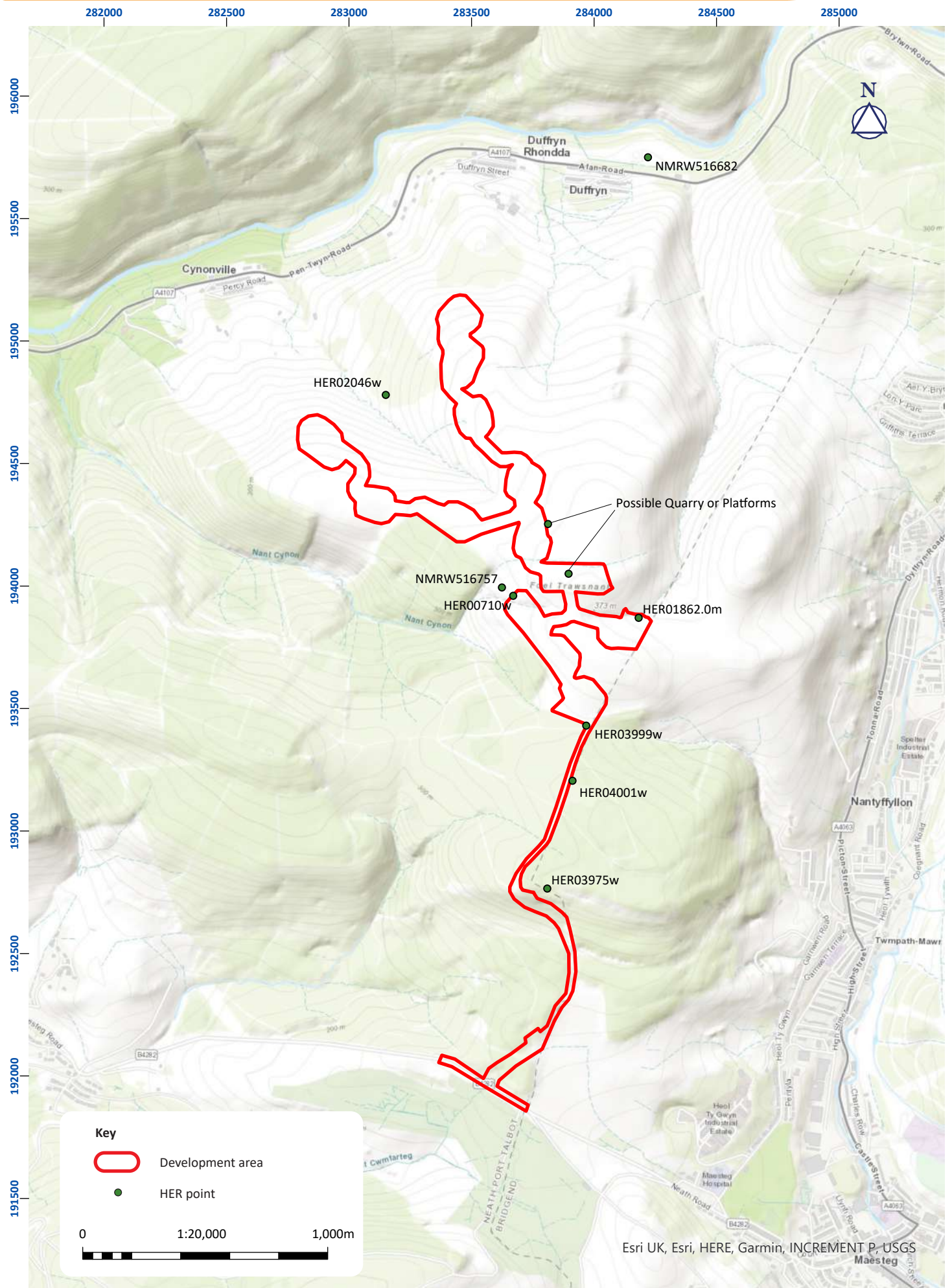


Figure 2: Known heritage assets (From Wood Environment & Infrastructure Solutions UK Limited, 2018) 01/35225/WSI/02/01

Appendix A - General

Insurances

1. AOC holds Employers Liability Insurance, Public Liability Insurance and Professional Indemnity Insurance. Details can be supplied on request.
2. AOC will not be liable to indemnify the client against any compensation or damages for or with respect to:
 - damage to crops being on the Area or Areas of Work (save in so far as possession has not been given to the Archaeological Contractor)
 - the use or occupation of land (which has been provided by the Client) by the Project or for the purposes of completing the Project (including consequent loss of crops) or interference whether temporary or permanent with any right of way light air or other easement or quasi easement which are the unavoidable result of the Project in accordance with the Agreement
 - any other damage which is the unavoidable result of the Project in accordance with the Agreement
 - injuries or damage to persons or property resulting from any act or neglect or breach of statutory duty done or committed by the client or his agents servants or their contractors (not being employed by AOC Archaeology or for or in respect of any claims demands proceedings damages costs charges and expenses in respect thereof or in relation thereto)
3. Where excavation has taken place evaluation trenches will be backfilled with excavated material but will otherwise not be reinstated unless other arrangements have previously been agreed. Open area excavations normally will not be backfilled but left in a secure manner unless otherwise agreed.

Copyright and Confidentiality

4. AOC Archaeology will retain full copyright of any commissioned reports, tender documents or other project documents under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide an exclusive license to the Client in all matters directly relating to the project as described in the Written Scheme of Investigation.
5. AOC will assign copyright to the client upon written request but retains the right to be identified as the author of all project documentation and reports as defined in the Copyright, Designs and Patents Act 1988.
6. AOC will advise the Client of any such materials supplied in the course of projects, which are not AOC's copyright.
7. AOC undertake to respect all requirements for confidentiality about the Client's proposals provided that these are clearly stated. In addition, AOC further undertakes to keep confidential any conclusions about the likely implications of such proposals for the historic environment. It is expected that Clients respect AOC's and the Chartered Institute for Archaeologists' (CIfA) general ethical obligations not to suppress significant archaeological data for an unreasonable period.

Standards

8. AOC Archaeology is an accredited ISO 9001:2015 organisation and a Registered Archaeological Organisation with the ClfA, operating to nationally agreed guidelines, processes and procedures. These are set within a framework that endeavours to carry out the required work and submit the final report in a manner that meets the client's specific needs, providing quality assurance throughout the project and for the end product.
9. AOC Archaeology conforms to the standards of professional conduct outlined in the Chartered Institute of Archaeologists' Code of Conduct (ClfA 2022), the ClfA Standard and Guidance for Archaeological Field Evaluation (ClfA 2020a) and the British Archaeologists and Developers Liaison Group Code of Practice (1991).
10. Where practicable AOC will liaise with local archaeological bodies (both professional and amateur) in order that information about particular sites is disseminated both ways (subject to client confidentiality).

Appendix B – Specialist Staff

The following specialist staff may be used on this project depending on the type of artefacts and soil samples recovered during the course of the fieldwork.

Macroscopic plant remains	Virgil Yendell	AOC
Soils and sediments analysis	Virgil Yendell	AOC
Palaeo-environmental archaeology	Virgil Yendell	AOC
Human remains	Ellen Green	AOC
Conservation	Gretel Evans	AOC
Building material	Les Capon	AOC
Lithics	Jon Cotton	Freelance
Mammal and bird bone	Jackaline Robertson	AOC
Prehistoric pottery	Jon Cotton	Freelance
Roman pottery	Andrew Peachey	Wardell Armstrong
Medieval	Peter Thompson	Wardell Armstrong
Post-medieval pottery	Kylie McDermott	AOC
Metal	Dawn McLaren	AOC
Glass	Kylie McDermott	AOC
Geo-archaeology	Virgil Yendell	AOC

Appendix C – Archaeological Archive Consent Form

ARCHAEOLOGICAL ARCHIVE CONSENT FORM

SITE:

SITE CODE:

AOC ARCHAEOLOGY REF: 35225

RECEIVING MUSEUM:

I agree to the finds archive recovered from this site being donated to the specified museum.

SIGNED [Signature]

PRINT [Name]

Landowner/Agent

LANDOWNER'S NAME: [Landowner name]

LANDOWNER'S ADDRESS: [Landowner address]

Please retain a copy of this form for your records

Appendix D – AOC Data Management Plan

Site Code:	TBC
Site Name:	FOEL TRAWSNANT, BRYN, PORT TALBOT:
Project Type:	ARCHAEOLOGICAL MONITORING AND RECORDING
OASIS ID:	N/A
Local authority:	Neath Port Talbot Council
Data Repository:	TBC

1. Data Collection and Standards

Data Standards & Methods of Collection

Methods of collection will conform to AOC recording practices and relevant Chartered Institute for Archaeologists (CIfA), (2023a). Standard for archaeological monitoring and recording. Digital data acquisition standards are defined from *ADS Guides to Good Practice* (Niven 2021):

<https://archaeologydataservice.ac.uk/help-guidance/guides-to-good-practice/the-project-lifecycle/planning-for-the-creation-of-digital-data/>

Data collection will adhere to [FAIR Principles](#) and will be in line with CIfA *Dig Digital* Guidance:

https://www.archaeologists.net/sites/default/files/downloads/selection-toolkit/digdigital_full_guidance.pdf

The intended repository for digital data is the Archaeology Data Service (ADS)

The intended repository for physical site records is the London Archaeological Archive.

Site Records

Records for this project will be:

- Created digitally using AOC's Field Data Manager and exported to spreadsheets

Handheld devices running Field Data Manager (FDM) software will be used to record archaeological data. FDM software will be used to produce the following site records on pro forma .csv outputs in line with CIFA Standards and Guidance (2014):

- * Context sheets
- * Trench records
- * Finds registers
- * Photographic registers
- * Sample registers
- * Drawing registers
- * Trench record shots
- * Working shots

Photographic Record

The photographic record will comprise digital images taken using an SLR camera of at least 12 megapixels. The photography format to be used is:

RAW & JPG

Raw photographs will be white balanced, contrast corrected, and processed from RAW to JPG

Survey

Archaeological features will be surveyed using a Trimble GNSS GPS tied to OSGB with corrections provided by Trimble VRS Network. Tolerance will be to a horizontal and vertical accuracy of +/- 0.05m. Where tree cover or site obstructions prevent a clear GPS signal, survey will be carried out either by Total Station positioned over a known point or tied to a predefined grid or by hand planning. Where hand plans are required, these will be georeferenced in GIS and shapefiles exported for final plans and archiving purposes.

Data Standards

Data collected will include standard formats which maximise use and reuse in the future. The table below conforms to ADS Instructions for Depositors (2021)

<https://archaeologydataservice.ac.uk/help-guidance/instructions-for-depositors/files-and-metadata/>.

The table below provides a summary of the data types and formats for data collected and created. In cases where the project progresses or becomes more complex, additional types will be added to this section where required.

Data Type Collected	Format for Storage and Archive
Spreadsheets ➤ Context Register ➤ Finds Registers ➤ Sample Registers ➤ Photographic Register ➤ Drawing Register ➤ Specialist Data Tables ➤ Harris Matrices ➤ Metadata Tables	Registers and Data Tables Microsoft Excel (.csv) Metadata as .csv files
Text / Documents ➤ WSI ➤ Daybook/watching brief logs ➤ Final Report ➤ Individual Specialist Reports	All reports as PDF (.pdf/a)
Photography & Raster Images Photography will be undertaken using: 1. Digital SLR 2. Colour print 3. B/W print 4. Colour slide 5. B/W slide ➤ Final Archive Images	Site photographs will be provided in: Joint Photographic Experts Group JPG (.jpg) Raw photo (.CR2, .CR3 or .DNG)
GIS ➤ Site Plans ➤ Survey Data	ESRI Shapefile (.shp,.shx & .dbf, plus associated files) deposited as .zip file

Additional Survey Types (if applicable):

CAD: Site plans Structural surveys Building recording	Drawing Exchange Format, 2018 or later (.dxf)
2. Data Storage and Backup	
Field Data Site Records • 'Born digital' data from AOC's Field Data Manager app data is uploaded to a live SharePoint list on creation and backed up daily. • Paper records are kept in site folders and removed from site at close of work each day Photographic Backup Strategy • Site cameras are removed from site at close of work each day • Digital photographs are recorded onto SD cards and backed up as follows: • SD cards are downloaded to site laptop and duplicated to external hard drive daily Survey Data • Survey data is synced daily to cloud storage and downloaded as a Trimble .job file to the specific project folder on AOCs servers. Project Data • The primary data storage location for this project is AOC's on-premises servers • Sufficient data storage space is available via AOC's servers and via SharePoint backup. The server is accessible by staff on and off-site through a secure log-in, including 2-factor authentication. • The on-premises server is backed up daily to maintain an up-to-date security copy of the organisation wide data. A working copy is kept in cloud storage. • Off-site access to the project files on AOC's servers is provided to support back-up of raw data while fieldwork is ongoing. • Where internet access for data backup is not possible, the raw data will be backed up to a separate media device (such as laptop and portable external hard drive) and transferred to the server at the earliest possible opportunity. • Project files will be shared with external specialists and contractors directly using the same system, with the wider project team gaining access to only the files needed using permissions-based access. • Project folders and files will be named following established AOC procedures. ProjectNumber_name_date (yyyymmdd) and conform to ADS best practice and version control guidance. • On completion of the project, cloud data will be moved to AOC on-premises servers for long term storage. • Data intended for digital archive will be structured in the server directory as follows: ○ Archive ▪ 3D	

- **Graphics**
- **GIS**
- **Photos**
- **Spreadsheets**
- **Reports**

3. Metadata

- Metadata tables for each data type will be populated as the project progresses and will use the standard format for each data type as recommended by:

ADS Guides to Good Practice (Niven 2021).

<https://archaeologydataservice.ac.uk/help-guidance/guides-to-good-practice/the-project-lifecycle/project-metadata/>

- Data documentation will meet the requirement of the Project, Museum Deposition Guidelines, Digital Repository Guidelines and the methodology described in the WSI.

4. Ethics and Legal Compliance

- Personally Identifiable Information (PII) will be removed from the archaeological project archive and permission to include individual's names in any reporting will be gained prior to use.
- Copyright for all data collected by the project team belongs to AOC Archaeology Group (AOC Holdings Ltd), and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.
- Where formal permissions and/or license agreements are linked to data sharing, details of these will be included in the project documentation folders and will accompany the archaeological project archive.

5. Archive

Digital archive material will be deposited with a trusted digital repository, where data migration and backup procedures are in place, and the integrity of the digital archive is maintained (see Section 1). Where a trusted repository is not specified, digital archive material will be deposited with the county museum on Archival Gold CD.

- Version control will be applied throughout the project in line with AOC standard operating procedures and ADS (2021) ClfA (2019) and HE (2015) guidelines.
- Only the final version of 'born digital' documents (reports, databases, images, survey files) will be selected for inclusion in the Digital Archive. The material de-selected from inclusion in the preserved archive will be duplicates or re-productions created during the lifespan of the project.
- Digital photographs will be assessed during post-excavation and selection based on the principles set out in the ADS (2011) & and HE guidelines (2015).

- Raw data (all formats) will only be preserved if specifically requested by the Client or specified by local authority requirements, e.g. unprocessed survey, raw photogrammetric data. Where an archive of raw data with an accepted repository (e.g. ADS) is required, a subsequent costing for storage and archiving will be provided.
- Selection will be defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results. Selection will be carried out based on the following guidelines:

ADS (2021) Guidelines for Depositors

<http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors>

ADS (2018) Guidance for the selection of material for deposit and archive

<https://archaeologydataservice.ac.uk/advice/selectionGuidance.xhtml>

CIfA (2019) Selection Toolkit for Archaeological Archives

<https://www.archaeologists.net/selection-toolkit>

Historic England (2015) Digital Image Capture and File Storage – Guidelines for Best Practice

<https://historicengland.org.uk/images-books/publications/digital-image-capture-and-file-storage>

6. Data Sharing and Accessibility

Data specific requirements, ethical issues or embargos which are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive.

- A summary of the project will be included on the OASIS Index of Archaeological Investigation (see Section 1).
- A final version of the project report will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly.
- The location(s) of the final Archaeological Archive will be added to OASIS when appropriate.
- The Repository in Section 1 will disseminate the digital elements of the Archaeological Archive online under a creative commons licence and the dataset will receive a unique identifier (DOI).

7. Responsibilities

- The Project Manager will be responsible for implementing the DMP, and ensuring it is reviewed and revised at each stage of the project.

The Project Manager is Catherine Edwards.

- Data capture, metadata production and data quality are the responsibility of the Project Team, assured by the Project Manager with support from the Geomatics Manager and Archives Officer.
- Storage and backup of data in the field is the responsibility of the field team. Data management on site will be supervised by the site lead.

The site lead responsible for field data management is AOC Archaeologist.

- Once data is incorporated into the organisations project server, storage and backup is managed by AOC's IT Support Team.
- Data archiving is undertaken by the project team under the guidance of the Archives Officer with the support of the Geomatics Manager.
- The Archives Officer is responsible for the transfer of the Archaeological Project Archive to the agreed repository.
- Details of the core project team can be provided on request.

8. Additional References

Brown, D.H., 2011. Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation, Archaeological Archives Forum (2nd ed).
https://archaeologydataservice.ac.uk/archiveDS/archiveDownload?t=arch-799-1/dissemination/pdf/AArchives_v2.pdf

ClfA Dig Digital Online Resource, <https://www.archaeologists.net/digdigital>

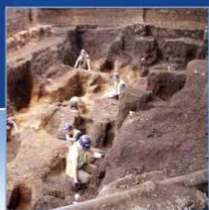
Appendix E – OASIS Form

OASIS Summary

OASIS ID (UID)	aocarcha1-540381
Project Name	Watching Brief at Foel Trawsnant
Sitename	Foel Trawsnant
Sitecode	NPT0363; AOC35225
Project Identifier(s)	AOC35225
Activity type	Watching Brief
Planning Id	2022/0517, P2014/0825 , NPT0363
Reason For Investigation	Planning: Post determination
Organisation Responsible for work	AOC Archaeology Group
Project Dates	
Location	Foel Trawsnant NGR: SS 83905 93920 LL: 51.632074189211814, -3.678786868407532 12 Fig: 283905,193920
Administrative Areas	Country: Wales County/Local Authority: Neath Port Talbot Local Authority District: Neath Port Talbot Parish: Glyncorrwg
Project Methodology	
Project Results	
Keywords	
Funder	
HER	Gwynedd Archaeological Trust - unRev - STANDARD Royal Commission on the Ancient and Historical Monuments of Wales - noRev - LITE
Person Responsible for work	
HER Identifiers	
Archives	

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GGC TOWY USK- SWITCHING STATION BOREHOLES:
A WRITTEN SCHEME OF INVESTIGATION FOR ARCHAEOLOGICAL MONITORING AND RECORDING



AOC Archaeology Group, Unit 7, St Margarets Business Centre, Moor Mead Road, Twickenham

TW1 1JS

tel: 020 8843 7380 | fax: 020 8829 0549 | e-mail: london@aocarchaeology.com

