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Compton House, 10 Station Avenue, Chirk, Wrexham LL14 5LS

April 2024 v1.0



Photographic Building Record
Project Code: A0467.1
Report no. 0464
Event PRN: 218155

REGISTERED CIfA ORGANISATION

Compton House, 10 Station Avenue, Chirk, Wrexham LL14 5LS

April 2024 v1.0

Report no. 0464 / Event PRN: 218155

Photographic Building Survey

Aeon Archaeology
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Project Code: A0467.1
Date: 08/04/2024
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Compton House, 10 Station Avenue, Chirk, Wrexham LL14 5LS

April 2024 v1.0

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REGISTERED ORGANISATION CIfA

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1.0 NON-TECHNICAL SUMMARY

Comisiynwyd Aeon Archaeology gan Jessica Doidge, i gynnal arolwg ffotograffig o adeilad cyn stiwdio ffotograffiaeth yn Compton House, 10 Station Avenue, Y Waun, Wrecsam LL14 5LS.

Aeon Archaeology was commissioned by Jessica Doidge, to carry out a photographic building survey of a former photography studio located at Compton House, 10 Station Avenue, Chirk, Wrexham LL14 5LS.

2.0 INTRODUCTION

Aeon Archaeology has been commissioned by Jessica Doidge, hereafter 'the Client', to carry out a photographic building survey of a former photography studio located at Compton House, 10 Station Avenue, Chirk, Wrexham LL14 5LS (**SJ 28915 37744**), hereafter 'the Site', (figures 01-03).

Full planning permission (**ref: 2022/0625**) was secured by the Client from Wrexham County Borough Council, hereafter 'the Council', on the 28th September 2023 for the conversion of building to dwelling with the following condition concerning archaeology being applied to the permission:

Condition 6

No part of the development shall commence until an appropriate photographic survey (equivalent to an Historic England Level 1 Photographic Survey - Understanding Historic Buildings, 2016, 5.5, p.27) of the existing building/s has been carried out by an archaeological contractor, in accordance with details to be submitted to, and approved in writing by, the Local Planning Authority. The resulting digital photographs shall be forwarded on appropriate digital media to the Local Planning Authority and the Development Control Archaeologist (Clwyd-Powys Archaeological Trust, Coed y Dinas, Welshpool, Powys, SY21 8RP. Email: neil.bayliss@cpat.org.uk Tel: 01938 553670 / 552045). After approval by the Local Planning Authority, a copy of the photographs should also be sent to the Historic Environment Record Officer, Clwyd Powys Archaeological Trust, Coed Y Dinas, Welshpool, Powys, SY21 8RP for inclusion in the regional Historic Environment Record and an archive copy should be lodged with the National Monuments Record, RCAHMW.

Reason: To secure a full photographic record of the original building(s) prior to alteration, conversion or demolition in accordance with Policy GDP1 of the Wrexham Unitary Development Plan.

The Development Management Archaeologist (DMA) at the Clwyd-Powys Archaeological Trust (CPAT) made the following consultee comments as part of the application and in their role as archaeological advisors to the Council:

The subject building of the application is within the Conservation Area for Chirk and the Built Heritage Conservation Officer should be the primary consultant. The building has a datestone on the northern elevation of 1914 and appears to have retained original features. It would be unfortunate if this structure is converted without a record of its current form and layout being retained.

I would therefore ask that the applicant is required to commission a Photographic Survey before development commences, to preserve a record of the building. The photographic survey is recommended following guidance in TAN 24 (May 2017) and planning Policy Wales (Feb 2021).

This PD details the aims and objectives of the project and the methods by which they will be met in order to meet the spirit and intent of the archaeological condition of permission 2022/0625.

This design and all subsequent mitigation will conform to the guidelines specified in Historic England's *'Understanding Historic Buildings: a guide to good recording practice' (2016) & Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures* (Chartered Institute for Archaeologists, 2020).
(Chartered Institute for Archaeologists, 2020).



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Figure 01: Location of Compton House, 10 Station Avenue, Chirk, Wrexham LL14 5LS (SJ 28915 37744). Scale 1:20,000 at A4.

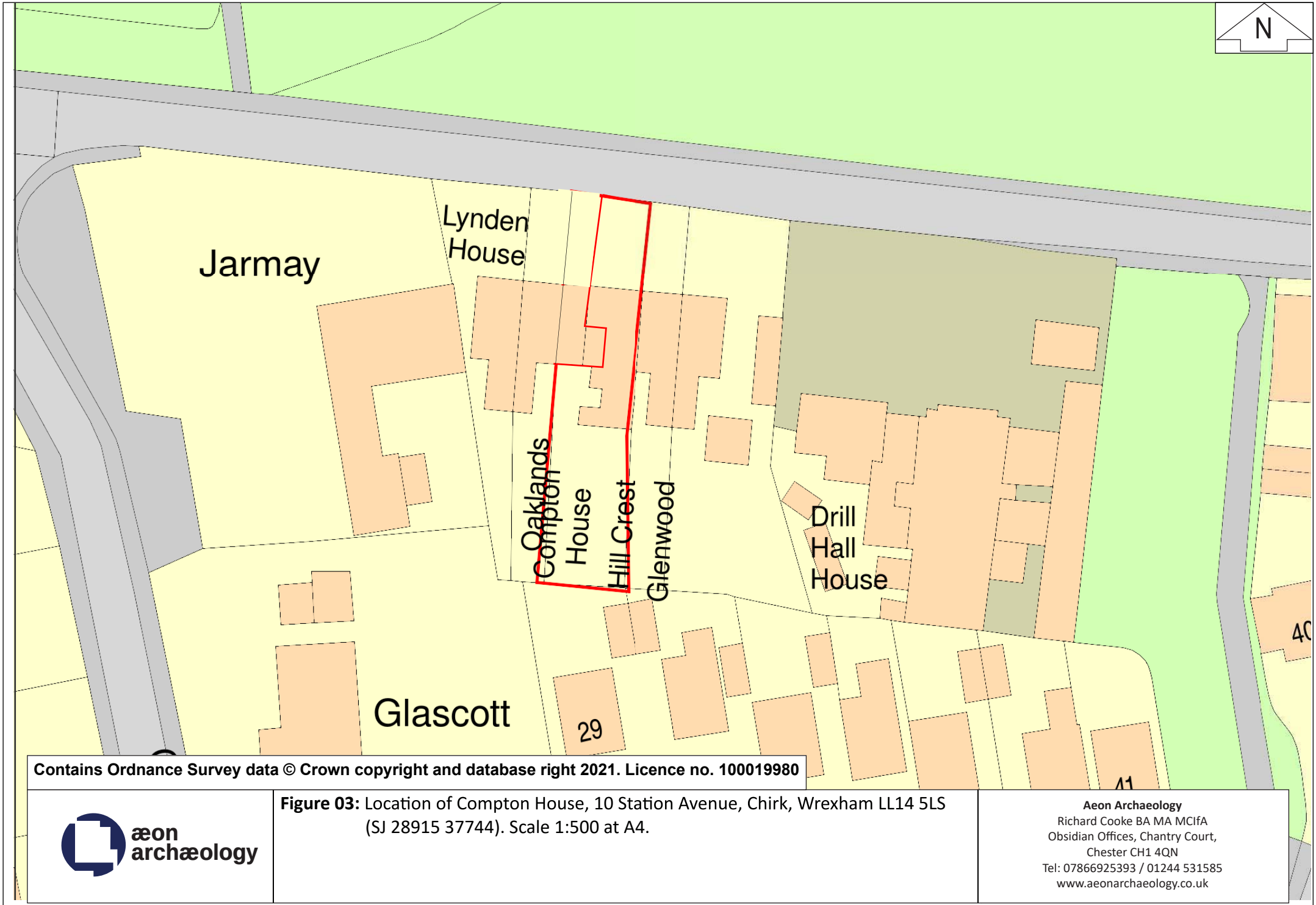
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Figure 02: Location of Compton House, 10 Station Avenue, Chirk, Wrexham LL14 5LS (SJ 28915 37744). Scale 1:5,000 at A4.

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Figure 03: Location of Compton House, 10 Station Avenue, Chirk, Wrexham LL14 5LS (SJ 28915 37744). Scale 1:500 at A4.

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3.0 POLICY CONTEXT

At an international level there are two principal agreements concerning the protection of the cultural heritage and archaeological resource – the UNESCO Convention Concerning the Protection of World Cultural and Natural Heritage and the European Convention on the Protection of the Archaeological Heritage, commonly known as the Valetta Convention. The latter was agreed by the Member States of the Council of Europe in 1992, and became law in 1992. It has been ratified by the UK, and responsibility for its implementation rests with Department for Culture Media and Sport.

The management and protection of the historic environment in Wales is set out within the following legislation:

- The Planning (Listed Buildings and Conservation Areas) Act 1990 (As amended)
- The Historic Environment (Wales) Act 2016
- The Town and County Planning Act 1990
- The Ancient Monuments and Archaeological Areas Act 1979
- The Town and Country Planning (General Permitted Development Order) 1995 (As amended)

The Historic Environment (Wales) Act is the most recent legislation for the management of the Historic Environment and amends two pieces of UK legislation — the Ancient Monuments and Archaeological Areas Act 1979 and the Planning (Listed Buildings and Conservation Areas) Act 1990. The new Act has three main aims:

- to give more effective protection to listed buildings and scheduled monuments;
- to improve the sustainable management of the historic environment; and
- to introduce greater transparency and accountability into decisions taken on the historic environment.

With respect to the cultural heritage of the built environment the Planning (Conservation Areas and Listed Buildings) Act 1990 applies. The Act sets out the legislative framework within which works and development affecting listed buildings and conservation areas must be considered. This states that: -

"In considering whether to grant planning permission for development which affects a listed building or its setting, the local planning authority or, as the case may be, the Secretary of State shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses" (s66(1))

Other known sites of cultural heritage/archaeological significance can be entered onto county-based Historic Environment Records under the Town and Country Planning 1995.

Planning Policy Wales sets out the land use planning policies of the Welsh Government. Chapter 6 covers the historic environment and emphasises that the positive management of change in the historic environment is based on a full understanding of the nature and significance of historic assets and the recognition of the benefits that they can deliver in a vibrant culture and economy.

Various principles and polices related to cultural heritage and archaeology are set out in the Planning Policy Wales which guide local planning authorities with respect to the wider historic environment.

The following paragraphs from Planning Policy Wales are particularly relevant and are quoted in full:

Paragraph 6.1.5 concerns planning applications:

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 well-being 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. Cadw's published Conservation Principles highlights the need to base decisions on an understanding of the impact a proposal may have on the significance of an historic asset.

Planning Policy Wales is supplemented by a series of Technical Advice Notes (TAN). Technical Advice Note 24: The Historic Environment contains detailed guidance on how the planning system considers the historic environment during development plan, preparation and decision making on planning and listed building consent applications. TAN 24 replaces the following Welsh Office Circulars:

- 60/96 Planning and the Historic Environment: Archaeology
- 61/96 Planning and the Historic Environment: Historic Buildings and Conservation Areas
- 1/98 Planning and the Historic Environment: Directions by the Secretary of State for Wales

4.0 REQUIREMENTS

4.1 Building Record

The requirement was for a Photographic Building Survey of the boundary wall in advance of alteration. However, should observations or desk-based research suggest the potential for significant features to be encountered during the alteration works, the archaeological contractor should make arrangements to undertake any appropriate supplementary recording work during the development. The DMA at CPAT, as advisors to the Council, has requested that the building record be roughly commensurate with the Historic England's '*Understanding Historic Buildings: a guide to good recording practice'* (2016) **Photographic Record**.

A photographic survey provides a very full visual record, but without a written or drawn survey. A photographic survey may be called for when recording a building which has complex and important decoration or historic furnishing but for which there is no need for detailed analysis.

It may also be appropriate in recording a building of well-known type which is under threat but where existing documentation is in other respects adequate or when for some other reason drawings and historical analysis are not required.

The photographic survey will consist of Historic England's 'Understanding Historic Buildings: a guide to good recording practice' (2016) elements:

- written account: HE Guidance 2016 4.4.8 Items 1-9
- photographs: HE Guidance 2016 4.5.2 Items 1-5 (6 optional) and 7
- drawn record: HE Guidance 2016 4.3.3 Items 7 and 8

5.0 METHOD STATEMENT

5.1 Photographic Record

5.1.1 Written Account

The written account will include:

a. The precise location of the building as an address and in the form of a National Grid reference.

b. A note of any statutory designation (that is, listing, scheduling, Register of Historic Parks and Gardens, conservation area), where applicable. Information on statutory designations can be found on the CADW website. Non-statutory designations (local lists) may be added.

c. The date when the record was made, the name(s) of the recorder(s) and the location of any archive material.

d. A summary statement. This account should describe the buildings type and purpose, historically and at present, its materials, and possible date(s), so far as these are apparent from a superficial inspection.

5.1.2 Photographs

The photographic record will include:

a. All photographs will be given a unique number to be used for identification. This unique number should be used in the labelling of digital images.

b. A general view or views of the building (in its wider setting or landscape).

c. The building's external appearance. Typically, a series of oblique views will show all external elevations of the building, and give an overall impression of its size, shape and immediate setting. Where individual elevations include complex historical information, it may also be appropriate to take views at right-angles to the plane of the elevation.

d. The overall appearance of the principal rooms and circulation areas.

e. Any external or internal detail, structural or decorative, which is relevant to the buildings design, development, and use, with scale where appropriate.

f. A photographic register detailing the photo number, the location and direction of each view, and the composition of the shot.

g. Photograph locations and directions of view should be marked on plans of each building separate photographed

h. Photographs should be of archive quality using a digital SLR (minimum 12 megapixel)

i. Photographs, where appropriate (i.e., not general shots) should include a clearly visible, graduated metric scale.

j. Photographs should be adequately lit and not blurry. Please check all photos before leaving the survey area and before submitting the final report and retake any blurred or poorly lit photos.

A Digital SLR (Canon 600D) set to maximum resolution with appropriate photographic scale will be used throughout.

5.1.3 Drawn Record

The drawn record will include:

a. A plan showing the location and direction of view of each photograph. A separate plan should be provided of all floors affected by the proposed development.

b. Standard drawing conventions must be used, as depicted in Historic England (2016) Understanding Historic Buildings. A guide to good recording practice pp.35-40

5.2 Processing data, illustration, report, and archiving

Following completion of the record as outlined above, a report will be produced incorporating the following:

- A copy of the design brief and agreed specification
- A site location plan
- A plan illustrating the location and direction of photographs
- Basic background and relevant historical, descriptive or analytical detail
- A full bibliography of sources consulted
- Illustrations, including plans and photographs, will be incorporated within the report.
- An updated Data Management Plan (DMP) and an archive content list with updated archive Selection Strategy will be included

6.0 DISSEMINATION AND ARCHIVING

A full archive including plans, photographs, written material, and any other material resulting from the project will be prepared. All plans, photographs and descriptions will be labelled, and cross-referenced, and lodged with the RCAHMW within six months of the completion of the project.

A draft copy of the report will be produced within six weeks of the completion of the fieldwork and will include an updated Data Management Plan (DMP) and an archive content list with updated archive Selection Strategy. A copy of the report will be sent to the Client and the DMA at CPAT for comment prior to finalisation of the report and dissemination. Digital copies of the report and archive will be sent to the regional HER and the DMA at CPAT, with the original paper and digital archive being deposited with the Royal Commission on the Ancient and Historic Monuments of Wales (RCAHMW) for long term archiving. Furthermore, a summary of the project will be sent to *Archaeology in Wales* for publication.

The project report and archive will adhere to the Welsh Trusts' and Cadw's *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)* (2018 updated 2022) including the translation of a non-technical summary into the medium of Welsh.

7.0 DIGITAL DATA MANAGEMENT PLAN

7.1 Type of study

A photographic building survey of a former photography studio located at Compton House, 10 Station Avenue, Chirk, Wrexham LL14 5LS (**SJ 28915 37744**).

7.2 Types of data

File name	File Contents	Linked File(s)	Number of files
A0477.1 Compton House, Chirk PS 1.0.PDF	PDF report		1
A0476.1_001 - A0476_1 _050.JPG	JPEG site images	A0476.1 _Metadata	50
A0476.1 _001 - A0476_1 _050.TIF	TIF site images	A0476.1_Metadata	50
A0476.1 _Metadata.XLSX	Excel file of photographic metadata	A0476.1 _001 - A0476.1 _050 (JPEG and TIF)	1
Digital Proformae (Descriptions, .TXT)	1 x text documents		1

All data generated during this project has been selected for archive

7.3 Format and scale of the data

.

Photographs taken in *RAW* format and later converted to *TIF* format for long term archiving and *JPEG* format for use in the digital report, converted using *Adobe Photoshop*. All photographs renamed using *AF5* freeware with the prefix (*project code_frame number*) and a photographic metadata created using Microsoft Excel (*.xlsx*) or Access (*.accdb*).

7.4 Methodologies for data collection / generation

Digital data was collected / generated in line with recommendations made in the Chartered Institute for Archaeologists (CIfA) *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* (2020). Sections 3.3.1 and 3.3.3 are relevant:

> *3.3.1 Project specifications, research designs or similar documents should include a project specific Selection Strategy and a Data Management Plan.*
>
> *3.3.3 Project designs or schedules of works etc should outline the methodology used in recording all information, in order to demonstrate that all aspects of archive creation will ensure consistency; for instance, in terminologies and the application of codes in digital data sets, highlighting relevant data standards where appropriate*

7.5 Data quality and standards

Consistency and quality of data collection / generation was controlled and documented through the use of standardised procedure as outlined in the WSI. This included the use of

standardised data capture file formats, digital proformas, data entry validation, peer review, and use of controlled vocabularies.

7.6 Managing, storing and curating data.

All digital data was organised into Aeon Archaeology proformae project file systems and backed up to The Cloud using *Acronis Cyber Protect* with additional copies made to external physical hard drive.

7.7 Metadata standards and data documentation

Digital metadata was created using Microsoft Excel (*.xlsx*) of all photographic plates.

7.8 Data preservation strategy and standards

Long term data storage will be through the submission of digital (.PDF) reports to the regional Historic Environment Record (HER) (via HEDDOS) and retention of copies of all digital files at Aeon Archaeology on physical external hard drive and uploaded to The Cloud.

7.9 Suitability for sharing

All digital data will be placed within the public realm (through the channels in 7.8) except for where project confidentiality restricts the sharing of data. All data sets will be selected / discriminated by the Senior Archaeologist at Aeon Archaeology and written permission will be sought from all project specific Clients prior to the sharing of data.

7.10 Discovery by potential users of the research data

Potential users of the generated digital data (outside of the organisation) will be able to source the data and identify whether it could be suitable for their research purposes through access granted via the RCAHMW website. Requests can also be made for data through the regional HER's and directly to Aeon Archaeology (info@aeonarchaeology.co.uk).

7.11 Governance of access

The decision to supply research data to potential new users will be via the associated website request (RCAHMW) or via the Senior Archaeologist when made directly to Aeon Archaeology.

7.12 The study team's exclusive use of the data

Aeon Archaeology's requirement is for timely data sharing, with the understanding that a limited, defined period of exclusive use of data for primary research is reasonable according to the nature and value of the data, and that this restriction on sharing should be based on simple, clear principles. This time period is expected to be six months from completion of the project however Aeon Archaeology reserves the right to extend this period without notice if primary data research dictates.

7.13 Restrictions or delays to sharing, with planned actions to limit such restrictions

Restriction to data sharing may be due to participant confidentiality or consent agreements. Strategies to limit restrictions will include data being anonymised or aggregated; gaining participant consent for data sharing; and gaining copyright permissions. For prospective studies, consent procedures will include provision for data sharing to maximise the value of the data for wider research use, while providing adequate safeguards for participants.

7.14 Regulation of responsibilities of users

External users of the data will be bound by data sharing agreements provided by the relevant organisation or directly through Aeon Archaeology.

7.15 Responsibilities

Responsibility for study-wide data management, metadata creation, data security and quality assurance of data will be through the Senior Archaeologist (Richard Cooke BA MA MCIfA) at Aeon Archaeology when concerning data generation and early/mid-term storage. Upon deposition with digital depositories the study-wide data management, metadata creation, data security and quality assurance of data will be the responsibility of the specific organisations' themselves.

7.16 Organisational policies on data sharing and data security

The following Aeon Archaeology policies are relevant:

- Aeon Archaeology Archive Deposition Policy 2022
- Aeon Archaeology Quality Assurance Policy 2022
- Aeon Archaeology Conflict of Interest Policy 2022
- Aeon Archaeology Outreach Policy 2022
- Aeon Archaeology Digital Management Plan 2022

8.0 PHOTOGRAPHIC RECORD

(***Figures 1-5; Plates 1-22***)

The building that was the subject of this photographic building survey is Compton Houswe, no. 10 Station Avenue, Chirk, Wrexham. This is part of a red brick terrace built in the early 20th century (date stone on forst floor reads 1914). The building is a two-storey residential property. The ground floor was the only part of the building accessible for survey and this consists of a consists of a shop (front room), store (middle room), and a rear room with WC facilities.

The reason that Compton House has been the subject of a photographic building survey is (because); "…*The building has a datestone on the northern elevation of 1914 and appears to have retained original features. It would be unfortunate if this structure is converted without a record of its current form and layout being retained,"* as advised by the DMA at CPAT.

The building is constructed from red-brick (presumably Ruabon reds), laid in an *English Bond* and is bonded by Portland cement. The ground floor shop frontage consists of a black painted timber framed door with glass panes in its upper part. To either side of this door, the former shop front is glazed with two large glass windows panes. Above the door the name "*Compton House*" is sign written. At first floor level there is a single fixed sash window in black and white painted frames. Furthermore, to the right of the first-floor window is a lozenge shaped sate stone which reads "*W.E.J. ~ 1914*". Within the slate roof there is also a dormer window.

The photographic record was undertaken by Josh Dean BA archaeologist at Aeon Archaeology on the 28th March 2024. Upon approval from the Client and the CPAT DMA the report will be archived with the CPAT Historic Environment Record (HER); the Royal Commission on the Ancient and Historic Monuments of Wales (RCAHMW); and a copy retained at Aeon Archaeology, Chester under project code A0476.1, Report no# 0464.

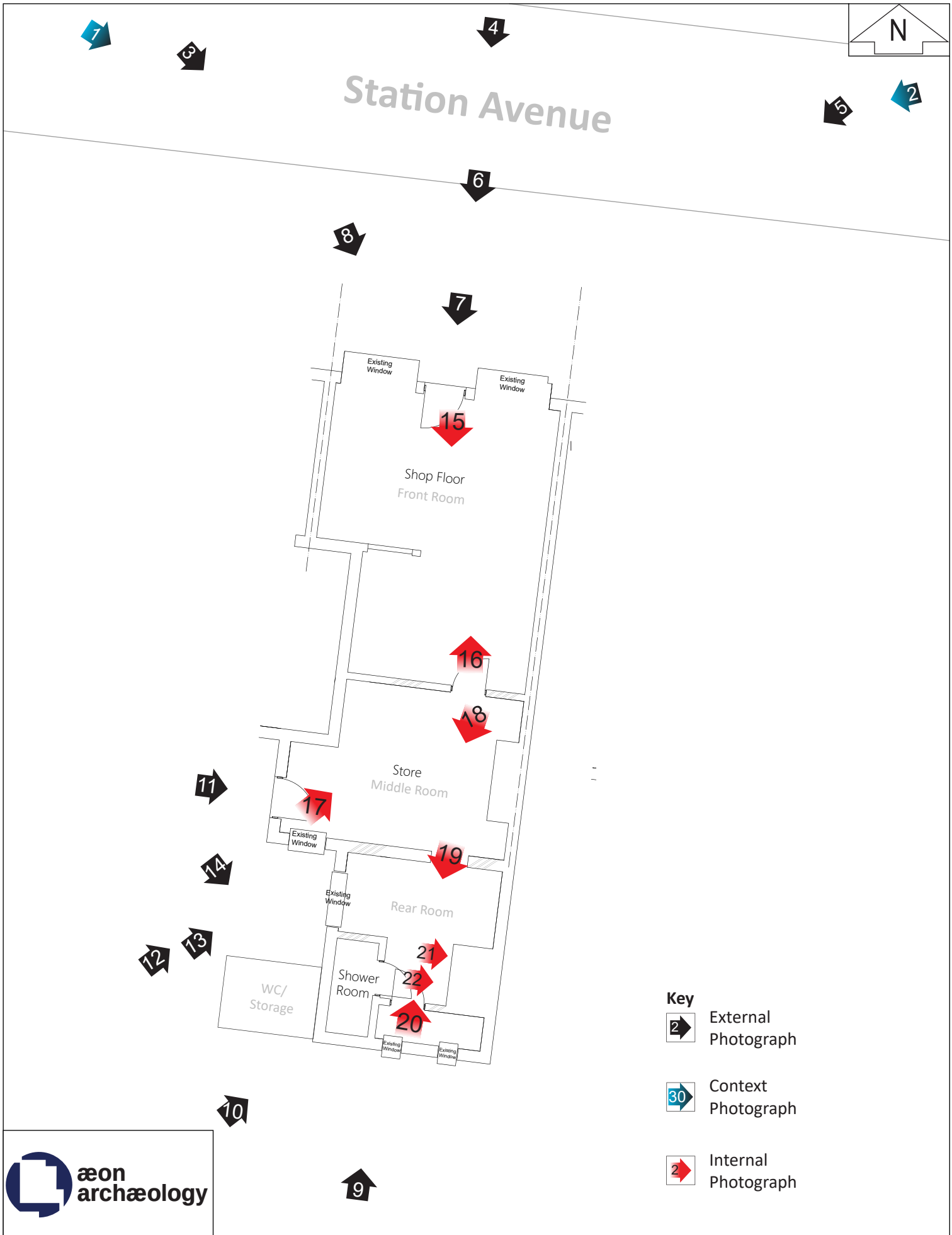
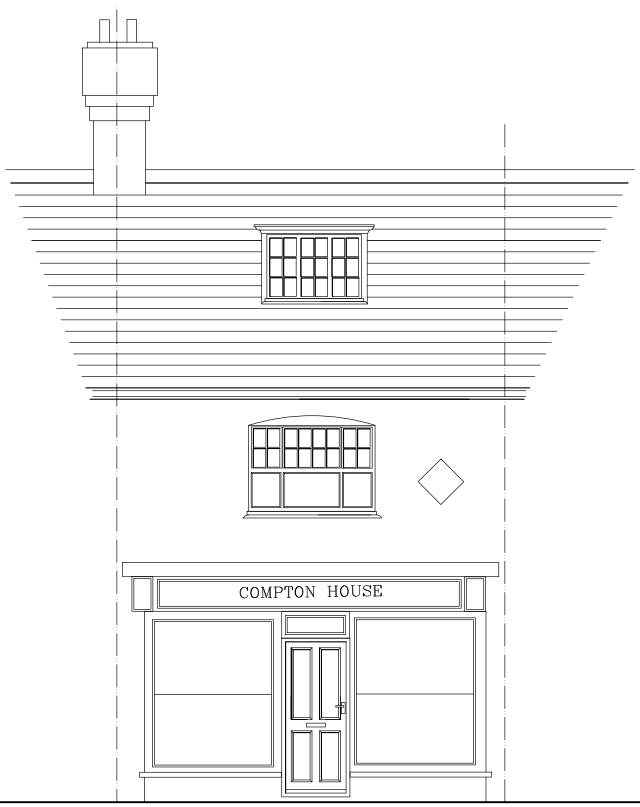


Figure 04: Ground floor plan, showing location of photographic plates, Compton House, 10 Station Avenue, Chirk, Wrexham. Scale 1:200 at A4.

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EXISTING SIDE ELEVATION



EXISTING FRONT ELEVATION

Figure 05: Elevation plan of Compton House, 10 Station Avenue, Chirk, Wrexham. Scale 1:100 at A4.

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Plate 01: Context shot of Compton House, 10 Station Avenue, Chirk, Wrexham - from the northwest - 2.00m scale



Plate 02: Context shot of Compton House, 10 Station Avenue, Chirk, Wrexham - from the northeast - 2.00m scale



Plate 03: Shot of Compton House, 10 Station Avenue, Chirk, Wrexham - from the northwest - no scale



Plate 04: Shot of Compton House, 10 Station Avenue, Chirk, Wrexham - from the north - no scale



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Plate 07: Former shop front of Compton House, 10 Station Avenue, Chirk, Wrexham - from the north - 1.00m scale



Plate 08: First floor date stone os Compton House, 10 Station Avenue, Chirk, Wrexham - from the northwest - no scale



Plate 09: Rear view of Compton House, 10 Station Avenue, Chirk, Wrexham - from the south - 1.00m scale



Plate 10: Rear view of Compton House, 10 Station Avenue, Chirk, Wrexham - from the south/southwest - 1.00m scale



Plate 11: Side door (garden access) of Compton House, 10 Station Avenue, Chirk, Wrexham - from the west - 1.00m scale



Plate 12: First Floor, side access of Compton House, 10 Station Avenue, Chirk, Wrexham - from the west - no scale



Plate 13: Side door (oblique view) of Compton House, 10 Station Avenue, Chirk, Wrexham - from the west - 1.00m scale



Plate 14: Outside stores (former outhouses) of Compton House, 10 Station Avenue, Chirk, Wrexham - from the northwest - 1.00m scale



Plate 15: Front Room of Compton House, 10 Station Avenue, Chirk, Wrexham - from the north - 1.00m scale



Plate 16: Front Room of Compton House, 10 Station Avenue, Chirk, Wrexham - from the south - 1.00m scale



Plate 17: Middle Room of Compton House, 10 Station Avenue, Chirk, Wrexham - from the southwest - 1.00m scale



Plate 18: Middle Room of Compton House, 10 Station Avenue, Chirk, Wrexham - from the northeast - 1.00m scale

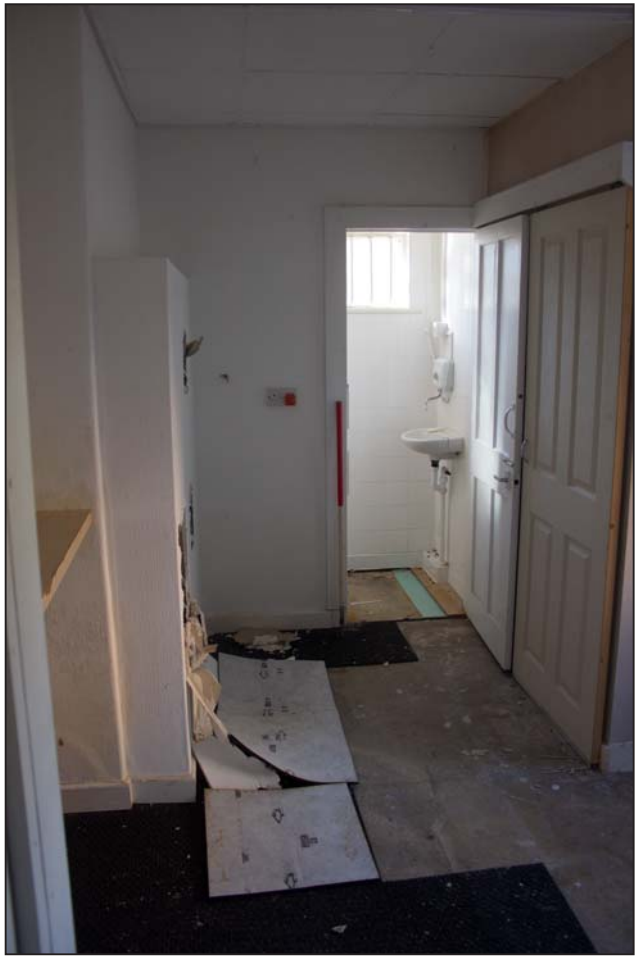


Plate 19: Rear Room of Compton House, 10 Station Avenue, Chirk, Wrexham - from the north - 1.00m scale



Plate 20: Rear Room (view to front) of Compton House, 10 Station Avenue, Chirk, Wrexham - from the south - 1.00m scale



Plate 21: View through modern wall (1) showing former stove in Rear Room of Compton House, 10 Station Avenue, Chirk, Wrexham - from the west - no scale



Plate 22: View through modern wall (2) showing former stove in Rear Room of Compton House, 10 Station Avenue, Chirk, Wrexham - from the west - no scale

9.0 SOURCES

Maps.

Ordnance Survey Open Data maps SJ NE23, NW23, SE23, SW23.

Secondary Sources

Chartered Institute for Archaeologists, (2020). Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures.

Historic England, (2016). Understanding Historic Buildings: a guide to good recording practice.

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Compton House, 10 Station Avenue, Chirk, Wrexham LL14 5LS (2022/0625)

Project Design for Photographic Survey

March 2024 v1.0

Project Code: A0476.1
Planning Ref: 2022/0625
Event PRN: TBC

Compton House, 10 Station Avenue, Chirk, Wrexham LL14 5LS (2022/0625)

March 2024 v1.0

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1.0 PROJECT BACKGROUND

Aeon Archaeology has been commissioned by Jessica Doidge, hereafter 'the Client', to produce a Project Design (PD) for carrying out a photographic building survey of a former photography studio located at Compton House, 10 Station Avenue, Chirk, Wrexham LL14 5LS (**SJ 28915 37744**), hereafter 'the Site', (figures 01-03).

Full planning permission (**ref: 2022/0625**) was secured by the Client from Wrexham County Borough Council, hereafter 'the Council', on the 28th September 2023 for the *conversion of building to dwelling* with the following condition concerning archaeology being applied to the permission:

Condition 6

No part of the development shall commence until an appropriate photographic survey (equivalent to an Historic England Level 1 Photographic Survey - Understanding Historic Buildings, 2016, 5.5, p.27) of the existing building/s has been carried out by an archaeological contractor, in accordance with details to be submitted to, and approved in writing by, the Local Planning Authority. The resulting digital photographs shall be forwarded on appropriate digital media to the Local Planning Authority and the Development Control Archaeologist (Clwyd-Powys Archaeological Trust, Coed y Dinas, Welshpool, Powys, SY21 8RP. Email: neil.bayliss@cpat.org.uk Tel: 01938 553670 / 552045). After approval by the Local Planning Authority, a copy of the photographs should also be sent to the Historic Environment Record Officer, Clwyd Powys Archaeological Trust, Coed Y Dinas, Welshpool, Powys, SY21 8RP for inclusion in the regional Historic Environment Record and an archive copy should be lodged with the National Monuments Record, RCAHMW.

Reason: To secure a full photographic record of the original building(s) prior to alteration, conversion or demolition in accordance with Policy GDP1 of the Wrexham Unitary Development Plan.

The Development Management Archaeologist (DMA) at the Clwyd-Powys Archaeological Trust (CPAT) made the following consultee comments as part of the application and in their role as archaeological advisors to the Council:

The subject building of the application is within the Conservation Area for Chirk and the Built Heritage Conservation Officer should be the primary consultant. The building has a datestone on the northern elevation of 1914 and appears to have retained original features. It would be unfortunate if this structure is converted without a record of its current form and layout being retained.

I would therefore ask that the applicant is required to commission a Photographic Survey before development commences, to preserve a record of the building. The photographic survey is recommended following guidance in TAN 24 (May 2017) and planning Policy Wales (Feb 2021).

This PD details the aims and objectives of the project and the methods by which they will be met in order to meet the spirit and intent of the archaeological condition of permission 2022/0625.

This design and all subsequent mitigation will conform to the guidelines specified in Historic England's '*Understanding Historic Buildings: a guide to good recording practice'* (2016) & *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures* (Chartered Institute for Archaeologists, 2020).



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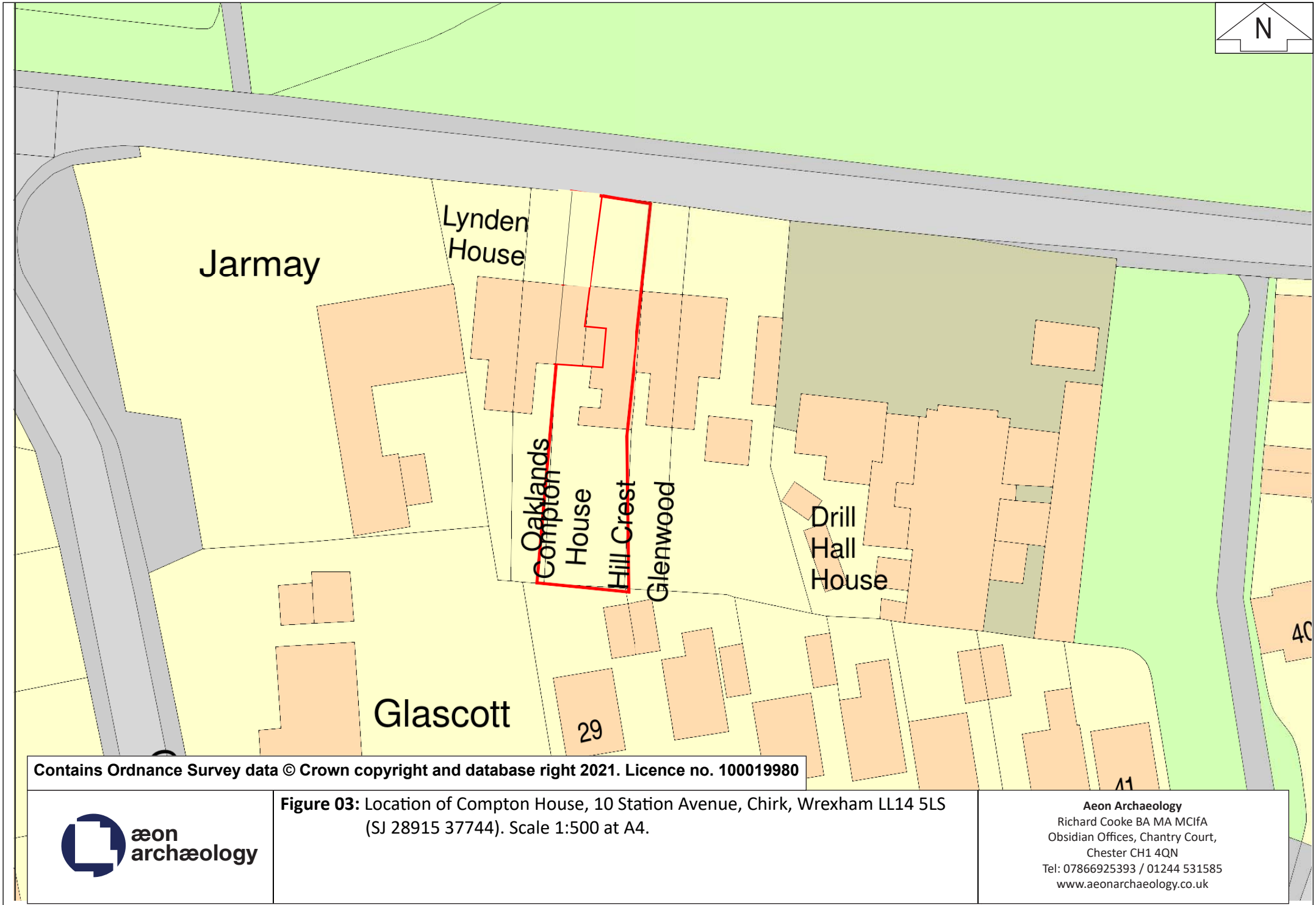
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Figure 02: Location of Compton House, 10 Station Avenue, Chirk, Wrexham LL14 5LS (SJ 28915 37744). Scale 1:5,000 at A4.

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Figure 03: Location of Compton House, 10 Station Avenue, Chirk, Wrexham LL14 5LS (SJ 28915 37744). Scale 1:500 at A4.

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2.0 POLICY CONTEXT

At an international level there are two principal agreements concerning the protection of the cultural heritage and archaeological resource – the UNESCO Convention Concerning the Protection of World Cultural and Natural Heritage and the European Convention on the Protection of the Archaeological Heritage , commonly known as the Valetta Convention. The latter was agreed by the Member States of the Council of Europe in 1992, and also became law in 1992. It has been ratified by the UK, and responsibility for its implementation rests with Department for Culture Media and Sport.

The management and protection of the historic environment in Wales is set out within the following legislation:

- The Planning (Listed Buildings and Conservation Areas) Act 1990 (As amended)
- The Historic Environment (Wales) Act 2016
- The Town and County Planning Act 1990
- The Ancient Monuments and Archaeological Areas Act 1979
- The Town and Country Planning (General Permitted Development Order) 1995 (As amended)

The Historic Environment (Wales) Act is the most recent legislation for the management of the Historic Environment and amends two pieces of UK legislation — the Ancient Monuments and Archaeological Areas Act 1979 and the Planning (Listed Buildings and Conservation Areas) Act 1990. The new Act has three main aims:

- to give more effective protection to listed buildings and scheduled monuments;
- to improve the sustainable management of the historic environment; and
- to introduce greater transparency and accountability into decisions taken on the historic environment.

With respect to the cultural heritage of the built environment the Planning (Conservation Areas and Listed Buildings) Act 1990 applies. The Act sets out the legislative framework within which works and development affecting listed buildings and conservation areas must be considered. This states that:-

"In considering whether to grant planning permission for development which affects a listed building or its setting, the local planning authority or, as the case may be, the Secretary of State shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses" (s66(1))

Other known sites of cultural heritage/archaeological significance can be entered onto county-based Historic Environment Records under the Town and Country Planning 1995.

Planning Policy Wales sets out the land use planning policies of the Welsh Government. Chapter 6 covers the historic environment and emphasises that the positive management of change in the historic environment is based on a full understanding of the nature and significance of historic assets and the recognition of the benefits that they can deliver in a vibrant culture and economy.

Various principles and polices related to cultural heritage and archaeology are set out in the Planning Policy Wales which guide local planning authorities with respect to the wider historic environment.

The following paragraphs from Planning Policy Wales are particularly relevant and are quoted in full:

Paragraph 6.1.5 concerns planning applications:

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 well-being 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. Cadw's published Conservation Principles highlights the need to base decisions on an understanding of the impact a proposal may have on the significance of an historic asset.

Planning Policy Wales is supplemented by a series of Technical Advice Notes (TAN). Technical Advice Note 24: The Historic Environment contains detailed guidance on how the planning system considers the historic environment during development plan, preparation and decision making on planning and listed building consent applications. TAN 24 replaces the following Welsh Office Circulars:

- 60/96 Planning and the Historic Environment: Archaeology
- 61/96 Planning and the Historic Environment: Historic Buildings and Conservation Areas
- 1/98 Planning and the Historic Environment: Directions by the Secretary of State for Wales

3.0 REQUIREMENTS

3.1 Building Record

The requirements are for a historic building record of the building prior to alteration, however should observations or desk-based research suggest the potential for significant features to be encountered during the works the archaeological contractor should make arrangements to undertake any appropriate supplementary recording work during the development. The DMA at CPAT, as advisors to the Council, has requested that the building record be roughly commensurate with the Historic England's '*Understanding Historic Buildings: a guide to good recording practice'* (2016) **photographic survey**.

A photographic survey provides a very full visual record, but without a written or drawn survey. A photographic survey may be called for when recording a building which has complex and important decoration or historic furnishing but for which there is no need for detailed analysis.

It may also be appropriate in recording a building of well-known type which is under threat but where existing documentation is in other respects adequate or when for some other reason drawings and historical analysis are not required.

The photographic survey will consist of Historic England's 'Understanding Historic Buildings: a guide to good recording practice' (2016) elements:

- written account: HE Guidance 2016 4.4.8 Items 1-9
- photographs: HE Guidance 2016 4.5.2 Items 1-5 (6 optional) and 7
- drawn record: HE Guidance 2016 4.3.3 Items 7 and 8

4.0 METHOD STATEMENT

4.1 Photographic Record

4.1.1 Written Account

The written account will include:

a. The precise location of the building as an address and in the form of a National Grid reference.

b. A note of any statutory designation (that is, listing, scheduling, Register of Historic Parks and Gardens, conservation area), where applicable. Information on statutory designations can be found on the CADW website. Non-statutory designations (local lists) may be added.

c. The date when the record was made, the name(s) of the recorder(s) and the location of any archive material.

d. A summary statement. This account should describe the buildings type and purpose, historically and at present, its materials and possible date(s), so far as these are apparent from a superficial inspection.

4.1.2 Photographs

The photographic record will include:

a. All photographs will be given a unique number to be used for identification. This unique number should be used in the labelling of digital images.

b. A general view or views of the building (in its wider setting or landscape).

c. The building's external appearance. Typically a series of oblique views will show all external elevations of the building, and give an overall impression of its size, shape and immediate setting. Where individual elevations include complex historical information it may also be appropriate to take views at right-angles to the plane of the elevation.

d. The overall appearance of the principal rooms and circulation areas.

e. Any external or internal detail, structural or decorative, which is relevant to the buildings design, development and use, with scale where appropriate.

f. A photographic register detailing the photo number, the location and direction of each view, and the composition of the shot.

g. Photograph locations and directions of view should be marked on plans of each building separate photographed

h. Photographs should be of archive quality using a digital SLR (minimum 12 megapixel)

i. Photographs, where appropriate (i.e. not general shots) should include a clearly visible, graduated metric scale.

j. Photographs should be adequately lit and not blurry. Please check all photos before leaving the survey area and before submitting the final report and retake any blurred or poorly lit photos.

A Digital SLR (Canon 600D) set to maximum resolution with appropriate photographic scale will be used throughout.

4.1.3 Drawn Record

The drawn record will include:

a. A plan showing the location and direction of view of each photograph. A separate plan should be provided of all floors affected by the proposed development.

b. Standard drawing conventions must be used, as depicted in Historic England (2016) Understanding Historic Buildings. A guide to good recording practice pp.35-40

4.2 Processing data, illustration, report and archiving

Following completion of the record as outlined above, a report will be produced incorporating the following:

- A copy of the design brief and agreed specification
- A site location plan
- A plan illustrating the location and direction of photographs
- Basic background and relevant historical, descriptive or analytical detail
- A full bibliography of sources consulted
- Illustrations, including plans and photographs, will be incorporated within the report.
- An updated Data Management Plan (DMP) and an archive content list with updated archive Selection Strategy will be included.

5.0 DISSEMINATION AND ARCHIVING

A full archive including plans, photographs, written material and any other material resulting from the project will be prepared. All plans, photographs and descriptions will be labelled, and cross-referenced, and lodged with the RCAHMW within six months of the completion of the project.

A draft copy of the report will be produced within six weeks of the completion of the fieldwork and will include an updated Data Management Plan (DMP) and an archive content list with updated archive Selection Strategy. A copy of the report will be sent to the Client and the DMA at CPAT for comment prior to finalisation of the report and dissemination. Digital copies of the report and archive will be sent to the regional HER and the DMA at CPAT, with the original paper and digital archive being deposited with the Royal Commission on the Ancient and Historic Monuments of Wales (RCAHMW) for long term archiving. Furthermore, a summary of the project will be sent to *Archaeology in Wales* for publication.

The project report and archive will adhere to the Welsh Trusts' and Cadw's *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)* (2018 updated 2022) including the translation of a non-technical summary into the medium of Welsh.

6.0 DIGITAL DATA MANAGEMENT PLAN

6.1 Type of study

A photographic building survey of a former photography studio located at Compton House, 10 Station Avenue, Chirk, Wrexham LL14 5LS (SJ 28915 37744).

6.2 Types of data

Photographs, photograph register, scaled drawings.

6.3 Format and scale of the data

Photographs taken in *RAW* format and later converted to *TIF* format for long term archiving and *JPEG* format for use in the digital report, converted using *Adobe Photoshop*. All photographs renamed using *AF5* freeware with the prefix (*project code_frame number*) and a photographic metadata created using Microsoft Excel (*.xlsx*) or Access (*.accdb*).

All written registers, pro-formas, and scaled drawings scanned as *.PDF* files.

6.4 Methodologies for data collection / generation

Digital data will be collected / generated in line with recommendations made in the Chartered Institute for Archaeologists (CIfA) *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* (2014. Rev 2020). Sections 3.3.1 and 3.3.3 are relevant:

> *3.3.1 Project specifications, research designs or similar documents should include a project specific Selection Strategy and a Data Management Plan.*
>
> *3.3.3 Project designs or schedules of works etc should outline the methodology used in recording all information, in order to demonstrate that all aspects of archive creation will ensure consistency; for instance in terminologies and the application of codes in digital data sets, highlighting relevant data standards where appropriate*

6.5 Data quality and standards

Consistency and quality of data collection / generation shall be controlled and documented through the use of standardised procedure as outlined in the PD. This will include the use of standardised data capture file formats, digital proformas, data entry validation, peer review, and use of controlled vocabularies.

6.6 Managing, storing and curating data.

All digital data will be organised into Aeon Archaeology proformae project file systems and backed up to the cloud using *Acronis Cyber Protect* with additional copies made to external physical hard drive.

6.7 Metadata standards and data documentation

Digital metadata created using Microsoft Excel (*.xlsx*) or Access (*.accdb*) of all photographic plates.

Paper metadata created from Aeon Archaeology proformas for contexts, artefacts, environmental samples, watching brief day sheets, trench sheets, and basic record sheets and then scanned to create digital .PDF copies.

6.8 Data preservation strategy and standards

Long term data storage will be through the submission of digital (.PDF) reports to the regional Historic Environment Record (HER); submission of the scanned (.PDF) archive, photographic plates (.TIF), and metadata (*.xlsx*) (*.accdb)* to the RCAHMW; and retention of copies of all digital files at Aeon Archaeology on physical external hard drive and uploaded to the cloud.

6.9 Suitability for sharing

All digital data will be placed within the public realm (through the channels in 6.8) except for where project confidentiality restricts the sharing of data. All data sets will be selected / discriminated by the Senior Archaeologist at Aeon Archaeology and written permission will be sought from all project specific Clients prior to the sharing of data.

6.10 Discovery by potential users of the research data

Potential users of the generated digital data (outside of the organisation) will be able to source the data and identify whether it could be suitable for their research purposes through access granted via the RCAHMW website. Requests can also be made for data through the regional HER's and directly to Aeon Archaeology (info@aeonarchaeology.co.uk).

6.11 Governance of access

The decision to supply research data to potential new users will be via the associated website request (RCAHMW, HER) or via the Senior Archaeologist when made directly to Aeon Archaeology.

6.12 The study team's exclusive use of the data

Aeon Archaeology's requirement is for timely data sharing, with the understanding that a limited, defined period of exclusive use of data for primary research is reasonable according to the nature and value of the data, and that this restriction on sharing should be based on simple, clear principles. This time period is expected to be six months from completion of the project however Aeon Archaeology reserves the right to extend this period without notice if primary data research dictates.

6.13 Restrictions or delays to sharing, with planned actions to limit such restrictions

Restriction to data sharing may be due to participant confidentiality or consent agreements. Strategies to limit restrictions will include data being anonymised or aggregated; gaining participant consent for data sharing; and gaining copyright permissions. For prospective studies, consent procedures will include provision for data sharing to maximise the value of the data for wider research use, while providing adequate safeguards for participants.

6.14 Regulation of responsibilities of users

External users of the data will be bound by data sharing agreements provided by the relevant organisation or directly through Aeon Archaeology.

6.15 Responsibilities

Responsibility for study-wide data management, metadata creation, data security and quality assurance of data will be through the Senior Archaeologist (Richard Cooke BA MA MCIfA) at Aeon Archaeology when concerning data generation and early/mid-term storage. Upon deposition with digital depositories the study-wide data management, metadata creation, data security and quality assurance of data will be the responsibility of the specific organisations' themselves.

6.16 Organisational policies on data sharing and data security

The following Aeon Archaeology policies are relevant:

- Aeon Archaeology Archive Deposition Policy 2022
- Aeon Archaeology Quality Assurance Policy 2022
- Aeon Archaeology Conflict of Interest Policy 2022
- Aeon Archaeology Outreach Policy 2022
- Aeon Archaeology Digital Management Plan 2022

7.0 PERSONNEL

The work will be managed by Richard Cooke BA MA MCIfA, Archaeological Contractor and Consultant at Aeon Archaeology. Full details of personnel involved, with *curricula vitae*, can be supplied upon request.

8.0 MONITORING AND TIMING

Monitoring visits can be arranged during the course of the project with the Client and with the DMA at CPAT.

9.0 HEALTH AND SAFETY

Aeon Archaeology has a Health and Safety Policy Statement which can be supplied upon request. Furthermore, site-specific Risk Assessments and Method Statements are compiled and distributed to every member of staff involved with the project.

10.0 INSURANCE

Liability Insurance – Export and General

- Employers' Liability: Limit of Indemnity £10m in any one occurrence
- Public Liability: Limit of Indemnity £2m in any one occurrence
- Legal Defence Costs (Health and Safety at Work Act): £100,000

The current period expires 07/09/24

Professional Indemnity Insurance – Export and General

- Limit of Indemnity £500,000 any one claim

The current period expires 07/09/24

11.0 GENERAL

All project staff will adhere to the *Code of Conduct of the Chartered Institute for Archaeologists*.

The project will follow the requirements set down in the *Standards and Guidance for Archaeological Investigation and Recording of Standing Buildings or Structures (2020)* prepared by the Chartered Institute for Archaeologists.

A Method Statement and Risk Assessment will be prepared prior to the commencement of fieldwork and circulated to all staff concerned.