THE TRUST FOR WELSH ARCHAEOLOGY

YMDDIRIEDOLAETH ARCHAEOLEGOL CYMRU

Clwyd-Powys Archaeology
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PHOTOGRAPHIC SURVEY

All work will be undertaken by a recognized heritage professional with experience in building recording and in accordance with current standards and guidance (CIFA, 2020, Standard and Guidance for the archaeological investigation and recording of standing buildings or structures). The heritage professional will submit a written scheme of investigation (WSI) document for approval by the archaeological advisor before work commences. The following represents the work to be undertaken as part of the photographic Survey to be prepared for the building in question:

1. A record will be made of the building and its historic fabric that is affected by conversion, alteration, extension, or demolition works.

2. The works will generally conform to a Photographic Survey as set out in Historic England (2016) Understanding Historic Buildings: A guide to good recording practice, 5.5, (1-9) p. 27 with the addition of plans that locate the building geographically and within its development plot and which also locate the photographs taken within and outside the building. A photographic survey provides a full visual record, but without a written or drawn survey at a comparable level of detail. A comprehensive photographic survey may be called for when recording a building for which there is no need for detailed analysis. It may also be appropriate for recording a building of a well-known type which is under threat of change, but where existing documentation is in other respects adequate, or when for some other reason drawings and historical analysis are not required.

3. This is a visual record, supplemented by information needed to identify the building's location, age and type. The exterior and interior of the building will be viewed and photographed, with significant features noted and recorded. A Photographic Record will consist of:

Photography. HE Guidance 2016 4.4.8 Items 1-9

Written record. HE Guidance 2016 4.5.2 Items 1-5, 7

Drawn record. HE Guidance 2016 4.3.3 Items 7 and 8

4. Full and proper records (written, graphic, electronic and photographic, as appropriate) will be made, using pro-forma record forms and sheets as applicable.

Cadeirydd / Chair: Dr Carol Bell PSG / CEO: Richard Nicholls
Cwmni Cyfyngedig (1198990) ynghyd ag Elusen Gofrestredig (504616) yw'r Ymddiriedolaeth
The Trust is both a Limited Company (1198990) and a Registered Charity (504616)
Formerly: Clwyd-Powys Archaeological Trust – gynt: Ymddiriedolaeth Archaeolegol Clwyd-Powys

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5. The record will:

a. Provide a basic understanding of the form, function and any phasing of the standing building,

b. Provide a photographic record of the historic elements of the building, prior to any construction work taking place.

6. As a minimum, the Written Record will comprise of:

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 building's type and purpose, historically and at present, its materials and possible date(s), so far as these are apparent from a superficial inspection.

7. As a minimum, the Drawn Record will comprise of:

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

8. The Photographic Record will include the following as a minimum:

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 building's 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.

9. Reporting and Archive

A copy of the resulting digital photographic survey report and photos will be submitted in pdf format to the Local Planning Authority and to the appropriate Planning Archaeologist at the Heneb: Clwyd Powys Archaeology (Mark Walters mark.walters@heneb.org.uk or Neil Bayliss neil.bayliss@heneb.org.uk for approval).

On approval, the report, photos and all project data must be successfully submitted and approved for inclusion in the Heneb: Clwyd-Powys Archaeology Historic Environment Record (H:CPA HER). Please consult Welsh Archaeological HER Guidelines viewable here for the specific requirements applicable to your project and submit data to CPAT HER via HEDDOS for approval. If you have any questions regarding this process, please contact the HER Team at her@cpat.org.uk. The full digital archive must also be

submitted and approved for inclusion within the National Monuments Record, RCAHMW or the Archaeology Data Service, ADS

The overall digital archive will conform to guidelines described in Management of Research Projects in the Historic Environment (MoRPHE), Historic England 2015a, the CIfA's Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives (CIfA, 2020b) and The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2017 (NPAAW, 2017). Reports should include a Data Management Plan and Archive Selection Strategy.

The submission of the photographic survey to the Historic Environment Record and the National Monuments Record, RCAHMW or Archaeology Data Service, ADS is one of the requirements of the planning condition and the condition cannot be discharged until these steps are complete.

10. Public Engagement and Outreach

Where appropriate to the circumstances of the work being undertaken and after ensuring that landowner/developer/contractor agreement is in place, along with Health & Safety measures, the archaeological contractor should explore avenues of public engagement with the local community throughout the life of the project eg. via site tours, information panels, leaflets, a web diary, school visits or press coverage.