Heneb

THE TRUST FOR WELSH ARCHAEOLOGY

YMDDIRIEDOLAETH ARCHAEOLEGOL CYMRU

Clwyd-Powys Archaeology
The Offices
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LEVEL 3 HISTORIC BUILDING SURVEY

1. METHODOLOGY

1.1. The archaeological works will be conducted according to the Chartered Institute for Archaeologists' (CIfA) *Standard and Guidance for the archaeological investigation and recording of standing buildings or structures* (2020b), *Standard and Guidance for Historic Environment Desk-based Assessment* (2020b).

1.2. The Level 3 survey will be completed by an archaeological contractor. The archaeological contractor should preferably be a Registered Archaeological Organization with the Chartered Institute of Archaeologists and should be working in accordance with an approved written scheme of investigation (WSI).

Building Survey

1.3. The survey will take the form of a Level 3 building survey as defined by Historic England 2016 *Understanding Historic Buildings: a guide to good recording practice*. This level of survey is intended to create an analytical record of the building, and will

include:

- Description and photographic record of the exterior and the interior
- Detailed account of type, construction, form, function
- Phasing
- Past and present use and relationship with setting
- Identification of original timbers
- Conclusions regarding the building's development and use

1.4. The drawn record will be created using either conventional measured survey or

total station surveying as appropriate. The end result will include:

- Accurate, measured ground plan, elevations and cross-sections as appropriate
- Phase plans showing the development of the structure

Photography

- Views of all elevations
- Views of external appearance of building group/setting
- Views of all internal rooms
- Internal and external structural details
- Fixtures, fittings, machinery, related contents

Report

1.5. Following the on-site work an illustrated report will be prepared containing conventional sections to include:

- Non-technical summary in both Welsh and English
- Location and NGR
- Statutory designations
- Date of record, recorder and archive deposition
- Introduction
- Site location
- Topography and Geology
- Methodology
- Summary of the form, function, date and development of the building
- Desk-based study, including copies of historic maps and photographs where permitted
- Description of the building
- Past and present usage
- Evidence for former existence of demolished structures, removed fittings etc.
- Conclusions & Recommendations
- Archive content list and deposition location and timing statement
- Data Management Plan and Selection Strategy
- References
- Plans and Elevation Drawings

1.6. The resulting digital report will be submitted to the applicant, Local Planning Authority and the Development Control Archaeologist at Clwyd-Powys Archaeological Trust (neil.bayliss@heneb.org.uk) On approval project data must be submitted and approved for inclusion in the Clwyd-Powys Archaeological Trust's Historic Environment Record. For any questions regarding this submission 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. This can be submitted to the HER via the HEDDOS portal here Heneb HER: HEDDOS for Wales .

1.7 The overall 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).

1.8 Any artefacts recovered during the recording process should be deposited with the nearest regional or county Museum and the museum should be contacted in advance for their archiving and deposition guidelines. The artefacts should be deposited along with a copy of the site report including a detailed list of all recovered artefacts. Where no regional deposition location exists, the archaeological contractor should retain the artefactual archive until such time as the archive can be transferred to an approved deposition location. In the latter case the archive must be available for public and specialist access.

2. 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 e.g. via site tours, information panels, leaflets, a web diary, school visits or press coverage.