

Photographic Survey:
Floodlights at The Racecourse, Wrexham

January 2023



Report No. 2154

By

Jessica Woolley



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Prepared for Wrexham AFC

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Version	Date	Sections Revised	Prepared/Revised by	Checked & Authorised by
1	27/01/2023	Original	Jessica Woolley	Charley James-Martin MCIfA

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Archaeology Wales Limited

Main Office, Unit D11.6 Treforest Industrial Estate

Pontypridd - CF37 5UR

Tel: +44 (0) 1686 440371

Email: admin@arch-wales.co.uk

Web: arch-wales.co.uk



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Non-Technical Summary

This report results from a Photographic survey undertaken by Archaeology Wales Ltd on the four floodlights located at The Racecourse, Mold Road, Wrexham LL11 2AH (centred on NGR SJ 32779 50947). The work was undertaken as a condition of planning consent prior to the commencement of works associated with the demolition and erection of freestanding and stand mounted floodlights (and associated works). The associated planning application number is P/2022/0548.

Wrexham A.F.C is seen on some of the earliest readily available mapping for the area. It is known as the Race Course on the OS survey map of Denbighshire 1898 and is not labelled as a football ground until the OS survey map of 1909. The four floodlights located on each corner are not present on any of the maps. The floodlights were built for the stadium before the 1960s and is seen in photos from 1960 and 1976.

All works were carried out in accordance with the ClfA Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures (2019).

Crynodeb Annhechnegol

Mae'r adroddiad hon fel canlyniad o arolwg ffotograffydd a ymgymered gan Archaeology Wales Ltd ar y pedwar llifoleuadau wedi'i lleoli ar Y Racecourse, Mold Road, Wrecsam LL11 2AH (Wedi'l chanoli ar NGR SJ 32779 50947). Cafodd y gwaith ei ymgymered fel amod i'r cydsyniad cynllunio cyn cychwyn y gwaith o ddymchweli'r llifoleuadau a'r adeiladu o lifoleuadau rhydd-sefyll a llifoleuadau mowntiedig (ar waith cysylltiedig). Y rhif Cais Cynllunio yw P/2022/0548.

Mae Wrecsam A.F.C yn cael ei weld ar rhai o'r mapiau cynharaf yn yr ardal. Mae'n cael ei labelu fel y 'Race course' ar y map arolwg OS o Sir Ddinbych 1898 ac nid yw'n cael ei labelu fel maes pêl-droed tan y map arolwg OS 1909. Mae'r pedwar llifoleuadau wedi'i lleoli ar bob cornel o'r maes pêl-droed ond nid ydynt ar unrhyw fap. Cafodd y llifoleuadau ei adeiladu ar gyfer y maes pêl-droed cyn y 1960au ac yn dangos mewn ffotograffau o 196 l 1976.

Cafodd y gwaith ei wneud yn unol â safonau a chanllawiau'r Sefydliad Siartredig Archeolegwyr ar yr Ymchwiliad Archeolegol a Chofnodi o Adeiladau sefyll ac Adeiladau (2019).

1 Introduction

1.1 Location and Scope of Work

1.1.1 In January 2023 Archaeology Wales (henceforth AW) was commissioned by Wrexham AFC (henceforth - the Client) to carry out a Photographic Survey on the four floodlights located at The Racecourse, Mould Road, Wrexham LL11 2AH (centred on NGR SJ 32779 50947, Figure 1). The work was undertaken as a condition of planning consent prior to the commencement of works associated with the demolition and erection of freestanding and stand mounted floodlights (and associated works). The associated planning application number is P/2022/0548. The local planning authority is Wrexham County Borough Council.

1.1.2 The methodology and conditions of the photographic survey have been agreed with Clwyd-Powys Archaeological Trust - Development Control (CPAT-DC) in their capacity as archaeological advisors to the local planning authority. In their response to the planning application, they recommended that a programme of archaeological mitigation in the form of a Photographic Survey should be undertaken prior to the demolition and erection of freestanding and stand mounted floodlights. This resulted in a condition (Condition 3) being attached to the planning consent. The condition recommendation states:

No demolition works detailed on drawing no.211509-AFL-ZZ-ZZ-DR-A- 00205 Revision P1 Existing and Demolition Site Plan shall commence until an photographic survey (equivalent to an Historic England Level 1 Photographic Survey - Understanding Historic Buildings, 2016, 5.5, p.27) of the existing floodlights 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

Reason: To secure a full photographic record of the original floodlights prior demolition in accordance with Policy GDP1 of the Wrexham Unitary Development Plan.

1.1.3 Consequently, a Written Scheme of Investigation (WSI) was prepared by Charley James-Martin MCIfA (AW Project Manager) prior to the work taking place (Appendix I). This was subsequently approved by CPAT-DC.

1.1.4 The photographic survey was carried out on the 18th of January 2023 by Jessica Woolley BA (Hons) MA (AW Assistant Supervisor), assisted by Menna Griffiths BA (Hons) (AW Site Assistant). The project was managed by Charley James-Martin MCIfA.

1.1.5 All works were carried out in accordance with the ClfA *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures* (2019). AW is a Registered Organisation with the ClfA.

1.2 Site Description

- 1.2.1 Wrexham A.F.C. is located on Mold Road, which is the primary through road into Wrexham, around 1.5 kilometres northwest of the city centre. The location is bordered by residential and educational uses. The Racecourse Ground is recorded by the Royal Commission for Ancient and Historical Monuments Wales (RCAHMW) as the home of Wrexham F.C since 1872. It is also recognised as the oldest international football stadium in world still in use for international matches (NPRN414091). The four floodlights are located in each corner of the stadium, all pointing towards the pitch.

2 Methodology

- 2.1.1 A Historic England Photographic Survey is a visual record. Its primary objective is to record, by means of high-resolution digital photography, all of the key internal and external components of the affected building so that a permanent record survives prior to works.
- 2.1.2 The Photographic Survey was undertaken by a suitably experienced Building Recording Archaeologist who can understand and interpret the structure and record the important details.
- 2.1.3 The survey was undertaken prior to any development works on the structure. Full access was possible to the exterior and interior of Wrexham Football Stadium and its floodlights.
- 2.1.4 Photographs were taken, in high-resolution digital format, of all aspects of the exterior and interior of the historic structure. Where appropriate, a graduated metric scale was included in the shots (Figure 2).
- 2.1.5 The work has been completed in accordance with ClfA's *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures* (2019) and to a standard equivalent to those laid out in *Understanding Historic Buildings: A Guide to Good Recording Practice* (2020).

3 Building Summary (Plates 1-26)

- 3.1.1 As stated previously, The Racecourse has been home of Wrexham F.C since 1872 and therefore, the floodlights are known as a local landmark. They are used in numerous artworks and as a way finding point for the ground. This makes them a highly significant historical asset and monument to the city of Wrexham itself.
- 3.1.2 Wrexham A.F.C is seen on some of the earliest readily available mapping for the area. It is known as the Race Course on the OS survey map of Denbighshire 1898 and is not labelled as a football ground until the OS survey map of 1909. Whilst the football ground itself is seen on all maps available from the area, the four floodlights located on each corner are not present on any.

- 3.1.3 It is clear the floodlights were built for the stadium before the 1960s as historical photographs of the stadium show evidence of this. The earliest aerial photography available in the area shows the floodlights present in 1976 (archive number 6336972) and an online news article by Wales Online from 10th October 2014 shows the floodlights present in 1960.
- 3.1.4 The floodlights are located just outside of the stadium pitch in each corner with all pointing towards the centre of the pitch. Each floodlight was given a label to differentiate between each other; NE corner was A, NW corner was B, SW corner was C and SE corner was D. Floodlight C and D were situated upon the original stone stands of the stadium towards the east, whilst A and B were located just on the limits of the stadium grounds. Each floodlight comprises of hollow steel bar towers containing a generator and a head of lights. A ladder up the side of each tower gives access to the generator on a platform as well as to the head lights themselves. The towers are 28m high with the addition of the 4m heads (making them approx. 32m high. Floodlight B located on Mold Road side of the stadium is unique in the fact that it holds a match information billboard.
- 3.1.5 A photographic record of the Wrexham AFC floodlights, and their surrounding area is provided below (see Plates).

4 References

Chartered Institute for Archaeologists, 2019. *Standards and Guidance for the archaeological investigation and recording of standing buildings or structures*.

Historic England, 2020. *Understanding Historic Buildings: A Guide to Good Recording Practice*.

Websites:

<https://maps.nls.uk/> accessed 19/01/2023

<https://www.walesonline.co.uk/sport/football/football-news/wrexham-fc-celebrate-150-years-7917233> accessed 19/01/23

Maps:

Ordnance Survey County Series, Denbighshire, 1898-1964, 1:2,500

Figures

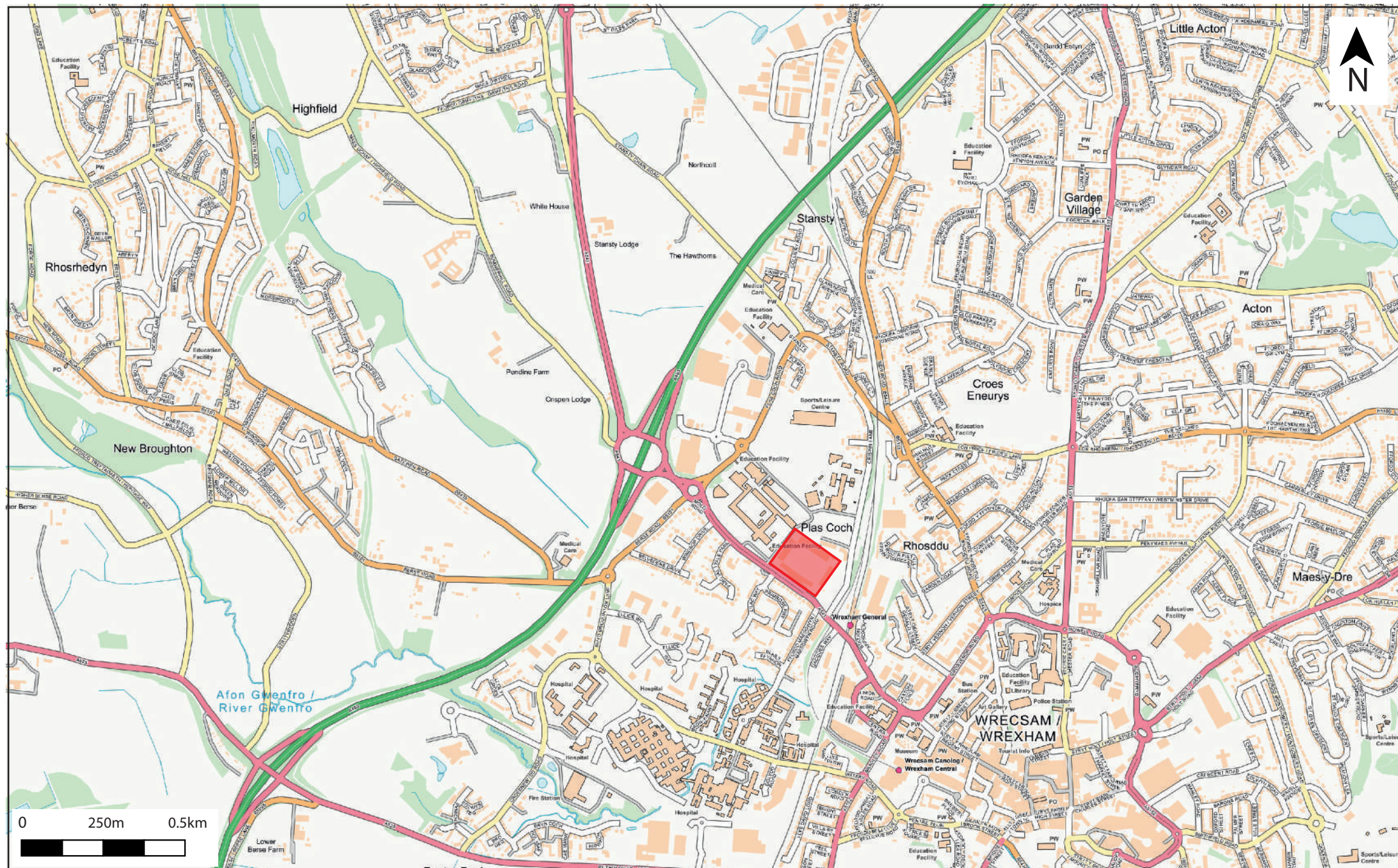


Figure 1. Location of site (red)

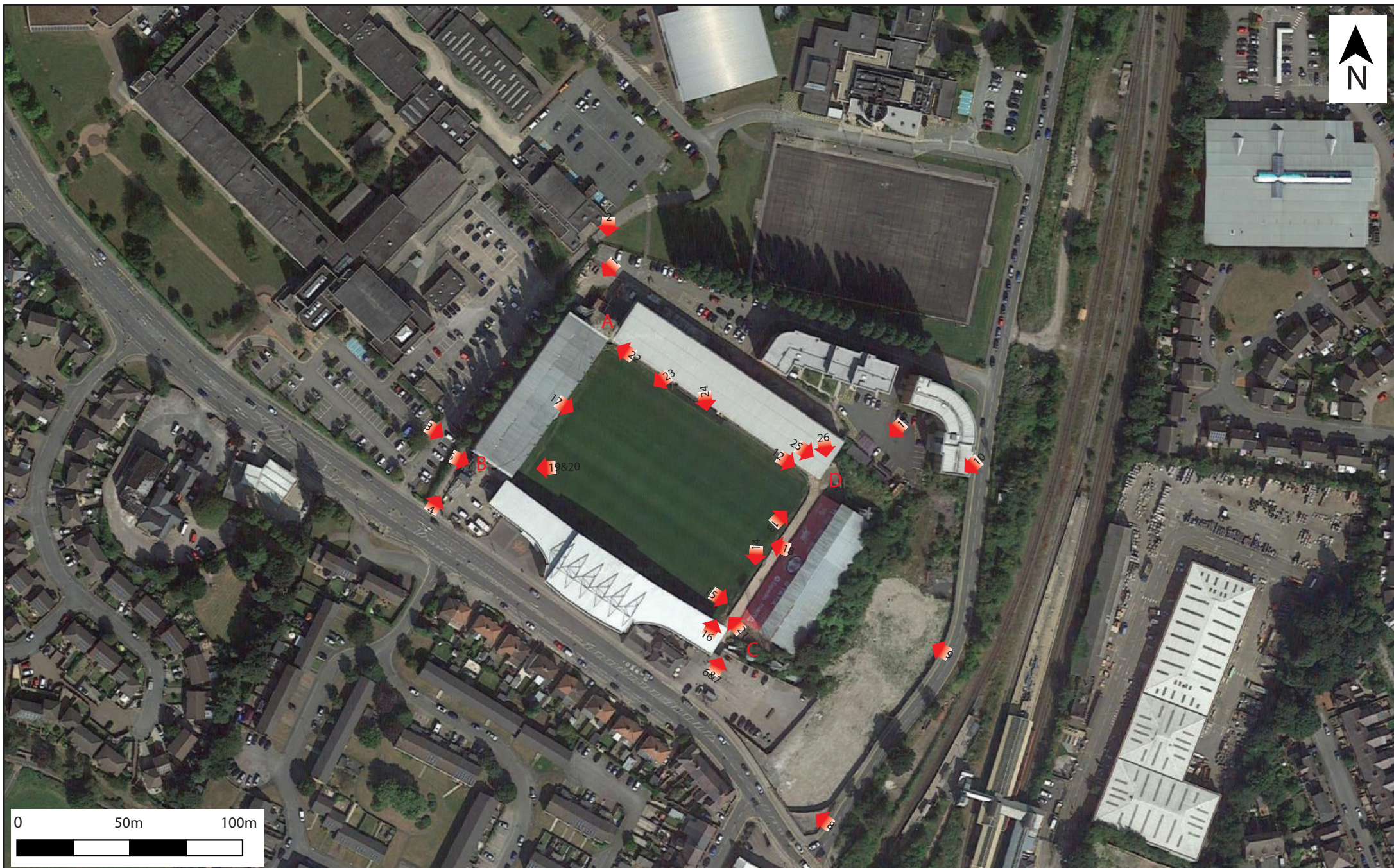


Figure 2. Photograph locations

Background mapping Google earth

Plates



Plate 1: Floodlight A from shop car park, looking SW. 1m scale.



Plate 2: Floodlight A from Wrexham Glyndwr University car park, looking SW.



Plate 3: Floodlight B from University Healthcare Centre car park, looking S. 1m scale.



Plate 4: Floodlight B from Mold Road, looking E. 1m scale.



Plate 5: Close up on Floodlight B billboard, looking SE.



Plate 6: Floodlight C from The Turf pub car park, looking E.



Plate 7: Floodlights C and D from The Turf pub car park, looking E.

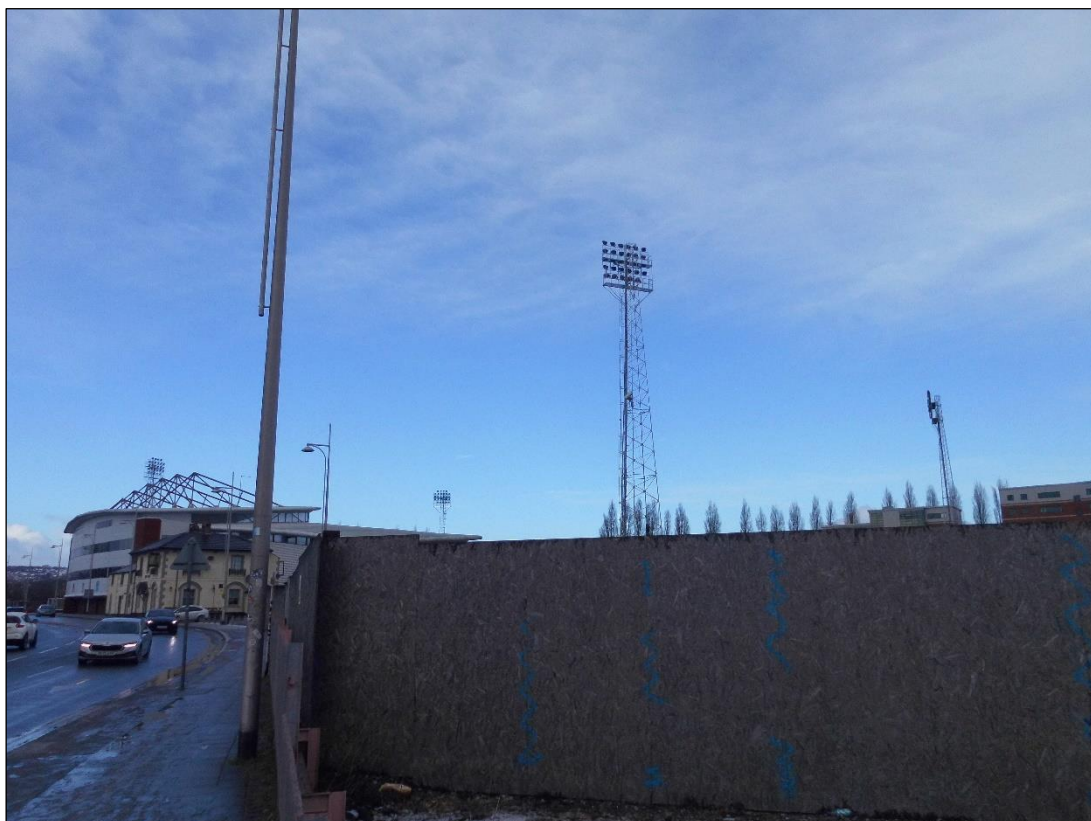


Plate 8: All stadium floodlights from southern end of Mold Road, looking N.



Plate 9: All stadium floodlights from south-east side of stadium (Crispin Lane), looking NW.

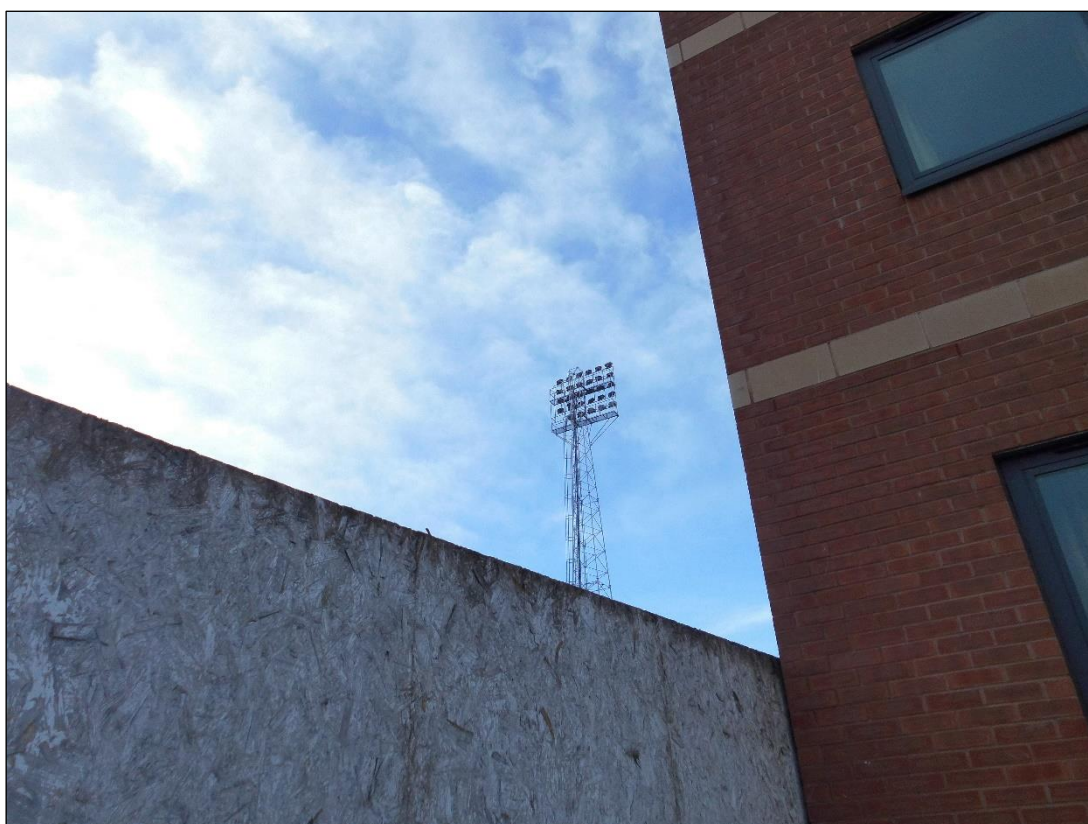


Plate 10: Floodlight D behind construction site near Wrexham Student Village, looking SW.

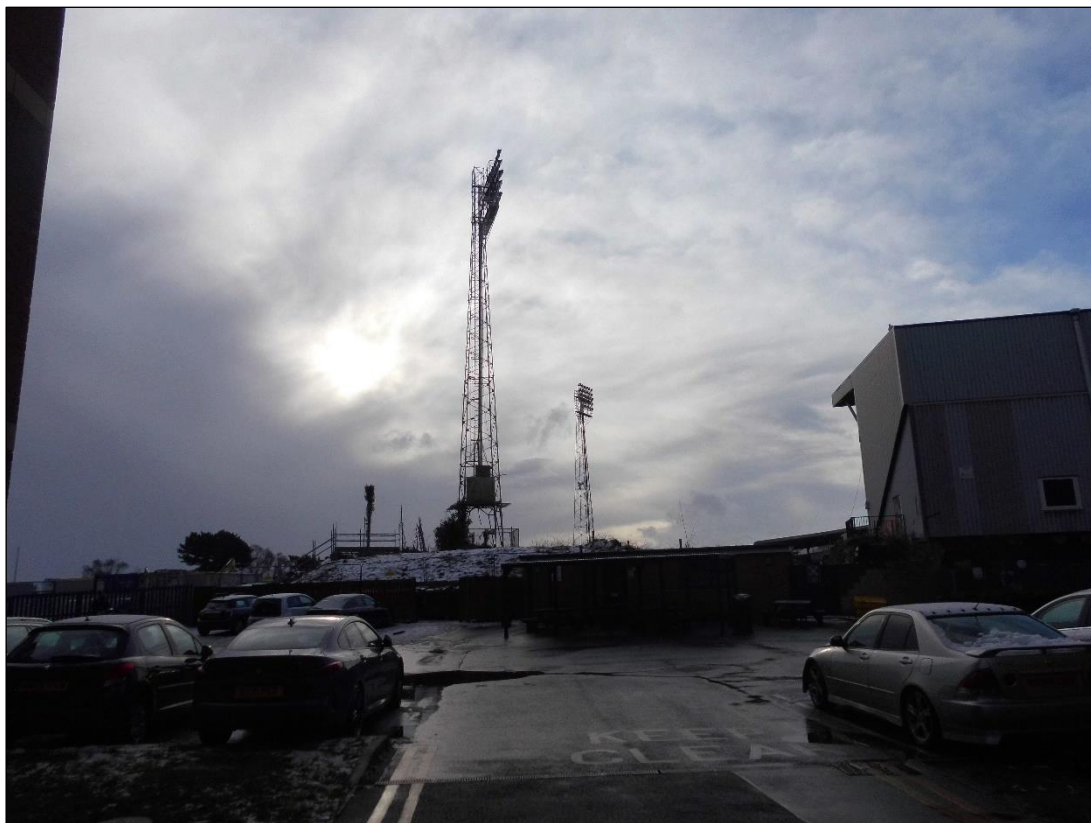


Plate 11: Floodlights C and D from Wrexham Student Village, looking S.



Plate 12: Floodlight D from within stadium by stands, looking SE.



Plate 13: Floodlight D from within stadium, looking NE



Plate 14: Floodlight C from within stadium, looking SW



Plate 15: Floodlight C from within stadium, looking S. 1m scale.

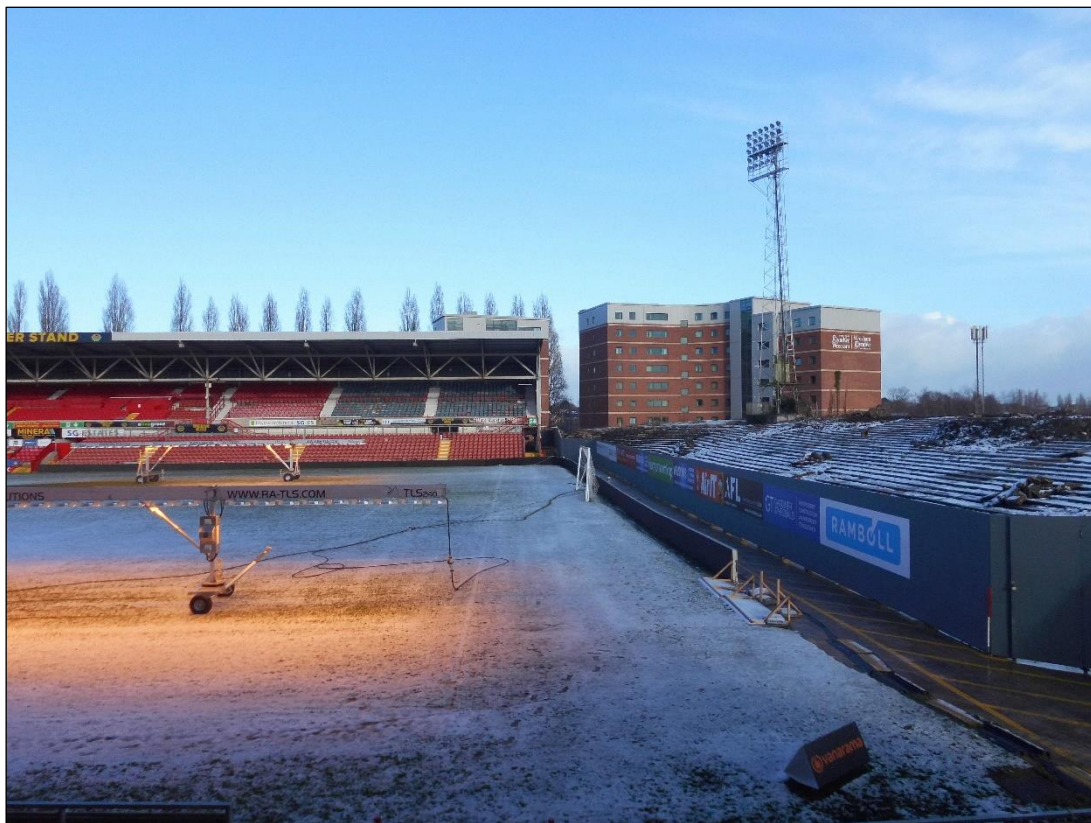


Plate 16: Floodlight D from stands, looking E



Plate 17: Floodlights C and D within stadium, looking SE.



Plate 18: Floodlights A and B from within stadium, looking NW



Plate 19: Floodlight B from within stadium, looking W



Plate 20: Close up of generator on Floodlight B (same as others), looking W. 1m scale.



Plate 21: Floodlight A from stands, looking N



Plate 22: Floodlight A from within stadium, looking N. 1m scale.



Plate 23: Floodlight B from stands, looking W



Plate 24: Floodlight C from stands, looking S.

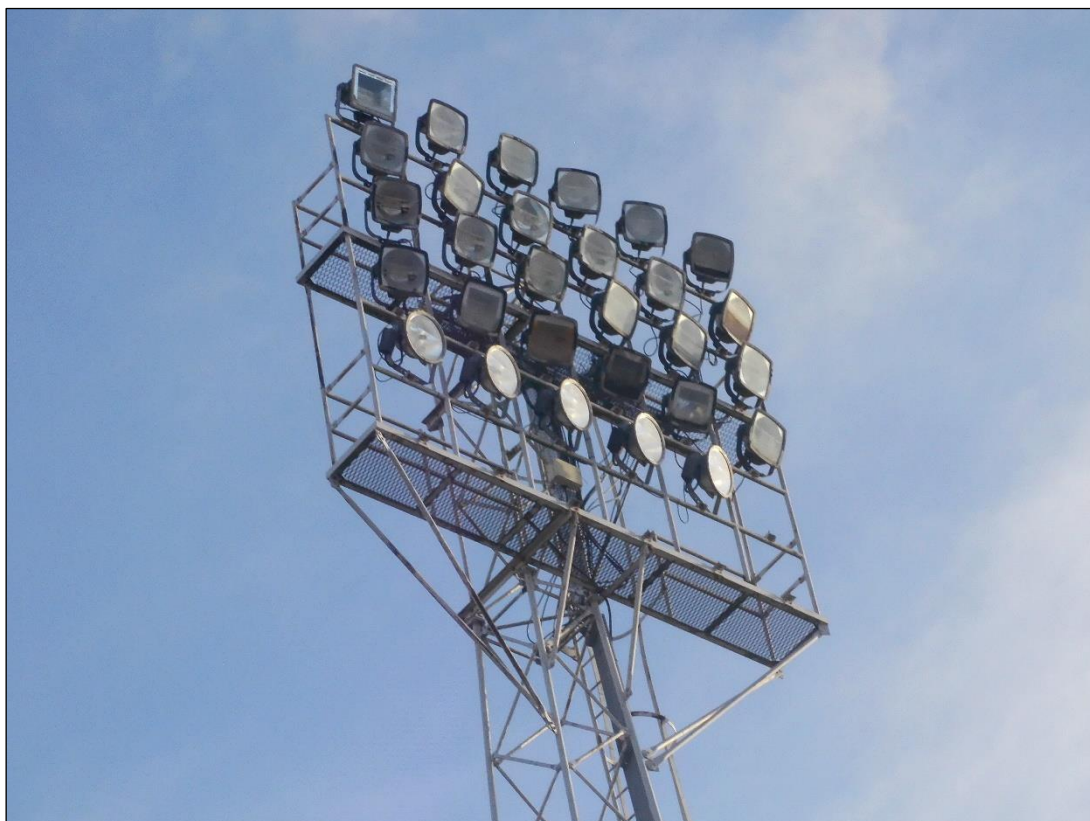


Plate 25: Close up of head on floodlight D (same as others), looking N.



Plate 26: Original stands of stadium holding Floodlights C and D, looking S

Appendix I: Written Scheme of Investigation

Written Scheme of Investigation

For an Archaeological

Photographic Survey

at

The Racecourse, Mold Road, Wrexham

Prepared For: Wrexham AFC

Project No: 3048

Planning application Number – P/2022/0548

October 2022



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Summary

This written scheme of investigation (WSI) details a programme of photographic survey to be undertaken by Archaeology Wales Ltd at the request of Wrexham AFC.

The photographic survey will conform to the standard laid out in Historic England 'Understanding Historic Buildings' guidelines. It will be undertaken prior to the commencement of works associated with the demolition and erection of freestanding and stand mounted floodlights (and associated works) at The Racecourse, Mould Road, Wrexham LL11 2AH (centred on NGR SJ 32779 50947). The associated planning application number is P/2022/0548

All work will be undertaken in accordance with the standards and guidelines of the chartered institute for archaeologists (2019).

1. Introduction and Planning Background

- 1.1.1. This written scheme of investigation (WSI) details a programme of photographic survey to be undertaken by Archaeology Wales Ltd at the request of Wrexham AFC.
- 1.1.2. The photographic survey will conform to the standard laid out in Historic England 'Understanding Historic Buildings' guidelines. It will be undertaken prior to the commencement of works associated with the demolition and erection of freestanding and stand mounted floodlights (and associated works) at The Racecourse, Mould Road, Wrexham LL11 2AH (centred on NGR SJ 32779 50947). The associated planning application number is P/2022/0548.
- 1.1.3. A condition has been placed on the planning consent following a recommendation by made by Clwyd-Powys Archaeological Trust – Development Control (CPAT-DC), as archaeological advisors to the Local Planning Authority, in response to the planning application. This recommendation stated that a photographic survey is to be undertaken on the structures to mitigate the impact of the proposed development on the archaeological resource. Condition 3 states:

No demolition works detailed on drawing no.211509-AFL-ZZ-ZZ-DR-A- 00205 Revision P1 Existing and Demolition Site Plan shall commence until an photographic survey (equivalent to an Historic England Level 1 Photographic Survey - Understanding Historic Buildings, 2016, 5.5, p.27) of the existing floodlights 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

Reason: To secure a full photographic record of the original floodlights prior demolition in accordance with Policy GDP1 of the Wrexham Unitary Development Plan.

- 1.1.4. The purpose of the photographic survey is to adequately record the existing structures prior to their removal. The work is to ensure that all archaeological and historical components of the affected structures are visually recorded if they are to be disturbed as a result of activities associated with the development.

- 1.1.5. This WSI has been prepared by Charley James-Martin MCIfA of Archaeology Wales Ltd (henceforth - AW) at the request of Wrexham AFC (henceforth – the client).
- 1.1.6. The methodology set out in this WSI has been agreed with Clwyd-powys Archaeological Trust – Development Control (CPAT-DC), in their capacity as archaeological advisors to the local planning authority.
- 1.1.7. All work will be undertaken to the standards and guidance set by the Chartered Institute for Archaeologists (2019). AW is a Registered Organisation with the CIfA.

2. Site Description & Historical Background

- 2.1.1. Wrexham A.F.C. is located on the Mold Road, which is the primary through road into Wrexham, around 1.5 kilometres northwest of the city centre. The location is bordered by residential and educational uses (AFL 2022, Figure 1).
- 2.1.2. The Racecourse Ground is recorded by the Royal Commission for Ancient and Historical Monuments Wales (RCAHMW) as the home of Wrexham F.C since 1872 and is recognised as the oldest international football stadium in world still in use for international matches (NPRN414091).
- 2.1.3. As highlighted by the Development Control Archaeologist from CPAT, the current floodlights at the Racecourse Football Ground are a local landmark, are used in artworks and as a way finding point for the ground. It would be unfortunate if these structures are demolished and replaced without a record of their current form and layout being retained.

3. Objectives

- 3.1.1. This WSI sets out a program of works to ensure that the photographic survey will meet the standard required by the Chartered Institute for Archaeologist's *Standard and Guidance for Archaeological Building Investigation and Recording* (2019) and according to Historic England's *Understanding Historic Buildings: A Guide to Good Recording Practice* (2016).
- 3.1.2. The primary objective of the survey will be to make a visual record, by means of high-resolution digital photography of all of the key components of the affected structures so that a permanent record survives prior to demolition or renovation.

4. Timetable of Works

4.1. Fieldwork

- 4.1.1. The programme of photographic survey will be undertaken prior to the commencement of works associated with the proposed development. Archaeology Wales will update CPAT-DC with the exact date.

4.2. Report Delivery

- 4.2.1. The report will be submitted to the client and to CPAT-DC within three months of the completion of the fieldwork. A copy of the report will also be sent to the regional her.

5. Details of Work

5.1.1. The record will:

- a. Provide a basic understanding of the form, function, and any phasing of the structure(s),
- b. Provide a photographic record of the historic elements of the structure(s), prior to any construction work taking place.

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

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

- a. A plan showing the location of the structure in relation to its surrounds
- b. A plan showing the location and direction of view of each photograph.

5.1.4. 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 separately 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.

6. Monitoring

- 6.1.1. CPAT-DC will be contacted approximately five days prior to the commencement of archaeological survey works, and subsequently once the work is underway.
- 6.1.2. Any changes to the WSI that AW may wish to make after approval will be communicated to CPAT-DC for approval on behalf of planning authority.
- 6.1.3. Representatives of CPAT-DC will be given access to the site so that they may monitor the progress of the building recording.

7. Archive and Reporting Programme

- 7.1.1. The site archive will be prepared in accordance with the national monuments record (Wales) agreed structure and deposited with an appropriate receiving organisation, in compliance with ClfA guidelines (*Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*, 2014) and *National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales* (2017).
- 7.1.2. A copy of the photographic survey will be submitted to the Local Planning Authority for approval. The original high resolution camera files will be submitted on appropriate digital media.
- 7.1.3. Once the photographic survey has been approved by the Local Planning Authority, the applicant will send a copy of the original high resolution camera files and all additional plans and information on a CD, DVD or USB stick to Mark Walters, Development Control Archaeologist, Clwyd-Powys Archaeological Trust, The Offices, Coed y Dinas, Welshpool, SY21 8RP. A copy will also be sent to the Historic Environment Record Officer, Gary Duckers, at the same address. This is in order for the photographs to be entered into the Regional Historic Environment Record and so that the Development Control Archaeologist can confirm that the photo survey has been completed in accordance with the condition.
- 7.1.4. The Local Planning Authority will be informed when the photographic survey has been sent to the Regional Archaeological Trust. The submission of the photographic survey to the Regional Archaeological Trust for inclusion in the Regional Historic Environment Record is one of the requirements of the planning condition and the condition cannot be discharged until this step is complete.

Summary Reports for Publication

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

Notification of Important Remains

- 7.1.6. Where it is considered that remains have been revealed that may satisfy the criteria for statutory protection, AW will submit preliminary notification of the remains to Cadw.

Archive Deposition

- 7.1.7. The final archive (site and research) will, whenever appropriate, be deposited with a suitable receiving institution, usually the relevant local authority museums service. Arrangements will be made with the receiving institution before work starts.
- 7.1.8. Although there may be a period during which client confidentiality will need to be maintained, copies of all reports and the final archive will be deposited no later than six months after completion of the work.
- 7.1.9. A full data management plan for this project can be found in Appendix I. Copies of all reports, the digital archive and an archive index will be deposited with the *National Monuments Record*, RCAHMW, Aberystwyth.
- 7.1.10. Information regarding the location of the final archive deposition will be relayed to the HER. A summary of the contents of the archive will be supplied to CPAT. The project will adhere to the Welsh Archaeological Trust's joint *Guidance for the Submission of Data to the Welsh Historic Environment Records* (2018).

8. Staff

- 8.1.1. The project will be managed by Charley James-Martin MCIfA (AW Project Manager) and the fieldwork undertaken by Archaeology Wales staff. Any alteration to staffing before or during the work will be brought to the attention of CPAT-DC and the client.

9. Health and Safety

9.1. Risk Assessment

- 9.1.1. Prior to the commencement of work AW will carry out and produce a formal health and safety risk assessment in accordance with *The Management of Health and Safety Regulations* 1999. A copy of the risk assessment will be kept on site and be available for inspection on request. A copy will be sent to the client (or their agent as necessary) for their information. All members of AW staff will adhere to the content of this document.

9.2. Other Guidelines

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

10. Community Engagement and Outreach

- 10.1.1. Wherever possible, AW will ensure suitable measures are in place to inform the local community and any interested parties of the results of the survey work. This

may occur during the site investigation work or following completion of the work. The form of any potential outreach activities may include lectures and talks to local groups, interested parties and persons, information boards, flyers and other forms of communication (social media and websites), and press releases to local and national media. This will be discussed with and in agreement with the client. The form of any outreach will respect client confidentiality or contractual agreements. As a rule, outreach will be proportional to the size of the project.

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

11. Insurance

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

12. Quality Control

12.1. Professional Standards

- 12.1.1. AW works to the standards and guidance provided by the *Chartered Institute for Archaeologists*. AW fully recognise and endorse the *Chartered Institute for Archaeologists' Code of conduct, code of approved practice for the regulation of contractual arrangements in field archaeology* and the *standard and guidance for archaeological building investigation and recording* currently in force. All employees of AW, whether corporate members of the chartered institute for archaeologists or not, are expected to adhere to these codes and standards during their employment.

12.2. Project Tracking

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

13. Arbitration

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

14. References

- AFL Architects, 2022. *Design & Access Statement: Wrexham Association Football Club – New Floodlights Proposal*.
- Baylis, N. 2022. Planning response letter from CPAT-DC dated 06 July 2022
- Chartered Institute for Archaeologists, 2014. *Standards and guidance for the creation, compilation, transfer and deposition of archaeological archives*.
- Chartered Institute for Archaeologists, 2019. *Standard and Guidance For The Archaeological Investigation And Recording Of Standing Buildings Or Structures*.
- English Heritage, 2006. *Management Of Research Projects in the Historic Environment (MORPHE)*.
- Historic England, 2016. *Understanding Historic Buildings: A Guide to Good Recording Practice*
- National Panel for Archaeological Archives in Wales, 2017. *The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales*
- Welsh Archaeological Trusts, 2018. *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)*

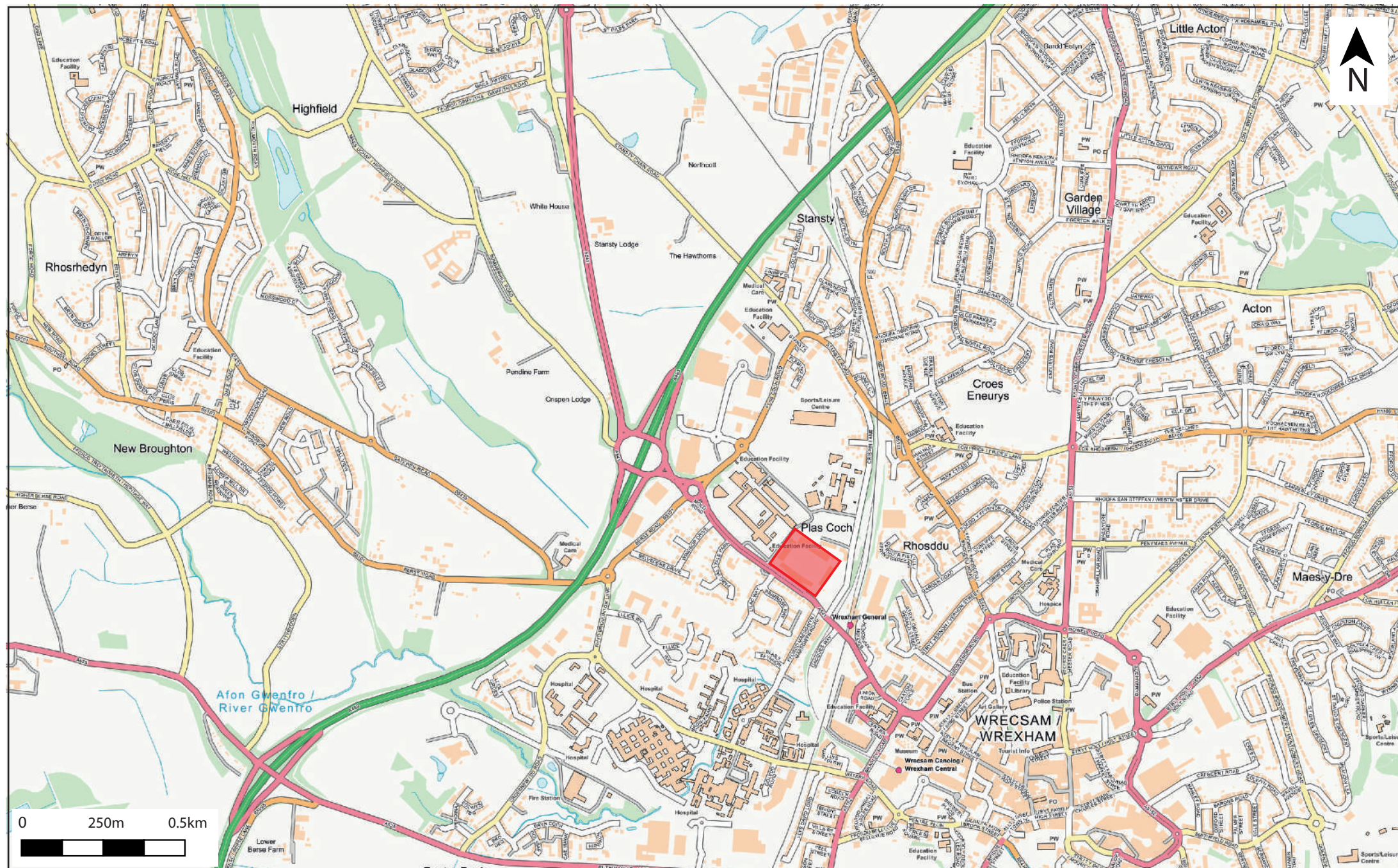


Figure 1. Location of site (red)

Appendix 1 – Data Management Plan

Project Name and ID
3048 – The Racecourse, Mold Road, Wrexham WFC/22/SUR
Project description
Photographic survey of existing floodlights at The Racecourse Grounds, Wrexham in advance of their replacement. The purpose of the photographic survey is to adequately record the current form and layout of the structures prior to their demolition. The work is to ensure that all archaeological and historical components of the affected structures are fully investigated and recorded if they are to be disturbed or revealed as a result of activities associated with the development.
Funder of client
Wrexham AFC
Project Manager
Charley James-Martin – AW project manager charley@arch-wales.co.uk
Principal investigator and contact
Same as above
Date DPM created and subsequent amendments
Created on 26.10.22
Related Data Management policies
Project Brief, ClfA Standards and guidance, trusted digital repository guidelines (ADS and RCAHWW) or other best practice guidance (see brief for details)
Data type
.PDF: final report, WSI, all the paper archive generated onsite, photo direction plans. .JPEG: Digital photographs
How will data be generated?
The project brief will determine the nature of data collection. The project brief has been produced taking into consideration ClfA guidance, and by relevant repositories. For this project the majority of the data will consist of archive quality digital photographs taken using high-resolution digital photography at a minimum of 12 megapixels. Data generated during the photographic survey will be regularly updated to the server and stored within well-defined folders. The folder hierarchy and organisation devised will be understood by all members of staff involved in the project. The data stored will be checked by the project manager regularly as a means of quality assurance.
Further documentation accompanying the resulting archive

Data collected will include standard formats which maximise opportunities for use and reuse in the future.

The archive will be associated to metadata summary which outlines details of all data types, quantities and all archive components

Data documentation will meet the requirement of the Project Brief, Museum Deposition Guidelines, Digital Repository Guidelines and the methodology described in the Project Design methodology. These details are checked and taken into consideration prior the start of the project.

Data protection

Archaeology Wales have a GDPR compliant Privacy Policy. Sensitive data is never retained in the project folder.

Copyright permission is sought from all specialists and other providers outside the organisation. Data sharing is also subjected to license agreements.

Storage

The project manager is responsible for the regular inspection of the data produced and stored in the server. The data produced is uploaded regularly as a way of backing up the information. Time and resources are given to the site staff to be able to back up the data.

Data retention

The DMP will be updated in light with the findings. This process will also inform any possible future project designs and further work associated with the project. The data selection plan will take into consideration the research agenda for Wales and any other local frameworks.

At the deposition stage, the DMP will be finalised in agreement with all project stakeholders.

The project results will be included in the Historic Environment Record.

Long term preservation plan

The digital archive will be deposited with the Archaeology Data Service, which is a certified repository with Core Trust Seal.

Data repository and costs

The digital archive will be deposited with the National Monuments Record, RCAHMW, Aberystwyth. Estimated cost for deposition with ADS have also been included in the project budget.

Data sharing and accessibility

A summary of the project will be provided for the museum and digital archive repositories once the work begins. Regular updates will be carried out to fit the emerging needs of the project. The documents expected for this project include a WSI and photographic survey report.

The final report is expected to be completed within 3 months of the completion of fieldwork. Should the project require follow up work, then the report may take up to twelve months to be submitted

A final version of the project report will be supplied to the Historic Environment Record and any data which they request can also be provided directly.

DMP responsibility

The Project Manager will be responsible for implementing the DMP

Data capture, metadata production and data quality is the responsibility of the Project Team, assured by the Project Manager.

Storage and backup of data in the field is the responsibility of the field team.

Once data is incorporated into the organisations project server, storage and backup is managed by the project manager

Data archiving is undertaken by the Archives Officer, who is responsible for the transfer of the Archaeological Project Archive to the agreed repository.



Archaeology Wales Limited

Main Office, Unit D11.6 Treforest Industrial Estate

Pontypridd - CF37 5UR

Tel: +44 (0) 1686 440371

Email: admin@arch-wales.co.uk

Web: arch-wales.co.uk

