



NEXUS
HERITAGE

**Graig Cottage, Bangor-on-Dee,
Wrexham Borough**

**Listed Building Consent Ref.
BAN P/2022/0678**

Event PRN:213954



**Written Scheme of Investigation for
a Level III Historic Building Record**

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Note on Transcriptions of Historic Maps

Historical mapping, both Ordnance Survey (OS) and individual cartographer's work relies on the accuracy of the data input into it and the projection used to produce a two dimensional image from three dimensional data. Techniques of survey have evolved and improved over the centuries but pre-OS maps are of widely varying quality and their accuracy is limited by the technology used to create them.

Creating an overlay of historic mapping (including 1st and 2nd edition OS Maps) and modern OS data can never be completely accurate. Creating a good approximation relies on using digital technologies to estimate and extrapolate the projection, orientation and scale of original maps by correlating known points on the modern OS grid with the historic mapping. This georeferencing 'distorts' the historic mapping to fit the modern grid using a set of known points chosen by the cartographer/illustrator.

Modern digitally produced OS mapping has a stated accuracy tolerance. The most detailed mapping at 1:1,250 (urban) will have a relative error of $\pm 0.5\text{m}$ up to 60m. On the ground that equates to an error between two points which are 60m apart on the ground. 95% of the time the scaled measurement would be between 59.1m and 60.9m (paraphrased from <https://www.gov.uk/government/publications/land-registry-plans-the-basis-of-land-registryapplications/land-registry-plans-the-basis-of-land-registry-plans-practice-guide-40-supplement-1>.)

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Fig. 1: Site Location Map

Fig. 2: Site Plan

INTRODUCTION

Mr. M. Roberts. (the Client) has secured Listed Building Consent (BAN P/2022/0678) from Wrexham County Borough Council (hereafter the Council) for single storey rear and side extensions at Graig Cottage Station, Road, Bangor-on-Dee, LL13 0AB.

A condition (no. 3) has been applied to the Consent by the Council as follows:

No development shall take place until a programme of building recording and analysis, equivalent to a Historic England Level 3 building survey, has been secured and implemented, in accordance with a brief issued by the local planning authority and a written scheme of investigation which has been submitted and approved in writing by the local planning authority. The survey will be completed by a professional archaeological contractor. The programme of building analysis and recording must meet the standards laid down by the Chartered Institute for Archaeologists in their Standard and Guidance for the archaeological investigation and recording of standing buildings or structures.

A copy of the resulting report should be submitted to the Local Planning Authority and the Development Control Archaeologist, Clwyd- Powys Archaeological Trust (The Offices, Coed y Dinas, Welshpool, Powys, SY21 8RP Email: neil.bayliss@cpat.org.uk Tel: 01938 553670).

After approval by the Local Planning Authority, a copy of the report and resulting archive should also be sent to the Historic Environment Record Officer, Clwyd-Powys Archaeological Trust for inclusion in the regional Historic Environment Record and to the National Monuments Record, RCAHMW.

The Client wishes to secure appropriate professional services to address the condition and has commissioned Nexus Heritage to prepare a Written Scheme of Investigation for a programme of historic building recording.

This Written Scheme of Investigation (WSI) details the approach to the creation of a record of the existing building.

Nexus Heritage is appointed as the heritage consultant for this project and has prepared this WSI which is designed to provide the methodological framework to achieve a historic building record, before impact. The results of the record will be reported and submitted to the regional Historic Environment Record. If merited the results of the historic building recording would be published in a suitable journal. The records generated during the recording (paper, photographic and digital) – the archive - will be offered to the National Monuments Record, Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW).

LOCATION AND SITE INFORMATION

Graig Cottage (hereafter the Building) is situated to the north-east of Bangor-on-Dee in Wrexham Borough, Wales and is centred at National Grid Reference SJ 39523 45770.

The Building's long-axis is aligned, approximately east-west, with the entrance façade facing south. It is located at the terminus of a driveway on an approximate north alignment, extending from Station Road for a distance of *c.* 35m (Fig. 2).

The Building is set within an enclosure, with rectangular plan-form, measuring *c.* 107m x 40m, orientated on an approximate north-south alignment.

The spatial attribute information for the Site is provided in the table below and relates to the spatial data as illustrated in Fig. 2 below.

Field Name	Data
Project No.	3599
Project Name	Graig Cottage, Bangor on Dee, Wrexham Borough – Level II Historic Building Record
Organisation	Nexus Heritage
Date	November 2022
Digitisation Source	Client/Ordnance Survey
Digitisation Scale	1:500 at A4
Description of Digitised Data	Ordnance Survey MasterMap

The rather cursory Cadw Listed Building report, which dates to 1997 tentatively dates Graig Cottage to the late 18th century and also notes 20th century additions (no longer present). With respect to the broad form and exterior the Listed Building report states that the Building is a:

Brick in English garden wall bond, hipped slate roof with red ridge tiles, rendered end wall stacks. Two-storey, 2-window symmetrical elevation to road with dentil eaves course, central C20 door and trellised porch flanked by multipaned windows with cambered heads. Smaller multipaned casement windows to upper floor.

Cadw notes that Graig Cottage was designated *as a good, relatively unaltered example of a building type which rarely survives in this form.*



Fig. 1: Site Location Map (reproduced from Ordnance Survey mapping with the permission of Ordnance Survey on behalf of HMSO © Crown Copyright Nexus Heritage-SRI Licence No. 100048549)

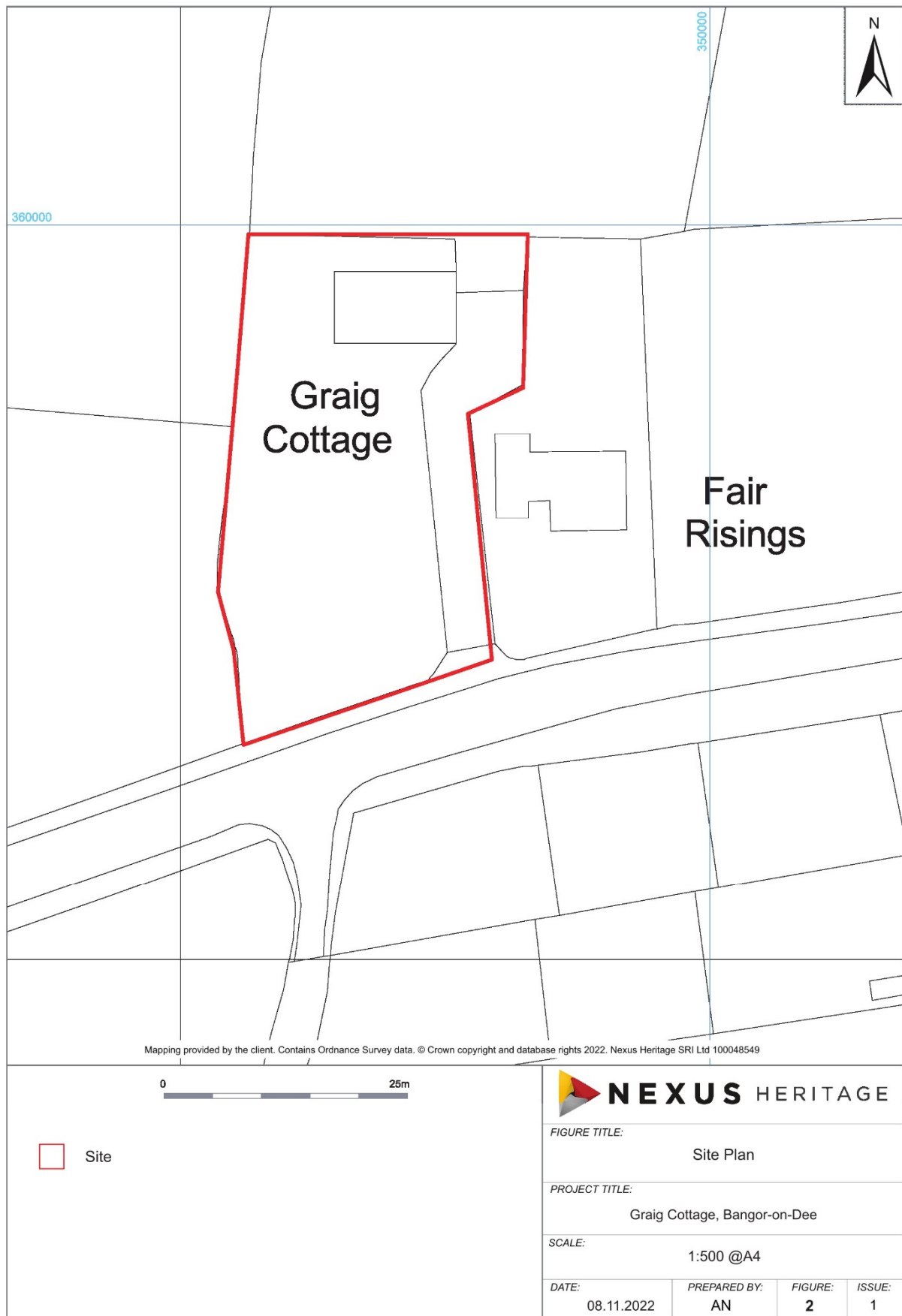


Fig. 2: Site Plan (reproduced from Ordnance Survey mapping with the permission of Ordnance Survey on behalf of HMSO © Crown Copyright Nexus Heritage-SRI Licence No. 100048549)

HISTORICAL BACKGROUND

The Listed Building Consent application was accompanied by a Heritage Impact Statement (Nexus Heritage 2022) which noted that during the mid-19th century the *Tithe Plan of the Parish of Bangor in the Counties of Flint and Denbigh*, 1840 shows Graig Cottage. It was owned by Richard Edmonds and occupied by Thomas Edwards. In the accompanying apportionment Graig Cottage is described as house and garden. Immediately to the east was another dwelling also recorded as house and garden in the apportionment. This dwelling was still extant at the time of the publication of the 1954 Ordnance Survey 1:10,560 map.

The Ordnance Survey 1:2,500 scale map of 1874 maps Graig Cottage as an un-named building.

The Heritage Impact Statement provided a structured description of the Building in the form of a broad fabric analysis.

Walling material, coursing, jointing finish: The Building is brick-built (projecting prestige as well as general utility) in Raking English Garden Wall bond. There is a line of projecting brick dentils at the eaves. The brick appears to be hand-made, with slightly rough, non-uniform surface textures and rough edges and corners. Bricks were commonly between 2¼ and 2½ inches thick during the second half of the 18th century. The mortar beds are relatively thick (not unusual for hand-made bricks to be bedded in deep mortar to facilitate adequate bearing) and there are various episodes of cementitious pointing detectable by colour differentiation in the mortar.

Plan form: Double-pile, consisting of four rooms to the ground floor with through-passage connecting the (slightly off-set) front and rear doors. The ground floor rooms comprise a principal living room, a private room, a kitchen and a pantry (with sunken floor) on the northern aspect. At first floor level there are three bedrooms and a generous landing.

Fireplace provision: there are four fireplaces – three on the ground floor (Principal Living Room, Private Room and Kitchen) and one to Bedroom 1 on the first floor.

Staircase provision: the single staircase is parallel to the rear elevation and ascends between the two service rooms at the rear.

Window shape, types and frames: Timber-framed casements

Door shape and details: The timber doors are set in rectangular door cases. Neither the front nor rear doors is of any historic merit. The front door provides direct affordance to the principal living room and the rear door opens into the through passage with the staircase on the immediate right and the kitchen on the left.

Roofing shape: Hipped.

Ridge: unexamined, but clay capped angle tiles are arranged along the line of the ridge board.

Roof material, method of laying: roof cover is slate but laying properties not investigated in any detail. Clay capped angle tiles along the ridge board and hip rafter lines.

Detail at Eaves: Plain close with dentils.

Roof Construction: The absence of ceilings to the first floor rooms permitted visual examination of the hip roof construction formed from the usual purlin frame, centring rafters, hip rafters, common rafters and creeper rafters. There is underfelt between the roof truss and the slate roof indicating re-roofing. There is evidence of re-use of existing timber components and the addition of new, machine sawn elements, presumably to replace rotten/damaged elements.

Chimney position: there are three chimneys. Two side wall stacks serving, respectively, the principal living room and one of the first floor bedrooms and the private room and another first floor bedroom. The third chimney is integrated into the rear wall and serves the ground floor kitchen and third bedroom on the first floor.

Openings: there are two doors, one in the south-facing entrance elevation and one on the north-facing rear elevation. There are seven windows: four in the south-facing entrance elevation serving the principal living room and private room on the ground floor and two of the bedrooms on the first floor; one in the east-facing elevation serving the ground floor kitchen and: two in the north-facing rear elevation serving the pantry at ground floor level and the third bedroom at first floor level.

Interior: There are four rooms to each floor. The ground floor comprises a Principal Living Room (parlour), with fireplace directly accessed by the front door. This room effectively provides the through passage, via a door into the Kitchen and, slightly off-set, the rear door. There is a complimentary Private Room, smaller than the Principal Living Room, also with fireplace. The rear of the Building at ground floor level is occupied by a Kitchen and Pantry (with sunken floor). The staircase is adjacent to the rear elevation and accesses a first floor Landing off which is Bedroom 1 (the largest) and Bedroom 3 (the smallest). The access to Bedroom 2 is through Bedroom 3. The two internal cross walls are timber framed with stud rails, brick nogging and two visible panels of wattle and daub.

TERMS AND CONDITIONS OF APPOINTMENT AND PERFORMANCE STANDARDS

Nexus Heritage acts as heritage consultant to the Client and will undertake the historic building recording works.

Nexus Heritage operate in accordance with:

- Chartered Institute for Archaeologists, 2020a, *Standard and guidance for the archaeological investigation and recording of standing buildings or structures*
- Chartered Institute for Archaeologists, 2020b, *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials*
- Chartered Institute for Archaeologists, 2020c, *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives*
- Chartered Institute for Archaeologists, 2021, *Regulations for Professional Conduct*
- Chartered Institute for Archaeologists, 2022, *Code of conduct: professional ethics in archaeology*

DEFINITIONS AND OBJECTIVES

Creation of a Record of the Existing Building

The recording programme will produce a Level III record as defined by Historic England's *Understanding Historic Buildings: a guide to good recording practice* (2016). Level III is an analytical record, comprising an introductory description followed by a systematic account of the Building's origins, development and use in so far as is reasonably determinable by safe examination of the Building and a rapid desk-based assessment. . The record will include an account of the evidence on which the analysis has been based, allowing the validity of the record

to be re-examined in detail. It will also include all drawn and photographic records that may be required to illustrate the building's appearance and structure and to support an historical analysis.

The Chartered Institute for Archaeologists (CIfA) maintains a standard for the archaeological investigation and recording of standing buildings or structures (CIfA 2014c) which states that:

Archaeological building investigation and recording is a programme of work intended to establish the character, history, dating, form and archaeological development of a specified building, structure, or complex and its setting, including buried components.

and

Archaeological building investigation and recording will determine, as far as is reasonably possible, the nature of the archaeological resource associated with a specified building, structure or complex. It will draw on existing records (both archaeological and historical sources) and fieldwork. It will be undertaken using appropriate methods and practices which satisfy the stated aims of the project, and which comply with the Code of conduct, Code of approved practice for the regulation of contractual arrangements in archaeology, and other relevant by-laws of the CIfA. The programme will result in the production of drawings, an ordered accessible archive and a report.

The aim of the historic building recording is:

- to seek a better understanding of and compile a lasting record of the Building and disseminate the results.

The specific objectives of the historic building record are:

- to complete adequate photographic and drawn records of the Building,
- to undertake sufficient desk-based research to place the Building in its historic context
- to promote the understanding and appreciation of historic buildings
- to secure an understanding of the Building and its significances.

METHODS

Desk-Based Assessment

Original records pertaining to the history of Ty Graig, a mid-late 19th cneotry dwelling to the east of Graig Cottage, may include information on Griag Cottage and are available at North East Wales Archives, Hawarden (<https://www.newa.wales/>). The original records include the following and will be accessed:

Abstract of Title to Ty Graig, Bangor on Dee, 1919, ref. D/DM/1760/1/15.

Conveyance of 'Ty Graig', Bangor, Denbighshire, 1972, ref. D/DM/1760/1/26.

Notes on Architecture of Ty Graig, Bangor on Dee, c. 1990s, ref. D/DM/1760/4/1.

Plan of Ty Graig, Bangor on Dee, c. 1970s, ref. D/DM/1760/2/1.

Supplementary Abstract of Title to Ty Graig and Maes y Groes, Bangor on Dee, 1919, ref D/DM/1760/1/16.

Copies of Deeds relating to Ty Graig, Bangor on Dee, c. 21st century, ref. D/DM/1760/4/2.

Land Registry, Application for Official Search, 1945, ref. D/DM/1760/1/22

Sale Particulars, 'Ty Graig', Bangor on Dee, 1945, ref. D/DM/1760/1/21

Schedule of Deeds and Documents relating to Ty Graig, Bangor on Dee, 1972, ref. D/DM/1760/1/24

Land Registry, Application for Official Search; Requisition for Search and Official Search Certificate, 1972-1975, ref. D/DM/1760/1/25

Mortgage of Freehold Property, 'Ty Graig', Bangor on Dee, 1972, ref. D/DM/1760/1/27

Schedule of Deeds and Documents relating to Ty Graig, Malpas Road, Bangor on Dee, 1972-1989, ref. D/DM/1760/1/28

Contract and Conditions of Sale of 'Ty Graig', Bangor on Dee, 1919, ref. D/DM/1760/1/17

Creation of a Record of the Existing Building Complex

The methodology for the recording has been prepared with reference to Historic England's *Understanding Historic Buildings: a guide to good recording practice* (2016), the ClfA's *Standard for the Archaeological Investigation*. The methodology will be kept under constant review during the project, in order to see how far it is meeting the terms of the aims and objectives, and in order to adopt any new circumstances which may arise.

Curatorial monitoring of the historic building recording on behalf of the Council will be carried out by the Development Control Archaeologist of the Clwyd Powys Archaeology Trust (hereafter CPAT). To facilitate the curatorial monitoring, the Development Control Archaeologist will be provided with at least one week's notice of the start of the historic building recording.

In line with the recommended approach considered adequate to address the spirit and intent of the condition on consent a Historic England Level III Record is identified as the most appropriate method. The output of the Level III Record is as follows:

Written account

A written account will be prepared to include the Building's precise location along with details of any statutory or non-statutory designations. The date of the record, the name(s) of the recorder(s) and the proposed location for the archive of the record will also be confirmed. Information on the Building's type and purpose, historically and at present, materials, and possible date(s) and phasing, in so far as these are apparent from an appropriate inspection will also be presented as a summary statement. The written account will summarise the Building's form, function, date and sequence of development. The names of architects, builders, patrons and owners will be given if known.

The written account will include:

- The Building's precise location as a National Grid Reference and address form;
- A note of any statutory designation and non-statutory designation;
- The date of the record, name(s) of the recorder(s) and archive location;
- A summary of the building's form, function, date, and sequence of development.
- An introduction, setting out the circumstances in which the record was made, its objectives, methods, scope and limitations, and any constraints which limited the achievement of objectives.

- Acknowledgements to all those who made significant contributions.
- A discussion of published and unpublished sources relating to the building and its setting, an account of its history as provided by the source materials, an analysis of historic map evidence and a critical evaluation of previous records of the building, where they exist.
- An account of the building's overall form and its successive phases of development, together with the evidence supporting this analysis.
- An account of the past and present uses of the building and its parts, with the evidence for these interpretations.
- Any evidence for the former existence of demolished structures or removed plant associated with the building.
- Full bibliographic and other references

Drawings

The drawn record will include:

- A site plan relating the Building to other structures and to any related topographical and landscape features.
- A measured site plan identifying the location and direction of photographs of the Building's landscape context and elevations
- Measured elevation drawings of all external elevations.
- Measured plans (to scale) as existing showing the form and location of any structural features of historic significance,
- Measured, individual floor plans showing the location and orientation of photographs of the interior. This will label all room spaces and indicate any architectural features of note.

Photographs

The photographic record will comprise general views towards and away from the Building (in its immediate and wider setting, where accessibility permits) and details of the Building's external appearances. A series of oblique sightlines will show all external elevations of the Building, (where accessibility permits), and give an overall impression of size and shape. Photographs will indicate the original design intentions of the builder / architect, as inferred from the Building and/or their settings. Any external structural or decorative detail (such as dates or other inscriptions, any signage, makers' plates or graffiti) which contributes to an understanding of the Building and which is relevant to the Building's design, development or use and which does not show adequately on general photographs will be photographed in detail. If the details of characters or numerals or artistic depiction is not clear in any photographs a transcription will be made.

A comprehensive suite of photographs illustrating each exterior and interior wall will be made.

The overall appearance of the principal rooms and circulation areas will be captured in general views and details to give an overall impression of the size and shape of rooms, corridors, circulation areas and roof space (where safely accessible). Photographs will indicate the original design intentions of the builder / architect, as inferred from the design. Any internal structural or decorative detail (such as dates or other inscriptions, any signage, makers' plates or graffiti) which contributes to an understanding of the Building and which is relevant to the Building's design, development or use and which does not show adequately on general photographs will be photographed in detail. If the details of characters or numerals or artistic depiction is not clear in any photographs a transcription will be made.

The photographic recording will be undertaken using a high-resolution (16mb) digital camera and a discretely placed scale will be included in each image (unless its inclusion would obscure the item being photographed, in which case two images would be made, one with and without the

scale). The colour digital images will be provided as JPG and TIFF files. A fixed lens will be utilised, but a zoom lens with the zoom length fixed throughout the survey process may also be employed.

The photographic record will also include any building contents or ephemera which have a significant bearing on the building's history and any maps, drawings, views and photographs present in the building which illustrate its development or that of its site.

The colour digital images will be taken as RAW files, subsequently provided as JPG and TIFF files.

All photographs will have a unique identifying number and be recorded in a photographic register detailing the photograph number, the location and direction of each view, and the composition of the image.

Reporting

After the completion of the historic building recording a report will be prepared which encompasses the results of the attendances. The report would normally contain the following, but the contents may be adapted to take account of project specific circumstances:

- A non-technical summary in English and Welsh
- A table of contents
- An introduction with acknowledgements, including a list of all those involved in the project, the date of the record and the building's precise location along with details of any statutory or non-statutory designations
- A statement of the project aims
- An account of the project methodology undertaken, with an assessment of the same
- A statement setting out the nature and quantity of the documentary archive (notes, photographs, drawings, digital data) and the intended repository
- A location plan and a general site plan
- Plans indicating the position from which all photographs were taken.
- Maps, plans, drawings, photographs (to include key views of the building)
- A summary statement to include supporting text and illustrations providing historical background on building's type and purpose, historically and at present, materials, and possible date(s) and phasing, in so far as these are apparent from a superficial inspection
- A bibliography sources consulted.
- Appendices to the report will include photographic catalogues and contact prints of all films used

One digital .PDF copy of a draft version of the report will be made available for comment within four weeks of the completion of the record. Any observations on the content of the draft report made by the Client or the Development Control Archaeologist will be taken into account during preparation of the final report.

A digital .pdf copy of the final report will be submitted to the Client (1) for onward submission to the Council (1 copy) and the Regional Historic Environment Record (1 copy) and the National Monuments Record (1 copy). Digital copies of all the photographs, drawings, the WSI and the report will also be provided to the Regional Historic Environment Record via the Historic Environment Record Data Deposit Online System (HEDDOS).

PUBLICATION

The Client is a responsible developer, committed to appropriate funding of the historic building recording necessary to address Condition 3 of the Listed Building Consent. In the light of this commitment, it is confirmed that a programme of publication appropriate and proportionate to the character of the evidence generated will be undertaken. It is understood that a minimum publication and reporting strategy would include a report on the results of the investigations being offered to a suitable local journal, with a record note presented to the appropriate national period journal(s). These reports/notes will include the collaborative role of the Client and the Council in the completion of the historic building recording.

DIGITAL DATA MANAGEMENT PLAN AND ARCHIVE

Digital Data Management Plan

Project Type

Level 3 historic building record. Photographs, digital text, annotated plans.

Format and scale of the data

Photographs taken in RAW format and later converted to TIFF 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).

Written descriptions taken in digital .txt format and sent via email to ensure a digital backup copy at time of record.

Annotated plans scanned as .PDF files.

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* (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

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 WSI. This will include the use of standardised data capture file formats, digital *proformae*, data entry validation, peer review, and use of controlled vocabularies.

Managing, storing and curating data.

All digital data will be organised into Nexus Heritage proformae project file systems and backed up to the cloud using DropBox with additional copies made to external physical hard drive.

Metadata standards and data documentation

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

Paper metadata created from Nexus Heritage *proformae* for day sheets and basic record sheets and then scanned to create digital .PDF copies.

Data preservation strategy and standards

Long term data storage will be through the submission of digital (.PDF) reports to the Regional Historic Environment record; submission of digital (.PDF) reports and a project completion form to the RCAHMW; submission of the scanned (.PDF) archive, photographic plates (.TIFF), and metadata (.xlsx) (.accdb) to the Archaeology Data Service (ADS); and retention of copies of all digital files at Nexus Heritage on physical external hard drive and uploaded to the cloud.

Suitability for sharing

All digital data will be placed within the public realm except for where project confidentiality restricts the sharing of data. All data sets will be selected / discriminated by Nexus Heritage and written permission will be sought from all project specific Clients prior to the sharing of data.

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 ADS website. Requests can also be made for data through the regional HER, the RCAHMW and directly to Nexus Heritage.

Governance of access

The decision to supply research data to potential new users will be via the associated website request (ADS, Regional Historic Environment Record, RCAHMW) or via Nexus Heritage.

The project team's exclusive use of the data

Nexus Heritage' 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 Nexus Heritage reserves the right to extend this period without notice if primary data research dictates.

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, consequential data use, 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.

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 Nexus Heritage.

Responsibilities

Responsibility for study-wide data management, metadata creation, data security and quality assurance of data will be through Anthony Martin at Nexus Heritage 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.

Organisational policies on data sharing and data security

The following Nexus Heritage policies are relevant:

- Nexus Heritage Archive Deposition Policy 2021
- Nexus Heritage Quality Assurance Policy 2021
- Nexus Heritage Conflict of Interest Policy 2020
- Nexus Heritage Outreach Policy 2019
- Nexus Heritage Digital Management Plan 2021

Archive

The anticipated recipient organisation for the project archive is the National Monuments Record maintained by the RCAHMW. This archive will include all written, drawn, survey and photographic records. The digital component of the archives will follow the standard required as defined in the RCAHMW document Guidelines of Digital Archives (2015). A copy of the digital archive only and a Welsh Historic Environment Record Information Submission Form will also be lodged with the Regional Historic Environment Record.

The project will conform to the arrangements for archive preparation and submission prior to commencing the recording and provide copies of the relevant correspondence, Event accession references etc.

The archive is to be prepared, compiled and presented for long term storage according to the format requirements of the RCAHMW and as set out in relevant standards including

- The Chartered Institute for Archaeologists' *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials* (2014 edition).
- The Chartered Institute for Archaeologists' *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* (2014 edition)

An indexed project archive will be prepared for inclusion as an appendix to the recording report. The project archive will comprise all primary written documents, maps, plans and plots, unprocessed raw data and photographs.

COPYRIGHT

Copyright to any commissioned reports and any other project documents prepared will be retained by the authors under the *Copyright, Designs and Patents Act* of 1988; excepting that an exclusive licence will be provided to the Client, the Council, and the Regional Historic Environment Record for use of such documents by the Client, the Council and the Regional Historic Environment Record in all matters directly relating to the project.

The copyright of this document remains with Nexus Heritage, subject to the same exclusive licence.

CONFIDENTIALITY

Nexus Heritage will treat as confidential all information obtained directly or indirectly from the Client in connection with the historic building recording and will not, without the prior consent of the Client, disclose any information relating to the project or publicise the project in any way.

HEALTH AND SAFETY

Nexus Heritage will be responsible for obtaining all relevant certification regarding Health and Safety prior to any site works. Nexus Heritage and its sub-contractors will adhere to all relevant health and safety legislation and be guided by, *inter alia*, the *Health and Safety at Work Act* (1974), *Control of Substances Hazardous to Health (COSHH) Regulations* (2002), *Construction Design and Management (CDM) Regulations* (2015), *Management of Health and Safety at Work Regulations* (1999), the *Work at Height Regulations* (2005), the *Confined Spaces Regulations* (1997) and the *Personal Protective Equipment at Work Regulations* (2002).

While carrying out the archaeological works Nexus Heritage will operate in accordance with all applicable Health and Safety Legislation. All site staff and site visitors will be provided with all necessary protective clothing and equipment.

It is understood that contaminated material may be present at the Site. Archaeological work may therefore encounter contaminants. The potential for acute exposure to archaeological practitioners is a material consideration and a risk. Accordingly, Nexus Heritage will manage any potential acute exposure risk to its staff and adjacent site users during the archaeological works in accordance with, *inter alia*, the *Control of Asbestos Regulations* (2012). Nexus Heritage is prepared to implement a series of control measures as follows:

- Provision of a site specific toolbox talk training session for all operatives on site,
- the use of basic 5 point PPE (hard hat, to include a chin strap when working from height or in windy conditions, high visibility vest/jacket, un-laced protective footwear to provide toe, sole and heel protection, gloves, safety eye-wear),
- the use of disposable coveralls (Type 5 BS EN ISO 13982-1) if contaminants are discovered,
- respiratory Protective Equipment (RPE) EN149 (type FFP3) or EN1827 (type FMP3), or Half mask respirator (to standard EN140) with P3 filter and an appropriate filter change regime, if contaminants trigger the use of RPE,
- request for dust suppression, if airborne contamination is a possibility
- compliance with material handling requirements (keep number of operatives working in the area of contaminated material to a minimum and handle carefully potentially contaminated materials avoiding double-handling where possible
- decontamination washing of footwear, tools and equipment, if contamination is discovered
- removal of disposable PPE/RPE upon leaving area/Site, if contamination is discovered.

In addition, if contamination is discovered during the archaeological Nexus Heritage will ensure that its Site staff wear coveralls one size larger than the normal fit for the individual to prevent tearing at the seams, that loose cuffs are sealed with tape to reduce the risk of contaminating clothing, that the coverall legs are worn over footwear to prevent dust / contamination entering the footwear, that the hood is worn over the straps of the RPE and that coveralls are removed by turning them inside out to facilitate disposal.

Coveralls will be the outer layer of clothing and high visibility vest/jacket should not be worn over the coverall. In some cases, white coveralls may be classed as high visibility clothing; this will be considered by the archaeological contractor prior to commencing work. In cases where high visibility clothing cannot be avoided, garments should be disposed of when work in that area is completed if they have been exposed to significant levels of contamination that precludes decontamination and re-use.

Should contamination be discovered, such contamination may need to be dealt with by an appropriately qualified contractor. Nexus Heritage will not take responsibility for the removal of contaminated material from the Site.

Where contaminated material is present at the Site appropriate measures will be taken into account by Nexus Heritage to ensure the health and safety of its staff which may come into contact with contaminants. In case of encountering contaminated material, Nexus Heritage will inform the Client immediately.

In the event of encountering contaminated material, it may be necessary for Nexus Heritage to produce a revised method statement. Nexus Heritage will forward the revised method statement to the Council for reference.

A Health and Safety Plan (including a Risk Assessment) and/or a Risk Assessment Method Statement (RAMS) will be submitted by Nexus Heritage to the Client for verification before archaeological Site works commence. Such documentation may also be reviewed by a third party H&S expert. Nexus Heritage will take into account any comments made by the Client on the Health and Safety Plan (including a Risk Assessment) and/or a Risk Assessment Method Statement (RAMS) and revise as appropriate.

MONITORING

The Client and the Development Control Archaeologist will monitor the historic building recording works. A minimum of one week's notice of the commencement of fieldwork will be given to the Development Control Archaeologist so that arrangements for monitoring can be made.

Reasonable access to the Building will be provided by the Client to representatives of the Council in order to monitor the works.

Any significant results recovered during the recording will be brought to the attention of the Client who will notify the relevant organisations as soon as is practicably possible, and certainly within 24 hours.

Any monitoring visits or communications will be documented and copied to the Client.

Consultations between the Client and the Development Control Archaeologist will be convened periodically during the recording. The purpose of these consultations is to advise on the manner in which the objectives of the project have been addressed and secure agreement that the milestone elements of the project have been concluded to the satisfaction of the Client and the Council thereby permitting discharge of the planning consent condition at the earliest opportunity.

Milestone	Purpose of Consultation	Participants	Format	Outcome
Draft of WSI	To discuss draft WSI, methods, timetable, etc.	Nexus Heritage Client Council	Telephone/e-mail/	Authorisation of WSI
At halfway point of recording	To confirm compliance with WSI	Nexus Heritage Client Council	Telephone Site meeting	Continuation of recording
Upon completion of recording	To review results	Nexus Heritage Client Council	Telephone/Site meeting	Confirmation of completion of recording and compliance with the WSI.
Production of the draft report.	To review draft outputs	Nexus Heritage Client Council	Telephone/e-mail	Authorisation to commence production of final report
Production of final report, publication text and dissemination strategy	To review final results	Nexus Heritage Client Council	Telephone/e-mail	Confirmation of completion of reporting, publication and dissemination in compliance with the WSI. Application to discharge condition.
Submission of project archive	To confirm that all tasks have been completed with reference to the WSI and to formally close the project	Nexus Heritage Client Council	Telephone/e-mail	Submitted archive, conclusion of project

RESOURCES AND PROGRAMMING

The historic building recording will be undertaken by an individual or team of demonstrable competence with corporate/individual Membership of the CfA.

The project will be managed by Anthony Martin, a Director of Nexus Heritage with over 30 years' experience in the heritage and archaeology sector. Anthony is to be identified as the competent person for the purposes of this historic building recording project. He is a Member of the Chartered Institute for Archaeologists (Mem. No. 1091) and has a BA (Hons) in History and an MA in Scientific Methods in Archaeology.

The broad intention is to undertake and complete the historic building recording during November 2022.

COMMUNICATION PATHS

Anthony Martin is identified as the Project Manager on behalf of Nexus Heritage. He is to be the main point of contact between the Client and representatives of the Council.

Any questions or requests for clarification arising from examination of this document are to be submitted in writing to Nexus Heritage.

SOURCES

- Cadw *et al*, 2022, *Guidance for the Submission of Data to the Welsh Historic Environment Records*
- Chartered Institute for Archaeologists, 2020a, *Standard and guidance for the archaeological investigation and recording of standing buildings or structures*
- Chartered Institute for Archaeologists, 2020b, *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials*
- Chartered Institute for Archaeologists, 2020c, *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives*
- Chartered Institute for Archaeologists, 2021, *Regulations for Professional Conduct*
- Chartered Institute for Archaeologists, 2022, *Code of conduct: professional ethics in archaeology*
- Forster, M., (ed), 2019, *Work digital / think archive A guide to managing digital data generated from archaeological investigations* © Dig Adventures on behalf of Archaeological Archives Forum and Historic England
- Historic England, 2016, *Understanding Historic Buildings - A Guide to Good Recording Practice*
- National Panel for Archaeological Archives in Wales, 2019, *The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales.*
- Nexus Heritage, 2022, *Graig Cottage, Bangor-on-Dee, Wrexham Borough Heritage Impact Statement* (Unpublished report, ref. 3581.R01c)
- Royal Commission on the Ancient and Historical Monuments of Wales, 2015, *Guidelines for Digital Archives.*