Written Scheme of Investigation

Pickhill Farmhouse

For S & S Jones



Author: Blair Poole MSc MCIfA

Report Number: 26-0031

Dee Archaeological Services

Written Scheme of Investigation

Pickhill Farmhouse

Client:	S & S Jones
Author(s):	Blair Poole MSc MCIfA
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1 Introduction

1.1 This Written Scheme of Investigation (WSI) has been prepared by Blair Poole of Dee Archaeological Services (DAS) on behalf of S & S Jones. A planning application (P/2026/0208) has been submitted for the demolition of an existing extension, renovation of the existing extension and single storey rear extension.

1.2 This document has been prepared in response to advice from Heneb, the advisors to the local planning authority, for a level 2 historic building survey on specific elements of the structure and archaeological monitoring on works to lift floor coverings and exposure of any enclosed historic fabric. Heneb noted that the structure is a Grade II Listed Building (1638) with potential 16th century origins, and elements of the timber framed sections of the building are uncovered, which should be recorded prior to any changes. It was also recommended that the removal of the tiled floor should be completed with an archaeologist present to monitor and record any archaeological features, earlier floor surfaces, room layouts, or artefacts revealed during the work.

1.3 The site is located in a rural location at Pickhill Farm, Pickhill, Cross Lanes, Wrexham, LL13 0UL, NGR (SJ) 339171,347754 (Figure 1).

1.4 This document sets out a detailed methodology to be employed for both elements of the project, comprising the level 2 historic building recording and archaeological monitoring. The document addresses the survey, fieldwork, reporting, and archiving at the above site and must be approved in writing by Heneb prior to site works commencing. Work will be carried out in line with Historic England's Understanding Historic Buildings (Historic England, 2016) and the Chartered Institute for Archaeologists (CIfA) standards (CIfA, 2023a) & (CIfA, 2023b) The site code allocated by DAS is 26-0031. Heneb have issues an HER event number for this project (226066).

1.5 The survey will be directed by Blair Poole and all site staff will be suitably qualified and experienced. All site staff will undergo full site induction upon arriving for any relevant site visit, and all relevant health and safety procedures will be adhered to at all times during the site visit. Adequate notice must be given to Heneb to allow for monitoring of the project.

2 Site Background

2.1 Planning

2.1.1 The Historic Environment (Wales) Act (Welsh Government, 2016) is the most recent legislation for the management of the Historic Environment in Wales 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 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.

2.1.2 When considering a planning application, Wrexham County Council (WCC) is bound by Planning Policy Wales (Welsh Government, 2024) Section 6.1, and Technical advice note (TAN) 24: the historic environment (Welsh Government, 2017).

2.1.3 On matters concerning archaeology and the historic environment WCC take impartial advice from Heneb.

2.1.4 Planning application P/2026/0208 has been submitted for the demolition of an existing extension, renovation of the existing extension and single storey rear extension. With respect to this application Heneb submitted the following comment:

> "*Information held within the Regional Historic Environment Record (HER) and provided by the applicant indicates the alterations to the Grade II Listed, Pickhill Farm (Listed Building no. 1638) will inevitably result in the loss of some historic fabric. From the information provided, the timber framed sections of the building are currently uncovered and should be recorded prior to any plaster being applied to provide a record of the current condition of the structure.*
>
> *The Level 2 survey would include a detailed photographic survey, written descriptive survey, phased plans of the buildings development and a measured survey using annotated architects plans where these are available, or a new survey where architects plans are not of sufficient detail.*
>
> *We also recommend that the removal of the tiled floor should be completed with an archaeologist present to monitor and record any archaeological features, earlier floor surfaces, room layouts, or artefacts revealed during the work.*
>
> *The monitoring should be completed by an archaeologist who is part of a recognised professional archaeological organisation working to the Standard and Guidance of the*

Chartered Institute for Archaeologists (CIFA) relating to Archaeological Monitoring and Recording. The archaeologist should be working in accordance with an approved project design/written scheme of investigation (WSI) and should preferably be part of a Registered Archaeological Organisation with CIFA accreditation."

2.1.5 A further correspondence with Heneb outlined the suggested approach regarding the site monitoring. "*Ideally, we would like the archaeologist on site for the initial floor breaking, just in case there is a floor surface which may be damaged by the work. I'm thinking tile/slab/fragile timber, or any other artefact, or features which may be damaged during this process, and any work must stop to assess the damage being caused, which may lead to the work being completed by hand. Should this just not be possible, the floor breaking should be carefully completed, small patches at a time, assessing the work as it progresses, and should archaeology be revealed, stop immediately and the archaeologists be called*"

2.1.6 The suggested planning condition wording was:

Suggested planning condition to facilitate a programme of historic building recording. The equivalent of a Historic England Level 2 building survey, in order to allow an adequate analytical record of the building to be made prior to alteration.

Prior to the commencement of works a programme of building recording and analysis, equivalent to a Historic England Level 2 building survey, shall be secured and implemented. This shall be in accordance with a written scheme of investigation which has been submitted by a qualified and competent expert, experienced in understanding historic buildings, and approved in writing by the local planning authority.

The programme of building analysis and recording will be completed in line with the written scheme of investigation discharged as part of the condition. The recording report shall be completed by a competent expert, experienced in understanding historic buildings, and 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 Planning Archaeologist, Heneb: Clwyd Powys Archaeology (The Offices, Coed y Dinas, Welshpool, SY21 8RP). After approval by the Local Planning Authority project data must be submitted and approved for inclusion in the Heneb: Clwyd Powys Archaeology Historic Environment Record. The full digital archive must also be submitted and approved for inclusion within the National Monuments Record, RCAHMW.

Reason: To allow an adequate analytical record of the building to be made, before it is altered, to ensure that the buildings' origins, use, and development are understood and the key features, current character and state of preservation are recorded.

Suggested planning condition to facilitate Archaeological Monitoring and Recording.

The developer shall ensure that a suitably qualified archaeological contractor is present during the undertaking of the removal of the current tiled flooring so that a scheme of

archaeological monitoring and recording can be conducted. The archaeological monitoring and recording must meet the standards laid down by the relevant Chartered Institute for Archaeologists Standard and Guidance and will be completed in accordance with a written scheme of investigation, which has been approved in advance by the Planning Authority.

A copy of the resulting report should be submitted to the Planning Authority and the Planning Archaeologist, Heneb: Clwyd Powys Archaeology (The Offices, Coed y Dinas, Welshpool, Powys, SY21 8RP). After approval by the Planning Authority project data must be submitted and approved for inclusion in the Heneb: Clwyd Powys Archaeology Historic Environment Record. The full digital archive must also be submitted and approved for inclusion within the National Monuments Record, RCAHMW.

Reason: To secure preservation by record of any archaeological remains which may be revealed during the consented development.

2.1.7 Subsequent to Heneb's response, the scope of the Level 2 Recording has is to comprise a targeted recording of the surviving sections of internal timber framing and of the northeast stone range which is proposed for partial dismantling and rebuilding.

2.2 Project Scope

2.2.1 The scope of the required works comprises:

- Monitoring and recording of lifting of existing floor finishes to the areas identified on the attached floor plan (Figure 10).
- Drawn record (internal elevations and sections) including photographs and associated descriptions of the areas of internal timber framing of the areas identified on the attached floor plan (Figure 10).
- Targetted building recording to Historic England Level 2 of the northeast stone range only which is proposed for partial dismantling and rebuilding – extent shown on the attached plan Rev F.
- Targeted recording of opening up / dismantling works to the northeast stone range at the following key triggers:

  (1) the roof structure once stripped.

  (2) ceilings and wall surfaces once finishes are removed.

  (3) any encased or boxed-in timbers once opened up.

  (4) the building as walls is reduced sequentially to first-floor level, then ground-floor level, and finally basement level; and

  (5) the foundations when exposed.

2.2.2 This written scheme of investigation seeks to address the requirements for the elements noted above. Discharge of any subsequent condition attached to a subsequent listed building consent approval will only be secured following approval of the resultant report and uploading of relevant data to the Royal Commission on the Ancient and Historic Monuments of Wales (RCAHMW) and the regional HER.

2.3 Statutory Designations & Previous Work

2.3.1 The standing building is Grade II Listed Building (1638) described as a 16th century farmhouse with later alterations and additions on a H-plan. The main house is constructed of local brown sandstone laid randomly with dressed quoins to the south whilst the northern portion is of brick construction. To the rear is a small central section of timber-framing with brick infilling and blocked stone mullioned window to the first floor.

2.3.2 The structure is of two-storeys under slate roof with brick chimney stacks. However, the roof is a complex series of gables, hipped roofs, and lean-to roofs. This highlights the numerous phases of development, hence being identified as a good example of a 16th century farmhouse with 17th, 18th, early 19th, and 20th century extensions and modifications.

2.3.3 A detailed Heritage Assessment was carried out on the structure which clearly defined the historic phasing and *in situ* historic fabric (Figure 9). The Heritage Assessment states that "The listing description for the farmhouse refers to an H plan arrangement however the extant plan form is perhaps better described as part H plan with only the northwest cross wing projecting both southwest and northeast of the central range."

2.4 Historic Background

2.4.1 This section represents a summary of the structures development. A more detailed historic background will form part of the formal report to be submitted following fieldwork.

2.4.2 The structure shows evidence of 16th century origins and appears in a lease dating from 1747, which confirms Pickhill Farm was leased by Simon Yorke of Erddig to Elizabeth Jones. The farm is thought to have formed part of the Erddig estate for a substantial period.

2.4.3 The first accurate depiction of the farmhouse is on the 1837 tithe map of Bangor on Dee, published in 1839 (Figure 3). The footprint of the structure appears close to the current layout, and a number or agricultural outbuildings shown on the tithe map are still present, demonstrating continuity of the farmstead layout.

2.4.4 The farmhouse footprint has remained remarkably consistent since then, with only relatively minor additions such as the later kitchen lean-to. The tithe

apportionment shows that Simon Yorke was leasing the land to William James at the time, and the plot is recorded as house, outbuildings yard and gardens (plot 693).

2.4.5 The land appears to have been leased by William James until around 1861, when Edward James, possibly his son, took over until the 1870s. The farm was subsequently operated by David Davies in the 1880s, and Thomas Elis Peters in the 1890s.

2.4.6 The 1872 Ordnance Survey (OS) map of Denbighshires, sheet XXIXX-14, shows the layout of the structure much the same as it currently stands, minus the southwestern extension (Figure 4). This layout is repeated on the 1897 OS map (Figure 5).

2.4.7 Around the turn of the twentieth century, ownership transferred from the Yorke family to the Ormerod family of Pickhill Hall. The Morris family took over the lease from the late 1890s through at least the mid-20th century, with several generations working the farm.

2.4.8 The 1909, 1938 and 1954 OS maps (Figure 6, Figure 7 & Figure 8) show little development of the standing building, and the 1960 OS map is the last to show the structure prior to the final extension being added at the southwestern corner in the 1960s.

2.5 Geology & Topography

2.5.1 The British Geological Survey (BGS) Geoindex records the superficial deposits on site are till, Devensian-Diamicton. The solid geology of the area is recorded as Kinnerton Sandstone Formation-Sandstone (British Geological Survey, 2026).

2.5.2 The site is located 2km north of Bangor-on-Dee and 1.5km to the east of Cross Lanes, within a rural landscape. The site lies to the south of a narrow lane, the B5130, with the study structure situated to the southern extent of a farm complex. The site is surrounded by fields (Figure 1 & Figure 2).

2.6 Regional Research Agenda

2.6.1 The Regional Research Framework specifies areas of research relating to the historic environment that require attention and must be considered in all commercial projects. The site contains a known heritage asset dating from the 16th century. The results of the fieldwork will be addressed in line with the regional research agenda.

3 Aims and Objectives

3.1.1 Aims

3.1.2 The aims of the level 2 survey are:

- To make a record of the identified areas on Figure 10 prior to material changes.
- To make a drawn record of internal elevations and sections, including photographs and associated descriptions of the areas of internal timber framing of the areas identified on the attached floor plan (Figure 10).
- Record the northeast stone range, which is proposed for partial dismantling and rebuilding.
- Provide an understanding of the form, function and any phasing of the identified areas of the building.
- Provide a description and photographic record of the identified areas and any previous function or modifications.
- To provide an illustrated report with photographic, written and drawn record of the historic elements of the building, prior to any further works taking place

3.1.3 The aims of the archaeological monitoring are:

- To record any historic fabrics identified revealed during works.
- To capture the existing construction and arrangement of northeast range so as to accurately inform the rebuilding.
- To record the nature and extent of any previous damage to archaeological remains within the targetted area.
- To interpret the form, function and significance of the features present.
- To disseminate the information in a suitable format, dependant upon the results of the investigations.
- To archive the resultant archive with a suitable repository.

3.2 Objectives

3.2.1 The objectives of the project are:

- To undertake appropriate research and work within the regional Research Framework.
- To make a detailed record of the archaeological and heritage assets revealed.

- To produce a formal report on the results of the work, which is fully illustrated and made accessible.

4 Methodology

4.1 This WSI has been prepared in line with CIfA's current standards and in accordance with the CIfA Universal guidance for archaeological monitoring and recording (CIfA, 2023b) and both Understanding Historic Buildings (Historic England, 2016) and CIfA standard and guidance for recording standing buildings (CIfA, 2020a).

4.2 At the commencement of works, all staff will undergo a site induction, at this time a toolbox talk will be given by the archaeologist to the groundworks crew regarding the WSI to ensure all staff are aware of the approved methodology.

Level 2 survey

4.3 Written records will be produced on site which will be used to inform the final report. These will include:

- A desk based assessment will form part of the project, which will address information from the regional HER, local archives and record office, readily available published resources, and cartographic sources.
- The precise location of the building as an address and in the form of a national grid reference.
- The note of any statutory designation (that is, listing, scheduling, Register of Historic Parks and Gardens, conservation area), where applicable.
- The date when the record was made, the name(s) of the recorder(s) and the location of any archive material.

Photographic Survey

4.3.2 All photographs will be taken using an appropriate digital camera at a minimum of 12mp. An appropriate, graduated scale will be used in all relevant photographs and where necessary artificial light sources will also be used. A full photographic index and record will be kept at all times and a plan showing the location photographs were taken from and the direction facing will be kept. All photographs will be given a unique number to be used for identification. This unique number will be used in the labelling of digital images. Photograph locations and directions of view will be marked on plans of each building.

4.3.3 The photographs taken will include the following;

- A general view or views of the building (in its wider setting or landscape).
- The northeast range 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.

- The overall appearance of the specific area(s) of the building, including views of the internal rooms.
- Any external or internal detail, structural or decorative, which is relevant to the buildings design, development and use, with scale where appropriate.
- Fixtures, fittings, machinery or other relevant historic contents.

Drawn Record

4.3.4 A drawn record will also be made of the buildings, which will include the following:

- Plans as existing. Plans will show the form and location of any structural features of historic significance, such as blocked doorways, windows and fireplaces, masonry joints, ceiling beams and other changes in floor and ceiling levels, and any evidence for fixtures of significance.
- Internal elevations of the surviving timber framing.
- A site plan relating the building to other structures and to any related topographical and landscape features.
- Measured drawings recording the form or location of other significant structural detail (for example timber or metal framing) and a cross section, if appropriate.
- Measured drawings to show the form of any architectural decoration (for example the moulding profiles of door surrounds, beams, mullions and cornices) or small- scale functional detail not easily captured by photography.
- Measured elevations, where these are necessary to an understanding of the building's design, development or function, including phasing where possible.
- A site plan relating the building to other structures and to any related topographical and landscape features.
- A plan showing the location of accompanying photographs.
- A phased plan with a colour key by period will be produced to aid interpretation.

Archaeological Monitoring

4.4 Targeted recording of works to the northeast stone range will comprise:

(1) the roof structure once stripped.

(2) ceilings and wall surfaces once finishes are removed.

(3) any encased or boxed-in timbers once opened up.

(4) the building as walls is reduced sequentially to first-floor level, then ground-floor level, and finally basement level; and

(5) the foundations when exposed.

4.5 In line with Heneb comments noted above (paragraph 3.1.3) the floor breaking should be carefully completed, small patches at a time, assessing the work as it progresses, and should archaeology be revealed, stop immediately and the archaeologists be called.

4.6 Existing floor finishes as identified on Figure 10, in the northeast range, are suspended timber floors, Following their removal the foundations will be recorded.

4.7 Using professional judgement the site archaeologist may determine where areas are deemed to have been truncated or lie within modern material. Heneb will be contacted to request sign off of specific areas an abandon the monitoring within those areas.

4.8 The site code 26-0031 has been allocated to the site. This code will be used to label (using appropriate materials not adhesive labels) all sheets, plans and other drawings; all context and recording sheets; all photographs (but not negatives); all other elements of the documentary archive.

4.9 The written recording system used will follow the Museum of London Archaeological Site Manual (Spence, 1994).

4.10 A site location plan (at an appropriate scale, usually OS 1:25,000) will be prepared showing investigation area and development site in relation to the surrounding locality.

4.11 This will be supplemented by a detailed plan (at an appropriate scale, usually OS 1:200 or 1:100), which will show the location of the areas investigated in relation to the investigation area.

4.12 An adequate photographic record will be made of any significant archaeological remains in both plan and section. This will be in the form of digital images using a camera with a minimum of 12MP in accordance with Historic England guidelines (Historic England, 2015a). Photographs will illustrate in both detail and general context the principal features and finds discovered. The photographic record will also include working shots to illustrate more generally the nature of the archaeological operation. A register of all photographs taken will be kept on standardised forms.

4.13 All works will be carried out in accordance with the Code of Conduct as set out by the Chartered Institute for Archaeologists (CIfA, 2022).

5 Report

5.1 A formal report on the results of the archaeological watching brief will be prepared within 3 months after completing the fieldwork. The report will conform to the CIfA standard and universal guidance (2023) and will include:

- Welsh language non-technical summary and discussion and conclusions, with other relevant sections translated if required;
- Non-technical summary;
- Reason for the project;
- The aims and methods adopted.
- A description of the nature, extent, date, condition and significance of all archaeological deposits recorded during the works, with specialist opinions and parallels from other sites if required.
- Illustrative material including maps and plans with at least four NGR reference points, sections, drawings and photographs as necessary.
- A catalogue of finds, including any specialist reports and images or other illustrative material.
- A discussion and summary of the results, including a statement of significance.
- An index of the contents and location of the archive.
- Sources consulted.
- Data management plan.
- A copy of the OASIS summary sheet.
- Appendices as appropriate

5.2 The final digital report will be submitted to Heneb for approval of the report by the Planning Services section. The full archive will then be forwarded to the NMR, RCAHMW or The Archaeology Data Service in accordance with their submission guidelines, detailed below in section 6 in line with the Guidance for the Submission of Data to the Welsh Historic Environment Records (HERS) (The Welsh Archaeological Trusts, 2018).

5.3 DAS shall retain full copyright of any report under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it hereby provides an exclusive licence to the client in all matters directly relating to the project as described in this document. Any document produced to meet planning requirements can be copied for planning purposes by the Local Planning Authority. Any information deposited in the Historic

Environment Record can be freely copied without reference to the originator for research or planning purposes.

6 Archive

6.1 The site code 26-0031 will be used to mark all plans, drawings, photographs, and recording sheets during the building recording. This will be used to mark all indexes, containers, storage items and relevant documentation.

6.2 The site archive will be so organised as to be compatible with current requirements and prepared in line with the Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW), and CIfA Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives (CIfA, 2020b).

6.3 The integrity of the site archive will be maintained. All records will be properly curated by the recipient museum and be available for public consultation. Appropriate guidance set out in the MGC "Standards in the Museum Care of Archaeological Collections" (Paine, 1992), and the SMA's draft "Selection, Retention and Dispersal of Archaeological Collections" (SoMA, 1993) will be followed in all circumstances. Further guidance set out in the RCAHMW Guidelines for Digital Archives (Edwards, 2015) will be followed in all circumstances.

6.4 Selection and retention of the archive material will be in line with specialist recommendations, RCAHMW Guidelines and DAS in-house policies.

6.5 The minimum acceptable standard for the archival report is defined in the "Management of Research Projects in the Historic Environment" (Historic England, 2015). It will include all materials recovered (or the comprehensive record of such materials) and all written, drawn and photographic records relating directly to the investigations undertaken. It will be quantified, ordered, indexed and internally consistent.

6.6 United Kingdom Institute for Conservation Guidelines for the Preparation of Excavation Archives for Long-term Storage (Walker, 1990) and will be followed.

6.7 Pursuant to these agreements the archive will be presented to the NMR and RCAHMW within six months of receiving a signed deed of transfer from the landowner (unless alternative arrangements have been agreed in writing with the archaeological advisor to the Local Planning Authority).

6.8 All digital data will conform with current Best Practices Guidelines (The Welsh Archaeological Trusts, 2018), (ADS, 2020), (CIfA, 2020b) RCAHMW Guidelines for Digital Archives (Edwards, 2015) and in-house policies. A Data Management Plan for the project has been started, this is a live document and will be updated throughout the project. This will help to determine an appropriate Selection Strategy as the project progresses.

6.9 The recipient museum shall be granted licence for the use of the archive for educational purposes, including academic research, as long as such use is non-profit making and conforms to the Copyright and Related Rights regulation 2003.

7 Project Details

7.1 Health & Safety

7.1.1 All relevant health and safety regulations will be followed. Safety helmets/boots and high visibility jackets will be used by all personnel as necessary for the site visit. Additional PPE will be issued where necessary for any specific tasks.

7.1.2 Before any site work commences, a full Risk Assessment Document will be produced setting out the site-specific health and safety policies that will be enforced in order to reduce to an absolute minimum any risks to health and safety.

7.1.3 No personnel will work in unsafe conditions. As such, where areas are inaccessible, these will be recorded as such and brought to the attention of the client.

7.2 Monitoring

7.2.1 The project will be monitored by Heneb to whom not less than one week notice must be given of the commencement of work to enable monitoring visits to be arranged.

7.3 Staffing & Timetable

7.3.1 The project manager will be Blair Poole of DAS.

7.3.2 Blair Poole will be responsible for the overall coherency of the team and for the management of the survey works. Additional staff, when required on site, will be under his direction and will be responsible for tasks that he assigns to them.

7.3.3 It is anticipated that the work will be carried out in Autumn 2026 to Winter 2027.

7.3.4 Continuing Professional Development

7.3.5 This project offers limited elements that can allow for CPD for staff and managers. Engagement with the public and lead to better development of both public engagement and understanding of the expectations of non-professional archaeologists who may visit site.

7.4 Stakeholder & Public Benefit

7.4.1 The public benefit of the project will be through the conservation of and advancement in knowledge of the past and heritage assets.

7.4.2 Knowledge and insight gained during this project will provide benefit to future projects and programmes, feed into the regional framework and historic environment record, show that the commissioning body has taken positive and engaging steps in the protection, management and publication of the historic environment resource. A copy of the report will be digitally deposited with the relevant repositories for wider dissemination.

7.5 Publication

7.5.1 It is not expected that the results of the works will warrant publication beyond grey literature. However, DAS are committed to publishing the results, if they so warrant, to disseminate the details to a wider audience.

8 Data Management Plan

8.1 Data Collection

8.1.1 The site archive will be deposited with RCAHMW in line with their standards and relevant policies.

8.1.2 Related Policies:

- Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) (2018)
- CIfA Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives (2020)
- CIfA Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials (2020)
- Selection Toolkit for Archaeological Archives, CIfA, 2018
- ADS Guides to Good Practice, ADS (2023)
- ADS Guidelines For Depositors v.4.0 (2020)
- ADAPt project 6896, (Historic England) Digital Preservation Policy (2016)
- DAS Digital Data and Preservation Policy
- DAS Archival Selection, Retention and Disposal Policy
- Museum Deposition Guidelines

8.1.3 The archaeological work will consist of Historic Building recording. The key techniques expected to be undertaken are photography, recording and reporting.

8.1.4 Given the nature of the work the following data types are anticipated to be created and stored (exact volumes are undeterminable prior to commencement of works):

Images

Type	Format	Estimated Volume
Digital SLR Images	.jpg / .tiff/ .raf	<100, av size 6.5MB

Written and drawn

Type	Format	Estimated Volume
Text/documents -Reports	.pdf	2 objects, size <20MB
Text/documents - site fieldwork sheets and drawings)	.pdf	<10, av size <20, av size 60KB
Spreadsheets	.xlsx / .pdf	3, av size 300KB

Survey

Type	Format	Estimated Volume
Shapefiles	.shp	9 files, including associated layers <10MB

8.1.1 The standard method of data collection will be applied through out the project to all born data and digitised records, these will adhere to the project Written Scheme of investigation (WSI), Best Practice, Standards and Guidelines, as well as, DAS Archaeology's in-house styles and policies.

8.1.2 External contractors and specialists will be required to confirm to these standards and methods.

8.1.3 All born digital data and digitised records are kept within a specific project folder on Dee Archaeological Services (DAS) secure drive. These folders are organised using an in-house style, named with an identifier, descriptor and version.

8.1.4 To ensure quality assurance, all equipment and site data is regularly checked and reviewed by the appropriate project staff during the life or the project; with project folders maintained and back up by DAS in-house team.

8.2 Documentation and Metadata

8.2.1 The data collected will include standard formats, which abide by the project brief Museum Deposition Guidelines or Digital Repository Guidelines, and conform to the FAIR data principles: findable, accessible, interoperable and reusable.

8.2.2 Data will retain, as far as possible, the original metadata ascribed during creation. All metadata that is incorporated in the creation of the file, particularly date of creation, will be retained.

8.3 Ethics and legal compliance

8.3.1 DAS has policies regarding the ethical use of its data which comply with National law and Industry Guidelines. All data shared and preserved by DAS adheres to GDPR as specified in DAS GDPR Policy (2023).

8.3.2 DAS and any external contractors will not use Generative AI to collect or produce data, as per DAS Policies.

8.3.3 Copyright for all data collected or created the project team belongs to DAS.

8.3.4 The copyright from data collected and created from external specialists/contractors, as engaged by DAS, belong to DAS and will be specified in relevant contacts.

8.3.5 Data used under licence from external data providers, such as OS or HER, will only be used in terms of the licence and will not be included in the site archive unless permitted by the terms of the licence.

8.4 Data Security: Storage and Backup

8.4.1 DAS uses internal file servers and a cloud storage service provider, this is managed by an in-house team, with regular offline physical backups.

8.4.2 The server is accessible by staff on and off site through a secure log-in.

8.4.3 The physical site archive is the responsibility of the project manager, who will on completion of the work, upload the relevant information to the project folder.

8.5 Selection and Preservation

8.6 All data relating to the archaeological understanding of the site is kept within the working project archive.

8.6.1 It is understood that not all data accumulated needs to be retained and deposited with the Archaeological Archives. Prior to deposition a selection strategy and DMP will be reviewed and agreed with the appropriate stakeholders, with all relevant data then deposited.

8.6.2 A digital estimation is included in section 8, using the ADS costing calculator. This will be updated throughout the duration of the project.

8.6.3 Any de-selected data which is considered to have intrinsic value, may be kept by DAS within a secure company server. Any material selected for deletion will comply with the standards laid out within DAS in-house standards.

8.6.4 The long term preservation plan for the dataset is for safe storage with DAS until it is securely deposited with Archaeological Data Service (ADS) and OASIS, or another appropriate digital repository.

8.6.5 The relevant Museum will be contacted at the project initiation stage, with confirmation of depositing with a trusted digital repository. ADS will be notified of the intended repository and updated at an appropriate time.

8.6.6 Exacting costs of the deposition of digital data are not possible to produce prior to commencement of works. All archaeological projects have the potential to produce a wide range and size of data sets, depending on the scale of the archaeological resource found, the techniques required to record and other environmental factors during works.

8.7 Data Sharing

8.7.1 Data will be uploaded to OASIS and RCAHMW, a core seal Trust approved repository (unless otherwise stated), within 12 months of project completion.

8.7.2 The ADS will disseminate the digital archive online under a Creative Commons licence and the dataset will be assigned a unique identifier (DOI).

8.7.3 There are no known restrictions on data sharing.

8.8 Responsibilities

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

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

8.8.3 Once data is incorporated into the DAS server, it's storage and backup is managed by an in-house team.

8.8.4 Data archiving is undertaken by the project team under the guidance of the Archives manager who is responsible for the transfer of the Archaeological Project Archive to the agreed repository.

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Figures



0 200 400 m

Scale 1:15000 @A4

Dee Archaeological Services

Figure 1: Site Location

Project: 26-0031 - Pickhill Farmhouse

Report ref: 26-0031-WSI-v1

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Scale 1:1000 @A4

Dee Archaeological Services

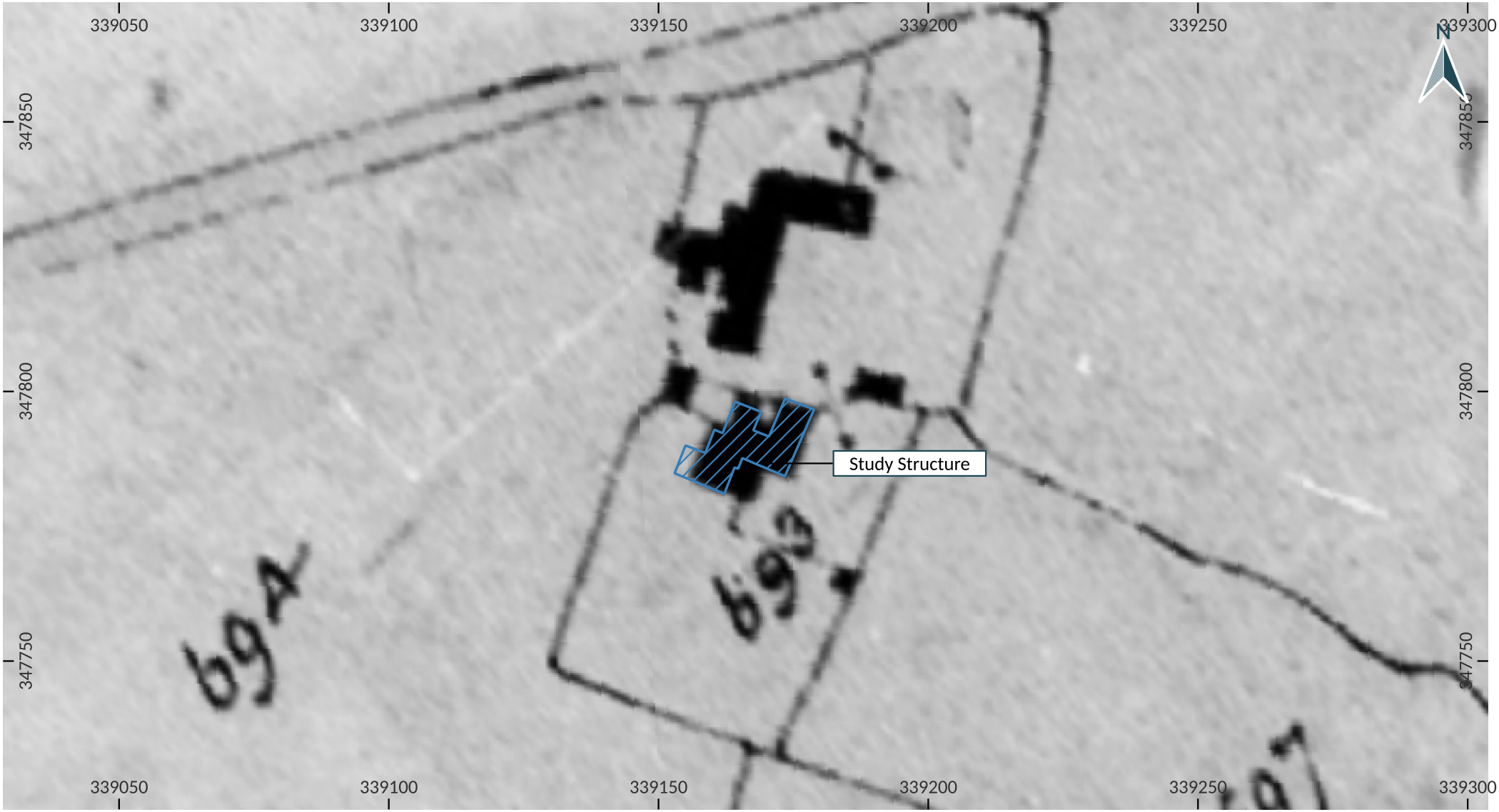
Figure 2: Site Location

Project: 26-0031 - Pickhill Farmhouse

Report ref: 26-0031-WSI-v1

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Figure 3: 1839 Tithe map of Bangor

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Report ref: 26-0031-WSI-v1

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Figure 4: 1872 OS map of Denbighshire XXIX-14

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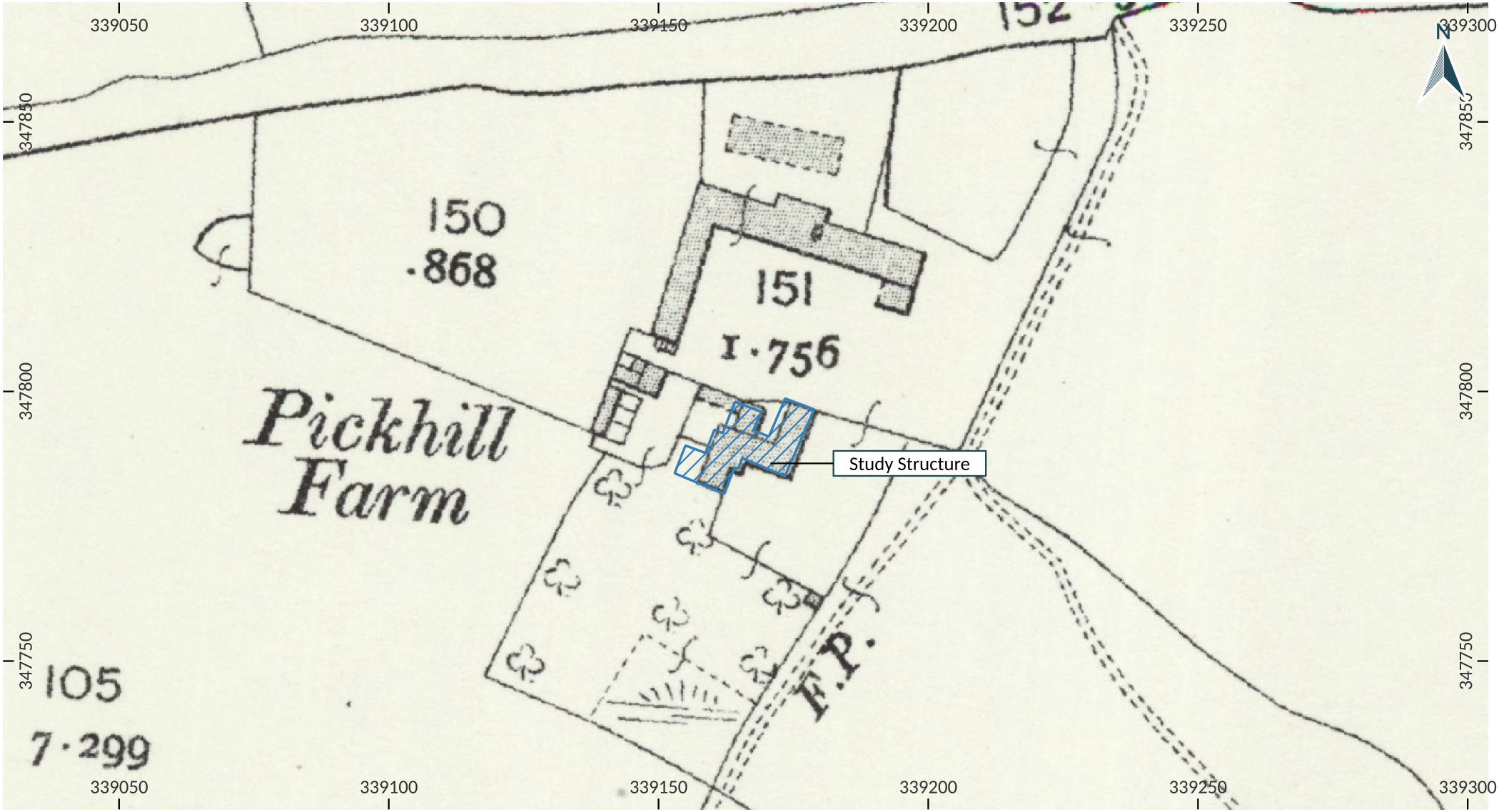
Figure 5: 1897 OS map of Denbighshire XXIX-14

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Figure 6: 1909 OS map of Denbighshire XXIX-14

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Figure 7: 1938 OS map of Denbighshire XXIX-14

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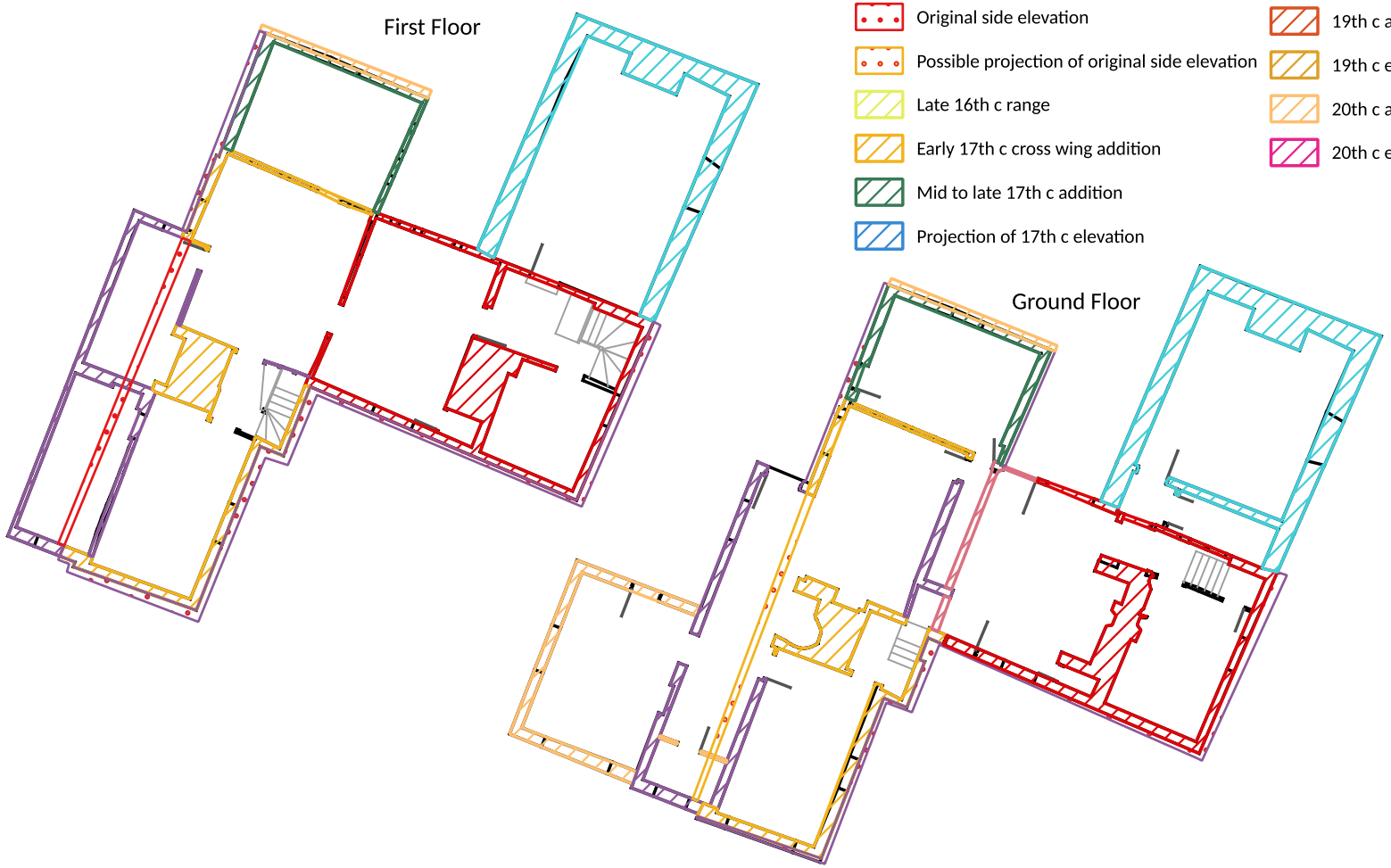
Figure 8: 1954 OS map of Denbighshire XXIX-14

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Dee Archaeological Services

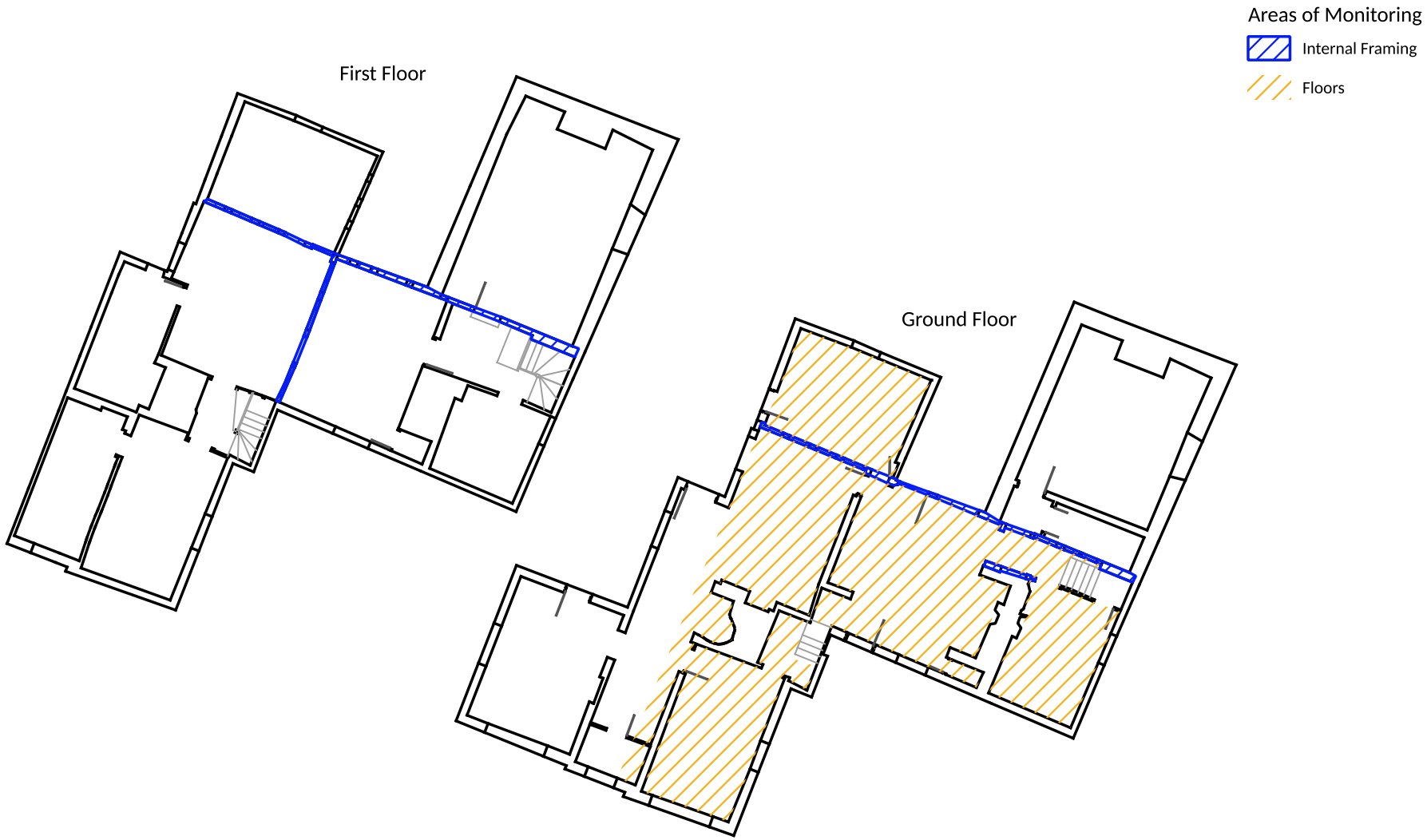
Figure 9: Historic Phasing

Project: 26-0031 - Pickhill Farmhouse

Report ref: 26-0031-WSI-v1

Floor plans based on drawings from Blueprint Architectural Services

Phasing information from the 2026 Heritage Assessment



0 5 10 m

Scale 1:200 @A4

Dee Archaeological Services

Figure 10: Areas of Interest

Project: 26-0031 - Pickhill Farmhouse

Report ref: 26-0031-WSI-v1

Floor plans based on drawings from Blueprint Architectural Services

Appendices

Appendix 1 – Listed Building Information

CADW Description

Reference Number **1638**
Grade **II**
Status Designated
Date of Designation 07/06/1963

Location
Situated at the end of a private drive from the north side of the B5130 in open pasture.
Description
Exterior
C16 century farmhouse with later alterations and additions on a H-plan. Main house is constructed of local brown sandstone laid randomly with dressed quoins to the south whilst the northern portion is of brick construction. To the rear is a small central section of timber-framing with brick infilling and blocked stone mullioned window to the first floor. Two-storeys under slate roof with brick chimney stacks. Recent casement windows.

Interior
Internal inspection not possible at time of 1996 survey. At time of previous survey said to contain large chimneys, heavy beam above wide fireplace with arch worked for doorway at side. Wide boarded cupboard doors with old strap hinges. Two plain staircases, partly winding (one wide). First floor contains original purlins, with plastered beams to the stone portion.

Reason for designation
Listed as a good example of a C16 farmhouse with later alterations.