

**FORMER NETHERWOOD SCHOOL,  
SAUNDERSFOOT, PEMBROKESHIRE  
HISTORIC BUILDING RECORDING  
(NGR SN 1311 0570)**



Prepared by DAT Archaeological Services  
For: Hean Castle Estate





**DYFED ARCHAEOLOGICAL TRUST**

REPORT NO. 2021-94  
EVENT RECORD No. 127349

November 2021

**FORMER NETHERWOOD SCHOOL, SAUNDERSFOOT,  
PEMBROKESHIRE  
(NGR 13110 05700)  
HISTORIC BUILDING RECORDING**

By  
Hubert Wilson



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**Client**

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## **FORMER NETHERWOOD SCHOOL: HISTORIC BUILDING RECORDING**

### **EXECUTIVE SUMMARY**

*DAT Archaeological Services were commissioned to undertake a programme of historic building recording at the former Netherwood School (PRN 18906) at Saundersfoot, Pembrokeshire, centred on NGR SN 13110570. The main building is Grade II listed (reference number 18442).*

*The building was originally a 'modern mansion' erected in 1845, and was converted into a school during 1946. The school closed in July 2009 and the property is currently disused.*

*Development proposals for the property include redeveloping the former school into 5\* serviced holiday accommodation.*

### **CRYNODEB GWEITHREDOL**

*Comisiynwyd Gwasanaethau Archeolegol YAD i ymgymryd â rhaglen o gofnodi adeiladau hanesyddol yn hen Ysgol Netherwood (PRN 18906) yn Saundersfoot, Sir Benfro, yn canolbwyntio ar NGR SN 13110570. Mae'r prif adeilad yn adeilad rhestredig Gradd II (Rhif cyfeirnod 18442).*

*'Plasty modern' oedd yr adeilad yn wreiddiol a godwyd yn 1845 ac fe'i troëdig i'r ysgol yn ystod 1946. Caeodd yr ysgol ym mis Gorffennaf 2009 ac nid yw'r adeilad cael ei ddefnyddio ar hyn o bryd.*

*Mae cynigion datblygu ar gyfer yr eiddo yn cynnwys ailddatblygu'r hen ysgol yn llety gwyliau 5\*.*

## **1. INTRODUCTION**

### **1.1 Project Background**

1.1.1 DAT Archaeological Services were commissioned by Hean Castle Estate to undertake a programme of historic building recording at the former Netherwood School (PRN 5665, LB 18442), Saundersfoot, Pembrokeshire SA69 9BE (centred on SN 13110570, Figures 1) prior to alterations and extensions.

1.1.2 Planning permission has been granted for the alterations and extensions including demolition of former service/school buildings in tandem with proposed change of use to service accommodation (NP/12/0025).

Condition No 14 attached to the planning decision for application NP/12/0025 stated:

*No development shall take place until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the National Park Authority. Reason: To assess the archaeological value of the site. Pembrokeshire Coast National Park Authority Local Development Plan. Policy 8 (Special Qualities).*

1.1.3 Listed Building Consent (NP/20/0219/LBA) Condition 5 stated:

*Development shall not begin until an appropriate photographic survey of the existing buildings has been carried out in accordance with the guidelines provided by the Local Planning Authority's archaeological advisors, Dyfed Archaeological Trust Management. The resulting photographs should be approved by the LPA prior to the commencement of the development and deposited with the regional Historic Environment Record held and maintained by the Dyfed Archaeological Trust. Reason: to protect historic environment interests whilst enabling development.*

1.1.4 The historic building recording scheme has been undertaken to a Level 2 standard as defined in the Historic England 'Understanding Historic Buildings: A Guide to Good Recording Practice' (2016), which is described thus:

*Level 2 is a descriptive record, made in circumstances similar to those of Level 1 (basic photographic survey) but when more information is needed. ... The record will present conclusions regarding the building's development and use, but will not discuss in detail the evidence on which these conclusions are based. A plan and sometimes other drawings may be made ....*

1.1.5 The historic building recording has been undertaken in accordance with the *Standard and Guidance for Archaeological investigation and recording of Standing Buildings and Structures* (CIfA 1996, revised 2001 & 2008).

1.1.6 The photographic survey was undertaken on the 10<sup>th</sup> of November 2021.

### **1.2 Site Location**

1.2.1 The former school is situated between Saundersfoot to the south and Bonvilles Court to the west and lies just to the south of the B4316. The site also lies within the Hean Castle Estate and the Pembrokeshire Coast National Park. An area of mixed woodland lies just to the north of the main house and is probably the remains of a Victorian landscaped garden (Figures 2-4).

- 1.2.2 The land remains level across the property and stands on an east facing spur at around 30m aOD.
- 1.2.3 The underlying solid geology comprises the South Wales Middle Coal Measures Formation. This formation contains mudstone, siltstone and sandstone and was formed approximately between 310 and 318 million years ago during the Carboniferous period (BGS nd).

### **1.3 Scope of the Project**

- 1.3.1 The building recording was designed to record the existing fabric of the structures (at the time of the survey) through a combination of photographic survey, along with site notes, drawings and historical research.

### **1.4 Report Outline**

- 1.4.1 This report describes the location of the site and its known archaeological and historical background, and provides photographs.

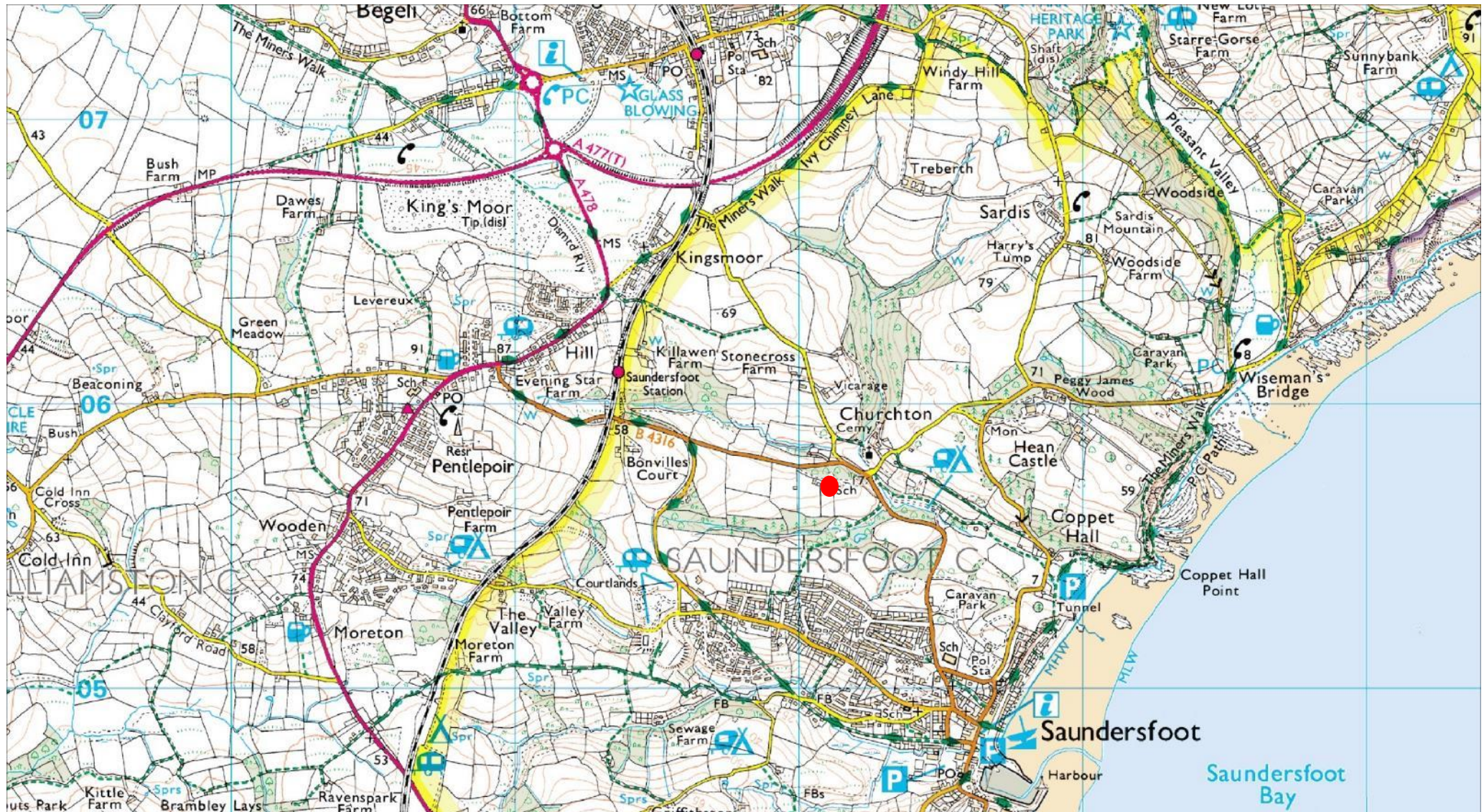
### **1.5 Abbreviations**

Regional Historic Environment Record – HER; Primary Record Number – PRN; National Grid Reference – NGR; Written Scheme of Investigation – WSI.

### **1.6 Illustrations**

Record photographs are included to the rear of the text. Printed map extracts are not necessarily reproduced to their original scale and are illustrative only.

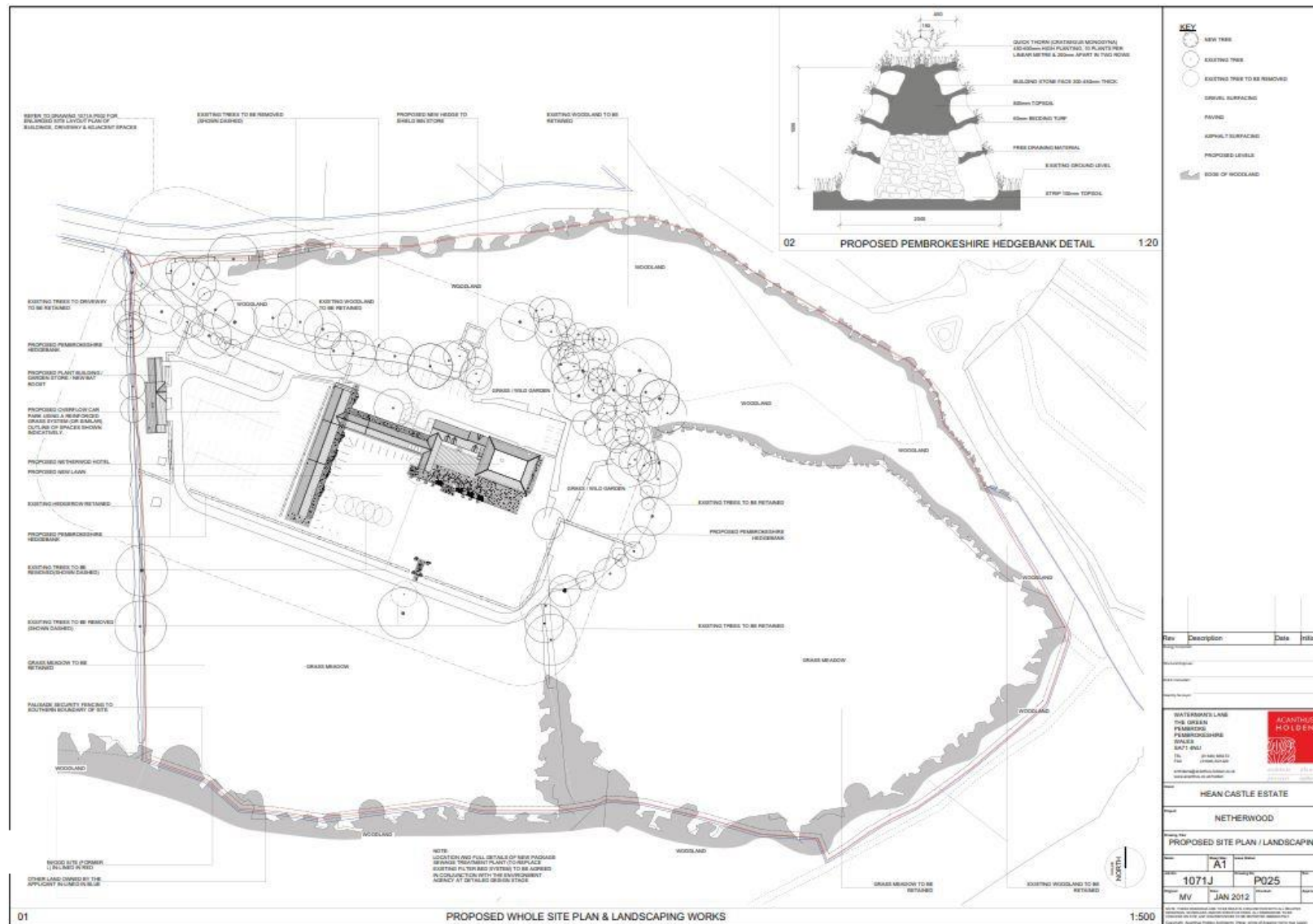




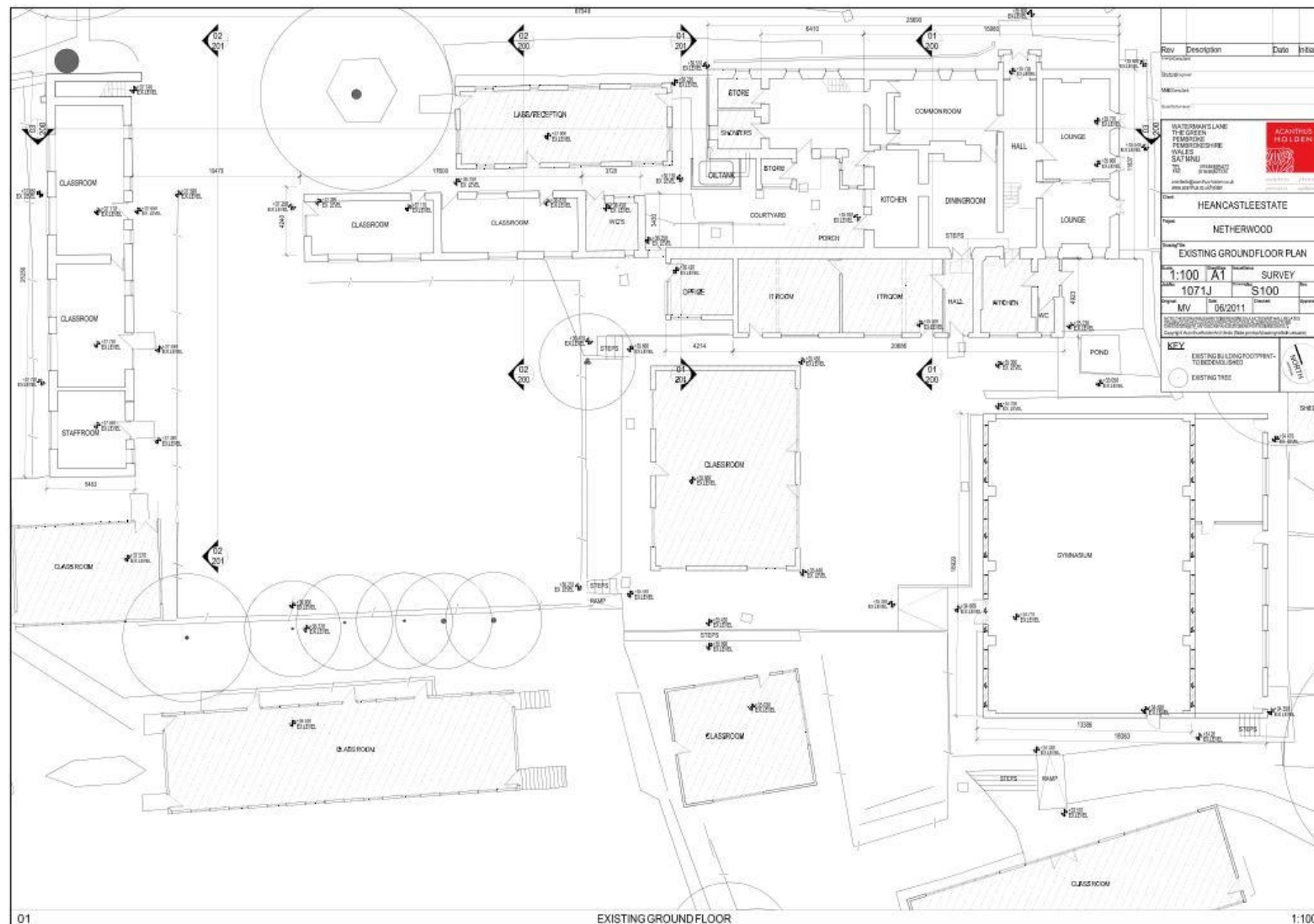
**Figure 1:** Location of site (red dot)

Reproduced from the 2007 Ordnance Survey 1:25,000 map with the permission of The Controller of Her Majesty's Stationery Office, © Crown Copyright  
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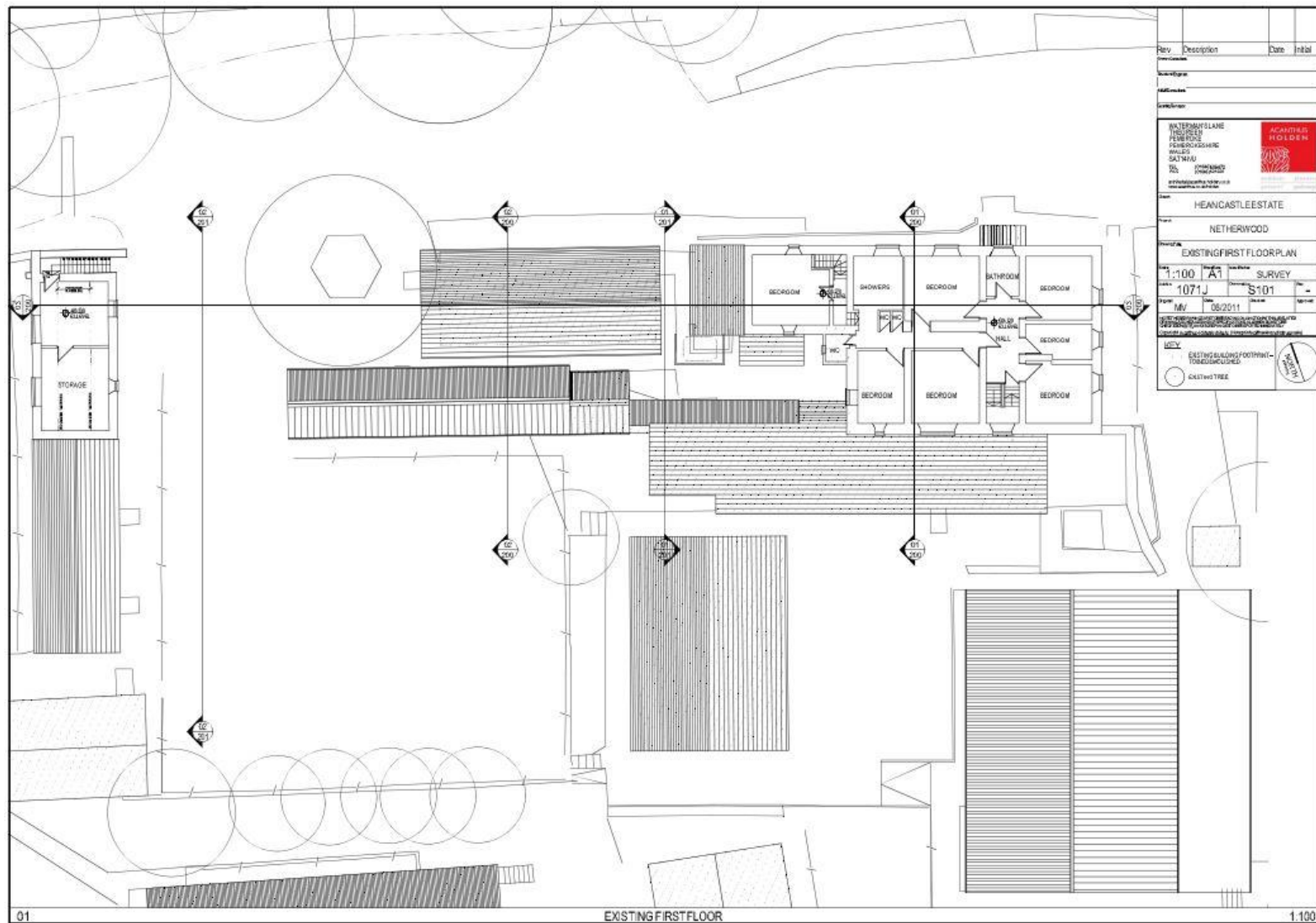




**Figure 2:** Detailed site location plan provided by developer. Not reproduced to scale.



**Figure 3:** Detailed existing ground floor plan provided by developer. Not reproduced to scale.

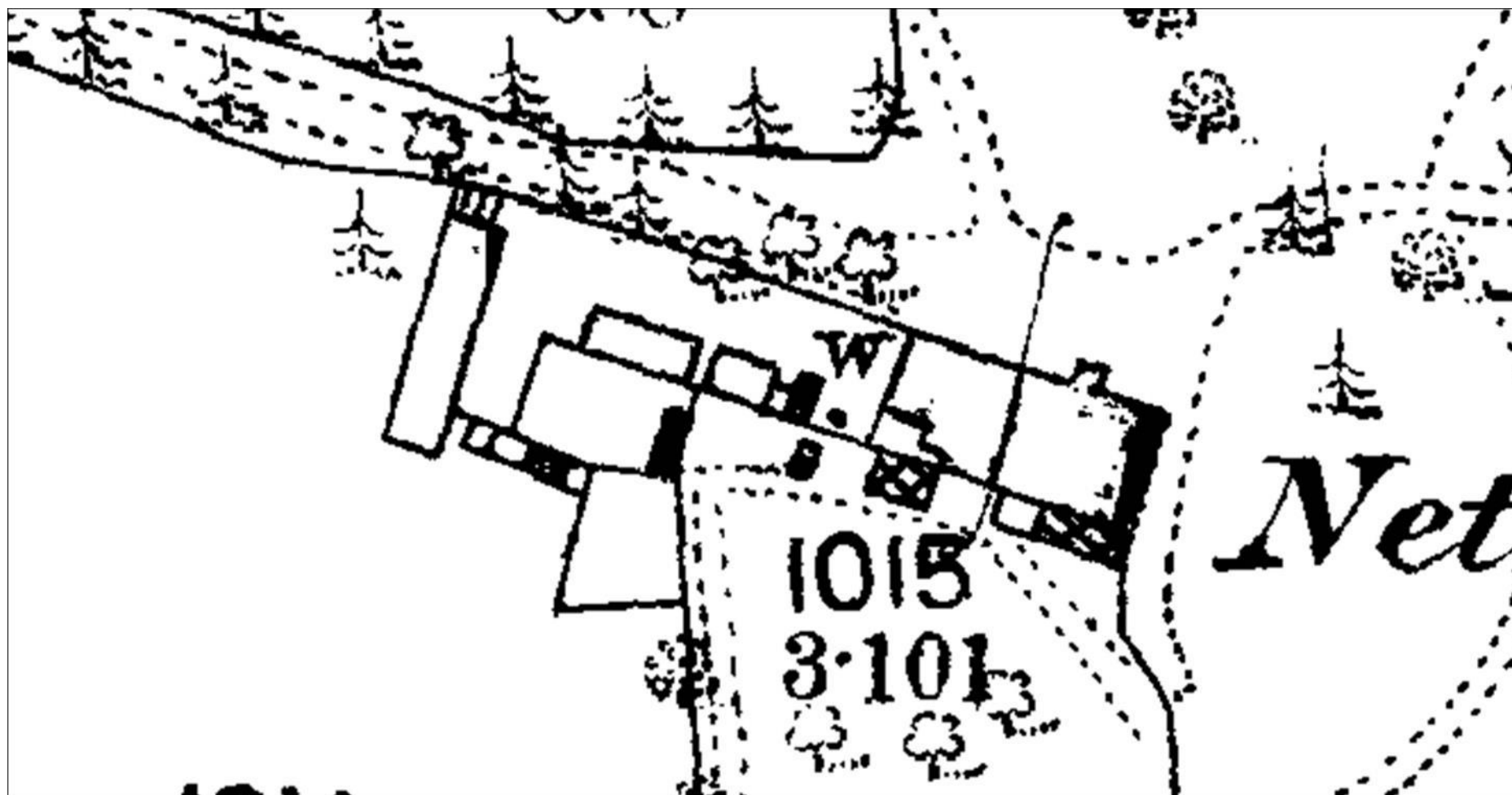


**Figure 4:** Detailed existing first floor plan provided by developer. Not reproduced to scale.

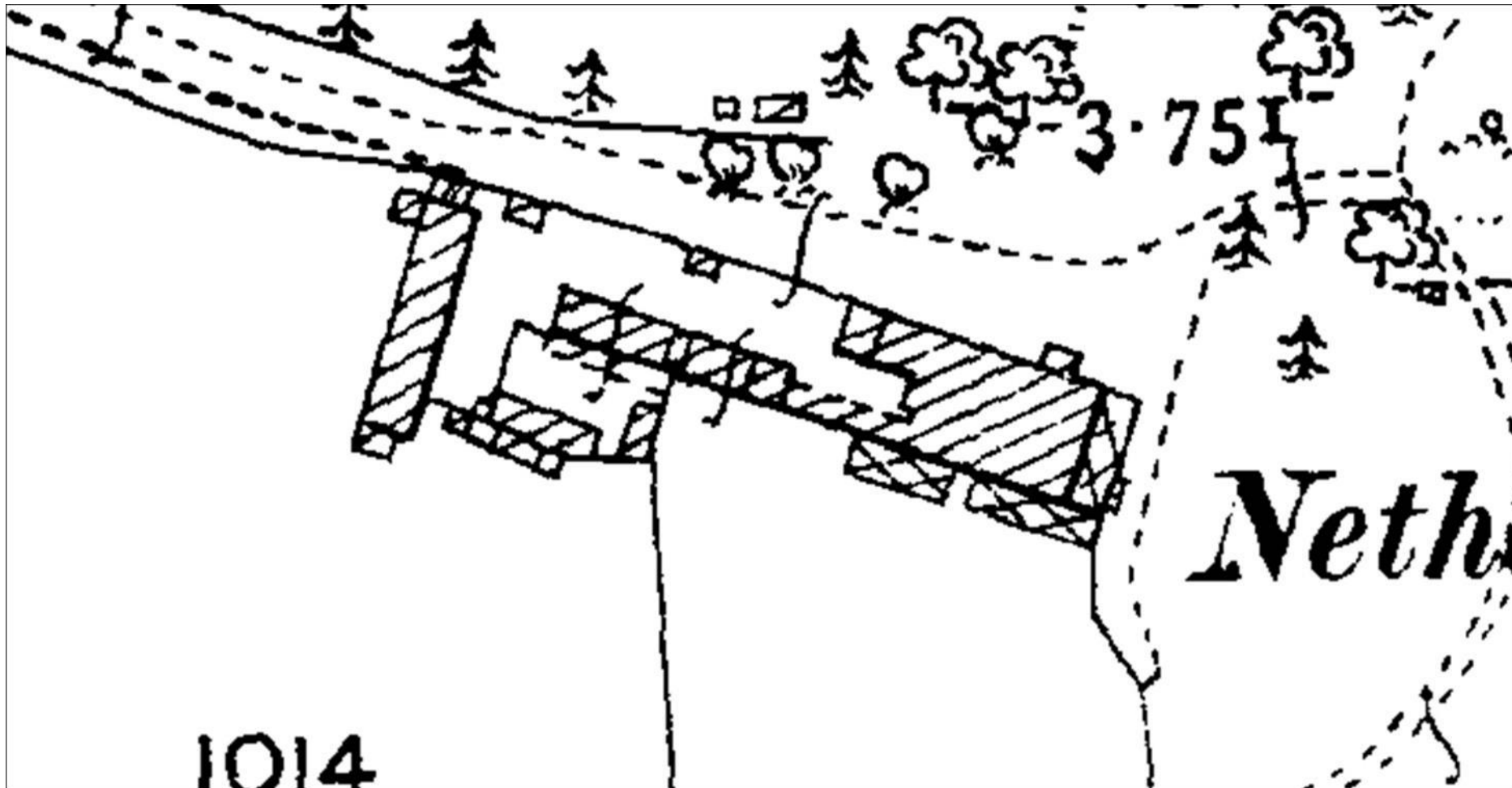


**Figure 5:** Extract from the 1839 tithe map of the Parish of St Issells



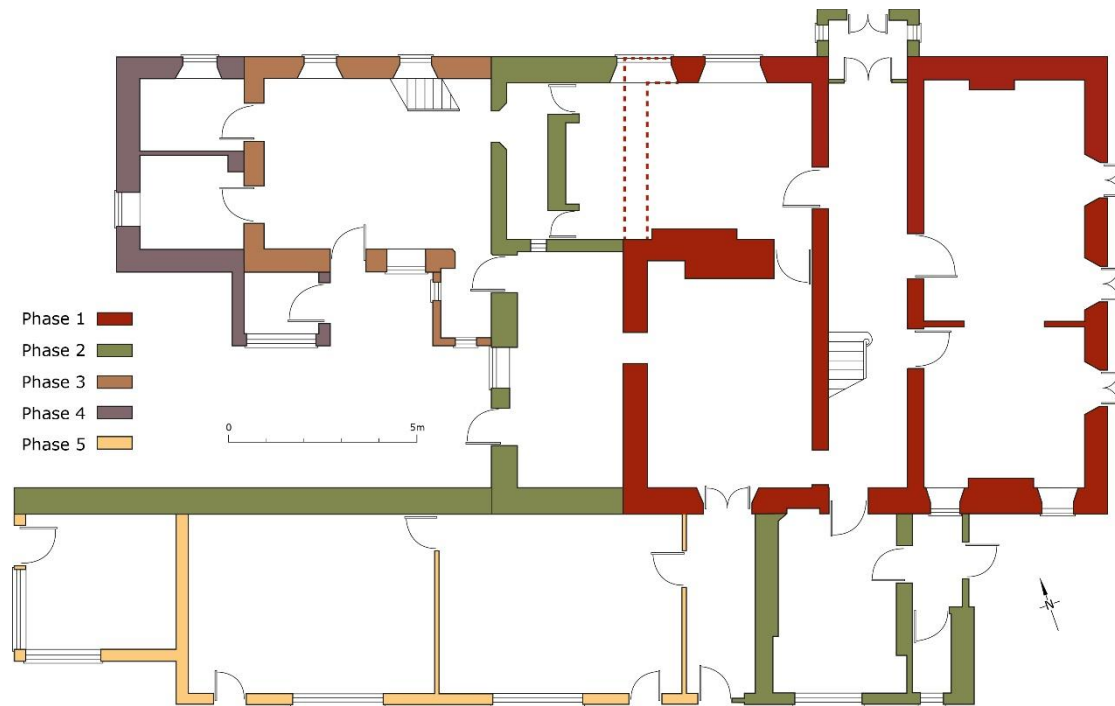


**Figure 6:** Extract from the OS 1<sup>st</sup> Edition 1889 map



**Figure 7:** Extract From the OS 2<sup>nd</sup> Edition 1907 map

## 2 HISTORICAL DEVELOPMENT



**Figure 8:** Plan showing possible phases

2.1 Netherwood house is not shown on the St Issells parish tithe map of 1839 but is shown on the 1<sup>st</sup> and 2<sup>nd</sup> edition Ordnance Survey 25" maps published in 1889 and 1907 respectively. The latter showing little change from the former map (Figures 5-7).

2.2 The history of Netherwood according to the Cadw listed building record is as follows:

*Built c.1840. It is not marked on the Tithe Plan of 1839 (Figure 5) but it is on a map drawn shortly after this date. It appears, complete with the veranda on its E side, in a view taken from Hean Castle by H E Potter also believed to be of about this date. In 1870 Allen's Guidebook described it as a modern mansion, 'prettily situate', the residence of Col. Stokes; it was the Stokes family who had been owners of Hean Castle until 1863. Following Col. Stokes, the house was occupied by a succession of military gentlemen, usually Indian Army officers. In 1922 the property was reunited with the Hean Castle estate. The house is now Netherwood School, established here in 1946. The veranda was destroyed in a gale in 1952, and a chimney near the SW corner has been removed at some recent date.*

2.3 Anecdotal and mapping evidence suggests that the building was originally square in plan, in the Late Georgian style, and constructed in the 1840s (Phase 1). Afterwards, the house extended westwards (Phases 2, 3 and 4). The OS 1<sup>st</sup> edition map (1889), shows the house complete with Phases 2 and 3 (Figure 6), whilst Phase 4 appears in the OS 2<sup>nd</sup> edition map (1907) (Figure 7). Phase 5 is of modern construction and was added sometime during the mid/late 20<sup>th</sup> century (Figure 8).



### **3 HISTORIC BUILDING RECORDING METHODOLOGY**

- 3.1 The historic building recording has been undertaken to a Level 2 standard as defined in 'Understanding Historic Buildings: A Guide to Good Recording Practice' (Historic England 2016). This level of recording is described thus:

*Level 2 is a descriptive record, made in similar circumstances to Level 1 [basic photographic survey] but when more information is needed.....Both the exterior and interior of the building will be seen, described and photographed. The examination of the building will produce an analysis of its development and use and the record will include the conclusions reached, but will not discuss in detail the evidence on which this analysis is based. A plan and sometimes other drawings may be made but the drawn record will not normally be comprehensive...*

- 3.2 To supplement the on-site survey a review of information held at the DAT HER and readily available online sources was undertaken. A Heritage Impact Statement has previously been prepared which details the history of the site (Holland 2020). The on-site survey completed the relevant tasks outlined below, where possible, to complete the record to Level 2 guidelines. Only photographs taken during this survey will be included within the site archive and report.
- 3.3 Based on the Level 2 record as defined in the Historic England guidelines (2016) the following has been undertaken:

#### **Written Record**

- The building's precise location, as a National Grid reference and in address form.
- A note of any statutory designation (listing, scheduling or conservation area) and non-statutory designations (historic parks and gardens registers, local lists etc).
- The date of the record, the name(s) of the recorder(s) and, if an archive has been created, its location.
- A summary of the building's type or purpose, historically and at present, its materials and possible date(s). The names of architects, builders, patrons and owners will be given if known.
- An introduction briefly setting out the circumstances in which the record was made, its objectives, methods, scope and limitations, and any constraints.
- Any evidence for the former existence of demolished structures or removed features associated with the building.
- Copies of historic maps, drawings, views or photographs illustrating the development of the building or its site (if readily available and permissible).

#### **Drawn Record**

- Measured plans (to scale) as existing
- A site plan, typically at 1:500 or 1:1250 relating the building to other structures and to related topographical feature and landscape features.
- A plan or plans identifying the location and direction of accompanying photographs
- Copies of earlier drawings throwing light on the building's history, if available

## **Photographic Record**

- A general view or views of the building (in its wider setting or landscape).
- 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 and shape.
- The overall appearance of the principal rooms and circulation areas.

## **4. BUILDING DESCRIPTION**

### **4.1 Exterior (Photos 1-13)**

The Cadw listed building summary describes the exterior thus:

- 4.1.1 *The main front faces the gardens to the East: a symmetrical three-window elevation of two storeys, rendered and painted, with slight pilaster strips worked in the render at the corners. Roof of slate with lead-rolled hips and ridge. Tall chimneys at North and South near to the front. The upper windows are of sash type with 12 panes; they have slightly projecting Tudor label moulds worked in the render and slate sills. The sashes have horns and may not be original. The lower windows, formerly within the veranda, are French windows. They have similar label moulds. The mark of the lost veranda is visible*

*The North front is a range of four windows including a blind window to each storey at the chimney position at left. There is a corresponding blind window at a chimney position on the South elevation. There is a later porch at left of centre in the North side, at the main entrance to the house. The upper sash windows are of 12 panes and the lower ones of 16 panes, all with hornless sashes, thin glazing bars, and slightly projecting Tudor label moulds. At the right of the North elevation is a service extension with a lower roof level. It has a single 11-pane upper sash window which breaks the eaves and has a rounded head within a gable. The two lower windows are of sash type with nine panes. There is a third ground storey window of smaller size in a lean-to further extension at right.*

### **4.2 Interior (Photos 14 - 49)**

- 4.2.1 A c.2m wide hallway leads from the front of the house to the rear (Photos 19, 20). To the left are doors leading to Lounges 1 and 2 (Photos 14 - 18) whilst on the right doors lead to the Common Room (Photos 28 - 30) and Dining Room (Photos 23, 24). At the southern end of the hall a wooden staircase leads to the 1<sup>st</sup> floor. The hall and these rooms constitute the original ground plan (Phase 1).
- 4.2.2 The wooden staircase leads to a landing and the upstairs hall (Photo 37). Bedrooms 1 to 5 and the bathroom constitute the original 1<sup>st</sup> floor plan (Photos 38 - 42 and 49).
- 4.2.3 On the ground floor, Phase 2 involved the extension of the Common Room, by removing a section of the outside wall, and the addition of a passageway (Photo 28) and Kitchen 1 (Photo 25); upstairs Bedroom 6 (Photos 47, 48) and the Shower Room (Photo 43) were added.
- 4.2.4 Phase 3 involved the addition of the Utility Room (Photos 26, 27) and Bedroom 7 (Photo 45). The bedroom rests on a lower floor in comparison with the rest of the 1<sup>st</sup> floor and steps lead down to it from the 1<sup>st</sup> floor corridor (Photo 44).

- 4.2.5 The westernmost extension consisting of two rooms (Shower Room and Store Room) constitute the 4<sup>th</sup> Phase of the house. The doors to these rooms had been blocked and the roof of the extension removed.



**Figure 9:** Plan of external views showing photo numbers and direction of shots

## Exterior Photographs



**Photo 1:** East elevation with French windows and Tudor label moulds.



**Photo 2:** North (front) elevation with later porch (note two blind windows at east end).





**Photo 3:** North elevation showing tall chimney stack with blind window below.



**Photo 4:** North Elevation (westernmost windows in Phase 2).



**Photo 5:** North elevation showing Phase 3 extension and roofless Phase 4 extension.



**Photo 6:** North elevation of Labs/Reception building.





**Photo 7:** View along courtyard towards west side of house.



**Photo 8:** View east along courtyard





**Photo 9:** South side of Phase 3 (Utility Room and Bedroom 7)



**Photo 10:** East facing elevation of Classrooms 3 and 4.





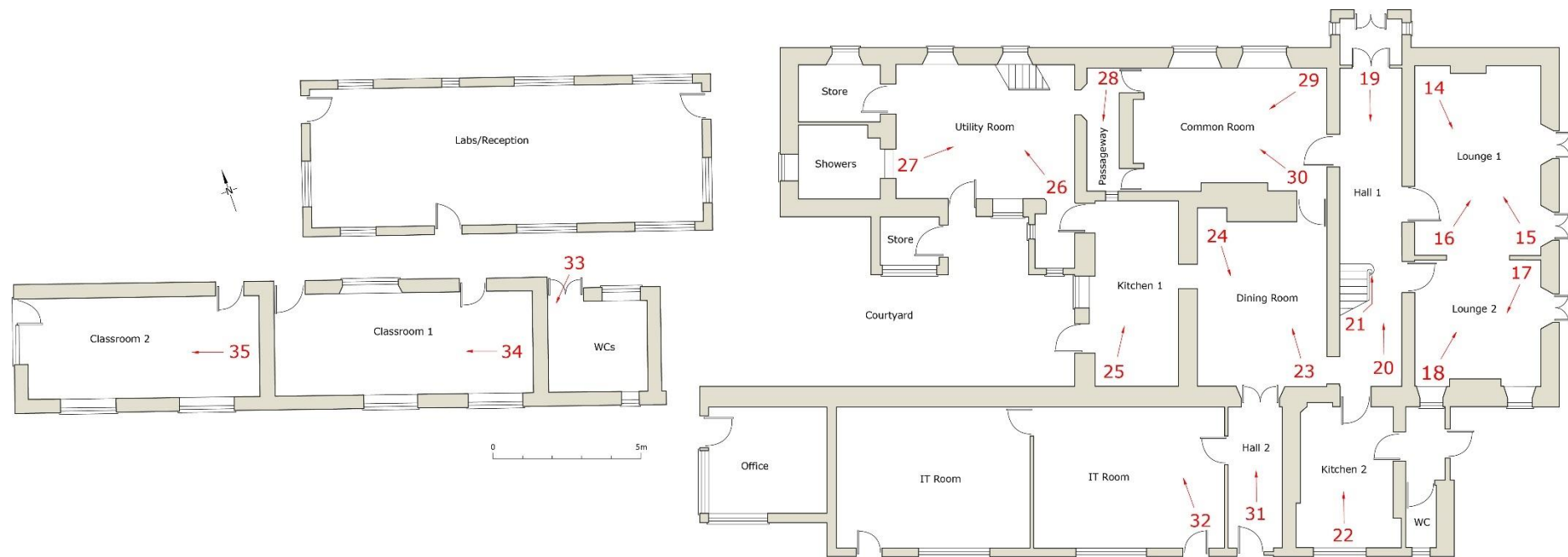
**Photo 11:** East elevation of Staffroom and Classrooms 3 and 4.



**Photo 12:** South elevation of Classrooms 1 and 2.



**Photo 13:** South elevation of house complex (IT rooms to the front)



**Figure 10:** Ground Floor – Photograph numbers and direction of shots



## Ground Floor Photographs



**Photo 14:** View of partition between Lounges 1 and 2 and French windows.



**Photo 15:** View north of fireplace in Lounge 1.



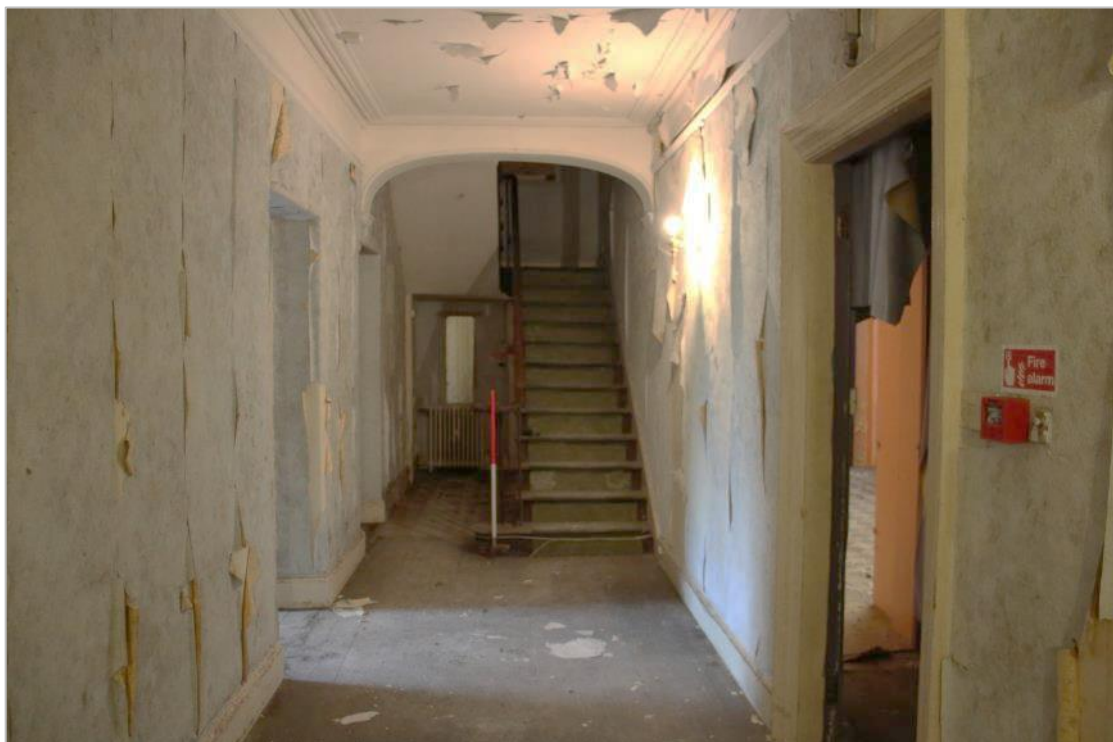
**Photo 16:** View of east wall of Lounge 1 showing French windows.



**Photo 17:** French window in east wall of Lounge 2.



**Photo 18:** Splayed windows and blocked fireplace in south wall of Lounge 2. Room is floorboarded.



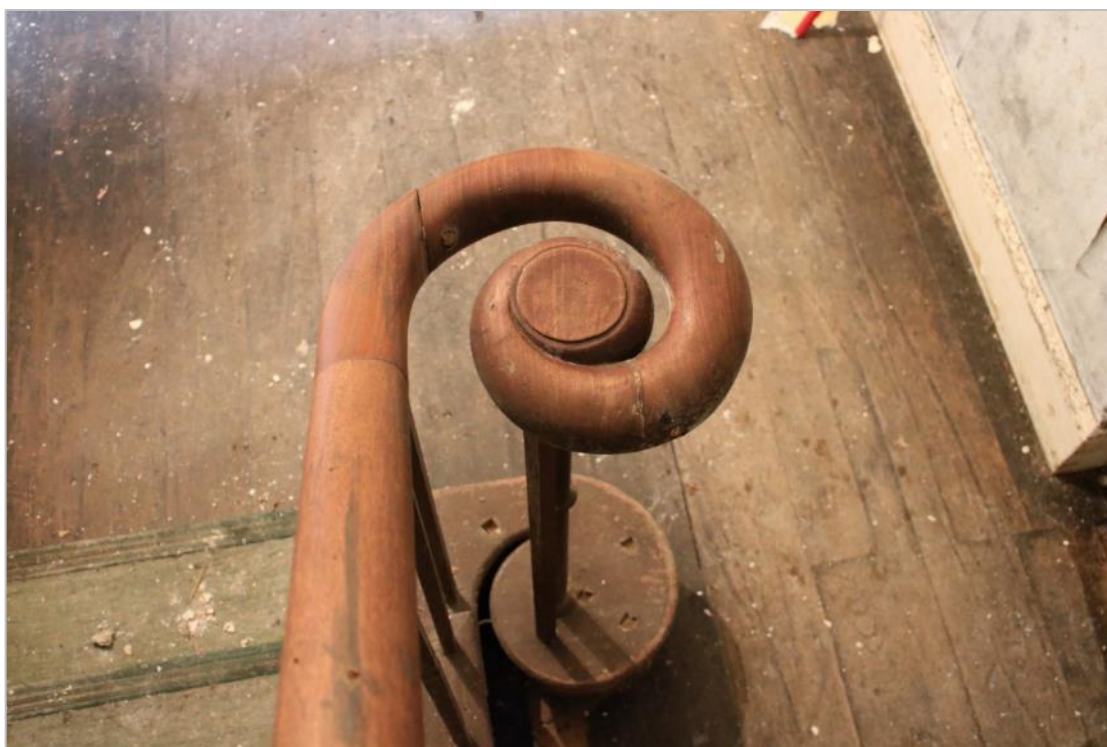
**Photo 19:** Looking south along Hall 1 showing entrance to Lounge 1 (left) and Common Room (right). Entrance to cellar behind stairs.





**Photo 20:** Looking north along Hall 1 towards front door.  
Entrance to Common Room on left.





**Photo 21:** Detail of baluster at bottom of stairs.



**Photo 22:** North wall of Kitchen 2. The porch and the kitchen have similar tile floors and are probably of the same phase.



**Photo 23:** Fireplace in north wall of Dining Room. Door to the left leads to Kitchen 1: door to the right to Common Room.



**Photo 24:** South wall of Dining Room. Door in front leads to Hall 2: door to the left leads to Hall 1.





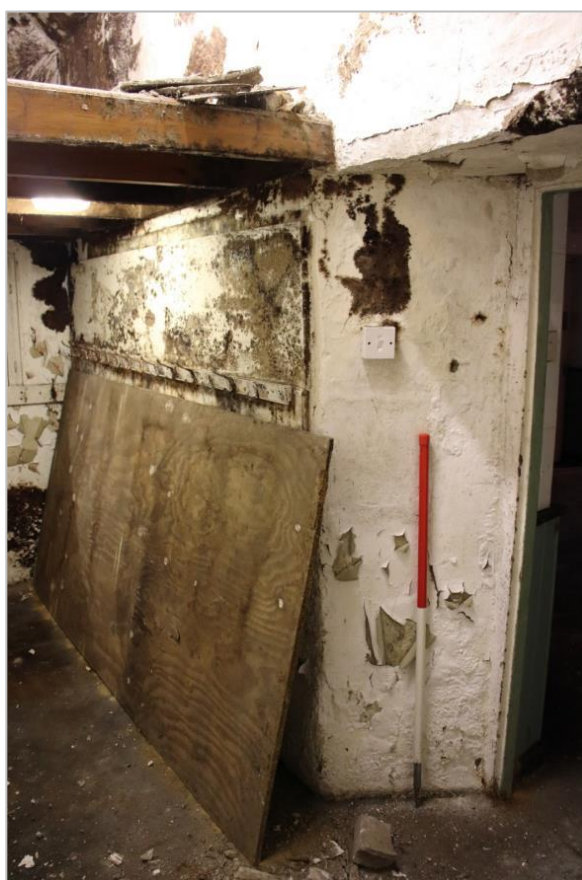
**Photo 25:** North and east wall of Kitchen 1; door leads to Dining Room.



**Photo 26:** Looking towards NW corner of Utility Room. Blocked door and other door lead to Shower Room and Store Room.



**Photo 27:** Looking towards east wall of Utility Room. Door leads to Passageway and Common Room: stairs lead to Bedroom 7.



**Photo 28:** Looking south along passageway. Wall was once outside Phase 2 wall.

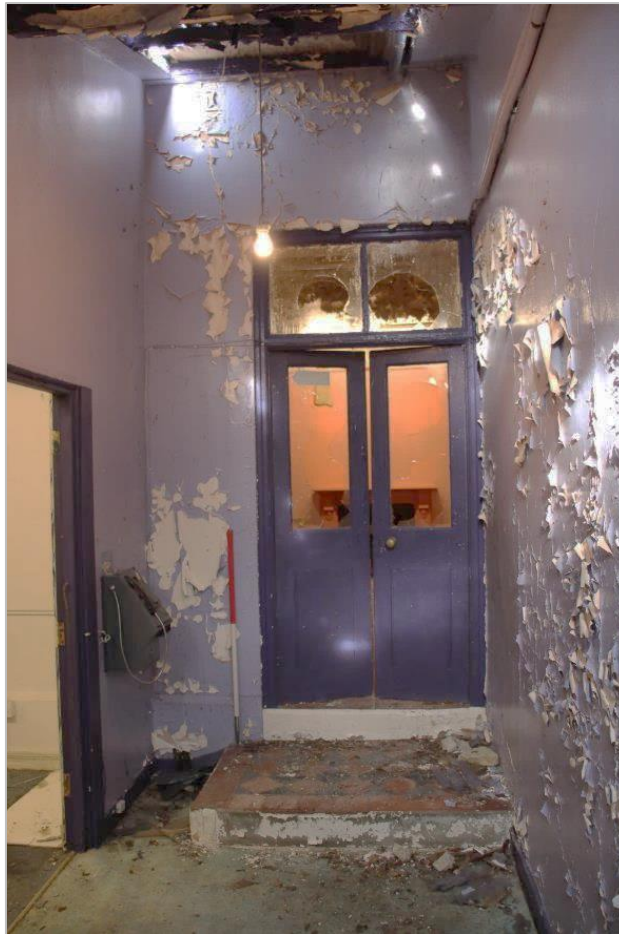




**Photo 29:** West wall of Common Room, both doors lead to Passageway. There is a blocked fireplace in south wall on left, hearth can be seen. Timber floor boards.



**Photo 30:** Recessed shuttered windows in north wall of Common Room.



**Photo 31:** View of original rear entrance in south wall. Door to the left leads to IT Room.



**Photo 32:** North wall of IT Room, once an outside wall. Pilaster on the right possibly marks the boundary between Phase 1 and Phase 2.



**Photo 33:** Blocked doorway in WCs that led to Classroom 1



**Photo 34:** View east of Classroom 1.



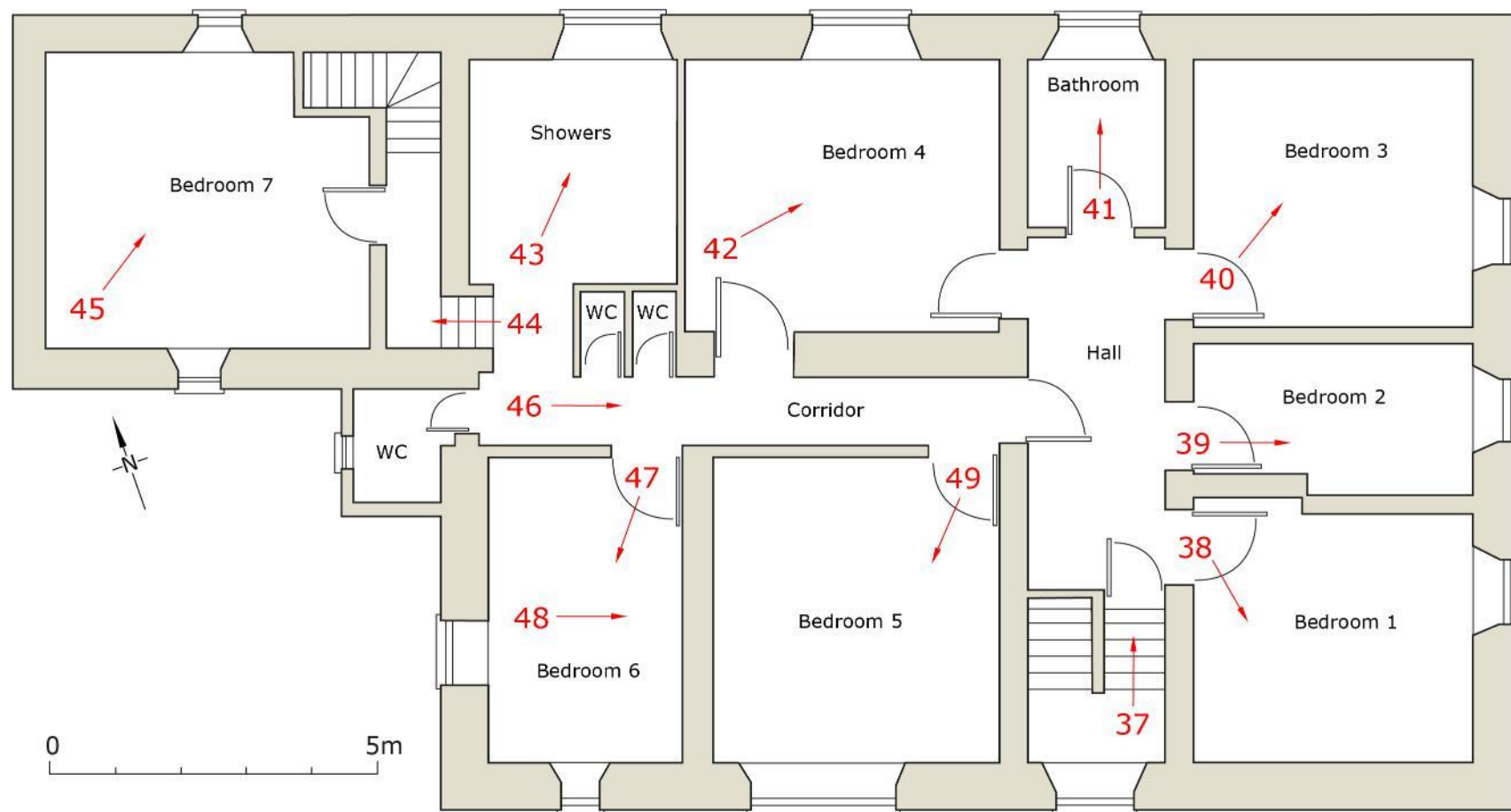


**Photo 35:** View east of Classroom 2.



**Photo 36:** Wine bins in cellar beneath Hall 1 (hatched entrance behind stairs).





**Figure 11:** First Floor – Photograph numbers and direction of shots

## First Floor Photographs



**Photo 37:** View from landing towards upstairs hall.



**Photo 38:** View towards SE corner of Bedroom 1 showing shuttered window and blocked fireplace. Bedrooms 1 and 2 were originally one room before being partitioned.



**Photo 39:** View towards north wall of Bedroom 2.



**Photo 40:** View towards NE corner of Bedroom 3.



**Photo 41:** View towards north wall of Bathroom.





**Photo 42:** View towards NE corner of Bedroom 4. Door leads to Hall.



**Photo 43:** View of NE corner of Shower room.



**Photo 44:** Steps leading down to passage and Bedroom 7.



**Photo 45:** North wall of Bedroom 7. Door leads to stairs down to Utility Room.



**Photo 46:** View east along corridor to Hall.



**Photo 47:** View towards SW corner of Bedroom 6.





**Photo 48:** Fireplace in east wall of Bedroom 6.



**Photo 49:** View of SW corner of Bedroom 5.



## **5 Bibliography**

Anon 1839 St Issells Parish Tithe Map

BGS. nd. *Geology of Britain viewer*. [online] available at  
<<https://mapapps.bgs.ac.uk/geologyofbritain/home.html>> accessed 12.11.2021

Historic England. 2016. *Understanding Historic Buildings: A Guide to Good Recording Practice*

Ordnance Survey. 1889. 1:2500 map, *Pembrokeshire*

Ordnance Survey. 1907. 1:2500 map, *Pembrokeshire*

## **APPENDIX I:**

### **NETHERWOOD SCHOOL, SAUNDERSFOOT, PEMBROKESHIRE: PLANNING APPLICATIONS NP/12/0025, NP/18/0229/NMA**

#### **LISTED BUILDING APPLICATION NP/20/0219/LBA**

#### **ARCHAEOLOGICAL SCHEME OF WORKS: WRITTEN SCHEME OF INVESTIGATION FOR HISTORIC BUILDING RECORDING (LEVEL 2)**

## **1 INTRODUCTION**

- 1.1 This Written Scheme of Investigation (WSI) has been prepared by DAT Archaeological Services (the contracting arm of Dyfed Archaeological Trust) following commission by the Hean Castle Estate to carry out Historic Building Recording at the former Netherwood School, Saundersfoot, Pembrokeshire, SA69 9BE (PRN 18906), (centred on NGR SN 13110570; Photographs 1 and 2, Figures 1 & 2). The main building is a Grade II listed building reference number 18442.
- 1.2 The development proposals comprise redeveloping the former school into 5\* serviced holiday accommodation, including fifteen bedrooms, of which seven would be in the main building and the remaining eight accessed by the proposed sheltered external walkway. Lounge spaces, cooking facilities and dining will be experienced in the extended main house, while the gymnasium will be demolished.



**Photograph 1:** Existing House, viewed from the east (© Acanthus Holden).



**Photograph 2:** Existing House, viewed from the northwest (© Acanthus Holden).

- 1.3 Planning permission has been granted for the alterations and extensions including demolition of former service/school buildings in tandem with proposed change of use to service accommodation (NP/12/0025).

- 1.4 Condition No 14 attached to the planning decision for application NP/12/0025 stated:

*No development shall take place until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the National Park Authority.*

*Reason: To assess the archaeological value of the site. Pembrokeshire Coast National Park Authority Local Development Plan. Policy 8 (Special Qualities).*

- 1.5 Listed Building Consent (NP/20/0219/LBA) Condition 5 stated:

*Development shall not begin until an appropriate photographic survey of the existing buildings has been carried out in accordance with the guidelines provided by the Local Planning Authority's archaeological advisors, Dyfed Archaeological Trust Management. The resulting photographs should be approved by the LPA prior to the commencement of the development and deposited with the regional Historic Environment Record held and maintained by the Dyfed Archaeological Trust. Reason: to protect historic environment interests whilst enabling development.*

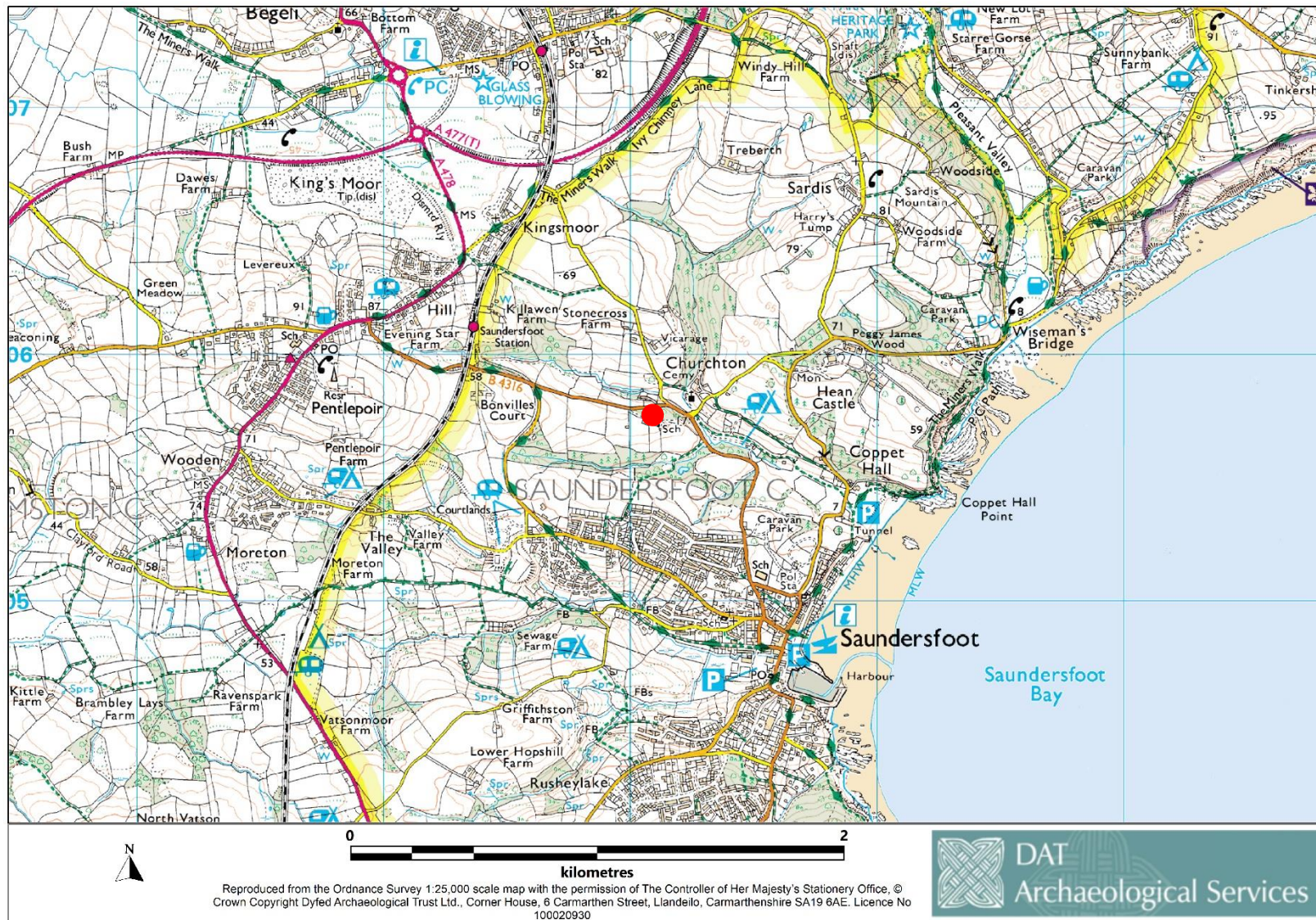
- 1.6 Subsequent to further discussion with the Local Planning Authority's archaeological advisors, it was agreed that a Level 2 Building Recording, as defined in *Understanding Historic Buildings: a guide to best recording practice* (Historic England 2016), would be an appropriate level of recording for this site, and would fulfil the planning conditions.



- 1.7 The aim of this document is to outline the methodology for the building recording prior to redevelopment of the buildings in order that elements of historic interest can be appropriately recorded.
- 1.8 The main building is Grade II listed (Ref No 18442) and lies within the Pembrokeshire Coast National Park. It was originally built as a 'modern mansion' around c.1840 and became the home of the Stokes family who had been the owners of the Hean Castle estate until 1863. Ownership of Netherwood then changed hands through a succession of military gentleman who were usually Indian Army officers. In 1922 the property was reunited with the Hean Castle estate and in 1946 Netherwood School was established at the site. The school finally closed in July 2009 and currently the buildings of the property are listed as disused.
- 1.9 This written scheme of investigation provides a method statement for a programme of historic building recording at Netherwood School, and appropriate reporting and archiving. The building recording will map the standing structure of the building(s) and create a photographic and written description of them prior to demolition. It follows the Historic England guidance for Historic Building Recording at Level 2 and the relevant standard and guidance of the Chartered Institute for Archaeologists (CIfA 2014).
- 1.10 DAT Archaeological Services have their own Health and Safety Policy, and all works are covered by appropriate Employer's Liability and Public Liability Insurances. Copies are available on request.
- 1.11 DAT Archaeological Services are a Registered Organisation with the Chartered Institute for Archaeologists (CIfA).
- 1.12 DAT Archaeological Services staff are CSCS<sup>1</sup> certificated.

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<sup>1</sup> Construction Skills Certification Scheme (Health and Safety Tested)



**Figure 1:** Site location of development area (red dot).



**Figure 2:** Existing site plan and landscaping. Figure not reproduced to original scale.



## **2 AIM AND OBJECTIVES OF THE PROJECT**

2.1 This document provides a scheme of works for:

**The implementation of a scheme of historic building survey in association with development works at the former Netherwood School, Saundersfoot, Pembrokeshire. A report shall be prepared on the results of the historic buildings survey and an archive created.**

2.2 The following tasks will be completed:

- Provision of a written scheme of investigation to outline the methodology for the historic buildings survey which the appointed archaeological contractor will undertake (this document);
- Historic buildings record of the former Netherwood School and associated buildings to Level 2 standard;
- Production of a report on and an archive of the results of the historic buildings survey.

## **3 HISTORIC BUILDING RECORDING**

3.1 The historic building recording scheme will be undertaken to a Level 2 standard as defined in the Historic England 'Understanding Historic Buildings: A Guide to Good Recording Practice' (2016). A Level 2 survey is described thus:

*Level 2 is a descriptive record, made in circumstances similar to those of Level 1 (basic photographic survey) but when more information is needed. ... The record will present conclusions regarding the building's development and use, but will not discuss in detail the evidence on which these conclusions are based. A plan and sometimes other drawings may be made ....*

3.2 The structure is largely in a safe and accessible condition, and it is assumed that full access to all parts of the property will be possible. Any restrictions to access should be made known to DAT Archaeological Services prior to the survey commencing.

3.3 Based on the Level 2 record as defined in the Historic England (2016) the following will be undertaken (where safe to do so):

### ***Drawn Record***

- Measured plans (to scale) as existing.
- A site plan, typically at 1:500 or 1:1250, relating the building to other structures and related topographical and landscape features.
- A site plan relating the building to other related structures.
- A plan or plans identifying the location and direction of accompanying photographs.
- Copies of earlier drawings throwing light on the building's history.

### ***Photographic Record***

- A general view or views of the building (in its wider setting or landscape).
- 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 and shape.

- The overall appearance of the principal rooms and circulation areas of the building, where safe to do so.

### ***Written Record***

- The building's precise location, as a National Grid reference and in address form.
- A note of any statutory designation (listing, scheduling or conservation area).
- The date of the record, the name(s) of the recorder(s) and, if an archive has been created, its location.
- A summary of the building's type or purpose, historically and at present, its materials and possible date(s). The names of architects, builders, patrons and owners should be given if known.
- An introduction briefly setting out the circumstances in which the record was made, its objectives, methods, scope and limitations, and any constraints. Where appropriate the brief for the work or the project design should be stated or appended.
- Any evidence for the former existence of removed structures or features associated with the building
- Copies of historic maps, drawings, views or photographs illustrating the development of the building or its site (the permission of owners or copyright holders may be required).

## **4 POST-FIELDWORK REPORTING AND ARCHIVING**

- 4.1 All data recovered during the building recording will be collated into a site archive structured in accordance with the specifications in *Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation* (Brown 2011), and the procedures recommended by the National Monuments Record, Aberystwyth. The *National Standards for Wales for Collecting and Depositing Archaeological Archives* produced by the Federation of Museums and Art Galleries of Wales will also be adhered to. Digital archives will be collated using the Royal Commission on the Ancient and Historical Monuments of Wales systems (2015) and deposited with the RCAHMW.
- 4.2 A single report will be produced covering the results of the historic building survey. The results of the fieldwork will be assessed in local, regional and wider contexts.
- 4.3 The report will include a brief research element to place the site into its wider context within the area.
- 4.4 DAT Archaeological Services will arrange for the deposition of the project archive, and ascertain the costs of storage and deposition, with an approved body before the project commences and inform the curator of the arrangement which has been made (it is anticipated that the archive will be mostly in digital format and will be stored with RCAHMW).
- 4.5 A summary of the project results, excluding any confidential information, may be prepared for wider dissemination (e.g. Archaeology in Wales and special interest and period-specific journals).
- 4.6 A digital copy and two bound copies of the reports will be produced for the client if requested. Digital copies of the report will be supplied to Dyfed

Archaeological Trust - Development Management and the regional Historic Environment Record.

## **5 STAFF**

- 5.1 The project will be managed by Fran Murphy, a Member of the Chartered Institute for Archaeologists.
- 5.2 The on-site works will be undertaken by appropriately experienced archaeological staff from DAT Archaeological Services.

## **6 MONITORING**

- 6.1 The archaeological works may need to be monitored by the archaeological advisor to the local planning authority, Dyfed Archaeological Trust – Development Management, and they should be given at least one week's notice prior to the start of the building survey.

## **7 HEALTH AND SAFETY**

- 7.1 All staff will be CSCS<sup>2</sup> registered.
- 7.2 DAT Archaeological Services will carry out a health and safety risk assessment to ensure that all potential risks are minimised.
- 7.3 All relevant health and safety regulations must be followed, including compliance with Welsh Government guidelines on working practices during the current Covid-19 Pandemic, and guidance issued by CIfA.
- 7.4 CIfA advise that Registered Organisations should ensure they are familiar with the latest Site Operating Procedures, published by the Construction Leadership Council (Version 4, updated 18<sup>th</sup> May 2020) and the latest Covid-19 Working Advice Ver.1.1, published by Prospect (5<sup>th</sup> May 2020), which addresses potential issues relating to archaeological site work. The project risk assessment details the precautions put in place to reduce the spread of Covid-19 Coronavirus during fieldwork. If the site cannot operate in line with this guidance then the project archaeologist will not be allowed to attend.
- 7.5 All site inductions, H&S procedures, H&S constraints and site rules of the client will be made known to the DAT Archaeological Services staff prior to them commencing work on-site.
- 7.6 The attending archaeologist will ensure that they are made aware of any unsafe areas within the structure, if present, and not access them.
- 7.7 Attending archaeological staff must ensure that their presence on site is communicated to all relevant site staff and that any site rules, access restrictions etc are adhered.

## **8. ARBITRATION**

- 8.1 Any dispute or disagreement arising out of a contract in relation to this work shall be referred for a decision to the Chartered Institute of Archaeologist's arbitration scheme.

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<sup>2</sup> Construction Skills Certification Scheme (Health and Safety Tested)



