

Llywodraeth Cymru Ty'r Afon Heol Bedwas Caerffili CF83 8WT 03000 256 000 Welsh Government Ty'r Afon Bedwas Road Caerphilly CF83 8WT 03000 256 000

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Pembrokeshire County Council

By email

Ein cyfeirnod
Our referencePE366Dyddiad
Date12 July 2024Llinell uniongyrchol
Direct line0300 0256004Ebost
Email:scheduledmonuments@gov.wales

Dear Iwan Rowlands,

ANCIENT MONUMENTS AND ARCHAEOLOGICAL AREAS ACT 1979 APPLICATION FOR SCHEDULED MONUMENT CONSENT HAVERFORDWEST CASTLE (PE366)

1. Introduction

1.1 Thank you for your application of 10 April 2024 to Cadw for scheduled monument consent for the creation of a multi-purpose entertainment and events venue within the Inner Ward area at the above scheduled monument.

Eich cyfeirnod

Your reference

- 1.2 Cadw is a Department within the Welsh Government that undertakes the statutory functions of the Welsh Ministers in determining applications for scheduled monument consent.
- 1.3 Each application for scheduled monument consent is considered on its own merits in accordance with Conservation Principles for the Sustainable Management of the Historic Environment in Wales (Conservation Principles) and Annex A of Technical Advice Note 24: The Historic Environment (TAN 24). In particular, TAN 24 explains that the main purpose of scheduling is to ensure the preservation of ancient monuments and, when considering an application for scheduled monument consent, there is a presumption against proposals which would involve significant alteration or cause damage or which would have a significant impact on the setting of remains.

2. Assessment

2.1 Your application and supporting documentation has been assessed by our Regional Inspector of Ancient Monuments who has recommended that conditional scheduled monument consent should be approved for (i) new footpaths, (ii) resurfacing in the south and east ranges, (iii) performance stage, (iv) services, (v) drainage, (vi) gates to Inner Ward.



The reasons for the Inspector's conclusions are set out in **Annex A** of this letter.

2.2 I have carefully considered the impact of the proposed development on the scheduled monument and its setting in light of the advice that I have received from our Regional Inspector of Ancient Monuments. I have no reason to disagree with the advice of our Regional Inspector and am satisfied that his recommendation is consistent with the objectives of Conservation Principles and TAN 24.

3. Decision

- 3.1 Accordingly, I hereby approve conditional scheduled monument consent for the proposed works as outlined in section 1.1.
- 3.2 In reaching this decision, I have taken into account the requirement of sections 3 and 5 of the Wellbeing of Future Generations Act. I consider that this decision is in accordance with the Act's sustainable development principle through its contribution towards the Welsh Ministers' well-being objective of *A Wales of vibrant culture and thriving Welsh Language.*
- 3.3 Any development control issues associated with wider development will be a matter for any application for planning permission. It is the responsibility of the applicant to establish whether any further approval or consents are required for the proposed development.

4. Conditions

- 4.1 The following conditions are intended to protect the monument from damage or significant alteration as set out in TAN 24: *The Historic Environment* and to ensure that details of the project are archived.
- a) The applicant shall provide Cadw with reasonable advance notice of commencement of works on site and shall afford access at all reasonable times to any Cadw official or archaeologist nominated by Cadw to monitor progress of the works;
- b) The approved works shall be carried out strictly in accordance with the application form, plans and documents as listed below. No variations are permitted unless they have been authorised in advance in writing by Cadw;

Number	Document / plan	Reference Number (if applicable)	Date
1	SMC application form signed by Iwan Rowlands and dated 10/04/2024		10/04/2024



2	Covering Letter		10/04/2024
3	Site Location Plan	16440-DB3- B01-ZZ-DR- A-90101- P02	10/04/2024
4	Existing Site Plan	16440-DB3- B01-ZZ-DR- A-90001- S3-P04	10/04/2024
5	Site Survey Plan	20730-RCA- WP3-00-DR- C-030-P01	Jan 2024
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15	Inner Ward Gates, DBW	16440-DB3- B01-XX-DR-	26/02/2024



		A-20002-	
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16	Heritage Impact Assessment		10/04/2024
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22	Proposed Site Sections, DBW	16440-DB3- B01-ZZ-DR- A-20001- S3-P05	05/10/2023
23	Proposed External Works Details, Roger Casey Associates - Paths	20730-RCA- WP3-00-DR- C-036-P03	15/03/2024
24	Events Stage Plan, Roger Casey Associates	20730-RCA- WP3-00-DR- S-51-S0-P0	March 2024
25	Stage Structural Calculations, Roger Casey Associates		27/03/2024
26	Stage Dimensions, Milos		06/02/2024
27	Stage Roof System, Milos		06/02/2024
28	Stage Assembly Guide, Milos		06/02/2024
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30	Market Street Services Layout		
31	Archaeological Investigation, DAT.	Event Record No 129646	November 2022
32	Written Scheme of Investigation, DAT.	FS23-061	
33	WSI Archaeological Excavation Zones	16440-DB3- B01-ZZ-DR- A-90008- S3-P05	DAT
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35	Event Management Plan Guidance Note	PCC	February 2024
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38	Typical Construction Details Drainage, Roger Casey Associates	20730-RCA- WP3-00-DR- C-040-P01	20/06/2024

- c) The approved works shall be carried out strictly in accordance with a 'Method Statement' to be submitted in advance and formally approved in writing by Cadw before work commences. The 'Method Statement' shall be adhered to throughout the project and any variations shall be approved by Cadw prior to works commencing;
- d) The method Statement shall provide for:

	INFORMATION REQUIRED	Date when information required
1	Details of new materials to be used for footpaths including samples of self-binding granular material.	Before installation of footpaths.
2	Removal of existing material from south and east ranges, installation of new material and details of	Before installation of materials in south and east ranges



	membrane and hoggin (colour, grade, and depth).	
3	Detail of feeder pillar and feeder runs.	Before installation of feeder pillar and feeder runs.
4	Detail of drainage works.	Before installation of new/replacement drainage.
5	Gate to inner ward: location of drop bolt guides; alternative gate designs to be submitted and agreed by Cadw and PCC conservation officer.	Before installation of new gates.
6	Haverfordwest Castle Event Management Plan – requires revision to include SM.	Before commencement of first event.

- e) No works, including site clearance, shall commence until Cadw has been informed in writing of the name of an appropriately qualified archaeologist operating to CIfA published standards and guidance¹ who is to be present to undertake monitoring and recording for any works or operation occurring within the scheduled area and archaeological excavation (refer to IAM assessment of SMC application) and in accordance with the written scheme of investigation which has been submitted to, and approved in writing by, Cadw. No work shall commence until Cadw has confirmed in writing that the proposed archaeologist is acceptable;
- A digital draft of the draft archaeological report shall be submitted to Cadw for approval within 8 weeks of the archaeological fieldwork being completed²;
- g) A digital copy the approved archaeological report shall be submitted to the regional Historic Environment Record and National Monuments Record of Wales to be incorporated into these public records³, and the applicant shall inform Cadw when this has been completed;
- h) Cadw shall be invited attend a site meeting within the first 5 working days of commencement of the project to review the programme, submitted method statement and arrangements that have been established for archaeological mitigation/building recording;
- i) That upon completion of the project the applicant shall produce a completion report including an annotated photographic record detailing the site before, during and after works took place and including final versions of plans and elevations as built. The draft should be sent to

³ Cadw requires formal confirmation of report deposit to discharge condition.



¹ Chartered Institute for Archaeologists <u>https://www.archaeologists.net/codes/cifa</u> .

² Cadw will retain a copy of the watching brief report for our records.

Cadw in digital format for approval within 25 working days of the works being completed;

j) Any historic or archaeological features not previously identified which are revealed when carrying out the works shall be retained in situ and reported to Cadw within two working days. Works shall be halted in the area/part of the site affected until provision has been made for retention and/or recording of the feature by a suitably qualified archaeologist in accordance with details submitted to and approved in writing in advance by Cadw.

5. Compliance

- 5.1 Where a condition requires approval or any contact with Cadw you are advised to contact Louise Mees by email <u>scheduledmonuments@gov.wales.</u>
- 5.2 When all work has been completed and the conditions have been discharged, please complete and return the 'completion notice' at Annex B to Cadw. Section 2(6) of the 1979 Act provides that non-compliance with a condition attached to a grant of scheduled monument consent shall be an offence.
- 5.3 By virtue of Section 4 of the 1979 Act, if no works to which this consent relates are executed or started within 5 years from the date of this letter, the consent shall cease to have effect at the end of that period (unless it is revoked in the meantime).
- 5.4 This letter does not convey any approval or consent required under any enactment, bylaw, order or regulation other than Section 2 of the Ancient Monuments and Archaeological Areas Act 1979. It is the responsibility of the applicant to obtain any such approval or consent where necessary.

6. Mechanism for Challenge

- 6.1 Section 55 of the 1979 Act explains that if you are aggrieved by the decision given in this letter, you may challenge its validity by applying to the High Court within six weeks from the date of my decision. Furthermore, the legislation explains that the grounds on which an application may be made to the Court are;
 - a) that my decision is not within the powers of the Act (i.e. that I have exceeded the powers available under the Act); and
 - b) that any of the relevant requirements set out in the Act have not been complied with and that your interest has been substantially prejudiced by the failure to comply.



- 6.2 The 'relevant requirements' mentioned above are defined in Section 55 of the 1979 Act and it is advisable to seek legal advice before taking any action.
- 6.3 Should you have any queries please do not hesitate to contact me.
- 6.4 Finally, please note that your personal data is managed in compliance with the <u>General Data Protection Regulations.</u>

Yours sincerely,

Denise Harris Historic Environment Branch under authority of Lesley Griffiths, Cabinet Secretary for Culture and Social Justice



ANCIENT MONUMENTS AND ARCHAEOLOGICAL AREAS ACT 1979 APPLICATION FOR SCHEDULED MONUMENT CONSENT HAVERFORDWEST CASTLE (PE366) - Creation of multi-purpose events venue in Inner ward area INSPECTOR'S ADVICE

1. Policy Context

- 1.1 An application for scheduled monument consent (SMC) is considered on its own merits in accordance with *Conservation Principles for the Sustainable Management of the Historic Environment in Wales* (Conservation Principles) and Annex A of *Technical Advice Note 24: The Historic Environment* (TAN 24). In particular, TAN 24 explains that the main purpose of scheduling is to ensure the preservation of ancient monuments and, when considering an application for SMC, there is a presumption against proposals which would involve significant alteration or cause damage, or which would have a significant impact on the setting of remains. Therefore, applicants are expected to demonstrate that no practicable alternative route or location, avoiding the scheduled area, exists and that the need to undertake works outweighs the presumption in favour of the protection of the scheduled monument.
- 1.2 The Welsh Government's six principles for sustainable management of the historic environment in Wales are also used as a guide when considering applications for scheduled monument consent. These are:
 - Historic assets will be managed to sustain their values.
 - Understanding the significance of historic assets is vital.
 - The historic environment is a shared resource.
 - Everyone will be able to participate in sustaining the historic environment.
 - Decisions about change must be reasonable, transparent and consistent.
 - Documenting and learning from decisions is essential.

2. Haverfordwest Castle (PE366)

2.1 The monument consists of the remains of a castle, dating to the medieval period. It stands at the end of ridge falling steeply on all but the western side that overlooks the western Cleddau and tidal reaches at the lowest fordable location. The castle was founded sometime between 1108 and 1124 by Tancred an immigrant Fleming as part of the encouraged settlement of the cantref of Rhos at this time and is first recorded when held by his son Richard Fitz Tancred in 1188, at the time of Gerald of Wales visit in the retinue of Archbishop Baldwin. At this stage the castle will have been a mostly earth and timber construction though with a masonry keep part of which still survives. Richard's heir Robert was removed from the castle in 1210 by King John who in 1215 granted it to William Marshall, Earl of Pembroke. An attack on



Haverfordwest in 1220 by Llywelyn the Great burnt the town but failed to breach the castle and it is likely by this time it had been rebuilt in stone. The castle passed to the de Bohun family in the mid thirteen century and in 1289 was exchanged with Queen Eleanor. In the short period before her death in 1290 the queen spent large sums on the castle and much of the existing masonry which is late 13th century in style can be ascribed to this building program. In the 14th century the castle was held by a series of owners including Edward the Black prince (from 1359 to 1367) and was repaired in the hands of the Crown in 1381-1385. It repulsed an attack during the Glyndwr rebellion in 1405. By the 16th century it was derelict but hastily refortified during the Civil War, lost to Parliamentary forces in 1644, later recaptured and held for a year before surrendered after the battle of Colby Moor, not far to the west in 1645 after the route of a Royalist army on the march. In 1648 it was ordered to be slighted.

The castle is divided into two wards, the inner ward has round towers on the north-west and south-west corners, while the south-east corner has a square tower with an additional projecting turret. The north-east corner being defended by the rectangular keep which survives as footings incorporating some early arrow loops. The ward was entered to the west by a gatehouse in a location now occupied by an 18th century building dating to the later use of the castle as a prison. The remains of a spacious hall with large windows lie on the south side. Private apartments formed part of an east range where later conversion to a prison has blocked windows and seen much of the masonry refaced. The south-west and south-east towers have three storeys, the latter will have incorporated the chapel and at the base is a postern gate. The northwest tower preserves a wall walk carried on a row of corbels on its east side, much of the exterior masonry was refaced in the later conversion. The interior of outer ward provided a site for a new prison in 1820 and has seen redevelopment to modern times. Little remains of the medieval defences though the curtain wall survives in a much-rebuilt form along most of the north side with one small semi-circular turret and one square tower further east. The outer gatehouse of which no trace remains is likely to have been on the west; removal of both outer and inner gatehouses may have begun as a result of the Civil War slighting, completed by the stone robbing and development of later centuries. The monument is of national importance for its potential to enhance our knowledge of medieval defensive and domestic practices. The monument is well-preserved and an important relic of the medieval landscape. It retains significant archaeological potential, with a strong probability of the presence of both structural evidence and intact associated deposits.

3. The Application

3.1 This application for scheduled monument consent to create a multi-purpose events venue in the inner ward involves (i) new footpaths, (ii) resurfacing in the south and east ranges, (iii) performance stage, (iv) services, (v) drainage, (vi) gates to Inner Ward

4. Assessment



- 4.1 The applicant wishes to create a multi-purpose events venue in the inner ward. The applicant has submitted documentation including detailed plans, drawings, a heritage impact assessment, and reports on archaeological evaluations and building recording.
- Following the submission of proposals in 2022 the applicant held pre-4.2 application discussions regarding three elements of the Heart of Pembrokeshire Project: conversion of the jail, conservation works to the inner ward, and creation of an events space within the inner ward. Cadw has granted scheduled monument consent for the first two elements of the project. The latter, the subject of this application, has been revised following Cadw's guidance and is also informed by archaeological investigations undertaken to inform the conservation works and archaeological evaluation 'to enable ground testing, the subsequent ground testing, evaluation to inform design of an events space within the inner ward, and renewal of a gravel surface and membrane'. Although an interim report is awaited, the evaluation has clearly identified of areas of various archaeological sensitivity within the inner bailey and led the applicant to significantly revise the initial scheme and devise solutions to achieve their desired outcomes and avoid disturbing nationally important archaeological remains.
- 4.3 The revised proposal includes the installation of (i) new footpaths, (ii) resurfacing in the south and east ranges, (iii) performance stage, (iv) services, (v) drainage, and (vi) gates to Inner Ward. The separate items are considered below.
- 4.4 Item (i) installation of new footpaths requires recontouring by shallow excavation and building up of existing surfaces to create level pathways for safe access, and the introduction of new materials for path surfaces. Archaeological evaluation in advance of the submission of this application has revealed surviving historic remains, including those from the medieval castle, demolition layers associated with slighting of the castle and construction of the jail, jail features, deposits derived from mid-20th century conservation works, and made-up ground. The proposed paths are primarily located within the evaluated trenches and will avoid medieval features and deposits. Therefore, paths installed in these areas will not have a detrimental impact on evidential remains of the scheduled monument.
- Features associated with the 19th century jail have been revealed during the 4.5 evaluations, and these will have to be removed to enable the ground surface These works, affecting brick floors, and have also been to be lowered. considered by PCC's Conservation Officer, who agrees that Victorian archaeological features associated with the Grade II listed prison can be removed following recording. Removal of such features within the scheduled area constitutes archaeological intervention according to Cadw's Conservation Principles (Cadw, 2011) and will result in the material loss of evidence. Preservation in situ is not reasonably practical and removal of these features is required to enable the development. Removal of listed features by a skilled archaeological team and production of an authoritative record will contribute to archaeological reporting for the wider project, which



will be accessible to the public. Therefore, removal of these features is acceptable according to Conservation Principles. Details should form part of the nominated archaeological contractor's written scheme of investigation for archaeological excavation and monitoring and recording.

- 4.6 There is potential for works beyond the evaluated areas to damage nationally important archaeological remains, though this seems unlikely due to the results obtained to date. Harm to physical remains can be prevented by carrying out removal of existing materials and installation of new materials under condition of an archaeological watching brief with a stop clause attached.
- 4.7 Installation of semi permeable self-binding granular material path surfacing will have minimal impact on the appearance of the monument. This impact can be reduced by conditioning the consent for Cadw to agree the colour of material used.
- 4.8 Item (ii) resurfacing in the south and east ranges is required to replace old surfaces and provide safe access. This work is essentially like for like replacement of existing surfaces. Harm to physical remains can be prevented by carrying out removal of existing materials and installation of new materials under condition of an archaeological watching brief and Cadw's approval of a method statement for the removal and replacement of materials. The new materials will have minimal impact on the appearance of the monument. This impact can be reduced by conditioning the consent for Cadw to agree the colour of material used.
- 4.9 Item (iii) performance stage. The proposed stage bridges over the north wall of the south range to avoid imposing loads on the historic structure, as assessed by Roger Casey Architects who conclude that "the compressive stress is greater than the tension stress, therefore no tension will develop in the wall". Installation of the stage will not cause harm to historic masonry and is acceptable.
- 4.10 The stage design includes an appropriate design for control and management of water runoff to prevent damage to the monument.
- 4.11 Very limited excavation is required to the existing grass slope to the north of the north wall of the south range, which will likely only affect turf, topsoil, or previously disturbed layers. Harm to nationally important physical remains can be prevented by carrying out removal of existing materials and installation of new materials under condition of an archaeological watching brief with a stop clause attached.
- 4.12 Installation of the stage require detailed design for set up to avoid damage to buried remains and standing masonry. The applicant has included an events management plan. However, this is incomplete. A revised version is required to be submitted and approved by Cadw in advance of commencement of the first event.



- 4.13 Item (iv) services. The applicant proposes to install a freestanding feeder pillar against the western end of the north gable wall of the Governors House, with short underground cable runs to AV/Data and Power supply units. The feeder runs are proposed in areas subject to the archaeological evaluation, which has demonstrated that they can be accommodated without damaging nationally important archaeological remains. The installation of the feeder pillar constitutes a new addition within the scheduled area, the adverse impact of which on the appearance of the monument may be mitigated by inclusion of an appropriate interpretation panel during events.
- 4.14 However, PCC's listed building officer has identified potential for the feeder unit to be installed within the Governors House. Therefore, the location of the feeder pillar is not finalised and requires reassessment. The requirement for a feeder pillar and feeder runs is acceptable in principle, subject to Cadw's approval of their location, design, dimensions, and method of installation, which can be included as a condition of consent. Harm to nationally important physical remains during installation can be prevented by attaching condition of an archaeological watching brief with a stop clause attached.
- 4.15 Item (v) drainage is required for foul and rainwater from the Governors House. Existing rainwater drainage is insufficient and foul drainage is damaged. Archaeological evaluations within the area subject to drainage works are underway, subject to a separate SMC, to inform the design. The requirement for drainage to be installed whilst leaving nationally important archaeological remains in situ is acceptable in principle, subject to Cadw's approval of the location, design, dimensions, and method of installation, which can be included as a condition of consent. Harm to nationally important physical remains during installation can be prevented by attaching condition of an archaeological watching brief with a stop clause attached.
- Item (vi) gates to Inner Ward. A new four panelled steel gate is proposed in 4.16 the entrance to the inner ward. Archaeological evaluation has shown that the proposed 4 number 750mm depth x 450mm square pad foundations can be accommodated in archaeologically inert areas and will not have a detrimental impact on buried nationally important archaeological remains. High-level fixing into mortar joints is required to stabilise the posts. Fixing into mortar joints will have minimal impact on historic fabric and this is outweighed by the benefits of improved security. The location of drop bolt guides c. 15mm wide x 200mm depth maximum inserted into the ground is unclear and further details are required to ensure that these are located within archaeologically inert areas. The style of the gates conflates the medieval inner ward and former use as a jail. Alternative designs are required to be submitted and the final version to be agreed by Cadw and PCC's listed building officer (the latter regarding potential impacts on the setting of the listed buildings).
- 4.17 Temporary installations during use, including the toilet area, lighting, screen, matting, gazebo stalls and guarding, will not have a direct impact on key values of the monument. Set up and removal have potential to cause harm to historic masonry and the ground surface within the scheduled area. The applicant has included an events management plan. However, this is



incomplete. A revised version is required to be submitted and approved by Cadw in advance of commencement of the first event.

5. Recommendation

5.1 I recommend that scheduled monument consent is granted subject to the conditions below:

6. **Proposed Conditions**

- 6.1 The applicant shall provide Cadw with reasonable advance notice of commencement of works on site and will afford access at all reasonable times to any Cadw official or archaeologist nominated by Cadw to monitor progress of the works.
- 6.2 The approved works shall be carried out strictly in accordance with the application form, plans and documents as listed below. No variations are permitted unless they have been authorised in advance in writing by Cadw.

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- 6.3 The approved works shall be carried out strictly in accordance with a 'Method Statement' to be submitted in advance and formally approved in writing by Cadw before work commences. The 'Method Statement' shall be adhered to throughout the project and any variations shall be approved by Cadw prior to works commencing.
- 6.4 The Method Statement shall provide for:

	INFORMATION REQUIRED	Date when information required
1	Details of new materials to be used for footpaths including samples of self- binding granular material.	Before installation of footpaths.
2	Removal of existing material from south and east ranges, installation of new material and details of membrane and hoggin (colour, grade, and depth).	Before installation of materials in south and east ranges.
3	Detail of feeder pillar and feeder runs.	Before installation of feeder pillar and feeder runs.
4	Detail of drainage works.	Before installation of new/replacement drainage.
5	Gate to inner ward: location of drop bolt guides; alternative gate designs to be submitted and agreed by Cadw and PCC conservation officer.	Before installation of new gates.
6	Haverfordwest Castle Event Management Plan – requires revision to include SM.	Before commencement of first event.

6.5 No works, including site clearance, shall commence until Cadw has been informed in writing of the name of an appropriately qualified archaeologist



operating to CIfA published standards and guidance⁴ who is to be present to undertake monitoring and recording for any works or operation occurring within the scheduled area and archaeological excavation (refer to IAM assessment of SMC application) and in accordance with the written scheme of investigation which has been submitted to, and approved in writing by, Cadw. No work shall commence until Cadw has confirmed in writing that the proposed archaeologist is acceptable.

- 6.6 A digital copy of the draft archaeological report shall be submitted to Cadw for approval within 8 weeks of the archaeological fieldwork being completed⁵.
- 6.7 A digital copy of the approved archaeological report shall be submitted to the regional Historic Environment Record and National Monuments Record of Wales to be incorporated into these public records⁶, and the applicant shall inform Cadw when this has been completed.
- 6.8 Cadw shall be invited to attend a site meeting within the first 5 working days of commencement of the project to review the programme, submitted method statement and arrangements that have been established for archaeological mitigation/building recording.
- 6.9 That upon completion of the project the applicant will produce a completion report including an annotated photographic record detailing the site before, during and after works took place and including final versions of plans and elevations as built. The draft should be sent to Cadw in digital format for approval within 25 working days of the works being completed.
- 6.10 Any historic or archaeological features not previously identified which are revealed when carrying out the works shall be retained *in situ* and reported to Cadw within two working days. Works shall be halted in the area/part of the site affected until provision has been made for retention and/or recording of the feature by a suitably qualified archaeologist in accordance with details submitted to and approved in writing in advance by Cadw.

Name of Inspector: Louise Mees

Date: 10/07/2024

⁶ Cadw requires formal confirmation of report deposit to discharge condition.



⁴ Chartered Institute for Archaeologists <u>https://www.archaeologists.net/codes/cifa</u> .

⁵ Cadw will retain a copy of the watching brief report for our records.

COMPLETION NOTICE

Name of Monument: Haverfordwest Castle

Monument Number: PE366

Conditions	Date	Signature
The applicant shall provide Cadw with reasonable advance notice of commencement of works on site and will afford access at all reasonable times to any Cadw official or archaeologist nominated by Cadw to monitor progress of the works.		
The approved works shall be carried out strictly in accordance with the application form, plans and documents as listed.		
The approved works shall be carried out strictly in accordance with a 'Method Statement' to be submitted in advance and formally approved in writing by Cadw before work commences. The 'Method Statement' shall be adhered to throughout the project and any variations shall be approved by Cadw prior to works commencing.		
No works, including site clearance, shall commence until Cadw has been informed in writing of the name of an appropriately qualified archaeologist operating to ClfA published standards and guidance who is to be present to undertake monitoring and recording for any works or operation occurring within the scheduled area and archaeological excavation (refer to IAM assessment of SMC application) and in accordance with the written scheme of investigation which has been submitted to, and approved in writing by, Cadw. No work shall commence until Cadw has confirmed in writing that the proposed archaeologist is acceptable.		
A digital copy of the draft archaeological report shall be submitted to Cadw for approval within 8 weeks of the archaeological fieldwork being completed.		



A digital copy of the approved archaeological report shall be submitted to the regional Historic Environment Record and National Monuments Record of Wales to be incorporated into these public records, and the applicant shall inform Cadw when this has been completed.	
Cadw shall be invited to attend a site meeting within the first 5 working days of commencement of the project to review the programme, submitted method statement and arrangements that have been established for archaeological mitigation/building recording.	
That upon completion of the project the applicant will produce a completion report including an annotated photographic record detailing the site before, during and after works took place and including final versions of plans and elevations as built. The draft should be sent to Cadw in digital format for approval within 25 working days of the works being completed.	
Any historic or archaeological features not previously identified which are revealed when carrying out the works shall be retained <i>in situ</i> and reported to Cadw within two working days.	

Applicant Name:

Signature:

When all work has been completed and the conditions have been discharged, please complete and return this completion notice to Cadw at <u>scheduledmonuments@gov.wales</u>

