

BRYN MOEL, DOLWYDDELAN

Level 3 Building Recording & Archaeological Watching Brief



Ymddiriedolaeth Archaeolegol Gwynedd
Gwynedd Archaeological Trust

Bryn Moel, Dolwyddelan

Level 3 Building Record & Archaeological Watching Brief

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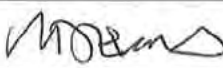

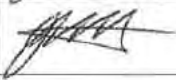
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CONTENTS

1	NON-TECHNICAL SUMMARY	3
2	INTRODUCTION	4
3	METHODOLOGY	6
3.1	Level 3 building record	6
3.1.1	Photographic Record	6
3.1.2	Descriptive Record.....	6
3.2	Watching Brief	8
4	RESULTS.....	9
4.1	Archaeological and historical background	9
4.2	Building Record - Exterior	14
4.2.1	North Elevation	14
4.2.2	East Elevation.....	15
4.2.3	South Elevation.....	16
4.2.4	West Elevation.....	16
4.3	Building Record - Interior	18
4.3.1	Introduction.....	18
4.3.2	House 1 - Ground Floor	18
4.3.3	House 1 - First Floor	25
4.3.4	House 2 – Ground Floor	28
4.3.5	House 2 – First Floor	29
5	CONCLUSION	32
6	ACKNOWLEDGEMENTS	35
7	SOURCES CONSULTED.....	36
7.1	Primary Sources	36
7.2	Secondary Sources.....	38
APPENDIX I	39
	Photographic Metadata	39
APPENDIX II	40
	GAT Project Specification for Archaeological Mitigation:	40
	Level 3 Building Record & Archaeological Watching Brief.....	40

FIGURES

Figure 01: Location Map (Ordnance Survey County Series . Scale: 1 to 2500@A4.

Figure 02: The Dolwyddelan Tithe Map of 1841, with the Brynmoel Lands outlined in red (National Archives)

Figure 03: Map taken from the Gwydir Estate Sale Catalogue of 1894, showing Brynmoel as Lot 66, with detached portions and rights of access (Detail of Bryn Moel House within Box). Base Map taken from the Ordnance Survey 1st edition 25 inch map of 1889, Caernarvonshire County Series sheet XXIII.11. Not to Scale (Gwynedd Archives XD/131/222)

Figure 04: Bryn Moel Exterior Plan and location of photographic archive. Based on Greenspace Architects Ltd Drawing No. 16-03 A003. Not to Scale.

Figure 05b - East Elevation (Existing). Based on Greenspace Architects Ltd Drawing No. 16-03 A003. Scale 1:100@A3

Figure 05a - North Elevation (Existing). Based on Greenspace Architects Ltd Drawing No. 16-03 A003. Scale 1:100@A3

Figure 06a - South Elevation (Existing). Based on Greenspace Architects Ltd Drawing No. 16-03 A004. Scale 1:100@A3

Figure 06b - West Elevation (Existing). Based on Greenspace Architects Ltd Drawing No. 16-03 A004. Scale 1:100@A3

Figure 07: Bryn Moel Interior Plan (Ground Floor) and location of photographic archive. Based on Greenspace Architects Ltd Drawing No. 16-03 A001. Scale 1:100@A3

Figure 08: Bryn Moel Interior Plan (First Floor) and location of photographic archive. Based on Greenspace Architects Ltd Drawing No. 16-03 A002. Scale 1:100@A3

Figure 09: Bryn Moel Interior Plan (Ground Floor) and proposed phasing. Based on Greenspace Architects Ltd Drawing No. 16-03 A001. Scale 1:100@A3

Figure 10: Bryn Moel Interior Plan (First Floor) and proposed phasing. Based on Greenspace Architects Ltd Drawing No. 16-03 A002. Scale 1:100@A3

Figure 11: Plan of slate slabs found below concrete floor within former kitchen

Figure 12: Plan of Floor Surfaces below Quarry Tiles and levelling Courses in Lounge 1

Figure 13: Plan of floor surfaces below concrete flooring (04) within the dining room

Figure 14: Ordnance Survey 25 inch Caernarvonshire County Series 1st edition map of 1889, sheet XXIII.7 showing Bryn Moel. Scale 1:10 000@A4

Figure 15: Ordnance Survey 25 inch Caernarvonshire County Series 2nd edition map of 1900, sheet XXIII.7 showing Bryn Moel. Scale 1:10 000@A4

PLATES

Plate 1: View of N gable end; scale: 2m (archive reference: G2520_001).

Plate 2: View of blocked window WB01 on E side of the N gable on house 1; scale: 2m (archive reference: G2520_003).

Plate 3: View of E gable end of house 2; scale: 2m (archive reference: G2520_006).

Plate 4: Closer view of House 1, E elevation; scale: 2m (archive reference: G2520_012).

Plate 5: View of House 2 S elevation - showing roof repairs on sw gable end of house 1; scale: 2m (archive reference: G2520_009).

Plate 6: View of S elevation of House 1 showing W06 + W07 window lintel masonry; scale: 2m (archive reference: G2520_010).

Plate 7: View of W elevation taken from raised ground with view of all chimneys; scale: 2m (archive reference: G2520_013).

Plate 8: Oblique view of blocked window WB02; scale: 2m (archive reference: G2520_014).

Plate 9: Oblique view of NW end of W elevation with former barn window in view; scale: 2m (archive reference: G2520_016).

Plate 10: View of blocked doorway below W13, DB01; scale: 2m (archive reference: G2520_018).

Plate 11: Shot of graffiti M.I.; scale: (archive reference: G2520_002).

Plate 12: Shot of graffiti "Repaired in 1888" on NW corner of house one (evidence of red paint); scale: (archive reference: G2520_007).

Plate 13: Close-up view of the date 3.3.31 or 3.3.33 carved into one of the stones on the west facing edge of the chimney belonging to the Fire Range F01 of House 2. The date stone is outlined in red (photographic archive ref. G2520_004).

Plate 14: Show of the letter 'R' and geometric graffiti patterns in between W06 + 07; scale: (archive reference: G2520_011).

Plate 16: View of Kitchen 1; scale: 1m (archive reference: G2520_027).

Plate 17: View of blocked window (not listed in plans) on W gable end between W13 and W02; scale: 2m (archive reference: G2520_015).

Plate 17: Entrance into lounge 1 from kitchen 1 showing original beam and flooring; scale: 1m (archive reference: G2520_031).

Plate 18: View of Range with peg holes in lintel F02; scale: 1m (archive reference: G2520_035).

Plate 19: View of beam across living room 1 with hooks intact on S-end; scale: 1m (archive reference: G2520_036).

Plate 20: View of dining room; scale: 1m (archive reference: G2520_039).

Plate 21: View of W04; scale: 30cm (archive reference: G2520_044).

Plate 22: View of staircase showing c. 18th cen slates v's 19th cen slate floor; scale: 1m (archive reference: G2520_042).

Plate 23: View of W14; scale: 1m (archive reference: G2520_046).

Plate 24: View of Bedroom 3; scale: 1m (archive reference: G2520_050).

Plate 25: View of Bedroom 2 beams; scale: 1m (archive reference: G2520_059).

Plate 26: View of D17 with lintel and poss. External walling on E end; scale: 1m (archive reference: G2520_061).

Plate 27: View of D16 cut into former external wall; scale: 1m (archive reference: G2520_066).

Plate 28: View of bedroom 1 showing beam - taken from D15; scale: 1m (archive reference: G2520_065).

Plate 29: View of beams and stair case leading down into Hall 1; scale: 1m (archive reference: G2520_067).

Plate 30: View of D01; scale: 1m (archive reference: G2520_068).

Plate 31: View of lobby with inserted seat; scale: 1m (archive reference: G2520_069).

Plate 32: View of lounge 2; scale: 1m (archive reference: G2520_074).

Plate 33: View of W08 with 18th cent sill - window seat; scale: 1m (archive reference: G2520_071).

Plate 34: View of F01 with stone lintel; scale: 1m (archive reference: G2520_073).

Plate 35: View of Kitchen 2 with beam; scale: 1m (archive reference: G2520_078).

Plate 36: View of W06 in kitchen 2; scale: 1m (archive reference: G2520_080).

Plate 37: View of stair well showing ground floor elevation against 1st floor and Edwardian bannister; scale: 1m (archive reference: G2520_094).

Plate 38: View of bedroom 6 showing late 16th cen. Extension within (based on 20th cent phasing); scale: 1m (archive reference: G2520_087).

Plate 39: View of bedroom 7 with wooden panelled partition; scale: 1m (archive reference: G2520_092).

Plate 40: View of F01 chimney breast with possible former fire place; scale: 1m (archive reference: G2520_097).

Plate 41: View of roof beams showing relationship with partitioning (19th cent - later?); scale: (archive reference: G2520_052).

Plate 42: View of roof beams showing relationship with partitioning (19th cent - later?); scale: (archive reference: G2520_053).

Plate 43: Close up of drain [05]; scale: 1x1m (archive reference: G2520_1038).

Plate 44: Shot of floor deposits following cleaning; scale: 2x1m (archive reference: G2520_1048).

Plate 45: Detail of Lewis hole in stone; scale: 2x1m (archive reference: G2520_1060).

Plate 46: Step-up between living room and kitchen; scale: 2x1m (archive reference: G2520_1071).

Plate 47: Step-up between living room and kitchen; scale: 2x1m (archive reference: G2520_1089).

Plate 48: Step-up between living room and kitchen; scale: 2x1m (archive reference: G2520_1100).

Plate 49: Shot of fireplace following removal of modern features; scale: (archive reference: G2520_1104).

Plate 50: Fire place in Dining Room 1; scale: 1x1m (archive reference: G2520_1040).

Plate 51: View of short SE facing elevation of House 1 showing small replacement casement window and blocked opening at ground floor level; Scale 1x1m (archive reference ; G2520_1108)

Plate 52: Detail of replacement windows WB02 and W03; scale: 1x1m (archive reference: G2520_1113).

Plate 53: General view of north-east facing elevation of house 1 showing D04 open, with replacement timber panelled door; scale: 1x1m (archive reference: G2520_1117).

Plate 54: Internal view of W05, showing reveals and fitting (archive reference: G2520_1118).

Plate 55: Internal view of Kitchen 1 windows W01 and W02 (archive reference: G2520_1124).

Plate 56: General view of NW wall of bedroom 4 showing location of WB02 (archive reference: G2520_1128).

Plate 57: Detail of WB02, showing the three lintel beams, with outermost one with three mortice holes (10cm x 3cm) cut into it (archive reference: G2520_1126).

Plate 58: General view of Lounge 1 (House 1), showing its current stripped out character (archive reference: G2520_1121).

Plate 59: General view of Dining Room from Lounge 1 (House 1) showing the areas of panelling stripped out (archive reference: G2520_1123).

1 NON-TECHNICAL SUMMARY

Gwynedd Archaeological Trust was asked by Simon and Jacky Shutler to undertake a Level 3 building record and archaeological watching brief at Bryn Moel, Dolwyddelan in advance and during refurbishment of the property. Bryn Moel consists of a 16th century house, with a second building at right angles to it added later to the north-east, creating an 'L' plan arrangement. The first house was extended northwards to incorporate the area that is now the kitchen in the 17th or early 18th century. In more recent times a former barn area to the north of the first house was incorporated, with 18th and 19th century graffiti indicating periods of alteration and renovation.

Internally the historic features noted were mainly at ground floor level, although some former window openings and other changes in the masonry were noted at 1st floor level. House 1 was originally a two-bay house with a chimney with flattened Tudor-arched bressummer to a wide fireplace, and wide stopped-chamfered longitudinal beam to the ceiling. Evidence of the former cross passage was also noted in the Dining Room of House 1 where slots for partition walling indicate the former division between the hall and the former service range. In other respects the ceilings and fittings are of a 19th century or later date.

The watching brief, carried out during the removal of floor surfaces in the lounge, dining room and kitchen of House 1, revealed evidence of former floor surfaces. In the lounge, wear patterns on a beaten earth floor gave evidence of use over a substantial period of time. It also suggested particular wear over the route to the suggested 16th century staircase to 1st floor level. Evidence of patch repairs were also noted, particularly the infilling of worn areas with stones. In the dining room a number of former floor surfaces and evidence for drainage were noted. The kitchen also revealed former slab floor surfaces. Two formerly blocked windows were re-opened as part of the refurbishment, and re-used timber was noted in one of them.

2 INTRODUCTION

Gwynedd Archaeological Trust (GAT) was asked by *Simon and Jacky Shutler* to undertake a Level 3 building record and archaeological watching brief at Bryn Moel, Dolwyddelan, Gwynedd (Primary Reference Number 3722; NGR SH74545341; Figure 01). Bryn Moel comprises two semi-detached properties forming an L-shape in plan (Figure 04); the properties are Grade II listed (ref. 3188) and listed building consent was granted for renovation works under planning application NP4/16/LB32C. This report covers the building recording in advance of the works on both properties, but the renovation works to House 1 only. The work on House 2 will be reported upon separately, with a revised analytical account to be included in the second report when the remainder of the work has been completed.

The renovation works included the following alterations:

- **External alterations:** reopening of two blocked windows (WB01 and WB02), replacement of windows and doors, removal of modern dormer lights and addition of new window and conservation roof light, replacement of cement pointing with lime pointing
- **Internal alterations:** replacement of concrete floors with insulated *limecrete* floors, the addition of an en-suite bathroom, installation of a new heating system, removal of modern fireplace, replacement of modern staircase.

The archaeological mitigation was completed in accordance with the listed building consent and a brief prepared by the Snowdonia National Park Authority (SNPA), dated 24th February 2017. The brief stated that Condition 5 of the consent makes provision for an archaeological scheme of investigation to mitigate against the possible impact of the works on the fabric of the historic building and any concealed or buried remains of archaeological signification. The mitigation comprised:

- a Level 3 building record as described in *Understanding Historic Buildings: A guide to good recording practice* (Historic England 2016); and
- an archaeological watching brief during external and internal renovation works.

The archaeological mitigation was monitored by Gwynedd Archaeological Planning Services (GAPS) on behalf of the SNPA and was undertaken in accordance with an approved project design prepared by GAT (Appendix II).

The archaeological mitigation was undertaken in accordance with the following guidance:

- *Guidelines for digital archives Royal Commission on Ancient and Historic Monuments of Wales* 2015;
- *Management of Archaeological Projects* (English Heritage, 1991);
- *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Historic England, 2015);
- *Standard and Guidance for Archaeological Watching Brief* (Chartered Institute for Archaeologists, 2014)
- *Standard and Guidance for the archaeological investigation and recording of standing buildings and structures* (Chartered Institute for Archaeologists, 2014);
- *Understanding Historic Buildings: A guide to good recording practice* (Historic England 2016).

Gwynedd Archaeological Trust is certified to ISO 9001:2008 and ISO 14001:2004 (Cert. No. 74180/A/0001/UK/En) and is a Registered Organisation with the Chartered Institute for Archaeologists and a member of the Federation of Archaeological Managers and Employers (FAME).

3 METHODOLOGY

3.1 Level 3 building record

The building record was completed to Level 3 as defined in *Understanding Historic Buildings: A guide to good recording practice* (Historic England 2016) as an analytical record that comprises an introductory description followed by a systematic account of the building's origins, development and use. The record includes an account of the evidence on which the analysis has been based and includes all drawn and photographic records that are required to illustrate the building's appearance and structure to support an historical analysis. The record includes:

- a photographic, descriptive and drawn record of the exterior and interior of the two buildings; and
- an analysis and account of their origin, development and use.

3.1.1 Photographic Record

The photographic records included:

- general views of the two properties;
- elevation photographs of each building exterior with oblique shots used where direct elevation shots were not practical; and
- interior room shots for all accessible rooms.

Photographic images were taken in RAW format using a digital SLR camera (Nikon D40) set to maximum resolution (3008 × 2000 megapixels). Images were archived in TIFF format, in accordance with the Royal Commission on Ancient and Historic Monuments of Wales 2015 *Guidelines for digital archives*. A total of 101 images were taken (archive ref. G2520_001 to G2520_101; [cf. Appendix I](#)).

3.1.2 Descriptive Record

A descriptive record was completed by GAT for the exterior and interior of the structures in terms of building fabric, appearance and content. Dimensions were included for building height, width, length and structural thickness (where visible), as well as for all apertures and

structural features. Plans and elevations were prepared using amended *Greenspace Architects Limited* drawings (Drawing Nos. 16-03-A000 to 16-03-A004; cf. Figure 05 to 08) and were used for identifying rooms and locating all internal images and annotations of any relevant building detail. Information from the *Royal Commission on Ancient and Historic Monuments of Wales* survey completed in 1952 and the subsequent Grade II listing in Design Statement and Historic Impact Assessment was also used as a source of reference and comparison. In addition, information was sourced from the regional Historic Environment Register. Archive data, including primary and secondary sources, historic maps and estate maps were examined at the regional archives (Gwasanaeth Archifau Gwynedd, Cyngor Gwynedd, Caernarfon LL55 1SH and Gwasanaeth Archifau Conwy, Old Board School, Lloyd St, Llandudno LL30 2YG). Owing to the house having formed part of the Gwydir estate, much of the archive data was obtained from Caernarfon, where the papers relating to that estate are held. Jackie and Simon Shutler also provided archival material relating to the property.

3.2 Watching Brief

The definition of an archaeological watching brief is a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons where there is a possibility that archaeological deposits may be disturbed or destroyed. The programme results in the preparation of a report and ordered archive. (Reproduced from Chartered Institute for Archaeologists 2014, *Standard and Guidance for an Archaeological Watching Brief*).

The watching brief commenced on 21st August 2017 and was completed on 22st January 2018. The watching brief was undertaken during the course of intrusive works where there was potential to disturb or reveal features of interest such as during internal alterations including the replacement of concrete floors with insulated limecrete floors and other structural works, including window and door replacement. The watching brief covered only renovation works to the earlier 16th century house to the south-west (House 1); a further archaeological watching brief and reporting will be required when renovation to House 2 is carried out.

All attendances and identified features were recorded using GAT watching brief pro-formas. Photographic images were taken using a digital SLR (D5100) camera set to maximum resolution (4608 x 3072 megapixels respectively) in RAW format and were converted to TIFF format for archiving in accordance with Royal Commission on Ancient and Historic Monuments of Wales 2015 *Guidelines for digital archives*. A total of 134 images were taken (archive reference: **G2520_102** to **G2520_1134**; cf. [Appendix I](#))

4 RESULTS

4.1 Archaeological and historical background

Bryn Moel is thought to have its origins in the early or mid-16th century. In advance of renovation works, *Greenspace Architects Limited* prepared a Design Statement and Historic Impact Assessment (reproduced in [Appendix II](#)) that included information from the *Royal Commission on Ancient and Historic Monuments of Wales* survey completed in 1952 and the subsequent Grade II listing entry (RCAHMW 1956). This is discussed below and a copy of the *Royal Commission on Ancient and Historic Monuments of Wales* survey drawing is included within the Design Statement and Historic Impact Assessment (reproduced in [Appendix II](#)).

Bryn Moel is considered to be a sub-medieval two storied house, unit-planned with two ranges in an L-plan arrangement (RCAHMW 1956, 82). The walls are of local slate rubble. The earlier north-west wing is probably first-half or mid-16th century, and may have replaced a timber-framed predecessor, although no clear evidence of this earlier building has been encountered. This appears to have been extended northwards during the 18th century, certainly before the addition of the south-east range which is built against its boulder plinth, as no western wall to this range has been noted. There was formerly a spiral staircase adjacent to and north-west of the fireplace in this earlier wing, a feature noted in a number of houses in Snowdonia of this date (Smith 1975, 472-474). Its blocked window could be seen on the north side of the wall in 1952. The earlier north-west wing has a large central stack, although the protruding part of the chimney stack appears rebuilt in the 19th century. The entrance to this range is near central on the south-east side.

The north-east range is stated to be dated to either 1563 or 1663 on its tall square lateral chimney (Haslam *et al.* 2009, 367; Smith 1975, 538-539; RCAHMW, 82; Cadw Listing Description). This claim is first recorded in the RCAHMW account, and repeated with a different date in the Listing Description, and referred to subsequently. However no such date was observed during the building recording and it is possible that a 20th century repair date has been mistaken for an earlier recorded date. The east gable of the north east range contained two windows with wooden lintels beneath stone relieving arches; these have not been seen as part of the recording programme as yet, nor has the mullion mortice holes visible in 1952 on the lintel of the gable end first floor window (Figure 10; W19). Against the internal ground floor of this gable there is an wooden seat with a 17th century panelled back, which was noted in 1952 and remains *in situ* (RCAHMW 1956, 82). The north corner of the

north-east range has initials and scratch dates of 1782 and 1888, the latter relating to a programme of modernisation which saw the apparent rebuilding of the north-east gable.

Robert Wynn is recorded at Bryn Moel in 1572 (the year of his mother's death); by 1576 he had commenced rebuilding works at Plas Mawr, Conwy, which became his chief residence until his death in 1598. In 1601 Bryn Moel is mentioned as being available for rent from Sir John Wynn.

A rental of the Gwydir estate of 1758 lists Griffith Prichard as the tenant of Brynmoel (*sic*), who paid £34 18s 6d in annual rent to the Gwydir Estate for the property (Gwynedd Archives, XD/38/234). Land tax records for Bryn Moel survive from 1746, and from 1746 to 1761 Griffith Williams pays 6s 4d in tax, with Margaret Jones paying from 1761. In 1776 the amount owed rises to £2s 0s 1d. From 1792 to 1810 the Land Tax payable by William Griffith on Bryn Moel was £2 0s 1d (XQA/LT/2/2). The landowner of Bryn Moel from 1792 (the first year that the landowner is recorded) to 1810 is stated to be Sir P.R. Burrell.

The tithe map of 1841 (Figure 02) shows Bryn Moel as land parcel 2, and the apportionment states that it was owned by Lord Willoughby de Eresby of Gwydir and in the occupation of Griffith and Richard Jones. The farm extended over an area of 505 acres 1 rood and 17 perches, including much upland pasture. Much of this land has since become alienated from the property, but was at the time still a substantial farm. In the 1841 census Bryn Moel is noted as being occupied by Richard and Ann Jones and their three children Richard, Ann and Margaret, and their occupation is listed as 'Farmer' (National Archives HO 107/1395/2). In 1851 Richard Jones is noted on the census to be a farmer '*of 130 acres and employing one labourer*', and to have been born in the parish of Llandecwyn, Merionethshire, so he was an incomer to the parish of Dolwyddelan (National Archives HO 107/2508). His wife and son Richard were living at home with him. In 1854 James Griffith paid £13 6s a quarter in rent for the property (XD/38/247). The Dolwyddelan Highways Rate Book of 1855 noted that Griffith Jones of Brynmoel paid 16s 8d in highway rate (XM/2961/54). By the 1871 census the property had been divided into two houses, one occupied by Richard Jones and his family who farmed 30 acres, the other by William Price and his family (National Archives, RG10/5678). William Price is noted as farming 50 acres.

The 1st and 2nd editions of the 25 inch Caernarfonshire County Series Ordnance Survey maps, published in 1889 and 1900 respectively, show the outline of Bryn Moel in detail, and represent the first detailed and accurate mapping of the property (Figures 14 and 15). The outline of the building looks similar between the two, indicating that the 1889 mapping was

carried out after the northern extension of 1888 had been added. Outbuildings to the north east of the house had also been extended between 1889 and 1900, and also the eastern garden wall is shown on the 1900 map (Figure 15). This suggests that the garden had been created out of former pastureland to the east of House 2 between 1889 and 1900. The surrounding landscape is otherwise little changed, except that there was a sub-division in the field to the south of the house that had been removed.

Much of the Dolwyddelan portion of the Gwydir Estate was sold between 3rd and 5th July 1894 (XD/131/222). Brynmoel was sold as Lot 66, and is shown on an accompanying map to include the farmhouse and a detached portion of land, with the remainder of the farm land sold off as Lot 65 (Figure 03). It was described as *'a very nice holding, within three-quarters of a mile of Pont-y-Pant Railway Station, with a good frontage to the main road from Dolwyddelan to Bettws-y-Coed. The house and outbuildings have recently been put in good repair. Part of the land is favourably situated for villa building lots. It is in the midst of picturesque and romantic scenery and has a southern aspect'* (*ibid*, 33). The farmlands associated with the house in 1894 are noted in the table below, with the field numbers corresponding to those on the plan (Figure 03).

No. on Plan	Description	Quantity		
		A	R	P
259	Rough pasture and heath	32	3	29
285	Ditto	6	0	20
286	Pasture and building	2	0	29
287	Rough Pasture	76	2	0
288	Rough pasture and heath	1	0	35
342	Farm house, building and pasture	0	1	7
343	Pasture	0	3	30
348	Arable and pasture	5	3	30
381	Pasture	3	1	2
382	Pasture, rock and wood	1	1	18
383	Pasture	0	1	27
386	Pasture and building	0	1	30

As a result of the 1894 estate sale, William Price, the tenant, was served notice of eviction on 26th October 1894, to leave by 30th November 1895 (XD/131/436/19). An appeal to the Earl of Ancaster was submitted by the agent to the estate in which it was stated that Price was *'80 years of age, had been tenant for 55 years and his ancestors had been in the farm for 300 years'* (XD/131/229/108). Being forced to quit the property must have caused him considerable distress. William Price had also been a keen supporter of the *Central Association for Stopping the Sale of Intoxicating Drinks on Sundays*, having signed his support to keep the pubs closed in Dolwyddelan (XM/2961/198).

In 1901 and 1911 the property was occupied by Richard and Gwen Morris and their family, a farmer on his own account' so the tenancy of Bryn Moel does appear to have changed after the 1894 estate sale, and it does appear that the Morrises may be owners of the property by this time (RG 13/5243). The property was put up for sale again on 1st November 1916, and auctioned by Messrs. John Pritchard & Co. The terms and conditions were very similar to those of 1894, with the exception that a small portion of the land to the east of Bryn Moel, known as 'Ornamental Grounds, adjoining Lledr Villa', consisting of an area an 1 acre 1 rood and 34 perches, was to be alienated from the property and sold as Lot 1a. The main property, Lot 1 had the additional information given that *'the house is stone built with slate roof, and has the following accommodation; 2 kitchens, dairy, 3 bedrooms. The outbuildings*

comprise: three-stall stable, shippon with 12 ties, chaff and root house adjoining, stack yard, pig sty, cart shed and fowl house', and covered an area of 130 acres and 23 perches (Jacky and Simon Shutler; 1916 Sale Catalogue). The property remained in private hands following this sale. In 2017 and 2018 the northwest wing (House 1) has undergone restoration by the current owners, which has involved internal re-ordering and replacement of windows and doors in a consistent timber style. This has included the opening up of two formerly blocked openings (WB01 and WB02; Figures 06b, 08). Externally the windows were painted white, internally of varnished hardwood. The external doors (D03 and D04; Figures 07, 09) are of panelled hardwood.

4.2 Building Record - Exterior

For the purposes of the building record, each door and window has a specific designation, as indicated on Figures 05 and 06.

The building consists of a large two storey, L-plan farmhouse of local slate rubble with renewed slate roofs. It is now two dwellings, House 1 located at the west and House 2 located north-east of that building. Most of the building had mid-20th century windows and doors before their recent replacement in House 1, the former were mostly 4-pane casements in enlarged openings. Based on the evidence observed, the replacement doors and windows are thought unlikely to contain much additional historical evidence, with the exception of the lintels, which when exposed have sometimes shown to be constructed of reused material, and may show evidence of the presence of former window types. The RCAHMW survey of 1952 noted former mullion holes in the lintel above W19 (RCAHMW 1956, 82; Figure 10), but these have not been observed elsewhere.

The gables have plain modern bargeboards and deep verges. The roofs are of open gable type, with the purlin ends visible with painted wooden barge boards, of a standard pitch for a 19th century date suggesting rebuilding at that time. There is a modern dormer window that has been inserted on the north-west side of the building, which is out of character with the rest of the building. The chimneys in House 1 also appear to have been rebuilt in the 19th century of slate rubble. All elevations are taken from the ground to eaves level. This resulted in some variation as the land sloped from west to east.

4.2.1 North Elevation

The north facing elevation incorporated both houses (Plate 01, 54; Figure 05a) and measured 18.24m in width and 7.22m in height. Construction was of irregular courses of rubble (blocks up to 0.7m x 0.15m in size). The roof soffits and fascia of House 1 were painted timber, with the purlin ends exposed and overlaying eaves at gable ends. The doors and lintels were of the same local rubble-stone as the walls; the House 1 door lintel measured 1.5m x 0.4m and the House 2 door lintel 1.5m x 0.2m. The elevation included two windows (W09 and W20) and two doors (D01 and D04), with modern fittings. W09 and W20 were wooden casement windows; W20 extended to eaves level with a sawn slate and painted sill. A large chimney breast belonging to House 2 range protruded 0.85m from the wall and showed evidence of repair and repainting. A date of "3.3.31/33" (Plates 01, 13) was engraved into a stone on the west face of the chimney, suggesting a date of repair-work.

This repair possibly includes ribbon pointing noted during the recording (Plate 13) and the form of dating is modern in style, suggesting it is of 20th century origin and not earlier. A 1563 date identified by the Royal Commission (RCAHMW, 82) as being present on the chimney, and separately as a 1663 date on the listing description by Cadw, were not identified during the building recording despite extensive searching. It is possible that there has been some confusion with the 20th century date, or that the 16th or 17th century date has been subsequently obscured. The listing description refers to a 'blocked stair light at the right side of the breast' (Cadw). This was not identified with certainty, although it is possible that the area of two vertical stones beneath the north-west corner of the gabled and capped chimney breast, inserted as blocking stones, is what is being referred to (Figure 5a; Plate 01). This interpretation is by no means conclusive, and if this chimney breast is at any time opened up internally in future it may be possible to resolve this.

The quoin stone on the 5th course of masonry up from ground surface level on the north west corner on House 1 was inscribed "REPAIRED 1888" (Figure 5a; Plate 12). North of House 2 was a short section of House 1 frontage. At ground floor level was a blocked window under the eaves at 1st floor level (WB01; Figure 5b). The latter was opened up and a timber window inserted in January 2018 (Plate 52).

All rainwater goods are 20th century grey uPVC. As part of the refurbishment of House 1, D04 was replaced in January 2018 with a wooden panelled door and frame (Plate 53).

4.2.2 East Elevation

The east facing elevation measured 18.56m in width and 7.22m in height (Figure 05b) and included the main entrance to House 1 via a modern door (D03; Plate 04). There entrance was flanked by two casement windows: W04, which measured 0.79m wide, and W05, which measured 1.15m. The 1st floor windows (W14 and W15) rose to eaves level and were casement windows. The slate roofing appeared to be a 19th century or modern rebuild, as did the chimneys.

The east elevation also included the southern gable end of House 2, which included a panelled doorway (D02; Plate 03) and ground floor and first floor three pane casement windows (W08 and W19 respectively); both 1.5m wide, with replacement concrete lintels below rubble stone relieving voussoirs (Figure 5b). The roof soffits and fascia were painted timber, with the purlin ends exposed and overlaying eaves at the gable ends.

4.2.3 South Elevation

The southern elevation measured 18.10m in width and 7.11m in height (Figure 06a) and consisted of the south front of House 2, along with the gable end of House 1 (Plates 05 to 06). The latter contained no detail, bar a rubble stone build of a single phase. Roof soffits and fascia were painted timber, with the purlin ends exposed and overlaying eaves at the gable ends.

The southern elevation of House 2 consisted of a rubble stone build with two ground floor windows (W06 and W07) and three first floor windows (W16, W17 and W18). The opening for W06 was 1.23m wide and for W07 06.0m wide (Plate 06). Windows W16 to W18 were of broadly similar width. There were also substantial rubble stone voussoirs at ground floor level above W06 and W07 (Figure 6a), with later cut slate lintels above casement windows, and for all the window sills. These indicated changes to the openings over time.

There was evidence of rebuilding within the stonework, suggesting former openings and rebuilding. The opening for window W07 was once wider, and there was a former slit opening west of W06. However, the main structure seems to be of 17th century date. The first floor windows continued to eaves level and may be a result of changes to the roof pitch and height when the building was re-roofed in the 19th century; the slate roofing is of recent date.

4.2.4 West Elevation

The west elevation measured 18.56m wide and 6.38m in height (Figure 06b; Plate 07). The elevation was limited to House 1 and comprised multiple windows but no doors. The roof and eaves were modern with a dormer window (W12). The northern end of the elevation was formerly a barn and a slit opening was visible, now boarded up (WB04), 0.7m high and 0.3m wide, which may have been a ventilation hole (Figure 06b; Plate 09). Window W10 was a small opening without a lintel or sill and a date “1782” carved into a stone above (Figure 06b, Plate 15). Window W11 was an opening with a modern casement window with a sawn slate sill. Window W01 was a horned sash window with slate lintel and sill, probably a 19th century insertion; window W02 was a modern wooden casement with a slate lintel, inserted within a former doorway (DB01), with the lower portion infilled (Plate 10); it had a rough stone lintel, further suggesting its former use as a doorway (1.5m x 0.2m). It is likely that the butt joint running the full height of the building south of W02 represents the northern extent of the first

16th century house, and the blocked doorway into the late 17th- early 18th century extension was adjacent to the earlier house chimney breast and stair (Figure 07; Plate 07).

Window W13 was a modern casement insertion, above a former blocked door (DB02), 13.5m east of WB03. Window W03 was a 19th century horned sashed window with sawn slate sill and rough local stone lintel. Above this was WB02 which was a blocked window, with a sawn slate lintel visible externally (Plate 08). This was noted 0.8m east of W02 and 0.8m from current ground level above W03, it was roughly 1.2m high with the remains of a wooden lintel noted within the rubble stone. It was opened up in January 2018 as part of the building refurbishment, and a new window inserted (Plate 52). The work revealed three oak lintels, of which two had been previously hidden, with the slate lintel previously noted clearly being a later insertion. The outer lintel was a re-used timber 0.25m wide with three mortice holes cut into it on the underside 0.15m long and 0.06m wide, the outer mortice holes being partly hidden behind the window reveals (Plate 57). The internal lintels were 0.35m wide and did not show evidence of previous re-use. The quoin stones measured up to 1.5m x 0.2m. There was some evidence of red paint surviving on the exposed rubble stone, possibly a former ox blood wash painted during the late 19th century to early 20th century.

4.3 Building Record - Interior

For the purposes of the building record, each door and window has a specific designation, as indicated on Figures 05 to 08. The internal building record has significantly more information for House 1, as the internal renovations resulted in more detail being revealed. Subsequent to work being carried out in House 2, the building record will be updated and expanded, and further information relating to the development of House 2 is to be expected.

4.3.1 Introduction

House 1, orientated north-south, was originally a two bay building with a hall (now the lounge) and service end (now the dining room), which was extended to the north to incorporate the kitchen and more recently Hall 1. House 2, orientated east-west, has undergone much in the way of changes to its internal layout. Most of the 16th and 17th century features noted were on the ground floor of House 1. Most of the internal subdivisions and fittings noted were of 19th and 20th century date, although some earlier elements do survive. Modern plastering and fittings also have the potential to obscure historic architectural element, particularly in the areas of the window reveals and the ground floor in house 1. However the exposure of the bare walls that was carried out in the Dining Room and Lounge 1 of House 1 revealed little of further significance.

The roof space, of 19th century date, was open and visible in some parts of both Houses 1 and 2. In House 1 the principal rafters and trusses were of sawn timber, in scissor truss form, connected with iron bolts (Plate 41); some internal tongue and groove partitioning was also noted (Plate 42). This indicated that the roofs were a 19th century replacement of earlier roofing.

4.3.2 House 1 - Ground Floor

The ground floor comprised Hall 1, WC 1, Kitchen 1, Lounge 1 and a Dining Room, (as indicated on Figure 09).

For the watching brief results from the ground reduction work carried out in Kitchen 1, Lounge 1 and the Dining room, numbers in brackets refer to the individual context numbers given to each identified archaeological deposit or event. Rounded brackets indicate deposits and layers, and squared brackets indicate cut features or structures.

Hall 1

Length: 4.22m

Width: 3.45m

Height: 2.25m

The hall had a modern painted plaster surface. The thickness of the south wall was breached by doorway D07, which was 0.6m thick and consisted of rubble masonry. This area was formerly used as a barn; the current tenant also stated that pre-1950s the area may have been used as an abattoir. The Royal Commission's record stated that this area of the house's phasing was unknown, likely due to the rendering or ox blood. But given the date of 1782 and the walls thickness it was likely to have been built during the 18th century.

WC 1

Length: 3.50m

Width: 1.73m

Height: 2.23m

A modern WC room, with a small window (W10) with Ffestiniog slate window sill, and a reveal 0.7m deep. The room fittings were entirely modern, and formed part of the area that was formerly used as a barn. The partition wall to the east was also of 20th century construction (Figure 09).

Kitchen 1

Length: 6.61m

Width: 3.36m

Height: 2.27m

Plates 16 to 17, 43 and 47 to 50; Figures 09 & 11

There was painted rubble walling noted on all elevations, indicating that this was an old room space with a modern plaster board ceiling (Plate 16). The window reveal for W02 was 0.58m deep and appeared to have previously been a doorway (DB01). A small shelf was visible within the wall between windows W01 and W02. These windows were replaced with timber casement windows in January 2018 (Plate 55). It was quite likely the shelf was made during amendments to the original northern extension to the house in the 18th century. The opening into Lounge 1 through door D08 was through the former late 16th century northern exterior wall, adjacent to the large chimney breast. The passage was substantial measuring between 1.67m and 1.94m in height; the floor level dropped down leading into the late 16th century house; a worn slate floor slab was visible in this location (Plate 17). This height difference can be explained by the fact that the natural topography rises to the north and east, and the

original house would have been terraced into the land, with the ground rising to the north and east beyond it.

The floor surface consisted of a tiled floor (1001) which was laid onto a concrete base (1002). This overlaid a thick layer of loose earth and thin broken slates (1003), which can be interpreted as a levelling deposit. Upon removal of these, a partial stone surface covering the north half of the room (1004) was noted 0.3m below the modern floor level (Figure 11). It was composed of irregular sub-rounded slate slabs up to 1.4m long, with voids between the slabs suggesting that they were covering something, possibly another culvert. However this layer was not removed and remains *in situ*. These voids could include a culvert or possibly an early house midden as this area would originally have been outside the main house area, and might have been a suitable location for this. They could just as well cover natural undulations. A square cut hole in one slab would appear to be a Lewis Hole, cut into the block to enable it to be lifted by Lewis pins (Figure 11; Plate 48). A Lewis is one of a category of lifting devices used by stonemasons to lift large stones into place with a crane, chain block, or winch. It is inserted into a specially prepared hole, or *seating*, in the top of a stone, directly above its centre of mass. It works by applying principles of the lever and utilises the weight of the stone to act on the long lever-arms which in turn results in a very high reaction force and friction where the short lever-arms make contact with the stone inside the hole and thereby prevents slipping. This technique is well known in medieval and earlier masonry suggests that the stone slab had a former building use.

In the north corner of the kitchen a slightly disturbed but *in situ* cobbled surface was noted (1005), close to the former entrance way into the room (W02). It was composed of moderately sorted rounded cobbles, which were preserved *in situ* (Plate 43). It was noticeably higher than floor surface [1004], but there was no stratigraphic relationship with it noted. In the north-west corner of the room below (1003) a loose deposit of slate pieces was noted running between the two adjacent rooms (1007). Below these deposits the mid orangey brown clay subsoil was noted (1006), upon which the other deposits were overlaid.

Wider building foundations were noted below floor level in this room, which would have been part of the original house construction of this first extension to the house (Plates 47, 49). A substantial rubble deposit raises the ground level below the step leading from the kitchen into the lounge (Plate 50).

Lounge 1

Length: 5.15

Width: 4.25

Height: 2.15

Plates 18 to 19, 46 and 51; Figures 07, 09, 12

This room was part of the original late 16th century house. On the south facing wall stood an un-rendered large contemporary fire place at 2.57m wide and 1.13m deep (Plate 18). The central chimney had a flattened Tudor-arched bressummer leading to a wide fireplace. The southern pier of the fireplace was 0.53m wide and on the north side 0.7m wide and the opening 0.55m high. The large bressummer beam 0.45m square crossed the entire mantle-piece space with visible peg holes within it. This is an original feature and would be suitable for submission for dendrochronological dating. To the north-west of the fireplace a possible former spiral stairs was identified by the RCAHMW in 1956, which is now completely infilled with masonry to the level of the front of the fireplace, so this interpretation is difficult to assess currently. There is no clear evidence of the former opening (Plate 18). The room was bisected north-south by a large chamfered axial ceiling beam, with stops at the northern end (Figure 07). The beam can be seen to have a lap joint with the fireplace bressummer (Plate 19). It was cut at the south end and likely at one time ran the entire expanse of the 16th century hall, and cut in advance of the staircase and modern stud wall insertion to the south. This beam is an original feature of the house and would be suitable for dendrochronological dating.

Subsequent to the clearing out of the room a mortice hole in the cross beam (south of the staircase) that would have supported the panelling separating off the former buttery and pantry at the west end of the house was visible. A tenon from the north-south axial beam would have formerly slotted into this (Figure 09; Plate 59). This beam also had two large metal hooks attached to it on the south-western end. The southern internal wall was a thin partition, which according to The Royal Commissions' 1952 record, was part of the original layout. This is not so, the partition is 20th century in date, with the original screens passage being represented by the transverse beam to the south west of the staircase in the current Dining Room with surviving mortice holes below which the panel would have been (Plates 20-22) which is described below.

A splayed 19th-century window reveal on the east wall measured 0.76m deep and was likely to have been a later addition or replacement of an earlier window (window W05). The original reveals are likely to have been cut back with no surviving remnants. The window was replaced in 2018 with a timber casement (Plate 54). The remainder of the living room

was rendered with modern plaster work, with a buttress on the western covering modern pipe-work and modern carpeted floors. There remains some potential for the survival of historic features beneath the modern rendering. Some of these later internal fittings were removed as part of the refurbishment (Plates 59-60).

The quarry tiles (101) from the floor of Lounge 1 were removed on 21st August 2017. This exposed a concrete base into which the tiles had been set (102). This overlay about 0.25m levelling deposit of crushed rubble (103). These deposits are thought to be of modern date. Upon the removal of this deposit various elements of earlier activity was identified, and a plan was produced (Figure 12). An earth rammed floor (104) was noted, within which patches of wearing were noted. These included a liner patch of surface wearing to the north-west (105), and a sub rectangular depression to the south east below W05. Within this surface there were indications of patched repair using stone slabs (107-111), which seem to indicate the use of stones to level and patch the floor (Plate 45). This material is what might be expected in a rough floor that had been repaired many times over more than 300 years before a more solid floor was inserted into the room, and the differential wear on the floor probably reflected the patterns of use of the room. This included wear across the area in front of the fireplace, a region where plenty of activity would historically have been expected. The wear pattern (105) can be suggested to indicate that the position of the original spiral stairs to the north-west of the original fireplace, as suggested by the RCAHMW is the correct one, as it suggests repeated journeys across the room to access the stairs, possibly from a doorway in the south-western end of the former screens passage. Removal of the floor around the fireplace showed that there had been much alteration in more recent time and little new information was obtained (Plate 51).

Dining Room

Length: 5.31m

Width: 3.6m

Height: 2.34m

Plates 20 to 21, 44, 45 and 52; Figures 07 & 13

The dining room had a staircase against the northern stud partition wall. A ceiling joist ran east-west across the room, parallel with and 1.3m south of the partition wall, with the staircase between them (Plate 20). Cut grooves in the beam, 0.25m long and 0.08m wide (Plate 22), indicated the former presence of post and panelling, along with a mortice hole which would have supported a tenon from the north-south beam across the former hall (Lounge 1; Plate 59). This may have formed part of the former screens passage, much mutilated, and noted incorrectly placed, during the RCAHMW survey of 1952 (RCAHMW

1952, 82; Figure 07). It would be suitable for dendrochronological dating. Below this was poorly inserted modern panelling, which was removed as part of the refurbishment works (Plate 59). Evidence for a doorway in the north-west wall of the house is unclear on the inside, possible evidence might be shown if the render was removed, and on the outside there is evidence of a number of phases of 18th and 19th century rebuilding work, so evidence for the entrance has been lost. It is also possible that there was no entrance at this point on the north-western side of the house.

South of this transverse beam irregularly spaced joists were noted running north-south, the space in-between them varying between 0.25m and 0.55m. Windows W03 and W04 had deep splayed reveals, with a depth of 0.61m (W03) and 0.79m (W04). Window W03 had an internal timber lintel (1.1m by 0.27m) which appeared to be original to the window openings, and a sill of rough shale that appeared to be original. The mantelpiece and fire surround was a mid to late 20th century replacement. Following the removal of this the opening had no architectural details present to date it, but it is thought to be part of 18th or 19th century rebuilding in the south-west gable end wall. The room formed the service end range of the original house. A slot in the east-west beam indicated the former presence of a cross-beam. This may have been an extension of the chamfered beam seen in Lounge 1. Some evidence of the location of the former post and panel walling held with pegs was also seen (Plate 21).

The slate slab floor (01) overlay a concrete base into which the slate slab floor was laid (02), which overlay a levelling deposit (03). These are considered to be modern in date. Subsequent to the removal of these a slate floor was identified in the south-east corner of the room [05] (Figure 13). This was an uneven floor surface predominantly composed of irregular, poor quality slate slabs, over 0.5m long, with occasional sub-rounded fine-grained sandstone cobbles and boulders which survived in good condition. The floor surface appears to respect the line of a drain [06] which ran through the centre of it, although the drain appears to have been constructed first (Plate 44). The floor does not extend across the entire footprint of the room, and could be associated with an earlier room layout, as suggested by the RCAHMS plan (RCAHMS 1956, 82). The drain [06] survived to a length of 0.56m and was 0.2m wide and deep (see Section 1 on Figure 13; Plate 46). The drain was stone lined [07], and had vertical sides and a flat base, and was orientated north-west south-east. The slate slabs [07] were composed of thin irregular slabs up to 0.1m thick, and the floor surface [05] seem to abut this drain lining. The drain was silted up with dark brownish grey silt (08), which appears to be natural silt that filled the drain subsequent to its going out of use.

Floor surface [05] was laid on a compact mid greyish brown sandy silt with gravel subsoil (09). This may have been an earlier beaten earth floor surface onto which [05] was later laid, however the floor surface [05] does appear to be of some antiquity and may be 16th or 17th century in date. Similar examples to the drainage seen here are noted in a number of houses of this date, such as Henllys in Pembrokeshire (Mytum *pers. comm.*). Two large flat and sub-rounded boulders set end to end, orientated similarly to the drain [06] were surrounded by the remnants of a fine lime mortar. They were over 0.8m long and 0.1m thick. These are possibly part of an earlier wall footing, though this does not quite align with the roof beam for a former wooden partition. Context [10] may also represent a former footing, possibly for a sill beam (Alcock *et. al* 1989, 27). These may in fact form part of the floor surface [05]. They appear set in a dark greyish-brown levelling deposit of soft silt (12).

There was also a line of remnant floor slabs in the east corner of the room, approximately 0.3m across, extending below the modern partition wall [11]. These form part of a former floor surface, possibly the same as [05], but they are set higher and appear somewhat different to it. There is no stratigraphic relationship present that could be identified to determine this.

The removal of the 20th century fireplace in the south-east gable wall revealed an earlier chimney opening, although it lacked any diagnostic features (Plate 50). This room probably formed the former pantry and buttery of the 16th century house, although there was little evidence of the initial house layout that would be expected in that case. This is probably due to later activity and ground disturbance.

4.3.3 House 1 - First Floor

The first floor comprised Landing 1, Bedroom 1, Bedroom 2, Bathroom 1 and WC2, Bedroom 3, Landing 2 and Bedroom 4 (as indicated on Figure 10).

Landing 1

Length: 10.93m

Width: 1.81m

Height: 2.54m

Figure 10

A landing and staircase area covered with modern render. One late 18th-19th century purlin was visible on the east side and some of the timbering leading up to the gable. A shelf was noted at the mezzanine level on the staircase, 0.93m above a half-landing, and a 1.1m wide reveal on the east side, 0.49m deep. This formed part of a former blocked window (WB01). All remaining fixtures and fittings were of later 20th century date.

Bedroom 1

Length: 2.25m

Width: 1.5m

Height: 2.45m

Plate 28; Figure 10

The bedroom was plastered and painted in modern style. One 19th century purlin ran north-south. Window W14 had a straight reveal and was set back 0.8m; otherwise only modern features were noted, with the exception of two slates forming the base of window W14.

Bedroom 2

Length: 5.83m

Width: 3.24m

Height: 2.35m

Plates 25 & 27; Figure 10

The wall between the bathroom and Bedroom 2 was 0.9m thick and represented the end external wall of the earliest phase of the house. A dormer window (W12) was noted on the west side of the roof, with 19th century purlins and common rafters, including a junction with the gable end to the east with the roof of House 2. The north and south walls of the room were painted rubble. All other internal fittings were of modern date.

Bathroom 1 and WC2

Length: n/a

Width: n/a

Height: 2.23m

Figure 10

A small WC room and bathroom. The fittings were entirely modern, but a splayed and rounded reveal was noted in window W13 on the south side, and straight on the northern side of the room. The northern wall of the room was a modern internal partition. The bathroom was of entirely modern partitions and fittings, including one which divided the window W13. The ceiling was of modern tongue and groove panelling. No evidence of the former spiral staircase that would have risen near to D18 was noted due to the modern fixtures and fittings. The opening D17 into Bedroom 1, with a cupboard within the thickness of the former north-eastern gable end of the 16th century house, now has no historic architectural detail visible, as it is covered with modern bathroom paraphernalia. This is the location of the former spiral staircase 'window above the former stair' noted by the Royal Commission in 1952 (RCAHMW 1956, 82). If modern render and fittings were removed in this area then further evidence of this arrangement might be visible.

Bedroom 3

Length: 4.75m

Width: 3.12m

Height: 1.63m

Plate 24; Figure 10

A rectangular bedroom, with evidence of 19th century roof trusses. Window W15 had splayed reveals 0.68m deep. Otherwise it was a modern plastered and fitted room, with a tongue and groove panelled ceiling (Plate 24).

Landing 2

Length: 2.45m

Width: 1.78m

Height: 2.44m

The landing included a possibly late 18th century/early 19th century wooden post and rail staircase up to the 1st floor level, along with more modern fittings including varnished panelled doors and a wooden ceiling.

Bedroom 4

Length: 5.56m

Width: 1.7m

Height: 0.31m

Plate 23; Figure 10

A long narrow bedroom, with the rubble walling, now painted, surviving on the west wall around window W14. It had a splayed reveal 0.71m deep, with a 19th century wooden sill. On the south-west side the wall was a shelf at a height of 1.64m above the floor surface, and 0.4m deep. The reasons for this shelf are unclear. It does not seem to be related to the fireplace in the dining room below, and may be the result of a narrower gable-end wall above this height being rebuilt when the roof was re-done in the 19th century. Evidence of the roof truss was seen in the north-east and north-west corners of the room. WB02, on the western side of the room, was formerly blocked, but opened up in January 2018 (Plate 56). The splayed reveal was 0.75m deep, and the opening was supported by three wooden lintels, the outermost one being a re-used timber with three mortice holes present (Plate 57).

4.3.4 House 2 – Ground Floor

The descriptions recorded below form an interim account of House 2 prior to the carrying out of renovation work. A revised analytical account will be included in a subsequent report when the remainder of the site work is done.

The ground floor comprised Bedroom 7, Bedroom 6, Bedroom 5, Landing 3, and Bathroom 2 (as indicated on Figure 10).

Lobby

Length: 3.16m

Width: 2.64m

Height: 1.54m

Plates 30 to 31; Figure 09

A small lobby entrance to House 2. The internal wall thickness around door D01 was 0.7m with a small splay on the door reveal (Plate 30). There was a ledge 0.5m deep on the west side and 0.56m above the floor level. Nineteenth century floor joists were noted in the ceiling, 0.4m apart (Plate 31). On the east wall was a row of modern coat hooks, and all other fittings were of a recent date.

Kitchen 2

Length: 4.36m

Width: 2.85m

Height: 2.43m

Plates 35 to 36; Figure 09

Window W06 had a rounded profile, with a chamfered moulding (Plate 36); the opening was 1.23m wide and 0.68m deep. The rounded lintel suggested an early date, and the reveals were slightly splayed. There was a replacement chamfered and stopped beam and floor joists running north-south, which were 0.36m apart from each other, as in Lounge 2 (Plate 35). Door D11 was a modern replacement panelled door. There was a modern fitted kitchen within the room. There was a sill 0.28m high and 0.15m deep against the west wall of the room, with possible evidence of the beam in the west wall which had been painted over.

Lounge 2

Length: 6.4m

Width: 5.18m

Height: 2.41m

Plates 32 to 34; Figure 09

A large room which probably formed part of the hall of the house, and has been recently been used as the main domestic living area of the property. On the south side was a large muntin and panelled wall, which is believed not to be in its original location. There was a large pier at the western end of a large beam with chamfered stops. Later joists were around this pier, similar to those identified in the lobby. There was a small fireplace opening (F01) to the north, within a substantial chimney breast and stone lintel 2.12m by 0.2m. The fireplace was 0.7m deep, 1.29m high and 1.06m wide (Plate 34). The chamfered beam was 0.28m thick by 0.23m wide. It was thought to be a replacement with all the timberwork having been re-ordered. The western pier was 0.85m deep by 0.65m wide. A window seat was located within the reveal of W08, which is of pegged, panelled timber backing, and a planked seat 0.28m wide and 0.48m above the ground surface (Plate 33). This was noted in the RCAHMW survey of 1952, where it was described as 'a wooden seat with a 17th century panelled back' (RCAHMW 1956, 82). The sill above this was also of an old timber. The sides of the window reveal were rounded and 2.1m wide to a window 1.5m wide. This feature was at least of 18th century date. Door D02 was a panelled and railed door with a brass handle and mortice lock. The under stair area revealed little beyond the window opening W07.

4.3.5 House 2 – First Floor

The first floor comprised a Lobby, Kitchen 2 and Lounge 2 (as indicated on Figure 09).

Bedroom 7

Length: 5.42m

Width: 1.71m

Height: 2.4m

Plates 39; Figure 08

The muntin and panel walling, seen in Lounge 2, formed the south wall of the bedroom, which extended as far as the apex of the roof. The walling extends to the full height of the building. Otherwise the room was coated in modern plaster, with part of one of the principal rafters visible on the north side of window W20, which had slightly splayed reveals and a depth of 0.76m. It was a modern ceiling that a former owner stated was inserted in the 1950s, as prior to that date the room was open to the roof. The panelled door is a replacement with a mortice lock and brass handle.

Bedroom 6

Length: 4.25m

Width: 2.79m

Height: 2.39m

Plate 38; Figures 08

The bedroom was entirely plastered and rendered with modern fittings, but part of the sawn timber roof truss was visible. Window W16 had a slightly splayed reveal and was 0.72m deep. Further evidence of the original character of the window may be present beneath the modern render. The door was a replaced timber panel with a mortice lock and brass handle. All the remaining features were modern.

Bedroom 5

Length: 4.2m

Width: 3.12m

Height: 2.64m

Plate 40; Figure 08

The room was similar in character to Bedroom 7, with a rafter visible at a low height on the north side. Window W19 was 2m wide and 0.61m deep with slightly splayed reveals. The upper portion of the thick chimney breast was visible also on the north wall (with a small modern slate cupboard inserted (Plate 40)). The fireplace was blocked; the chimney breast was 2.7m wide and contained two modern air vents. All the remaining features were of modern date.

Landing 3

Length: 3.23m

Width: 2.19m

Height: 3.0m

Plate 37; Figure 08

The landing area was covered in modern plaster and fittings, with a modern staircase, which are unlikely to obscure earlier features in this area. Parts of the 19th century main roof trusses were visible in the high ceilings. Window W17 had slightly splayed reveals 0.82m deep. The irregular roof lines suggested the covering of features.

Bathroom 2

Length: 5.32m

Width: 2.19m

Height: 2.64m

Figure 08

The bathroom was fully glazed with modern ceramic tiling, so no historic detail was visible although it may survive beneath the modern fitting out. Window W18 had slightly splayed reveals, 0.8m deep.

5 CONCLUSION

Bryn Moel consists of two houses, in an 'L' plan arrangement. The earlier north-western one is of mid-16th century date, extended north-westwards in the 18th and 19th centuries, and the north-eastern one is believed to be of mid to late 16th century date. The houses are constructed of local fieldstone rubble masonry, and are of ground floor hall type. House 1 had a gable-ended chimney at the north-west end, and House 2 a lateral chimney on the north-west side. Both houses were much modified in subsequent centuries, and had been completely re-roofed in the latter part of the 19th century.

The houses are of special significance as a 16th century sub-medieval gentry establishment and for its associations with Robert Wynn, both prior to and after the removal of the centre of the family's estates to Gwydir near Llanrwst. The north-west wing is earlier in date (House 1), and probably dates to the mid-16th century (Haslam *et al.* 2009, 367). This was extended northwards to incorporate the area that is now the kitchen of House 1. The south-east range (House 2) was built against this. This range was reported by the Royal Commission on Ancient and Historic Monuments of Wales in their survey of 1956 to be dated to 1563 (Cadw Listing Description) or 1663 on its lateral chimney (RCAHMW 1956, 82). Neither of these dates was noted during the building survey. In more recent times a former barn area to the north of House 1 was incorporated into the house, with 18th and 19th century graffiti indicating periods of alteration and renovation.

Internally most historic features noted were at ground floor level, although blocked 1st floor windows and historic wooden lintels were noted at 1st floor level. House 1 was originally a two-bay house with a chimney with flattened Tudor-arched bressummer to a wide fireplace, and wide stopped-chamfered longitudinal beam to the ceiling. Evidence of the former cross passage was also noted in the Dining Room of House 1 where slots for partition walling indicate the former division between the hall and the former service range. In other respects the ceilings and fittings are of a 19th century or later date. The internal arrangement of the 17th century House 2 has undergone a greater degree of modification from the 18th century onwards than House 1 has, as a consequence the earlier layout is harder to identify. The renovation work on this property has not yet been carried out, and a full analytical account of this will have to await the completion of this work.

Dendrochronological dating would be of some value on the bressummer above the fireplace, the axial ceiling beam in Lounge 1 and the screens passage transverse beam in the dining room, which are all thought to be original 16th century features. The wooden lintels above

WB02 in bedroom, as they appear to be of re-used timber, would be of less use to date the construction of the building and are likely to be older. These features have the potential to refine the dating of the construction of House 1. All roof timbers have been replaced in the 19th century and would not be suitable for dendrochronological dating.

The watching brief, carried out during the removal of floor surfaces in the lounge, dining room and kitchen of House 1, revealed evidence of former floor surfaces. In the lounge, wear patterns on a beaten earth floor gave evidence of use over a substantial period of time. It also suggested particular wear over the route to the suggested 16th century staircase to 1st floor level. Evidence of patch repairs were also noted, particularly the infilling of worn areas with stones. In the dining room a number of former floor surfaces were noted, and it can be suggested that this room always had a slabbed floor, which might be expected in the probable former buttery and pantry area. This is because it was necessary to keep these rooms cool to store dairy produce, as well as able to be kept clean. The drainage channel noted is also typical of those found on 16th and 17th century house sites. The kitchen also revealed former slab floor surfaces. This area was originally outside the 16th century house, and the various slab and cobbled floor surfaces noted were probably used from the 17th century onwards to level what had formerly been an area of outside activity. No evidence of any earlier structure, either stone built or timber framed, was identified during the watching brief.

The watching brief carried out during the replacement of doors and windows included observing the opening of two blocked windows (WB01 and WB02). In the case of WB02, evidence for the re-use of older timber as lintels was noted.

Bryn Moel is a sub-Gentry house with its origins in the early 16th century. It originated as an end chimney house (Smith 1975, Type A, 157-8), with a hall to the north-east with large fireplace and cross-passage service area to the south-west. It had a fireplace stair to first-floor level north-west of the fireplace. This is a feature that is very common in Monmouthshire and Glamorgan, but rare elsewhere in North Wales with the exception of Snowdonia, where many examples are noted (RCAHMW 1964, *clxiv*) making its presence at Bryn Moel a significant regional feature (*ibid.*, 474). A good example of this stair usage is at Tan-y-Berllan Isaf, Llechwedd (RCAHMW 1956, 163). The original first floor layout is now hard to determine.

The addition of a house to the north-east, probably in the later part of the 16th or early 17th century means that Bryn Moel can be considered part of the *unit system* whereby 'two or

more distinct house units' are arranged on the same site (Smith 1975, 206). This often took place in a much more haphazard fashion than happened at Bryn Moel in other parts of Wales, but in Snowdonia it is common with chimney end houses. A good example of a similar 'L' shaped arrangement is the property of Llanfair Isaf, Llanfair, Meirionnydd, Gwynedd (*ibid.* 180, Figure 87).

6 Acknowledgements

Jacky and Simon Shutler are thanked for commissioning this report on a very interesting property, and also for the provision of background information and archive material. Jenny Emmett and Ashley Batten of GAPS are also thanked for their help and encouragement with this project. The staff at Gwynedd Archives, Caernarfon and also those at Conwy Archives, Llandudno is thanked for their assistance in the provision of archive material.

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Tithe Map and Apportionment of the Parish of Dolwyddelan of 1841

XD/38/234 Gwydir Estate Rental Collection Book 1758-9

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XD/131/222 Sale catalogue of a *Part of the Well Known Gwydir Estate consisting of Valuable Farms, Cottages, Ground Rents, Building Sites, and Quarries, comprising in all about 15,000 acres, to be offered for sale by Public Auction by Messers. W. Dew and Son at the Concert Hall, Llanrwst on Tuesday, Wednesday and Thursday July 3, 4 & 5 1894, commencing each day at Twelve Noon.*

XD/131/229/108 Letter from the agent to the Gwydir estate concerning the eviction of William Price from Bryn Moel in advance of the Gwydir sale of 1894

XD/131/436/19 Notice to Quit Brynmoel, served by the Gwydir Estate on 26th October 1894

XQA/LT/2/2 Dolwyddelan Land Tax 1746-1810

XM/2961/54 Dolwyddelan Highways Rate Book 1855

XM/2961/198 Note supporting the closing of Public-Houses and Beer-Houses during the whole of Sunday by William Price

National Archives, Kew

HO107/1395/2 1841 Census for the Parish of Dolwyddelan

HO107/2508 1851 Census for the Parish of Dolwyddelan

RG10/5678 1871 Census for the Parish of Dolwyddelan

RG11/5536 1881 Census for the Parish of Dolwyddelan

RG12/4633 1891 Census for the Parish of Dolwyddelan

RG13/5243 1901 and 1911 Census for the Parish of Dolwyddelan

Jacky and Simon Shutler, Bryn Moel

Plans, Particulars and Conditions of Sale of the Valuable Freehold Agricultural and Sporting Estate, situate in the Parish of Dolwyddelan consisting of Valuable Farms, Cottages, & Ripe Building Sites. Two Quarries &c. together with Most Valuable Lakes & Reservoirs comprising upwards of 6,900 acres to be offered for sale by auction by Messrs. John Pritchard & Co. at Church House, Llanrwst on Wednesday 1st of November 1916. Lot 1 Brynmoel and Lot 1a Ornamental Grounds, adjoining Lledr Villa.

7.2 Secondary Sources

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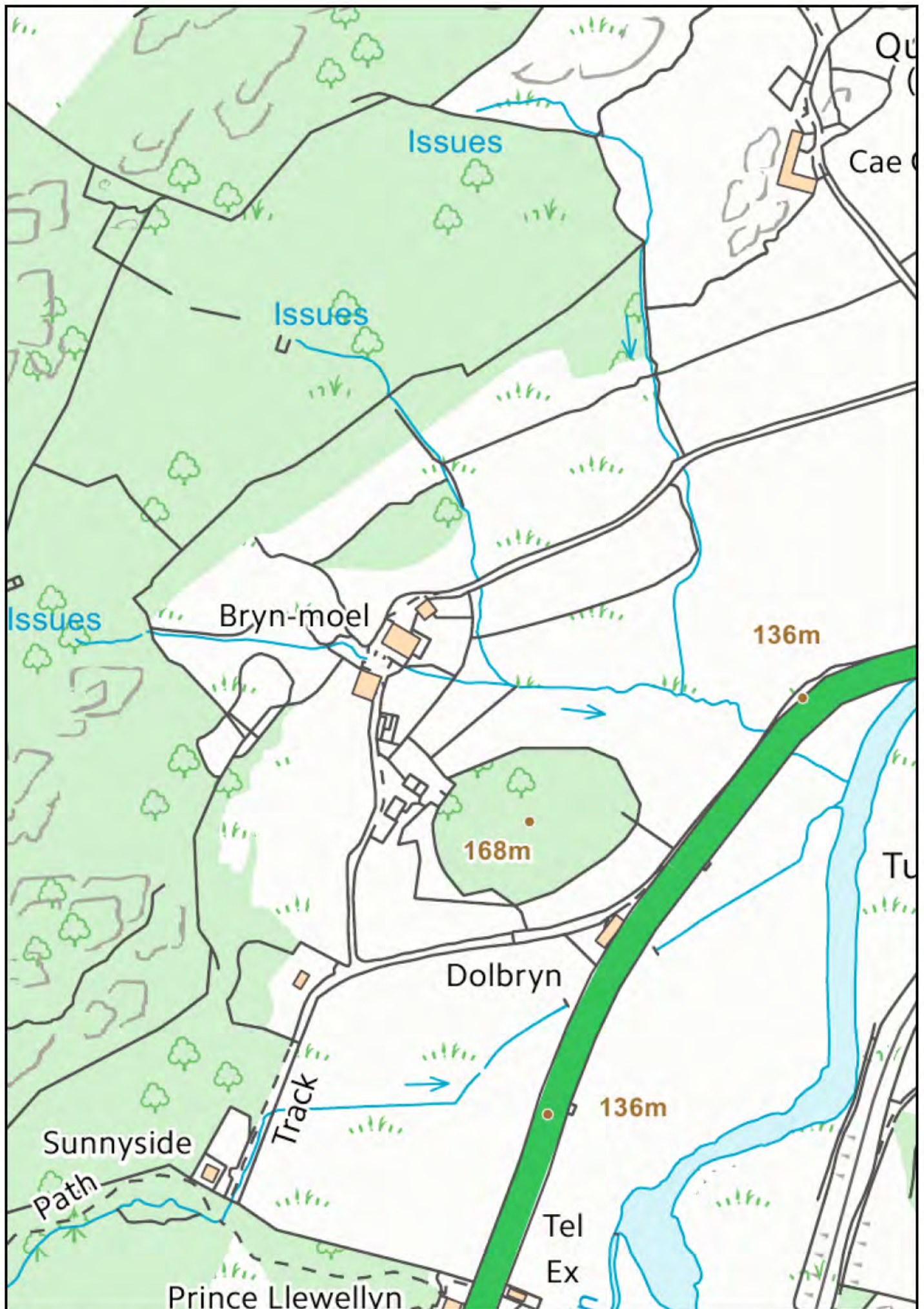
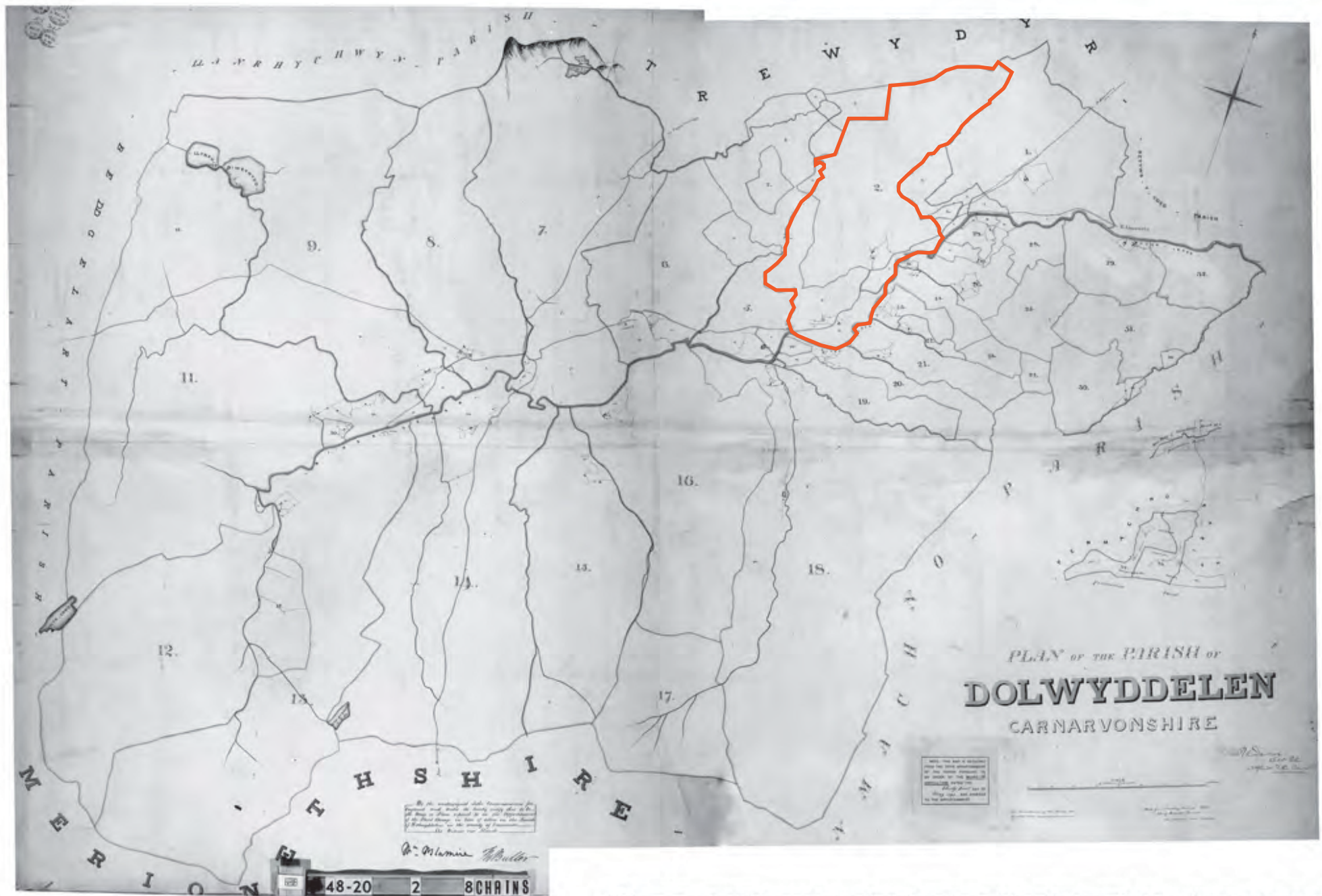


Figure 01: Location Map (Ordnance Survey County Series . Scale: 1 to 2500@A4.



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Figure 02: The Dolwyddelan Tithe Map of 1841, with the Brynmoel Lands outlined in red (National Archives)

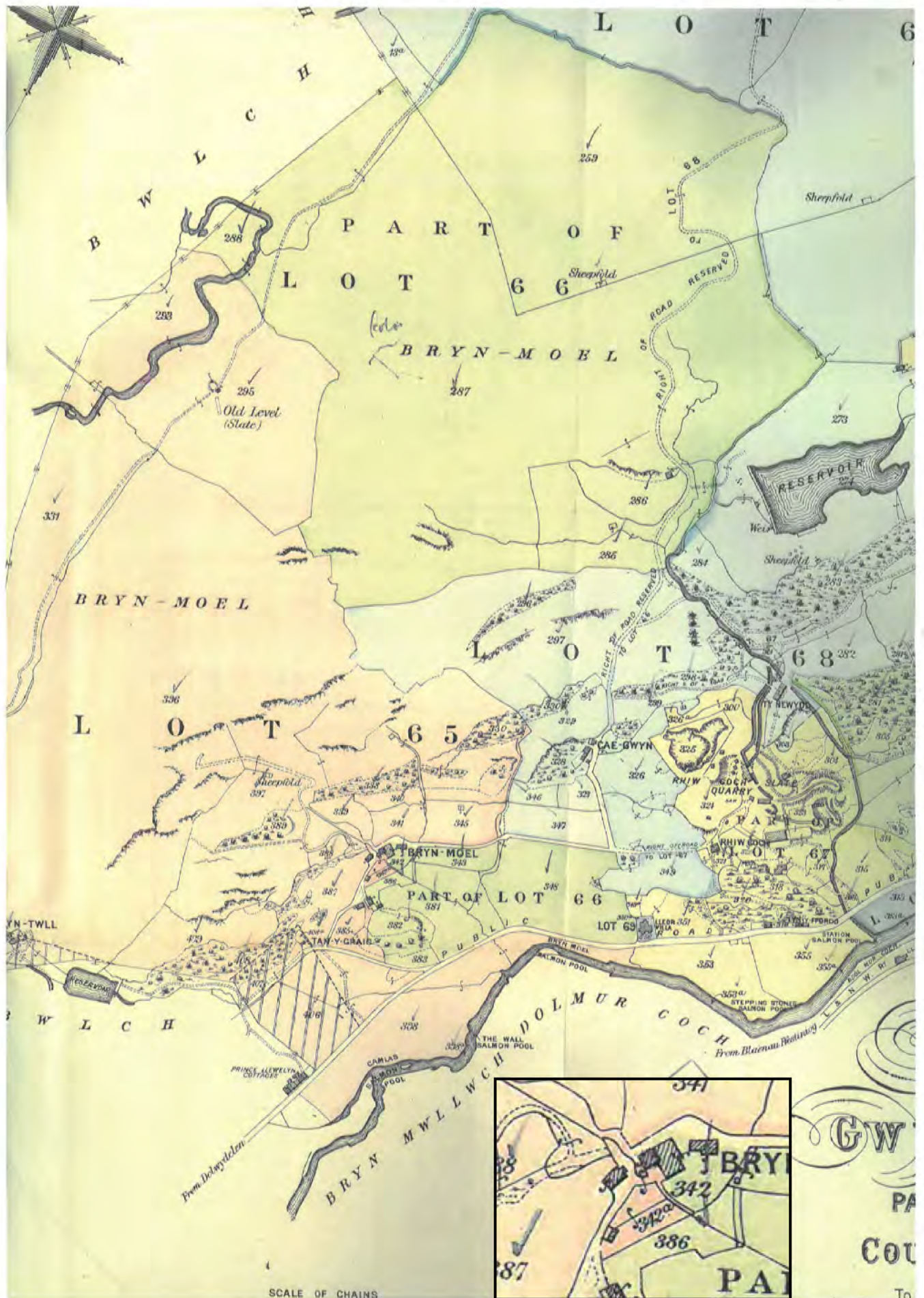
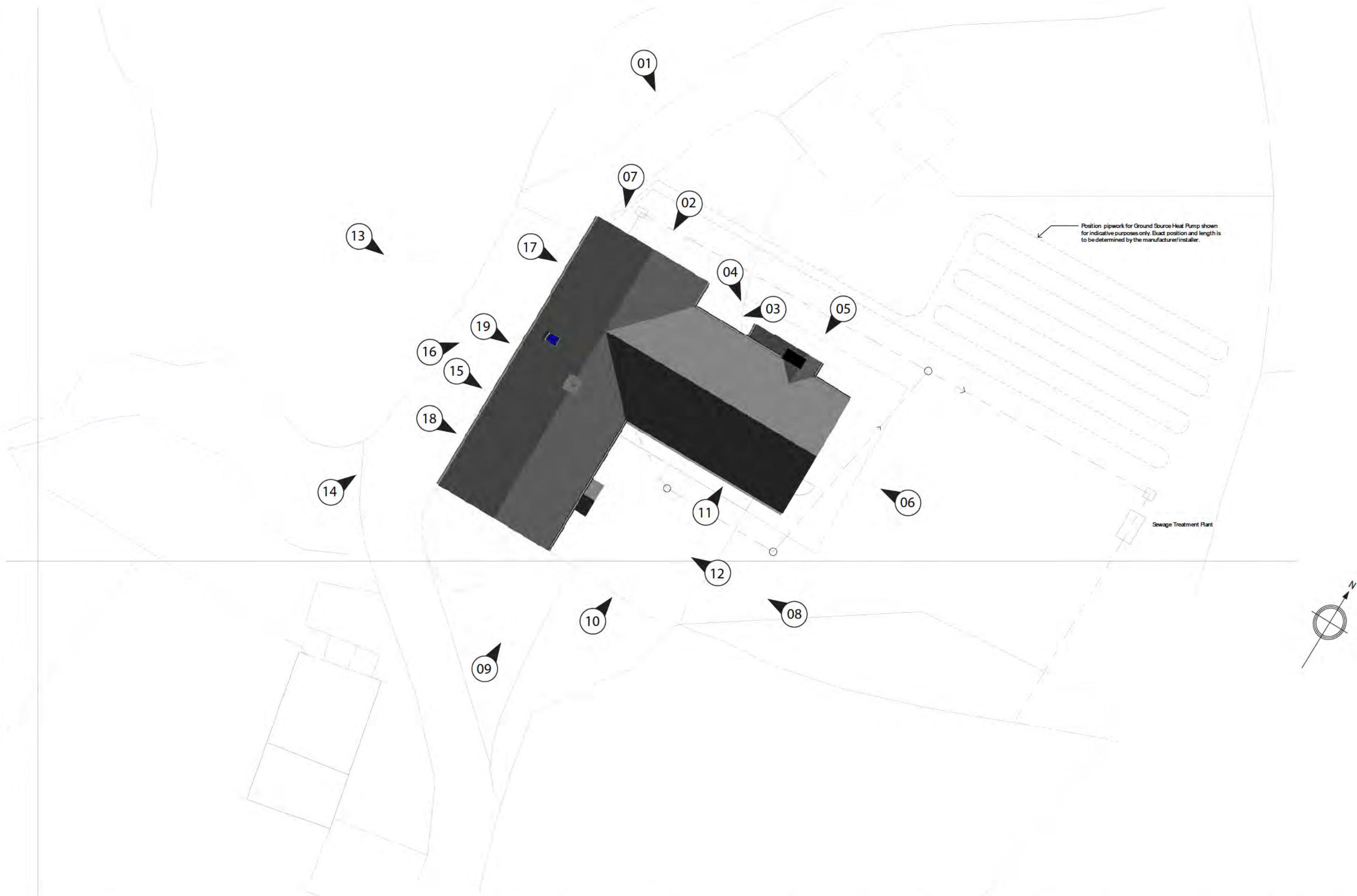


Figure 03: Map taken from the Gwydir Estate Sale Catalogue of 1894, showing Brynmoel as Lot 66, with detached portions and rights of access (Detail of Bryn Moel house within box). Base Map taken from the Ordnance Survey 1st edition 25 inch map of 1889, Caernarvonshire County Series sheet XXIII.11. Not to Scale (Gwynedd Archives XD/131/222)



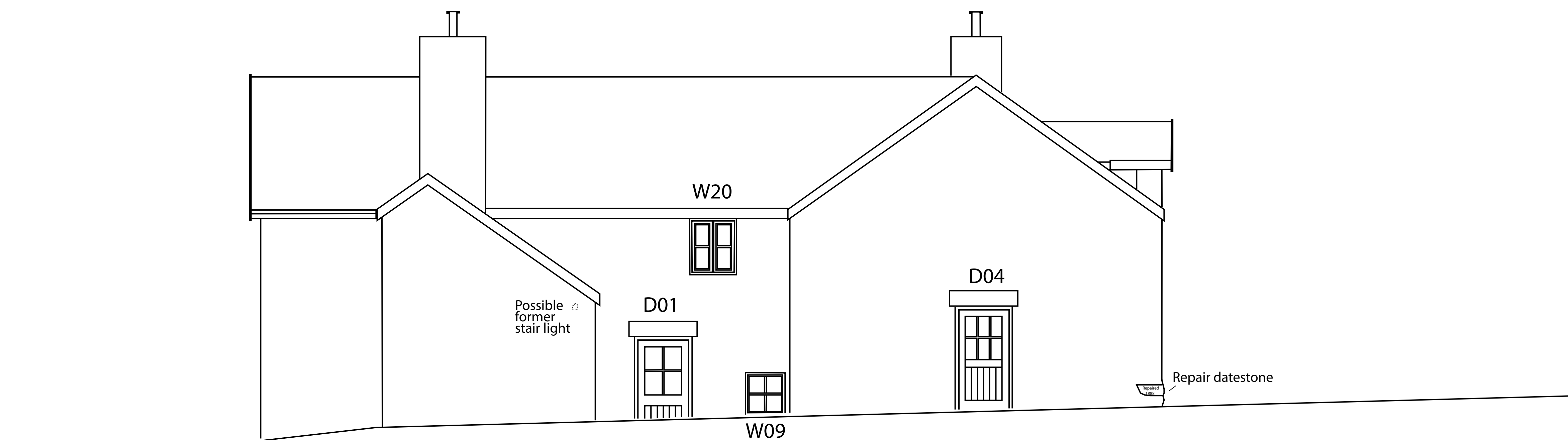


Figure 05a - North Elevation (Existing). Based on Greenspace Architects Ltd Drawing No. 16-03 A003. Scale 1:100@A3

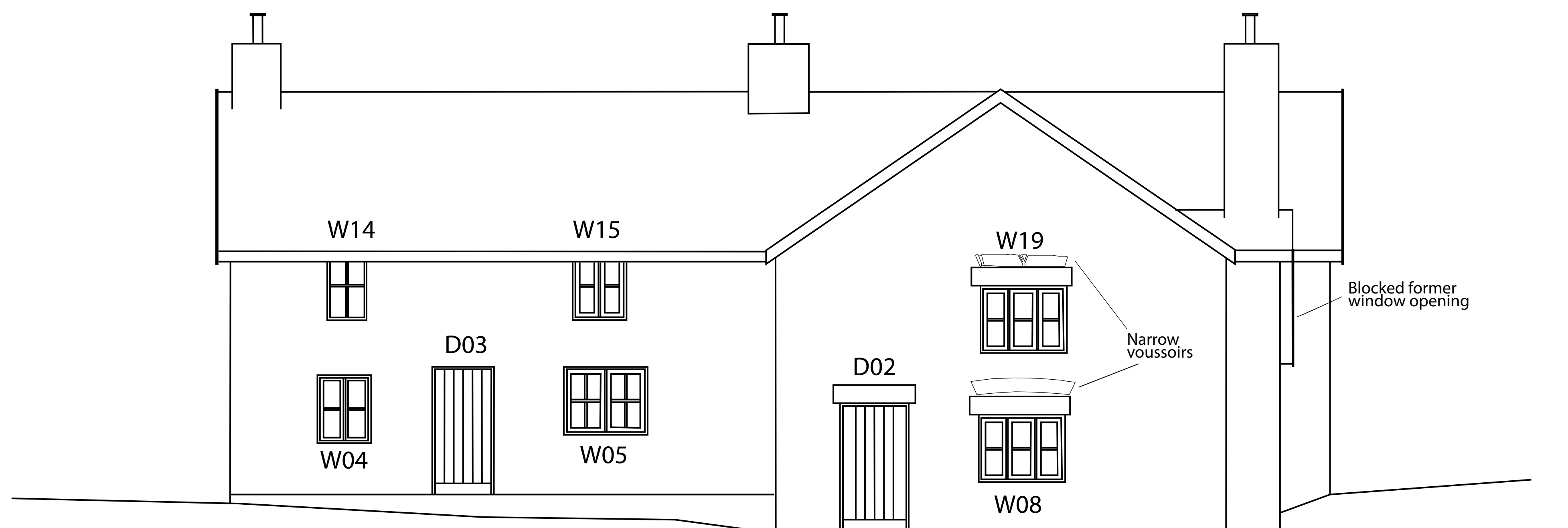


Figure 05b - East Elevation (Existing). Based on Greenspace Architects Ltd Drawing No. 16-03 A003. Scale 1:100@A3

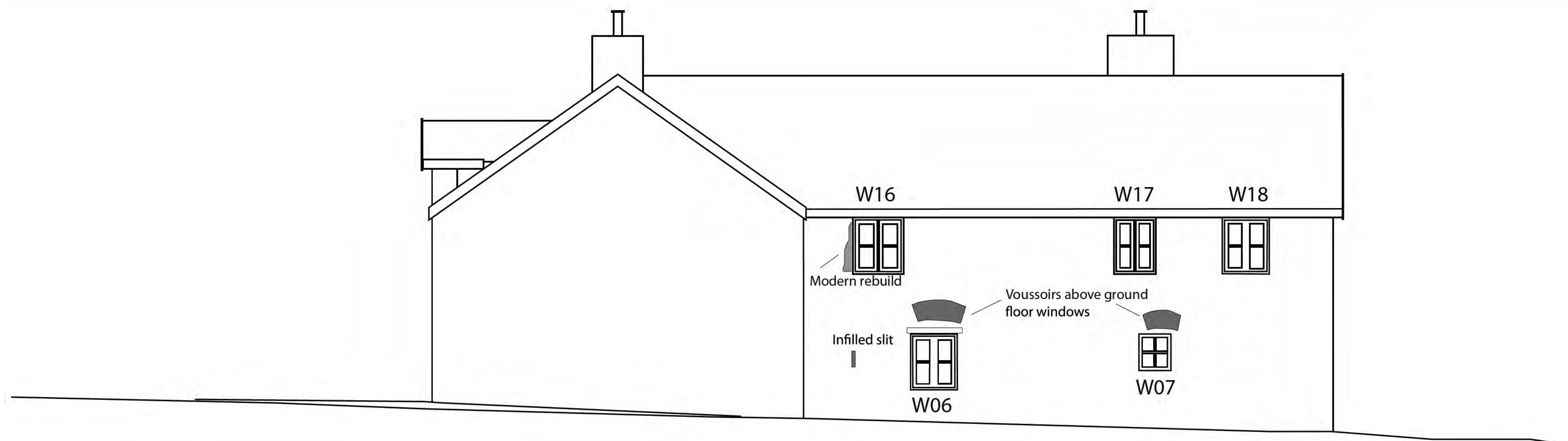


Figure 06a - South Elevation (Existing). Based on Greenspace Architects Ltd Drawing No. 16-03 A004. Scale 1:100@A3

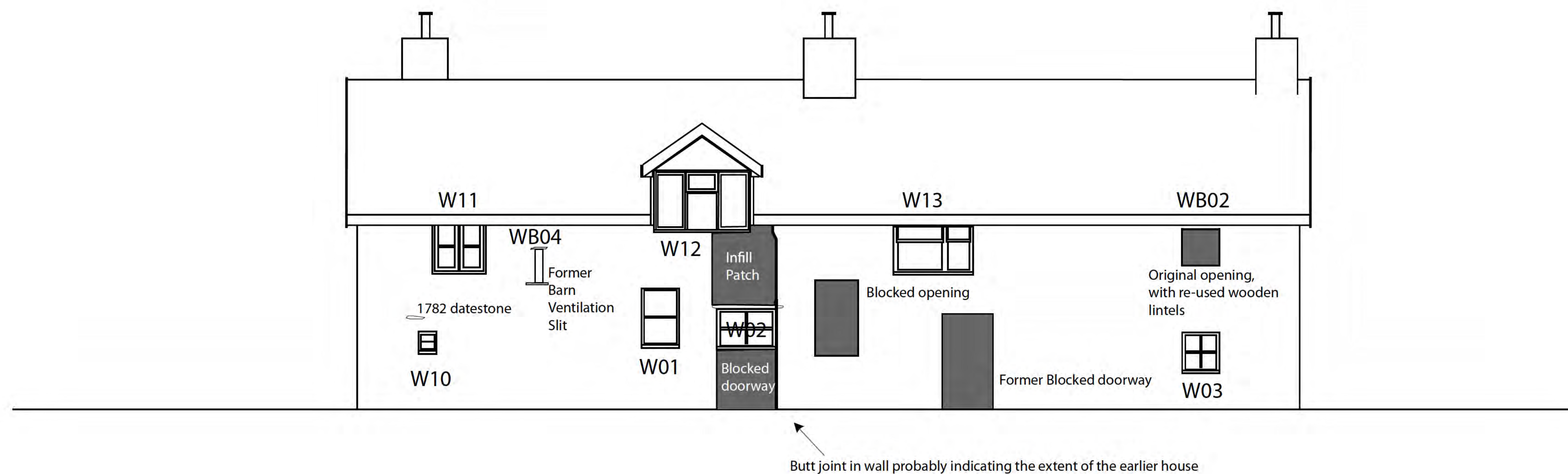


Figure 06b - West Elevation (Existing). Based on Greenspace Architects Ltd Drawing No. 16-03 A004. Scale 1:100@A3

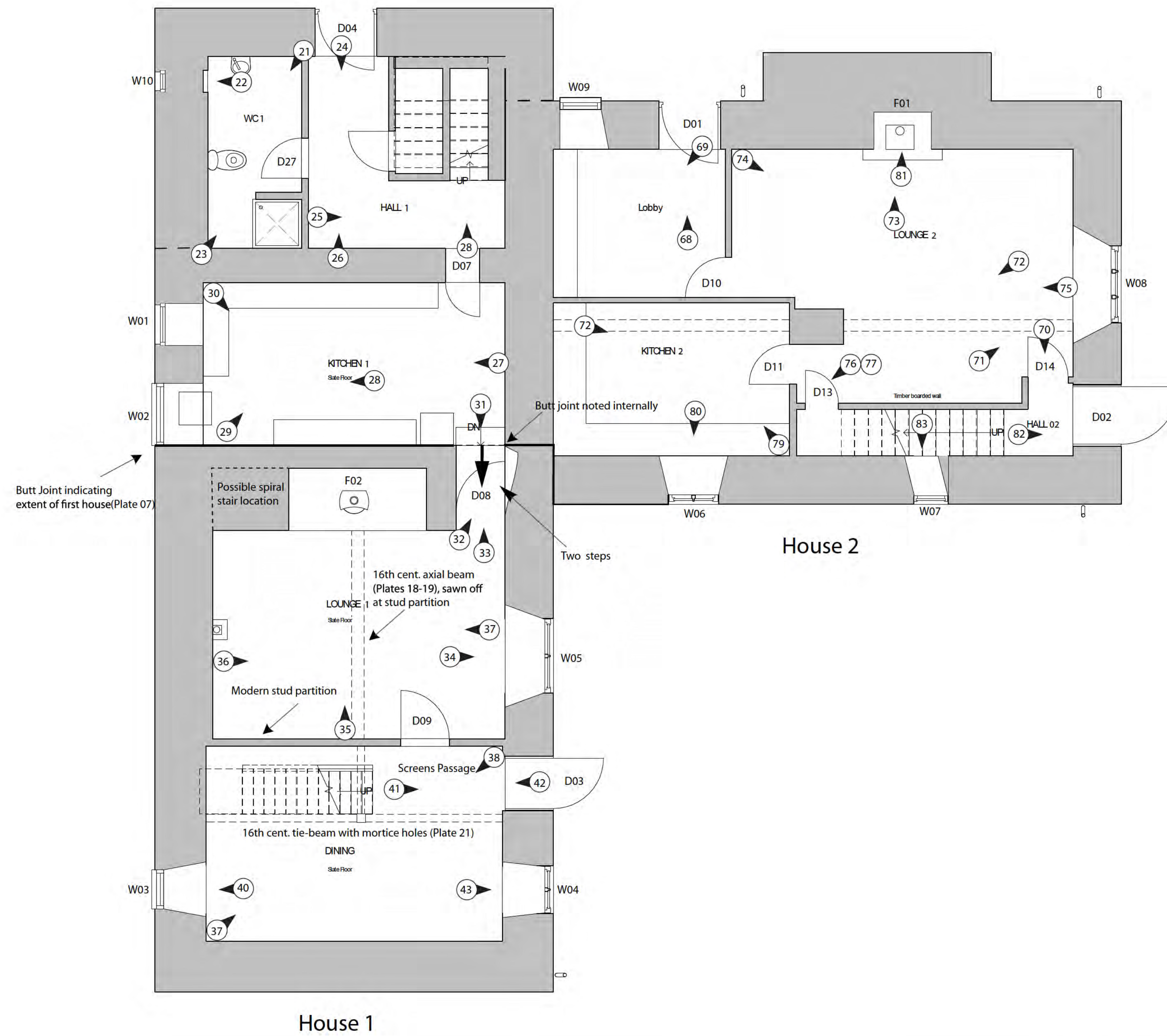


Figure 07: Bryn Moel Interior Plan (Ground Floor) and location of photographic archive. Based on Greenspace Architects Ltd Drawing No. 16-03 A001. Scale 1:100@A3

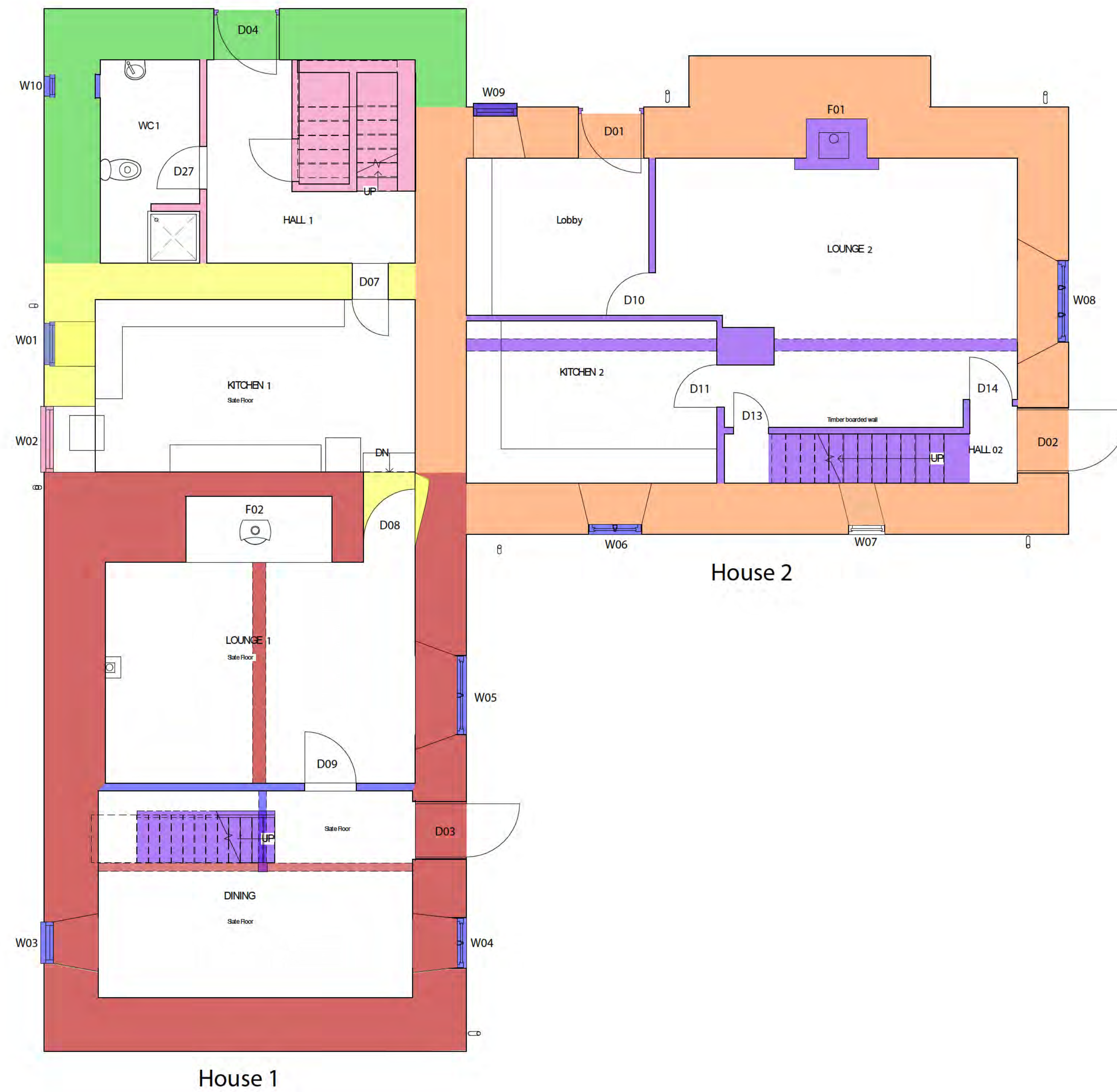
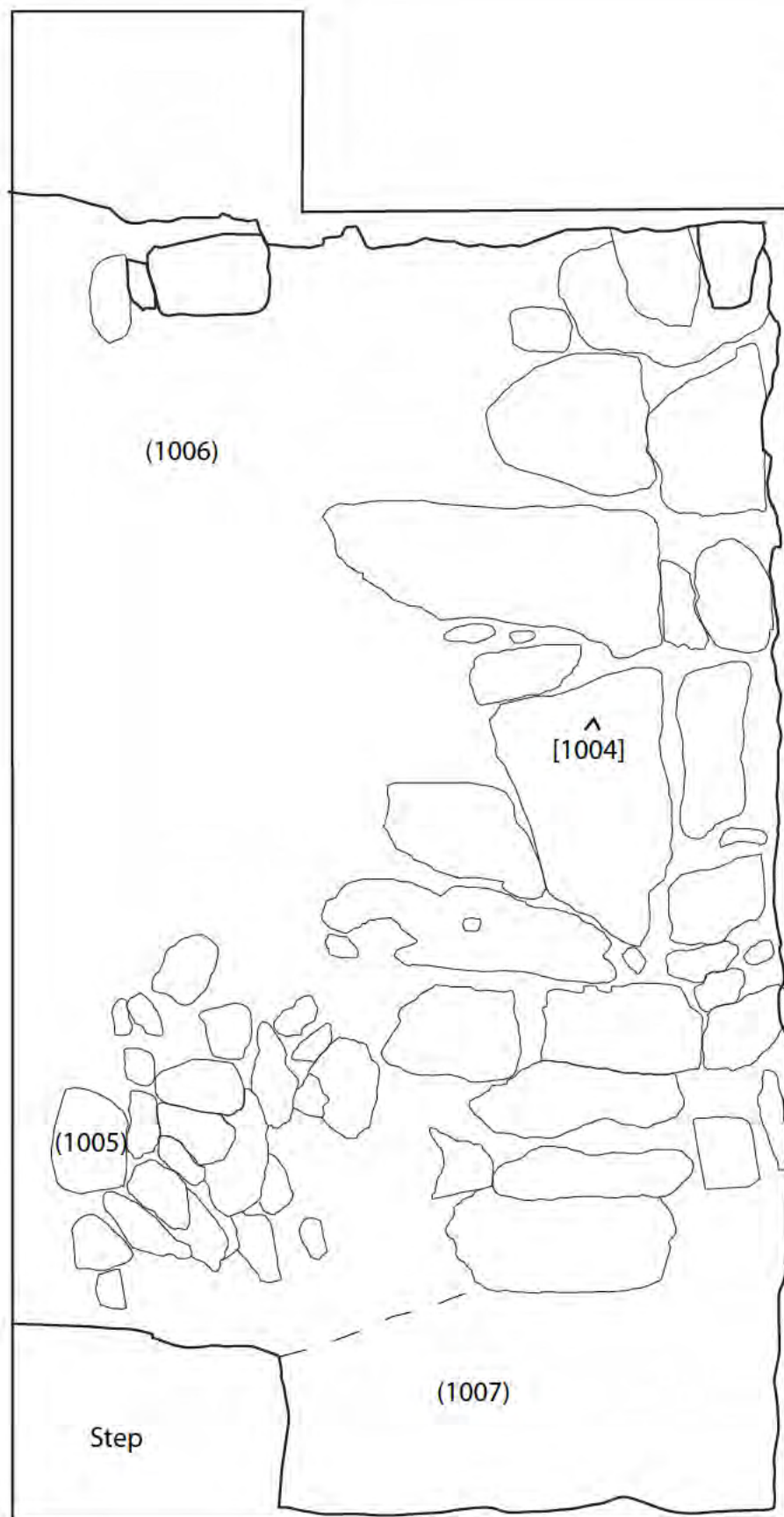


Figure 09: Bryn Moel Interior Plan (Ground Floor) and proposed phasing. Based on Greenspace Architects Ltd Drawing No. 16-03 A001. Scale 1:100@A3



Figure 10: Bryn Moel Interior Plan (First Floor) and proposed phasing. Based on Greenspace Architects Ltd Drawing No. 16-03 A002. Scale 1:100@A3



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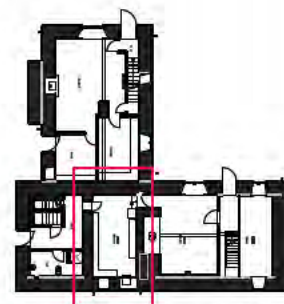


Figure 11 : Plan of slate slabs found below concrete floor within the former kitchen



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Gwynedd Archaeological Trust

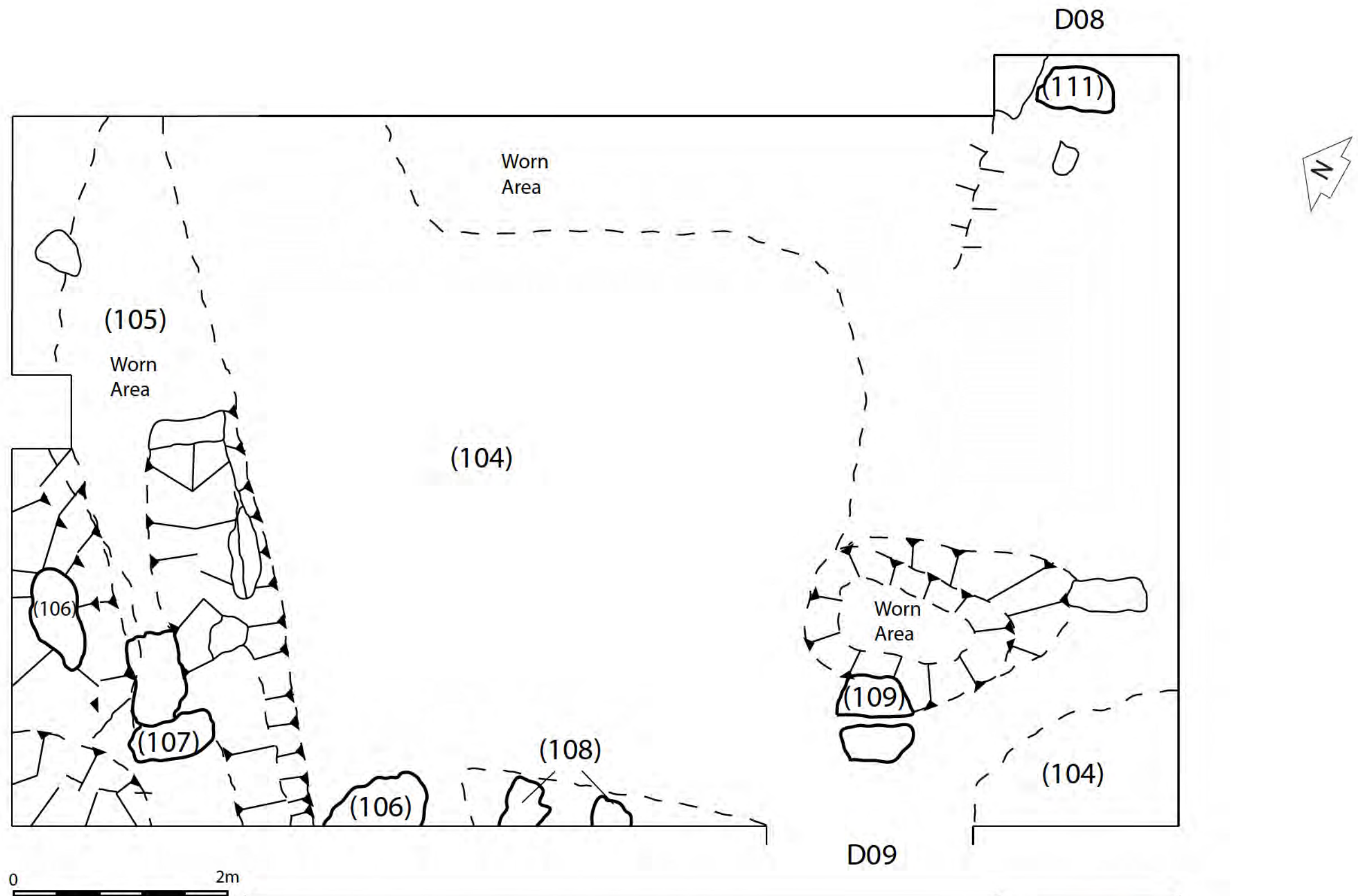


Figure 12: Plan of Floor Surfaces below
Quarry Tiles and levelling Courses in Lounge 1

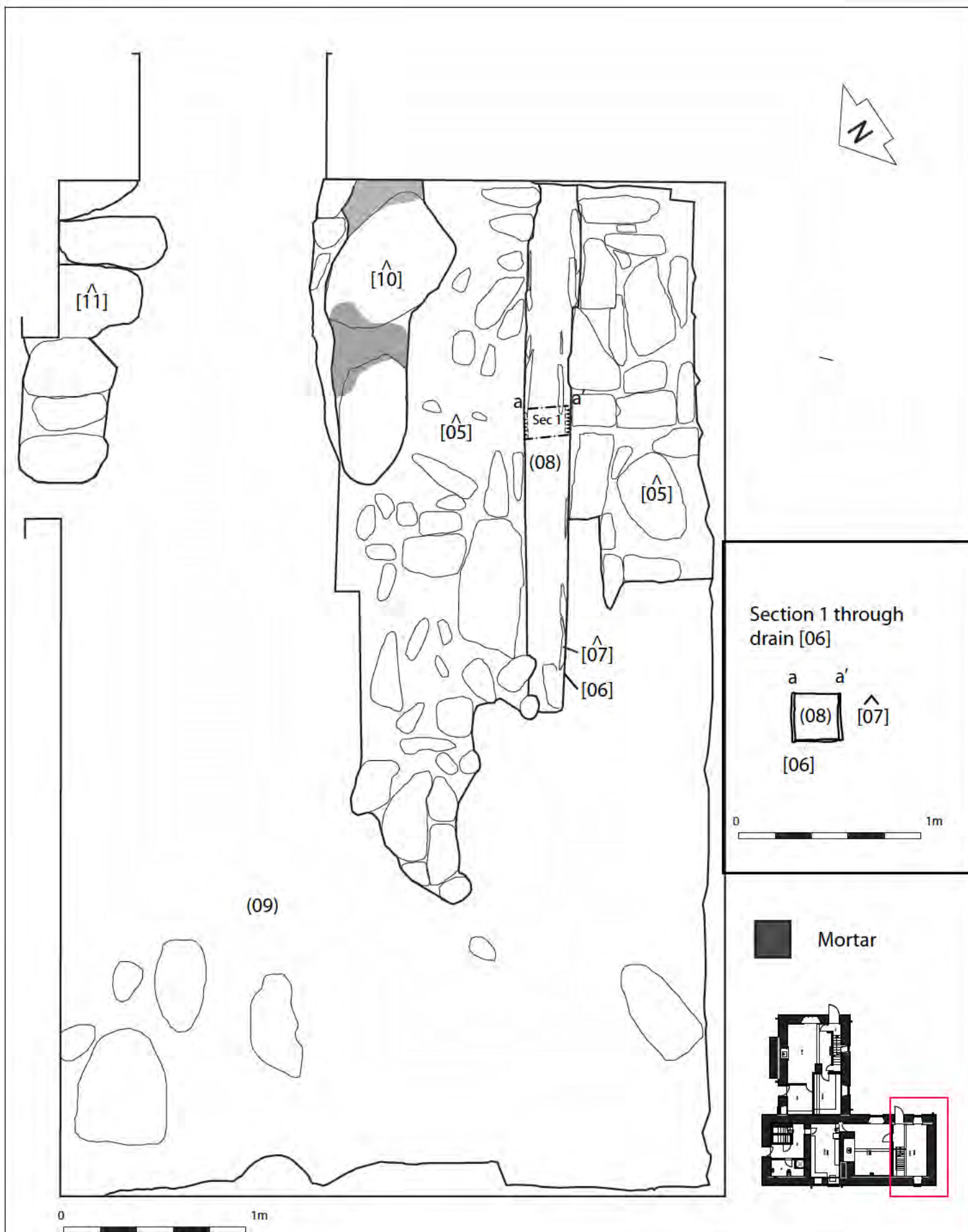


Figure 13 : Plan of floor surfaces below concrete flooring (04) within the dining room.

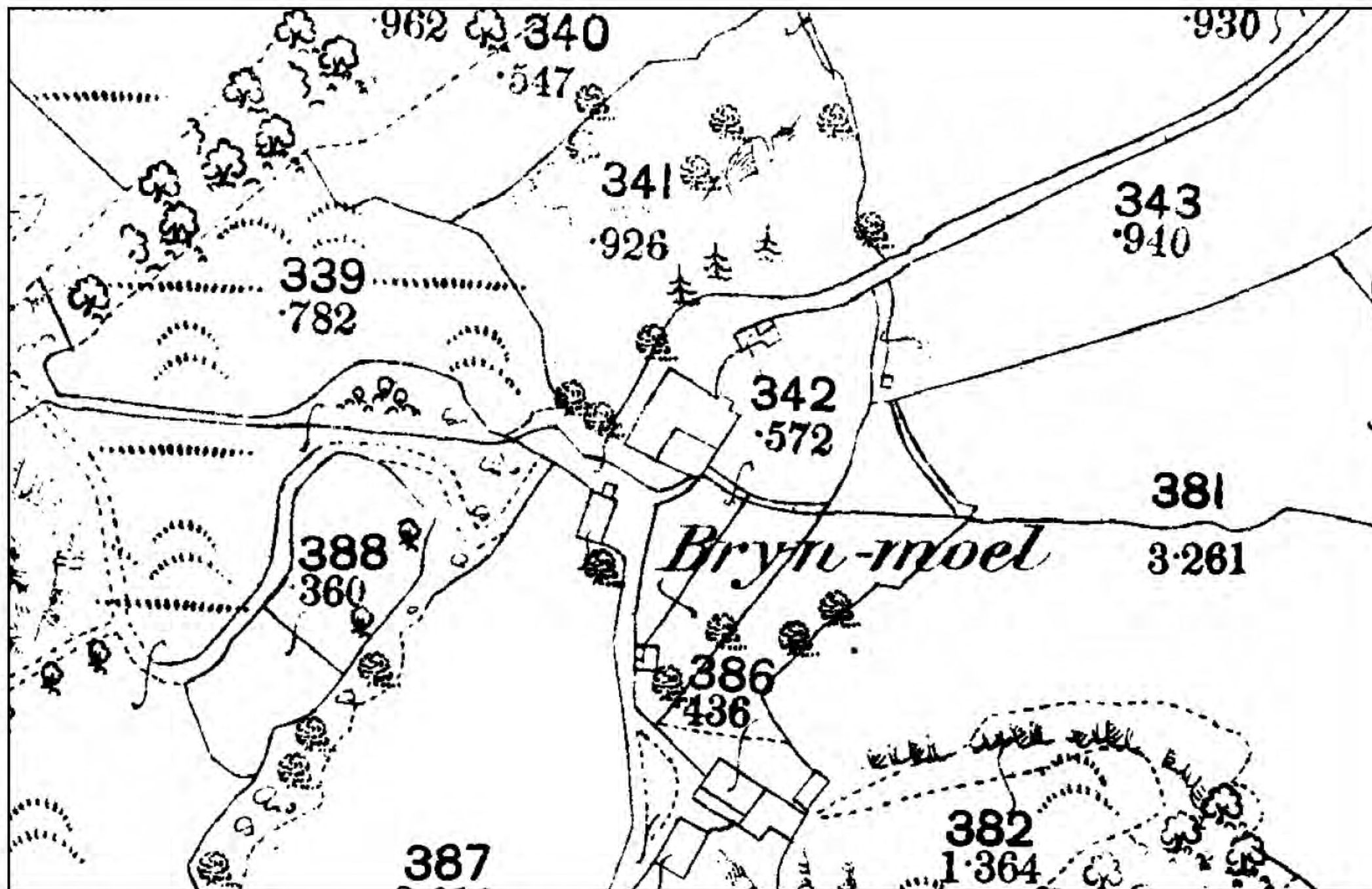


Figure 14: Ordnance Survey 25 inch Caernarvonshire County Series 1st edition map of 1889, sheet XXIII.7 showing Bryn Moel. Scale 1:10 000@A4

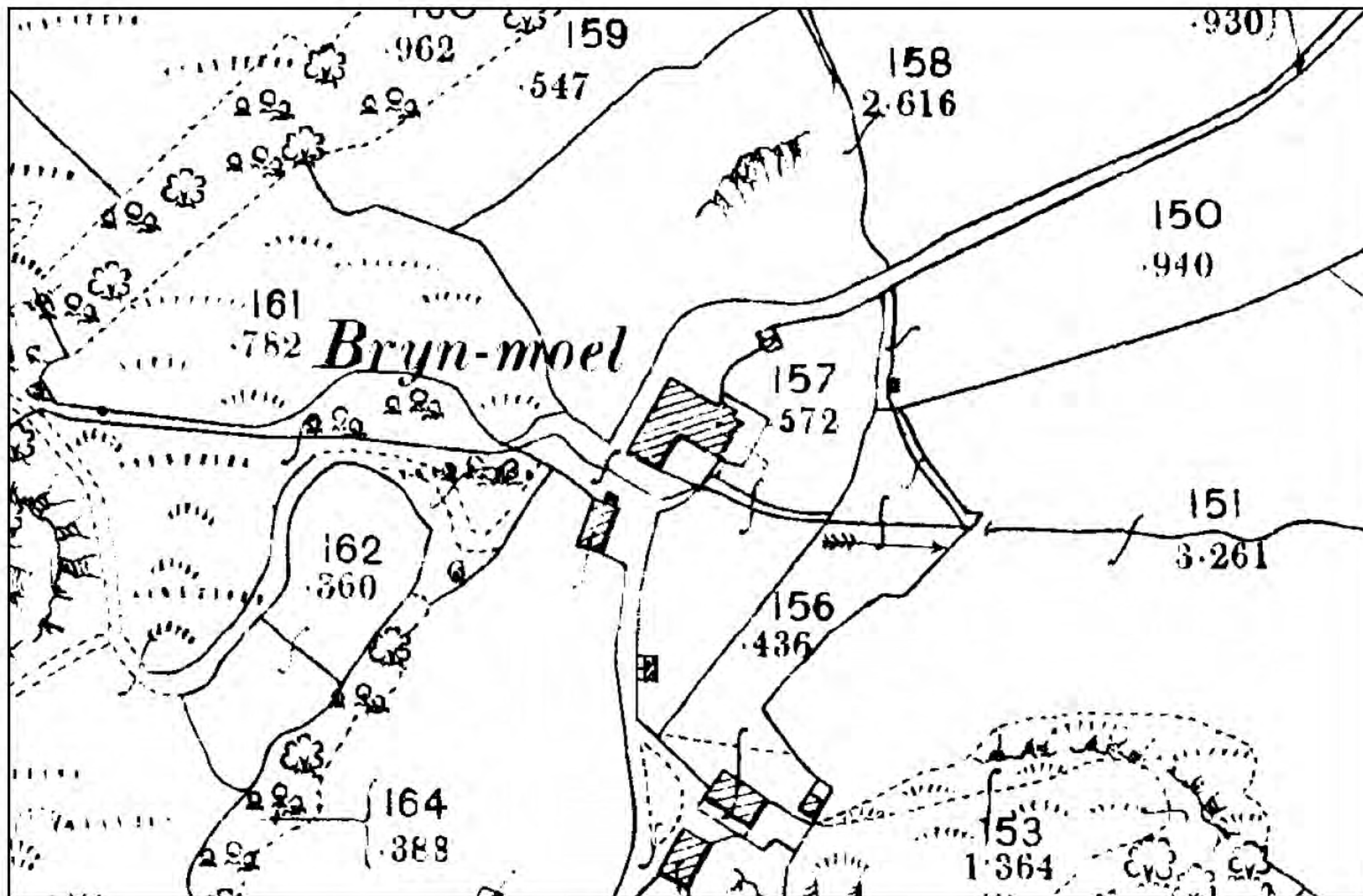


Figure 15: Ordnance Survey 25 inch Caernarvonshire County Series 2nd edition map of 1900, sheet XXIII.7 showing Bryn Moel. Scale 1:10 000@A4



Plate 01: View of North gable end of Bryn Moel with entrance into House 2 and rear entrance of House 1.
(photographic archive ref. G2520_001)



Plate 02: View of blocked window WB01 on the east facing elevation of the north gable end of House 1.
(photographic archive ref. G2520_003)



Plate 03: View of East gable end of House 2, with view of 17th century undressed segmented arched lintel above window W08 and later masoned flat arched lintel above W19 on the first floor (photographic archive ref. G2520_006)



Plate 04: View of East facing elevation with the main entrance into the late 16th century section of House 1 (photographic archive ref. G2520_012)



Plate 05: View of House 1 south gable end, with visible evidence of roof raising. Alongside with the view of House 2 the southern elevation (photographic archive ref. G2520_009)



Plate 06: Close-up view of House 2 southern elevation displaying 17th century segmented arched lintels above former window W07 and cross passage doorway of W09, the faint line break of a later first floor extension is also visible (photographic archive ref. G2520_010)



Plate 07: View of western elevation taken from raised ground at rear of Bryn Moel with view of chimneys and blocked window WB03 which may have provided light into the former 16th century stairwell (to the right of W02, formerly doorway DB02) (photographic archive ref. G2520_013)



Plate 08: Oblique view of the western elevation of late 16th century section of House 1, with view of blocked window WB02 (photographic archive ref. G2520_014)



Plate 09: Oblique view of the north end of House 1's western elevation with view former barn ventilation window (WB04) in the 18th century northern extension (photographic archive reference G2520_016)



Plate 10: View of visible blocked doorway DB01 below window W13, may have possibly been part of the late 16th century cross-passage (photographic archive ref. G2520_018)



Plate 11: View of the letters "M.I" scratched onto one of the stones placed c.20cm the north western part of the north gable end of House 1, above rear doorway D04 (photographic archive ref. G2520_002)



Plate 12: Close-up view of "REPAIRED 1883" engraved into the north facing quoin of House 1 north gable end (photographic archive ref. G2520_007)



Plate 13: Close-up view of the date 3.3.31 or 3.3.33 carved into one of the stones on the west facing edge of the chimney belonging to the Fire Range F01 of House 2. The datestone is outlined in red (photographic archive ref. G2520_004)



Plate 14: View of the letter 'R' and geometric criss-cross patterns scratched onto a stone in between windows W06 + W07 on the southern 17th century elevation of House 2 (photographic archive ref. G2520_011)



Plate 15: View of window W10 on western elevation demonstrating a later window size reduction, alongside with dates 1782 engraved into a stone above, with visible remnants of red Ox-blood paint (photographic archive ref. G2520_017)



Plate 16: View of Kitchen 1 in House 1, showing evidence of later first floor expansion along east facing wall and former stairway window on the north facing wall (left). The return of doorway DB01 is visible alongside view of the 19th century window insertion of W01 (photographic archive ref. G2520_027)



Plate 17: Passage entrance into the late 16th century house from Kitchen 1 into Lounge 1 (photographic archive ref. G2520_031)



Plate 18: View of late 16th century fire range F02 within Lounge 1, with visible peg holes within the lintel (photographic archive ref. G2520_35)



Plate 19: View of central beam running across a North - South axis in Lunge 1, with meat hooks visible the west face (photographic archive ref. G2520_036)



Plate 20: View of dining room with view of central beam running on west-east axis, alongside with view of two distinct phases of slate floor surfaces (photographic archive ref G2520_039)



Plate 21: View of earlier narrow beams on a eastern-western beams, alongside visible peg holes within the central beam
(photographic archive ref. G2520_044)



Plate 22: View of stair case with close up view of 18th/19th century slate floor against 20th century slate floor tiles
(photographic archive ref. G2520_042)



Plate 23: View of Bedroom 4 with a view of window W14, walled shelf and roof brace (photographic archive ref. G2520_046)



Plate 24: View of Bedroom 3 with visible painted attic truss overhang (photographic archive ref. G2520_050)



Plate 25: View of Bedroom 2 roof beams against former northern gable end (photographic archive ref. G2520_059)



Plate 26: View of door D17 with lintel (photographic archive ref. G2520_061)



Plate 27: View of doorway D16 cut into the former northern gable end after further 18th century extension (photographic archive ref. G2520_066)



Plate 28: View of Bedroom 1 displaying roof beam (photographic archive ref. G2520_065)



Plate 29: Modern staircase insertion on lounge 1 with internal view of blocked window WB01, staircase leads into Hall 1.
(photographic archive ref. G2520_067)



Plate 30: View of doorway D01, the northern end of the 17th century cross-passage, with 1930s half glass paneled door
(photographic archive ref. G2520_068)



Plate 31: View of lobby in House 2 with partial view of a seat inserted during the 1950s (photographic archive ref. G2520_069)



Plate 32: Oblique view of Lounge 2 within House 2 displaying 19230s renovation work (photographic archive ref. G2520_074)



Plate 33: View of 17th century panelled window sill seat of window W08 (photographic archive ref. G2520_071)



Plate 34: View of modernised fire range F01 within House 2, displaying original lintel (photographic archive ref. G2520_073)



Plate 35: View of west facing wall within Kitchen 2, displaying uneven surface at ceiling edge subjected to renovations (photographic archive ref. G520_078)



Plate 36: View of window W06 displaying arched lintel, previously belonging to the main entrance of the 17th century cross-passage (photographic archive ref G2520_080)



Plate 37: View of stairwell showing ground floor elevation against first floor expansion on north facing wall, with view of early 20th century staircase fittings (photographic archive ref. G2520_094)



Plate 38: View of Bedroom 6 with the corner of the 16th century House 1 visible (left) (photographic archive ref. G2520_087)



Plate 39: View of Bedroom 7 with exposed braces and early 20th century partitioning wall (photographic archive ref. G2520_092)



Plate 40: View of Bedroom 5 with ventilation shaft belonging F01 chimney breast possible former fire place (photographic archive ref. G2520_097)



Plate 41: View of 20th century replacement timber roof truss in House 1 (photographic archive ref. G2520_052)



Plate 42: View of wooden storage partitioning with in roofspace of House 1, baring similar resemblance to the partiton walls in House 2 (photographic archive ref. G2520_053)



Plate 43: Close up of drain [05]; scale: 1x1m (archive reference: G2520_1038).



Plate 44: Shot of floor deposits following cleaning; scale: 2x1m (archive reference: G2520_1048).



Plate 45: Detail of Lewis hole in stone; scale: 2x1m (archive reference: G2520_1060).



Plate 46: Step-up between living room and kitchen; scale: 2x1m (archive reference: G2520_1071).



Plate 47: Step-up between living room and kitchen; scale: 2x1m (archive reference: G2520_1089).



Plate 48: Step-up between living room and kitchen; scale: 2x1m (archive reference: G2520_1100).



Plate 49: Shot of fireplace following removal of modern features; scale: (archive reference: G2520_1104).



Plate 50: Fire place in the SW. corner; scale: 1x1m (archive reference: G2520_1040).



Plate 51: View of short SE facing elevation of House 1 showing small replacement casement window and blocked opening at ground floor level; Scale 1x1m (archive reference ; G2520_1108)



Plate 52: Detail of replacement windows WB02 and W03; scale: 1x1m (archive reference: G2520_1113).



Plate 53: General view of north-east facing elevation of house 1 showing D04 open, with replacement timber panelled door; scale: 1x1m (archive reference: G2520_1117).



Plate 54: Internal view of W05, showing reveals and fitting (archive reference: G2520_1118)



Plate 55: Internal view of Kitchen 1 windows W01 and W02 (archive reference: G2520_1124).



Plate 56: General view of NW wall of bedroom 4 showing location of WB02 (archive reference: G2520_1128).



Plate 57: Detail of WB02, showing the three lintel beams, with outermost one with three mortice holes (10cm x 3cm) cut into it (archive reference: G2520_1126).



Plate 58: General view of Lounge 1 (House 1), showing its current stripped out character (archive reference: G2520_1121).



Plate 59: General view of Dining Room from Lounge 1 (House 1) showing the areas of panelling stripped out (archive reference: G2520_1123).

Appendix I

Photographic Metadata

PHOTO RECORD NUMBER*	PROJECT NAME	SITE SUB-DIVISION	DESCRIPTION*	VIEW FROM	SCALE(S)	CREATOR OF DIGITAL PHOTO*	DATE OF CREATION OF DIGITAL PHOTO*	ORIGINATING ORGANISATION	PLATE
G2520_001	Bryn Moel Dolwyddelan	N Elevation	View of N gable end	NW	2m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	1
G2520_002	Bryn Moel Dolwyddelan	N Elevation	Shot of graffiti M.I	N		Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	11
G2520_003	Bryn Moel Dolwyddelan	N Elevation	View of blocked window WB01 on E side of the N gable on house 1	E	2m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	2
G2520_004	Bryn Moel Dolwyddelan	N Elevation	View of date 3.3.31/33 in chimney of F01 on house 2	NW		Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	13
G2520_005	Bryn Moel Dolwyddelan	N Elevation	View of back of F01 range with vertical masonry at W end	N	2m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_006	Bryn Moel Dolwyddelan	E Elevation	View of E gable end of house 2	E	2m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	3
G2520_007	Bryn Moel Dolwyddelan	N Elevation	Shot of graffiti "Repaired in 1888" on NW corner of house one (evidence of red paint)	E		Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	12
G2520_008	Bryn Moel Dolwyddelan	E Elevation	View of House 1 E elevation with garden (cover shot)	E	2m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	

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G2520_009	Bryn Moel Dolwyddelan	S Elevation	View of House 2 S elevation - showing roof repairs on sw gable end of house 1	SW	2m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	5
G2520_010	Bryn Moel Dolwyddelan	S Elevation	View of S elevation of House 1 showing W06 + W07 window lintel masonry	S	2m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	6
G2520_011	Bryn Moel Dolwyddelan	S Elevation	Show of the letter 'R' and geometric graffiti patterns in between W06 + 07	S		Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	14
G2520_012	Bryn Moel Dolwyddelan	E Elevation	Closer view of House 1, E elevation	E	2m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	4
G2520_013	Bryn Moel Dolwyddelan	W Elevation	View of W elevation taken from raised ground with view of all chimneys	W	2m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	7
G2520_014	Bryn Moel Dolwyddelan	W Elevation	Oblique view of blocked window WB02	SW	2m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	8
G2520_015	Bryn Moel Dolwyddelan	W Elevation	View of blocked window (not listed in plans) on W gable end between W13 and W02	W	2m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	17

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G2520_016	Bryn Moel Dolwyddelan	W Elevation	Oblique view of NW end of W elevatiom with former barn window in view	NW	2m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	9
G2520_017	Bryn Moel Dolwyddelan	W Elevation	View of W10 demonstrating windows size reduction with dates 1782 in shot	W		Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_018	Bryn Moel Dolwyddelan	W Elevation	View of blocked doorwat belopw W13, DB01	W	2m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	10
G2520_019	Bryn Moel Dolwyddelan	W Elevation	View of renovation works on former doowrway in W02 - DB02	W	2m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_020	Bryn Moel Dolwyddelan	WC1	View of WC1	SW	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_021	Bryn Moel Dolwyddelan	WC1	View of WC1	NE	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_022	Bryn Moel Dolwyddelan	WC1	View of slate window cill c. late 19th cen fasenings, early 20th cen. mortar	E	30cm	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_023	Bryn Moel Dolwyddelan	Hall 1	View of entrance into house 1 from D04	S	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	

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G2520_024	Bryn Moel Dolwyddelan	Hall 1	View from D04 into Hall 1 with entrance into D27 into WC1	N	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_025	Bryn Moel Dolwyddelan	Hall 1	View of Hall 1 with access to stairs on left and D07 on right	W	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_026	Bryn Moel Dolwyddelan	Hall 1	View up staircase from Hall 1	S	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_027	Bryn Moel Dolwyddelan	Kitchen 1	View of Kitchen 1	E	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	16
G2520_028	Bryn Moel Dolwyddelan	Kitchen 1	Close-up view of kitchen eindow W02/DB01	E	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_029	Bryn Moel Dolwyddelan	Kitchen 1	View of kitchen 1	SW	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_030	Bryn Moel Dolwyddelan	Kitchen 1	View of kitchen 1	NW	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_031	Bryn Moel Dolwyddelan	Kitchen 1	Entrance into lounge 1 from kitche 1 showing origional beam and flooring	N	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	17
G2520_032	Bryn Moel Dolwyddelan	Lounge 1	View of D08 from lounge 1	S	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	

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G2520_033	Bryn Moel Dolwyddelan	Lounge 1	View of worn slate surface - perhaps original/17th cen.	S		Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_034	Bryn Moel Dolwyddelan	Lounge 1	View of window seat in W05	W	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_035	Bryn Moel Dolwyddelan	Lounge 1	View of Range with peg holes in lintel F02	S	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	18
G2520_036	Bryn Moel Dolwyddelan	Lounge 1	View of beam across living room 1 with hooks intact on S-end	W	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	19
G2520_037	Bryn Moel Dolwyddelan	Lounge 1	View of lounge 1 with central beam	E	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_038	Bryn Moel Dolwyddelan	Dining	View of dining room from D03 showing central beam	SE	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_039	Bryn Moel Dolwyddelan	Dining	View of dining room	SW	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	20
G2520_040	Bryn Moel Dolwyddelan	Dining	View of W03	E	30cm	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_041	Bryn Moel Dolwyddelan	Dining	View of D03	W	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	

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G2520_042	Bryn Moel Dolwyddelan	Dining	View of staircase showing c. 18th cen slates v's 19th cen slate floor	E	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	22
G2520_043	Bryn Moel Dolwyddelan	Dining	View pf beams below the stairs with peg holes visible in central beam	S		Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_044	Bryn Moel Dolwyddelan	Dining	View of W04	W	30cm	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	21
G2520_045	Bryn Moel Dolwyddelan	Dining	View of peg hole in 3rd beam from W wall (opposing peg on other end of beam)	S		Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_046	Bryn Moel Dolwyddelan	Bedroom 4	View of W14	W	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	23
G2520_047	Bryn Moel Dolwyddelan	Bedroom 4	View of bedroom 4 from opposing end - view of former lintel WB02	SE	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_048	Bryn Moel Dolwyddelan	WC2	View of W13 with curvature on plaster (inserted later c.17th cen?)	E	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_049	Bryn Moel Dolwyddelan	WC2	View of WC2	S	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	

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G2520_050	Bryn Moel Dolwyddelan	Bedroom 3	View of Bedroom 3	SW	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	24
G2520_051	Bryn Moel Dolwyddelan	Bedroom 3	View of W15	W	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_052	Bryn Moel Dolwyddelan	Loft Space 1	View of roof beams showing relationship with partitioning (19th cen - later?)	S		Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	41
G2520_053	Bryn Moel Dolwyddelan	Loft Space 1	View of roof beams showing relationship with partitioning (19th cen - later?)	S		Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	42
G2520_054	Bryn Moel Dolwyddelan	Loft Space 1	View of roof beams showing relationship with partitioning (19th cen - later?)	N	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_055	Bryn Moel Dolwyddelan	Landing 2	View of landing 2 from Bedroom 3	E	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_056	Bryn Moel Dolwyddelan	Bathroom 2	View of Bathroom 1	N	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_057	Bryn Moel Dolwyddelan	Bathroom 2	View of W13 with curvature on plaster (inserted later c.17th cen?)	E	30cm	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	

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G2520_058	Bryn Moel Dolwyddelan	Bathroom 2	View of D17 - entrance from from 15th cen to later extension (possible earlier stair case?)	S	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_059	Bryn Moel Dolwyddelan	Bedroom 2	View of Bedroom 2 beams	SW	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	25
G2520_060	Bryn Moel Dolwyddelan	Bedroom 2	View of Window 12	E	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_061	Bryn Moel Dolwyddelan	Bedroom 2	View of D17 with lintel and poss. External walling on E end	N	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	26
G2520_062	Bryn Moel Dolwyddelan	Bedroom 2	View of beams	N	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_063	Bryn Moel Dolwyddelan	Bedroom 2	View of beams joining on E end	W		Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_064	Bryn Moel Dolwyddelan	Bedroom 1	View of W11 with slate window cill	E		Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_065	Bryn Moel Dolwyddelan	Bedroom 1	View of bedroom 1 showing beam - taken from D15	SE	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	28

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G2520_066	Bryn Moel Dolwyddelan	Landing 1	View of D16 cut into former external wall	N	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	27
G2520_067	Bryn Moel Dolwyddelan	Landing 1	View of beams and stair case leading down into Hall 1	S	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	29
G2520_068	Bryn Moel Dolwyddelan	Lobby	View of D01	S	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	30
G2520_069	Bryn Moel Dolwyddelan	Lobby	View of lobby with inserted seat (1950s - Nevilles father)	NE	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	31
G2520_070	Bryn Moel Dolwyddelan	Lounge 2	View of D14 19th/early 20th century door	N	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_071	Bryn Moel Dolwyddelan	Lounge 2	View of W08 with 18th cen cill - window seat - formerly belonging to chapel/church?	W	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	33
G2520_072	Bryn Moel Dolwyddelan	Lounge 2	View of lobby with expansive wall - part of former 17th cen exterior?	E	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_073	Bryn Moel Dolwyddelan	Lounge 2	View of F01 with stone lintel	S	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	34

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G2520_074	Bryn Moel Dolwyddelan	Lounge 2	View of lounge 2	NW	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	32
G2520_075	Bryn Moel Dolwyddelan	Lounge 2	View of lounge 2	SE	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_076	Bryn Moel Dolwyddelan	Lounge 2	View of cupboard door un mock tudor panneling	E	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_077	Bryn Moel Dolwyddelan	Lounge 2	View of cupboard door un mock tudor panneling - door open	E	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_078	Bryn Moel Dolwyddelan	Kitchen 2	View of Kitchen 2 with beam	NW	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	35
G2520_079	Bryn Moel Dolwyddelan	Kitchen 2	View of Kitchen 2 with beam	SE	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_080	Bryn Moel Dolwyddelan	Kitchen 2	View of W06 in kitchen 2	N	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	36
G2520_081	Bryn Moel Dolwyddelan	Lounge 2	View of iron support beam (19th cen.) and stone lintel - F01	S		Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_082	Bryn Moel Dolwyddelan	Hall 2	View of D02	W	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	

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G2520_083	Bryn Moel Dolwyddelan	Hall 2	View of W07	N	30cm	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_084	Bryn Moel Dolwyddelan	Hall 2	View of W17	N	30cm	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_085	Bryn Moel Dolwyddelan	Landing 3	View of landing 3 with principle rafters (and peg holes)	E	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_086	Bryn Moel Dolwyddelan	Bedroom 6	View of bedroom 6 showing rafters	NW	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_087	Bryn Moel Dolwyddelan	Bedroom 6	View of bedroom 6 showing late 16th cen. Extension within (based on 20th cen phasing)	SE	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	38
G2520_088	Bryn Moel Dolwyddelan	Bedroom 6	View of W16	N	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_089	Bryn Moel Dolwyddelan	Bedroom 7	View of bedroom 7 with beam	NW	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_090	Bryn Moel Dolwyddelan	Bedroom 7	View of W20	W	1m x 30cm	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_091	Bryn Moel Dolwyddelan	Bedroom 7	View of D24 & partitioning wall	N	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	

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G2520_092	Bryn Moel Dolwyddelan	Bedroom 7	View of bedroom 7 with wooden pannelled partition	W	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	39
G2520_093	Bryn Moel Dolwyddelan	Hall 2	View of staircase showing c. 18th cen slates v's 19th cen slate floor	E	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_094	Bryn Moel Dolwyddelan	Landing 3	View of stair well showing ground floor elevation against 1st floor and edwardian bannister	W	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	37
G2520_095	Bryn Moel Dolwyddelan	Bedroom 5	View of bedroom 5 with W19 and cupboard	SW	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_096	Bryn Moel Dolwyddelan	Bedroom 5	View of bedroom 5 with W19 and cupboard	NE	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_097	Bryn Moel Dolwyddelan	Bedroom 5	View of F01 chimney breast with possible former fire place	S	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	40
G2520_098	Bryn Moel Dolwyddelan	Bathroom 2	View of Bathroom 2 with W18	N	1m	Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_099	Bryn Moel Dolwyddelan	Loft Space 2	View of beams and E gable	SE		Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	

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G2520_100	Bryn Moel Dolwyddelan	Loft Space 2	View of partitioning wall (seen in bedroom 7)	S		Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_101	Bryn Moel Dolwyddelan	Loft Space 2	View of beams towards NW corner of house 2 with partitioned spaces over bedroom 7	SE		Bethan Jones	12/04/2017	Gwynedd Archaeological Trust	
G2520_1001	Bryn Moel Dolwyddelan	Pantry/Buttery/Cross-Passage	Floor in Pantry/Buttery/Cross-Passage being lifted	W	1x1m	Spencer Gavin Smith	21.08.17	Gwynedd Archaeological Trust	
G2520_1002	Bryn Moel Dolwyddelan	Pantry/Buttery/Cross-Passage	Floor in Pantry/Buttery/Cross-Passage being lifted	E	1x1m	Spencer Gavin Smith	21.08.17	Gwynedd Archaeological Trust	
G2520_1003	Bryn Moel Dolwyddelan	Dining Room	Concrete Slab (04) below other floor surfaces	N	1x1m	Spencer Gavin Smith	21.08.17	Gwynedd Archaeological Trust	
G2520_1004	Bryn Moel Dolwyddelan	Lounge	Quarry Tiles (101) being removed with concrete slab (102) beneath	W	1x1m	Spencer Gavin Smith	21.08.17	Gwynedd Archaeological Trust	
G2520_1005	Bryn Moel Dolwyddelan	Lounge	Pilot hole excavated in SW corner of lounge	N	1x1m	Spencer Gavin Smith	21.08.17	Gwynedd Archaeological Trust	
G2520_1006	Bryn Moel Dolwyddelan	Lounge	Pilot hole excavated in SW corner of lounge	E		Spencer Gavin Smith	21.08.17	Gwynedd Archaeological Trust	

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G2520_1007	Bryn Moel Dolwyddelan	Lounge	Pilot hole excavated in SW corner of lounge	N		Spencer Gavin Smith	21.08.17	Gwynedd Archaeological Trust	
G2520_1008	Bryn Moel Dolwyddelan	Lounge	Concrete Slab (102) being removed	S		Spencer Gavin Smith	21.08.17	Gwynedd Archaeological Trust	
G2520_1009	Bryn Moel Dolwyddelan	Lounge	Concrete Slab (102) and levelling course being removed	E		Spencer Gavin Smith	21.08.07	Gwynedd Archaeological Trust	
G2520_1010	Bryn Moel Dolwyddelan	Lounge	Concrete Slab (102) and levelling course being removed	NE		Spencer Gavin Smith	21.08.17	Gwynedd Archaeological Trust	
G2520_1011	Bryn Moel Dolwyddelan	Lounge	Differential wear at W.End of Lounge Floor	E	1x1m	Spencer Gavin Smith	21.08.17	Gwynedd Archaeological Trust	
G2520_1012	Bryn Moel Dolwyddelan	Lounge	Differential wear at W.End of Lounge Floor	N	1x1m	Spencer Gavin Smith	21.08.17	Gwynedd Archaeological Trust	
G2520_1013	Bryn Moel Dolwyddelan	Lounge	Differential wear at E.End of Lounge Floor	W	1x1m	Spencer Gavin Smith	21.08.17	Gwynedd Archaeological Trust	
G2520_1014	Bryn Moel Dolwyddelan	Dining Room	Concrete Floor (04)	E	1x1m	Spencer Gavin Smith	21.08.17	Gwynedd Archaeological Trust	
G2520_1015	Bryn Moel Dolwyddelan	Dining Room	Concrete Floor (04)	S	1x1m	Spencer Gavin Smith	21.08.17	Gwynedd Archaeological Trust	

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G2520_1016	Bryn Moel Dolwyddelan	Dining Room	Concrete Floor (04)	W	1x1m	Spencer Gavin Smith	21.08.17	Gwynedd Archaeological Trust	
G2520_1017	Bryn Moel Dolwyddelan	Dining Room	Unblocked Fireplace in S.Gable	N	1x1m	Spencer Gavin Smith	21.08.17	Gwynedd Archaeological Trust	
G2520_1018	Bryn Moel Dolwyddelan	Kitchen	Floor in Kitchen after removal of tiles (1001) and levelling course (1002)	E	1x1m	Spencer Gavin Smith	22.08.17	Gwynedd Archaeological Trust	
G2520_1019	Bryn Moel Dolwyddelan	Kitchen	Floor in Kitchen after removal of tiles (1001) and levelling course (1002)	W	1x1m	Spencer Gavin Smith	22.08.17	Gwynedd Archaeological Trust	
G2520_1020	Bryn Moel Dolwyddelan	Kitchen	Exposure of (1004)	S		Spencer Gavin Smith	22.08.17	Gwynedd Archaeological Trust	
G2520_1021	Bryn Moel Dolwyddelan	Kitchen	Removal of (1003) to expose (1004) beneath	S	1x1m	Spencer Gavin Smith	22.08.17	Gwynedd Archaeological Trust	
G2520_1022	Bryn Moel Dolwyddelan	W Side of House	Gate Post with iron fixing recorded opposite NW corner of Bryn Moel	S	1x1m	Spencer Gavin Smith	22.08.17	Gwynedd Archaeological Trust	
G2520_1023	Bryn Moel Dolwyddelan	West side of House	Gate Post with iron fixing recorded opposite NW corner of Bryn Moel	E	1x1m	Spencer Gavin Smith	22.08.17	Gwynedd Archaeological Trust	

PHOTO RECORD NUMBER*	PROJECT NAME	SITE SUB-DIVISION	DESCRIPTION*	VIEW FROM	SCALE(S)	CREATOR OF DIGITAL PHOTO*	DATE OF CREATION OF DIGITAL PHOTO*	ORIGINATING ORGANISATION	PLATE
G2520_1024	Bryn Moel Dolwyddelan	Kitchen	Section through slate plinth at S.Entrance to 'Kitchen'	N	1x1m	Spencer Gavin Smith	22.08.17	Gwynedd Archaeological Trust	
G2520_1025	Bryn Moel Dolwyddelan	Kitchen	Section through slate plinth at S.Entrance to 'Kitchen'	N	1x1m	Spencer Gavin Smith	22.08.17	Gwynedd Archaeological Trust	
G2520_1026	Bryn Moel Dolwyddelan	Kitchen	Capped Pit in 'Kitchen'	E	1x1m	Spencer Gavin Smith	22.08.17	Gwynedd Archaeological Trust	
G2520_1027	Bryn Moel Dolwyddelan	Pantry/Buttery	Breaking of floor in Pantry/Buttery (04)	N		Spencer Gavin Smith	22.08.17	Gwynedd Archaeological Trust	
G2520_1028	Bryn Moel Dolwyddelan	Bedroom	Scissor Truss above the bedroom	NE		Spencer Gavin Smith	23.08.17	Gwynedd Archaeological Trust	
G2520_1029	Bryn Moel Dolwyddelan	Bedroom	Scissor Truss above the bedroom	SW		Jessica Davidson	23.08.17	Gwynedd Archaeological Trust	
G2520_1030	Bryn Moel Dolwyddelan	Bedroom	Scissor Truss above the bedroom	SW		Jessica Davidson	23.08.17	Gwynedd Archaeological Trust	
G2520_1031	Bryn Moel Dolwyddelan	Dining Room	Cobbled surface	SE	1x1m	Jessica Davidson	23.08.17	Gwynedd Archaeological Trust	
G2520_1032	Bryn Moel Dolwyddelan	Dining Room	Cobbled surface	SE	1x1m	Jessica Davidson	23.08.17	Gwynedd Archaeological Trust	

PHOTO RECORD NUMBER*	PROJECT NAME	SITE SUB-DIVISION	DESCRIPTION*	VIEW FROM	SCALE(S)	CREATOR OF DIGITAL PHOTO*	DATE OF CREATION OF DIGITAL PHOTO*	ORIGINATING ORGANISATION	PLATE
G2520_1033	Bryn Moel Dolwyddelan	Dining Room	Exposed floor deposits - below concrete	SE	2x1m	Jessica Davidson	23.08.17	Gwynedd Archaeological Trust	
G2520_1034	Bryn Moel Dolwyddelan	Dining Room	Exposed floor deposits - below concrete	SE	2x1m	Jessica Davidson	23.08.17	Gwynedd Archaeological Trust	
G2520_1035	Bryn Moel Dolwyddelan	Dining Room	Exposed floor deposits - below concrete	SE	2x1m	Jessica Davidson	23.08.17	Gwynedd Archaeological Trust	
G2520_1036	Bryn Moel Dolwyddelan	Dining Room	Exposed floor deposits - below concrete	NW	2x1m	Jessica Davidson	23.08.17	Gwynedd Archaeological Trust	
G2520_1037	Bryn Moel Dolwyddelan	Dining Room	Close up of drain [05]	NW	1x1m	Jessica Davidson	23.08.17	Gwynedd Archaeological Trust	
G2520_1038	Bryn Moel Dolwyddelan	Dining Room	Close up of drain [05]	SW	1x1m	Jessica Davidson	23.08.17	Gwynedd Archaeological Trust	43
G2520_1039	Bryn Moel Dolwyddelan	Dining Room	Flag stones in E. corner	NW	2x1m	Jessica Davidson	23.08.17	Gwynedd Archaeological Trust	
G2520_1040	Bryn Moel Dolwyddelan	Dining Room	Fire place in the SW. corner	NE	1x1m	Jessica Davidson	23.08.17	Gwynedd Archaeological Trust	50
G2520_1041	Bryn Moel Dolwyddelan	Buttery/Dining Room	Blocked opening in NW exterior wall - Buttery	SE	1x1m	Jessica Davidson	23.08.17	Gwynedd Archaeological Trust	

PHOTO RECORD NUMBER*	PROJECT NAME	SITE SUB-DIVISION	DESCRIPTION*	VIEW FROM	SCALE(S)	CREATOR OF DIGITAL PHOTO*	DATE OF CREATION OF DIGITAL PHOTO*	ORIGINATING ORGANISATION	PLATE
G2520_1042	Bryn Moel Dolwyddelan	Dining Room	Exposed woodening panelling - internal dividing wall late c16th - 1st floor bedroom	NE	1x1m	Jessica Davidson	23.08.17	Gwynedd Archaeological Trust	
G2520_1043	Bryn Moel Dolwyddelan	Lounge	Exposed lower portion of wall W. of fireplace - location of stairs - Lounge	SW	1x1m	Jessica Davidson	23.08.17	Gwynedd Archaeological Trust	
G2520_1044	Bryn Moel Dolwyddelan	Lounge	Exposed lower portion of wall W. of fireplace - location of stairs - Lounge	S	1x1m	Jessica Davidson	23.08.17	Gwynedd Archaeological Trust	
G2520_1045	Bryn Moel Dolwyddelan	Kitchen	Masonry step in kitchen prior to removal	NE	1x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1046	Bryn Moel Dolwyddelan	Kitchen	Masonry step in kitchen prior to removal	NE	1x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1047	Bryn Moel Dolwyddelan	Kitchen	Masonry step in kitchen prior to removal	N	1x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1048	Bryn Moel Dolwyddelan	Kitchen	Shot of floor deposits following cleaning	SE	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	44
G2520_1049	Bryn Moel Dolwyddelan	Kitchen	Shot of floor deposits following cleaning	SE	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	

PHOTO RECORD NUMBER*	PROJECT NAME	SITE SUB-DIVISION	DESCRIPTION*	VIEW FROM	SCALE(S)	CREATOR OF DIGITAL PHOTO*	DATE OF CREATION OF DIGITAL PHOTO*	ORIGINATING ORGANISATION	PLATE
G2520_1050	Bryn Moel Dolwyddelan	Kitchen	Shot of floor deposits following cleaning	NW	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1051	Bryn Moel Dolwyddelan	Kitchen	Shot of floor deposits following cleaning	W	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1052	Bryn Moel Dolwyddelan	Kitchen	Shot of floor deposits following cleaning	S	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1053	Bryn Moel Dolwyddelan	Kitchen	House foundations detail	SE	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1054	Bryn Moel Dolwyddelan	Kitchen	House foundations detail	ESE	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1055	Bryn Moel Dolwyddelan	Kitchen	House foundations detail	S	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1056	Bryn Moel Dolwyddelan	Kitchen	House foundations detail	SSW	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1057	Bryn Moel Dolwyddelan	Kitchen	House foundations detail	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1058	Bryn Moel Dolwyddelan	Kitchen	Detail of Lewis hole in stone	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	

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G2520_1059	Bryn Moel Dolwyddelan	Kitchen	Detail of Lewis hole in stone	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1060	Bryn Moel Dolwyddelan	Kitchen	Detail of Lewis hole in stone	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	45
G2520_1061	Bryn Moel Dolwyddelan	Kitchen	Detail of Lewis hole in stone	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1062	Bryn Moel Dolwyddelan	Kitchen	Detail of Lewis hole in stone	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1063	Bryn Moel Dolwyddelan	Kitchen	Detail of Lewis hole in stone	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1064	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1065	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1066	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1067	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	

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G2520_1068	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1069	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1070	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1071	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	46
G2520_1072	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1073	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1074	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1075	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1076	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	

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G2520_1077	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1078	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1079	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1080	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1081	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1082	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1083	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1084	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1085	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	n/a	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	

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G2520_1086	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	NW	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1087	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	NW	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1088	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	ESE	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1089	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	NE	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	47
G2520_1090	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	SSW	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1091	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	SSE	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1092	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	S	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1093	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	SE	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1094	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	SW	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	

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G2520_1095	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	SW	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1096	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	SSW	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1097	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	SSW	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1098	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	SSW	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1099	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	SSW	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1100	Bryn Moel Dolwyddelan	Living Room/Kitchen	Step-up between living room and kitchen	N	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	48
G2520_1101	Bryn Moel Dolwyddelan	Kitchen	Step-up between living room and kitchen	NE	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1102	Bryn Moel Dolwyddelan	Kitchen	Step-up between living room and kitchen	N	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	
G2520_1103	Bryn Moel Dolwyddelan	Pantry	Working shot - Pantry	SE	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	

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G2520_1104	Bryn Moel Dolwyddelan	Lounge	Shot of fireplace following removal of modern features	SW	2x1m	Jessica Davidson	24.08.17	Gwynedd Archaeological Trust	49
G2520_1106	Bryn Moel Dolwyddelan	North-west elevation	General view of north-west facing elevation of house 1 showing replaced windows	W	1 x 1m	Robert Evans	22.01.18	Gwynedd Archaeological Trust	
G2520_1107	Bryn Moel Dolwyddelan	North-west elevation	General view of north-west facing elevation of house 1 showing replaced windows	NNE	1 x 1m	Robert Evans	22.01.18	Gwynedd Archaeological Trust	
G2520_1108	Bryn Moel Dolwyddelan	South-east facing elevation	View of short SE facing elevation of House 1 showing small replacement casement on 1st floor	ESE	1 x 1m	Robert Evans	22.01.18	Gwynedd Archaeological Trust	52
G2520_1109	Bryn Moel Dolwyddelan	South-east facing elevation	SE facing elevation showing replacement casement wooden windows and wooden panelled doors	SE	1 x 1m	Robert Evans	22.01.18	Gwynedd Archaeological Trust	51
G2520_1110	Bryn Moel Dolwyddelan	South-east facing elevation	Detail of replacement panelled door D03	SE	1 x 0.2m	Robert Evans	22.01.18	Gwynedd Archaeological Trust	
G2520_1111	Bryn Moel Dolwyddelan	South-east facing elevation	Detail of replacement window W04	SE	1 x 0.2m	Robert Evans	22.01.18	Gwynedd Archaeological Trust	

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G2520_1112	Bryn Moel Dolwyddelan	South-east facing elevation	Detail of replacement window W05	SE	1 x 1m, 1 x 0.2m	Robert Evans	22.01.18	Gwynedd Archaeological Trust	
G2520_1113	Bryn Moel Dolwyddelan	North-west elevation	Detail of replacement windows WB02 and W03	W		Robert Evans	22.01.18	Gwynedd Archaeological Trust	53
G2520_1114	Bryn Moel Dolwyddelan	North-west elevation	Detail of W13 (no scale or board)	W	1 x 1m, 1 x 0.2m	Robert Evans	22.01.18	Gwynedd Archaeological Trust	
G2520_1115	Bryn Moel Dolwyddelan	North-west elevation	Detail of W01, 02, 12	W	1 x 1m, 1 x 0.2m	Robert Evans	22.01.18	Gwynedd Archaeological Trust	
G2520_1116	Bryn Moel Dolwyddelan	North-west elevation	View of replacement windows Wo10, Wo11 (angled shot	NNE	1 x 1m	Robert Evans	22.01.18	Gwynedd Archaeological Trust	
G2520_1117	Bryn Moel Dolwyddelan	North-east elevation	General view of north-east facing elevation of house 1 showing Do4 open, with replacement timber panelled door	NE	1 x 0.2m	Robert Evans	22.01.18	Gwynedd Archaeological Trust	54
G2520_1118	Bryn Moel Dolwyddelan	Lounge 1	Internal view of W05, showing reveals and fitting	NW	1 x 0.2m	Robert Evans	22.01.18	Gwynedd Archaeological Trust	55
G2520_1119	Bryn Moel Dolwyddelan	Dining Room	Internal view of W04, showing reveals and fitting	NW	1 x 0.2m	Robert Evans	22.01.18	Gwynedd Archaeological Trust	

PHOTO RECORD NUMBER*	PROJECT NAME	SITE SUB-DIVISION	DESCRIPTION*	VIEW FROM	SCALE(S)	CREATOR OF DIGITAL PHOTO*	DATE OF CREATION OF DIGITAL PHOTO*	ORIGINATING ORGANISATION	PLATE
G2520_1120	Bryn Moel Dolwyddelan	Dining Room	Internal view of W03, showing reveals and fitting	SE		Robert Evans	22.01.18	Gwynedd Archaeological Trust	
G2520_1121	Bryn Moel Dolwyddelan	Lounge 1	General view of Lounge 1, showing its current stripped out character	SW		Robert Evans	22.01.18	Gwynedd Archaeological Trust	59
G2520_1122	Bryn Moel Dolwyddelan	Lounge 1	General view of Lounge 1, showing its current stripped out character	SSW		Robert Evans	22.01.18	Gwynedd Archaeological Trust	
G2520_1123	Bryn Moel Dolwyddelan	Dining Room	General view of Dining Room from the Lounge showing the areas of panelling stripped out	NNW	1 x 0.2m	Robert Evans	22.01.18	Gwynedd Archaeological Trust	60
G2520_1124	Bryn Moel Dolwyddelan	Kitchen 1	Internal view of Kitchen 1 windows W01 and W02	SE	1 x 0.2m	Robert Evans	22.01.18	Gwynedd Archaeological Trust	56
G2520_1125	Bryn Moel Dolwyddelan	Bedroom 4	Detail of WB02 (now opened) showing three lintel beams, one with mortice holes	SE	1 x 0.2m	Robert Evans	22.01.18	Gwynedd Archaeological Trust	

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G2520_1126	Bryn Moel Dolwyddelan	Bedroom 4	Detail of WB02, showing the three lintel beams, with outermost one with three mortice holes (10cm x 3cm) cut into it	SE	1 x 0.2m	Robert Evans	22.01.18	Gwynedd Archaeological Trust	58
G2520_1127	Bryn Moel Dolwyddelan	Bedroom 4	General internal view of W14	NW		Robert Evans	22.01.18	Gwynedd Archaeological Trust	
G2520_1128	Bryn Moel Dolwyddelan	Bedroom 4	General view of NW wall of bedroom 4 showing location of WB02	SE		Robert Evans	22.01.18	Gwynedd Archaeological Trust	57
G2520_1129	Bryn Moel Dolwyddelan	Bathroom 1	View of W13, now unified in main bathroom	SE		Robert Evans	22.01.18	Gwynedd Archaeological Trust	
G2520_1130	Bryn Moel Dolwyddelan	Bedroom 2	Internal view of W12	SE		Robert Evans	22.01.18	Gwynedd Archaeological Trust	
G2520_1131	Bryn Moel Dolwyddelan	Bedroom 1	Internal view of W11	SSE		Robert Evans	22.01.18	Gwynedd Archaeological Trust	
G2520_1132	Bryn Moel Dolwyddelan	Landing 1	Angled view of WB01 (now opened up)	W		Robert Evans	22.01.18	Gwynedd Archaeological Trust	
G2520_1133	Bryn Moel Dolwyddelan	Hall 1	General view of D04	S		Robert Evans	22.01.18	Gwynedd Archaeological Trust	

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G2520_1134	Bryn Moel Dolwyddelan	Hall 1	General view showing W10 and D04	S		Robert Evans	22.01.18	Gwynedd Archaeological Trust	

Appendix II

GAT Project Specification for Archaeological Mitigation: Level 3 Building Record & Archaeological Watching Brief

BRYN MOEL, DOLWYDDELAN (G2520)

PROJECT SPECIFICATION FOR ARCHAEOLOGICAL
MITIGATION:




LEVEL 3 BUILDING RECORD &
ARCHAEOLOGICAL WATCHING BRIEF

Prepared for

SIMON AND JACKY SHUTLER

Pril 2017

Ymddiriedolaeth Archaeolegol Gwynedd
Gwynedd Archaeological Trust

Approvals Table				
	Role	Printed Name	Signature	Date
Originated by	Document Author	JOHN ROBERTS		10/04/17
Reviewed by	Document Reviewer	ROBERT EVANS		10/04/17
Approved by	Principal Archaeologist	JOHN ROBERTS		10/04/17

Revision History			
Rev No.	Summary of Changes	Ref Section	Purpose of Issue
1	Historic England publication listed as 2016, not 2006	1, 3 and 9	GAPS approval
1	Inclusion of dendrochronology section	3	GAPS approval
1	Amendment of report layout	4	GAPS approval
1	Revision of start date	5	GAPS approval
1	Inclusion of building record reference	5	GAPS approval

Approvals Table				
	Role	Printed Name	Signature	Date
Originated by	Document Author			
Reviewed by	Document Reviewer			
Approved by	Principal Archaeologist			

Revision History			
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1	Revision of start date	5	GAPS approval
1	Inclusion of building record reference	5	GAPS approval

All GAT staff should sign their copy to confirm the project specification is read and understood and retain a copy of the specification for the duration of their involvement with the project. On completion, the specification should be retained with the project archive:

Name

Signature

Date

BRYN MOEL, DOLWYDDELAN

PROJECT SPECIFICATION FOR ARCHAEOLOGICAL MITIGATION:

**LEVEL 3 BUILDING RECORD &
ARCHAEOLOGICAL WATCHING BRIEF**

Prepared for *Simon and Jacky Shutler*, April 2017

CONTENTS

1	INTRODUCTION	5
2	Archaeological and historical background	7
3	METHODOLOGY.....	9
3.1	Level 3 building record.....	9
3.1.1	Photographic Record	9
3.1.2	Descriptive Record.....	11
3.1.3	Drawn Records	12
3.2	Watching Brief	12
3.3	Fieldwork Methodology.....	13
3.4	Ecofacts	14
3.5	Dendrochronology	15
3.6	Human Remains.....	16
3.7	Artefacts	17
3.8	Further Archaeological Works.....	18
3.9	Monitoring Arrangements	19
3.10	Fieldwork Archiving	20
4	PROCESSING DATA, ILLUSTRATION, REPORT AND ARCHIVING.....	21
5	DISSEMINATION AND ARCHIVING.....	22
5.1	Historic Environment Record	23
6	PERSONNEL.....	24
7	HEALTH AND SAFETY	25
8	INSURANCE.....	26
9	SOURCES CONSULTED	27
	FIGURE 01.....	28
	Location Map	28
	FIGURE 02.....	29
	Reproduction of <i>Greenspace Architects Limited</i> Drawing Nos. 16-03-A000 to 16-03-A004	29
	FIGURE 03.....	30
	Reproduction <i>Greenspace Architects Limited</i> Drawing Nos. 16-03-A100 Rev A to 16-03-A303	30
	Appendix I	31
	Reproduction of Snowdownia National Park Authority brief	31
	24 th February 2017	31
	Appendix II	32
	Gwynedd Archaeological Trust building recording pro-forma.....	32
	Appendix III	33

Gwynedd Archaeological Trust photographic metadata pro-forma	33
Appendix IV	34
Gwynedd Archaeological Trust watching brief pro-forma.....	34
Appendix V	35
Reproduction of <i>Greenspace Architects Limited</i> Bryn Moel Design	35
Statement and Historic Impact Assessment V3.....	35

1 INTRODUCTION

Gwynedd Archaeological Trust (GAT) has been asked by *Simon and Jacky Shutler* to prepare a project specification for a programme of archaeological mitigation at Bryn Moel, Dolwyddelan (Primary Reference Number 3722; NGR SH7453534; Figure 01). Bryn Moel comprises two semi-detached properties forming an L-shaped. The properties are Grade II listed (ref. 3188) and listed building consent has been granted for renovation works under planning application NP4/16/LB32C. The renovation works include the following external and internal alterations:

- External alterations: adding a new porch, reopen 2 blocked windows, replacing windows and doors, removing modern dormer lights and adding new window and conservation rooflight, replacing cement pointing with lime pointing, groundworks for groundsource heating system;
- Internal alterations: replacing concrete floors with insulated limecrete floors with underfloor heating, adding an ensuite bathroom, adding new heating system, removing modern fireplace, replacing modern stairs with new stairs.

The proposals are detailed in *Greenspace Architects Limited* Drawing Nos. 16-03-A100 Rev A to 16-03-A303 Rev B (cf. Figure 03). The exact requirements for the alterations will be confirmed once the site contractor is appointed.

The archaeological mitigation will be completed in accordance with a listed building consent and the brief prepared by the Snowdonia National Park Authority ((SNPA) dated 24th February 2017, cf. Appendix I). The brief states that Condition 5 of the consent makes provision for an archaeological scheme of investigation to mitigate against the possible impact of the works on the fabric of the historic building and any concealed or buried remains of archaeological signification. The mitigation will comprise:

- a Level 3 building record as described in *Understanding Historic Buildings: A guide to good recording practice* (Historic England 2016); and
- an archaeological watching brief during external and internal renovation works.

The Level 3 record will be undertaken from late March 2017.

The archaeological mitigation will be monitored by Gwynedd Archaeological Planning Services (GAPS) on behalf of the SNPA. GAPS must approve the current project specification in advance of works in accordance with the listed building consent; GAPS are to be kept informed of progress and approve all subsequent reporting prior to final issue.

The archaeological mitigation will be completed in accordance with the following guidance:

- *Guidelines for digital archives Royal Commission on Ancient and Historic Monuments of Wales* 2015;
- *Management of Archaeological Projects* (English Heritage, 1991);
- *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Historic England, 2015);
- *Standard and Guidance for Archaeological Watching Brief* (Chartered Institute for Archaeologists, 2014)
- *Standard and Guidance for the archaeological investigation and recording of standing buildings and structures* (Chartered Institute for Archaeologists, 2014);
- *Understanding Historic Buildings: A guide to good recording practice* (Historic England 2016).

Gwynedd Archaeological Trust is certified to ISO 9001:2008 and ISO 14001:2004 (Cert. No. 74180/A/0001/UK/En) and is a Registered Organisation with the Chartered Institute for Archaeologists and a member of the Federation of Archaeological Managers and Employers (FAME).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

Bryn Moel is thought to date to the early or mid-16th century. In advance of works, *Greenspace Architects Limited* Bryn Moel prepared a Design Statement and Historic Impact Assessment (Appendix V) that included information from the *Royal Commission on Ancient and Historic Monuments of Wales* survey completed in 1952 and the subsequent Grade II listing entry. An extract is reproduced below and a copy of the *Royal Commission on Ancient and Historic Monuments of Wales* survey drawing is included within the Design Statement and Historic Impact Assessment (Appendix V).

History

Sub-medieval storied house, unit-planned with two ranges in an L-plan arrangement. The earlier (NW) wing is probably first-half or mid-C16, and may have replaced a timber-framed predecessor. This appears to have been extended northwards at an early stage, certainly before the addition of the SE range which is built against its boulder plinth. This range is dated 1563 (on its lateral chimney) and is almost certainly by Robert Wynn, uncle of Sir John Wynn of Gwydir (subsequently the first Baronet). Robert Wynn is recorded at Bryn Moel in 1572 (the year of his mother's death); by 1576 he had commenced rebuilding works at Plas Mawr, Conwy, which became his chief residence until his death in 1598. In 1601 Bryn-moel is mentioned as being available for rent from Sir John Wynn. The N corner of the NW range has initials and scratch dates of 1782 and 1888, the latter relating to a programme of modernisation which saw the apparent rebuilding of the NE gable.

Interior

Central chimney with flattened Tudor-arched bressummer to wide fireplace; wide stopped-chamfered longitudinal beam to ceiling. Originally a 2-bay building, this section adopted a chimney-backing-on-entry plan following extension to the N. No.1 has a C17 panelled window seat (in former hall); otherwise modern ceilings and fittings.

Exterior

Large 2-storey, L-plan farmhouse of local slate rubble with renewed slate roofs (Now two dwellings). Modern windows and doors, the former mostly 4-pane casements in enlarged openings; the gables have plain modern bargeboards and deep verges, the SW faces are rendered and whitened. Large central stack to NW wing, rendered and with plain capping; gabled, projecting lateral chimney to SE range with weathercoursing and coved capping. This has evidence for a blocked stair light at the R side of the breast and bears the incised date 1563 above the weathercoursing. Near-central entrance to NW range with modern

glazed door; projecting slatestone lintel. To the R a blocked window and entrance and beyond an original small window opening. To the L of the entrance, a modern window with ventilation slit beyond and, at far L, a boarded window. Out-of-character modern gabled dormer diagonally above entrance. Near-centre entrance to rear (opposing that now blocked) with flanking windows to both floors. The SE range has an entrance to the R of its lateral chimney with window to R. A former opposing entry to the rear is now a window; further windows to R and to first floor. Tripartite casement windows to E gable, in original openings with rubble relieving arches above the lintels. Late C19 boarded door to former stable at N gable end.

3 METHODOLOGY

The SNPA has requested a programme of archaeological mitigation comprising:

- a Level 3 building record as described in *Understanding Historic Buildings: A guide to good recording practice* (Historic England 2016); and
- an archaeological watching brief during external and internal renovation and associated groundworks.

3.1 Level 3 building record

The building record will be completed to Level 3 as described in *Understanding Historic Buildings: A guide to good recording practice* (Historic England 2016). A Level 3 record is described as an analytical record which comprises an introductory description followed by a systematic account of the building's origins, development and use. The record will include an account of the evidence on which the analysis has been based and include all drawn and photographic records that may be required to illustrate the building's appearance and structure and to support an historical analysis. The record will include:

- a photographic, descriptive and drawn record of the exterior and interior of the two buildings; and
- an analysis and account of their origin, development and use.

The record will initially be completed before the start of renovation works and will continue throughout the works to record any structural detail and phasing that may become apparent.

3.1.1 Photographic Record

The photographic record will include:

- general views of the two properties;
- elevation photographs of each building exterior with oblique shots used where direct elevation shots are not practical; and
- interior room shots for all accessible rooms (maximum 20 rooms).

Any external and internal details, representing the fabric, form, function and phasing of the buildings will be recorded, including any additional phasing identified during the renovation work. Based on information received the properties are still inhabited and include modern fittings and decor.

Photographic images will be taken using a digital SLR (Nikon D40) camera set to maximum resolution (3008 × 2000 6.1 effective megapixels); a tripod will be used where necessary. The photographs will be taken in RAW format and recorded on GAT proformas ([Appendix III](#)). A photographic metadata table will be completed and included in the report; photographic images will be archived in TIFF format in accordance with the Royal Commission on Ancient and Historic Monuments of Wales 2015 *Guidelines for digital archives*. The photographic archive will start with **G2520_001**.

3.1.2 Descriptive Record

The descriptive record will be completed on GAT pro-formas ([Appendix II](#)) and will record the exterior and interior of the structures in terms of building fabric, appearance and content,. Dimensions will be included for building height, width, length and structural thickness (where visible), as well as for openings (doors, windows and apertures) and structural features. The existing digital plans and elevations, as represented by *Greenspace Architects Limited* Drawing Nos. 16-03-A000 to 16-03-A004 (cf. Figure 02) will be used for identifying rooms and for locating all internal images and for annotations of any relevant building detail. Information from the *Royal Commission on Ancient and Historic Monuments of Wales* survey completed in 1952 and the subsequent Grade II listing in Design Statement and Historic Impact Assessment (Appendix V) will also be used as a source of reference and comparison.

The analysis and account of the building's origin, development and use will utilise the photographic and descriptive record, along with available primary and secondary sources. Information will be sourced from the following:

1. The regional Historic Environment Register (HER, Gwynedd Archaeological Trust, Craig Beuno, Garth Road, Bangor, Gwynedd LL57 2RT) will be examined for information concerning the study area. This will include an examination of the core HER, the 1:2500 County Series Ordnance Survey maps and any secondary information held;
2. The National Monuments Record (NMR RCAHMW, National Monuments Record of Wales, Plas Crug, Aberystwyth SY23 1NJ) will be checked for sites additional to the HER, and, if required, additional supporting information will be examined at the NMR.
3. On-line catalogue search of the National Library of Wales;
4. Archive data, including primary and secondary sources, historic maps and estate maps will be examined at the regional archives (Gwasanaeth Archifau Gwynedd, Cyngor Gwynedd, Caernarfon LL55 1SH and Gwasanaeth Archifau Conwy, Old Board School, Lloyd St, Llandudno LL30 2YG) and at the Bangor University Department of Manuscripts (The Main Library, Bangor University, Bangor, Gwynedd, LL57 2DG).

3.1.3 Drawn Records

The drawn records will comprise annotated elevations and plans and will be prepared by GAT using information sourced the existing digital plans and elevations as represented by *Greenspace Architects Limited* Drawing Nos. 16-03-A000 to 16-03-A004 (cf. Figure 02). If required, additional surveys will be completed of specific areas noted during the Level 3 record or during the renovation that are not included on existing drawings or currently obscured. Dependant on size and access, this will be completed on site using scaled hand drawings (1:10 minimum). All digital information will be prepared using Adobe Illustrator software.

3.2 Watching Brief

(Reproduced from Chartered Institute for Archaeologists 2014, *Standard and Guidance for an Archaeological Watching Brief*)

The definition of an archaeological watching brief is a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons where there is a possibility that archaeological deposits may be disturbed or destroyed. The programme will result in the preparation of a report and ordered archive.

As specified in the SNPA brief, the watching brief will be undertaken during the course of **all intrusive works** where there is potential to disturb or reveal features of interest (such as during internal alterations including the replacement of concrete floors with insulated limecrete floors with underfloor heating and other structural works as well as during ground works within the immediate vicinity of the building, for example service trenching). If significant features or deposits are encountered it will be necessary to stop the construction work, in that section, so that a suitable scheme of works can be initiated in discussion with GAPS on behalf of the SNPA. The groundworks may include the excavation of a ground source heating system (cf. Appendix V), which could include 5No 40m long x 1m wide x 1m deep trenches. As specified in the Design and Access Statement a biomass boiler may be used instead of the ground source heating system. The proposed rainwater harvesting system will not currently be undertaken. GAT will update GAPS once the proposals are confirmed.

3.3 Fieldwork Methodology

- All attendances and identified features will be recorded using GAT watching brief pro-formas ([Appendix IV](#))
- Photographic images will be taken using a digital SLR (Nikon D40) camera set to maximum resolution (3008 × 2000 6.1 effective megapixels) in RAW format and will be converted to TIFF and JPEG format for archiving using Adobe Photoshop; a photographic record will be maintained on site using GAT pro-formas ([Appendix III](#)) and digitised in *Microsoft Access* as part of the fieldwork archive and dissemination process. The photographic archive will start with **G2520_001**;
- Any subsurface remains will be recorded photographically, with detailed notations and a measured survey.
- All archaeological features/deposits/structures encountered will be manually cleaned and examined to determine extent, function, date and relationship to adjacent features. If encountered, the following strategy will apply: 50% sample of each sub-circular feature, 10% sample of each linear feature. No structural activity will be removed. Any large-scale or more detailed excavation required will be detailed in an appropriate **Further Archaeological Works Design**.
- All sections and detailed elevations to be drawn at a minimum 1:10 scale using GAT A4 or A2 pro-forma permatrace.
- All plans to be at a minimum 1:20 scale. Plans will be drawn on GAT A4 or A2 pro-forma permatrace.
- Should dateable artefacts and ecofacts be recovered, an interim report will be submitted summarising the results, along with an assessment of potential for analysis specification (in line with the MAP2 process).

3.4 Ecofacts

Should any deposits deemed suitable for dating be identified in rooms where floor removal has already taken place, they will be taken from sealed contexts, with bulk samples from ditches and pit fills proposed as not less than 10 litres from each context. The sampling strategy will be undertaken in accordance with the principles set out in *Environmental Archaeology: a guide to the theory and practice of methods, from sampling and recovery to post-excavation* (English Heritage, 2011). Recourse will be made to relevant specialists for palaeoenvironmental analysis and dating. Any required specialists will be consulted during the watching brief to advise GAT on a sampling strategy.

3.5 Dendrochronology

As stated in Section 4.4 of the brief prepared by SNPA (cf. Appendix I), consideration should be given in the descriptive record to the potential for dendrochronology sampling of any historic timbers encountered. Should any potential timbers be identified during the building record or watching brief, GAT will seek specialist advice from the *Oxford Dendrochronology Laboratory* (Dr M. C. Bridge FSA, Oxford Dendrochronology Laboratory, Mill Farm, Mapledurham, Oxfordshire, RG4 7TX), with recommendations included in the interim report and the assessment of potential for analysis specification. The *Royal Commission on Ancient and Historic Monuments of Wales* survey completed in 1952 stated that the roof timbers are modern; however, GAT will still inspect the timbers as part of the building record.

3.6 Human Remains

Should any finds of human remains be encountered, they will be left *in-situ*, covered and protected, and both the coroner and the GAPS Archaeologist informed. If removal is necessary it will take place under appropriate regulations and with due regard for health and safety issues. In order to excavate human remains, a Ministry of Justice licence is required under Section 25 of the Burials Act 1857 for the removal of any body or remains of any body from any place of burial. This will be applied for should human remains need to be investigated or moved.

Non-fragmented skeletal remains will be excavated using wooden tools and collected and stored in polyethylene bags (with appropriate references for context, grave number, et al) and placed in a lidded cardboard archive box (note: separate boxes for each grave) and stored in a suitable manner within GAT premises.

If significant quantities of human remains are encountered, a human osteologist should be contacted and appointed to advise the team during the fieldwork. The osteologist will be an external appointment (Rebecca Watts PhD, MSc, BSc (Hons) | Osteoarchaeologist | AOC Archaeology | tel: 0208 843 7380), who will assist in devising the excavation, recording and sampling strategy for features containing human remains. The osteologist will also help to ensure that adequate post-excavation processing of human remains is carried out so that the material is in a fit state for assessment during the post-excavation stage. For inhumations, this will involve washing, drying, marking and packing.

If human remains are recovered that are deemed suitable for further assessment/analysis, this will be completed in accordance with the osteologist's requirements and with *Human Bones from Archaeological Sites Guidelines for producing assessment documents and analytical reports* (Historic England, 2004).

3.7 Artefacts

Diagnostic artefacts will be retained for further examination and identification. Pottery sherds of 19th and 20th century date will be examined on site and the context from which they were retrieved noted but the sherds will not be retained. The artefacts will be treated according to guidelines issued by the UK Institute of Conservation (Watkinson and Neal 2001) in particular the advice provided within *First Aid for Finds* (Rescue 1999) and Historic England.

All finds are the property of the landowner; however, it is Trust policy to recommend that all finds are donated to an appropriate museum, in this case STORIEL, where they can receive specialist treatment and study. Access to finds must be granted to the Trust for a reasonable period to allow for analysis and for study and publication as necessary. Trust staff will undertake initial identification, but any additional advice would be sought from a wide range of consultants used by the Trust, including National Museums and Galleries of Wales at Cardiff.

All finds of treasure must be reported to the coroner for the district within fourteen days of discovery or identification of the items. Items declared Treasure Trove become the property of the Crown, on whose behalf the National Museums and Galleries of Wales acts as advisor on technical matters, and may be the recipient body for the objects.

The National Museums and Galleries of Wales will decide whether they or any other museum may wish to acquire the object. If no museum wishes to acquire the object, then the Secretary of State will be able to disclaim it. When this happens, the coroner will notify the occupier and landowner that he intends to return the object to the finder after 28 days unless he receives no objection. If the coroner receives an objection, the find will be retained until the dispute has been settled.

Note: the landowners are Simon and Jacky Shutler. GAT will contact the landowner for agreement regarding the transfer of artefacts, initially to GAT and subsequently to the relevant museum (STORIEL). A GAT produced pro-forma will be issued to the landowner where they are given the option to donate the finds or to record that they want them returning to them once analysis and assessment has been completed.

3.8 Further Archaeological Works

The identification of significant archaeological features during the watching brief may necessitate the production of a new project specification and the submission of new cost estimates to the contractor.

The application of a further archaeological works design (FAWD) will be dependent on the initial identification, interpretation and examination of an archaeological feature and the identification of activity that cannot be addressed within the provisions of the current design, e.g., complex structural activity. The requirement for an FAWD will be determined in conjunction with GAPS through established communication lines and the monitoring process.

The FAWD will be instigated through a GAT produced document that will include:

- feature specific methodologies;
- artefact specialist requirements, with detail of appropriate specialist analysis;
- timings, staffing and resourcing;
- additional costs.

The FAWD document will need to be approved by GAPS.

3.9 Monitoring Arrangements

The GAPS Archaeologist will need to be informed of the project timetable and of the subsequent progress and findings. This will allow the GAPS Archaeologist time to arrange monitoring visits and attend site meetings (if required) and enable discussion about the need or otherwise for FAWDs (if required) as features of potential archaeological significance are encountered. The curator contact details are:

Jenny Emmett jenny.emmett@heneb.co.uk | 01248 370926

The Level 3 record will be undertaken from April 2017 and will continue throughout the renovation programme, in tandem with the watching brief. A timetable for the renovation works has not been received, although it is expected to be undertaken during Spring/Summer 2017. GAPS will be provided with a schedule once received by GAT.

3.10 Fieldwork Archiving

Following the completion of the fieldwork, a programme of field work archiving will be completed based on following task list;

1. Pro-formas: all cross referenced and complete;
2. Photographic Metadata: completed in *Microsoft Access* and cross-referenced with all pro-formas;
3. Sections: all cross referenced and complete;
4. Survey data (if relevant): downloaded using a Computer Aided Design package;
5. Plans: all cross referenced and complete;
6. Artefacts (if relevant): quantified and identified; register completed;
7. Ecofacts (if relevant): quantified and register completed;
8. Context register (if relevant): quantified and register completed;

All data will be processed, final illustrations will be compiled and a report will be produced which will detail and synthesise the results.

4 PROCESSING DATA, ILLUSTRATION, REPORT AND ARCHIVING

Following completion of the stages outlined above, a report will be produced within one month incorporating the following:

1. Non-technical summary
2. Introduction
3. Aims and purpose
4. Specification
5. Methods and techniques, including details and location of project archive
6. Level 3 Results
7. Watching Brief Results
8. Summary and conclusions
9. List of sources consulted.
10. Appendix I – approved GAT project specification

Illustrations will include plans of the location, site plans and elevations. Historical maps, when appropriate and if copyright permissions allow, will be included. A draft copy of the report will be sent to the regional curatorial archaeologist (GAPS) and to the client prior to production of the final report.

If artefacts, ecofacts and/or features are identified that require post-excavation assessment and analysis, an interim report will be completed within one month of the conclusion of the fieldwork that will summarise the fieldwork results and include recommendations for post-excavation assessment and analysis. Any subsequent post-excavation assessment and analysis results will be included in further reports.

5 DISSEMINATION AND ARCHIVING

A full archive including plans, photographs, written material and any other material resulting from the project will be prepared. The archaeological mitigation outlined in this project specification will commence in April 2017. A draft report will be submitted within one month of fieldwork completion (end date tbc); a final report will be submitted to the Historic Environment within six months of submitting the draft report (submission date tbc).

The following dissemination will apply:

- A digital report will be provided to GAPS and SNPA (draft report then final report); two paper copies will be provided.
- A paper report plus a digital report will be provided to the regional Historic Environment Record, Gwynedd Archaeological Trust; this will be submitted within six months of report completion (final report only).
- A digital report and archive (including photographic and drawn) data will be provided to Royal Commission on Ancient and Historic Monuments, Wales (final report only).
- A paper report(s) plus digital report(s) will be provided to the client (draft report then final report).
- Submission of digital information to the Royal Commission on the Ancient and Historical Monuments of Wales shall be undertaken in accordance with the *RCAHMW Guidelines for Digital Archives Version 1*. Digital information will include the photographic archive and associated metadata.
- Dependent on the results of the building record and watching brief a summary note or a specific article will be included in the Council for British Archaeology Wales publication *Archaeology in Wales*. This shall be agreed with GAPS/SNPA, and client in advance of publication along with all publication content. GAPS/SNPA involvement in the project will be acknowledged therein.

5.1 Historic Environment Record

In line with the regional Historic Environment Record (HER) requirements, the HER must be contacted at the onset of the project to ensure that any data arising is formatted in a manner suitable for accession to the HER. At the onset, the HER Enquiry Form provided by the HER, will be completed and submitted. The HER Officer should also be contacted to ensure that any sites or monuments not previously recorded in the HER are given a Primary Record Number (PRN) and that data structure is compatible with the HER.

6 PERSONNEL

The project will be managed by John Roberts, Principal Archaeologist GAT Contracts Section and attended by a team of project archaeologists. The mitigation will be completed by a Project Archaeologist (Robert Evans), who will be responsible for completing the Level 3 record and watching brief and all field management duties, e.g. liaison with GAPS and client. The project archaeologist will be responsible for completing day record sheets during the watching brief as well as all other on site pro-formas and the fieldwork archive itemised above. The project archaeologist will also be responsible for submitting a draft final report for project manager review and approval. The report will then be submitted as per the arrangements defined in [para. 5](#).

7 HEALTH AND SAFETY

The GAT Project Archaeologist(s) will be CSCS certified. Copies of the site specific risk assessment will be supplied to the client and site contractor prior to the start of fieldwork. Any risks and hazards will be indicated prior to the start of work via a submitted risk assessment. All staff will be issued with required personal safety equipment, including high visibility jacket, steel toe-capped boots and hard hat.

8 INSURANCE

Public Liability

Limit of Indemnity- £5,000,000 any one event in respect of Public Liability

INSURER Aviva Insurance Limited

POLICY TYPE Public Liability

POLICY NUMBER 24765101CHC/000405

EXPIRY DATE 22/06/2017

Employers Liability

Limit of Indemnity- £10,000,000 any one occurrence.

The cover has been issued on the insurers standard policy form and is subject to their usual terms and conditions. A copy of the policy wording is available on request.

INSURER Aviva Insurance Limited

POLICY TYPE Employers Liability

POLICY NUMBER 24765101CHC/000405

EXPIRY DATE 22/06/2017

Professional Indemnity

Limit of Indemnity- £5,000,000 in respect of each and every claim

INSURER Hiscox Insurance Company Limited

POLICY TYPE Professional Indemnity

POLICY NUMBER

HU PI 9129989/1208

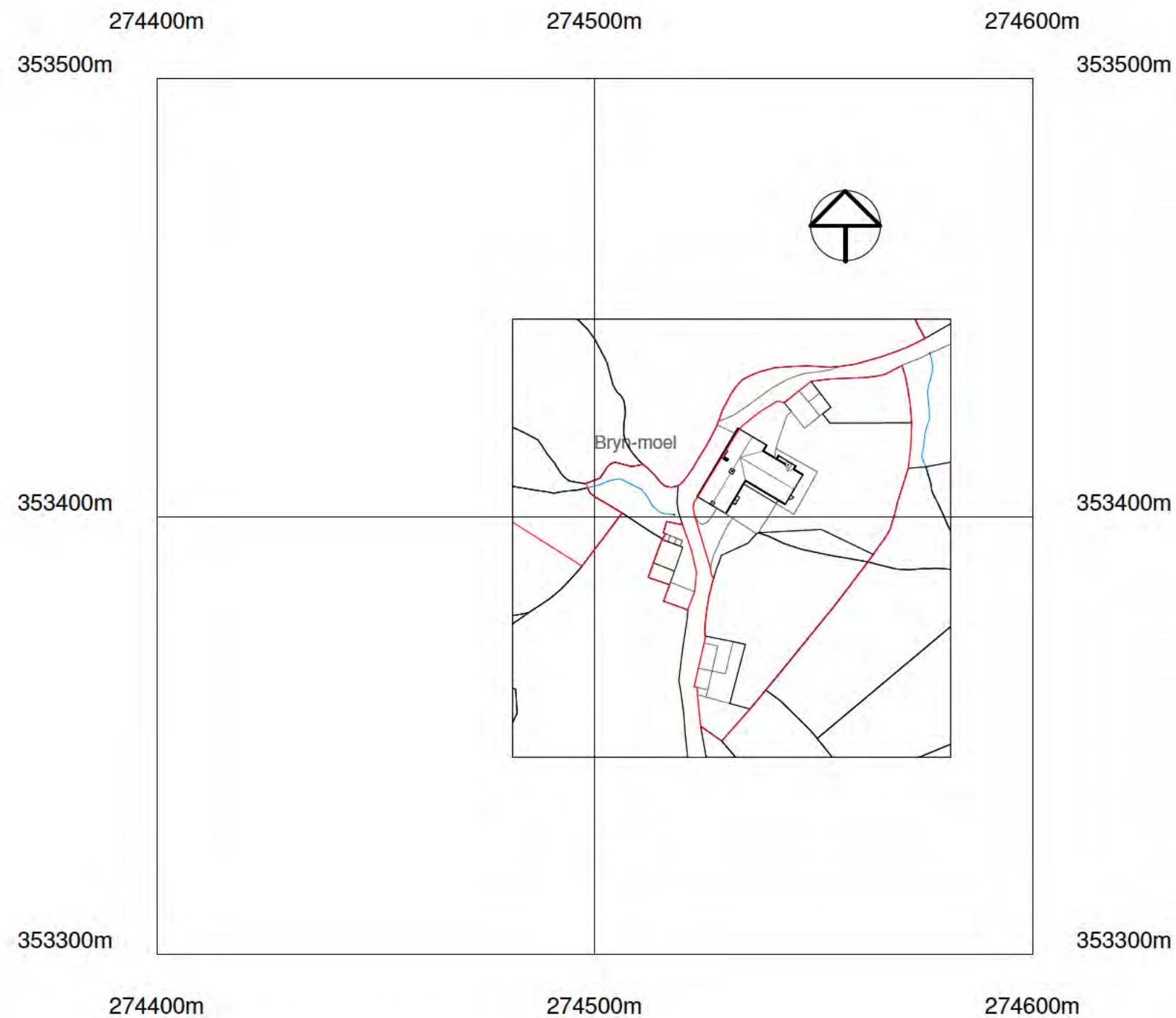
EXPIRY DATE 23/07/2017

9 SOURCES CONSULTED

1. Chartered Institute for Archaeologists, 2014. Standard and Guidance for the archaeological investigation and recording of standing buildings and structures.
2. *Greenspace Architects Limited* Drawing Nos. 16-03-A000 to 16-03-A004
3. *Greenspace Architects Limited* Drawing Nos. 16-03-A100 Rev A to 16-03-A303 Rev B Historic England, 2006. Understanding Historic Buildings: A guide to good recording practice.
4. *Greenspace Architects Limited* Bryn Moel Design Statement and Historic Impact Assessment V3
5. Snowdonia National Park Authority brief 24th February 2017.
6. Royal Commission on Ancient and Historic Monuments of Wales 2015 Guidelines for digital archives

FIGURE 01

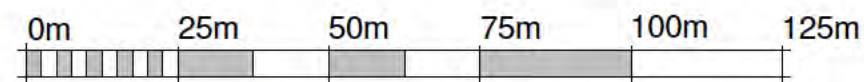
Location Map



Crown Copyright and database rights 2016 OS 100019980

Location Plan

1 : 1250



VISUAL SCALE 1:1250 @ A1

Rev.	Revision description	Drawn	Checked	Date
------	----------------------	-------	---------	------

Greenspace Architects Ltd.
The Old Town Hall, Ellesmere,
Shropshire, SY12 0EP
Tel 01691 623889
e-mail:
greenspace@greenspacearchitects.com
web: www.greenspacearchitects.com

Project

BRYN MOEL

Title

Location Plan

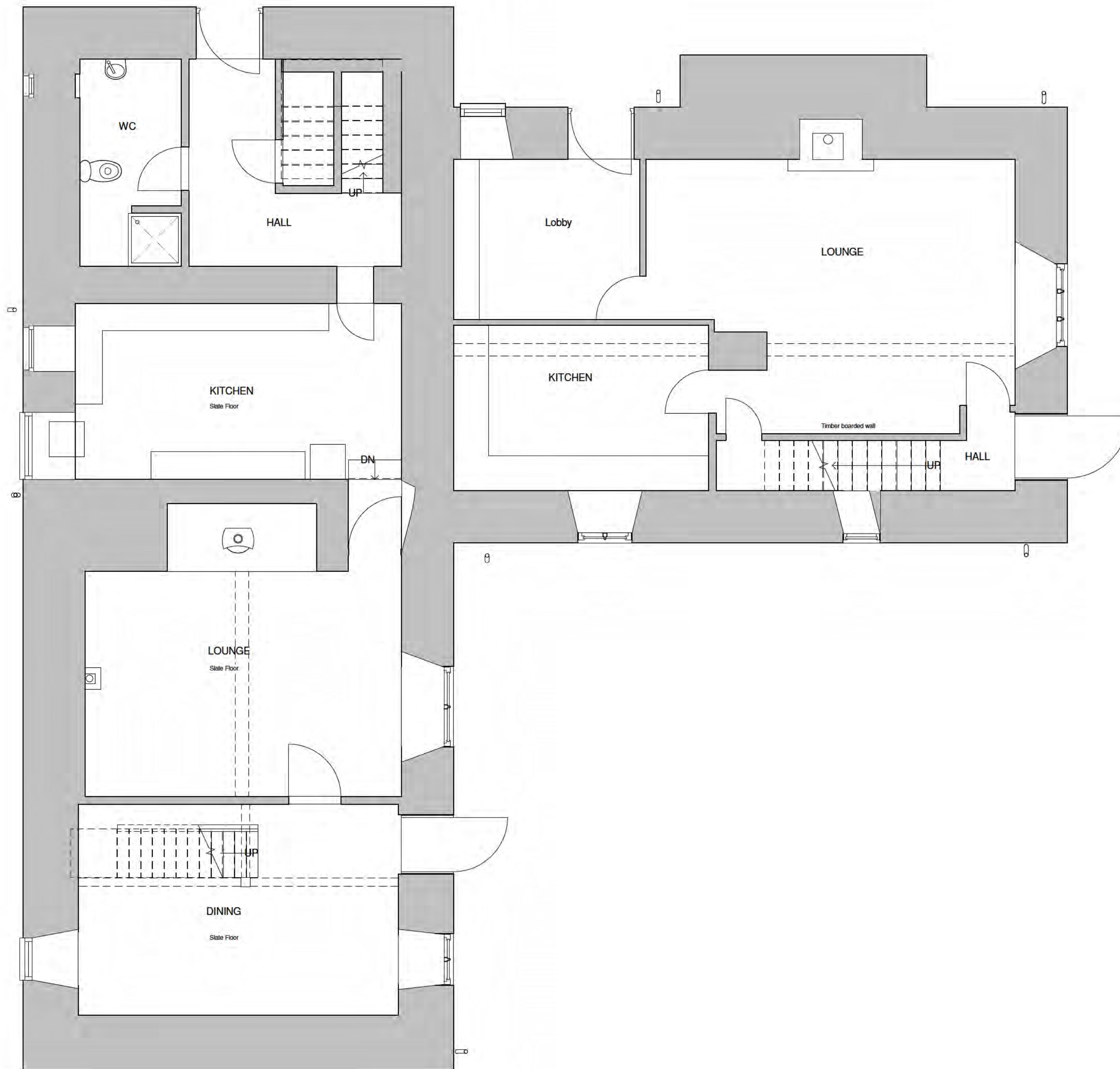
Scale @ A3	Drawn By	Checked By	Date
1 : 1250	JB	KS	06/29/16

Job No.	Sheet No.	Rev.
16-03	A000	-

Drawing
Number

FIGURE 02

Reproduction of *Greenspace Architects Limited* Drawing Nos. 16-03-A000 to 16-03-A004



Rev.	Revision description	Drawn	Checked	Date

Greenspace Architects Ltd
The Old Town Hall,
The Square Eilemere, Shropshire
SY12 0EP
Tel 44(0)1691 623889

e-mail: greenspace@greenspacearchitects.co.uk
web: www.greenspacearchitects.co.uk

Project

BRYN MOEL

Title

Existing Ground Floor Plan

Scale @ A1	Scale @ A3	Drawn By	Checked By	Date
1 : 50	1:100	JV	JB	08/02/2016

Job No.	Sheet No.	Rev.
16-03	A001	-



e-mail: greenspace@greenspacearchitects.co.uk
web: www.greenspacearchitects.co.uk

Job No.	Sheet No.	Rev.
16-03	A002	Designer



North Elevation - Existing
1 : 50



East Elevation - Existing
1 : 50

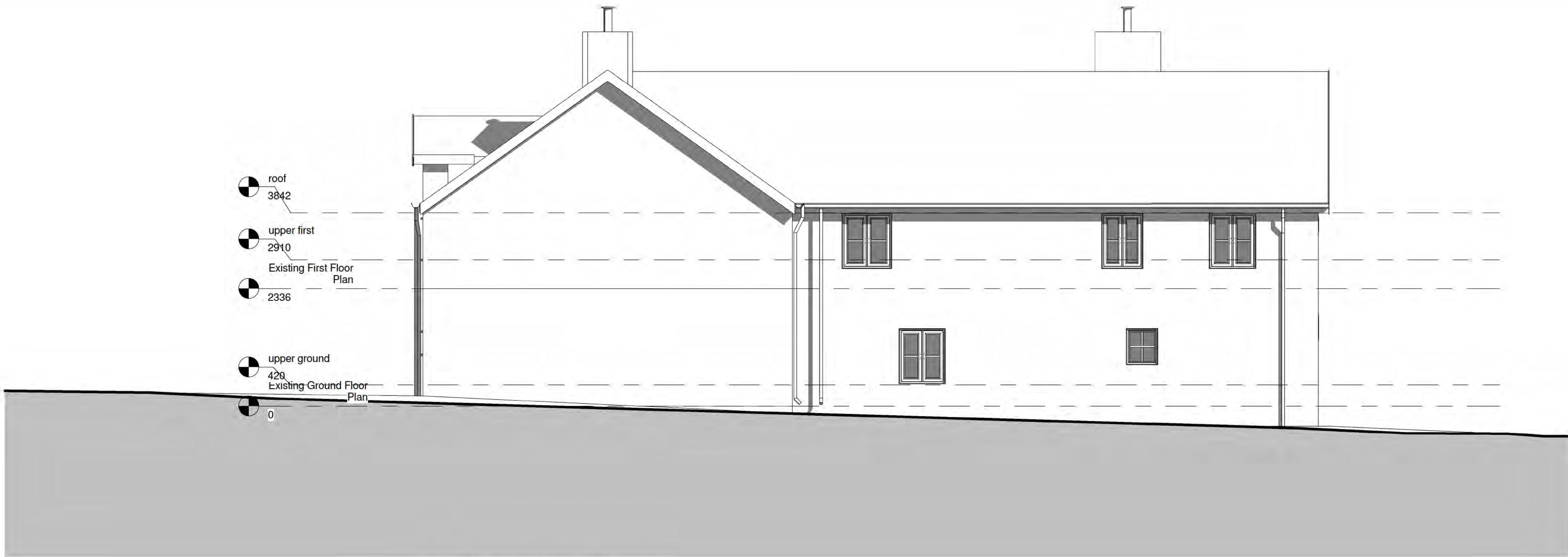
Rev.	Revision description	Drawn	Checked	Date
------	----------------------	-------	---------	------

Greenspace Architects Ltd
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e-mail: greenspace@greenspacearchitects.co.uk
web: www.greenspacearchitects.co.uk

Project
BRYN MOEL

Title
Existing Elevations - Sheet 1

Scale @ A1	Scale @ A3	Drawn By	Checked By	Date
1 : 50	1:100	JV	JB	03/22/16
<hr/>				
Job No.		Sheet No.	Rev.	
Drawing Number	16-03	A003	-	



South Elevation - Existing
1 : 50



West Elevation - Existing
1 : 50

Rev.	Revision description	Drawn	Checked	Date

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Project
BRYN MOEL

Title
Existing Elevations - Sheet 2

Scale @ A1	Scale @ A3	Drawn By	Checked By	Date
1 : 50	1:100	Author	Checker	03/22/16
Job No.	Sheet No.	Rev.		
Drawing Number 16-03	A004	Designer		

FIGURE 03

Reproduction *Greenspace Architects Limited* Drawing Nos. 16-03-A100

Rev A to 16-03-A303

A 3D perspective rendering of a building, likely a school or institutional structure, featuring a dark grey roof and a blue square feature on the side. The building is situated on a light-colored, possibly paved, area with some faint lines indicating a layout or parking spaces.

Position pipework for Ground Source Heat Pump shown for indicative purposes only. Exact position and length is to be determined by the manufacturer/installer.

A diagram of a rectangular block with a vertical crack and a horizontal crack, labeled 'S'.

A	Drainage added			16/12/16
Rev	Revision Description	Drawn	Check	Date

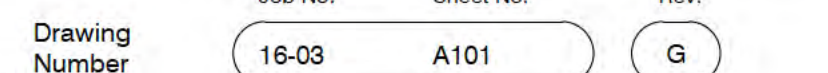
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BRYN MOEL

Proposed Site Plan

X:\Greenspace Jobs 2016\16-03 1-2 Bryn Moel, Dolwyddelan, Snowdonia\2.0 Architectural drawings\2.2 Models\Central\PROPOSED BRYN MOEL Conservation Officer (larger windows in rear doors).rvt

Drawing Number 16-03 A100 A



Drainage Generally

Surface Water Drainage (where replaced)

Foul Drainage

Rainwater Goods

New roof construction

If it is found that the roof needs to be renewed the existing slates are to be carefully taken up and re-laid on new 25 x 50 pressure treated sw battens on a breathable sarking membrane (Kingspan Nilvent or similar approved) on the existing rafters (rafters are to be replaced 'like for like' where necessary). Where the roof slates are exposed 100 mm Kingspan Kooltherm K7 Pitched Roof board is to be laid between the existing rafters with a min. 25 mm air gap to the breathable sarking membrane. 37.5 mm Kingspan K18 insulated plasterboard beneath the rafters with a plaster skin finish. NB the existing ceiling joists may need battens applied to the underside to increase the depth to min. 125 mm total.

Ground Floor construction (House 1)

Ground Floor construction (House 2)

New windows and doors

Fire detection:

Smoke alarm

Kitchen optical type heat detector

Mechanical Installation

Mechanical extract and ventilation equipment

Bathroom and shower room are to have ceiling mounted extract fans rated at 15 litres/second, connected to the light switch and provided with a run-on facility. Fans are to be ducted to a Burlington soaker vent within the slate roof to minimise visual intrusion to the Listed Building

Utility/w.c is to have an extract fan rated at 30 litres/second connected to the light switch and provided with a run on facility. Fan to be ducted to vertical duct in kitchen and taken vertically through the bedroom above to a Burlington soaker vent within the slate roof to minimise visual intrusion to the listed building.

Energy Efficient lighting

Part P

New Staircase (House 1)

Decoration

Where decoration is required to existing stone walls internally, they are to receive a lime wash or mineral paint finish (such as Keim Mineral paint) to allow the existing walls to breathe.

New window is to be a secondary means of escape window and be fitted a single openable casement to achieve an openable area that is at least 450 mm wide, 450 mm high and a minimum area of 0.33 m²

Floor to be opened up and joist direction assessed. Existing walls may require new beam to support the wall at first floor level. If required, Structural engineer is to provide calculations for the beam. —

New window is to be a secondary means of escape window and be fitted with an opening casement to achieve an openable area that is at least 450 mm wide, 450 mm high and a minimum area of 0.33 m²

New window is to be a secondary means of escape window and be fitted with one flying mullion to achieve one openable area that is at least 450 mm wide, 450 mm high and a minimum area of 0.33 m²

New window in place of the large non-original dormer window. Window to be positioned to match photograph of 1950's. window is to be a secondary means of escape window and be fitted with a single operable casement to achieve an operable area that is at least 450 mm wide, 450 mm high and a minimum area of 0.33 m²

New shower room in timber partitions with storage over.

New Lumer
Conservatio
rooflight —

New window is to be a secondary means of escape window and be fitted with an opening casement to achieve an openable area that is at least 450 mm wide, 450 mm high and a minimum area of 0.33 m²

n layout and
amended and
wer introduced

New window is to be a secondary means of escape window and be fitted with a casement to achieve an openable area that is at least 450 mm wide, 450 mm high a minimum area of 0.33 m²

1 : 50

Note: In accordance with condition 4 of the Listed Building Consent: Prior to any work commencing the applicant/developer shall submit to and receive written approval from the local planning authority for an archaeological specification for a programme of works which must meet all relevant archaeological standards.

G	Roof insulation notes amended				22/12/16
F	Building Regulations noted added				16/12/16
E	Windows and doors amended				28/09/16
D	Amendments made following conservation officer comments				13/09/16
C	Further notes added				26/06/16
B	Wall insulation removed				14/06/16
A	Insulated Wall Lining Added				12/04/16
Rev	Revision Description	Drawn	Check	Date	

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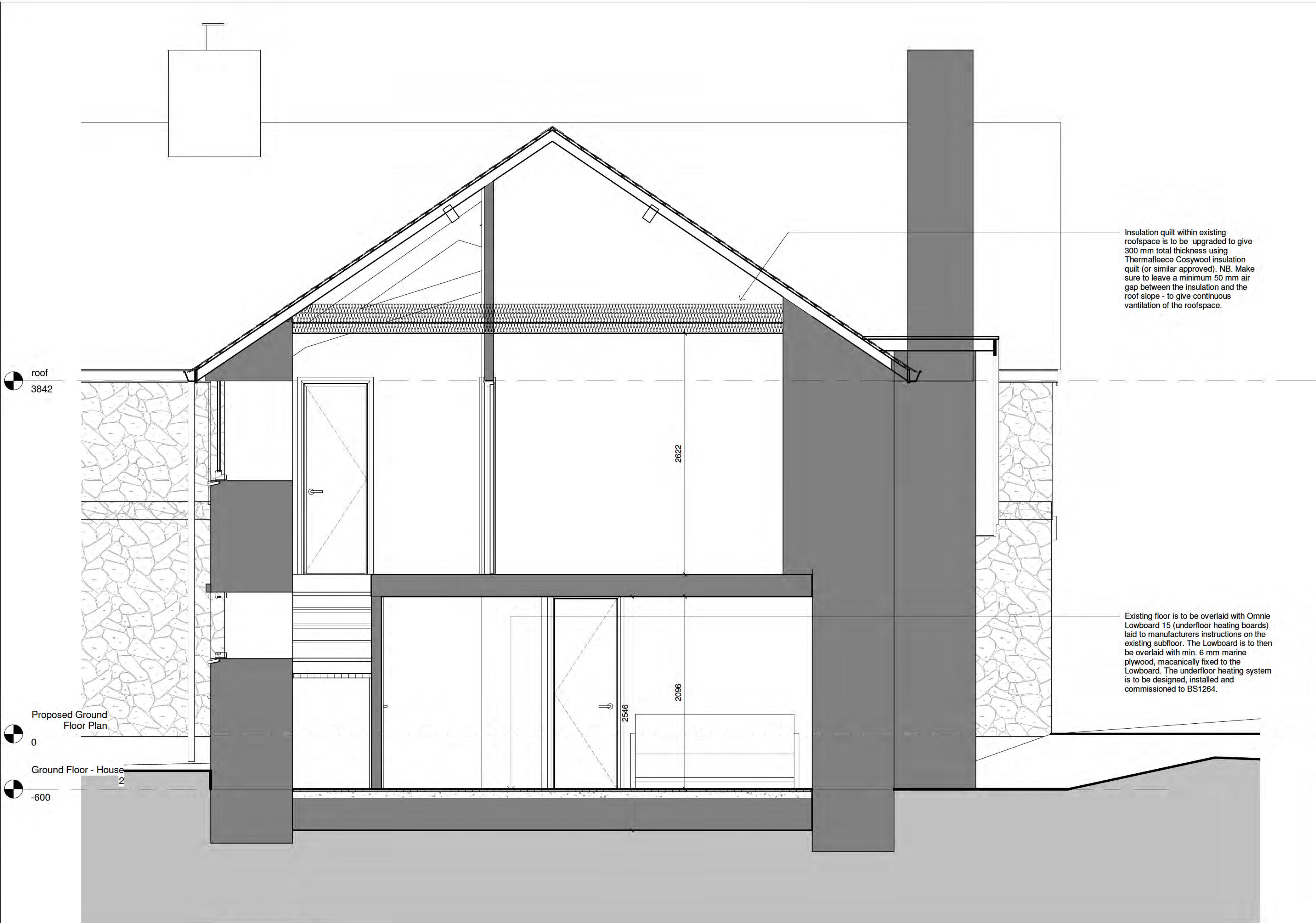
Project

BRYN MOEL

Title

Proposed First Floor Plan

Scale @ A1	Scale @ A3	Drawn By	Checked By	Date
1 : 50		Author	Checker	12/15/16
Job No.		Sheet No.		Rev.
16-03		A102		G



Section 1
1 : 25

Code 4 lead cover flashing fixed in accordance with The Lead Sheet Associations guidelines.

Natural slate to match existing roofs on 38x25mm timber battens on 125x20mm sw t&g boarding on 100x50mm sw rafters at 300mm crs.

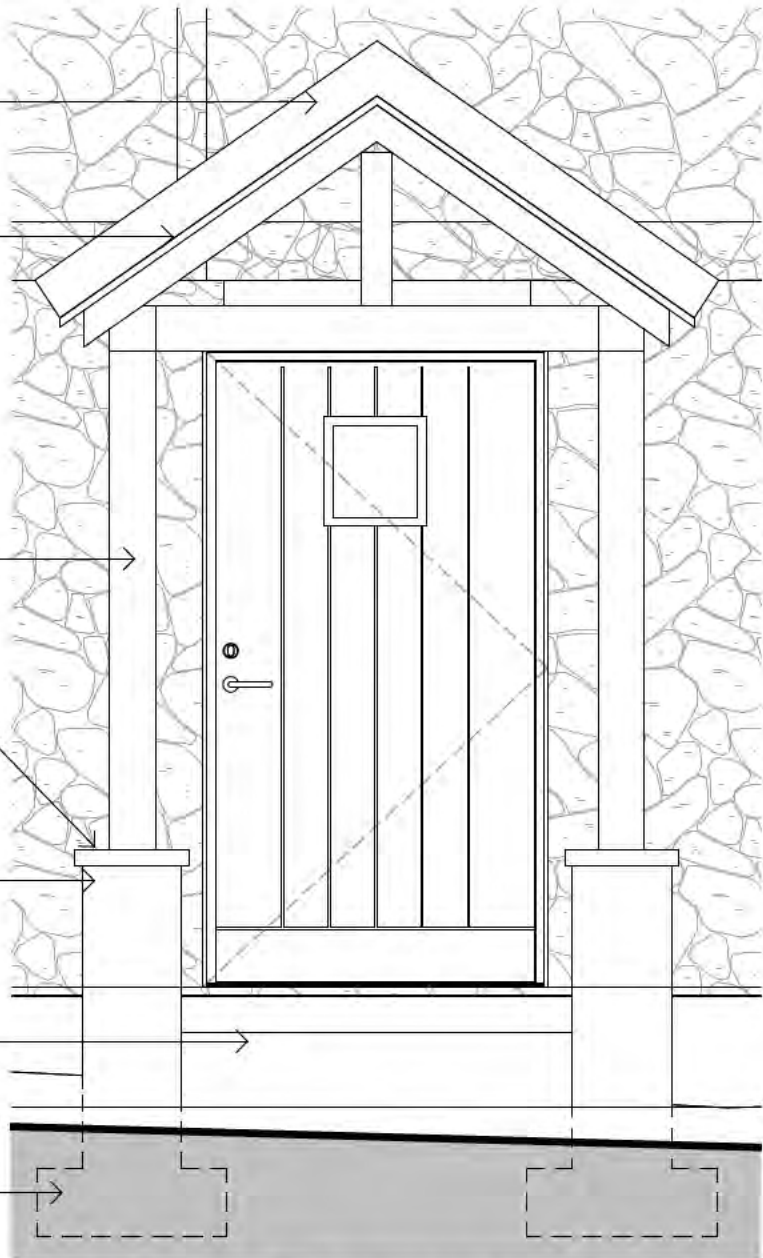
150x150mm oak frame set onto stainless steel spike bedded into the stone dwarf wall.

50mm natural stone cappings50mm natural stone cappings

Natural Stone wall built using local stone to match the existing house wall. Walls are to be built using Lime mortar (NHL 3.5 mix)

New step is to be finished with Natrual river slate on a 125 mm mass concrete step on 25 mm blinded cleanstone hardcore.

New foundation to plinth walls are to be in 600 x 225 mm mass concrete to the level of the existing foundations and to the Building Inspectors approval.



Proposed East Elevation - Porch Detail
1 : 25

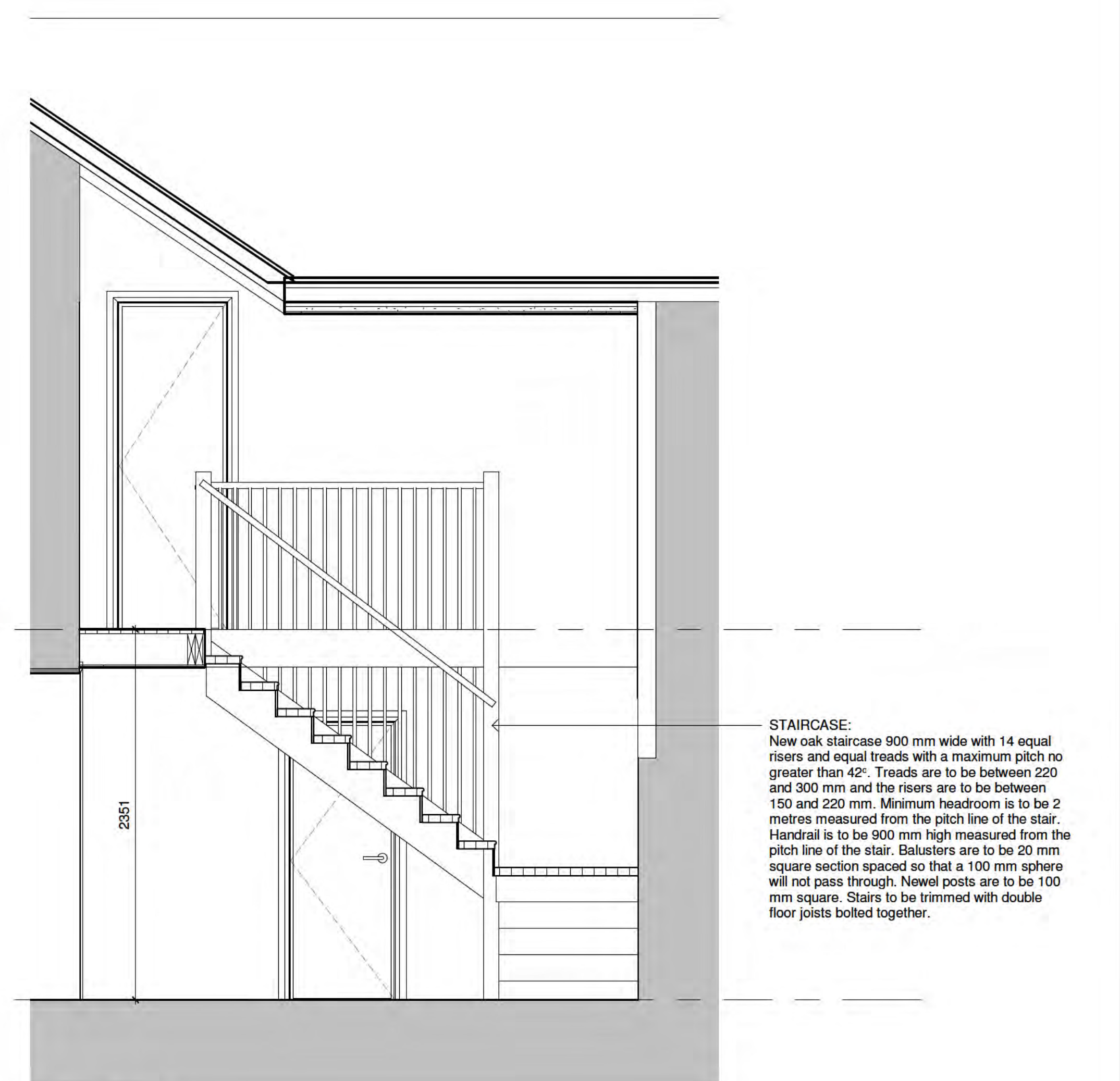
Rev	Revision Description	Drawn	Check	Date
A	Roof insulation notes amended			22/12/16

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Project
BRYN MOEL

Title
Proposed Section 1

Scale @ A1	Scale @ A3	Drawn By	Checked By	Date
1 : 25	1:50	JV	JB	12/16/16
Drawing Number	Job No.	Sheet No.	Rev.	
	16-03	A201	A	



Section 3

A	Roof insulation notes amended				22/12/16
Rev	Revision Description		Drawn	Check	Date

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Project

BRYN MOEL

Title

Proposed Sections 2 & 3

Scale @ A1	Scale @ A3	Drawn By	Checked By	Date
1 : 25	1:50	JV	JB	12/16/16

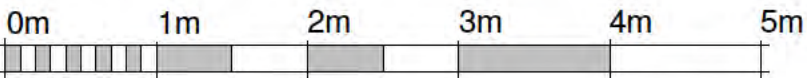
Drawing Number	Job No.	Sheet No.	Rev.
	16-03	A202	A



Proposed North Elevation
1 : 50



Proposed East Elevation
1 : 50



VISUAL SCALE 1:50 @ A1

Rev	Revision Description	Drawn	Check	Date
E	Building Regulations noted added			16/12/16
D	Glazing bars amended			13/09/16
C	Amendments made following conservation officer comments			13/09/16
B	Further notes added			26/06/16
A	Vision Panel added into front doors and dormer removed			14/06/16

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Project
BRYN MOEL

Title
Proposed Elevations - Sheet 1

Scale @ A1	Scale @ A3	Drawn By	Checked By	Date
1 : 50	JV	JB		03/23/16

Job No.	Sheet No.	Rev.
16-03	A301	D



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BRYN MOEL

Proposed Elevations - Sheet 2

Scale @ A1	Scale @ A3	Drawn By	Checked By	Date
1 : 50	1:100	JV	JB	03/23/16

Drawing Number	Job No.	Sheet No.	Rev.
	16-03	A302	C



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Project

BRYN MOEL

Title

Proposed Elevations - Sheet 3

Scale @ A1	Scale @ A3	Drawn By	Checked By	Date
1 : 50		WH	JB	13/09/16

	Job No.	Sheet No.	Rev.
Drawing Number	16-03	A303	B

APPENDIX I

**Reproduction of Snowdownia National Park Authority brief
24th February 2017**

Brief for archaeological recording and watching brief

Bryn Moel, Dolwyddelan

Listed Building reference, Cadw: Grade 2, ref. # 3188

Date: 24th February 2017

National Grid Reference: 274534, 353412

Planning reference: NP4/16/LB32C

Applicant: Mr James Bennett, Greenspace Architects Ltd.

This design brief is only valid for six months from the above date. After this period Snowdonia National Park Authority should be contacted.

1.0 Context

- 1.1 Bryn Moel has been granted listed building consent, dated 08-11-2016, for the following works (as per attached document):
- 1.2 “Listed Building Consent for external alterations including adding new porch; reopen 2 blocked up window openings; replace windows and doors; remove modern dormer and add new window and conservation rooflight; replace cement pointing with lime pointing, and internal alterations including replace concrete floors with insulated limecrete floors with underfloor heating; add ensuite bathroom and reorganise bathroom; add new heating system; remove modern fireplace, replace modern stairs with new stairs, 1 & 2 Bryn Moel, Dolwyddelan”.
- 1.3 Condition 5 of the consent makes provision for an archaeological scheme to mitigate against the possible impact of the works on the fabric of the historic building and any concealed or buried remains of archaeological significance. The condition reads:
- 1.4 “Prior to any work commencing (including any ground disturbing works or site clearance) pursuant to this permission the applicant/developer shall submit to and receive written approval from the Local Planning Authority for an archaeological specification for a programme of works which must meet all relevant archaeological standards. The works shall be completed in strict accordance with the approved programme of works unless agreed to in writing by the Local Planning Authority”.
- 1.5 The earlier (north west) wing of Bryn Moel is thought to date to the early or mid-C16th and may have replaced a timber predecessor. Further information is given on the attached listed building description, as accessed from Cadw’s Cof Cymru website on 24/02/2017:
<http://cadw.gov.wales/historicenvironment/recordsv1/cof-cymru/?lang=en>

2.0 Archaeological Requirements

- 2.1 This is a *design brief* for a programme of archaeological works to mitigate the impact of the development, to be undertaken following listed building consent, in accordance with guidelines set out in Welsh national planning guidance (*Planning Policy Wales*) and Welsh Office Circular 60/96 (*Planning and the Historic Environment: Archaeology*). The programme of works will comprise:
 - **Desktop review** to gather together, present and summarise information relating to the history of the building, to help inform the mitigation works and contextualise and understand their findings;

- **Archaeological building record** to document the existing building prior to any works commencing and during construction activities;
 - **Archaeological watching brief** on all ground works and works to the fabric of the standing building undertaken during the development which have potential to reveal or disturb archaeological features;
 - Analysis of findings and production and dissemination of **report**.
- 2.2 The objectives of the archaeological programme are to provide an archive record of the existing building; to increase understanding of the site's history, development and significance and; to ensure the recording and interpretation of any information revealed during the course of the works.
- 2.2 Any additional stages of work further to the work described by this brief will require prior approval of Snowdonia National Park Authority.
- 2.3 The following documentation must be consulted in relation to this brief:
- Planning documentation associated with the proposals;
 - English Heritage, 2006. *Understanding Historic Buildings: A guide to good recording practice*. English Heritage, London.
- 2.4 This design brief should be used by an archaeological contractor as the basis for the preparation of a detailed written archaeological specification. The specification must be submitted to Snowdonia National Park Authority for approval before the work commences.
- 2.5 The specification should contain, as a minimum, the following elements:
- non-technical summary;
 - details of the proposed works as precisely as is reasonably possible, indicating clearly on a plan their location and extent;
 - site-specific objectives of the archaeological works;
 - methods of recording, including the collection and disposal strategy for artefacts and ecofacts;
 - arrangement for immediate conservation of artefacts;
 - post-fieldwork methodology (watching brief element);
 - the level and grade of all key project staff;
 - details of external specialists;
 - a timetable for the proposed works, including contingency if appropriate;
 - the intended method of publication;
 - archive deposition;
 - reference to relevant legislation, policy, standards and guidance;
 - health and safety considerations;
 - monitoring procedures.

3.0 Desktop review

- 3.1 The following archives should be consulted for relevant published and unpublished material, including cartographic, illustrative and historical sources, relating to the site:
- The regional Historic Environment Record (HER) held by the Gwynedd Archaeological Trust;

- National Monuments Record of the Royal Commission on the Ancient and Historic Monuments of Wales, Aberystwyth;
- Archives of the Gwynedd and Conwy Record Offices;
- Bangor University archives (as appropriate);
- The National Library for Wales.

4.0 Archaeological building record detail

- 4.1 The buildings will be recorded through drawn plans, photographs, written descriptions and drawings of significant features. The record will entail the following elements:
- detailed record of the building prior to construction works commencing;
 - recording during intensive watching brief on refurbishment and alterations to the building.
- 4.2 Recording methodology should be in accordance with Chartered Institute for Archaeologists guidance (see 7.0 General Requirements below).
- 4.3 The detailed building record elements should be roughly commensurate with the English Heritage '*Understanding Historic Buildings: a guide to good recording practice*' (2006) **Level 3** and should include the following elements:
- written account 1-3, 5-9, 11, 13, 16-18, 21-23;
 - drawings 2-4, 6-9 and if of value, 11
(value and need for 3, 4 and 6 to be reviewed during proposed works);
 - photographs 1-9.
- 4.4 The **written account** must be a descriptive and analytical record and should set the building within its local and regional context. It should draw on a range of available resources and summarise the building's significance and development. Consideration should be given to the potential for dendrochronology sampling of any historic timbers encountered.
- 4.5 The **drawings** should include a general site plan and floor plans recording the form and location of significant architectural/structural features. Existing architect's drawings may be used as a base where suitable.
- 4.6 **Photographs** must be high quality. For digital technology, high resolution images (preferably in .tiff format) must be produced. Selected images should be presented within the report as a hard copy (labelled with the subject and orientation) and all photographs must be included in both .tiff and .jpg format as an archive (on digital optical disc or other appropriate digital data storage device such as USB drive) to accompany the report.
- 4.7 The monitoring of any stripping out, dismantling and controlled demolition work is to be undertaken in a manner that allows for the immediate cessation of development for the recording of archaeological evidence. Agreement must be reached between the archaeologist and developer in order that this is achieved.
- 4.8 Due regard must be had to health and safety considerations with respect to the structural condition of the buildings during demolition and refurbishment.

5.0 Archaeological watching brief detail

- 5.1 The purpose of the archaeological watching brief is to ensure the investigation and recording of any archaeological evidence which is not identified and/or cannot be addressed prior to construction. This may include hitherto concealed features and remains associated with earlier buildings or other remains at the site.

- 5.2 The watching brief will be undertaken during the course of **all intrusive works** where there is potential to disturb or reveal features of interest (such as during internal alterations including the replacement of concrete floors with insulated limecrete floors with underfloor heating and other structural works as well as during ground works within the immediate vicinity of the building, for example service trenching).
- 5.3 If significant features or deposits are encountered it will be necessary to stop the construction work, in that section, so that a suitable scheme of works can be initiated in discussion with the Snowdonia National Park Authority.
- 5.4 A full drawn, written and photographic record should be made of any significant archaeological features, structures and deposits that may be revealed.
- 5.5 The monitoring of ground works is to be undertaken in a manner that allows for the immediate cessation of development for the recording of archaeological evidence. Agreement must be reached between the archaeologist and developer in order that this is achieved.
- 5.6 The watching brief must be undertaken by a suitably qualified archaeologist and follow the standards laid out in the Chartered Institute for Archaeologists (CIfA) standard and guidance - see section 7.0

6.0 Report

- 6.1 A report summarising the results of the archaeological mitigation scheme should be completed within three months of completion of the archaeological site works. The Snowdonia National Park Authority should be provided with a draft copy for comment and approval prior to production of a finalised version for dissemination.
- 6.2 The results must be presented in a bound report and laid out in such a way that data and supporting text are readily cross-referenced. The regional HER Officer should be contacted to ensure that any sites or monuments not previously recorded in the HER are given a Primary Record Number (PRN) and that data structure is compatible with the HER.
- 6.3 Any relevant desk-based sources included for the purposes of interpretation and analysis must be fully referenced, and related to both the archaeological mitigation work and the development proposals.
- 6.4 The archaeological contractor must ensure that sufficient resource is made available for a post-excavation programme to result in a full archive report.
- 6.5 In addition to the guidance provided elsewhere in this brief, the final report should specifically include the following:
- a copy of the design brief and agreed specification;
 - a location plan based on current OS mapping at an appropriate scale;
 - sufficient historical and archaeological detail to allow interpretation of the results and to support assessment of significance;
 - all identified features and significant finds plotted on an appropriately scaled site plan;
 - full dimensional and descriptive detail of all identified features and significant finds;
 - a full bibliography of sources consulted;
 - a digital archive on optical media disc or USB drive.
- 6.6 Where relevant, specialist studies (for example relating to mortar analysis, environmental samples and dendrochronological dating potential) must include a *statement of potential*. All specialist reports used in the preparation of this statement must be reproduced **in full** in the report.

7.0 General requirements

- 7.1 The archaeological programme must be undertaken by an appropriately qualified individual or organisation, fully experienced in work of this character.
- 7.2 Details, including the name, qualifications and experience of the project director and all other key project personnel (including specialist staff) should be communicated to the Snowdonia National Park Authority and all written work attributed to an author(s).
- 7.3 Archaeological contractors/sub-contractors are expected to conform to standard professional guidelines. The following are of particular relevance to this project:
- Brown D. H., 2007. *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation*. Archaeological Archives Forum
 - Chartered Institute for Archaeologists Standards and Guidance documents relating to the following topics (the latest version of which can be found as PDF documents via the following link <http://www.archaeologists.net/codes/cifa>):
 - code of conduct;
 - professional conduct;
 - creation, compilation, transfer and deposition of archaeological archives;
 - archaeological investigation and recording of standing buildings or structures;
 - collection, documentation, conservation and research of archaeological materials;
 - desk-based assessment;
 - archaeological excavation;
 - archaeological watching brief.
 - English Heritage, 1991. *Management of Archaeological Projects (MAP2)*
 - English Heritage, 2006. *Understanding Historic Buildings: A guide to good recording practice*
 - English Heritage, 2006. *Management Of Research Projects in the Historic Environment (MORPHE)*
 - National Panel for Archaeological Archives in Wales, *The national standard and guidance to best practice for collecting and depositing archaeological archives* [as approved by the Welsh Government's Historic Environment Group, February 2017]
 - Royal Commission on the Ancient and Historical Monument of Wales, *Guidelines for digital archaeological archives*.
- 7.4 Many people in North Wales speak Welsh as their first language, and many of the archive and documentary references are in Welsh. Contractors should therefore give due consideration to their ability to understand and communicate in Welsh.
- 7.5 The archaeological contractor must satisfy themselves that all constraints to groundworks have been identified, including the siting of live services, Tree Preservation Orders and public footpaths. Snowdonia National Park Authority bears no responsibility for the inclusion or exclusion of such information within this brief.
- 7.6 Any changes to the specifications that the archaeological contractor may wish to make after approval by this office should be communicated to Snowdonia National Park Authority and approved before implementation.
- 7.7 Care must be taken in dealing with human remains if encountered and the appropriate environmental health regulations followed. Snowdonia National Park Authority and the local Coroner must be informed immediately human remains are discovered.

8.0 Archiving and dissemination

- 8.1 Arrangements for the long-term storage and deposition of all artefacts must be agreed with the landowner and Snowdonia National Park Authority before the commencement of investigation.
- 8.2 A full archive including plans, photographs, written material, digital data and any other material resulting from the project should be prepared in accordance with standard guidance. All plans, photographs and descriptions should be labelled, cross-referenced and lodged in an appropriate place (to be agreed with Snowdonia National Park Authority) within six months of the completion of the project.
- 8.3 Digital archiving should follow the National Panel for Archaeological Archives in Wales's document 'The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives' as approved by the Welsh Government's Historic Environment Group, February 2017, together with the Royal Commission on the Ancient and Historical Monument of Wales Guidelines for Digital Archaeological Archives, which forms a section of the national standard and guidance. See attached document.
- 8.4 Bound paper copies of the finalised (see 6.1 above) report should be disseminated as follows:
- Snowdonia National Park Authority – two copies;
 - Regional Historic Environment Record – one copy;
 - National Monuments Record – one copy.
- 8.5 The digital archive should be provided to each of the above three organisations on digital optical disc or other appropriate digital data storage device such as USB drive.

9.0 Curatorial monitoring

- 9.1 The project will be monitored by Snowdonia National Park Authority to ensure the fulfilment of the brief and specifications. The Authority's archaeological advisor will normally review the progress of reports and archive preparation. The archaeological contractor must inform Snowdonia National Park Authority in writing of the proposed start dates for the project and any subsequent phases of work.

10.0 Further information

- 10.1 This document outlines best practice expected for a programme of archaeological mitigation but cannot fully anticipate the conditions that will be encountered as work progresses. If requirements of the brief cannot be met they should only be excluded or altered after gaining written approval of Snowdonia National Park Authority.

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Gofynner am: Mr Gwilym H Jones

Rhif Cais: NP4/16/LB32C
Derbyniwyd: 27/07/16
Math Caniatad: Caniatâd Adeilad Rhestredig

Dyddiad: 08/11/16

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Deddf Cynllunio (Adeiladau Rhestredig ac Ardaloedd Cadwraeth), 1990
Rheoliadau Cynllunio (Adeiladau Rhestredig ac Ardaloedd Cadwraeth), 1990

Mae'r Awdurdod a enwir uchod, yr awdurdod cynllunio lleol, **TRWY HYN YN CANIATAU'R** datblygiad a fwriedir gennych, sef:

Caniatâd Adeilad Rhestredig am newidiadau allanol yn cynnwys ychwanegu portico newydd; ailagor 2 agoriad ffenest wedi ei cau i fyny; amnewid ffenestri a drysau; tynnu dormer modern ac ychwanegu ffenestr a ffenestr to cadwraeth; amnewid pwyntiad sment a phwyntiad calch, a newidiadau mewnol yn cynnwys amnewid lloriau concrid a lloriau "limecrete" gyda gwresogi dan llawr, ychwanegu ystafell ymolchi ensuite ac ail drefnu ystafell ymolchi, ychwanegu sustem wresogi newydd; tynnu ymaith lle tan modern; amnewid grisiau modern a grisiau newydd, 1 & 2 Bryn Moel, Dolwyddelan.

Yn unol a'r cynlluniau a'r cais a gyflwynwyd i'r Awdurdod ar yr amod(au) a nodir isod:

1. Mae'n rhaid dechrau'r gwaith y mae'r caniatad hwn yn cyfeirio ato cyn diwedd PUM mlynedd o ddydiad y caniatad hwn.
2. Mae'n rhaid cyflawni'r datblygiad a ganiateir yma yn gwbl unol â manylion cynlluniau rhif 16-03 A000, 16-03 A001 16-03 A002, 16-03 A003, 16-03 A004 a ddilyswyd ar 27/07/2016, cynllun rhif 16-03 A101D a dderbyniwyd ar 15/09/2016, cynlluniau rhif 16-03 A301D, 16-03 A302C a dderbyniwyd ar 11/10/2016 a cynllun rhif 16-03 A303A a dderbyniwyd ar 20/10/2016.
3. Nid oes unrhyw fflw/dwct awyru l dorri trwy wyneb allanol yr adeilad heblaw trwy fanylun terfyniad o fath l'w gymeradwyo drwy gais ffurfiol l'r Awdurdod Cynllunio Lleol.
4. Bydd rhaid cadw a diogelu gwaith coed mewnol a gosodiadau gwreiddiol/hanesyddol yn ystod y gwaith amnewid llawr isaf. Rhaid addasu a thrwsio paredau mewnol presennol,

wynebau mewnol y waliau allanol, nenfydau a'r lloriau y prif adeilad presennol gyda deunyddiau a manylion sy'n gydnaws a'r gwreiddiol gan gynnwys y gorffeniad.

5. Cyn dechrau unrhyw waith (yn cynnwys unrhyw darfu ar y ddaear neu glirio safle) perthnasol i'r caniatad hwn rhaid cyflwyno manyleb archaeolegol am raglen o waith sydd yn unol a holl safonau archaeolegol perthnasol i'w gymeradwyo yn ysgrifenedig gan yr Awdurdod Cynllunio Lleol. Rhaid i'r gwaith gael ei gwblhau yn gwbl unol a'r rhaglen waith a gymeradwyir os na gytunir ynw ahanol yn ysgrifenedig gan yr Awdurdod Cynllunio Lleol.

Y rhesymau am ddyfarniad yr Awdurdod i ganiatau y datblygiad yn ddarostyngedig i'r amodau a nodwyd eisioes yw:

1. I gydymffurfio â Deddf Gynllunio (Adeiladau Rhestredig ac Ardaloedd Cadwraeth) 1990.
2. Er mwyn diffinio y caniatad ac er mwyn osgoi amheuaeth.
- 3, 4, 5. Er mwyn diogelu cymeriad ac edrychiad yr Adeilad Rhestredig hwn.

**** MAE'N BWYSIG EICH BOD YN DARLLEN Y NODIADAU AMGAEEDIG ****



CYFARWYDDWR CYNLLUNIO A RHEOLAETH TIR

Swyddfa'r Parc Cenedlaethol / National Park Office
Penrhyndeudraeth
Gwynedd LL48 6LF

☎ (01766) 770274 / Rhif ffacs/Fax No (01766) 771211
cynllunio@eryri-npa.gov.uk



Ask for: Mr Gwilym H Jones

Application Number: NP4/16/LB32C
Received: 27/07/16
Permission Type: Listed Building Consent

Date: 08/11/16

Mr James Bennett
Greenspace Architects Ltd
The Old Town Hall
The Square
Ellesmere
SY12 0EP

Planning (Listed Buildings and Conservation Areas) Act, 1990
Planning (Listed Buildings and Conservation Areas) Regulations, 1990

The above named Authority being the local planning authority **HEREBY PERMIT** the development proposed by you, namely:

Listed Building Consent for external alterations including adding new porch; reopen 2 blocked up window openings; replace windows and doors; remove modern dormer and add new window and conservation rooflight; replace cement pointing with lime pointing, and internal alterations including replace concrete floors with insulated limecrete floors with underfloor heating; add ensuite bathroom and reorganise bathroom; add new heating system; remove modern fireplace, replace modern stairs with new stairs, 1 & 2 Bryn Moel, Dolwyddelan.

In accordance with the plans and application submitted to the Authority and subject to any conditions specified hereunder:

1. The works to which this consent relates shall be begun before the expiration of FIVE years from the date of this consent.
2. The development hereby permitted shall be carried out in strict accordance with the details of the drawing numbers 16-03 A000, 16-03 A001 16-03 A002, 16-03 A003, 16-03 A004 validated on 27/07/2016, drawing number 16-03 A101D received on 15/09/2016, drawing numbers 16-03 A301D, 16-03 A302C received on 11/10/2016 and drawing number 16-03 A303A received on 20/10/2016.
3. No flue/ventilation duct shall perforate the external surfaces of the building other than through a terminal detail of a type to be approved by formal application to the Local Planning Authority.


4. Original/historic internal joinery and fittings shall be retained and protected during the works to replace the ground floor. Existing internal partitions, the internal surfaces of external walls, ceilings and floors of the existing main building shall be adapted and repaired with material and detailing in keeping with the original, including finishes.

5. Prior to any work commencing (including any ground disturbing works or site clearance) pursuant to this permission the applicant/developer shall submit to and receive written approval from the Local Planning Authority for an archaeological specification for a programme of works which must meet all relevant archaeological standards. The works shall be completed in strict accordance with the approved programme of works unless otherwise agreed to in writing by the Local Planning Authority.

The reasons for the Authority's decision to grant permission for the development subject to compliance with the conditions herein before specified are:

1. To comply with the Planning (Listed Buildings and Conservation Areas) Act 1990.
2. To define the permission and for the avoidance of doubt.
- 3, 4, 5. To safeguard the character and appearance of this Listed Building.

**** IT IS IMPORTANT THAT YOU READ THE ENCLOSED NOTES ****



DIRECTOR OF PLANNING AND LAND MANAGEMENT

Full Report for Listed Buildings



Summary Description of a Listed Buildings

Reference Number	Building Number	Grade	Status	Date of Designation	Date of Amendment
3188	1&2	II	Designated	13/10/1966	21/03/1997

Name of Property	Address
Bryn-moel	1&2 A 470

Location

Unitary Authority	Community	Town	Locality	Easting	Northing
Conwy	Dolwyddelan		Brynmoel	274534	353412

Street Side	Location
NW	Located approximately 1.5km NE of Dolwyddelan village, reached off the NW side of the main Llanrwst to Blaenau Ffestiniog road (A 470); accessed via a part-metalled lane.

Description

Broad Class	Period
Domestic	

History

Sub-medieval storied house, unit-planned with two ranges in an L-plan arrangement. The earlier (NW) wing is probably first-half or mid-C16, and may have replaced a timber-framed predecessor. This appears to have been extended northwards at an early stage, certainly before the addition of the SE range which is built against its boulder plinth. This range is dated 1563 (on its lateral chimney) and is almost certainly by

Robert Wynn, uncle of Sir John Wynn of Gwydir (subsequently the first Baronet). Robert Wynn is recorded at Bryn Moel in 1572 (the year of his mother's death); by 1576 he had commenced rebuilding works at Plas Mawr, Conwy, which became his chief residence until his death in 1598. In 1601 Bryn-moel is mentioned as being available for rent from Sir John Wynn. The N corner of the NW range has initials and scratch dates of 1782 and 1888, the latter relating to a programme of modernisation which saw the apparent rebuilding of the NE gable.

Exterior

Large 2-storey, L-plan farmhouse of local slate rubble with renewed slate roofs (Now two dwellings). Modern windows and doors, the former mostly 4-pane casements in enlarged openings; the gables have plain modern bargeboards and deep verges, the SW faces are rendered and whitened. Large central stack to NW wing, rendered and with plain capping; gabled, projecting lateral chimney to SE range with weathercoursing and coved capping. This has evidence for a blocked stair light at the R side of the breast and bears the incised date 1563 above the weathercoursing. Near-central entrance to NW range with modern glazed door; projecting slatestone lintel. To the R a blocked window and entrance and beyond an original small window opening. To the L of the entrance, a modern window with ventilation slit beyond and, at far L, a boarded window. Out-of-character modern gabled dormer diagonally above entrance. Near-centre entrance to rear (opposing that now blocked) with flanking windows to both floors. The SE range has an entrance to the R of its lateral chimney with window to R. A former opposing entry to the rear is now a window; further windows to R and to first floor. Tripartite casement windows to E gable, in original openings with rubble relieving arches above the lintels. Late C19 boarded door to former stable at N gable end.

Interior

Central chimney with flattened Tudor-arched bressummer to wide fireplace; wide stopped-chamfered longitudinal beam to ceiling. Originally a 2-bay building, this section adopted a chimney-backing-on-entry plan following extension to the N. No.1 has a C17 panelled window seat (in former hall); otherwise modern ceilings and fittings.

Reason for designation

Listed for the special historic interest of its origins as a C16 sub-medieval gentry house and for its associations with Robert Wynn.

NATIONAL PANEL FOR ARCHAEOLOGICAL ARCHIVES IN WALES

The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2016

1. Introduction

1.1 The Purpose of these Documents

The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales comprises a suite of documents which aim to make archaeological data, information and knowledge available, stable, consistent and accessible for present and future generations.

Archaeological narratives of past socio-economic and cultural developments can give meaning and context to the present-day life of each human being. They position the individual in the continuum of human development and history and help in coming to grips with the temporary nature of human existence and the relative nature of culture. Archaeological narratives are based on research activities. By its very nature, archaeological field research destroys its own evidence by removing objects from their context by excavation. This makes archaeology unique compared to other scientific disciplines. As observations in the field can never be repeated, the process of excavation must be carefully registered and documented.

The objects found during the research are stored in archives, usually, but not always, accompanied by the documentation recording the original find circumstances. This documentation is often called the raw or the primary data, consisting of field drawings, maps, databases registering the finds, reports, photographs, results of laboratory analyses etc. These primary data, together with the physical finds, are the closest we can ever get to the lives of past generations and especially non-literate ancient cultures. These data and objects are the primary source of archaeological information. They are essential archaeological heritage which needs protection in its entirety. Only when this heritage is preserved in the archive in its entirety will it be possible for future generations to use the evidence to create their own narratives.

Archaeological archives contain material objects (finds), records and data about our past which are irreplaceable and vulnerable to damage and loss. This document sets out to define a standard and provide guidance which is specific to Welsh Archaeology that aims to ensure that archaeologists can properly archive the material and documentary results

of their work. It sets out how to care for and curate that archive both before and after it is placed in permanent storage.

This document has been prepared by the National Panel for Archaeological Archives in Wales and is drawn from *A Standard and Guide to Best Practice for Archaeological Archiving in Europe*. The National Panel fully endorses the European Standard which can be found in full at: <http://archaeologydataservice.ac.uk/arches/Wiki.jsp?page=Main>. The National Panel has tailored this document to meet the specific needs of Wales and to offer guidance that supports the Historic Environment (Wales) Act 2016.

1.2 The National Panel for Archaeological Archives in Wales

The National Panel for Archaeological Archives in Wales is an advisory body established by the Historic Environment Group with a remit to promote the care of, and encourage access to, the archaeological archives of Wales. The work of the Panel is agreed with the Historic Environment Group and the Panel reports on this and on issues regarding the efficient management of archaeological archives in Wales to ensure their continued value as a research resource, their accessibility to the public and their management to ensure that they remain useable into the future.

The Panel is able to draw expertise from the range of organisations listed below all of which have representatives on the Panel.

- Archaeological Archives Forum
- Amgueddfa Cymru – National Museum Wales
- Association of Local Government Archaeologists: Wales/Cymru
- Cadw (Welsh Government)
- Chartered Institute for Archaeologists: Wales/Cymru Group
- Museums Archives Libraries Division (Welsh Government)
- Royal Commission on Ancient and Historical Monuments in Wales
- Society for Museum Archaeology
- The Archives and Records Council of Wales
- The Council for British Archaeology: Wales
- The Federation of Museums and Art Galleries of Wales
- The National Library of Wales
- The Welsh Archaeological Trusts
- Welsh Universities (Archaeology Departments)

1.3 Index [*and hyperlinks*]

1. Introduction
2. The National Standard for Collecting and Depositing Archaeological Archives in Wales
3. Guidance for Archaeological Archiving in Wales
4. Checklist of Archaeological Archiving Tasks and Roles within an Archaeological Project
5. RCAHMW Guidelines for Digital Archaeological Archives
6. List of Museums in Wales Detailing their Collecting Areas and Collecting Policies for Archaeological Archives

7. Glossary of Organisational and Individual Roles and Terms
8. Useful References

NATIONAL PANEL FOR ARCHAEOLOGICAL ARCHIVES IN WALES

The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2016

2. The Standard for Archaeological Archiving in Wales

2.1 Introduction

The Standard for Archaeological Archiving in Wales consists of a set of high-level principles. It represents the standard for archaeological archiving that must be met by an archaeologist or organisation undertaking any form of archaeological work that results in an archive.

2.2 Definitions

An archaeological archive comprises all records and objects recovered during an archaeological project and identified for long-term preservation, including artefacts, ecofacts and other environmental remains, waste products, scientific samples and the associated written and visual documentation in paper, film and digital form.

An archaeological project is any programme of work that involves the collection and/or production of information about an archaeological site, assemblage or object in any environment, including in the field, under water, at a desk or in a laboratory. Examples of an archaeological project include: intrusive projects such as excavation, field evaluation, watching brief, surface recovery and the destructive analysis of objects; non-intrusive projects such as landscape or building survey, aerial survey, remote sensing, off-site research such as desk-based assessment and the recording of objects or object assemblages. The re-investigation of archives in curatorial care also constitutes an archaeological project.

2.3 Composition

An archaeological archive consists of two main elements:

- The documentary archive comprises records and associated documentation created during the course of an archaeological project.
- The material (finds) archive comprises objects and associated samples.

2.3.1 Documentary Archive

The documentary archive can be comprised of:

- Drawn, photographic, written and printed material on paper.

- Drawn material on film.
- Photographs on film, transparencies, x-radiographs, videotape and microfilm.
- Digital files on hard drives or transfer media.

The documentary archive may include:

Analytical results, CAD files, catalogues, correspondence, contracts, databases, digital aerial photograph interpretations, elevations, excavation archives, geophysical and other survey data, GIS files, images, indexes, maps, notes, notebooks, object images, plans, pro-forma, records, reports, satellite imagery, spreadsheets, section drawings, site photographs, specifications, text files, 3-D data.

2.3.2 Material (Finds) Archive

The material (finds) archive may include:

- Artefacts, such as pottery, tile, worked stone, glass, metalwork, worked bone, leather objects and textile.
- Ecofacts or environmental remains, such as animal bone and plant remains.
- Waste products, such as slag, hammer-scale and off-cuts.
- Material recovered from scientific sampling, which is often the product of laboratory analysis, such as environmental samples, thin-sections, microfossil slides, casts.
- Human remains, which may require specific treatment in accordance with relevant national, regional or local standards and legislation.

2.4 Principles

1. All archaeological projects must result in a stable, ordered, accessible archive.
2. It must be recognised that all the processes of an archaeological project affect the quality of the resulting archive.
3. Standards and procedures for the creation, selection, management, compilation and transfer of the archive must be agreed and documented in the design of every archaeological project and understood by all project personnel.
4. Ensuring the security and stability of the archive is a continuous process and a universal responsibility.
5. The entire archive must be compiled in a way that preserves relationships between each element and facilitates access to all parts in the future.
6. An archaeological project is not completed until the archive has been transferred to a recognised repository and is fully accessible for consultation.

2.5 Responsibility

The manager of an archaeological project has responsibility for ensuring that the archive is created and compiled to the standards described in this document.

Every person involved in an archaeological project has a duty of care towards the archive and must make sure that it is created and compiled to recognised standards, using consistent methods, and it is not at unnecessary risk of damage or loss. Once the archive has been transferred it is the responsibility of the receiving repository to ensure that the archive is stored to recognised standards for long-term preservation, documented according to accepted internal procedures and made accessible for consultation.

2.6 Standards for Archaeological Archives

These standards are intended to apply to all parts of the archive and all stages of the archaeological process, from planning to curation of the end product.

2.6.1 General standards

1. All archive items must be treated carefully and handled, packed and stored in conditions that minimise the risks of damage, deterioration, loss or theft at all times.
2. All archive items must be marked or labelled with a unique identifier related to the archaeological project and/or the repository.
3. The archive must be organised in such a way as to preserve the contextual relationship between the documentary and the material (finds) archive elements.
4. Selection criteria and procedures must be fully documented and included in the project archive.
5. Long-term storage must be conducive to preservation, security and accessibility.

2.6.2 Specific standards

The documentary archive

6. All types of record must be indexed and created according to consistent, accepted standards in content, format and file naming and use recognised terminology.
7. Recognised stable materials or media must be used when creating analogue written or visual records.
8. All original records, including those born digital, must be considered for inclusion in the archive.

Paper

9. Each type of written document must be ordered together prior to transfer to the repository; e.g. all drawing indexes must be packed together in sheet number order.

Visual records

10. All drawings and photographs must identify the subject and where appropriate include a scale and a north sign, or other means of location/orientation.
11. Media suitable for long term storage in its original form must be used for unrepeatable photographs, e.g. those taken on site during an excavation.

Digital

12. A digital back up strategy must be in place at the outset of a project and implemented throughout the project lifecycle.
13. Creation of the digital archive must be fully documented, with information such as software used, operating systems, types of hardware, dates, creators, field descriptions, and the meanings of any codes.
14. Transfer and short-term storage media are not suitable for the long-term preservation of the digital archive and should only be used to submit digital material for permanent archiving.
15. All digital files and transfer media must be free of viruses before submission to the repository.
16. A digital archive index must be compiled and deposited in digital form with the digital archive.

17. Long-term storage must be on permanent servers that are regularly backed up and all software and hardware must be refreshed and the archived data migrated as necessary. Hardware and software refreshment and data migration must be fully documented.

18. The digital archive must be deposited in a Digital Repository where it can be preserved and maintained for the long-term future and made accessible.

The material (finds) archive

19. All finds must be cleaned and/or conserved as appropriate, according to recognised standards and using consistent methods, to ensure their long-term survival.

20. All finds must be marked or labelled, as appropriate, with project and context identifiers and, where relevant, the individual object identifier.

NATIONAL PANEL FOR ARCHAEOLOGICAL ARCHIVES IN WALES

The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2016

3. Guidance for Archaeological Archiving

3.1 Introduction

This section details best practice procedures for archaeological archiving throughout all the stages of an archaeological project.

The workflow which follows should be recognisable to all those involved in archaeology but the actions and tasks which are described are specific to the creation, compilation, transfer and curation of a stable, consistent, accessible and sustainable archive. The actions which apply to archiving in each project stage are explained first then the tasks which apply to these principles are set out as bulleted points.

3.2 Planning

During this stage, project documentation will be produced which will set out the aims and objectives of the project, and the personnel, strategies, timetable, tasks and resources necessary for the work to take place.

This is the stage at which the archiving requirements of the project should be determined, as follows.

3.2.1 The structure and character of the future archive

The structure and character of the future archive should be agreed on and understood by all concerned, including the expected final content of the archive and how it will be managed.

- Standards should be set for project records (e.g. context records, object records, site plans) including their creation in both digital and analogue formats; what media will be used and procedures followed to ensure a consistent record, including digital file formats, file naming and classification schemes, metadata protocols and storage media. The standards or conventions set by the Royal Commission for the Ancient and Historic Monuments of Wales for digital formats should be followed [[Hyperlink to Document 5](#)].
- The anticipated material (finds) assemblage and the archiving procedures to be followed during identification, recording, and management should be defined. This should detail

the manuals to be used and any packaging, temporary storage, curation or movement requirements.

- National, regional, local and/or repository standards for archaeological archives and collections management should be followed. (See Document 6 for a listing of relevant recipient Museums in Wales.) [[Hyperlink to Document 6](#)].

3.2.2 Selection for archive

A written selection strategy should be agreed at the project planning stage. This should set out the criteria for selecting records, documents, data files and materials (finds) for inclusion in the project archive. It should also set out how things that have not been selected for archive will be dispersed or discarded. This strategy should be devised in accordance with the project research aims or management questions (the Standard 2.6). Account should be taken of any national, regional or local research frameworks and also of the collecting policies of the recipient repository.

- All components of the documentary record and the material assemblage should be subject to selection for retention in the archive at any time during the project life-cycle. Documents should be subject to version control and a clear digital management policy should be in place which enables the deletion of duplicate or superfluous digital files.
- A selection strategy should be drawn up with input from all the relevant members of the project team, including specialists and the curator of the repository or repositories which will receive the final archive.

3.2.3 The security of the archive and disaster management planning

It is vital that security or disaster management plans are devised and implemented that safeguard the archive, and also potential archive components, from damage and loss. Such plans, which could be a part of the disaster management plan for the project itself, should be included in the planning documentation.

- Ensure the disaster management strategy includes the means of safeguarding the information that is contained in the archive, including the implementation of security copying or back-up systems for both analogue and digital data. It should detail the standards which will be adhered to in order that the documentary and material archive will be created, collected and stored to ensure against damage, cross contamination, loss or theft.
- Ensure the disaster management strategy covers the security of the archive whilst on site/in the field, during transportation or movement of material objects (finds) and information, during analysis in the office or laboratory and in store during temporary care. Disaster plans should also be in place at archive repositories.

3.2.4 Tasks and resources

At the planning stage the tasks and resources required for the project will be identified and allocated and it is important that the needs of the archiving process are included in these plans.

- During the creation of the project plan, archiving activities and tasks should be programmed and timetabled. Important archiving milestones, for example obtaining landowner agreements, copyright and transfer of title agreements, or fulfilling deposition conditions, should be programmed in, and any scheduling issues which may affect these milestones should be noted.
- Qualified and experienced specialists, including conservators, should be consulted to ensure sufficient resource is identified and allocated to make the project archive ordered,

internally consistent, accessible, stable, secure and properly cared for from the beginning of the project until the archive is safely deposited in an approved repository.

3.2.5 Identification and involvement of the repository

The recipient repository, or repositories, should be identified and involved at the project outset so that the future of the final archive can be guaranteed, and the archive compiled in accordance with the repository's specifications. It is important to ensure that any national, regional or local legal regulations which apply to the project archive are followed and are described in the project planning documentation.

- Ensure that both the analogue documentary archive and the material (finds) archive are transferred to a repository, or repositories, approved in accordance with national, regional or local accreditation schemes and that the digital archive is deposited with a Digital Repository¹. Any repository must provide nationally, regionally or locally recognised standards of curatorial care and good access to the archive for all future users.
- Ensure that the repository curators participate in the project planning process from the outset.

3.2.6 Transfer of title

- Transfer of title should be clarified and agreed during the project planning stage. The liaison between the landowner and the recipient repository or repositories will be undertaken by the person planning the work. This will normally require the assignation of any material objects (finds) discovered to a relevant recipient museum by the landowner using the relevant museum's transfer of title form.

3.2.7 Intellectual Rights

- Rights holders of the project archive should be identified and agreed during the project planning stage between the contracting organisation, client, third party contractors and any recipient repositories.
- If the contracting organisation holds the rights to do so, they may transfer rights by written assignment on deposition of the archive (usually using a form, or by signing a transfer of title form). Alternatively, the relevant rights holders may retain their rights, but licence these to the recipient repositories for reproduction or dissemination.

It is important to identify who holds any rights in all the works that comprise the archive (e.g. in reports, drawings and photographs) and permission must be sought from rights holders before deposition of the archive.

3.3 Data Gathering

During this stage of the project, planning is put into effect and archaeological data and materials are collected, either in the field or elsewhere.

3.3.1 Ensuring access to the archaeological archive

Project staff and researchers will need to access the archive contents both during and after the lifetime of the project. It is therefore important to document, organise and index

¹ The Royal Commission on the Ancient and Historic Monuments of Wales (RCAHMW) is the principal repository within Wales that receives and manages digital archaeological archives.

the documentary and material (finds) archive in order to keep it comprehensible and accessible. The following practices should be employed throughout the lifecycle of the project, with the resulting documentation also becoming part of the archive.

- It should be easy to find a way through all parts of the archive. The archive should be fully indexed, beginning with an overall catalogue of contents, which leads on to deeper levels of individual indices for other elements such as context records, finds lists and drawings.
- A project summary should be created that will introduce researchers to the aims and objectives, scope, location, content and results of the project. It should include links to any previous work undertaken on the project/site. The summary should be kept updated and complete until the project is finalised and the archive transferred to a repository.
- Project documentation should make clear how and why the archaeological records and materials (finds) were created, collected, selected and analysed. This could include information such as recording methodologies or sampling strategies. This is an essential tool for both the data creator and the researcher. It facilitates data management during the lifecycle of a project and also acts as an aid to understanding and interrogating the archive once the project is complete.
- The application of metadata is essential for accessing the digital archive. Metadata provides summary information about a digital file or dataset to enable the user easily to access and use the information, or decide whether it will be useful or not.
- In the case of digital data, it is important to follow metadata standards to ensure that information can be clearly understood and easily re-used by both people and computers. Choosing the metadata standard best suited for the information can sometimes be difficult. A project should work closely with the Digital Repository when determining how the digital archive must be described and which metadata standards to choose. (See Document 5 for the Royal Commission for the Ancient and Historical Monuments of Wales' Guidelines for Digital Archaeological Archives.) [[Hyperlink to Document 5](#)].
- Metadata can be applied on three levels:

Project: this should describe the general context, geographical situation and time-span of the project and the files that belong to the project.

Content: this level includes all glossaries, vocabularies and variables that have been used when recording data with a concordance of what the terms mean.

File: this should describe the specific content of the file.

3.3.2 Validity and comprehensibility of information

It is essential to ensure that all the elements of an archive form a seamless whole facilitating movement between each part of the archive. This is a duty not only for the project manager but for the project team as a whole:

- The relationships between the project and the wider archaeological record should be clear. References and links to such things as research frameworks, associated publications and reports, and similar or related projects, will make it possible to interrogate the project archive within international, national, regional and local contexts.
- The relationship between the archive and its origin should be clear, whether that origin is a site or a finds assemblage; and it should be possible to link all parts of the project archive back to their exact point of origin.
- The relationships within the project archive should be clear. All data and images should be referenced to associated materials objects or documentation, and vice versa.

- Wherever standardised and accepted terminology controls exist, such as glossaries or thesauri, they should be used and cited in the project metadata. If they do not exist then at the very least it should be ensured that terminologies are consistently used throughout the project record and that the relevant glossaries are included in the archive. Digital information retrieval and manipulation is reliant on searching and filtering within the data.

3.3.3 The creation of a stable archive

Archiving is a process that aims to preserve information and material for posterity. The physical products of an archaeological project are unique and irreplaceable; therefore the project team should ensure that adequate care is taken of it from the project outset. Procedures and practices should be followed which promote the lifespan of the archive.

- During data-gathering, especially in the field, common sense measures for keeping the archive, clean, dry, appropriately managed, packaged and stored should be applied.
- Objects requiring conservation should be stored in a way that maintains the conditions in which they were found, for example wet organic objects should not be allowed to dry out. They should also be brought to a qualified, experienced conservator as soon as possible after recovery.
- In the event that a material object (find), or group of material objects (finds), is discovered that would, or which might, meet the definition of Treasure, as defined by the Treasure Act 1996 the Project Manager should contact the National Museum of Wales who will inform the relevant Coroner within 14 days of the discovery. The definition of Treasure is set out in Section 1 of the 1996 Treasure Act; it is subject to regular review. The current Code of Practice may be consulted at either: <http://www.legislation.gov.uk/ukpga/1996/24/contents> or: <https://finds.org.uk/treasure/advice/summary>
- During the analysis stage, archives are usually held in normal office conditions or in temporary storage facilities until final deposition in an approved repository. It is essential that facilities and office practice should not endanger the safety and lifespan of the archive.
- One of the prerequisites is that digital files must be readable in the future. To make these files sustainable and readable they should be transferred as soon as possible from portable carriers such as local hard disks, CDs, memory cards and data sticks to servers that are under permanently controlled, well-managed, safe conditions.
- Standards for care and curation of the archive should be employed until the archive is transferred to a recognised or trusted repository. It is the responsibility of all to use methods and materials in the creation of the archive which will aid its durability.
- Appropriate materials should be used as carriers of information and as packing and containers for the archive.
- Appropriate materials and procedures should be used to provide the information and labels on the documents and finds.
- Appropriate treatment should be given to all finds before they become part of the archive.

(See specific repository guidelines for any specific requirements that they may have.)

3.3.4 Disaster management

During data gathering it is essential, whether in the field or elsewhere, to develop and maintain a strategy for securing the archive against damage and loss. Archaeological

archives are unique and irreplaceable. Whilst any disaster may seem a remote possibility, accidents can and do happen and there can be hazards in all environments.

A good disaster management plan identifies the areas of risk and puts in place a contingency plan in the event of any of those areas of risk developing into something real. The security of the archive should be an important part of this plan. The following factors should be taken into account. Is the location in an area susceptible to flood or theft? Are buildings damp, do they leak, are they secure, and are any archive holdings a fire risk? Are all storage areas safe, is the shelving secure, has the electrical wiring been tested? Such a plan includes setting up a disaster reaction team and notification system, an IT security plan, systems for salvage, clearance and cleaning, requirements for equipment, fire prevention systems and telephone numbers for emergency services.

- It is important that a project disaster management plan is in place during this stage and that all project staff are aware of its contents and understand their role in its implementation. Conditions will differ according to location whether one is on site, in temporary accommodation or in the office/laboratory/finds/archive store, but developing a disaster management plan is no less valid.
- Information on digital carrier media is vulnerable to corruption or loss. It is of primary importance that a system of security copying and regular back-ups is maintained and that the security/back-up copy is held in an alternative location wherever possible.

3.3.5 Selection and retention

During this stage a clear strategy for what documentary and material (finds) archive elements are to be selected for retention should be both understood and implemented by the project team and its use monitored by the project manager. The selection and retention strategy should be flexible and open to amendment; for example the discovery of unexpected finds or stratigraphy may affect the decision about what was previously identified for dispersal.

3.4 Analysis, Reporting and Transfer

During this stage the principles outlined in section Data Gathering still apply, but there are some extra considerations.

3.4.1 Maintaining the integrity of the original data when creating new information

Documentation created during the data gathering stage should not be altered as it contains scientific facts or results with minimum added interpretation and holds information that cannot easily be obtained again. Once the project enters the analysis stage more layers of an analytical and interpretative character begin to be added to this data.

- If original written records are to be amended or enhanced, use inks or pencils of a different colour. This enables future researchers to understand the thought processes and sequences of interpretation that apply to the analysis of those records.
- Digital datasets created during data gathering should be 'frozen' and secured and any subsequent work should be carried out on copies of this data. This procedure maintains

the integrity of the original data and provides a back-up should subsequent versions become corrupted or unusable.

- Practice version control in the creation of new digital files that contain data from existing files; name files with different version numbers to show the order in which they were created and amended or updated.

3.4.2 The care and treatment of materials during analysis

During analysis both documents and materials (finds) are normally dispersed to various specialists for investigation and conservation procedures.

- It is important that all internal and external specialists are made aware of and are obliged to follow, the project data management and archiving strategy as developed in the planning stage and outlined in the previous section, including for example, file naming, terminology and glossary controls, indexing and ordering systems and version control management.
- The integrity of the archive should be maintained as information and material gets re-ordered or moved around. If any material archive is re-ordered, repacked or re-boxed during these analyses or treatment then this must be fully documented and this information included in or returned with the archive.
- If destructive methods of analysis, such as thin sectioning or carbon dating, are employed then a record of this procedure, its result and its effects on any remaining material must be recorded in the archive.
- The security of the archive must be maintained, and any dispersal of material objects (finds) and/or records to and from external specialists should be recorded in the archive management documentation, and the chosen method of transportation should be sufficiently secure.

3.4.3 Special treatment of human remains

- Human remains may have scientific, ethical and religious importance in the U.K. In the event of the discovery of human remains it is necessary that a license is obtained from the correct authority.
- If the land is subject to the legal effects of consecration it comes under the jurisdiction of the Church in Wales. Permission to exhume human remains must be obtained through the Church in Wales' administration. For churches and churchyards a faculty issued through the Consistory Court by the Diocesan Chancellor will be required. For cathedrals and cathedral precincts permission is applied for through the specific cathedral authority.
- If the land is not subject to the legal effects of consecration, including disused burial grounds as defined by the Disused Burial Grounds Act (1981), a license must be obtained from the Ministry of Justice prior to the exhumation of human remains (including cremated remains) from the ground.

3.4.4 Implementing and refining selection strategies

The original selection and retention strategy should remain in force, but should be kept under regular review. This is especially useful at the stage where finds assemblages are evaluated for their potential for analysis and again during analysis when a secondary selection process may be undertaken after re-identification procedures.

- It is important that the selection and retention strategy is reviewed against the project research or management objectives as the project progresses and that any changes to the

selection and retention strategy are recorded and agreed by all concerned, including the recipient repository.

- Any finds discarded as a result of this process should be documented as having been discarded and when and why this happened. If any finds have been reburied, then their reburial location should be recorded.
- Selection and discard should not lead to any substantial loss of information which detracts from the project research or management objectives.

3.4.5 Data management

During the analysis stage, it is likely that more than one person will be working on the project data and creating new files in the project records.

- Everyone involved in this process should be conversant with the file naming and structure protocols that were defined at the planning stage, in order that all the project information is easily maintained and able to be accessed.
- During the analysis stage it is important to employ version control methods to keep track of edits and different versions of the project documentation. This will also provide an audit trail of revisions and updates, up to and including the final versions.

3.4.6 Preparation for the transfer of the archive to a recognised or trusted repository

The curator of the recipient repository/repositories should be involved in the project from the planning stage and the project should follow the repository's requirements for deposition guidance from the outset in order that preparation for transfer will be easy (the Standard 2.4). The following should be standard for any submission:

- The project archive should be accompanied by a project summary and overall contents list.
- All parts of the archive should be fully indexed and ordered, and the archive should contain a master index to its component parts.
- All parts of the project documentary and material archive should carry the project ID and classification information (object, photo, context number etc.).
- Project documentation, such as recording systems and techniques, selection and sampling strategies, project designs, recording manuals etc. should accompany the archive.
- All digital files should be ordered in a clear directory structure and employ folder and file naming conventions which aid retrieval of information. The metadata and metadata policy for the digital archive should accompany the archive.
- The digital archive should be virus free on transfer and a copy should be retained until successful transfer is assured.
- The material and documentary archive should be packaged in materials and boxes suitable for long-term preservation in storage in accordance with national, regional, local or repository standards and in sizes as specified by the repository.
- Where appropriate, material objects (finds) should be cleaned before being put into storage. Any cleaning should have been undertaken by or after consultation with a conservator and in accordance with any national, regional, local or specialist guidelines.
- Prior to long-term storage any wet or damp objects (finds) should have received the appropriate conservation treatment. Wet or damp objects should have been dried out in

a controlled way, with the exception of metal from wet contexts. Artefacts which have dried out must not be re-hydrated.

- Finds selected for x-radiography, either for identification purposes or during the conservation process, should be x-rayed prior to long term storage and the associated x-ray records (which should be stored with the digital/photographic/paper archive as appropriate) should be fully cross referenced to the objects.
- The material (finds) archive should be ordered according to its material type, packing and storage requirements. Different types of objects, such as pottery and animal bone, should be kept separate.

3.5 Care and Curation of the Archive

Although this section appears after those on planning, data gathering and analysis and report writing, it should be made clear that care of the archive components should actually begin to take place as soon as any data is created or material collected and continue on throughout the project; it is not something which should only take place once the archive has been deposited at the end.

The project team should ensure that all elements of the archive are maintained to the best standards possible throughout the lifecycle of the project (see the Standard 2.4).

Therefore this section should be read as applying to every stage of a project up to and including permanent storage of the archive. As such it has been necessary to target the advice to different situations identified for the purpose of this Guidance as:

Active use: applies to when the project team members including conservators and specialists are actively working on project data and archaeological materials.

No longer in active use: applies to when some or all parts of the project have been completed and the use of some or all items from the documentary and/or material archive is finished, but the project archive has not been deposited into a repository for long term curation.

Temporary storage: applies to the storage of documentary and material archive components after the archive has been compiled for transfer, and project work is thus completed, but before it has been deposited with a repository for long term curation.

Long-term curation: applies to the long-term care and management of an archaeological collection in a repository.

3.5.1 Care of documentary and material archive components in active use

- During data gathering, analysis and report writing, archive components in active use must be maintained in the best conditions possible, and every effort must be made to ensure that the risks of damage, deterioration, fading, damp, theft and loss are minimised.
- Whilst in general use by project teams and specialists, all documentary and material archive should be handled with due care and attention. Wherever possible both material and documentary archives should be protected in the appropriate storage boxes, sleeves or cabinets. Digital data should be subject to nationally recognised information technology management procedures.
- Appropriate storage conditions for all elements of the documentary and material (finds) archive must be maintained throughout the phase of active use. It is important, for instance, to recognise that conserved and un-conserved objects may require different environments.

3.5.2 Care of documentary and material archive components no longer in active use

Once digital data are no longer in active use a system of regular back-ups along with good data management housekeeping may no longer be enough to protect the data, especially in cases where transfer to a digital repository can take a number of years. Technological change can be rapid and the physical media on which data are stored are not permanent. What went into storage may quickly become obsolete and unreadable.

Therefore this Guidance recommends the preservation of digital data by migration: i.e. continually migrating information from older hardware and software to newer systems. Some archaeological practices may not have the resources to act as a de facto digital preservation repository, however there are a few simple steps which can be taken to ensure the maintenance of the digital archive once the data is finalised and out of active use:

- Once documents and images created on analogue media are complete they should be moved as soon as possible from active office use into archive storage until eventual deposition.
- The Guidance provided should be followed as far as is practically possible for all documentary and material archive in temporary storage prior to deposition.
- Once work on individual digital files has ceased they should be moved to the project archive and that should be recorded.
- Digital files should be fully indexed within the project archive and certified as virus free before storage.
- Once in the project archive all digital files should be actively managed as set out below, in order to prevent obsolescence.

3.5.3 Accommodation for archives in temporary storage

It is highly desirable that the temporary storage time prior to final deposition is kept as short as possible. Advice should be sought from conservators as appropriate. However, it has to be accepted that in some cases, especially where projects are large or long running, temporary accommodation of the archive can last many years whilst analysis and report writing are undertaken. Wherever possible, temporary storage conditions should adhere to the national, regional or local rules for permanent storage of archaeological collections.

- Ensure that any stores housing the documentary or material archive are not at risk of destruction or damage by vibration, contamination or breakage through natural or man-made causes such as fire, floods, explosions or pollution, either on-site or in the vicinity. Avoid and protect against rodents, insects and other pests.
- Ensure that supply systems for electricity, gas, and especially for water are kept well away from storage areas, and that the building has a fire detection system.
- Minimise the amount of movement of stored objects and store archival materials in the dark.
- Ensure that stores are kept at the temperature and relative humidity appropriate for the objects. The limits of humidity control are defined by materials, in general, becoming brittle at relative humidity (RH) <35%, and the risk of mould growth increasing rapidly at RH >70%. A suitable preservation environment should be established based on an understanding of the sensitivity of the material. Fluctuations are much more detrimental

to material objects than the level itself and efforts should be made to maintain a RH as stable as possible. A general guidance is for a stable RH between 35–65%.

3.5.4 Long term curation of the documentary archive

A. Digital data

- All files should be provided with data documentation. Data documentation enables clear access to the data and helps prevent loss of information during the process of data refreshment and migration, as the character of the data is well understood. All files should be provided with sufficient metadata to ensure that the data in the file can be easily accessed and understood. This will enable digital data to be useful to someone other than its creator in years to come.
- Data refreshment should be practised. Digital data should be checked for readability on a regular basis, and where necessary data should be copied from one magnetic or optical medium to another as the original nears the end of its useful life.
- Data migration should be undertaken according to current best practice principles in data and information management, which can change rapidly. To make files independent of the machines and the software they were made with, files for archiving should wherever possible be transferred from proprietary formats onto stable and persistent preservation formats, and migrated onto successive versions of these formats as software updates or changes. All files and metadata should be validated during this process and earlier versions should not be discarded until the newer one has been checked.

B. Analogue documentation

Analogue images and documents may take different forms with specific archiving requirements. Several general points may be articulated:

- All paper should be stored flat in acid free, dustproof cardboard boxes.
- Drawings on drafting film should be stored flat in dust free containers.
- All paperwork should be fully indexed and separate classes of documents should be grouped together. An overall archive index and a title sheet marking different groups of documents should be present.
- Documents of the same type should be organised in a logical order, by context, date and object number as appropriate.
- Any binding or labelling which could damage analogue information, such as elastic bands, staples, paperclips or self-adhesive labels or tapes should be removed.
- Boxes should be stored in a dust free, dry and preferably dark environment, and well away from environmental hazards such as damp, insects or rodents.

C. Photographic (analogue) material

Generally, photographs should be treated as specified in the section above. However since photographic images are very vulnerable to deterioration in poor storage conditions, several particular points apply:

- Prints, negatives and transparencies, including x-radiographs should be stored in acid free paper enclosures or polyester sleeves in archival boxes or dust proof cabinets.
- All films and photographs should be fully indexed and labelled with the project identifier and other appropriate information such as the film or frame number, in a manner which does not damage the image or have the potential to rub off during handling.

- Photographic material is especially sensitive to light damage, which causes fading, and it keeps better in a cold environment. Photographic material should be stored in boxes or cabinets in a dark, cool, dust free environment and well away from any potential environmental hazards.

3.5.5 Long term curation of the material archive

A. General Guidelines for all classes of material

- Where appropriate, material objects (finds) should have been cleaned before transfer to long term storage.
- Any conservation work, including the cleaning of sensitive objects (finds), should be undertaken by a qualified conservator, be carried out prior to long-term storage, be fully documented and the documentation added to the project archive.
- The material archive should be stored according to type, sensitivity, packing and storage requirements and different classes of material should be kept separate.
- The material archive should be fully indexed and cross referenced to its record, which should accompany the material archive into long-term storage and be stored with the digital/photographic/paper archive as appropriate.
- The material archive should be labelled or marked with all object, site and context information as appropriate, and with identifiers that are legible, visible, permanent and not easily separated from the object.
- Boxes should not be overfilled and should contain adequate cushioning such as inert foam or acid free tissue between any fragile objects.
- Boxes should be stored in darkness, off the floor, in an environment appropriate for their contents, which minimises the risks of damage or deterioration.
- The storage environment should be monitored regularly and protected against large fluctuations of temperature and humidity. Checks or monitoring traps should be set to warn of any rodent or insect infestation.

B. Special types of finds

- Before accepting the material archive for long-term storage, ensure that any objects that were recovered wet or damp have been dried out and received the appropriate conservation treatment.
- Metal objects should be packed in accordance with current conservation guidelines and specialist advice. Any humidity strips or silica gel must be monitored on a regular basis and regenerated, dried or changed as necessary.
- Ensure that all x-radiography has been carried out as appropriate and the associated images and records are fully cross referenced to the objects.

C. Material recovered from scientific sampling

Generally, scientific samples should be treated as specified in the general Guidelines above. However several particular points apply:

- Some samples may be subject to destructive analysis, so that nothing or little is left of the sample. This should have been recorded in the archive and the data from analysis stored with the documentary archive.
- Sample analysis, (such as thin-sectioning, soil or pollen analysis) may result in the preparation of microscope slides. If the originals are to be kept in the laboratory as reference material, then the documentation should be in the archive in long term storage and where possible a duplicate set of slides should accompany these records.

- Column samples can be stored in cool dark conditions. Analysis should be carried out as promptly as possible and the data preserved in the archive.
- Wet or damp samples, such as waterlogged wood and flotation samples, must not dry out and should be kept cool, refrigerated if advised, in watertight containers. The condition of the samples should be monitored on a regular basis.

D. Human Remains

Human remains may be subject to conditions placed on them by an exhumation licence or permissions. This may include the requirement for reburial or restrictions in time allocated to the analysis period. When human remains enter storage, conditions relevant to their curation should be highlighted in the archive documentation and those conditions should be monitored and followed during storage.

- Human remains should be treated in accordance with the Guidance prepared by the Department for Culture, Media and Sport in the document: Guidance for the Care of Human Remains in Museums 2005.
- Wherever possible human bone should be packed and boxed in such a way that individual skeletons can be distinguished.
- The treatment and curation of soft tissue remains should be subject to specialist advice and if remains are recovered that are less than 100 years since death will be subject to the requirements of the Human Tissue Act 2004.

NATIONAL PANEL FOR ARCHAEOLOGICAL ARCHIVES IN WALES

The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2016

4. Checklist of Archaeological Archiving Tasks and Roles within an Archaeological Project

The following chart sets out archiving tasks which occur as the project progresses through its main stages. These are generic tasks taken from the best practice section of the Guidance and in this form they can be used as a quick archiving checklist for those who are not overly familiar with the archiving process. The checklist in the Guide also offers a general idea of who would normally undertake these tasks, emphasising the point that everyone involved in an archaeological project will have an impact on how the archive is created, compiled, cared for or curated. 'Every person involved in an archaeological project has a duty of care towards the archive and must make sure that it is created and compiled to recognised standards, using consistent methods, and it is not at unnecessary risk of damage or loss'.

The personnel identified in the checklist represent an ideal situation which serves a purpose as a best practice example.

Project Stage	Action	Archive Tasks	Person
PLANNING	The structure and character of the future archive, including the expected final content of the archive and how it will be managed, should be agreed on and understood by all concerned	<ul style="list-style-type: none"> • Set the standards for the creation and format of project documentation, as well as the media to be used and the procedures to be followed in order to ensure a consistent record • Define the archiving procedures for the identification, recording, and management of the material assemblage. Detail the manuals to be used, and any packaging, care or movement requirements • Incorporate national/regional/local /repository standards for archaeological archives and collections management 	<p>Project Initiator Project Manager</p> <p>Project Manager Finds Manager Conservator</p> <p>Project Manager Archive Manager Repository curator</p>
PLANNING	A selection and retention strategy should be devised and agreed at the project planning stage, which should not only set out the selective activity that will take place in the field, but should also set out what will be selected or retained for archiving as the project progresses	<ul style="list-style-type: none"> • Draw up a selection or retention strategy with input from all the relevant members of the project team, including specialists and the curator of the repository or repositories into which the final archive will be received 	<p>Project Initiator Project Manager Finds Manager Repository curator Specialists</p>
PLANNING	Security or disaster management strategies should be devised that safeguard the archive from damage and loss	<ul style="list-style-type: none"> • Prepare an archive security or disaster management plan that sets out the standards which will be adhered to in order that the documentary and material archive will be created, collected and stored to ensure against damage, cross contamination, loss or theft 	<p>Project Manager Archive Manager Facilities Manager Finds Manager Conservator</p>
PLANNING	It should be ensured that the needs of the archiving process are included in establishing the resources and planning the tasks and timetable for the project	<ul style="list-style-type: none"> • Archiving activities and tasks should be programmed and timetabled and important archiving milestones should be programmed in • Allocate sufficient resource to archiving tasks in order to ensure that the project archive is ordered, internally consistent, accessible, stable, secure and properly cared for until it is safely deposited in a recognised or trusted repository 	<p>Project Manager Archive Manager</p> <p>Project Manager Archive Manager</p>
PLANNING	The recipient repository, depot, or museum should be identified and involved at the project outset so that the future of the final archive can be guaranteed, and the archive compiled in accordance with the repository's specifications	<ul style="list-style-type: none"> • Invite the repository curator, or curators if more than one repository is involved, to be a participant or participants in the planning process about the archive from the outset of the project 	<p>Project Initiator Project Manager Repository Curator</p>
PLANNING	Copyright and transfer of title, where appropriate, should be clarified and agreed during the project planning stage	<ul style="list-style-type: none"> • Establish copyright or transfer of title procedures. Resolve issues affecting the project archive in accordance with relevant legislation 	<p>Archive Manager Repository curator</p>
DATA GATHERING	Document, order and index the documentary and material archive in order to keep it understandable and accessible	<ul style="list-style-type: none"> • Compile a full archive index, including an overall contents index and individual indices for all other aspects such as context records, finds lists and drawings • Produce project documentation which makes it clear how and why the 	<p>Project Manager Archive Manager</p> <p>Project Manager</p>

		<p>archaeological data and materials were selected, created or collected</p> <ul style="list-style-type: none"> • Provide metadata for both the digital and analogue documentary archive to enable the user to access and use the information easily, or take a decision as to whether this information will be useful or not • Create a project summary that will introduce researchers to the aims and objectives, scope, location and content of the project 	<p>Digital Information Manager</p> <p>Project Manager</p>
DATA GATHERING	All the elements of an archive should form a seamless whole facilitating movement between each part of the archive	<ul style="list-style-type: none"> • Ensure the project is linked into the wider archaeological record • Reference all data to its exact point of origin • Link all data to its associated materials or documentation, and vice versa • Use standardised and accepted terminology controls where they exist. If they do not exist then use terminology consistently throughout the project documentation and include the relevant glossaries in the archive 	<p>Project Team Specialists</p> <p>Project Team</p> <p>Project Team</p> <p>Project Team</p>
DATA GATHERING	Adequate care should be taken of the project archive from the outset. Procedures and practices should be followed which promote the lifespan of the archive. The strategy for securing the archive against damage and loss (either a stand-alone strategy or part of a wider disaster management plan) should be put into action	<ul style="list-style-type: none"> • Apply common sense measures on site to safeguard documentary information and archaeological material • Ensure that office facilities and practice do not endanger the safety and lifespan of the archive • Ensure digital material is backed up in accordance with accepted procedures • Transfer digital files as soon as possible from portable carriers such as local hard disks, CDs and memory cards and sticks to servers under permanently controlled, well managed, safe conditions • Use appropriate materials for all carriers of information and containers for the archive • Use appropriate materials and procedures to provide the information and labels on the documents and finds • Provide appropriate treatment to all finds before they become part of the archive • Employ the standards wherever possible until the archive is transferred to a recognised repository • Implement the archive security strategy or the disaster management plan during this stage and ensure that all project staff are aware of its contents and understand their role in its use 	<p>Project Team</p> <p>Archive Manager</p> <p>Digital Information Manager</p> <p>Digital Information Manager</p> <p>Project Team</p> <p>Project Team</p> <p>Project Team</p> <p>Conservator</p> <p>Archive Manager</p> <p>Project Manager</p> <p>Archive Manager</p>
DATA GATHERING	The strategy for what documentary and material archive is selected for retention should be understood and used by the project team and monitored by the project manager	<ul style="list-style-type: none"> • Implement the selection and retention strategy • Ensure the selection and retention strategy is amended if and where required 	<p>Project Manager</p> <p>Project Team</p> <p>Project Manager</p>
ANALYSIS, REPORTING	The documentation created during data gathering should be 'frozen' and archived and any subsequent work	<ul style="list-style-type: none"> • 'Freeze' and archive the digital documentation created during data gathering stage 	<p>Archive Manager</p> <p>Digital Information Manager</p>

and ARCHIVE TRANSFER	should be carried out on copies of this data	<ul style="list-style-type: none"> • Ensure any subsequent work is carried out on copies of this data 	Project Manager
ANALYSIS, REPORTING and ARCHIVE TRANSFER	Ensure that the integrity is maintained of documentary and material archive dispersed to various specialists for investigation and conservation procedures	<ul style="list-style-type: none"> • Ensure that all internal and external specialists are aware of and follow the project data management and archiving strategy • Ensure that, as information and material gets re-ordered or moved around, the integrity of the archive is maintained • Ensure that a documentary record of all destructive methods of analysis is present in the archive • Document movement to and from external specialists in the archive management documentation, and choose a secure method of transportation 	Project Manager Finds Manager Archive Manager Project Manager Finds Manager Archive Manager Finds Manager Finds Manager Archive Manager
ANALYSIS, REPORTING and ARCHIVE TRANSFER	The Department for Culture Media and Sport's 2005 document Guidance for the Care of Human Remains in Museums should always be followed regarding the treatment of human bone	<ul style="list-style-type: none"> • Follow DCMS guidance regarding the treatment of human bone 	Project Team Finds Manager Specialists
ANALYSIS, REPORTING and ARCHIVE TRANSFER	The selection and retention strategy should remain in force, and be kept under regular review	<ul style="list-style-type: none"> • Review the selection and retention strategy against the project research or management objectives as the project progresses • Ensure that any changes to the selection and retention strategy are recorded, and agreed by all concerned, including the recipient repository • Document any discard and ensure the record of the discard is included in the archive, including details of any reburial locations • Ensure that selection and discard procedures do not lead to any substantial loss of information which detracts from the project research or management objectives 	Project Initiator Project Manager Repository Curator Finds Manager Digital Information Manager Project Manager Repository Curator Specialists Finds Manager Specialists Project Initiator Project Manager
ANALYSIS, REPORTING and ARCHIVE TRANSFER	Project digital data management policies should be enforced (such as version control, file naming and structure protocols)	<ul style="list-style-type: none"> • Ensure that everyone is conversant with the project file naming and structure protocols • Ensure that version control is practiced by all project personnel 	Project Manager Digital Information Manager Project Team
ANALYSIS, REPORTING and ARCHIVE TRANSFER	Preparation for transfer to a repository or into long-term storage	<ul style="list-style-type: none"> • Ensure the project archive is accompanied by a project summary and overall archive contents list • Ensure all parts of the archive are fully indexed and ordered, and the archive contains a master index to its component parts • Ensure all parts of the project documentary and material archive carry the project ID and classification information (e.g. object, photo, context number) 	Archive Manager Archive Manager Archive Manager

		<ul style="list-style-type: none"> • Ensure that project documentation, such as recording systems and techniques, selection and sampling strategies, project designs, recording manuals etc. accompanies the archive • Ensure that all digital files are ordered in a clear directory structure and employ folder and file naming conventions which aid retrieval of information. Ensure the metadata for the digital archive accompanies the archive • Ensure the digital archive is virus free on transfer and a copy of the archive is retained until successful transfer is assured • Ensure the archive is packaged in materials and boxes suitable for long-term preservation in storage in accordance with national, regional, local or repository standards and in sizes as specified by the repository. • Ensure any metal or adhesive fastenings or labels are removed prior to deposition • Ensure the material archive is ordered according to its material type, packing and storage requirements. Ensure the finds types are kept separate 	Archive Manager Digital Information Manager Digital Information Manager Archive Manager Archive Manager Archive Manager
CARE AND CURATION	Care of documentary and material (finds) archive components in active use	<ul style="list-style-type: none"> • During data gathering, analysis and report writing, maintain the best conditions possible for archive components in active use and ensure that every effort is made to minimise the risks of damage, deterioration, fading, damp, theft and loss • Handle all documentary and material archive with due care and attention. Wherever possible keep both material and documentary archives protected in the appropriate storage boxes, sleeves or cabinets. Digital data should be subject to international, national, regional or local information technology management procedures wherever possible 	Project Team Project Team
CARE AND CURATION	Care of documentary and material (finds) archive components no longer in active use but not yet transferred to a repository	<ul style="list-style-type: none"> • Move final versions of digital files to the project archive and record the completion of that task • Index digital files fully within the project archive and certify as virus free before storage • Once in the project archive actively manage all digital files in order to prevent obsolescence • Once documents and images created on analogue media are complete move as soon as possible from active office use into archive storage until eventual deposition • Follow the guidance provided as far as is practically possible for all documentary and material archive in temporary storage prior to archive transfer 	Digital Information Manager Digital Information Manager Digital Information Manager Archive Manager Project Team Archive Manager

CARE AND CURATION	Ensuring appropriate accommodation for archives in temporary storage	<ul style="list-style-type: none"> • Ensure that any stores housing the documentary or material archive are not liable to subsidence or flooding, especially at risk from earthquakes, tidal waves or landslides, at risk from fire or explosions in adjacent sites, near a place or a building which attracts rodents, insects and other pests, near a plant or installation emitting harmful gases, smoke, dust, etc, or in an especially polluted area 	Archive Manager Facilities Manager
		<ul style="list-style-type: none"> • Ensure that supply systems for electricity, gas, and especially for water are kept well away from storage areas, and the building is provided with a fire detection system 	Archive Manager Facilities Manager
		<ul style="list-style-type: none"> • Keep stores at a cool temperature and at a relative humidity below the point where microbiological activity occurs. Reference should be made to national, regional or local specific standards wherever applicable 	Archive Manager Facilities Manager
CARE AND CURATION	Long-term curation of the documentary archive	<ul style="list-style-type: none"> • Ensure the documentary archive complies with the standards set out above and the standards maintained by the repository 	Repository Curator
		<ul style="list-style-type: none"> • Copy data from digital transfer media to servers supported by regular back-up procedures 	Repository Curator
		<ul style="list-style-type: none"> • Practice digital data refreshment. Check files for readability on a regular basis, and where necessary 	Repository Curator
		<ul style="list-style-type: none"> • Undertake data migration in accordance with current best practice principles in data and information management. Transfer files from proprietary formats onto stable more persistent preservation formats, and migrate onto successive versions of these formats as software updates or changes. All files and metadata should be validated during this process, and earlier versions should not be discarded until the newer one has been checked. 	Repository Curator
		<ul style="list-style-type: none"> • Store all paper horizontally in acid free, dustproof cardboard boxes 	Repository Curator
		<ul style="list-style-type: none"> • Store drawings flat in dust free containers 	Repository Curator
		<ul style="list-style-type: none"> • Ensure boxes are stored in a dust free, dry and preferably dark environment, and well away from environmental hazards such as damp, insects or rodents 	Repository Curator
		<ul style="list-style-type: none"> • Store prints, negatives and transparencies, including x-radiographs in acid free paper enclosures or polyester sleeves in archival boxes or dust proof cabinets 	Repository Curator
		<ul style="list-style-type: none"> • Store photographic material in boxes or cabinets in a dark, cool, dust free environment and well away from any potential environmental hazards 	Repository Curator

CARE AND CURATION	Long-term curation of the material (finds) archive	<ul style="list-style-type: none"> • Ensure the material (finds) archive complies with the standards set out above and the standards maintained by the repository 	Repository Curator
		<ul style="list-style-type: none"> • Store boxes off the floor, in a cool, dry and preferably dark environment and in conditions that minimise the risks of damage or deterioration 	Repository Curator
		<ul style="list-style-type: none"> • Store the material archive according to type, sensitivity, packing and storage requirements and keep separate each different class of material 	Repository Curator
		<ul style="list-style-type: none"> • Monitor the storage environment regularly and protect against large fluctuations of temperature and humidity. Checks or monitoring traps should be set to warn of any rodent or insect infestation 	Repository Curator
		<ul style="list-style-type: none"> • Ensure that wet or damp samples, such as waterlogged wood and flotation samples, do not dry out and are kept cool, refrigerated if advised, in watertight containers. Monitor the condition of the samples on a regular basis 	Repository Curator
		<ul style="list-style-type: none"> • Meet national, regional or local standards for the curation of human remains 	Repository Curator

**The National Standard and Guidance to Best Practice
for Collecting and Depositing Archaeological Archives
in Wales 2016**

5. RCAHMW Guidelines for Digital Archives

RCAHMW GUIDELINES FOR DIGITAL ARCHIVES

VERSION 1

GARETH EDWARDS

This document is based on:
*RCAHMS Guidelines for Archiving of Archaeological
Projects version 13, 2013*
And is informed by:
Archaeology Data Service Guides to Good Practice
<http://guides.archaeologydataservice.ac.uk/>

RCAHMW

Guidelines for Digital Archaeological Archives

Maintained by the Royal Commission, the National Monuments Record of Wales (NMRW) is the national collection of information and archives concerning the historic environment of Wales from the earliest times to the present day. It comprises a repository of both hard-copy and digital records, including photographs, drawings, text reports and other material relating to the archaeology, architecture and industrial heritage of Wales. The NMRW collects and preserves this material for the future, with the intention of making it available to the public for study and research. Please see our website for further details about our organisation <http://www.rcahmw.gov.uk/HI/ENG/Home/>² and our Collecting Policy <http://www.rcahmw.gov.uk/HI/ENG/About+Us/Policies/Collecting+Policy/>³.

These guidelines are designed to be used by those producing digital archaeological archives, or archives with a digital component, intended for preservation in the NMRW. Equally, these guidelines can be used by those preparing previously produced digital archives for donation to the NMRW. An archive comprises the complete documentary record of an archaeological project. The aim should be to produce a comprehensive record of work undertaken, and the archive should be structured to allow the information to be understandable and readily accessible by those unfamiliar with the project. Considering the potential for reuse of information at the planning stages of a project onward will aid in the production of a complete and coherent archive. NMRW staff will be happy to answer any questions about the deposit of archive material.

It is in the nature of digital archives that standards evolve in line with changing technologies and we intend to update these guidelines to keep abreast of this. Please see our website <http://www.rcahmw.gov.uk/HI/ENG/Search+Records/Standards/Archive/>⁴ to ensure that you have the latest version of this guidance document. We do not currently have prescriptive standards for many specialist survey outputs (e.g. LiDAR, 3D Laser scanning, etc.) and processes creating big data. Please contact us to agree requirements for such archives.

NMRW reserves the right to refer archives back to producers for further work where adequate basic standards of organisation, description and format have not been met.

If you wish to discuss depositing digital records with RCAHMW, or require further information on the suitability of your archive for deposit, formats of record, metadata or configuration of the archive, please contact:

Gareth Edwards, Archive and Library Team Leader, RCAHMW gareth.edwards@rcahmw.gov.uk

Content

Content selection criteria will vary from project to project, however it is imperative that:

- All texts and supporting images that may comprise a final report or publication must form the core of the deposit.

² The Royal Commission on the Ancient and Historical Monuments of Wales Website, RCAHMW, 19/03/2015

³ The Royal Commission on the Ancient and Historical Monuments of Wales Website, RCAHMW, 19/03/2015

⁴ The Royal Commission on the Ancient and Historical Monuments of Wales Website, RCAHMW, 19/03/2015

- Any supporting graphics that are embedded into a final report but which are also available in higher resolution or uncropped must be included as separate items.
- All raw (unprocessed) data relating to various specialist survey activities should be included where possible.
- If unprocessed data is not available in digital form, and provision cannot be made to scan it electronically, it can be supplied to NMRW as hardcopy. Adobe Portable Document Format (PDF/A-1a or PDF/A-1b) files are accepted. However, any constituents that go to make up the PDF file (e.g. TIFF files, Microsoft Word document) should be documented and supplied as well.

Duplication must be avoided wherever possible:

- Do not provide data items in more than one file format if their content is identical, unless the original format is known to be at risk or not currently accepted by NMRW.
- When submitting digital images do not include duplicate, near duplicate or extraneous images. NMRW reserves the right to weed and delete such files.
- Where a document exists in several versions, only supply the final (non-draft) version with the assemblage.
- Written correspondence (electronic or scanned hardcopy) relating to the project should not be included *unless* it represents a primary aspect of the project's brief or adds value to the assemblage.
- No material should be included that may be interpreted as being defamatory or libellous to any living person.

Information required

In addition to the digital materials deposited, it is also necessary to supply documentation for the deposited archive. There are three categories of documentation that should accompany a digital resource:

- Archive information Form
- File information Form; and
- Technical documentation (where appropriate)

These are available electronically on application to Gareth.edwards@rcahmw.gov.uk in MS Excel format and should be returned to NMR in that format, in a folder named 'metadata'. Examples of completed forms are included as appendices to these guidelines. If producers already have similar metadata, covering the required data elements in an acceptable format, this can be supplied, but only through prior agreement with RCAHMW.

Archive Information

We require general information about the archive and the background to its production, together with information on the site or sites involved, and a summary of the archive's contents. This form is relevant to both hard copy and digital archives, or combinations of both. Appendix A gives an example of a completed form. All fields are mandatory unless otherwise marked. One form should be completed for each archive.

File Information

- Appendix B gives an example of a completed form used to record basic file details for each item in the archive. All fields are mandatory unless otherwise marked.
- A form should be completed for each group of file types (e.g. Autocad files, .TIFFS, etc.) and the header to the form gives the general information about these, each individual file should then be listed and described below this. (See Appendix B examples below).
- All data files must have a logical, single unique file reference which is recorded exactly consistently in the form (see File and Directory Naming below).
- Ensure you complete and submit this electronically.

Technical Documentation

Technical documentation is information about items, or groups of items, within the archive which will enable the data to be understood and reused by others (for instance, it may constitute a text document describing all the data tables in a database, detailing how they relate to each other). Technical documentation also encompasses documentation relating to third party material that may be embedded within the resource being deposited. Technical documentation (if applicable to your data) should be submitted with the archive in electronic form only.

Technical documentation can be highly specialised in nature and its format or elements will vary depending upon the type of data to which it refers. As a basic requirement, technical documentation, where necessary, must be sufficient to allow archive items, or groups of items, to be accessed, understood and reused by future users of the archive.

NMRW does not use or record formal data elements for technical documentation. A copy of depositors' technical documentation is stored with the archive and supplied to users when requested. It is the depositor's responsibility to ensure that the technical documentation is accurate and complete – NMRW will not verify or validate complex technical documentation.

A good source of practical advice for provision of technical documentation is the Archaeology Data Service (ADS) series of *Guides to Good Practice*. General guidelines relating to technical documentation for archaeological excavation and fieldwork are available at: <http://guides.archaeologydataservice.ac.uk/g2gp/Main>⁵. The guide covers technical metadata under

⁵ Archaeological Data Service Website, ADS, 19/03/15

the relevant chapters on each data type. Where producers are unsure if technical documentation is required or need further information, they should take specialist advice.

Formats and Conventions

Media Formats

Digital archive files will be stored, uncompressed on an archive server, but in order to transfer them to us, the NMRW currently accepts digital archive in the following common media formats: CD-R; CD-RW; DVD-R; DVD-RW; and external hard disk. Alternatively, archive can be delivered by attachment to email or made available for download via a secure web-based file sharing application such as OneDrive, where it may be convenient to package and compress complex archives using file compression software, (e.g. WinZip, GZip, etc.)

NMRW cannot routinely accept deposition of digital archive using: Iomega Zip discs; DLT, DAT, TK50 or QIC tape cartridges; CD-DA, CD+G, CD-I or CD-Text discs; unusual/outdated (e.g. 8" and 5.25") magnetic discs; or solid state storage devices. In limited circumstances we may be able to accept such formats for legacy data, but please contact us in the first instance.

NMRW would prefer to receive media formatted under (or for) the Microsoft Windows platform.

Avoid adhering gummed or sticky labels to the surface of CD-ROM. Use a water-based, non-permanent soft-pointed marker to write the Unit name, project code, site name and date on the CD-ROM rather than the CD Case or wallet.

File Formats

Wherever possible, depositors must supply digital material in file formats that are listed in Appendix B, Recommended Formats. If this is not possible, contact the NMRW Archive for advice. This appendix provides a list of required file formats for a range of data types relating to archaeological and architectural activities.

Where the original format used is bespoke, very newly developed and/or not widely accepted, it is essential that items are also supplied in a more common format to ensure they are useable and retrievable. Depositors therefore, may supply a single item in more than one format. Please indicate the duplication in the File Information Form (use the Description column), together with details of any data loss observed between format versions. Please consult with us for advice on surrogate digital formats.

File and Directory Naming

NMRW has a few special requirements for file and directory naming other than those imposed by popular operating systems. File directory names should be easily understood by those outside of the project, and whilst there are no formal requirements for the internal arrangement of, or maximum levels of nesting within, an archive's directory structures, levels of nesting should be kept to a minimum, should be logical, and should not contain duplicate files.

It is essential that:

- Each project directory should contain a folder named 'metadata' and this should contain the completed electronic copies of the metadata forms supplied by NMRW.
- The period character ('.') is not used in directory names, and is reserved for separating the file extension from the name.

- The space character should not be used in file or directory names (replace with the underscore character).
- Directory and file names may be upper, lower or mixed case.
- Filenames should be logical, unique, be kept as short as reasonably possible, and be entirely consistent with the file name as recorded in the File Information metadata.
- When naming files with consecutive numbers use the same number of characters throughout (i.e. for 1-100, use 001 to 100 otherwise this causes us difficulties).

Archive Ownership and Intellectual Property Rights

- NMRW requires that depositors transfer the physical ownership of archive material to the organisation via a signed Deposit Agreement to aid its successful curation, an electronic copy of this form is included as Appendix C of this document
- It is essential that the Intellectual Property Rights (including Copyright) of the archive are established, and any special conditions attached to material made clear at the time of deposition with NMRW.
- Intellectual Property Rights can be transferred to NMRW as part of the Deposit Agreement. If a depositor wishes to retain Intellectual Property Rights for the material they have created then this may be noted on the Deposit Agreement form, but depositors must allow NMRW to disseminate material as per their advertised terms and conditions.
- In the event of an organisation holding copyright ceasing to exist, notification of this should be made to NMRW, as soon as possible, with details of any new arrangements.

Archive Information Form

<i>Project Information</i>		
<i>Organisation Name</i>		
Trowel Archaeology Ltd.		
<i>Project Name</i>		
Pen Caer Evaluation		
<i>Project Code</i>	<i>HER Event PRN</i>	<i>Project Dates</i>
TA0213	303897	June - July 2013
<i>Project Manager</i>		<i>Type of Project (i.e. Watching Brief, Evaluation...)</i>
Dai Rhaw		Evaluation and Excavation
<i>Sponsor/Client</i>		
Cadw		

<i>Site Information</i>		
<i>Site Name (and Address if appropriate)</i>		
Pen Caer Hillfort, Aberffug		
<i>NGR</i>	<i>NPRN (NMRW site number, if known) or HER PRN</i>	<i>Site Classification (i.e. Hut Circle)</i>
NS 598 651	NPRN 94568	Hill Fort

<i>Archive Contents – Digital Material (please provide metadata on appropriate form)</i>	
<i>Method of Transfer and quantity</i>	6 CDs
<i>Size (specify if KB, MB or GB)</i>	1.8 MB

File Information Form

Organisation/individual depositing the material	Name of project, Originator Project Code (if available)	Date form compiled
Trowel Archaeology Ltd.	Pen Caer Evaluation TA0213	29/06/2013
Operating system Vendor	Operating system Name	Operating system Version
Microsoft	Windows 2000	Version 4.0
Software Name (Vendor + application name + version)	File Extension	Total Number of files submitted of this type
AutoCAD2000	DWG	1
Hardware/Capture Devices : Make	Model	Type

Filename	Path (depositors pathway structure)	Description of file's content	Linked file(s) <i>This field is optional</i>	Technical documentation files <i>This field is optional</i>	Notes <i>This field is optional</i>
TA0213-Report-001.dwg	TA0213/report_illustrations	Plan of outer rampart, Fig. 1 in finished report.	TA0213/report_illustrations/TA0213-Report-010.pdf	TA0213/report_illustrations/Technical_Documentation/Outer_Rampart_Plan.doc	Component of full finished plan, see file under 'Technical Documentation'.

Organisation/individual depositing the material	Name of project, Originator Project Code (if available)	Date form compiled
Trowel Archaeology Ltd.	Pen Caer Evaluation TA0213	29/06/2013
Operating system Vendor	Operating system Name	Operating system Version
Microsoft	Windows 2000	Version 4.0
Software Name (Vendor + application name + version)	File Extension	Total Number of files submitted of this type
Adobe Photoshop 12	.TIF	105
Hardware/Capture Devices : Make	Model	Type
Nikon	D80	Digital Camera

Filename	Path (depositors pathway structure)	Description of file's content	Linked file(s) <i>This field is optional</i>	Technical documentation files <i>This field is optional</i>	Notes <i>This field is optional</i>
TA0213-Photos-001.tif	TA0213/photo graphy	Trench 3, from south-west, showing burnt layer.			.
TA0213-Photos-002.tif	TA0213/photo graphy	Trench 3, from north, showing post hole.			.
TA0213-Photos-003.tif	TA0213/photo graphy	Trench 4, from south, showing post hole.			.
Etc.....					

Notes for File Information Form

Please give as much detail as possible for each field for each file being deposited. If you do not have the information to complete all fields please indicate this e.g. 'Microsoft Fox Pro, Version information unknown'. Complete a different header section and begin a new list if the details relevant to the file(s) being listed change (e.g. if a set of files are produced through a different operating system or application)

1. **Filename** - Please provide the file name exactly consistent with that used for the file (do not use 'spaces' in file names if possible, use underscore/dash etc.)
2. **File extension** - Please indicate this clearly (upper or lower case)
3. **Path** - Please indicate pathway within the archive folder supplied to us, as designated by data manager
4. **Description of file content** – What you would expect to see when you open the file e.g. Elevation of West front showing blocked doorway

5. Linked files – Names of any files upon which this file depends for content, but which are not embedded in the file itself. Include path info if required.
6. Technical Documentation Files - Name of any file that documents the internal structure or content of this file and give technical information on its configuration or use.
7. Notes – Allows for input information not shown anywhere else.

	File Format		Additional Documentation (if relevant/available)/Notes
Text	<i>Preferred</i>	Adobe Portable Document Format ISO Standard for Archiving (PDF/A) - .pdf Microsoft Word - .doc	<ul style="list-style-type: none"> Documents must not be locked to editing or password protected. HTML, XHTML – include any relevant CSS files XML – include relevant schema/DTD/XSLT
	<i>Accepted</i>	Adobe Portable Document Format - .pdf Microsoft Word - .docx OpenDocument Text - .odt TXT, HTML, XHTML, XML, SGML	
Images (see below for further details)	<i>Preferred</i>	Tagged Image File Format (Uncompressed) - .tif	<ul style="list-style-type: none"> Uncompressed .tif files are required as mandatory for any new work. We will only accept .jpg files from historic archives where .tiffs are not available. Captions must be included for all image files Images must be at least 1200 pixels along longest edge. Images must have a resolution of at least 72dpi.
	<i>Accepted</i>	Joint Photographic Expert Group - .jpg JPEG2000 - .jp2 Tagged Image File Format (Compressed) - .tif Portable Network Graphics - .png	
CAD (Vector Graphics)	<i>Preferred</i>	Scalable Vector Graphic - .svg Adobe Illustrator - .ai AutoCAD - .dxf	<ul style="list-style-type: none"> Relationships to other files Captions must be included for all graphics files
	<i>Accepted</i>	CorelDraw - .cdr AutoCAD - .dwg	
Spreadsheets	<i>Preferred</i>	Comma Separated Value - .csv Excel - .xls	<ul style="list-style-type: none"> Column/Rows should have clear labels describing their contents A key should be provided for any codes with the data Spreadsheets must not be locked to editing or password protected
	<i>Accepted</i>	Microsoft Office - .xlsx OpenDocument Spreadsheet - .ods	
Databases	<i>Preferred</i>	Microsoft Access - .mdb Delimited Text	<ul style="list-style-type: none"> A data dictionary should be included where available For delimited text the delimiters should be listed Databases must not be locked to editing or password protected
	<i>Accepted</i>	Microsoft Access - .accdb OpenDocument Database - .odb	
GIS	<i>Preferred</i>	ESRI Shapefile - .shp, .shx and .dbf ESRI Geodatabase - .xml	<p>Information should be provided on:</p> <ul style="list-style-type: none"> The purpose of the GIS The function of each layer Coordinate system used Method of capture Data source Scale/resolution
	<i>Accepted</i>	Flat file data as Microsoft Excel, Comma Separated Values or Microsoft Access formats - .xls, .csv or .mdb MapInfo - .mid and .mif	

			<ul style="list-style-type: none"> • Assessment of data quality • Date of capture
Geophysics	Preferred	Raw xyz data: .txt, .csv, .xyz Rendered Images: .tif	For raw xyz data: <ul style="list-style-type: none"> • Location of the survey
	Accepted	Rendered Images: .jpg, .png (see above)	<ul style="list-style-type: none"> • Conditions • Instrumentation For rendered images: <ul style="list-style-type: none"> • Details of data processing and interpretation
Video	Preferred	Mpeg-1, Mpeg-2	<ul style="list-style-type: none"> • Shorter clips of submitted video films should also be submitted for dissemination purposes.
	Accepted	Mpeg-4	<ul style="list-style-type: none"> • Shorter clips should be web optimised where possible.

REQUIRED FILE FORMATS

Appendix B

The following table lists all file formats that NMRW is currently capable of accepting. Other formats may be acceptable under certain circumstances, but producers must contact the NMRW Archive if you wish to submit data in formats other than those listed below.

Digital Images Guidance

Ensure that the images you are submitting are of the highest standard for your equipment and *at least* between 300 and 400 dpi (dots per inch)/ppi (pixels per inch).

Photographs must all be in uncompressed TIFF format when producing new photography (we will accept JPEG files only for existing archives, where no TIFF files are available).

Minimum file sizes for all digital images should be 1-2 MB but ideally images should be larger than this.

Image quality is also an important factor when selecting images to deposit. All photographs should be sharp and well exposed, and duplicates should be weeded.

Notes:

There are three main file formats used by digital cameras to create images; JPEG, TIFF and RAW, the most common being the JPEG file format. On some digital cameras it will be the only file format available, although more sophisticated digital cameras will allow you to choose between JPEG, TIFF and RAW. For new survey work, where cameras do not produce TIFFs directly, images should be output as RAW files and converted to uncompressed TIFF format. Images must not be produced as JPEGs and subsequently converted to TIFFs. As previously stated, we will accept JPEG files only for existing archives, where no TIFF files are available.

Uncompressed TIFF file format is the preferred choice for archiving images as it keeps the original quality of an image over time.

Do not submit RAW files, these are hardware dependent files and cannot be supported for future access.

The preferred settings outlined above have been chosen to allow content to be stored at an archive standard and also to allow reproduction at a scale suitable for printing and display purposes.

Most cameras give a quality option within the menu of Small, Medium and Large. In order to produce high quality images, you will need to set your camera on the Large or Medium option in order to give an image of 5-10 Megapixels.

Comisiwn Brenhinol Henebion Cymru Appendix C
Royal Commission on the Ancient and Historical Monuments of Wales



Cofnod Henebion Cenedlaethol Cymru
National Monuments Record of Wales



ARCHIVES DEPOSIT AGREEMENT

Deposit		
Acc. No	Date	Ref
Depositor		
Name		
Address		
Postcode	Email Address	
Tel. No	Fax No	
Details of Deposit		
Title		
Description		
Quantity and Condition		
Provenance		
Restrictions and Copyright		
Details of Deposit Agreement		
<p>As the Owner/Depositor acting on behalf of the Owner (delete as appropriate) I certify that the above information is correct and that I have read and understood the terms and conditions of deposit on the reverse this form. I hereby agree to:</p> <p><input type="checkbox"/> Gift the above item(s), with the copyright, to the Crown under the authority of the Archivist at the National Monuments Record of Wales, Royal Commission on the Ancient and Historical Monuments of Wales. The item(s) are offered as absolute and unfettered gifts to be placed within the public archive and made available to the public as per the terms and conditions overleaf.</p> <p><input type="checkbox"/> Deposit the above item(s) on loan to the National Monuments Record of Wales, Royal Commission on the Ancient and Historical Monuments of Wales under the authority of the Archivist under the terms and conditions overleaf, retaining copyright but allowing the Royal Commission to licence and administer the copyright on my behalf.</p> <p><input type="checkbox"/> Deposit the above item(s) on loan with the National Monuments Record of Wales, Royal Commission on the Ancient and Historical Monuments of Wales under the authority of the Archivist, as per the terms and conditions overleaf. I wish to retain copyright and be contacted each time an enquirer wishes to use the item other than for private research.</p>		

Signature (Depositor)	Name (BLOCK CAPITALS)	Date
Signature (Archivist)	Name (BLOCK CAPITALS)	Date

Royal Commission on the Ancient and Historical Monuments of Wales
Plas Crug, Aberystwyth, Ceredigion SY23 1NJ

Tel: +44 (0)1970 621200 Fax: +44 (0)1970 627701 Email: nmr.wales@rcahmw.gov.uk Website: <http://www.rcahmw.gov.uk>

TERMS AND CONDITIONS OF DEPOSIT

General

1. The deposited items are accepted upon the following terms except as may be expressly varied in writing by the parties hereto which variation should be appended to this agreement.
2. For the purpose of this agreement the Royal Commission on the Ancient and Historical Monuments of Wales (hereafter referred to as the RCAHMW) shall act through its Archivist with respect to any consent, notice, approval, requirement or any other action of the RCAHMW referred to under this agreement or through such other officer of the RCAHMW as may from time to time be determined and all notices and communications from the Depositor to the RCAHMW under this agreement shall be addressed to that Officer.
3. All deposited items may be examined, inspected or exhibited at the discretion of the RCAHMW with or without charge but the RCAHMW shall not by virtue of deposit be obliged to make items available for inspection or for any other purpose.
4. All copyright in any deposited item shall be retained by the Depositor where the Depositor is entitled. The Depositor may assign or gift the item and the copyright, where entitled, to the RCAHMW which agreement between the parties should be noted overleaf.
5. All deposited items may be made available or copied to third parties for the purposes of private research and study and copies of all items may be made available by RCAHMW for non-commercial purposes via the World Wide Web at the absolute discretion of the RCAHMW.
6. The RCAHMW shall store the deposited items in such conditions as it sees fit in its absolute discretion and shall not be liable to the Depositor in any circumstances for any loss or damage to the deposits from whatever cause howsoever arising.
7. The RCAHMW shall be at liberty to mark the records with any mark of reference or index.
8. The RCAHMW shall be at liberty to carry out any repair or conservation work as it shall in its absolute discretion determine and shall not be liable for any damage so caused.
9. The RCAHMW reserves the right to return items to Depositors if such persons can be traced following reasonable enquiry.

Withdrawal

10. All Depositors shall be entitled to remove temporarily deposited items for three months in any period of up to twelve months. All endeavours will be made to meet such requests without delay but Depositors should, whenever possible, give prior warning to the RCAHMW and the RCAHMW shall not by virtue of this condition be responsible to produce any deposited item earlier than 21 days following the receipt of written notice of withdrawal.
11. Deposited items may be withdrawn from the RCAHMW for periods longer than three months in any twelve months or absolutely but upon such withdrawal the Depositor shall be liable to the RCAHMW for the costs and charges accrued at the time of withdrawal in respect of the cost of cataloguing or producing a calendar of the deposited items, the cost of all conservation work carried out in connection with the deposited items and a charge in respect of the costs of storage. RCAHMW may, at its discretion, waive any or all of these costs and charges.

Confidential Items

12. If requested by the Depositor, deposited items which are confidential will only be made available for public inspection, research or other purposes with the agreement of the Depositor during the period of 30 years from the date of creation of the item or such longer period as may be agreed by the RCAHMW.

Cataloguing

13. Catalogues or calendars of deposited items prepared by the RCAHMW (if any) can be supplied to Depositors free of charge (2 copies) but otherwise shall be the property and the copyright of the RCAHMW and shall be made available to the public and others upon such terms as the RCAHMW may determine.

Insurance

14. If the Depositor wishes the items on deposit to be insured against any risks whatsoever the Depositor shall be responsible to take out such insurance and shall be responsible to discharge the costs thereof. In such circumstances while the items are deposited the RCAHMW's interest should be noted on the policy.

Depositor or Persons Claiming through the Depositor

15. For the purpose of this agreement the Depositor shall mean the person, persons or body upon whose authority records are deposited with the RCAHMW, or other person claiming to be the owner of the deposited items or the authorised agent

of the owner as may be recognised under condition 16. The Depositor shall supply to the RCAHMW their full name and address to which all communications may be sent and shall promptly inform the RCAHMW of any change in their address and shall if requested by the RCAHMW produce to the RCAHMW any evidence certificate or other documentation which will establish their ownership of the deposited items.

16. The RCAHMW shall not be obliged to recognise persons claiming to be the Depositor as defined in condition 15 except where satisfactory evidence of such title or the validity of such claim has been shown to the satisfaction of the RCAHMW or such other solicitor or barrister instructed by the RCAHMW. Such persons claiming by virtue of acquisition of ownership from the original Depositor should inform the RCAHMW promptly of their acquisition of such title whereupon the RCAHMW shall when satisfied as aforesaid amend the list of Depositors accordingly.

17. Where for any purpose arising under these terms of acceptance or otherwise the RCAHMW wish to contact the Depositor in connection with any deposited item it shall be sufficient for the RCAHMW to write to the Depositor for the time being recognised by the RCAHMW in accordance with clause 16.

18. In the event of the RCAHMW being unable to contact the Depositor despite reasonable enquiry then in relation to all matters where the consent or agreement of the Depositor is required the Depositor shall be deemed to have given such consent or agreement and in the event of the RCAHMW wishing to terminate its retention of any deposited item the RCAHMW shall be at liberty to dispose of the deposited item as it sees fit including destruction in appropriate cases. It should be noted that destruction will only be considered when all other possibilities have been exhausted, including offering the deposited items to another appropriate repository.

NATIONAL PANEL FOR ARCHAEOLOGICAL ARCHIVES IN WALES

The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2016

6. Museums in Wales Collecting Archaeology

Museum	Contact	Contact Details	Collecting Area	Collection Issues
Whole of Wales				
Amgueddfa Cymru – National Museum Wales Cathays Park, Cardiff, CF10 3NP	Evan Chapman	02920573238 Evan.Chapman@museumwales.ac.uk	Across the whole of Wales.	<u>Collect:</u> <ul style="list-style-type: none"> • Pre-industrial (pre-1760) archaeology archives from Wales Only excavation records with associated finds will be accepted <ul style="list-style-type: none"> • Justified processed environmental samples • Human remains <u>Do not collect:</u> <ul style="list-style-type: none"> • Unstable artefacts, including unconserved waterlogged organic material • Unprocessed environmental samples
National Waterfront Museum, Oystermouth Road, Maritime Quarter, Swansea, SA1 3Rd (part of Amgueddfa Cymru – National Museum Wales)	Robert Protheroe Jones	02920573630 robert.protheroejones@museumwales.ac.uk	Across the whole of Wales plus Welsh-made industrial products found outside Wales.	We collect selected industrial and transport finds from the eighteenth century to the present, especially: tramplates and early railway track components, ingots and other Welsh metal products, inscribed Welsh-made bricks, tiles and refractories. Do not collect excavation records.
South East Wales				
National Roman Legion Museum High Street, Caerleon, Newport NP18 1AE	Mark Lewis	029 2057 3543 Mark.lewis@museumwales.ac.uk	Legionary Fortresses of Caerleon and Usk and environs	<u>Collect:</u> <ul style="list-style-type: none"> • Pre-industrial (pre-1760) archaeology archives from Wales Only excavation records with associated finds will be accepted <ul style="list-style-type: none"> • Justified processed environmental samples • Human remains <u>Do not collect:</u> <ul style="list-style-type: none"> • Unstable artefacts, including unconserved waterlogged organic material

				<ul style="list-style-type: none"> • Unprocessed environmental samples *
Abergavenny Museum The Castle, Castle Street, Abergavenny, Monmouthshire. NP7 5EE	Rachael Rogers	Rachaelrogers@monmouthshire.gov.uk	Abergavenny and Surrounding Area	Size would be an issue due to the amount of storage available
Caldicot Castle Museum Caldicot Castle, Caldicot, Monmouthshire NP26 4HU	Rachael Rogers	01291 420241 Rachaelrogers@monmouthshire.gov.uk	County of Monmouth	Size would be an issue and no blind archives these would hopefully go to the Royal Commission Do not collect excavation records unless there are associated finds
Chepstow Museum Gwy House, Bridge Street, Chepstow, Monmouthshire NP16 5EZ	Annie Rainsbury	01291 625981 chepstowmuseum@monmouthshire.gov.uk	County of Monmouth	Size would be an issue and no blind archives these would hopefully go to the Royal Commission Do not collect excavation records unless there are associated finds
Monmouthshire Museum Service The Nelson Museum and Local History Centre, Priory Street, Monmouth, Monmouthshire NP25 3XA	Post vacant contact Rachael Rogers	01600 710630 Rachaelrogers@monmouthshire.gov.uk	County of Monmouth	Size would be an issue and no blind archives these would hopefully go to the Royal Commission Do not collect excavation records unless there are associated finds
Newport Museum and Art Gallery John Frost Square, Newport, South Wales. NP20 1PA	Oliver Blackmore Curator of Archaeology	01633 414721	Newport County	Any proposed donation in line with their collection policy Do not collect excavation records unless there are associated finds
Amgueddfa Pontypool Park Buildings, Pontypool, Torfaen. NP4 6JH	Deborah Wildgust	01495 752036	Torfaen Valley from Blaenavon to Cwmbran	Size would be an issue Human remains
Museums and Heritage Service Caerphilly County Borough Council, Winding House, Cross Street, New Tredegar NP24 6EG	Principal Museum and Heritage Officer Helen Willson or Assistant Museums & Heritage Officer Gillian Levy	01443 822666	Caerphilly County Borough Area	Permanent display only. No appropriate storage facilities. Dependent on size and expertise available Human remains
Abertillery and District Museum The Metropole, Market Street, Abertillery, NP13 1AH	Mrs. Peggy Bearcroft	01495 211140	Abertillery & District	
Blaina Heritage Action Group Museum Blaina District Office, High Street,	Mrs. Shirley Meyrick	01495 290201	Blaina	

Blaina, NP13 3XD				
Brynmawr & District Museum Carnegie Library, Market Square, Brynmawr, NP23 4AJ	Mrs. Vivienne Williams	01495 313900	Brynmawr and District	
Ebbw Vale Works Archive and Museum Unit 15, Cwm Draw Ind. Est., Ebbw Vale, NP23 5AE	Mr. Barry Caswell	01495 350941	Ebbw Vale	
Tredegar and District MuseumTredegar Library, The Circle, Tredegar, NP22 3PS	Mr. Ron Jenkins	01495 722687	Tredegar and District	
South Wales				
Neath Museum Gwyn Hall, Orchard Street, Neath, Neath Port Talbot. SA11 1DT	Harriet Eaton	01639 645741/ 01639 645726 h.eaton@neath-porttalbot.gov.uk	Neath and Port Talbot	Nothing too large, awaiting new premises Not paper and digital archives, Human remains and soil samples.
Swansea Museum Victoria Road, Maritime Quarter, Swansea SA1 1SN	Emma Williams Collections & Access Officer	01792 653 763 emma.williams4@swansea.gov.uk	Within Boundaries of the City and County of Swansea. In rare cases they will consider material from new excavations from sites from which they already have material from early excavations.	None, unless storage becomes a problem. Not digital archives, Human remains and soil samples.
Porthcawl Museum and Historical Society The Museum, Old Police Station, John Street, Porthcawl, Bridgend, CF36 3BD	Paul Joseph Chairman / Martin Little	porthcawlmuseum@hotmail.co.uk	South of M4, between Ogmere and Kenfig Rivers	Size of archive would be an issue due to limited storage Not digital archives, Human remains and soil samples.
Merthyr Tydfil County Borough Museum Service Cyfarthfa Castle, Brecon Road, Merthyr Tydfil, CF47 8RE	Kelly Powell Curatorial Officer	01685 723112	Merthyr Tydfil County Borough Council Now a trust? But this is still the collection area.	Material must be within boundary i.e. local in origin. All acquisitions subject to limits based on staffing, storage and collection care. Not digital archives, Human remains and soil samples.
Cynon Valley Museum and Gallery Depot Road, Gadlys, Aberdare CF44 8DL	Sara Brown County Collections Assistant	01443 682036 Sara.Brown@rctcbc.gov.uk	Cynon Valley	May be limited to smaller collections due to space restrictions. Not digital archives, Human remains and soil samples.
Rhondda Heritage Park Lewis Merthyr Colliery	Sara Brown County Collections Assistant	01443 682036 Sara.Brown@rctcbc.gov.uk	Rhondda valleys	Would be willing to consider the merits of any offer on a case by case basis.

Coed Cae Rd Trehafod CF37 2NP				Not able to accept human remains or soil samples and capacity for archives is limited by space.
West Wales				
Scolton Manor Museum Bethlehem, Haverfordwest, Pembrokeshire. SA62 5QL	Mark Thomas or Catriona Hilditch	01437 731328 catriona.hilditch@pembrokeshire.gov.uk	Pembrokeshire but not actively collecting due to space issues. Working with other Pembrokeshire Museums and developing a dispersed county collection. Contact in first instance.	None Soil samples
Haverfordwest Town Museum Castle House, Haverfordwest Castle, Haverfordwest, Pembrokeshire SA61 2EF	Mr Simon Hancock Manager/ Curator	01437 763087 simon615@btinternet.com	Haverfordwest, the old town and county boundary. Exceptionally they would consider items not found in the town but having a direct relevance to Haverfordwest. will also collect in agreement with PMS material from the surrounding area	Time span is from 1100AD onwards, from when the town was first established by Norman and Flemish settlers. Not digital archives, Human remains and soil samples.
Tenby Museum & Art Gallery, Castle Hill, Tenby, SA70 7BP	Mark Lewis Collections Manager	info@tenbymuseum.org.uk 01834 842809	Tenby and surrounding area in partnership with PMS	Storage issues but keen to collect. No soil sample, human remains etc.
Narberth Museum The Bonded Stores, Church Street, Narberth, Pembrokeshire SA67 7BH	Pauline Griffiths	01834 861719 info@narberthmuseum.co.uk	Narberth and small area around in partnership with PMS	Storage issues but keen to collect. No soil sample, human remains etc.
Milford Haven Museum The Old Customs House, The Docks, Milford Haven, Pembrokeshire SA73 3AF	Curator George Springer & Derek Davies	01646 694496 milfordmuseum@gmail.com	Milford Haven and the Haven Area in partnership with PMS	Storage issues but keen to collect. No soil sample, human remains etc.
Carmarthenshire County Museum Abergwili, Carmarthen SA31 2JG	Gavin Evans Museum Curator	01267 228696/ 01267 242301 gahevans@carmarthenshire.gov.uk	County of Carmarthenshire	None No soil samples
Ceredigion Museum Terrace Rd, Aberystwyth, Ceredigion SY23 2AQ	Carrie Canham	Carrie.Canham@ceredigion.gov.uk 01970 633088	The county of Ceredigion	
Mid-Wales				

Powys				
Radnorshire Museum Temple Street, Llandrindod Wells, Powys. LD1 5DL	Will Adams	01597 824513	Old County of Radnorshire	Maybe quantity but all would be assessed on an individual basis. Not paper and digital archives, Human remains and soil samples.
Powysland Museum The Canal Wharf, Welshpool, Powys SY21 7AQ	Eva Bredsdorff Senior Museum Curator	01938 554656	The old county of Montgomeryshire	None – they do request that items, which need conservation, are treated; that all ownership issues have been dealt with and that the collection is stored in Museum boxes. None
Old Bell Museum Arthur Street, Montgomery SY15 6RA	Dr Ann Welton Hon. Curator	01686 668313	Montgomery Parish Boundary	Size would be an issue, could not accept very large or heavy items or ones requiring highly specialised storage conditions. Not digital archives, Human remains and soil samples.
Brecknock Museum and Art Gallery Captains Walk, Brecon, Powys. LD3 7DS	Curator Nigel Blackamore	01874 624121 Nigel.blackamore@powys.gov.uk	Old County of Breconshire	No large archives due to lack of space. Not human remains
North West Wales				
Gwynedd Museum and Art Gallery Bangor, Ffordd Gwynedd, Bangor, Gwynedd LL57 1DT	Esther Roberts Curator	01248 353368	Gwynedd County Boundary	None Not digital archives, Human remains and soil samples.
Anglesey Museums and Culture Service Rhosmeirch, Llangefni, Anglesey LL77 7TQ	Ian Jones Museums Officer	01248 752082 ianjones@ynysmon.gov.uk	Relating to the Isle of Anglesey, would consider further afield if nearby areas could not accept them	Dependent on storage available at the time. Not digital archives, Human remains and soil samples.
Conwy County Museums Service Llandudno Library Buildings Mostyn Street Llandudno LL30 2RP	Helen Bradley Heritage Development Officer	01492 575 535 helen.bradley@conwy.gov.uk	Archaeology from Conwy County Council.	
Llandudno Museum 17-19 Gloddaeth Street Llandudno LL30 2DD	Helen Bradley Heritage Development Officer	01492 575 535 helen.bradley@conwy.gov.uk	Archaeology from Llandudno and the Creuddyn Peninsula.	
Penmaenmawr Museum Unit 4 New York Cottages Bangor Road Penmaenmawr LL34 6LE	Helen Bradley Heritage Development Officer	01492 575 535 helen.bradley@conwy.gov.uk	Penmaenmawr, Pen uplands and Dwygyfylchi	

North East Wales				
Wrexham County Borough Council Ty Henblas, Queen's Square, Wrexham LL13 8AZ	Stephen Greuter Heritage Services Manager	01978 297430 Steve.greuter@wrexham.gov.uk	Wrexham County Borough Council Area only	None apart from those on Council website No soil and waterlogged material
Flintshire Museum Service. Library HQ, County Hall, Mold, Flintshire CH7 6NW	Sophie Fish Principal Museum Officer	01352 704409 Sophie_fish@flintshire.gov.uk	Flintshire	Large archive would be a problem as storage is limited. Not digital archives, Human remains and soil samples.
Denbighshire Heritage Service Ruthin Gaol, 46 Clwyd Street, Ruthin LL15 1HP	Samantha Williams Curator and Research Officer	01824 708223 heritage@denbighshire.gov.uk	Denbighshire County Council Boundaries	None – although capacity of the stores would be a concern if they were offered a very large archive. Not digital archives, Human remains and soil samples.

NATIONAL PANEL FOR ARCHAEOLOGICAL ARCHIVES IN WALES

The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2016

7. Glossary of Organisational and Individual Roles and Terms as Relevant to an Archaeological Project

7.1 Definitions of Organisational Roles

7.1.1 Repositories

The Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW) collects and curates archaeological records and archives (paper, photographic and digital) within the terms of the *National Monuments Record of Wales (NMRW) Collecting Policy*. NMRW is the national repository for records of the archaeological, architectural and historic environment in Wales. In effect this means that all archaeological archives, without associated finds, created by any organisations or individuals, are accepted by RCAHMW for the NMRW. RCAHMW also surveys, researches and interprets archaeological sites and landscapes in Wales.

Amgueddfa Cymru – National Museum Wales collects, curates, interprets and makes accessible archaeological artefacts with associated environmental samples, including human remains and records from sites of national significance from across the whole of Wales.

Non-national museums are located across Wales and many of these will collect and curate archaeological artefacts and some will also collect associated environmental samples, human remains or records from sites from within their locally defined area. Some of these museums may collect across an entire county – e.g. Carmarthenshire Museum, whilst others may only collect locally e.g. Tenby Museum & Art Gallery. [\[Hyperlink to Document 6\]](#)

7.1.2 Organisations with curatorial roles

Cadw is the historic environment division within Welsh Government with responsibility for protecting, conserving and promoting an appreciation of the historic environment of Wales.

Welsh Archaeological Trusts The four Welsh Archaeological Trusts are independent limited companies with charitable status established in the mid-1970s with the object of advancing the education of the public in archaeology.

ALGAO (Association of Local Government Archaeological Officers) provides a forum representing archaeologists working for local authorities and national parks throughout the UK. ALGAO Wales/Cymru is the Welsh group of the association. Its members are senior officers contracted to provide advice on archaeological conservation and management.

CIfA is the Chartered Institute for Archaeologists which advances the practice of archaeology and allied disciplines by promoting standards and ethics for the conserving, managing, understanding and promoting enjoyment of heritage.

7.2 Definitions of Roles of Project Personnel

The titles given to archaeological project personnel are endlessly variable, so it is important, before describing the particular responsibilities of individual team members, to establish common terminology. This is a list of the job types identified in the following checklist, with a brief description of their role, which it is hoped will enable each user to match the checklist with their own practices.

Archaeological Advisor is an appropriately qualified and experienced individual or organisation providing archaeological advice and information on the designated and undesignated terrestrial and marine historic environment. An advisor may be employed by or contracted to a local authority, national heritage body or regulator, charity trust, national park or other public body.

Archaeological Consultant is an organisation or individual providing expert archaeological analysis and advice. The term here does not apply to those providing field based investigation and dissemination services.

Archaeological Practitioner is an organisation or individual undertaking field based investigative, analytical or specialist work on archaeological sites or historic buildings within the development process, and who will provide relevant reports and publications on that work. Where work is undertaken as part of the planning process the developer will appoint an archaeological advisor. The scope of the required works will be set out by the practitioner and a specification or detailed project design will be produced by the practitioner in response, to be agreed by the archaeological advisor. Such a scheme can include all aspects of archaeological work including desk-based assessments, evaluation, geophysical survey, topographic survey, building recording, full excavation, etc. All such work will require full reporting, publication and deposition of archives.

Conservator is the person who will provide specialist advice about the long-term preservation of finds generated by the archaeological work. They will liaise with finds specialists and with the repository curator to ensure that all requirements for the objects are met. The conservation work should be undertaken by an accredited conservator or a practice led by an accredited conservator.

Digital Information Manager The person within an archaeological project team who is responsible for managing the creation, preservation and accessibility of digital data.

Facilities Manager The person responsible for managing the premises in which archaeological projects are undertaken, especially during the stages after data collection in the field.

Finds Manager The person responsible, during an archaeological project, for managing the materials (finds) collected, including cleaning, marking/labelling, packing, recording, storage and specialist liaison.

Landowner is the legal owner of the land on which the archaeological investigation is being undertaken. It is the responsibility of the project archaeologist to obtain the landowner's permission and agreement in writing for the deposition of the archive in an appropriate repository.

Project Initiator is the person who has identified the need for an archaeological project to be undertaken, will monitor the project outcomes but does not necessarily manage the project team. The Project Initiator is ultimately responsible for ensuring that the archaeological work fulfils legal requirements, conditions and standards.

Project Manager The leader of the project team during an archaeological project, with responsibility for ensuring the aims are met.

Project Team All personnel working on an archaeological project.

Repository Curator The person responsible for ensuring the preservation and accessibility of archaeological archives after they have been transferred to a repository for long-term care. They will hold responsibility for archaeological archive at the end of the archaeological work should be a point of contact from the start of the project. This individual can decide whether or not the archive will be accepted into their repository and will be responsible to ensure that clear instructions are issued at the outset of the project about organisation, documentation and any specific packaging or conservation requirements.

Specialist Any person with specific knowledge of a particular process or category of finds or material, e.g. palaeo-environmentalist, pollen analyst, pottery, radiocarbon dating, etc. Specialists will be commissioned to advise during project development and implementation and will produce a report for the Project Archaeologists. These specialists should be involved with the project design from an early stage should materials or items of a particular type be anticipated.

7.3 Definitions of terms Relevant to an Archaeological Project

Archaeological Assessment is an assessment of the known or potential archaeological resource within a specific area or site whether land based, inter-tidal or marine, consisting of a

collation of existing written and graphic information, in order to identify the likely character, extent and relative quality of the actual or potential resource.

Archaeological is anything pertaining to the investigation of the material remains of the human past.

Archaeological Advice is expert advice based on archaeological knowledge and directed towards improved understanding and management of the historic environment. Archaeological advice is based on an up-to-date information base and on the appreciation of significance.

Archaeological archive comprises all records and objects recovered during an archaeological project and identified for long term preservation, including artefacts, ecofacts and other environmental remains, waste products, scientific samples and the associated written and visual documentation in paper, film and digital form.

Archaeological project is any programme of work that involves the collection and/or production of information about an archaeological site, assemblage or object in any environment, including in the field, under water, at a desk or in a laboratory. Examples of an archaeological project include: intrusive projects such as excavation, field evaluation, watching brief, surface recovery and the destructive analysis of objects; non-intrusive projects such as landscape or building survey, aerial survey, remote sensing, off-site research such as desk-based assessment and the recording of objects or object assemblages. The re-investigation of archives in curatorial care also constitutes an archaeological project.

Archive component a specific part of the array of items that make up an archaeological archive, usually distinguished by their concomitant archive storage requirements; examples include the finds, written records, graphic images and digital data.

Analogue for the purposes of the Guide the term analogue is used to describe data or documents created in non-digital formats such as on paper or drafting film or as a photographic print, negative or transparency.

Artefact something manufactured or given shape by a human being, such as a tool or a work of art; archaeological examples include pottery, stone tools, objects made of metal or worked bone, brick and tile. In some countries an artefact is any object whose formal properties and/or position have been intentionally created to support a specific purpose (practical function, social meaning or symbolic significance). Artefacts can be moveable (like pottery, stone tools, etc.) or immovable (like a house, burial mound, etc.).

Assemblage for these purposes, a group of finds found during the course of an archaeological project and thus associated with a specific context or site of human activity.

Back-up to duplicate digital data files as a reserve resource should the originals become unusable.

Born Digital data or files originally created in digital form, such as a photograph taken with a digital camera, CAD files and GIS data.

Brief is a document prepared by an advisor on behalf of a local planning authority or other decision making body setting out the broad requirements for work to be undertaken in support of a planning application.

Collection a group of records and/or material objects owned, stored and curated by a single institution for the purposes of future study and enjoyment. Archaeological project archives are understood to be individual components of a collection, which represents a greater, unified resource.

Competent refers to competent individuals who can perform the activities within an occupation or function to the standards expected in employment. In England, Scotland and Wales, the Chartered Institute of Archaeologists assesses technical and ethical competence within its membership application procedure, assigning a membership grade according to the occupational competence of the individual. The competence of archaeological organisations is assessed through the CIfA Registered Organisations Scheme.

Compile / compilation used here to mean the activity of finally gathering together all archive materials and organizing them in readiness for transfer to a repository.

Conservation is the action taken to preserve the evidence of our cultural heritage to ensure the sustainable use of it. It also used here to mean the procedures used by accredited conservators to clean, stabilise and examine sensitive objects in controlled conditions.

Context a single stratigraphic unit recorded separately in the field; usually the extant structures, cut features and deposits that represent and contain archaeological evidence and finds.

Context record the record of the details (such as location, dimensions, character and stratigraphic relationships) of a context identified during archaeological investigation.

Curation the work of a curator.

Curator the person who cares for and manages access to a collection.

Digital Data files or records comprised of code that is read by a computer; digital data can be born digital or digitised.

Digital data migration preservation of digital data through the method of transferring it into current software formats and hardware configurations in order to prevent it from becoming obsolete and unreadable.

Digital repository a repository that is certified as meeting international standards of digital preservation and access; one whose mission is to provide reliable, long-term access to managed digital resources to its designated community, now and in the future.

Digital transfer media portable digital data carriers, such as external hard drives, data sticks or CD rom.

Digitised data that has been entered or scanned into a computer from an analogue original, such as a hand-written context record or drawing.

Ecofact an object or find of natural material that represents evidence for human activity; examples include animal bones, seeds, charcoal. Some countries understand an ecofact also to be a natural object or an artefact possessing ecofactual properties that originate through unintentional human action, quite often without human awareness.

Environmental remains used here to mean materials collected as evidence for the state of the natural environment at any given period, such as pollen and molluscs, also some ecofacts.

Evaluation is a limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specific area or site and, if they are present, defines their character and extent, and relative quality. It enables an assessment of their worth in a local, regional, national or international context as appropriate.

Finds artefacts, ecofacts, environmental remains and waste products recovered archaeologically.

Historic Environment Records are information services that should provide access to comprehensive and dynamic resources relating to the historic environment of a defined geographical area for public benefit and use. Typically, they comprise databases linked to a geographic information system (GIS) and associated reference material, together with a dedicated staffing resource. An effective HER will be regularly maintained and updated and be easily accessible to the public.

Historic Environment Service is a service provided by or commissioned by a local authority, national park, charitable trust or other not-for-profit public body and which may undertake the identification, recording, conservation, presentation and interpretation of the historic environment and heritage assets of a given geographical area. The Historic Environment (Wales) Act 2016 contains specific provision concerning Historic Environment Records.

Impartial means independent of any contractual or other potentially conflicting interest.

Material meaning here substance and materiality, as applied to material objects and some records.

Material (finds) archive the material objects collected during an archaeological project and selected for long term storage.

Material object an artefact, ecofact, environmental remain, waste product or sample that could be preserved in the archaeological archive.

Metadata data about data; mainly used to summarise the content and character of digital files and datasets, with the aim of informing potential users.

Project design is a written statement on the objectives of a project, including methods, timetable and resources. These form the framework for the execution of the project through to completion, set out in sufficient detail to be quantifiable, implemented and monitored.

Recognised repository a repository that meets the standards required by national, regional or local schemes for maintaining required levels of curation, care and access.

Recording systems a systematic method for creating records; examples include the use of different pro-forma for describing contexts or finds.

Records used here to denote the written, digital and graphic documentation created during the description, analysis, ordering and reporting of archaeological sites, contexts, assemblages, finds or samples.

Repository the store and point of access for a collection.

Sample a fragment or part of a larger whole (usually a context or a find) collected for more detailed analysis. Some samples do not survive analysis, such as soil collected for sieving or flotation, or organic material retained for C-14 dating; others, such as pieces of ceramic made into petrographic microscope slides are objects that can be included in the archaeological project archive.

Security copy a duplicate version of any element of the documentary archive retained to preserve the information it contains should the original become lost, destroyed or unusable.

Selection the procedure for selecting archive components for inclusion in an archaeological archive intended for long term storage.

Sensitive objects / finds material objects that require specific treatment, packing and storage conditions; examples include iron objects, which should be stored in a dry environment, or textile, which requires a higher humidity.

Specification is a detailed method statement prepared by an applicant in response to a brief provided by a local planning authority. The specification (sometimes called a written scheme of investigation), once approved by the local authority, becomes the scope of work against which planning conditions will be discharged.

Transfer of title the procedure by which ownership of the archaeological archive is transferred from one owner to the other; here meaning to transfer ownership to the repository.

Version control the method of identifying successive versions of a document or digital file to show which one pre-dates another.

Waste products material objects or finds created as by-products of human activity, usually in the manufacture of artefacts; examples include debitage, metal slag, hammer-scale and bone or leather off-cuts.

X-Radiography the production of an image as a result of x-rays being passed through an object; commonly used in archaeology to identify, characterise, record and assess corroded metal objects. Similar methods include computer tomography (CT scanning).

APPENDIX II

Gwynedd Archaeological Trust building recording pro-forma

YMDDIRIEDOLAETH ARCHAEOLEGOL GWYNEDD ARCHAEOLOGICAL TRUST		
ROOM RECORDING FORM		<i>Project name</i>
<i>Room Number</i>	<i>Floor /Level</i>	
<i>Description</i>		
<i>Photographic record numbers</i>	<i>Scales used</i>	<i>Dimensions</i> Length Width Height
YMDDIRIEDOLAETH ARCHAEOLEGOL GWYNEDD ARCHAEOLOGICAL TRUST		
ROOM RECORDING FORM		<i>Project name</i>
<i>Room Number</i>	<i>Floor /Level</i>	
<i>Description</i>		
<i>Photographic record numbers</i>	<i>Scales used</i>	<i>Dimensions</i> Length Width Height
	<i>Visit date</i>	<i>Visit by</i>

APPENDIX III

Gwynedd Archaeological Trust photographic metadata pro-forma



Digital Photographic Record

Include main context numbers for each shot, drawing numbers for sections and any other relevant numbers for cross referencing.
Delete any unwanted photos **immediately** from the camera. Regularly upload photographs to computer.

[illegible]

APPENDIX IV

Gwynedd Archaeological Trust watching brief pro-forma

YMDDIRIEDOLAETH ARCHAEOLEGOL GWYNEDD ARCHAEOLOGICAL TRUST

WATCHING BRIEF DAY RECORD

*Date**Project name**Project number**Compiler**Location**Description*

Times of travelling and on-site

Drawn record details

Photographic record details

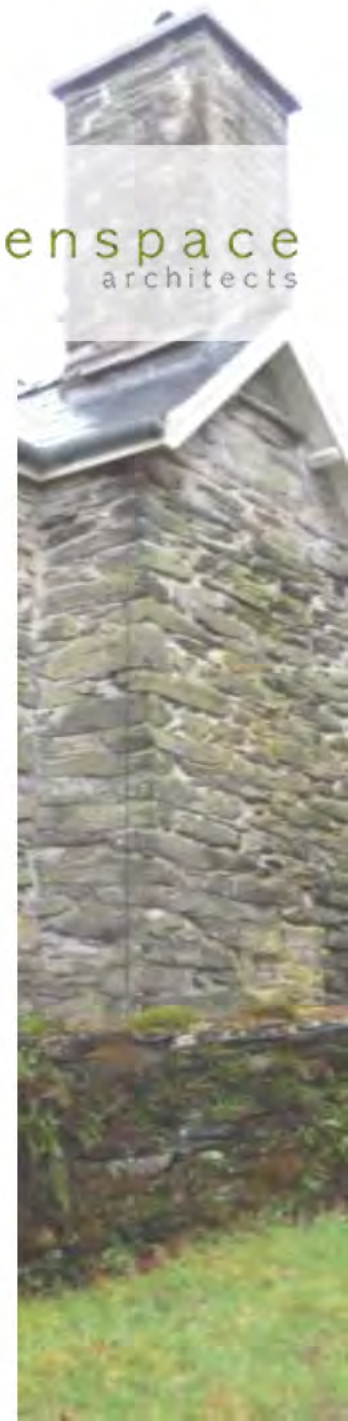
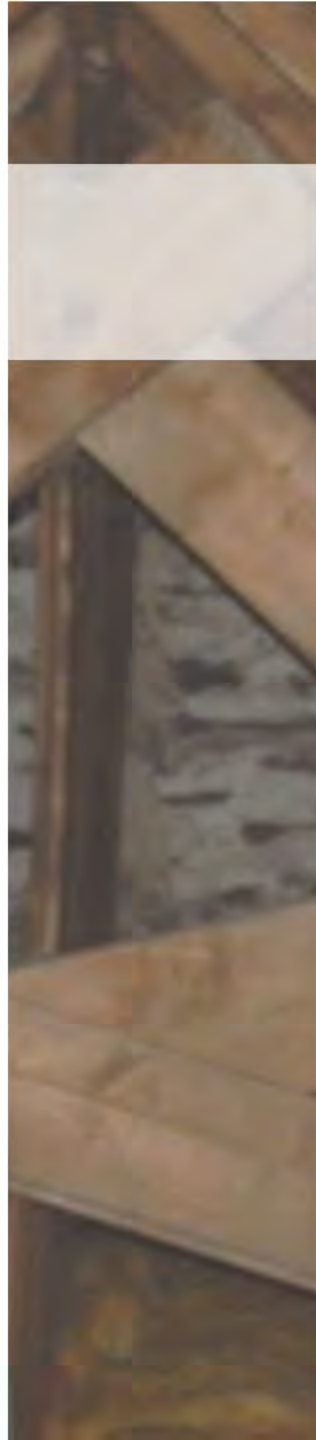
APPENDIX V

**Reproduction of *Greenspace Architects Limited* Bryn Moel Design
Statement and Historic Impact Assessment V3**

1 & 2 Bryn Moel Dolwyddelan LL25 0EZ.

Design and Access
Statement and Historic
Impact Assessment.

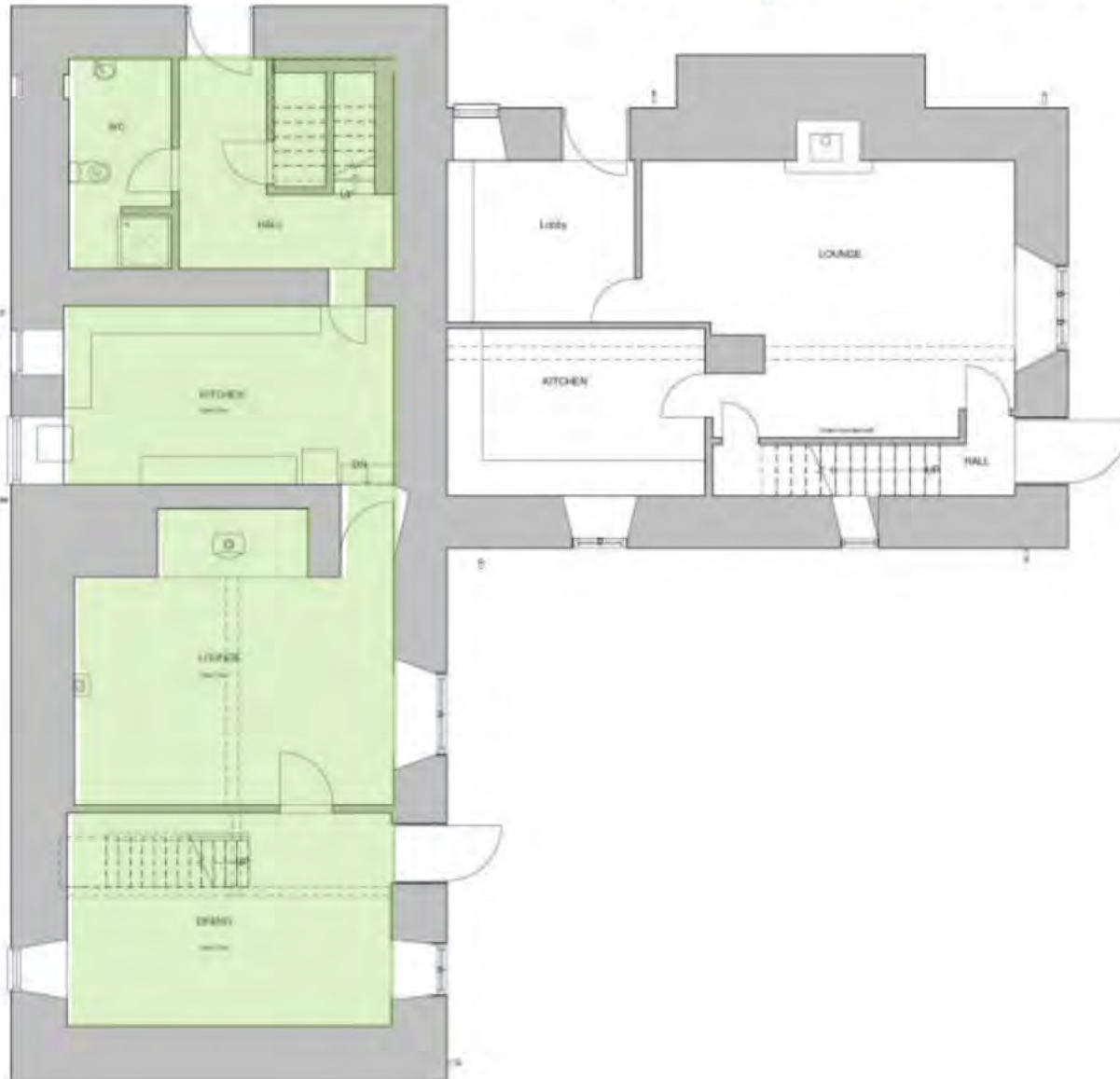
greenspace
architects



Existing –House 1.

Ground Floor Plan.

House 1



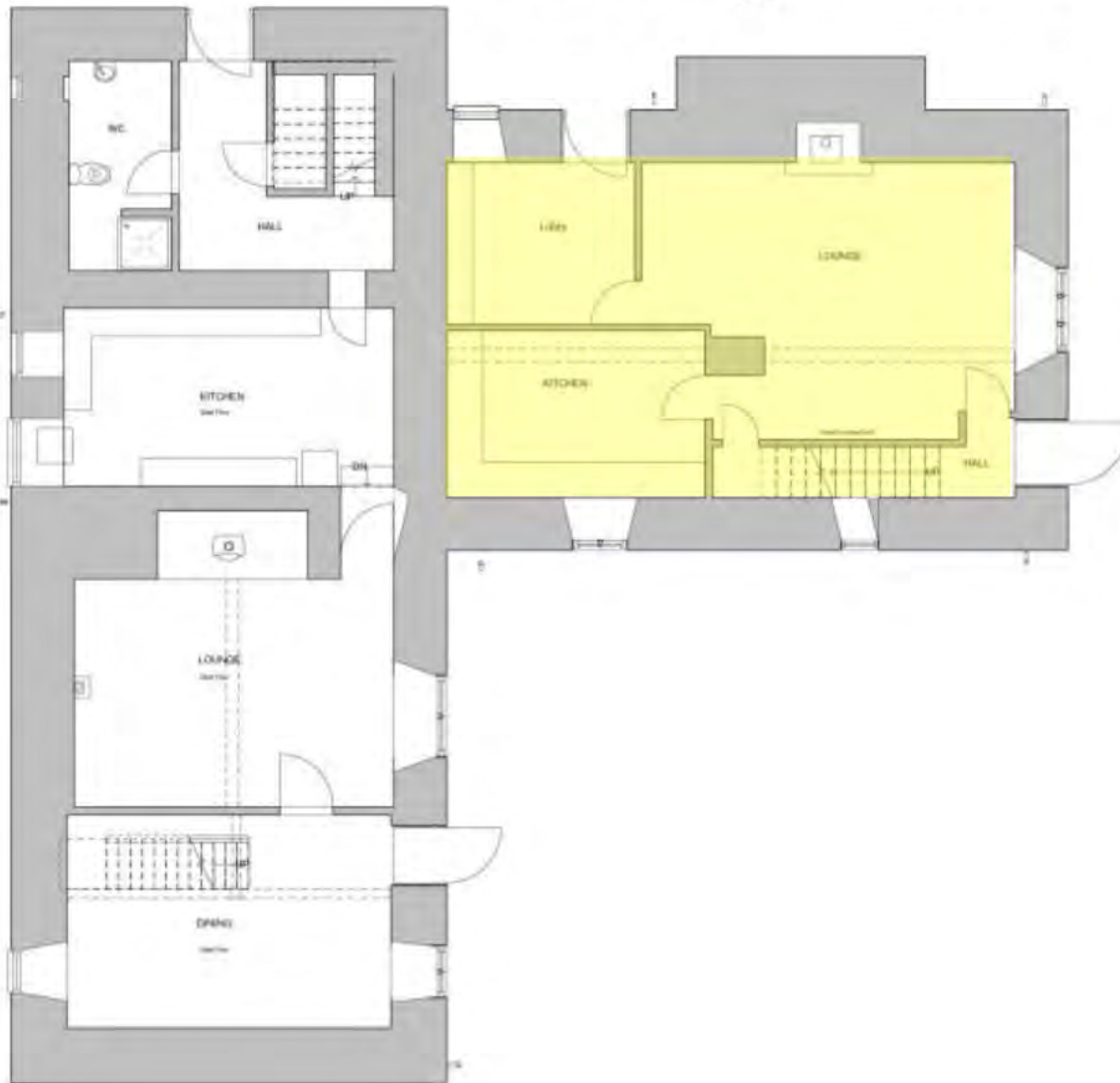
Existing – House 1.

First Floor Plan.



Existing – House 2.

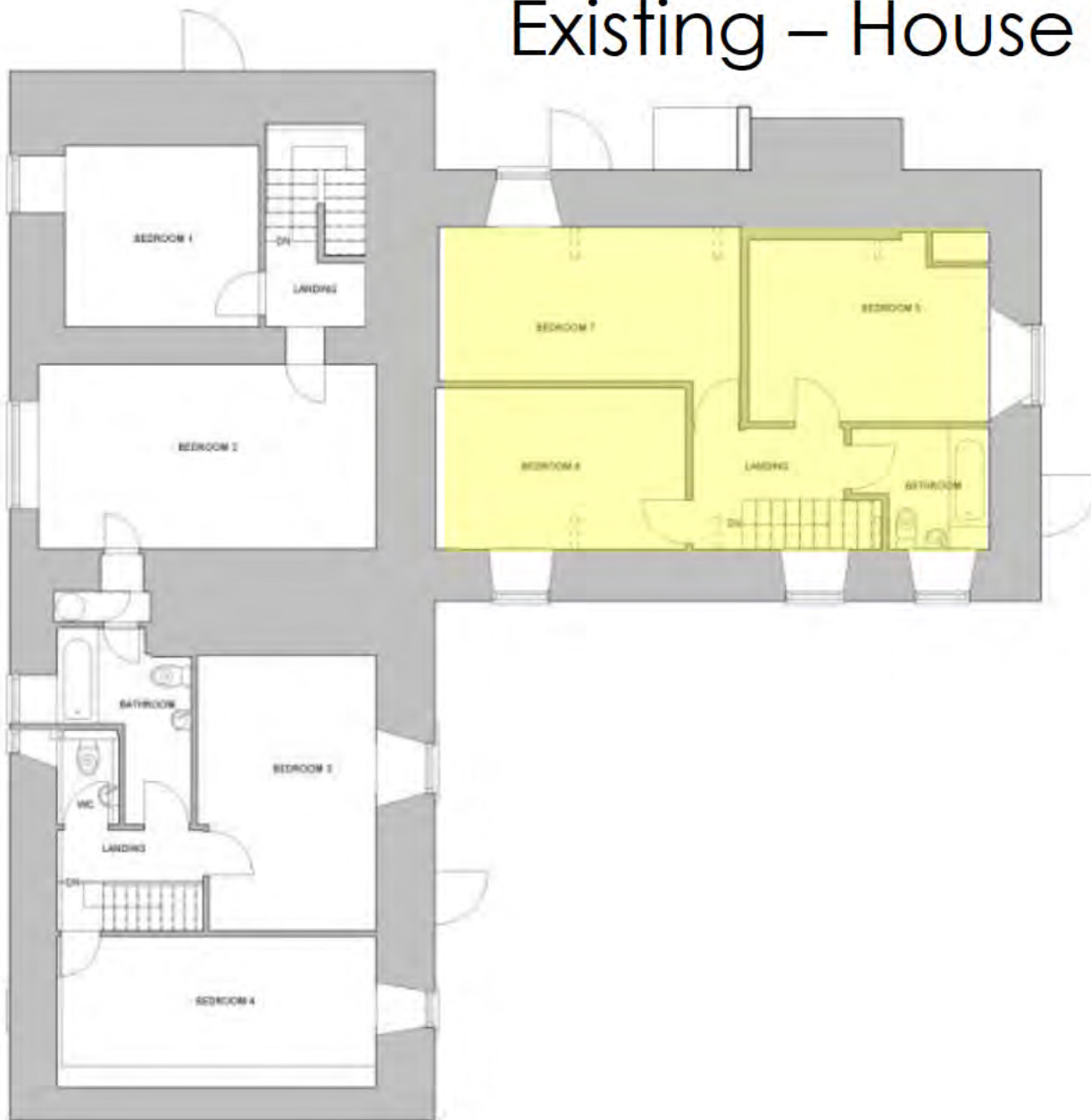
Ground Floor Plan.
House 2



Existing – House 2.

First Floor Plan.

House 2



Existing – North Elevation.

North Elevation.



Existing – East Elevation.

East Elevation.



Existing – South Elevation.

South Elevation



Existing –West Elevation.

non-original
dormer.

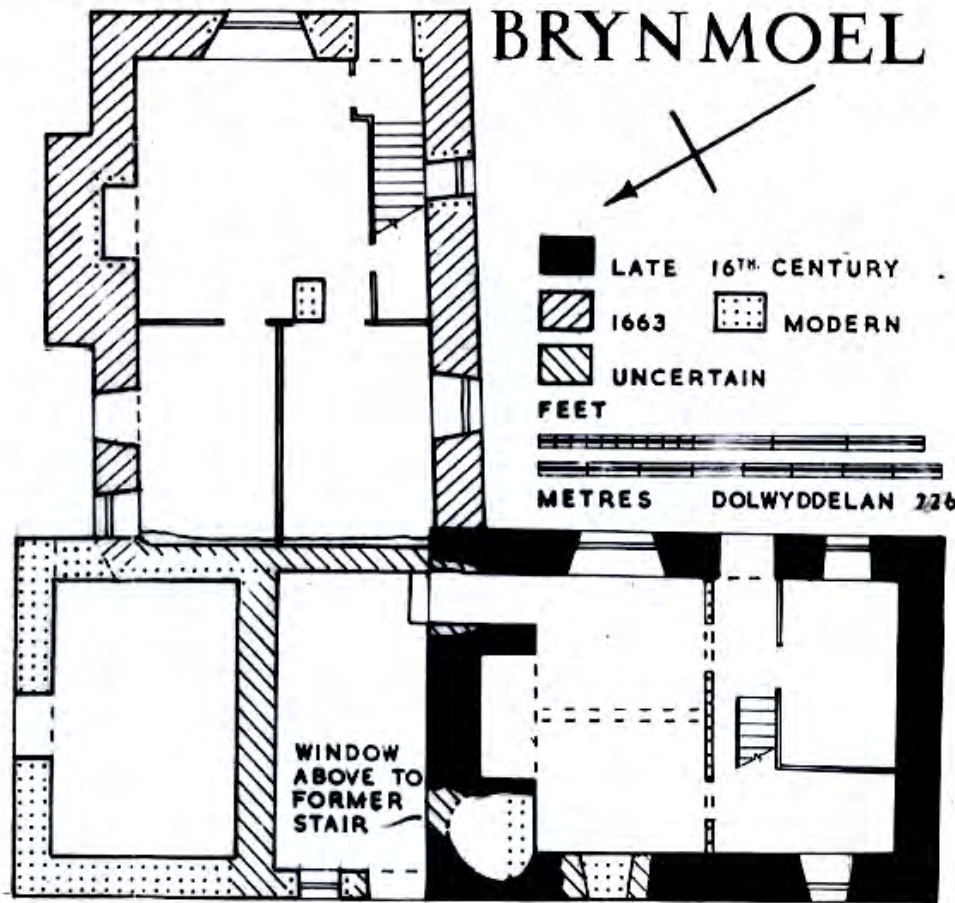
West Elevation



- roof
3842'
- upper first
2910
Existing First Floor
Plan
- 2336
- upper ground
420
Existing Ground Floor
Plan
- 0



Historical Back Ground



P S. D.B.H. 11.2.52 D.T.L. D.B.H. 5.3.52

1 & 2 Bryn Moel is a grade II listed dwelling, originally dating from the 16th Century with later additions.

Listing Text.

Location

Located approximately 1.5km NE of Dolwyddelan village, reached off the NW side of the main Llanrwst to Blaenau Ffestiniog road (A 470); accessed via a part-metalled lane.

History

Sub-medieval storied house, unit-planned with two ranges in an L-plan arrangement. The earlier (NW) wing is probably first-half or mid-C16, and may have replaced a timber-framed predecessor. This appears to have been extended northwards at an early stage, certainly before the addition of the SE range which is built against its boulder plinth. This range is dated 1563 (on its lateral chimney) and is almost certainly by Robert Wynn, uncle of Sir John Wynn of Gwydir (subsequently the first Baronet). Robert Wynn is recorded at Bryn Moel in 1572 (the year of his mother's death); by 1576 he had commenced rebuilding works at Plas Mawr, Conwy, which became his chief residence until his death in 1598. In 1601 Bryn-moel is mentioned as being available for rent from Sir John Wynn. The N corner of the NW range has initials and scratch dates of 1782 and 1888, the latter relating to a programme of modernisation which saw the apparent rebuilding of the NE gable.

Interior

Central chimney with flattened Tudor-arched bressummer to wide fireplace; wide stopped-chamfered longitudinal beam to ceiling. Originally a 2-bay building, this section adopted a chimney-backing-on-entry plan following extension to the N. No.1 has a C17 panelled window seat (in former hall); otherwise modern ceilings and fittings.

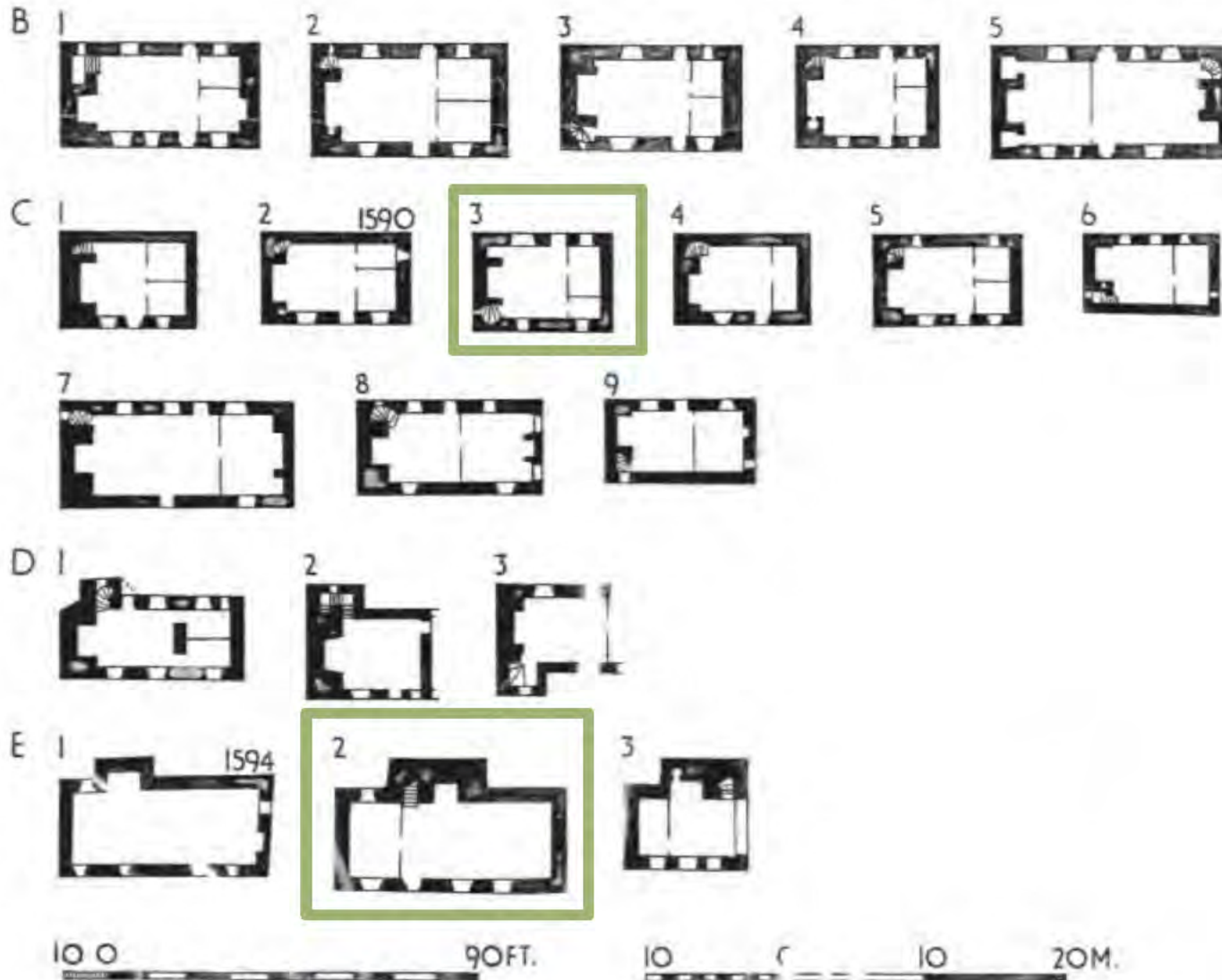
Exterior

Large 2-storey, L-plan farmhouse of local slate rubble with renewed slate roofs (Now two dwellings). Modern windows and doors, the former mostly 4-pane casements in enlarged openings; the gables have plain modern bargeboards and deep verges, the SW faces are rendered and whitened. Large central stack to NW wing, rendered and with plain capping; gabled, projecting lateral chimney to SE range with weathercoursing and coved capping. This has evidence for a blocked stair light at the R side of the breast and bears the incised date 1563 above the weathercoursing. Near-central entrance to NW range with modern glazed door; projecting slatestone lintel. To the R a blocked window and entrance and beyond an original small window opening. To the L of the entrance, a modern window with ventilation slit beyond and, at far L, a boarded window. Out-of-character modern gabled dormer diagonally above entrance. Near-centre entrance to rear (opposing that now blocked) with flanking windows to both floors. The SE range has an entrance to the R of its lateral chimney with window to R. A former opposing entry to the rear is now a window; further windows to R and to first floor. Tripartite casement windows to E gable, in original openings with rubble relieving arches above the lintels. Late C19 boarded door to former stable at N gable end.

Reason for Listing

Listed for the special historic interest of its origins as a C16 sub-medieval gentry house and for its associations with Robert Wynn.

History



A history of typical house types within the area of Bryn Moel.

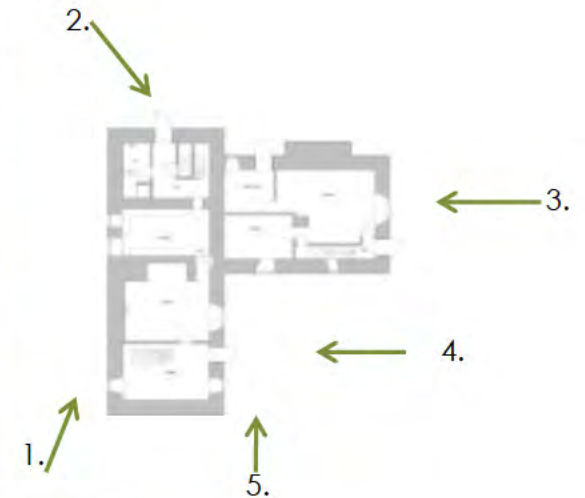
- After studying these house types we feel that the initial house (early to mid 16th century) relates almost exactly to house type C3.
- We also feel that there is a great similarity between house 2 and type E2, and even though there are a few differences, we feel that it is likely that there could have been a staircase within the structure of the chimney and that this should be investigated further.

History

Photos of Bryn
Moel taken
11/02/1952.



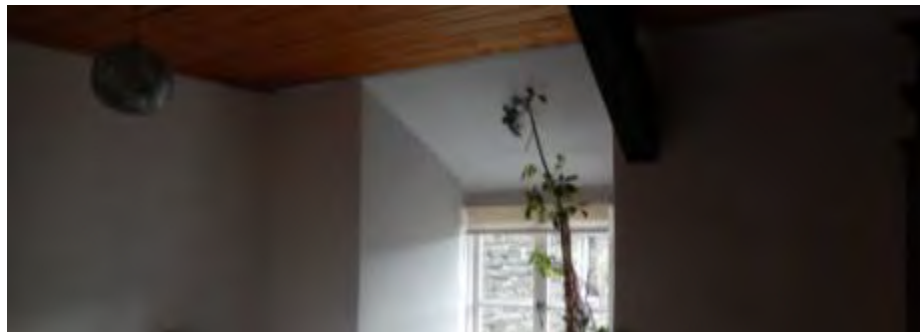
Today



Photos of Bryn Moel taken
04/02/2016.

- Photos depict the elevations showing the current non-original windows.

Proposals.



House 1

- Replacing the dormer with roof lighting.
- Open up windows where there were windows previously.
- External porch in dining room.
- New en-suite within first floor bedroom.

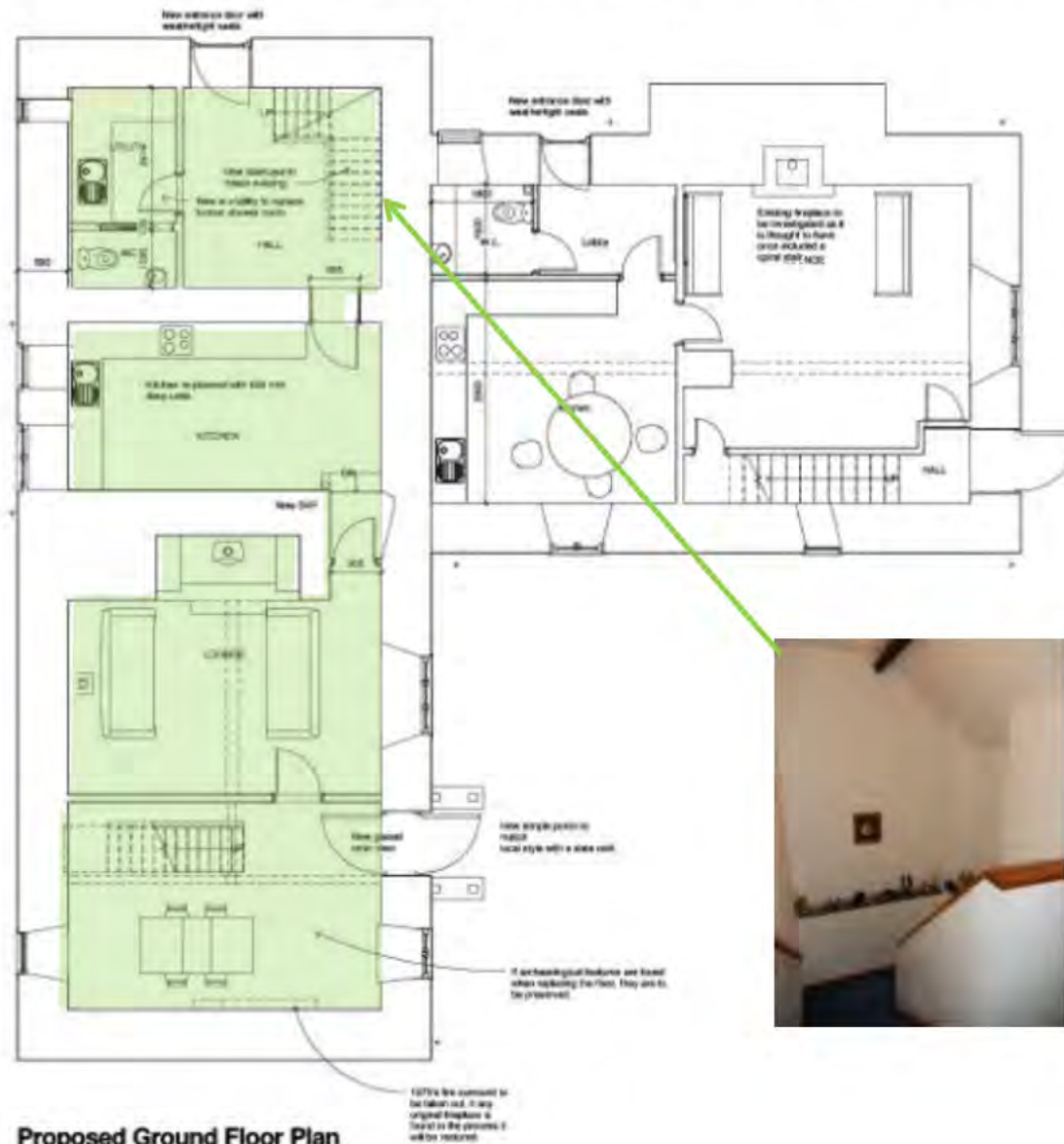
House 2

- Investigate fireplace.
- Remove wall to create kitchen diner.
- Add WC if possible.

General

- Replace all windows and external doors with better performing options.
- Improve insulation levels to roofs and walls
- Rake out poor cement mortar and replace with lime.
- Repair roofs and investigate problems.
- Replace concrete ground floors with limecrete and underfloor heating.
- Replace the existing heating system with a renewable option based upon an energy assessment – possibly ground source heat pump.
- Rainwater harvesting.

Proposals – House 1.

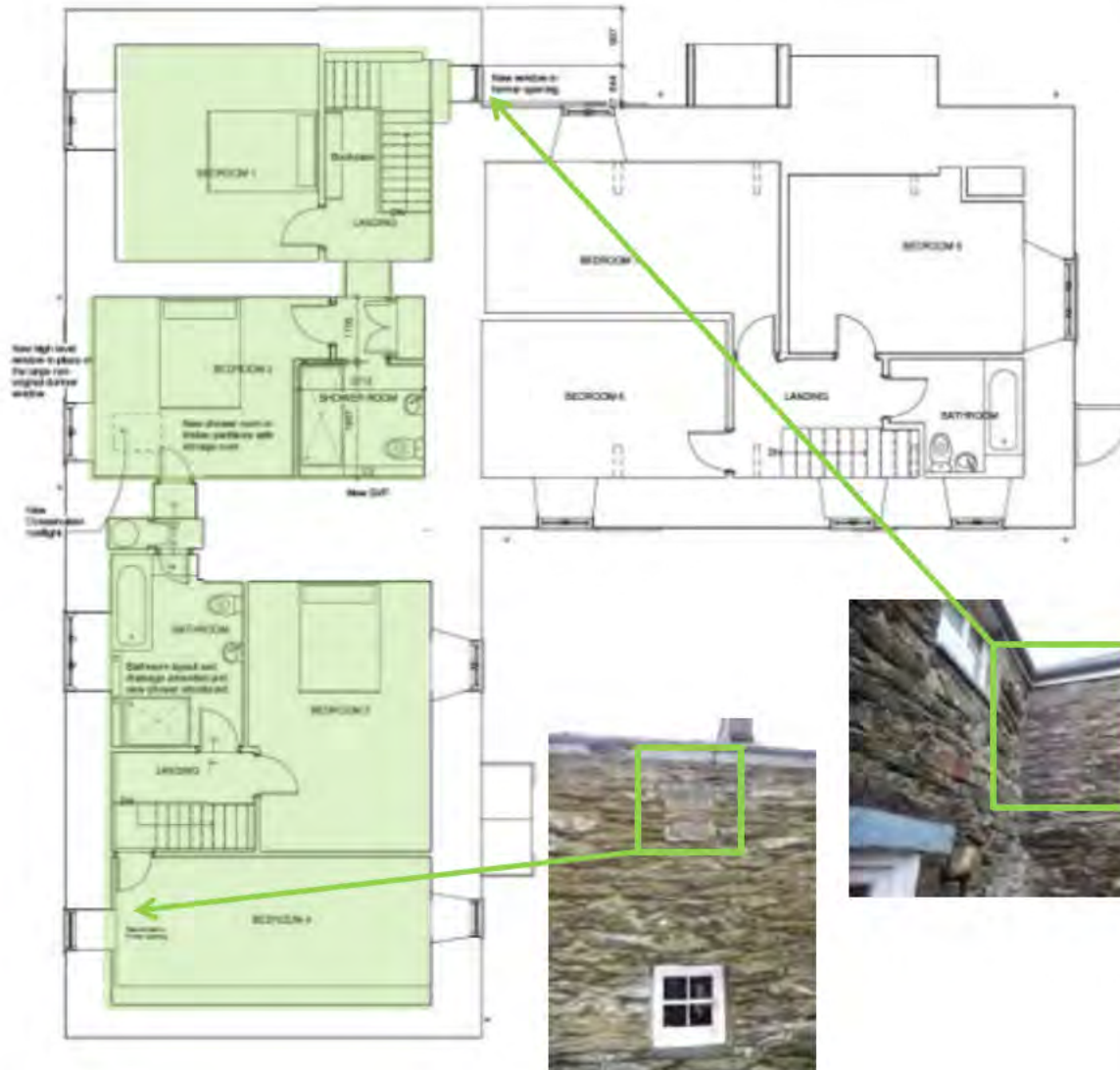


Ground Floor Plan. House 1

- Main door re-hung and inner glazed door added on the inside to create draft lobby. New porch added externally.
- Kitchen remodelled and new windows added.
- Utility area created with WC to replace shower.
- Modern staircase to be replaced by New stairs that allow a lighter hallway.
- New heating system with new limecrete floors with underfloor heating.
- 1970's fireplace is to be removed from Dining Room.



Proposals – House 1.



Proposed First Floor Plan

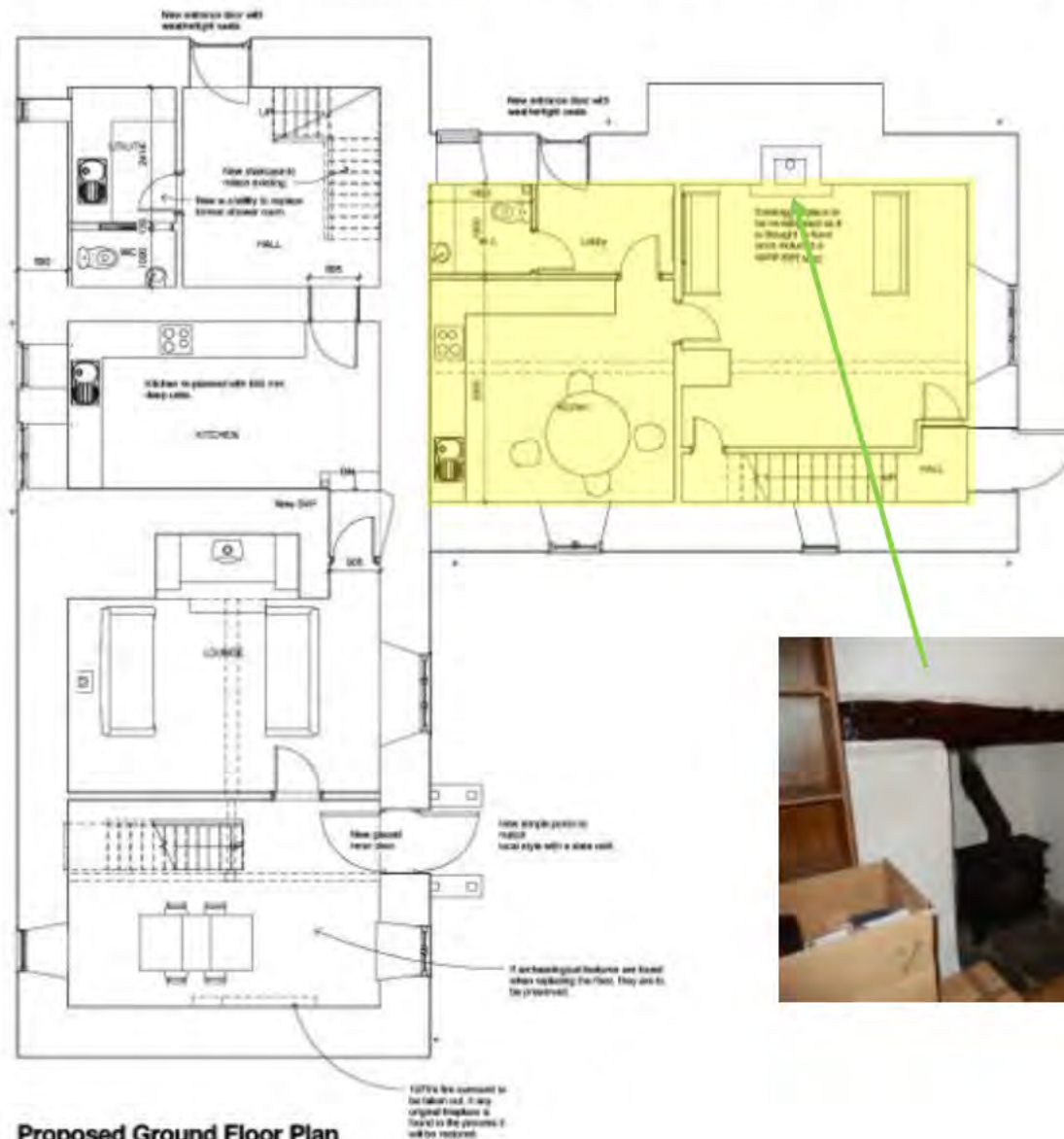
1:50

First Floor Plan.

House 1.

- Existing bathroom/w.c reconfigured.
- Dormer window replaced with matching window and low profile roof light.
- En-suite added to central bedroom.
- Larger landing created.
- Shelf half way up stairs to house book case with new window in existing opening.
- Increase loft insulation.

Proposals – House 2



Ground Floor Plan. House 2

- WC and lobby/cloakroom built leading from main door. Wall in lounge is to move back to original position.
- Fireplace is to be investigated.



Proposed East Elevation.



East Elevation.

- New windows and doors.
- New Porch.



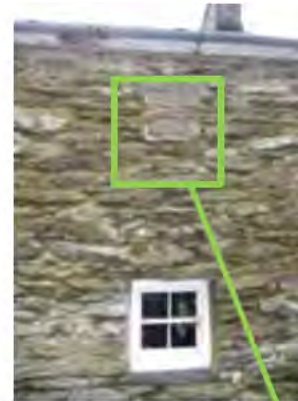
Proposed South Elevation.

South Elevation

- Replacement windows.

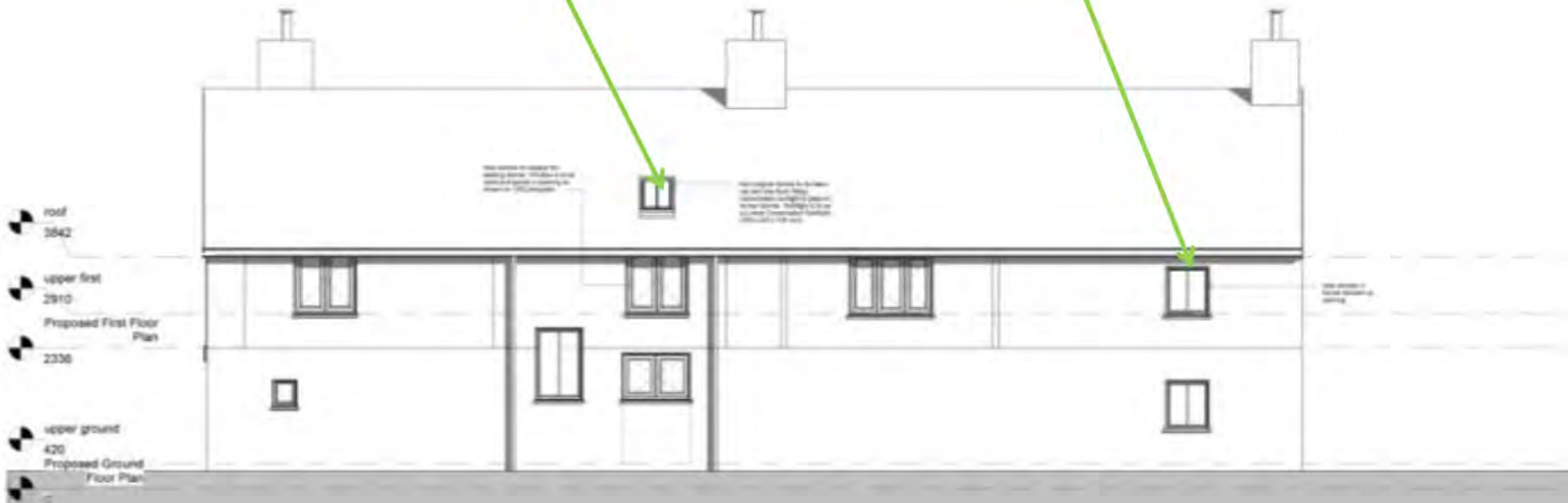


Proposed West Elevation.



West Elevation.

- Replace the Dormer window with low profile roof light.
- Replacement windows elsewhere



Proposed North Elevation.

North Elevation

- Replacement windows and doors.



Proposed materials.



Floor.

- Ty-Mawr insulated limecrete floor with underfloor heating.

Walls.

- Remove any modern plasterboard to external walls and then add lime plaster.

Rooflight.

- Lumen conservation rooflight.

Roof.

- Ty-Mawr Thermafleece welsh CosyWool Insulation.



therma
fleece®
COSYWOOL

Proposed windows



Windows.

Flush timber casements to closely match existing with slim double glazed units and weather stripped.

Proposed Doors.



Wooden Boarded doors.

To be replaced with similar timber boarded doors, however with additional small glazed vision panel similar to door seen on the right (St Gwyddelen's Church, within the same village), with improved thermal efficiency and weather strips.

Proposed Doors.



Wooden Boarded doors.

To be replaced with similar timber boarded doors, however with additional small glazed vision panel similar to St Gwyddelen's Church, (within the same village), with improved thermal efficiency and weather strips.

Proposed Renewable Technologies



Ground Source Heat Pump or Biomass Boiler.

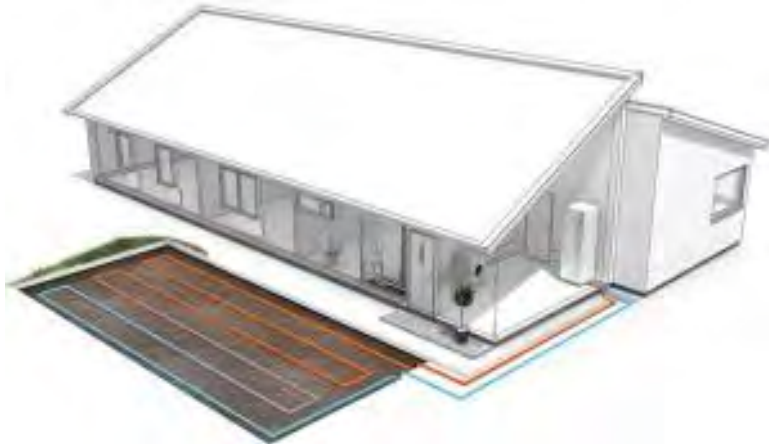
Possible manufacturer

- Hafodren Renewables
- Windhager

Rainwater Harvesting

Possible manufacturer

- RainwaterHarvesting.co.uk



Access Statement



The existing access arrangements are to remain unaltered following any development and are to be improved if possible.

The proposed new staircase will be to current Building Regulations standards and will be an improvement upon the existing.



The existing vehicle access, parking and setting down arrangements are to remain unaltered.



Gwynedd Archaeological Trust
Ymddiriedolaeth Archaeolegol Gwynedd



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