

HEN YSGOL GLANWNION, DOLGELLAU

Cofnodi Adeiladu/Building Recording



Ymddiriedolaeth Archaeolegol Gwynedd
Gwynedd Archaeological Trust

HEN YSGOL GLANWNION, DOLGELLAU

Cofnodi Adeiladu/Building Recording

Yr Amgylchedd Hanesyddol yn Cofnodi Prif Gyfeirnod /
Historic Environment Record Event Primary Reference Number: 46204

Prosiect Rhif / Project No. G2711

Adroddiad Rhif / Report No. 1619

Wedi'i baratoi ar gyfer / Prepared for: Cyngor Gwynedd

Chwefror/February 2022

Ysgrifenydd gan / Written by: Carol Ryan Young




Delwedd clawr blaen / Front Cover image:
Uchder y De (G2711_001) /
South Elevation (G2711_001)

Cyhoeddwyd gan Ymddiriedolaeth Archaeolegol Gwynedd
Ymddiriedolaeth Archaeolegol Gwynedd
Craig Beuno, Ffordd y Garth,
Bangor, Gwynedd, LL57 2RT

Published by Gwynedd Archaeological Trust
Gwynedd Archaeological Trust
Craig Beuno, Garth Road,
Bangor, Gwynedd, LL57 2RT

Cadeirydd / Chair David Elis-Williams MA(Oxon), MSc, CPFA
Prif Archaeolegydd/Chief Archaeologist - Andrew Davidson, B.A., MCIfA

Mae Ymddiriedolaeth Archaeolegol Gwynedd yn Gwmni Cyfyngedig (Ref Cof. 1180515) ac yn Elusen (Rhif Cof. 508849)
Gwynedd Archaeological Trust is both a Limited Company (Reg No. 1180515) and a Charity (reg No. 508849)

Approvals Table				
	Role	Printed Name	Signature	Date
Originated by	Document Author	Carol Ryan Young		24/02/2022
Reviewed by	Document Reviewer	John Roberts		24/02/2022
Approved by	Principal Archaeologist	John Roberts		24/02/2022

Revision History			
Rev No.	Summary of Changes	Ref Section	Purpose of Issue

Figures

Figure 01 – Reproduction of Cyngor Gwynedd Drawing No. AL04. Scale: As Shown

Figure 02 – First Edition Ordnance Survey 1-inch to 25-mile Caernarfonshire County Series Map Sheets XXXVII.3 and XXXIII.15, 1889; Scale 1:2000 @A4

Figure 03 – Second Edition Ordnance Survey 1-inch to 25-mile Caernarfonshire County Series Map Sheets XXXVII.3 and XXXIII.15, 1901; Scale 1:2000 @A4

Figure 04 – Photographic location plan based on Cyngor Gwynedd Drawing No. AL04.

Plates

Plate 1: South Elevation; scale 1x1m; view from S (archive reference: G2711_001).

Plate 2: South Elevation - oblique; scale 1x1m; view from SE (archive reference: G2711_002).

Plate 3: South Elevation - oblique; scale 1x1m; view from SW (archive reference: G2711_003).

Plate 4: Plaque on South elevation; scale -; view from S (archive reference: G2711_004).

Plate 5: West elevation - oblique; scale 1x1m; view from SW (archive reference: G2711_005).

Plate 6: West elevation - oblique; scale 1x1m; view from NW (archive reference: G2711_006).

Plate 7: West elevation - oblique; scale 1x1m; view from NNW (archive reference: G2711_007).

Plate 8: West elevation - oblique; scale 1x1m; view from NW (archive reference: G2711_008).

Plate 9: Doorway in west elevation to RM G005; scale -; view from W (archive reference: G2711_009).

Plate 10: North Elevation oblique; scale 1x1m; view from NE (archive reference: G2711_010).

Plate 11: View into RM G007 full of rubbish; scale 1x1m; view from NNE (archive reference: G2711_011).

Plate 12: Doorway into RM G007; scale 1x1m; view from E (archive reference: G2711_012).

Plate 13: East elevation - oblique; scale 1x1m; view from NNE (archive reference: G2711_013).

Plate 14: East elevation - oblique; scale 1x1m; view from SSE (archive reference: G2711_014).

Plate 15: Doorway to RM G004; scale 1x1m; view from E (archive reference: G2711_015).

Plate 16: Porch extension in East elevation - oblique; scale 1x1m; view from SE (archive reference: G2711_016).

Plate 17: View of RM G001; scale 1x1m; view from E (archive reference: G2711_017).

Plate 18: View of RM G006; scale 1x1m; view from S (archive reference: G2711_018).

Plate 19: View of RM G006; scale 1x1m; view from W (archive reference: G2711_019).

Plate 20: View of RM G005; scale 1x1m; view from NNW (archive reference: G2711_020).

Plate 21: View of RM G005; scale 1x1m; view from SW (archive reference: G2711_021).

Plate 22: View of RM G005; scale -; view from SSW (archive reference: G2711_022).

Plate 23: View of RM G005; scale 1x1m; view from SSE (archive reference: G2711_023).

Plate 24: View of RM G003; scale 1x1m; view from W (archive reference: G2711_024).

Plate 25: View of RM G003; scale 1x1m; view from E (archive reference: G2711_025).

Plate 26: View of RM G003; scale 1x1m; view from NE (archive reference: G2711_026).

Plate 27: View of RM G004; scale -; view from NW (archive reference: G2711_027).

Plate 28: View of RM G004; scale 1x1m; view from N (archive reference: G2711_028).

Plate 29: View of RM G004 - Gents; scale 1x1m; view from N (archive reference: G2711_029).

Plate 30: View of RM G004 - Ladies; scale 1x1m; view from N (archive reference: G2711_030).

Plate 31: View of RM G002; scale 1x1m; view from S (archive reference: G2711_031).

Plate 32: View of RM G002; scale -; view from SSW (archive reference: G2711_032).

CONTENTS

CRYNHODEB ANHECHNEGOL.....	3
NON TECHNICAL SUMMARY.....	3
1 INTRODUCTION.....	4
2 ARCHAEOLOGICAL & HISTORICAL BACKGROUND	6
3 METHOD STATEMENT	7
3.1 Introduction	7
3.2 Photographic Record	7
3.3 Written Record.....	8
3.4 Drawn Record.....	8
3.5 Dissemination & Archiving	9
4 RESULTS.....	10
5 CONCLUSION	27
6 SOURCES CONSULTED.....	28
Figure 01.....	29
Reproduction of <i>Cyngor Gwynedd Drawing No. AL04</i> . Scale: As Shown.....	29
Figure 02.....	30
First Edition Ordnance Survey 1-inch to 25-mile Caernarfonshire County Series Map Sheets XXXVII.3 and XXXIII.15, 1889; Scale 1:2000 @A4	30
Figure 03.....	31
Second Edition Ordnance Survey 1-inch to 25-mile Caernarfonshire County Series Map Sheets XXXVII.3 and XXXIII.15, 1901; Scale 1:2000 @A4	31
Figure 04.....	32
Photographic location plan based on <i>Cyngor Gwynedd Drawing No. AL04</i>	32
Appendix I.....	33
Gwynedd Archaeological Trust Approved Written Scheme of Investigation	33
Appendix II.....	34
Photographic Metadata.....	34
Appendix III.....	35
Gwynedd Archaeological Trust Selection Strategy.....	35

CRYNHODEB ANHECHNEGOL

Yn 2022, comisiynwyd Ymddiriedolaeth Archeolegol Gwynedd (GAT) gan Gyngor Gwynedd i wneud gwaith lliniaru archeolegol, yn cynnwys arolwg ffotograffig, cyn dymchwel Hen Ysgol Glanwnion, Ffordd yr Aran, Dolgellau. Mae'r hen ysgol yn strwythur unllawr ar wahân wedi'i adeiladu o gerrig â tho llechi ac fe'i sefydlwyd ym 1884 fel ysgol fwrdd babanod. Mae'r adeilad hefyd wedi cael ei ddefnyddio fel llyfrgell, canolfan gymorth a chanolfan gymunedol cyn iddo gau yn 2012.

Mae'r adeilad wedi'i leoli y tu allan i ardal gadwraeth Dolgellau i'r dwyrain o afon Arran, ardal a nodweddir gan adeiladu yn dyddio o'r cyfnod rhwng y ddau ryfel ac ar ôl y rhyfel, gyda chodi tai cyhoeddus, y terasau hirach sy'n nodweddiadol o'r 1950au a 1960au, a thai ar wahân a thai pêr yn fwy diweddar. Cwblhaodd GAT arolwg ffotograffig gyda chyfanswm o 32 o ddelweddau a oedd yn cynnwys golygfeydd allanol a mewnol o bob drychiad ac ystafell hygyrch.

NON TECHNICAL SUMMARY

In 2022, Gwynedd Archaeological Trust (GAT) was commissioned by Cyngor Gwynedd to undertake archaeological mitigation, consisting of a photographic survey, prior to the demolition of Hen Ysgol Glanwnion, Ffordd yr Aran, Dolgellau. The former school is a slate-roofed detached single storey stone-built structure and was established in 1884 as an infant board school. The building has also been used as a library, support centre and community centre before its closure in 2012.

The building is situated outside of the Dolgellau conservation area to the east of the river Arran, an area characterised by construction dating to the inter-war and post-war periods, with the erection of public housing, the longer terraces characteristic of the 1950's and 1960's, and more recent detached and semi-detached houses. GAT completed a photographic survey totalling 32 images which included exterior and internal views of all elevations and accessible rooms.

1 INTRODUCTION

Gwynedd Archaeological Trust (GAT) was commissioned by Cyngor Gwynedd to undertake archaeological mitigation prior to the demolition of Hen Ysgol Glanwnion, Ffordd yr Aran, Dolgellau (NGR SH73001777; postcode: LL40 1HW; cf. Figure 01). The former school is a slate-roofed detached single storey stone-built structure as detailed on *Cyngor Gwynedd Drawing No. AL04* (Figure 01). The building was established in 1884 as an infant board school. The mitigation was undertaken in accordance with Appeal Decision APP/H9504/A/21/3277282, Condition 3, which stated:

3) The development hereby approved shall not commence until a photographic survey of the building has been undertaken in accordance with the Gwynedd Archaeological Planning Service Requirements for General Photographic Surveys of Buildings, and the survey submitted to and approved in writing by the Local Planning Authority.

The archaeological mitigation comprised a Photographic Survey as defined in *Understanding Historic Buildings: A guide to good recording practice* (Historic England, 2016). The aim of the Photographic Survey was to provide a very full visual record, but not a written or drawn survey at a comparable level of detail. All work was planned, managed and undertaken by GAT in accordance with the following standards and guidance:

- Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) Version 1.1 (The Welsh Archaeological Trusts, 2018);
- 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 the Archaeological Investigation and Recording of Standing Buildings or Structures (Chartered Institute for Archaeologists, 2014);
- Standard and guidance for the collection, documentation, conservation and research of archaeological materials (Chartered Institute for Archaeologists, 2014); and
- Understanding Historic Buildings: A Good to Good Recording Practice (Historic England, 2016).

The archaeological mitigation was monitored by the Gwynedd Archaeological Planning Service (GAPS) and undertaken in accordance with an approved written scheme of investigation (cf. [Appendix I](#)). In line with the GAPS Environment Record (HER) requirements, the HER was contacted at the onset of the project to ensure that any data arising was formatted in a manner suitable for accession to the HER and followed the guidance set out in *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)* (The Welsh Archaeological Trusts, 2018). A HER Enquiry Number (GATHER1575) and Event Primary Reference Number (46204) were assigned.

2 ARCHAEOLOGICAL & HISTORICAL BACKGROUND

The infant board school is located to the east of the river Arran in an area of Dollgellau that was only developed during the later nineteenth century (Cadw, 2009). Arran road was also a turnpike during this period and provided a space for linear development of land that previously was part of the Llwyn Estate. The former agricultural land was developed during the inter-war and post-war periods, with the construction of public housing, the longer terraces characteristic of the 1950's and 1960's, and more recent detached and semi-detached houses (Ibid).

Hen Ysgol Glanwnion was built in 1884 and consists of a detached single storey stone building with a slate roof. It was initially used as an infant board school before becoming a community centre, support centre and library in more recent years. The library was closed in 2012 and the building has not been used since.

The building can be seen on the 1st and 2nd Editions of the Ordnance Survey 25 inch to the mile maps (Figures 02 and 03). Although a ranged building appears on the Tithe map of 1842 it appears to be the wrong size and orientation to be related to the current building. Cadw have declined to list the current building and there is no entry on the Gwynedd Archaeological Trust Historic Environment Record relating to any buildings on the site. The school lies to the east and outside of the Dollgelau conservation area.

3 METHOD STATEMENT

3.1 Introduction

The archaeological mitigation was undertaken as a Photographic Survey, as defined by *Understanding Historic Buildings: A Good to Good Recording Practice* (Historic England, 2016). The photographic survey was to provide a very full visual record, but without a written or drawn survey at a comparable level of detail.

3.2 Photographic Record

The Photographic Record included the following:

- A general view of the building in its wider setting, as viewed from....
- The building's external appearance, which comprised a series of oblique views of the accessible external elevations to provide an overall impression of size, shape and immediate setting.
- The overall appearance of the principal rooms and circulation areas. There were seven rooms within the building, designated as Rooms A-G001 to A-G007 in Cyngor Gwynedd Drawing No. AL04 (Figure 01). Access into the building was via Rooms A-G001, A-G004, A-G005 and A-G007, with access to each room via internal doors.
- Images of relevant external and internal structural/decorative detail that were relevant to the building's design, development and use (with scale where appropriate).
- A photographic register detailing the photo number, the location and direction of each view.
- Photograph locations and directions of view marked on plans, based on Cyngor Gwynedd Drawing No. AL04 (Figure 01).
- Photographs using an archive quality digital SLR set to maximum resolution.
- Photographs, where appropriate, using a clearly visible, graduated metric scale.

Photographic images was taken using a digital SLR (Nikon D3100) camera set to maximum resolution (4608 × 3072; 14 effective megapixels) in RAW format. A photographic record was maintained on site using GAT pro-formas and digitised in Microsoft Excel and Access as part of the fieldwork archive and dissemination process; a total of 32 images were taken

(archive ref.: G2711_001 to G2711_032). The photographic images were converted to TIFF for final archiving using Adobe Photoshop.

3.3 Written Record

The Written Record comprised:

- The precise location of the building as an address and in the form of a National Grid reference.
- A note of any statutory designation (that is, listing, scheduling, Register of Historic Parks and Gardens, conservation area), where applicable.
- The date when the record was made, the name(s) of the recorder(s) and the location of the archive material.
- A summary statement describing the building's type and purpose, historically and at present, materials and any dating, so far as was apparent from a superficial inspection.

A basic written record was completed using GAT pro-formas.

3.4 Drawn Record

The Drawn Record comprised:

- A plan showing the location and direction of view of each photograph taken (Figure 04). In this instance, the scaled plan detailed *Cyngor Gwynedd Drawing No. AL04* (Figure 01) was used for reference and as a base plan.

3.5 Dissemination & Archiving

The physical archive is stored in a designated project folder and the location confirmed in the Data Management Plan; the digital dataset is stored on a dedicated Trust server, with the location confirmed in the Data Management Plan via a specific hyperlink. The working project archive in this instance comprises digital data including photographic data, documentation and written data, as well as paper records, including project pro-formas. The Data Management Plan is stored on a project specific form in the GAT project database (format: *Microsoft Access*) and a Selection Strategy has been completed and appended (cf. [Appendix IV](#)). The following dissemination and archiving of the report and digital dataset was applied:


- A digital report has been provided to Cyngor Gwynedd and Gwynedd Archaeological Planning Service (draft report then final report);
- A digital report has been provided to the regional Historic Environment Record; this was submitted within six months of project completion, along with a digital dataset comprising an Event PRN summary. The report and dataset was submitted in accordance with the required standards set out in *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)* (Version 1.1); and
- A digital report and digital archive dataset has been provided to the Royal Commission on Ancient and Historical Monuments, Wales (final report only), in accordance with the *RCAHMW Guidelines for Digital Archives Version 1*. The dataset was prepared in the format required by RCAHMW and will include:
 - Photographic metadata (*Microsoft Access*);
 - Photographic archive (*TIFF* format);
 - Project Information form (*Excel*);
 - File Information form (*Excel*) – *Microsoft Word* report text final;
 - File Information form (*Excel*) – Photographic metadata (general);
 - File Information form (*Excel*) – *Adobe PDF* report final; and
 - File Information form (*Excel*) - Photographic metadata (detail).


4 RESULTS

The photographic survey was undertaken on the 22nd of February 2022. The building is constructed from stone with timber framed windows and timber doors with a slate tiled roof. There are two non-original extensions to the building, a brick structure at the northern side of the building (RM G007) which is not accessible internally, and an extension on the east side comprising rooms G001 and G002.


Internally the building has a few remaining fixtures and fittings from its most recent use as a library. The walls are plastered and painted, with pipework and cabling visible and attached to the walls. There is painted wainscoting on the lower parts of the walls in the some of the rooms. The pipework and electrical cabling in the building has been attached to the walls rather than placed within.


All photograph orientations were located on a floor plan, see Figure 04.


Room Number	South Elevation	Photo ID No:	G2711_001
Description	South elevation of school viewed from across Arran Road. Proximity of neighbouring buildings can be clearly seen.		
Image			

Room Number	South Elevation	Photo ID No:	G2711_002
Description	Oblique view of the south elevation showing the stone construction, slate roof and timber windows and doors		
Image			


Room Number	South Elevation	Photo ID No:	G2711_003
Description	Oblique view of the south elevation showing the stone construction, slate roof and timber windows and doors		
Image			


Room Number	South Elevation	Photo ID No:	G2711_004
Description	Plaque located on the south elevation gives a construction date of 1884		
Image			

Room Number	West Elevation	Photo ID No:	G2711_005
Description	Oblique view of the west elevation showing the stone construction, slate roof and timber windows		
Image			

Room Number	West Elevation	Photo ID No:	G2711_006
Description	Oblique view of the west elevation showing the stone construction, slate roof and timber windows and door. One window has been bricked up.		
Image			


Room Number	West Elevation	Photo ID No:	G2711_007
Description	Oblique view of the west elevation showing the stone construction, slate roof, timber windows, timber door and red brick extension.		
Image			

Room Number	North Elevation	Photo ID No:	G2711_008
Description	Oblique view of the North elevation showing the stone construction, slate roof, timber windows, timber door and red brick extension.		
Image			

Room Number	West Elevation	Photo ID No:	G2711_009
Description	Doorway to room G005 in West elevation		
Image			


Room Number	North Elevation	Photo ID No:	G2711_010
Description	Oblique view of the North elevation showing the stone construction, slate roof, timber windows and red brick extension.		
Image			

Room Number	G007	Photo ID No:	G2711_011
Description	View of rubbish inside brick extension G007 which was not accessible during the survey		
Image			

Room Number	G007	Photo ID No:	G2711_012
Description	Boarded up doorway into room G007 in brick extension.		
Image			

Room Number	East Elevation	Photo ID No:	G2711_013
Description	Oblique view of east elevation showing stone construction, slate roof and modern entrance extension.		
Image			

Room Number	East Elevation	Photo ID No:	G2711_014
Description	Oblique view of east elevation showing stone construction, slate rood, and timber windows and door.		
Image			


Room Number	East Elevation	Photo ID No:	G2711_015
Description	Doorway to room G004 in east elevation		
Image			


Room Number	East Elevation	Photo ID No:	G2711_016
Description	Oblique view of east elevation showing modern entrance extension for rooms G001 and G002		
Image			


Room Number	G001	Photo ID No:	G2711_017
Description	Porch area in modern entrance extension. Original external stone wall still visible.		
Image			


Room Number	G006	Photo ID No:	G2711_018
Description	View of room G006. White painted wainscoting and plastered and painted walls. Roof battens and pipe work visible		
Image			


Room Number	G006	Photo ID No:	G2711_019
Description	View of room G006. White painted wainscoting and plastered and painted walls. Roof battens, pipe work and electrical cables visible. Window is timber framed.		
Image			


Room Number	G005	Photo ID No:	G2711_020
Description	Large room probably a former classroom. Plastered and painted walls. Pipework and electric cabling visible Windows adjoining entrance extension partially boarded		
Image			


Room Number	G005	Photo ID No:	G2711_021
Description	Large room probably a former classroom. Plastered and painted walls. Pipework and electric cabling visible Windows adjoining entrance extension partially boarded		
Image			

Room Number	G005	Photo ID No:	G2711_022
Description	Large room probably a former classroom. Plastered and painted walls. Pipework and electric cabling visible. Boiler and shelf space located in recesses.		
Image			

Room Number	G005	Photo ID No:	G2711_023
Description	Large room probably a former classroom. Plastered and painted walls. Pipework and electric cabling visible. Boiler and shelf space located in recesses.		
Image			

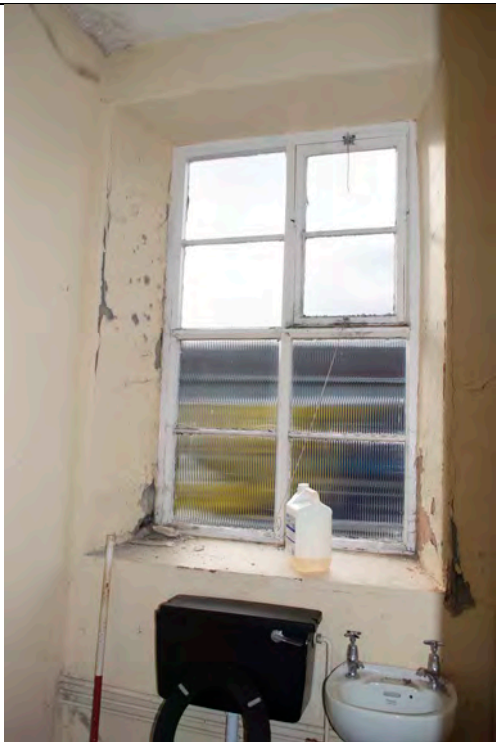
Room Number	G003	Photo ID No:	G2711_024
Description	Large room probably a former classroom. Plastered and painted walls with paint wainscotting on lower section. Timber windows. Pipework and electric cabling visible		
Image			


Room Number	G003	Photo ID No:	G2711_025
Description	Large room probably a former classroom. Plastered and painted walls with paint wainscotting on lower section. Timber windows. Pipework and electric cabling visible		
Image			


Room Number	G003	Photo ID No:	G2711_026
Description	Large room probably a former classroom. Plastered and painted walls with paint wainscotting on lower section. Timber windows. Pipework and electric cabling visible		
Image			


Room Number	G004	Photo ID No:	G2711_027
Description	Corridor to toilet area. Plastered and painted walls, some damage above the doorway. Pipework visible.		
Image			

Room Number	G004	Photo ID No:	G2711_028
Description	Doorway to gents toilet		
Image			

Room Number	G004	Photo ID No:	G2711_029
Description	Gents toilet. Plastered and painted wall with pipework visible. Timber framed windows. Some damage to plaster and paintwork around window.		
Image			

Room Number	G004	Photo ID No:	G2711_030
Description	Ladies toilet. Plastered and painted wall with pipework visible. Timber framed windows. Some damage to plaster and paintwork around window.		
Image			

Room Number	G002	Photo ID No:	G2711_031
Description	Modern entrance extension. Timber framed windows. Low ceiling.		
Image			

Room Number	G002	Photo ID No:	G2711_032
Description	Modern entrance extension. Timber framed windows. Low ceiling. Electric cabling visible		
Image			

5 CONCLUSION

Gwynedd Archaeological Trust (GAT) was commissioned by Cyngor Gwynedd to undertake archaeological mitigation prior to the demolition of Hen Ysgol Glanwnion, Ffordd yr Aran, Dolgellau. The former school is a slate-roofed detached single storey stone-built structure and was established in 1884 as an infant board school. The building has also been used as a library, support centre and community centre before its closure in 2012.

The building is situated outside of the Dolgellau conservation area to the east of the river Arran. This area was only developed in the late nineteenth century and is characterised by construction dating to the inter-war and post-war periods, with the erection of public housing, the longer terraces characteristic of the 1950's and 1960's, and more recent detached and semi-detached houses.

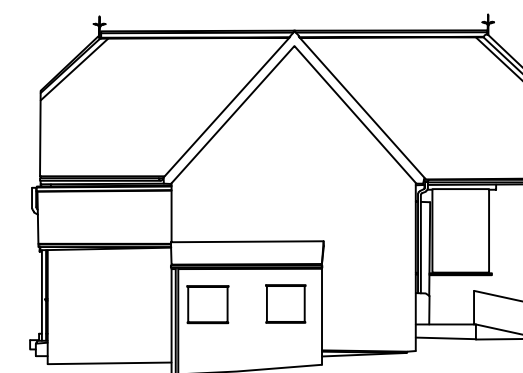
The building can be seen on the 1st and 2nd Editions of the Ordnance Survey 25 inch to the mile maps. Although a ranged building appears on the Tithe map of 1842 it appears to be the wrong size and orientation to be related to the current building. Cadw have declined to list the current building and there is no entry on the Gwynedd Archaeological Trust Historic Environment Record relating to any buildings on the site. GAT completed a photographic survey totalling 32 images which included exterior and internal views of all elevations and accessible rooms.

6 SOURCES CONSULTED

1. Cadw, 2009, Dolgellau: Understanding Urban Character.
2. Chartered Institute for Archaeologists, 2020, Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures
3. Chartered Institute for Archaeologists, 2020, Standard and guidance for the collection, documentation, conservation and research of archaeological materials
4. English Heritage, 1991, Management of Archaeological Projects (MAP2)
5. Historic England, 2015, Management of Research Projects in the Historic Environment (MoRPHE)
6. Historic England, 2016. *Understanding Historic Buildings: A Good to Good Recording Practice*
7. Royal Commission on Ancient and Historic Monuments of Wales, 2015, Guidelines for digital archives
8. The Welsh Archaeological Trusts, 2018. *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) Version 1.1.*

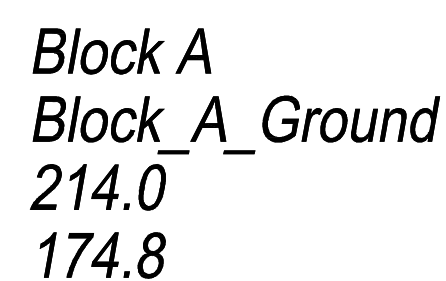
FIGURE 01

Reproduction of *Cyngor Gwynedd Drawing No. AL04*. Scale: As Shown



NORTH ELEVATION

—10M DATUM



S-03
10M DATUM

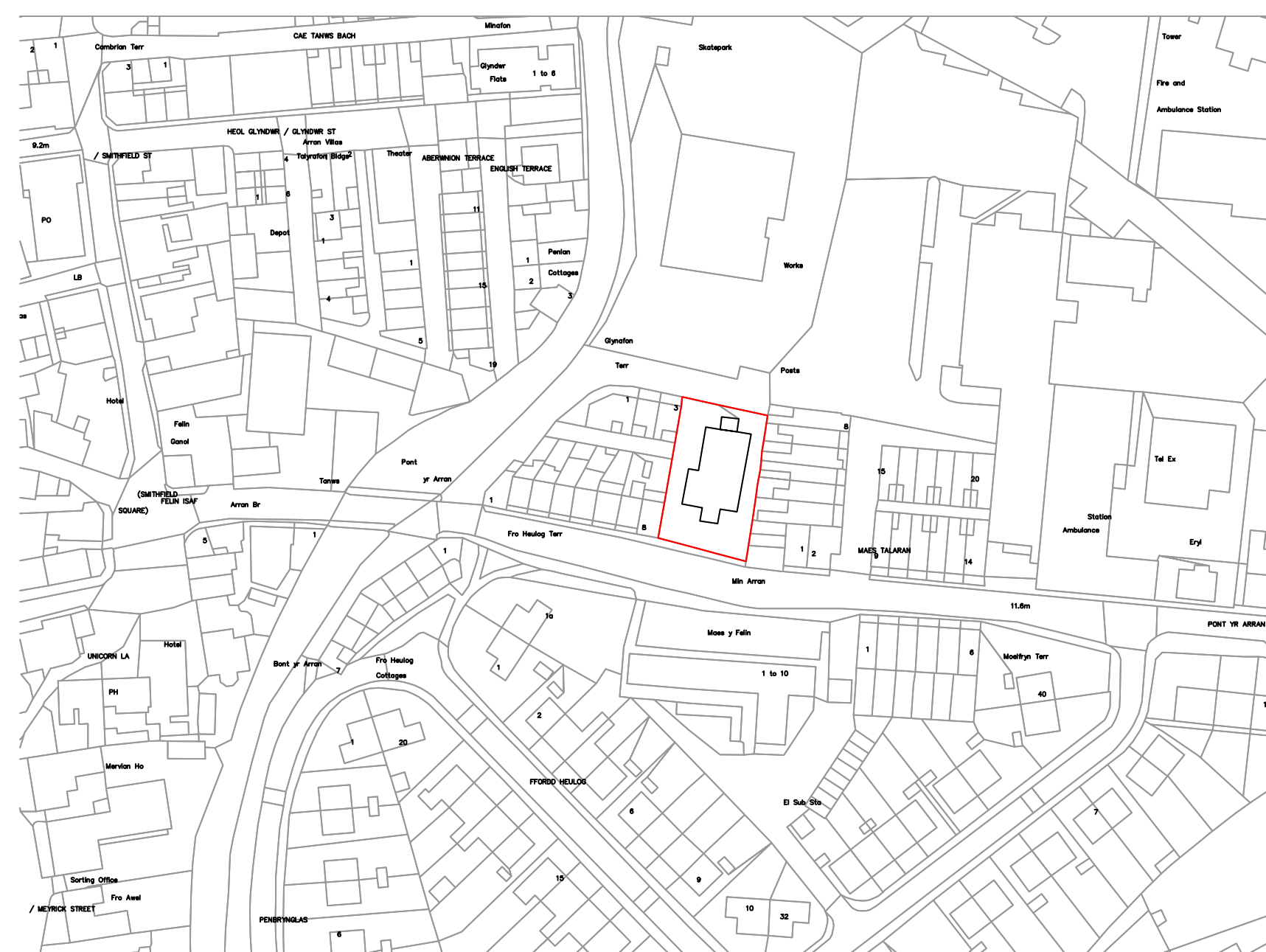


FIGURE 02

**First Edition Ordnance Survey 1-inch to 25-mile Caernarfonshire County
Series Map Sheets XXXVII.3 and XXXIII.15, 1889; Scale 1:2000 @A4**

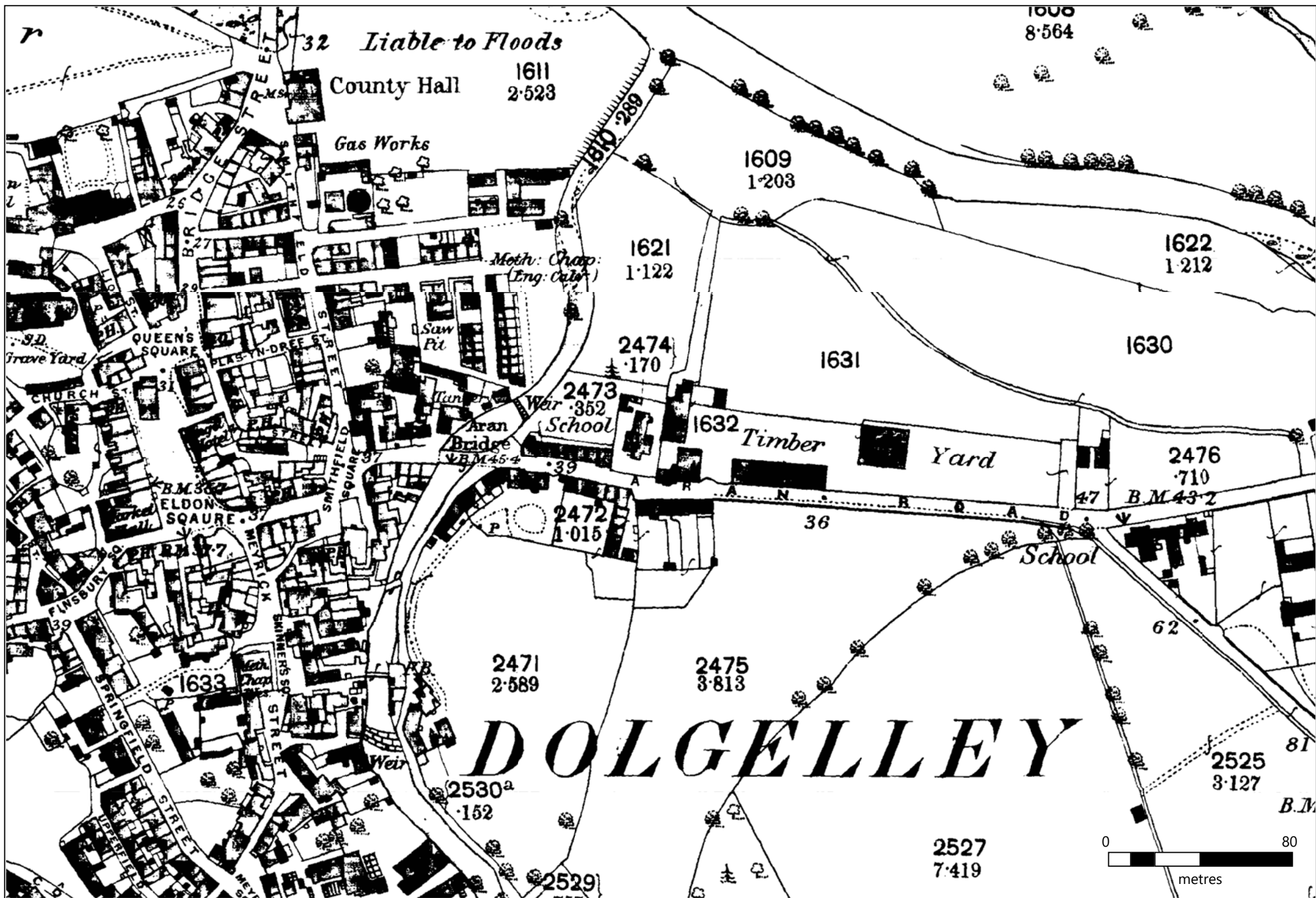


Figure 02 - First Edition Ordnance Survey 1-inch to 25-mile Caernarfonshire County Series Map Sheets XXXVII.3 and XXXIII.15, 1889; Scale 1:2000 @A4

FIGURE 03

**Second Edition Ordnance Survey 1-inch to 25-mile Caernarfonshire
County Series Map Sheets XXXVII.3 and XXXIII.15, 1901; Scale 1:2000**

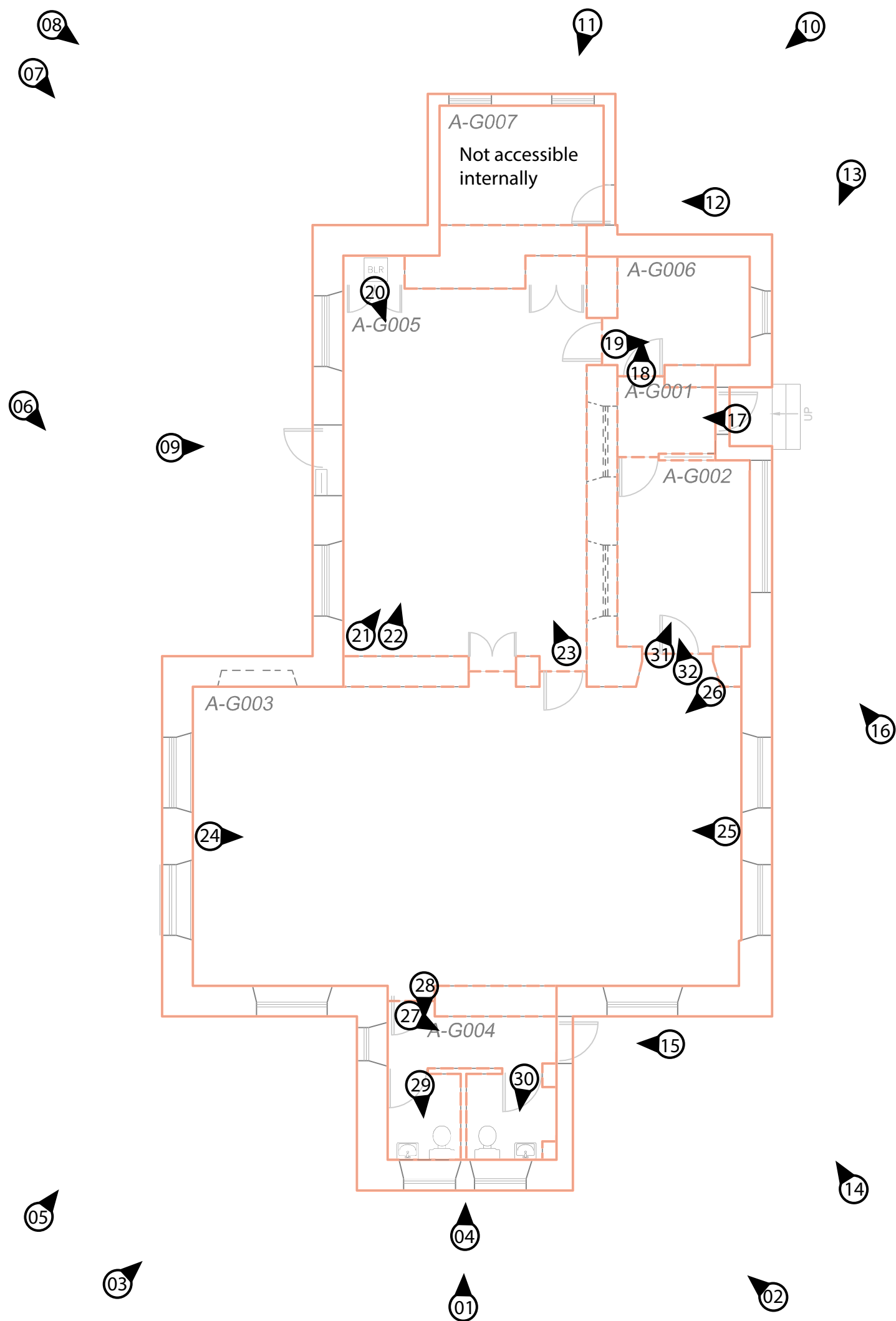
@A4



FIGURE 04

Photographic location plan based on *Cyngor Gwynedd Drawing No. AL04.*

Figure 04 - Photographic location plan based on Cyngor Gwynedd Drawing No. AL04.



APPENDIX I

**Gwynedd Archaeological Trust Approved Written Scheme of
Investigation**

HEN YSGOL GLANWNION, DOLGELLAU (G2711)

WRITTEN SCHEME OF INVESTIGATION FOR ARCHAEOLOGICAL MITIGATION: PHOTOGRAPHIC SURVEY

Prepared for

Cyngor Gwynedd

January 2022



Ymddiriedolaeth Archaeolegol Gwynedd
Gwynedd Archaeological Trust

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

OLD SCHOOL, LLANGWM (G2711)

WRITTEN SCHEME OF INVESTIGATION FOR ARCHAEOLOGICAL MITIGATION: PHOTOGRAPHIC SURVEY

Prepared for *Cyngor Gwynedd*, January 2022

Historic Environment Record Event Primary Reference Number 46204

1	INTRODUCTION.....	5
1.1	Aims and Objectives.....	6
1.2	Monitoring Arrangements	6
1.3	Historic Environment Record.....	7
2	METHOD STATEMENT	8
2.1	Introduction.....	8
2.2	Photographic Record.....	9
2.3	Written Record.....	11
2.4	Drawn Record.....	12
2.5	Selection Strategy & Data Management Plan	13
2.6	Reporting	14
2.7	Dissemination & Archiving.....	15
3	PERSONNEL	16
4	HEALTH AND SAFETY	17
5	social media	18
6	INSURANCE	19
6.1	Public/Products Liability.....	19
6.2	Employers Liability.....	19
6.3	Professional Indemnity	19
7	SOURCES CONSULTED	20
	Figure 01	21
	Reproduction of <i>Cyngor Gwynedd Drawing No. AL04</i> . Scale: As Shown	21
	Appendix I	22
	Gwynedd Archaeological Trust Photographic Metadata Pro-Forma	22
	Appendix II	23
	Gwynedd Archaeological Trust Building Record pro-forma.....	23
	Appendix III	24
	Gwynedd Archaeological Trust room recording pro-forma	24
	Appendix IV.....	25
	Gwynedd Archaeological Trust Selection Strategy.....	25

1 INTRODUCTION

Gwynedd Archaeological Trust (GAT) has been commissioned by Cyngor Gwynedd to undertake archaeological mitigation prior to the demolition of Hen Ysgol Glanwnion, Ffordd yr Aran, Dolgellau (NGR SH73001777; postcode: LL40 1HW; cf. [Figure 01](#)). The former school is a slate-roofed detached single storey stone-built structure as detailed on *Cyngor Gwynedd Drawing No. AL04* ([Figure 01](#)). The building was established in 1884 as an infant board school and was subsequently used as a public building, including as a library.

The demolition will be undertaken in accordance with Appeal Decision APP/H9504/A/21/3277282, Condition 3, which states:

3) The development hereby approved shall not commence until a photographic survey of the building has been undertaken in accordance with the Gwynedd Archaeological Planning Service Requirements for General Photographic Surveys of Buildings, and the survey submitted to and approved in writing by the Local Planning Authority.

The archaeological mitigation will comprise a Photographic Survey as defined in *Understanding Historic Buildings: A guide to good recording practice* (Historic England, 2016). A Photographic Survey provides a very full visual record, but without a written or drawn survey at a comparable level of detail.

All work will be planned, managed and undertaken by GAT in accordance with the following standards and guidance:

- Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) Version 1.1 (The Welsh Archaeological Trusts, 2018);
- 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 the Archaeological Investigation and Recording of Standing Buildings or Structures (Chartered Institute for Archaeologists, 2014);
- Standard and guidance for the collection, documentation, conservation and research of archaeological materials (Chartered Institute for Archaeologists, 2014); and

- Understanding Historic Buildings: A Good 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), a Registered Organisation with the Chartered Institute for Archaeologists (CIfA), and a member of the Federation of Archaeological Managers and Employers (FAME).

1.1 Aims and Objectives

The key aims and objectives are to:

- Complete descriptive record of Hen Ysgol Glanwnion sufficient to provide a full visual record.

1.2 Monitoring Arrangements

The archaeological mitigation will be monitored by the Gwynedd Archaeological Planning Service (GAPS); both the written scheme of investigation and all subsequent reporting must be approved by GAPS before final issue. GAPS contact details are:

- Jenny Emmett | jenny.emmett@heneb.co.uk | 07824481052;
- Tom Fildes | tom.fildes@heneb.co.uk | 07920264232.

1.3 Historic Environment Record

In line with the GAPS Environment Record (HER) requirements, the HER will 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 and follows the guidance set out in *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)* (The Welsh Archaeological Trusts, 2018). In line with this guidance, all submitted reporting will need to include the equivalent of a non-technical summary in Welsh and English at the front of the report combined with short bilingual summaries of the principal Historic Assets recorded during the event. These requirements are mandatory. The HER Enquiry Number for this project is GATHER1575 and the Event Primary Reference Number is 46204.

2 METHOD STATEMENT

2.1 Introduction

The archaeological mitigation will be undertaken as a Photographic Survey, as defined by *Understanding Historic Buildings: A Good to Good Recording Practice* (Historic England, 2016). A photographic survey provides a very full visual record, but without a written or drawn survey at a comparable level of detail. A comprehensive photographic survey may be called for when recording a building for which there is no need for detailed analysis. It may also be appropriate for recording a building of well-known type which is under threat, but where existing documentation is in other respects adequate, or when for some other reason drawings and historical analysis are not required. The Photographic Survey will incorporate the exterior and interior of the building as detailed in Cyngor Gwynedd Drawing No. AL04 ([Figure 01](#)).

2.2 Photographic Record

The Photographic Record will include the following as a minimum:

- A general view or views of the building (in its wider setting or landscape).
- The building's external appearance. Typically a series of oblique views that will show all external elevations of the building, and give an overall impression of its size, shape and immediate setting. Where individual elevations include complex historical information it may also be appropriate to take views at right-angles to the plane of the elevation. Images received suggest oblique views will be necessary, due to the proximity of neighbouring buildings restricting space.
- The overall appearance of the principal rooms and circulation areas. Based on images within Cyngor Gwynedd Drawing No. AL04 ([Figure 01](#)), there are seven rooms within the building, designated as Rooms A-G001 to A-G007. Access is via Rooms A-G001, A-G004, A-G005 and A-G007, with access to each room via internal doors.
- Any external or internal detail, structural or decorative, which is relevant to the buildings design, development and use, with scale where appropriate.
- A photographic register detailing the photo number, the location and direction of each view, and the composition of the shot.
- Photograph locations and directions of view marked on plans. In this instance, Cyngor Gwynedd Drawing No. AL04 ([Figure 01](#)) will be used.
- Photographs should be of archive quality using a digital SLR (minimum 12 megapixel)
- Photographs, where appropriate (i.e. not general shots) should include a clearly visible, graduated metric scale.
- Photographs should be adequately lit and not blurry. Please check all of you photos before submitting and retake any blurred or poorly lit photos.

Photographic images will be taken using a digital SLR (Nikon D5100) camera set to maximum resolution (4928 × 3264; 16.2 effective megapixels) in RAW format. Camera tripods and poles will be used for the elevations and where practical elsewhere. A photographic record will maintained on site using GAT pro-formas ([Appendix III](#)) and digitised in Microsoft Excel and Access as part of the fieldwork archive and dissemination process; the archive numbering system will start from G2711_001. The location and orientation of photographs taken will be recorded on a scaled plan and digitised for final

reporting. The photographic images will then be converted to TIFF for final archiving using Adobe Photoshop.

2.3 Written Record

As a minimum, the Written Record will comprise of:

- The precise location of the building as an address and in the form of a National Grid reference.
- A note of any statutory designation (that is, listing, scheduling, Register of Historic Parks and Gardens, conservation area), where applicable. Information on statutory designations can be found on the CADW website. Non-statutory designations (local lists) may be added. The building is not listed and does not currently have a Primary Reference Number assigned by the regional Historic Environment Record.
- The date when the record was made, the name(s) of the recorder(s) and the location of any archive material.
- A summary statement. This account should describe the buildings type and purpose, historically and at present, its materials and possible date(s), so far as these are apparent from a superficial inspection. Historically, the building was an infant board school, but has subsequently been used for local authority purposes, including as a public library. The photographic record will aim to document evidence for this change of use.

A basic written record will be completed using a building record pro-forma ([Appendix II](#)) and a room record pro-forma ([Appendix III](#)) to assist with archiving and reporting.

2.4 Drawn Record

As a minimum, the Drawn Record will comprise of:

- A plan showing the location and direction of view of each photograph. In this instance, the scaled plan detailed *Cyngor Gwynedd Drawing No. AL04* ([Figure 01](#)) will be used for reference and as a base plan.

2.5 Selection Strategy & Data Management Plan

As stated in *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (Chartered Institute for Archaeologists, 2020), para. 3.3.1, “Project specifications, research designs or similar documents should include a project- specific Selection Strategy and a Data Management Plan. The Chartered Institute for Archaeologists states that “(I)t is widely accepted that not all the records and materials collected or created during the course of an Archaeological Project require preservation in perpetuity. These records and materials constitute the Working Project Archive which will be subject to Selection, in order to establish what will be retained for long-term curation” (<https://www.archaeologists.net/selection-toolkit>). The working project archive in this instance will comprise digital data including photographic data, documentation and written data, as well as paper records, including project pro-formas. The Data Management Plan will be stored on a project specific form in the GAT project database (format: *Microsoft Access*) and the Selection Strategy will be based on a GAT pro-forma (cf. [Appendix IV](#)) that will be appended to the final report.

This working project archive data will be processed as follows:

1. Pro-formas: all cross referenced and scanned for digital archiving;
2. Photographic Metadata: cross-referenced with all pro-formas and completed in *Microsoft Excel*;

Information from these will be used to compile the project report. The physical archive will be stored in a designated project folder and the location confirmed in the Data Management Plan; the digital dataset will be stored on a dedicated Trust server, with the location confirmed in the Data Management Plan via a specific hyperlink. External datasets for the HER and RCAHMW are as defined in the dissemination strategy below.

2.6 Reporting

The project report will include the following:

1. Front cover;
 2. Inner cover;
 3. Figures and Plates List;
 4. Non-technical summary (Welsh/English);
 5. Introduction;
 6. Methodology;
 7. Results;
 8. Conclusion
 9. Bibliography;
 10. Figures; inc.:
 - location plan;
 - location and orientation of images taken
 11. Plates; inc.
 - Illustrative examples from the Photographic Survey
 12. Appendix I (approved specification);
 13. Appendix II (Photographic metadata - field survey);
 14. Appendix III (Selection Strategy)
- Back cover.

2.7 Dissemination & Archiving

The following dissemination and archiving of the report and digital dataset will be applied:

- A digital report will be provided to Cyngor Gwynedd and Gwynedd Archaeological Planning Service (draft report then final report);
- A digital report will be provided to the regional Historic Environment Record; this will be submitted within six months of project completion, along with a digital dataset comprising an Event PRN summary. The report and dataset will be submitted in accordance with the required standards set out in *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)* (Version 1.1); and
- A digital report and digital archive dataset will be provided to Royal Commission on Ancient and Historic Monuments, Wales (final report only), in accordance with the *RCAHMW Guidelines for Digital Archives Version 1*. The dataset will be prepared in the format required by RCAHMW and will include:
 - Photographic metadata (Microsoft Access);
 - Photographic archive (TIFF format);
 - Project Information form (Excel);
 - File Information form (Excel) – Microsoft Word report text final;
 - File Information form (Excel) – Photographic metadata (general);
 - File Information form (Excel) – Adobe PDF report final; and
 - File Information form (Excel) - Photographic metadata (detail).

3 PERSONNEL

The project will be managed by John Roberts, Principal Archaeologist GAT Contracts Section and undertaken by a Project Archaeologist. The Project Archaeologist will also be responsible for the completion of all on site pro-formas and the photographic archive, as well as for submitting a draft final report for project manager review and approval. The report will then be submitted as per the arrangements defined above.

4 HEALTH AND SAFETY

A site specific risk assessment will be prepared and will be reviewed by the GAT Project Archaeologist in advance of works, with any additional risks identified on site highlighted in the dynamic risks section and appropriate mitigation undertaken. The GAT attendee will be issued with required personal safety equipment, including high visibility jacket, steel toe-capped boots and safety helmet. All site work will be managed and undertaken in accordance with the GAT Health & Safety Policy and Covid-19 guidelines.

If available, an asbestos survey will be consulted prior to and during site attendance.

5 SOCIAL MEDIA

One of the key aims in the GAT mission statement is to improve the understanding, conservation and promotion of the historic environment in our area and inform and educate the wider public. To help achieve this, GAT maintains an active social media presence and seeks all opportunities to promote our projects and results. With permission, GAT would like the opportunity to promote our work on this scheme through our social media platforms. This could include social media postings during our attendance on site as well as any postings to highlight results. In all instances, approval will be sought from client prior to any postings.

6 INSURANCE

6.1 Public/Products 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/UN/000375

EXPIRY DATE 21/06/2022

6.2 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 24765101 CHC / UN/000375

EXPIRY DATE 21/06/2022

6.3 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 PL-PSC10002389775/00

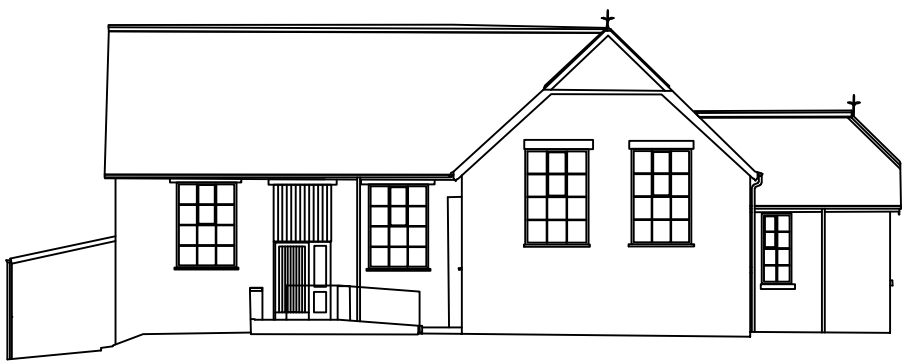
EXPIRY DATE 22/07/2022

7 SOURCES CONSULTED

1. Chartered Institute for Archaeologists, 2020, Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures
2. Chartered Institute for Archaeologists, 2020, Standard and guidance for the collection, documentation, conservation and research of archaeological materials
3. English Heritage, 1991, Management of Archaeological Projects (MAP2)
4. Historic England, 2015, Management of Research Projects in the Historic Environment (MoRPHE)
5. Historic England, 2016. *Understanding Historic Buildings: A Good to Good Recording Practice*
6. Royal Commission on Ancient and Historic Monuments of Wales, 2015, Guidelines for digital archives
7. The Welsh Archaeological Trusts, 2018. *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)* Version 1.1.

FIGURE 01

Reproduction of *Cyngor Gwynedd Drawing No. AL04*. Scale: As Shown



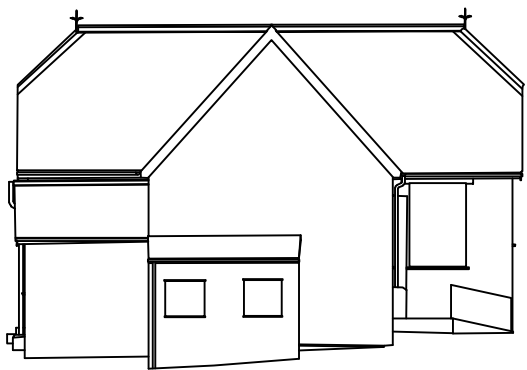
WEST ELEVATION



SOUTH ELEVATION

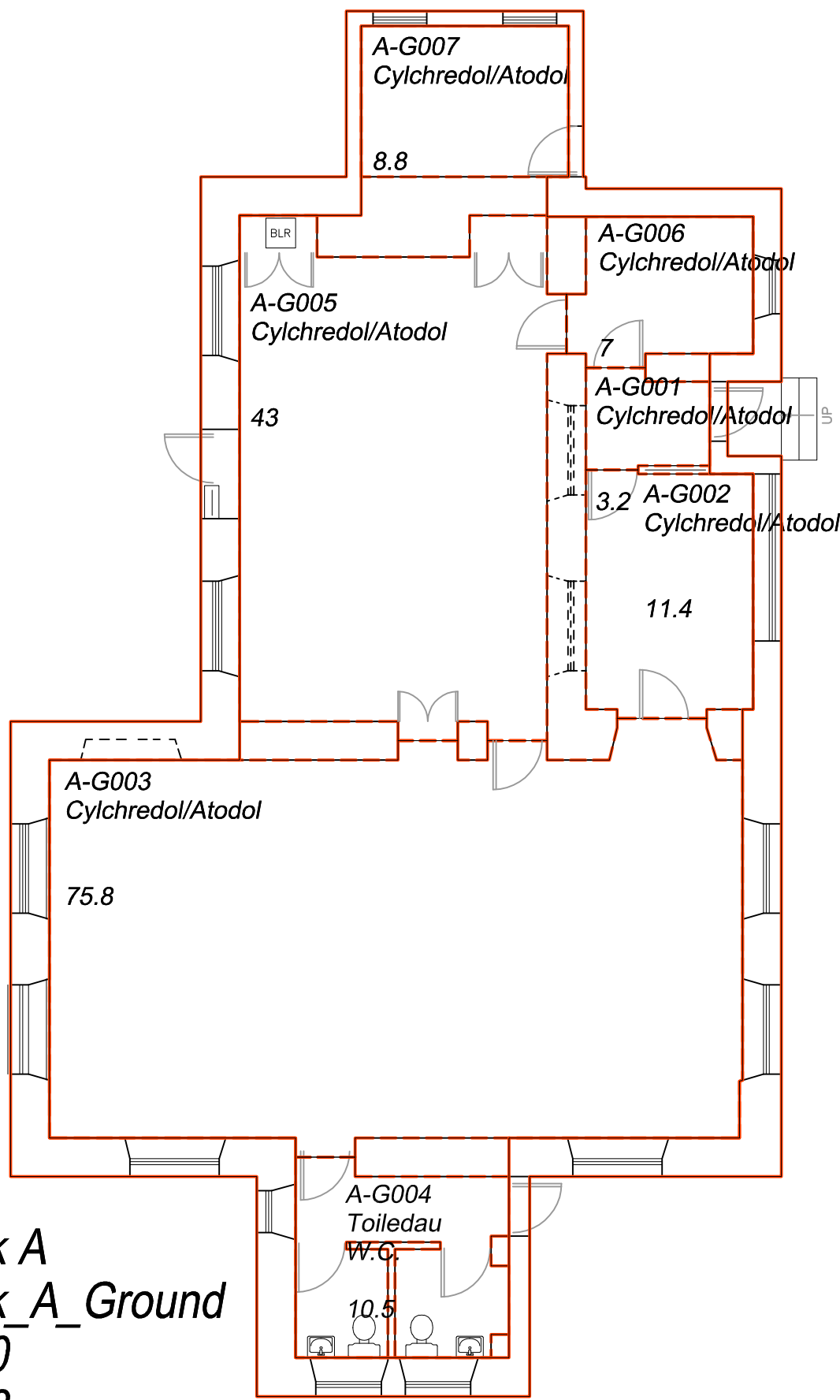


EAST ELEVATION



NORTH ELEVATION

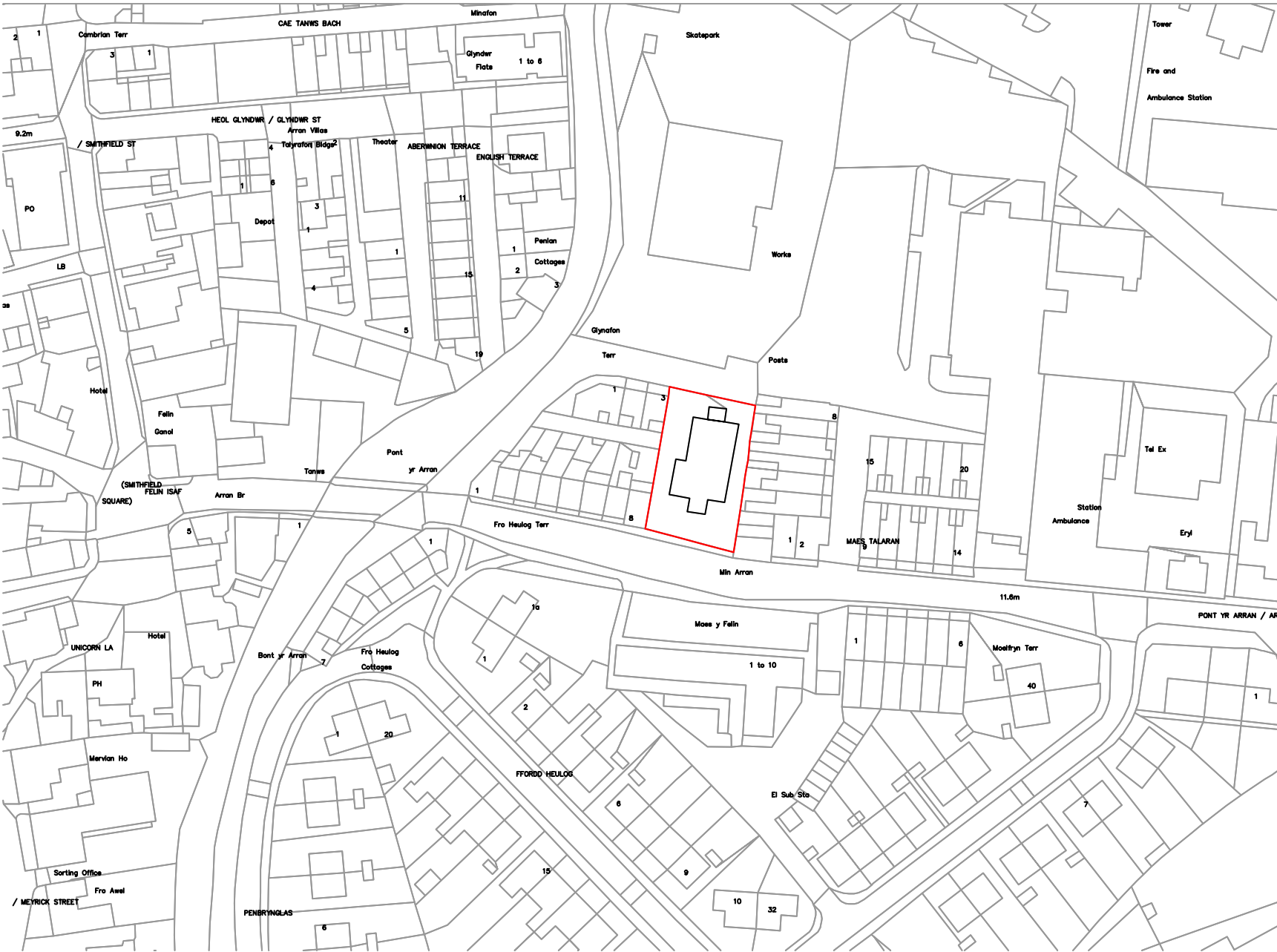
10M DATUM



Block A
Block_A_Ground
214.0
174.8



S-03
10M DATUM



 <div>Gwasanaeth Eiddo Property Unit</div> <div>Dafydd Gibbard Uwch Reolwr Eiddo Corfforaethol Senior Manager Corporate Property</div>	Adran Rheoleiddio Regulatory Department		CYNLLUN JOB Hen Ysgol Glan Wnion Ffordd Pont yr Aran, Dolgellau 5 Ty/Pod 1 Lloft a 1 Swyddfa		DYLUNIAD DRAWING Presenol / Existing		
					DYDDIAD DATE 11/09/2020		
					GRADDFA SCALE 1:100 - 1:200 - 1:1250		
			RHIF No. Tai		DYLUNIWDYD DRAWN DRC		
				RHEOLWR PROSECT PROJECT MANAGER GO		RHIF DRG No. AL04	

APPENDIX I

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 II

Gwynedd Archaeological Trust Building Record pro-forma

YMDDIRIEDOLAETH ARCHAEOLEGOL GWYNEDD ARCHAEOLOGICAL TRUST		
BASIC RECORDING FORM	<i>Project name</i>	<i>Project number</i>
<i>Feature name</i>		<i>Feature Number</i>
<i>NGR</i>		
<i>Description</i>		
<i>Recommendations for further assessment</i>		
<i>Photographic record numbers</i>		
<i>Digital</i>		
	<i>Visit date</i>	<i>Visit by</i>

APPENDIX III

Gwynedd Archaeological Trust room recording pro-forma

NOTE: Sketch entire floor level with measurements (overleaf)

YMDDIRIEDOLAETH ARCHAEOLEGOL GWYNEDD ARCHAEOLOGICAL TRUST			
ROOM RECORDING FORM		Project name	Project number
Room Number	Floor /Level		
Description			
Photographic record numbers		Scales used	Dimensions Length Width Height
YMDDIRIEDOLAETH ARCHAEOLEGOL GWYNEDD ARCHAEOLOGICAL TRUST			
ROOM RECORDING FORM		Project name	Project number
Room Number	Floor /Level		
Description			
Photographic record numbers		Scales used	Dimensions Length Width Height

	<i>Visit date</i>	<i>Visit by</i>

APPENDIX IV

Gwynedd Archaeological Trust Selection Strategy

G2711_Hen_Ysgol_Glanwnion

27/01/2022 v1.0

Selection Strategy

Project Information

Project Management

General Manager	John Roberts john.roberts @heneb.co.uk	
Project Manager / Archaeological Archive Manager	John Roberts john.roberts @heneb.co.uk	
Organisation	Gwynedd Archaeological Trust (GAT)	
Stakeholders		Date Contacted
Collecting Institution(s)	Gwynedd Archaeological Trust Historic Environment Record	26/01/2022
	RCAHMW	tbc
Project Lead / Project Assurance	Jenny Emmett, Senior Planning Archaeologist email: jenny.emmett@heneb.co.uk	tbc
Landowner / Developer	Cyngor Gwynedd	20/01/2022

Resources

Resources required

Describe the resources required to implement this Selection Strategy, particularly if unusual resources are required.

No unusual resources required outside of GAT normal operating equipment and personnel.

Context

Describe below the context of this Selection Strategy. You should refer to:

- The aims and objectives of the project;
- Local Authority guidance (including the brief);
- Research Frameworks;
- The repository collection development policy and/or deposition policy;
- Material-specific guidance documents.

Note: This section may be copied from your Project Design/WSI to ensure all Stakeholders receive this

context information.

The full aims and objectives of this project are detailed in the project specific WSI.

Gwynedd Archaeological Trust has been commissioned by Cyngor Gwynedd to undertake archaeological mitigation prior to the demolition of Hen Ysgol Glanwnion, Ffordd yr Aran, Dolgellau (NGR SH73001777; postcode: LL40 1HW; WSI Figure 01). The former school is a slate-roofed detached single storey stone-built structure as detailed on *Cyngor Gwynedd Drawing No. AL04* (WSI Figure 01). The building was established in 1884 as an infant board school. The demolition will be undertaken in accordance with Appeal Decision APP/H9504/A/21/3277282. The archaeological mitigation will comprise a Photographic Survey as defined in *Understanding Historic Buildings: A guide to good recording practice* (Historic England, 2016). A Photographic Survey provides a very full visual record, but without a written or drawn survey at a comparable level of detail.

1 – Digital Data

Stakeholders

Name the individual(s) responsible for the Digital Data Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Collections Curator).

John Roberts (GAT Principal Archaeologist)

Selection

Location of Data Management Plan (DMP)

Selection of digital data elements should be considered in your project's DMP. For the purpose of the Selection Strategy, you can either copy the selection section of your DMP below, or attach it as an appendix to this document. Please indicate here if the DMP is attached.

All digital data will be collected, stored and selected in lines with the Gwynedd Archaeological Trust (GAT) Data Management Plan located on GAT's servers (available on request).

The selection strategy in your DMP should:

- 1.1 Define what digital data will be selected for inclusion in the archaeological archive, how this will be done, and why. Do not forget to consider that specialists may have digital data that should be included in the archaeological archive.
- 1.2 Identify the selection review points during the project (i.e. project planning, data gathering, analysis and reporting and archive compilation).
- 1.3 Reference all relevant standards, policies or guidelines (e.g. digital repository deposition requirements) and specialist advice sought.
- 1.4 Identify any selection decisions that differ from standard guidelines and explain why.

Archiving will be completed based on following task list;

1. Pro-formas: all cross referenced and scanned for digital archiving;
2. Photographic Metadata: cross-referenced with all pro-formas and completed in *Microsoft Excel*;

This data will then be used as the basis for the physical and digital dataset archives. Information from these will be used to compile the project report. The physical archive will be stored in a designated project folder and the location confirmed in the Trust project database; the digital dataset will be stored on a dedicated Trust server, with the location confirmed in the Trust project database via a specific hyperlink. External datasets for the HER and RCAHMW are as defined in the dissemination strategy below. De-selected digital data will be confirmed in an updated digital management plan appended to the final report

De-Selected Digital Data

The procedure for dealing with De-selected digital data and what specialist advice informed this process should be recorded in your DMP. Please copy this information here or attach your DMP as an appendix to this document.

It is envisaged that the de-selected material will be retained on the GAT servers for 2 years following the completion of the project at which point they will be reviewed and deleted as necessary in line with the GAT DMP.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

2 – Documents

Stakeholders

Name the individual(s) responsible for the Documents Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

John Roberts – Principal Archaeologist, Gwynedd Archaeological Trust;
Sean Reilly – Historic Environment Record, Gwynedd Archaeological Trust;
Gareth Edwards, *Head of Knowledge and Understanding, RCAHMW*

Selection

Describe your Selection Strategy for the Documents elements of the archaeological archive. To do this you must:

- 2.1 Define which documents will be selected for inclusion in the archaeological archive, how this will be done, and why. Do not forget to consider that specialists may have documents that should be included in the archaeological archive.
- 2.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).
- 2.3 Reference all relevant standards, policies or guidelines (e.g. digital repository deposition requirements) and specialist advice sought.
- 2.4 Identify any selection decisions that differ from standard guidelines and explain why.

- A digital report will be provided to the regional Historic Environment Record; this will be submitted within six months of project completion (final report only), along with a digital dataset comprising an Event PRN summary. The report and dataset will be submitted in accordance with the required standards set out in *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)* (Version 1.1); and
- A digital report and digital archive dataset will be provided to Royal Commission on Ancient and Historic Monuments, Wales (final report only), in accordance with the *RCAHMW Guidelines for Digital Archives Version 1*. The dataset will be prepared in the format required by RCAHMW and will include:
 - Photographic metadata (Microsoft Access);
 - Photographic archive (TIFF format);
 - Project Information form (Excel);
 - File Information form (Excel) – Microsoft Word report text final;
 - File Information form (Excel) – Photographic metadata (general);
 - File Information form (Excel) – Adobe PDF report final; and
 - File Information form (Excel) - Photographic metadata (detail).

De-Selected Documents

Describe the procedure for dealing with De-selected material and what specialist advice has informed this procedure.

It is envisaged that the material de-selected from inclusion in the preserved archive will be duplicates or reproductions created during the analysis phase of the project. De-selected material will therefore either be retained to supplement GAT's research files or recycled.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

APPENDIX II

Photographic Metadata

PHOTO RECORD NUMBER	PROJECT NAME	DESCRIPTION	VIEW FROM	SCALE(S)	CREATOR OF DIGITAL PHOTO	DATE OF CREATION OF DIGITAL PHOTO	PLATE
G2711_001	G2711_Hen_Ysgol_Glanwnion	South Elevation	S	1x1m	Carol Ryan Young	22/02/2022	1
G2711_002	G2711_Hen_Ysgol_Glanwnion	South Elevation - oblique	SE	1x1m	Carol Ryan Young	22/02/2022	2
G2711_003	G2711_Hen_Ysgol_Glanwnion	South Elevation - oblique	SW	1x1m	Carol Ryan Young	22/02/2022	3
G2711_004	G2711_Hen_Ysgol_Glanwnion	Plaque on South elevation	S	-	Carol Ryan Young	22/02/2022	4
G2711_005	G2711_Hen_Ysgol_Glanwnion	West elevation - oblique	SW	1x1m	Carol Ryan Young	22/02/2022	5
G2711_006	G2711_Hen_Ysgol_Glanwnion	West elevation - oblique	NW	1x1m	Carol Ryan Young	22/02/2022	6
G2711_007	G2711_Hen_Ysgol_Glanwnion	West elevation - oblique	NNW	1x1m	Carol Ryan Young	22/02/2022	7
G2711_008	G2711_Hen_Ysgol_Glanwnion	West elevation - oblique	NW	1x1m	Carol Ryan Young	22/02/2022	8
G2711_009	G2711_Hen_Ysgol_Glanwnion	Doorway in west elevation to RM G005	W	-	Carol Ryan Young	22/02/2022	9
G2711_010	G2711_Hen_Ysgol_Glanwnion	North Elevation oblique	NE	1x1m	Carol Ryan Young	22/02/2022	10
G2711_011	G2711_Hen_Ysgol_Glanwnion	View into RM G007 full of rubbish	NNE	1x1m	Carol Ryan Young	22/02/2022	11
G2711_012	G2711_Hen_Ysgol_Glanwnion	Doorway into RM G007	E	1x1m	Carol Ryan Young	22/02/2022	12
G2711_013	G2711_Hen_Ysgol_Glanwnion	East elevation - oblique	NNE	1x1m	Carol Ryan Young	22/02/2022	13
G2711_014	G2711_Hen_Ysgol_Glanwnion	East elevation - oblique	SSE	1x1m	Carol Ryan Young	22/02/2022	14
G2711_015	G2711_Hen_Ysgol_Glanwnion	Doorway to RM G004	E	1x1m	Carol Ryan Young	22/02/2022	15
G2711_016	G2711_Hen_Ysgol_Glanwnion	Porch extension in East elevation - oblique	SE	1x1m	Carol Ryan Young	22/02/2022	16
G2711_017	G2711_Hen_Ysgol_Glanwnion	View of RM G001	E	1x1m	Carol Ryan Young	22/02/2022	17

PHOTO RECORD NUMBER	PROJECT NAME	DESCRIPTION	VIEW FROM	SCALE(S)	CREATOR OF DIGITAL PHOTO	DATE OF CREATION OF DIGITAL PHOTO	PLATE
G2711_018	G2711_Hen_Ysgol_Glanwnion	View of RM G006	S	1x1m	Carol Ryan Young	22/02/2022	18
G2711_019	G2711_Hen_Ysgol_Glanwnion	View of RM G006	W	1x1m	Carol Ryan Young	22/02/2022	19
G2711_020	G2711_Hen_Ysgol_Glanwnion	View of RM G005	NNW	1x1m	Carol Ryan Young	22/02/2022	20
G2711_021	G2711_Hen_Ysgol_Glanwnion	View of RM G005	SW	1x1m	Carol Ryan Young	22/02/2022	21
G2711_022	G2711_Hen_Ysgol_Glanwnion	View of RM G005	SSW	-	Carol Ryan Young	22/02/2022	22
G2711_023	G2711_Hen_Ysgol_Glanwnion	View of RM G005	SSE	1x1m	Carol Ryan Young	22/02/2022	23
G2711_024	G2711_Hen_Ysgol_Glanwnion	View of RM G003	W	1x1m	Carol Ryan Young	22/02/2022	24
G2711_025	G2711_Hen_Ysgol_Glanwnion	View of RM G003	E	1x1m	Carol Ryan Young	22/02/2022	25
G2711_026	G2711_Hen_Ysgol_Glanwnion	View of RM G003	NE	1x1m	Carol Ryan Young	22/02/2022	26
G2711_027	G2711_Hen_Ysgol_Glanwnion	View of RM G004	NW	-	Carol Ryan Young	22/02/2022	27
G2711_028	G2711_Hen_Ysgol_Glanwnion	View of RM G004	N	1x1m	Carol Ryan Young	22/02/2022	28
G2711_029	G2711_Hen_Ysgol_Glanwnion	View of RM G004 - Gents	N	1x1m	Carol Ryan Young	22/02/2022	29
G2711_030	G2711_Hen_Ysgol_Glanwnion	View of RM G004 - Ladies	N	1x1m	Carol Ryan Young	22/02/2022	30
G2711_031	G2711_Hen_Ysgol_Glanwnion	View of RM G002	S	1x1m	Carol Ryan Young	22/02/2022	31
G2711_032	G2711_Hen_Ysgol_Glanwnion	View of RM G002	SSW	-	Carol Ryan Young	22/02/2022	32

APPENDIX III

Gwynedd Archaeological Trust Selection Strategy

G2711_Hen_Ysgol_Glanwnion

27/01/2022 v1.1

Selection Strategy

Project Information

Project Management

General Manager	John Roberts john.roberts @heneb.co.uk	
Project Manager / Archaeological Archive Manager	John Roberts john.roberts @heneb.co.uk	
Organisation	Gwynedd Archaeological Trust (GAT)	
Stakeholders		Date Contacted
Collecting Institution(s)	Gwynedd Archaeological Trust Historic Environment Record	26/01/2022
	RCAHMW	tbc
Project Lead / Project Assurance	Jenny Emmett, Senior Planning Archaeologist email: jenny.emmett@heneb.co.uk	tbc
Landowner / Developer	Cyngor Gwynedd	20/01/2022

Resources

Resources required

Describe the resources required to implement this Selection Strategy, particularly if unusual resources are required.

No unusual resources required outside of GAT normal operating equipment and personnel.

Context

Describe below the context of this Selection Strategy. You should refer to:

- The aims and objectives of the project;
- Local Authority guidance (including the brief);
- Research Frameworks;
- The repository collection development policy and/or deposition policy;
- Material-specific guidance documents.

Note: This section may be copied from your Project Design/WSI to ensure all Stakeholders receive this

context information.

The full aims and objectives of this project are detailed in the project specific WSI.

Gwynedd Archaeological Trust was commissioned by Cyngor Gwynedd to undertake archaeological mitigation prior to the demolition of Hen Ysgol Glanwnion, Ffordd yr Aran, Dolgellau (NGR SH73001777; postcode: LL40 1HW; WSI Figure 01). The former school is a slate-roofed detached single storey stone-built structure as detailed on *Cyngor Gwynedd Drawing No. AL04* (WSI Figure 01). The building was established in 1884 as an infant board school. The demolition will be undertaken in accordance with Appeal Decision APP/H9504/A/21/3277282. The archaeological mitigation comprised a Photographic Survey as defined in *Understanding Historic Buildings: A guide to good recording practice* (Historic England, 2016). A Photographic Survey provides a very full visual record, but without a written or drawn survey at a comparable level of detail.

1 – Digital Data

Stakeholders

Name the individual(s) responsible for the Digital Data Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Collections Curator).

John Roberts (GAT Principal Archaeologist)

Selection

Location of Data Management Plan (DMP)

Selection of digital data elements should be considered in your project's DMP. For the purpose of the Selection Strategy, you can either copy the selection section of your DMP below, or attach it as an appendix to this document. Please indicate here if the DMP is attached.

All digital data was collected, stored and selected in lines with the Gwynedd Archaeological Trust (GAT) Data Management Plan located on GAT's servers (available on request).

The selection strategy in your DMP should:

- 1.1 Define what digital data will be selected for inclusion in the archaeological archive, how this will be done, and why. Do not forget to consider that specialists may have digital data that should be included in the archaeological archive.
- 1.2 Identify the selection review points during the project (i.e. project planning, data gathering, analysis and reporting and archive compilation).
- 1.3 Reference all relevant standards, policies or guidelines (e.g. digital repository deposition requirements) and specialist advice sought.
- 1.4 Identify any selection decisions that differ from standard guidelines and explain why.

Archiving was completed based on following task list;

1. Pro-formas: all cross referenced and scanned for digital archiving;
2. Photographic Metadata: cross-referenced with all pro-formas and completed in *Microsoft Excel*;

This data was then be used as the basis for the physical and digital dataset archives. Information from these was used to compile the project report. The physical archive is stored in a designated project folder and the location confirmed in the Trust project database; the digital dataset is stored on a dedicated Trust server, with the location confirmed in the Trust project database via a specific hyperlink. External datasets for the HER and RCAHMW are as defined in the dissemination strategy below.

De-Selected Digital Data

The procedure for dealing with De-selected digital data and what specialist advice informed this process should be recorded in your DMP. Please copy this information here or attach your DMP as an appendix to this document.

It is envisaged that the de-selected material will be retained on the GAT servers for 2 years following the completion of the project at which point they will be reviewed and deleted as necessary in line with the GAT DMP.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

2 – Documents

Stakeholders

Name the individual(s) responsible for the Documents Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

John Roberts – Principal Archaeologist, Gwynedd Archaeological Trust;
Sean Reilly – Historic Environment Record, Gwynedd Archaeological Trust;
Gareth Edwards, *Head of Knowledge and Understanding, RCAHMW*

Selection

Describe your Selection Strategy for the Documents elements of the archaeological archive. To do this you must:

- 2.1 Define which documents will be selected for inclusion in the archaeological archive, how this will be done, and why. Do not forget to consider that specialists may have documents that should be included in the archaeological archive.
- 2.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).
- 2.3 Reference all relevant standards, policies or guidelines (e.g. digital repository deposition requirements) and specialist advice sought.
- 2.4 Identify any selection decisions that differ from standard guidelines and explain why.

- A digital report will be provided to the regional Historic Environment Record; this will be submitted within six months of project completion (final report only), along with a digital dataset comprising an Event PRN summary. The report and dataset will be submitted in accordance with the required standards set out in *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)* (Version 1.1); and
- A digital report and digital archive dataset will be provided to Royal Commission on Ancient and Historic Monuments, Wales (final report only), in accordance with the *RCAHMW Guidelines for Digital Archives Version 1*. The dataset will be prepared in the format required by RCAHMW and will include:
 - Photographic metadata (Microsoft Access);
 - Photographic archive (TIFF format);
 - Project Information form (Excel);
 - File Information form (Excel) – Microsoft Word report text final;
 - File Information form (Excel) – Photographic metadata (general);
 - File Information form (Excel) – Adobe PDF report final; and
 - File Information form (Excel) - Photographic metadata (detail).

De-Selected Documents

Describe the procedure for dealing with De-selected material and what specialist advice has informed this procedure.

It is envisaged that the material de-selected from inclusion in the preserved archive will be duplicates or re-productions created during the analysis phase of the project. De-selected material will therefore either be retained to supplement GAT's research files or recycled.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders



Gwynedd Archaeological Trust
Ymddiriedolaeth Archaeolegol Gwynedd

Craig Beuno, Ffordd y Garth, Bangor, Gwynedd. LL57 2RT
Ffon: 01248 352535. Ffacs: 01248 370925. email: gat@heneb.co.uk

