

MIN Y PORTH BANGOR ROAD, CONWY

Cofnodi Adeiladu/Building Recording



Ymddiriedolaeth Archaeolegol Gwynedd
Gwynedd Archaeological Trust

MIN Y PORTH BANGOR ROAD, CONWY

Cofnodi Adeiladu/Building Recording

Yr Amgylchedd Hanesyddol yn Cofnodi Prif Gyfeirnod /
Historic Environment Record Event Primary Reference Number: 46290

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Wedi'i baratoi ar gyfer / Prepared for: Mark Stogdon & Tony Lewis

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Ysgrifenydd gan / Written by: Stuart Reilly

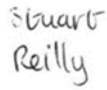


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01	Replaced background of Figure 06 to Drawing No. AL-3141-09/21-PL01B	Figure 06	Client approval
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FIGURES

Figure 01 Site Location. Based on Ordnance Survey 1:10000 County Series Map. Scale 1:2500@A4.

Figure 02: Reproduction of Matthew Jones Architects Drawing No. AL-3141-09/21-SU02. Scale: As Shown.

Figure 03: Reproduction of Matthew Jones Architects Drawing No. AL-3141-09-21- PL01B. Scale: As Shown.

Figure 04: Reproduction of Second Edition Ordnance Survey 1-inch to 25-mile Caernarvonshire County Series Map Sheets XIL.2, L.9, XLI.6 and LI.3. Published in 1900. Scale 1:1250@A4.

Figure 05: Reproduction of Third Edition Ordnance Survey 1-inch to 25-mile Caernarvonshire County Series Map Sheets XIL.2, L.9, XLI.6 and LI.3. published in 1913. Scale 1:1250@A4.

Figure 06: Reproduction of Matthew Jones Architects Drawing No. AL-3141-09/21-PL01B & Exterior Photo Location Plan.

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Plate 03: Northwest elevation of house with sunroom; scale 1x1m; (archive reference: G2738_004).

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Plate 05: Southeast elevation (Mount Pleasant) of property; scale not used (archive reference: G2738_015).

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CRYNODEB ANNHECHNEGOL

Comisiynwyd Ymddiriedolaeth Archeolegol Gwynedd gan Mark Stogdon a Tony Lewis i gynnal arolwg ffotograffig cyn gwneud newidiadau allanol i eiddo ym Min y Porth, Ffordd Bangor, Conwy. Cynhaliwyd yr arolwg ffotograffig cyn y gwaith galluogi i gofnodi manylion yr eiddo preswyl a'i dir fel ag y mae ar hyn o bryd. Mae'r eiddo yn dŷ ar wahân o ddiwedd y 19eg ganrif (Mudiad Celf a Chrefft). Mae manylion pensaernïol allanol gwreiddiol y tŷ wedi'u cadw i raddau helaeth ond ychydig o fanylion gwreiddiol yn gysylltiedig â'r Mudiad Celf a Chrefft Fictoraidd a gadwyd o fewn llawr gwaelod mewnol yr eiddo.

NON-TECHNICAL SUMMARY

Gwynedd Archaeological Trust was commissioned by Mark Stogdon & Tony Lewis to undertake a photographic survey prior to external alterations to a property at Min y Porth, Bangor Road, Conwy. The photographic survey was undertaken in advance of the enabling works to record details of the residential property and its grounds as it currently existed. The property is a late 19th century (Arts & Craft Movement) detached house. The original, external architectural details of the house have been largely retained but there were few original details associated with the Victorian Arts and Craft Movement retained within the interior, ground floor of the property.

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1 INTRODUCTION

Gwynedd Archaeological Trust (GAT) was commissioned by *Mark Stogdon & Tony Lewis* to undertake a photographic survey and archaeological watching brief prior to external alterations to a property at Min y Porth, Bangor Road, Conwy LL32 8NG (NGR SH77947760; cf. Figure 01). The property is a detached two storey structure as detailed on Matthew Jones Architects Drawing No. AL-3141-09/21-SU02 (Figure 02). The development will include the demolition of a rear lean-to extension and replacement with a new single storey wraparound extension, as well as new windows, new rear dormer window, hard landscaping and general external and internal alterations, as detailed on Matthew Jones Architects Drawing No. AL-3141-09-21-PL01B (Figure 03). The planning application number is 0/49552, with the archaeological requirements detailed in conditions 4 and 5.

Enabling works for the redevelopment commenced 16th February 2023 with construction work due to commence in April 2023. The photographic survey was undertaken on 15th February 2023 ahead of the enabling works and provided a full visual record of the site. **This report details the results of the photographic survey only.**

The photographic survey was monitored by Gwynedd Archaeological Planning Service (GAPS) and undertaken in accordance with an approved written scheme of investigation (Appendix I). In line with the GAT 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 follows the guidance set out in *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)* (The Welsh Archaeological Trusts, 2018). The GAT HER Event Primary Reference Number is **46290**. The building record 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 2.0 (The Welsh Archaeological Trusts, 2022);
- Guidelines for digital archives (Royal Commission on Ancient and Historic Monuments of Wales, 2015);
- Gwynedd Archaeological Planning Service Requirements for General Photographic Survey of Buildings, (July 2011);
- 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, 2020); and
- Understanding Historic Buildings: A Guide to Good Recording Practice (Historic England, 2016).

Gwynedd Archaeological Trust is certified to ISO 9001:2015 and ISO 14001:2015 (Cert. No. 74180/A/0001/UK/En) and a Registered Organisation with the Chartered Institute for Archaeologists (CIfA).

1.1 Aims and Objectives

The key aims and objectives were to:

- Complete a photographic record of the property at Min y Porth sufficient to provide a very full visual record, but without a written or drawn survey at a comparable level of detail.

1.2 Acknowledgements

GAT would like to thank the following for their contribution and support:

- *Client:* Mark Stogdon & Tony Lewis;
- *GAPS:* Tom Fildes; and
- *GAT Staff:* John Roberts & Stuart Reilly.

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Introduction

The property at Min y Porth is not registered within the regional Historic Environment Record and does not have a statutory designation (e.g., listed status). The property is located c.20m northwest of the thirteenth century town walls (Scheduled Monument CN014), c.400m northwest of Conwy Castle (Scheduled Monument CN004) and is located outside of the Conwy Conservation Area (cf. Figure 01).

2.2 Historic Background

The first known settlement at Conwy dates from the establishment of a Cistercian monastery in c.1192 on the west bank of the river and close to the confluence with the River Gyffin. The monastery had been established by monks from Strata Florida who had moved to Aberconwy by 1192. The importance of the monastery grew under the patronage of Llywelyn ap Iorwerth, who was buried there in 1240, and who kept a hall there for his use. The building of the castle and town were started in March 1283, within days of the arrival of King Edward I to the site. Construction was largely complete by 1287, although works continued into the 14th century. The quay at Conwy stretched along the east side of the town walls, along the west bank of the river Conwy. Access could be gained from the town through the town walls at two points: through the Lower Gate (Porth Isaf), which was a heavily defended twin towered gateway, and close to the proposed location of the public convenience block, and through the smaller, lesser defended Postern Gate. The quay was protected on the north by a spur wall which ran some 60m east from the north-east corner of the town walls and terminated in a round tower in the River Conwy. The wall was designed to act both as a breakwater and as a military defence. Severe flooding took place in about 1313 which caused damage to the town walls, so much of what is seen now probably post-dates this. The port of Conwy in the late medieval period had its principal function as the import of essential goods, and its use as a fishing port. This continued up to the 19th century, when the expansion of the fishing industry combined with the transport of metal ores and slates, led to an increase in the demand for port facilities. The town within the walls also developed the substantially Victorian character that it has today, albeit with the survival of a number of important medieval and later buildings. A new stone quay was built by up to the river Conwy by *Provis* between 1831 and 1833, and although much resurfacing has taken place, it is this quay onto which the proposed conveniences will be constructed. From the 19th century onwards, this quay was lined with warehouses, storage units and a brick custom house. These were mainly removed in 2008 (Davidson *et al.* 2009; Jones 2009; Roberts 2010). Dwellings, and the Liverpool Arms Public House, remain along

the north-eastern portion of town walls against the quay, including 'the smallest house in Wales'. However, the fishing industry remained significant from the quay up to the 1970s and is still present.

2.3 Historic Mapping

Holland's Map of Conwy of 1776 does not provide any detail of where Min y Porth is now located to inform on previous land use and occupation but does show the area as belonging to a "Miss Cottmor". The 1840 Tithe Map does not provide details of specific properties but does provide information on land ownership and occupation, with the land that includes the location of Min y Porth occupied by an Edward Williams and owned by Lady Jane Silence Erskine. The second and third edition Ordnance Survey 1-inch to 25-mile County Series maps of the area (Sheets XIL.2, L.9, XLI.6 and LI.3; published in 1900 and 1913 respectively, cf. Figures 04 and 05), show a property matching the location and orientation of Min y Porth, with the minor difference to present being the lack of a rear extension and an outbuilding that is no longer present.

3 METHOD STATEMENT

3.1 Introduction

The photographic survey was undertaken in accordance with *Understanding Historic Buildings: A Guide to Good Recording Practice* (Historic England, 2016) and Gwynedd Archaeological Planning Service *Requirements for General Photographic Survey of Buildings* (2011). The photographic survey provided a full visual record, but without a written or drawn survey at a comparable level of detail and included the exterior and interior of the building as detailed in Matthew Jones Architects Drawing No. AL-3141-09/21-SU02 (cf. Figures 02 & 07).

3.2 Photographic Record

3.2.1 *Photographic Record*

This included the following:

- General views of the building (in its wider setting).
- The building's external appearance, which included oblique views that showed all external elevations of the building, and gave an overall impression of its size, shape and immediate setting.
- The overall appearance of the principal rooms that will be affected by the renovation work, namely the sunroom and kitchen, as illustrated on Matthew Jones Architects Drawing No. AL-3141-09/21-SU02 (cf. Figure 07).
- External or internal details, structural or decorative, which is relevant to the building's design, development and use, with scale where appropriate were taken.
- 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, Matthew Jones Architects Drawing Nos. AL-3141-09/21-PLO1B & AL-3141-09/21-SU02 (cf. Figures 06 & 07) were used.
- Photographs, where appropriate (i.e. not general shots) included a clearly visible, graduated metric scale.
- A total of 22 photographic images were taken using a digital SLR (Nikon D5100); the camera was set to maximum resolution (4928 × 3264; 16.2 effective megapixels) in RAW format and archived in TIFF format using Adobe Photoshop. The archive reference numbers for the images were G2738_001 to G2738_022 (cf. Appendix II for the photographic metadata). The location and orientation of photographs taken were recorded on Matthew Jones Architects Drawing Nos. AL-3141-09/21-PLO1B & AL-3141-09/21-SU02 (cf. Figures 06 & 07).

3.2.2 *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. 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 of the recorder and the location of the archive material.
- A summary statement: this described the building type and purpose, historically and at present, its materials and possible date, so far as these are apparent from a superficial inspection. The building was established in the mid-nineteenth century as a property and hotel and has retained this function throughout its history.

3.2.3 *Drawn Record*

The Drawn Record comprised:

- A plan showing the location and direction of view of each photograph. In this instance, the scaled plans detailed in Matthew Jones Architects Drawing Nos. AL-3141-09/21-PLO1B & AL-3141-09/21-SU02 (cf. Figures 06 & 07) were used for reference and as a base plan.

3.3 Working Project Archive

Following the completion of the photographic survey, a working project archive was created based on following task list;

1. Pro-formas: all cross referenced and completed; and
2. Photographic Metadata: completed in *Microsoft Access* and cross-referenced with all pro-formas.

All relevant site archive data will be added to a digital project register specific to this project, which will be prepared in *Microsoft Excel*.

The site archive data will then be processed, final illustrations will be compiled and a report will be produced which will detail and synthesise the results.

3.4 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 III) that will be appended to the final report.

This working project archive data was 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 were used to compile the project report. The physical archive was 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.

3.5 Reporting

The project report includes 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);
 14. Appendix III (Selection Strategy)
- Back cover.

3.6 Dissemination & Archiving

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

- A digital report was provided to *Mark Stogdon & Tony Lewis* and Gwynedd Archaeological Planning Service (draft report then final report);
- A digital report was 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 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 were 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 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 of Min y Porth, Bangor Road, Conwy was undertaken by Stuart Reilly, Senior Archaeologist, Gwynedd Archaeological Trust on the 15th February 2023, on an overcast, wet day.

The residential property is located at the western edge of the historic core of Conwy, being immediately adjacent to the thirteenth century town walls (Scheduled Monument CN014) and the railway line. It is set at the junction of Bangor Road and Mount Pleasant (Plates 01 & 02). The property is a late 19th century (Arts & Craft Movement) detached house with high pitched cross-gabled roof, and aspects of Tudor Revival style. The roof of the house was covered in red tiles with terracotta ridge tiles that had decorative points at the gable ends and rafter tails visible at the eaves. The exterior walls were lightly pebble dashed and painted white, including the sunroom. The windows of the property were all white uPVC double glazed. The only obvious extension and change in the original footprint of the 19th century house was the sunroom at the rear, southwest elevation. The sunroom had a gently sloping red tiled roof, with three large skylights and two large windows in the southwest wall (Plates 03 – 05).

The house was accessed off Bangor Road via modern metal gates into a large pebble drive with a small detached garage. The drive was flanked by low stone walls except next to the house where there was a wood panel fence set between concrete posts. The wooden fence separated a narrow 'L'-shaped garden along the northwestern and northeastern sides of the house, with an accompanying narrow path which consisted of concrete paving slabs (Plate 06). There was a small patio area between the drive and the sunroom and a narrow lawned garden with small mature deciduous trees that was separated from the house by a low stone wall (Plates 07 & 08). The proposed extension will enclose part of the northeastern end of this garden along with the associated low stone wall and the patio along with the garden at the northwestern side of the house.

The interior of the sunroom was painted white and was sparsely decorated (Plate 09). The southwestern wall of the sunroom had signs of damp within the plaster (Plate 10) and the floor was uneven. It was accessed via a white uPVC door from the patio at the northwestern side of the house. Access to the sunroom from the rest of the house was via a door from the kitchen.

The kitchen was also inspected as part of the photographic survey as it will also be modified as part of the proposed house extension. It was a narrow, rectangular in plan room with simple coving and was otherwise a fairly non-descript room with late 20th century fittings (Plate 11). Access to the kitchen from the interior of the house was via a hallway that also provided access

to the living room and a stairwell to the first floor. The stairwell had an ornate banister that was painted and carpeted stairs (Plate 12).

Aside from the late 19th century house and 20th century extension, the sunroom, nothing of archaeological significance was noted associated with the property or within its grounds.

5 CONCLUSIONS

Gwynedd Archaeological Trust was commissioned by *Mark Stogdon & Tony Lewis* to undertake a photographic survey prior to external alterations to a property at Min y Porth, Bangor Road, Conwy. The photographic survey was undertaken in advance of the enabling works to record details of the residential property and its grounds as it currently existed. The property is a late 19th century (Arts & Craft Movement) detached house, set within a small plot of land, to the immediate west of the thirteenth century town walls of Conwy and long the southern edge of the railway line. Observations made during the photographic survey include that the external, original architectural details of the house have been largely retained, aside from the presence of uPVC windows throughout the property and uPVC door at the rear off the kitchen. What was observed of the ground floor of the property, little original details associated with the Victorian Arts and Craft Movement have been retained, aside from the ornate banister for the stairwell and the front door (northeast elevation) might be of similar date or mid-20th century in date. Based on the architectural drawings, the extension will have minimal impact on the original core of the property and will remove the sunroom which should be beneficial. The archaeological watching brief will be conducted during the construction works which are due to commence in April.

6 SOURCES CONSULTED

1. Chartered Institute for Archaeologists, 2020, Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures.
2. English Heritage, 1991, Management of Archaeological Projects (MAP2).
3. Gwynedd Archaeological Planning Service, 2011. Requirements for General Photographic Survey of Buildings.
4. Historic England, 2015, Management of Research Projects in the Historic Environment (MoRPHE).
5. Historic England, 2016. *Understanding Historic Buildings: A Guide 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.

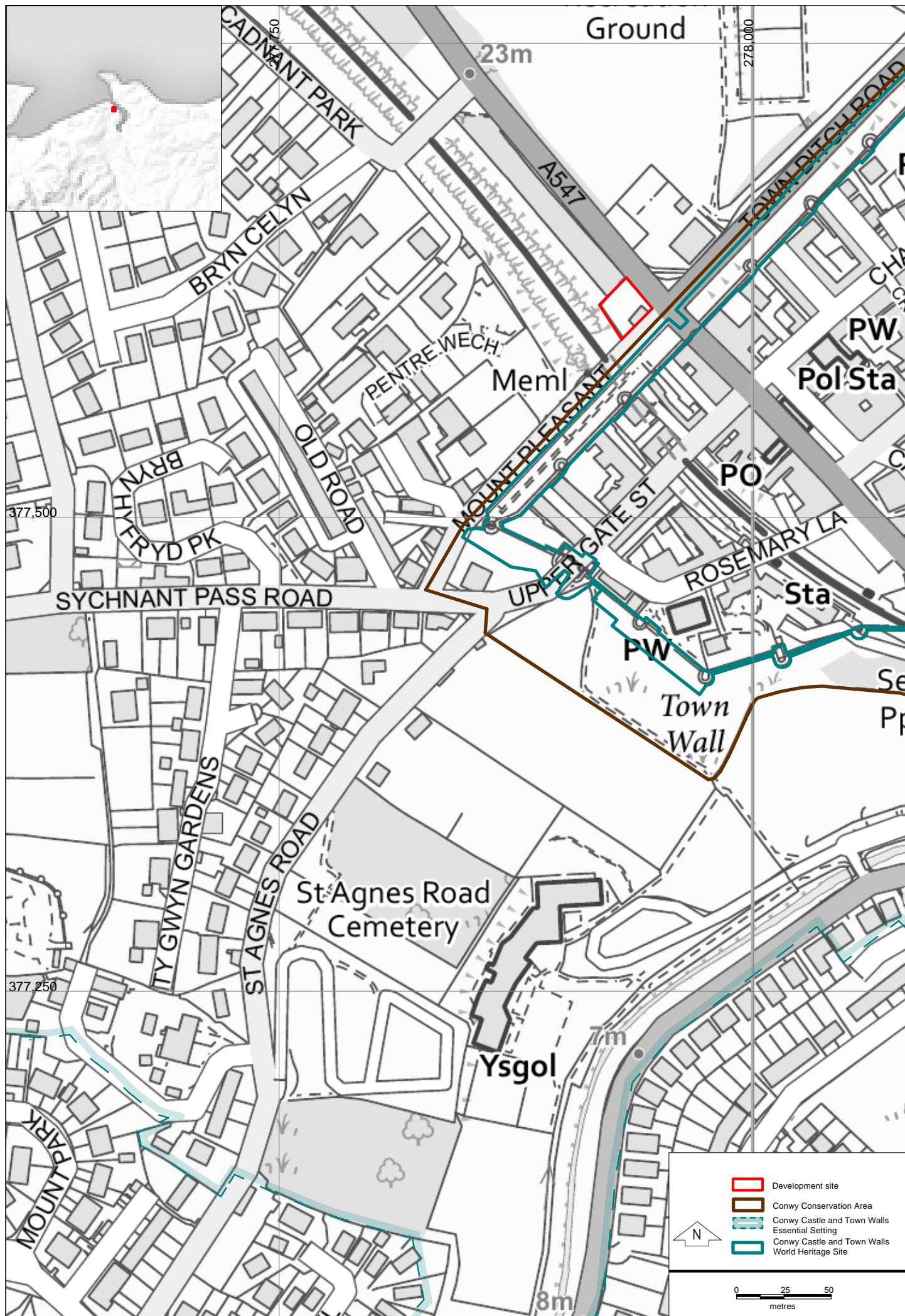


FIGURE 01 Site Location. Based on Ordnance Survey 1:10000 County Series Map. Scale 1:2500@A4.

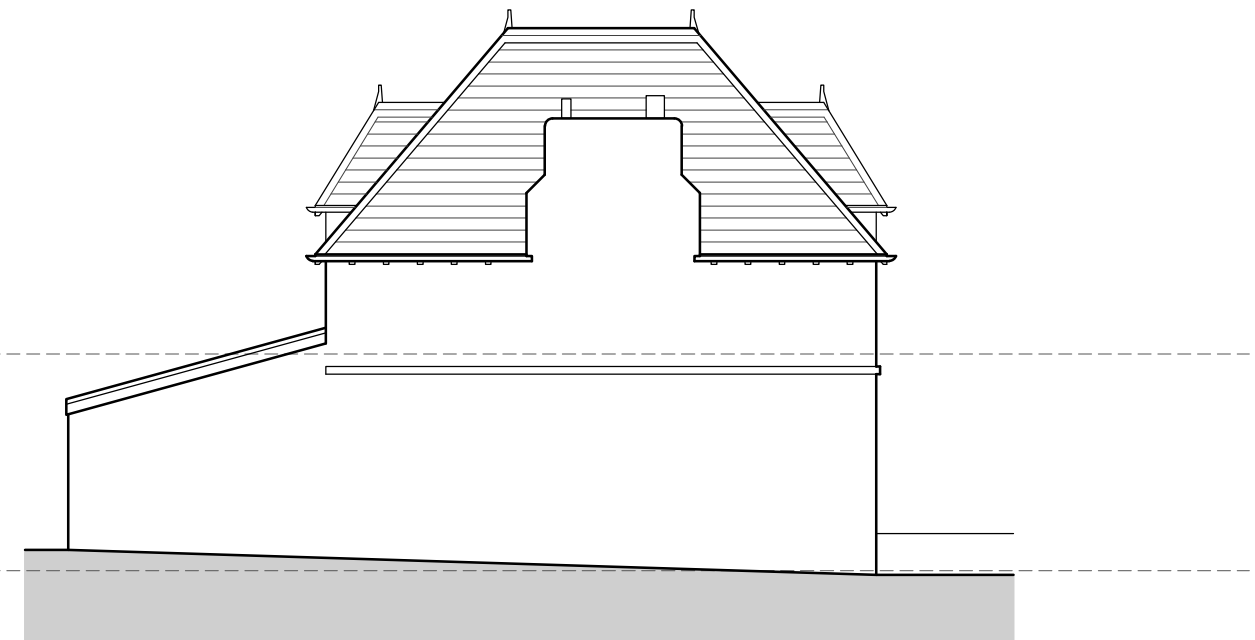
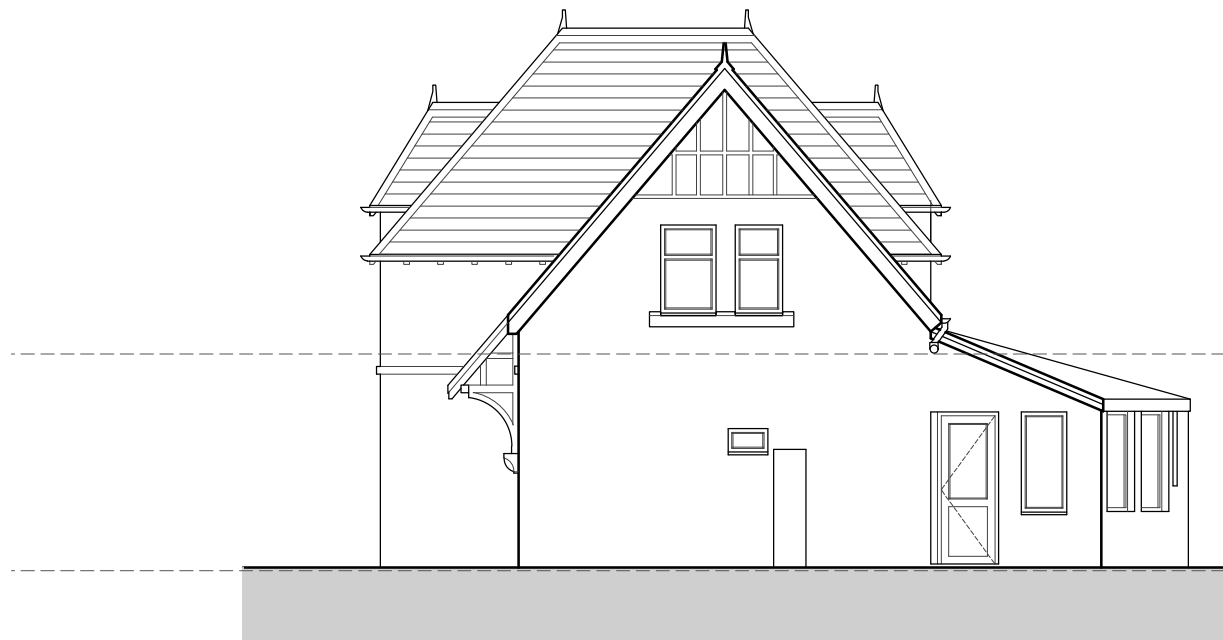


Figure 02: Reproduction of Matthew Jones Architects Drawing No. AL-3141-09/21-SU02. Scale: As Shown.

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1:100



PROJECT	MIN Y PORTH, BANGOR RD, CONWY	CLIENT	MR STOGDON & MR LEWIS
DRAWING TITLE	SURVEY - EXISTING FLOOR PLANS & SECTION		

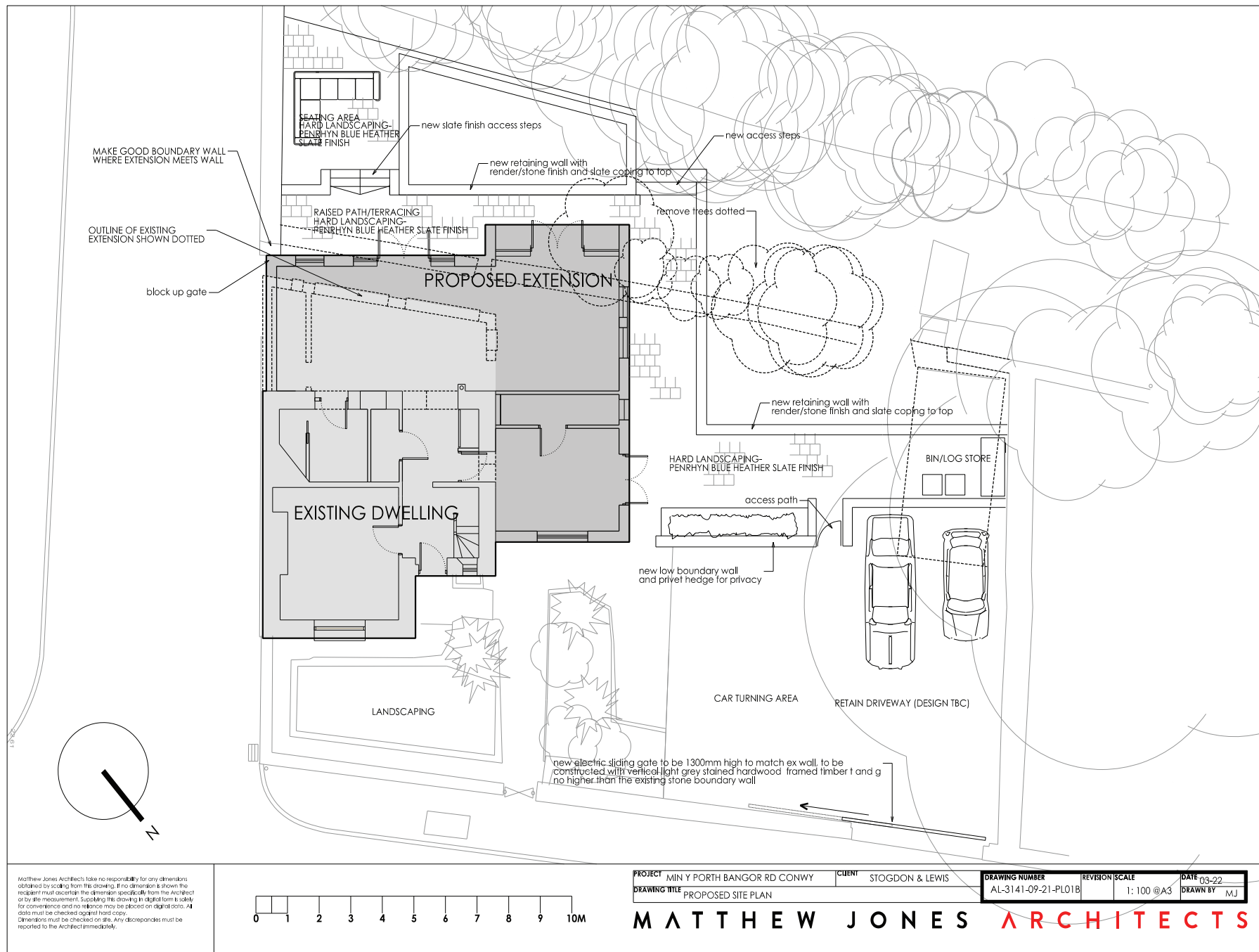
DRAWING NUMBER	REVISION	SCALE	DATE
AL-3141-09/21-SU02	...	1: 100@A3	OCT 2021

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Figure 03: Reproduction of Matthew Jones Architects Drawing No. AL-3141-09-21- PL01B. Scale: As Shown



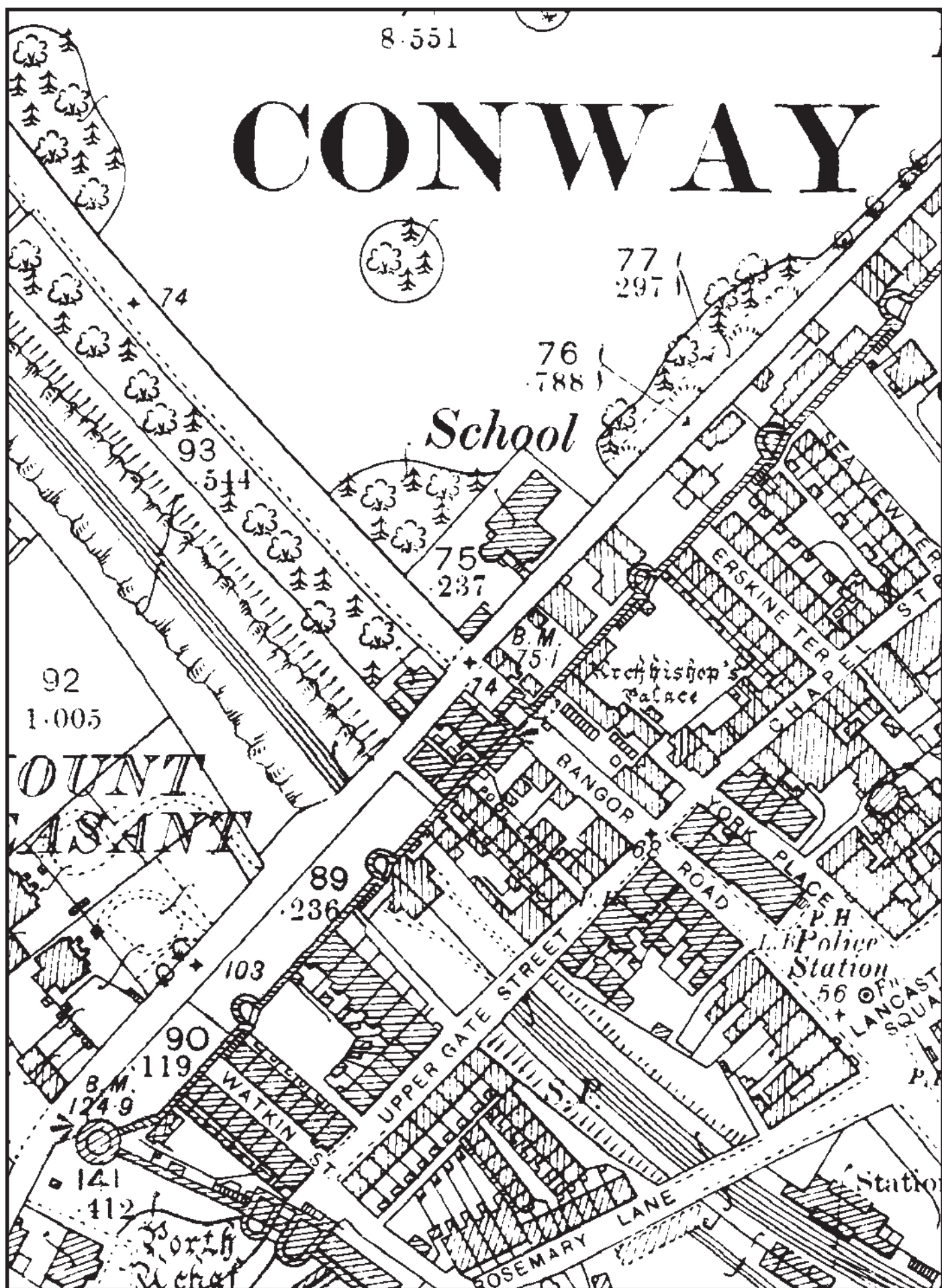


FIGURE 04 Reproduction of Second Edition Ordnance Survey 1-inch to 25-mile Caernarvonshire County Series Map Sheets XIL.2, L.9, XLI.6 and LI.3. Published in 1900. Scale 1:1250@A4.

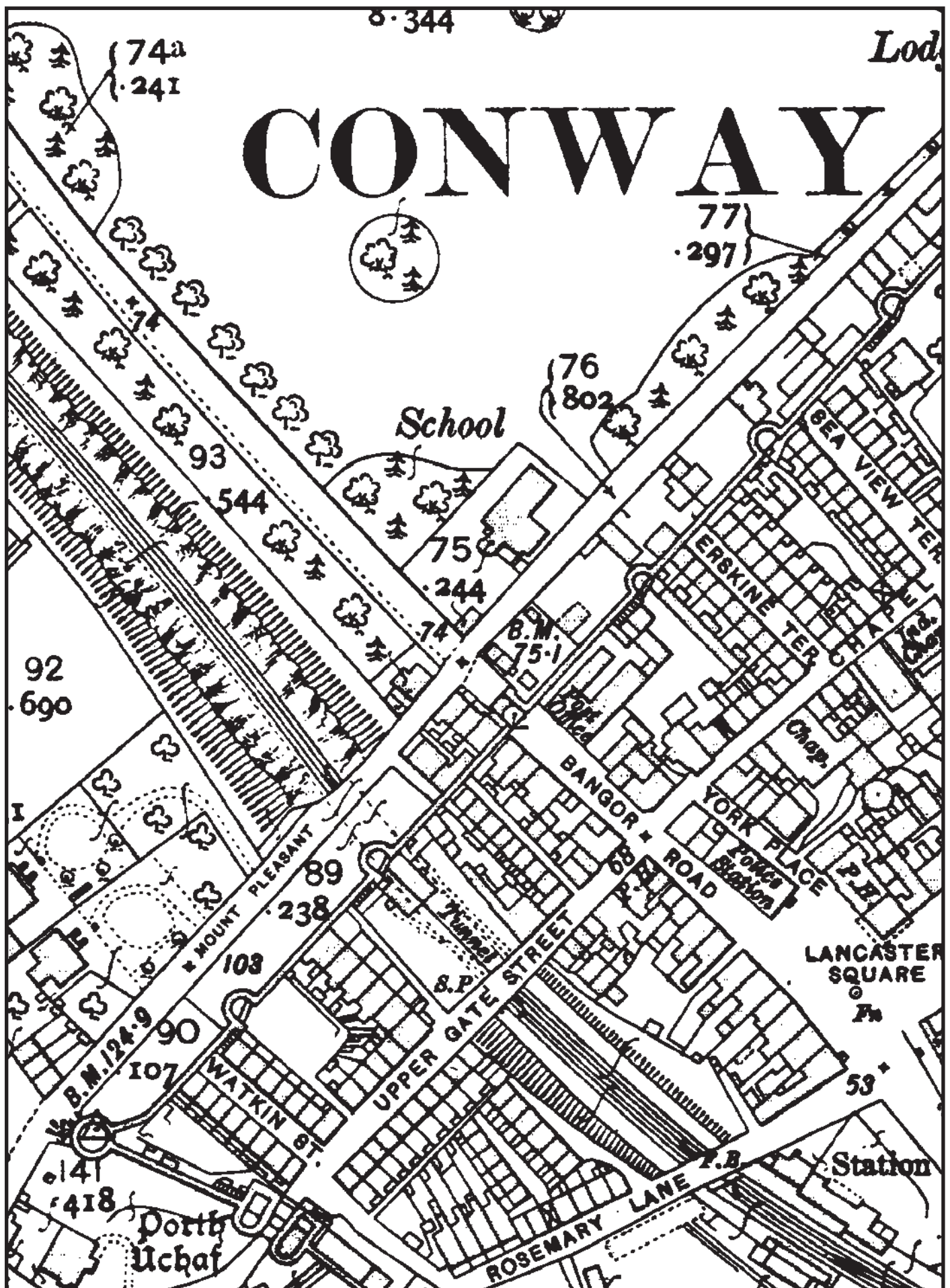


FIGURE 05 Reproduction of Third Edition Ordnance Survey 1-inch to 25-mile Caernarvonshire County Series Map Sheets XIL.2, L.9, XLI.6 and LI.3. Published in 1913. Scale 1:1250@A4.

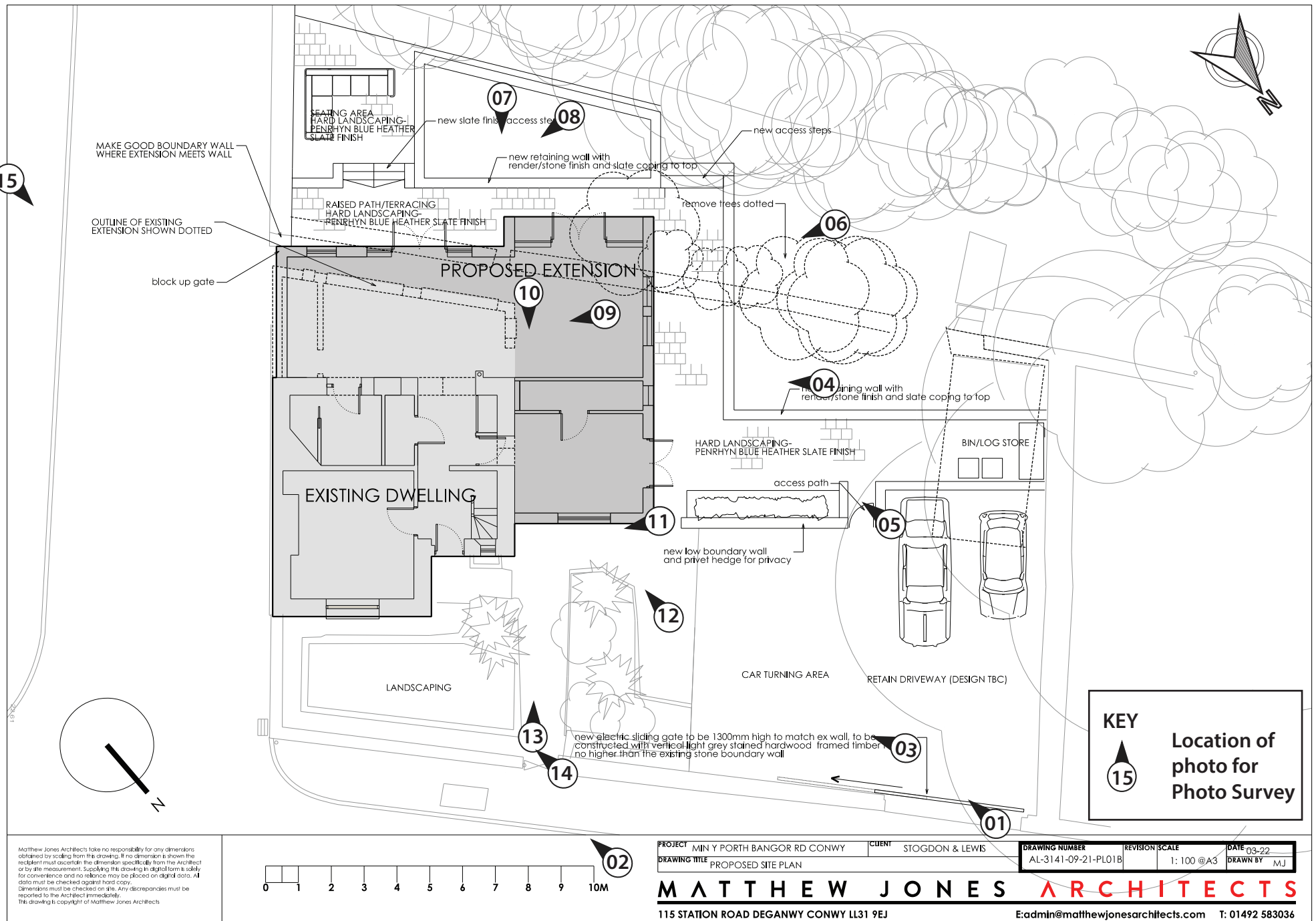
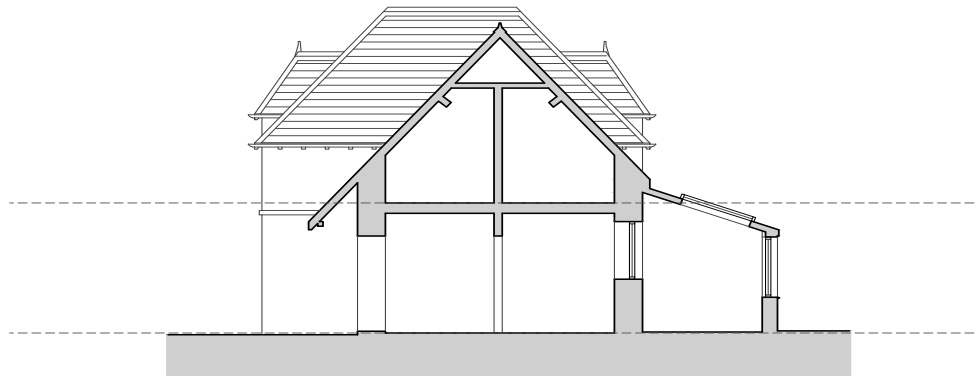
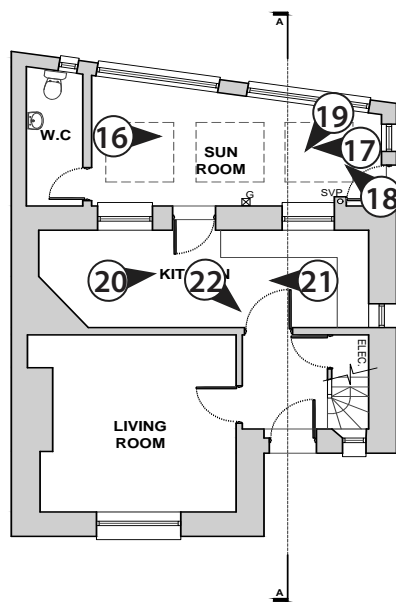


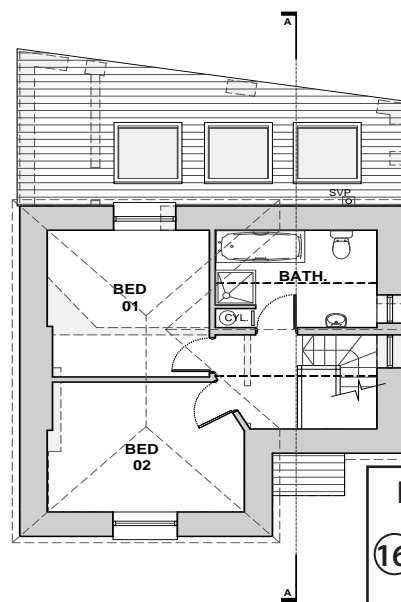
Figure 06: Reproduction of Matthew Jones Architects Drawing No. AL-3141-09/21-PL01B & Exterior Photo Location Plan.



EXISTING SECTION A-A



EXISTING GROUND FLOOR PLAN



EXISTING FIRST FLOOR PLAN

KEY

16 Location of photo for Photo Survey

Figure 07: Reproduction of Matthew Jones Architects Drawing Nos. AL-3141-09/21-SU02 & Interior Photo Location Plan.

<p>Matthew Jones Architects take no responsibility for any dimensions obtained by scaling from this drawing. If no dimension is shown the recipient must ascertain the dimension specifically from the Architect or by site measurement. Supplying this drawing in digital form is solely for convenience and no reliance may be placed on digital data. All data must be checked against hard copy. Dimensions must be checked on site. Any discrepancies must be reported to the Architect immediately. This drawing is copyright of Matthew Jones Architects</p> 	PROJECT MIN Y PORTH, BANGOR RD, CONWY		CLIENT MR STODGON & MR LEWIS		DRAWING NUMBER	REVISION	SCALE	DATE	
	DRAWING TITLE SURVEY - EXISTING FLOOR PLANS & SECTION				AL-3141-09/21-SU02	...	1: 100@A3	OCT 2021	
	MATTHEW JONES ARCHITECTS								
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Plate 01: Location of property in relation to town walls of Conwy; scale not used (archive reference: G2738_001).



Plate 02: Location of property off Bangor Road; scale not used (archive reference: G2738_002).



Plate 03: Northwest elevation of house with sunroom; scale 1x1m; (archive reference: G2738_004).



Plate 04: Southwest elevation of sunroom and rear of property from the garden; scale 1x1m; (archive reference: G2738_007).



Plate 05: Southeast elevation (Mount Pleasant) of property; scale not used (archive reference: G2738_015).



Plate 06: Path through garden leading to property; scale: 1x1m (archive reference: G2738_013).



Plate 07: Paving with low stone wall with sunroom; scale: 1x1m (archive reference: G2738_005).



Plate 08: View of garden with ranging rod demarcating corner of proposed extension; scale: 1x1m (archive reference: G2738_006).



Plate 09: Interior of sunroom; scale: 1x1m; (archive reference: G2738_016).



Plate 10: Oblique of southwest wall of sunroom; scale 1x1m; (archive reference: G2738_018).



Plate 11: Northwest wall of property from the existing kitchen; scale not used; (archive reference: G2738_020).



Plate 12: Front hallway & staircase; scale not used; (archive reference: G2738_022).

APPENDIX I

Reproduction of Gwynedd Archaeological Trust Written Scheme of Investigation

BANGOR ROAD, CONWY (G2738)

WRITTEN SCHEME OF INVESTIGATION FOR ARCHAEOLOGICAL MITIGATION: PHOTOGRAPHIC SURVEY & WATCHING BRIEF

Prepared for

Mark Stogdon & Tony Lewis

July 2022



Ymddiriedolaeth Archaeolegol Gwynedd
Gwynedd Archaeological Trust

BANGOR ROAD, CONWY (G2738)

WRITTEN SCHEME OF INVESTIGATION FOR A PHOTOGRAPHIC SURVEY & WATCHING BRIEF

Prepared for *Cyngor Gwynedd*, July 2022

Historic Environment Record Event Primary Reference Number **46290**

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1 INTRODUCTION

Gwynedd Archaeological Trust (GAT) has been commissioned by *Mark Stogdon & Tony Lewis* to undertake a photographic survey and archaeological watching brief prior to external alterations to a property at Min y Porth, Bangor Road, Conwy LL32 8NG (NGR SH77947760; cf. [Figure 01](#)). The property is a detached two storey structure as detailed on Matthew Jones Architects Drawing No. AL-3141-09/21-SU02 ([Figure 05](#)). The development will include the demolition of a rear lean-to extension and replacement with a new single storey wraparound extension, as well as new windows, new rear dormer window, hard landscaping and general external and internal alterations, as detailed on Matthew Jones Architects Drawing No. AL-3141-09-21-PL01B ([Figure 04](#)). The planning application number is 0/49552, with the archaeological requirements detailed in conditions 4 and 5. The specific date for the construction works have yet to be confirmed but are expected early in 2023. The photographic survey will be completed prior to construction and will provide a very full visual record, but without a written or drawn survey at a comparable level of detail, whilst the watching brief will be undertaken during the initial foundation level works. 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).
- Gwynedd Archaeological Planning Service Requirements for General Photographic Survey of Buildings, July 2011
- 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, 2020);
- Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures (Chartered Institute for Archaeologists, 2020);
- Standard and guidance for the collection, documentation, conservation and research of archaeological materials (Chartered Institute for Archaeologists, 2020); and
- Understanding Historic Buildings: A Guide to Good Recording Practice (Historic England, 2016).

Gwynedd Archaeological Trust is certified to ISO 9001:2015 and ISO 14001:2015 (Cert. No. 74180/A/0001/UK/En) and a Registered Organisation with the Chartered Institute for Archaeologists (CIfA).

1.1 Aims and Objectives

The key aims and objectives are to:

- Complete a photographic record of the property at Min y Porth sufficient to provide a very full visual record, but without a written or drawn survey at a comparable level of detail.
- Establish the date and nature of any archaeological remains identified during the watching brief and assess their implications for understanding the historical development of the building; to place the results in context (if applicable), with reference made to *A Research Framework for the Archaeology of Wales Version 03, Final Refresh Document* (March 2017), and, if no additional archaeological activity is identified, establish why this may be the case.

1.2 Monitoring Arrangements

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

- Tom Fildes | tom.fildes@heneb.co.uk | 07920264232.

1.3 Historic Environment Record

In line with the Historic 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 **GATHER1673** and the Event Primary Reference Number is **46290**.

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Introduction

The property at Min y Porth is not registered within the regional Historic Environment Record and does not have a statutory designation (e.g., listed status). The property is located c.20m northwest of the thirteenth century town walls (Scheduled Monument CN014), c.400m northwest of Conwy Castle (Scheduled Monument CN004) and is located outside of the Conwy Conservation Area (cf. [Figure 01](#)).

2.2 Historic Background

The first known settlement at Conwy dates from the establishment of a Cistercian monastery in c.1192 on the west bank of the river and close to the confluence with the River Gyffin. The monastery had been established by monks from Strata Florida who had moved to Aberconwy by 1192. The importance of the monastery grew under the patronage of Llywelyn ap Iorwerth, who was buried there in 1240, and who kept a hall there for his use. The building of the castle and town were started in March 1283, within days of the arrival of King Edward I to the site. Construction was largely complete by 1287, although works continued into the 14th century. The quay at Conwy stretched along the east side of the town walls, along the west bank of the river Conwy. Access could be gained from the town through the town walls at two points: through the Lower Gate (Porth Isaf), which was a heavily defended twin towered gateway, and close to the proposed location of the public convenience block, and through the smaller, lesser defended Postern Gate. The quay was protected on the north by a spur wall which ran some 60m east from the north-east corner of the town walls and terminated in a round tower in the River Conwy. The wall was designed to act both as a breakwater and as a military defence. Severe flooding took place in about 1313 which caused damage to the town walls, so much of what is seen now probably post-dates this. The port of Conwy in the late medieval period had its principal function as the import of essential goods, and its use as a fishing port. This continued up to the 19th century, when the expansion of the fishing industry combined with the transport of metal ores and slates, led to an increase in the demand for port facilities. The town within the walls also developed the substantially Victorian character that it has today, albeit with the survival of a number of important medieval and later buildings. A new stone quay was built by up to the river Conwy by *Provis* between 1831 and 1833, and although much resurfacing has taken place. From the 19th century onwards, this quay was lined with warehouses, storage units and a brick custom house. These were mainly removed in 2008 (Davidson *et al.* 2009; Jones 2009; Roberts 2010). Dwellings, and the Liverpool Arms Public House, remain along the north-eastern portion of town walls against the quay, including ‘the

smallest house in Wales'. However, the fishing industry remained significant from the quay up to the 1970s and is still present.

2.3 Historic Mapping

Holland's Map of Conwy of 1776 does not provide any detail of where Min y Porth is now located to inform on previous land use and occupation but does show the area as belonging to a "Miss Cottmor". The 1840 Tithe Map does not provide details of specific properties but does provide information on land ownership and occupation, with the land that includes the location of Min y Porth occupied by an Edward Williams and owned by Lady Jane Silence Erskine. The second and third edition Ordnance Survey 1-inch to 25-mile County Series maps of the area (Sheets XIL.2, L.9, XLI.6 and LI.3; published in 1900 and 1913 respectively, cf. [Figures 02](#) and [03](#)), show a property matching the location and orientation of Min y Porth, with the minor difference to present being the lack of a rear extension and an outbuilding that is no longer present.

3 METHOD STATEMENT

3.1 Introduction

The photographic survey will be undertaken in accordance with *Understanding Historic Buildings: A Guide to Good Recording Practice* (Historic England, 2016) and Gwynedd Archaeological Planning Service *Requirements for General Photographic Survey of Buildings* (2011). The photographic survey will provide a very full visual record, but without a written or drawn survey at a comparable level of detail and will include the exterior and interior of the building as detailed in Matthew Jones Architects Drawing No. AL-3141-09/21-SU02 (cf. [Figure 05](#)).

An archaeological watching brief is defined by the Chartered Institute for Archaeologists as 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 (CIfA, 2020). In this instance, the watching brief is monitoring for the presence of earlier structural activity and/or phasing. The property is located outside of the medieval core of Conwy and the expectation is that any encountered is more likely to be post-medieval in origin.

3.2 Photographic Record

3.2.1 *Photographic Record*

This 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. In this instance, there is limited access and visibility of the north elevation, which represents the side of the building; an oblique image will be taken of this elevation
- The overall appearance of the principal rooms and circulation areas. Based on Matthew Jones Architects Drawing No. AL-3141-09/21-SU02 (cf. [Figure 05](#)), there is a ground floor (comprising a living room, kitchen, sunroom and W.C) and a first floor (comprising two bedrooms and a bathroom).
- Any external or internal detail, structural or decorative, which is 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, and the composition of the shot.
- Photograph locations and directions of view marked on plans. In this instance, Matthew Jones Architects Drawing No. AL-3141-09/21-SU02 (cf. [Figure 05](#)) 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. With all images checked on site. 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 be 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 **G2738_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.

3.2.2 *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. The building was established in the mid-nineteenth century as a property and hotel and has retained this function throughout its history. The photographic record will aim to document evidence for any phasing.

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.

3.2.3 *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 plans detailed in Matthew Jones Architects Drawing No. AL-3141-09/21-SU02 (cf. [Figure 05](#)) will be used for reference and as a base plan.

3.3 Watching Brief

3.3.1 Fieldwork Methodology

- The watching brief will monitor the exterior foundation level construction works as far as the glacial horizon, archaeological horizon or limit of excavation, whichever is encountered first. This will include the footprint of the wraparound extension any other intrusive works, as based on Matthew Jones Architects Drawing No. AL-3141-09-21-PL01B ([Figure 04](#); *note: landscaping details maybe subject to change*). *The project archaeologist will be afforded sufficient time and opportunity to investigate any archaeological activity, or suspected archaeological activity, encountered;*
- All attendances and photographs will be recorded using GAT pro-formas (cf. Appendices [I](#) and [II](#)). The records will include stratigraphic depths and composition. The size and location of each trial pit will be recorded;
- Any encountered subsurface features will be recorded on GAT pro-formas with detailed notations and will be recorded photographically with an appropriate scale and a hand drawn measured survey completed;
- Photographic images will be taken using a digital SLR camera set to maximum resolution in RAW format; a photographic record will be maintained on site using GAT pro-formas and digitised in *Microsoft Access* as part of the fieldwork archive and dissemination process. Photographic images will be archived in TIFF format using Adobe Photoshop; the archive numbering system will use the project specific prefix **G2737** and the next available photographic archive number following on from the photographic survey. A photographic ID board will be used to record site code, image orientation and any relevant context numbers; scale bars of appropriate size and quantity will be used, both for general images and for individual features/feature groups.
- Any archaeological features/deposits/structures encountered will be manually cleaned and examined to determine extent, function, date and relationship to adjacent activity. The following excavation strategy will generally apply: 50% sample of each sub-circular feature, 25% sample of each linear feature (terminal ends and intersection points with other features will be prioritised). However, if discrete features are identified, these will be 100% excavated. Any features that comprise a spread of material rather than a cut feature, will be completed in quadrants (if fully extant) or 100% excavated if present as a discrete spread;

- Any required sections and plans to be drawn at a minimum 1:10 scale using GAT A4, A3 or A2 pro-forma permatrace (whichever is appropriate to the size/scale of the drawing); section datums will be recorded.

Should dateable artefacts, human remains and/or ecofacts be recovered, an **interim fieldwork report** will be submitted summarising the results of the mitigation, along with recommendations for a post-excavation assessment and analysis (in line with the MAP2 process). *Additional time, resourcing and costs will be required to undertake any post-excavation programme of works.*

3.3.2 Human Remains

Whilst human remains are not expected, if any human remains are identified that cannot be preserved in situ, any excavation 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. In accordance with the Ministry of Justice licence, recovered remains will be reburied once the investigation and/or assessment/analysis are complete.

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: Dr. Genevieve Tellier | Tel: 01286 238827 | email: northwalesosteology@outlook.com who will assist in devising the excavation, recording and sampling strategy for features containing human remains. The osteologist should 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* (Chartered Institute for Archaeologists, 2017).

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 *The Role of the Human Osteologist in an Archaeological Fieldwork Project* (Historic England, 2018).

3.3.3 *Ecofacts*

Should any archaeological features and/or sealed deposits be identified that are deemed suitable for assessment and analysis, bulk ecofact samples will be taken by the GAT Project Archaeologist team using 10 litre sampling buckets. The deposits will be assessed and analysed for plant species and charcoal, with the results used to inform agrarian practices and wood fuel use, as well as possibly dating. Initial assessment would be completed by the GAT Project Archaeologist team using wet sieving, with the subsequent species identification assessment completed by an ecofact specialist (Jackaline Robertson | AOC Archaeology | telephone: 0208 843 7380). Any deposits deemed suitable for dating will be submitted to a laboratory specialising in radiocarbon dating (e.g., SUERC).

Any ecofact assessment/analysis proposals will require additional resourcing and cost and will only be undertaken further to agreement with GAPS and the client.

Any ecofact samples taken from human burials will be recovered in accordance with the appointed osteologist's guidance.

3.3.4 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.

Any waterlogged artefacts (e.g. wood or leather) that are to be recovered for post-excavation assessment and analysis will be processed in accordance with *Environmental Archaeology: a guide to the theory and practice of methods, from sampling and recovery to post-excavation* (English Heritage, 2011) and specifically in accordance with Brunning and Watson (2010) for waterlogged wood and Historic England (2012) for waterlogged leather. In such cases an external specialist will be contacted to agree an appropriate sampling and recovery strategy via Lucy Whittingham | Project Manager (post-excavation) | AOC Archaeology | telephone: 0208 843 7380 | email: lucy.whittingham@aocarchaeology.com).

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 Conwy Archive Service, Old Board School, Lloyd Street, Llandudno LL30 2YG), 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 Portable Antiquities Scheme acts as advisor on technical matters and may be the recipient body for the objects.

The Treasure Valuation Committee, based at the British Museum, and informed by the Portable Antiquities Scheme, 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.

GAT will contact the landowner (via client) for agreement regarding the transfer of artefacts, initially to GAT and subsequently to the relevant museum (Conwy Archive Service). 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. Artefacts will be transferred to the Conwy Archive Service in accordance with their guidelines.

3.4 Working Project Archive

Following the completion of the photographic survey and watching brief, a working project archive will be created 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. Survey data: downloaded using a Computer Aided Design package;
4. Sections (if relevant): all cross referenced and complete;
5. Plans (if relevant): 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 relevant site archive data will be added to a digital project register specific to this project, which will be prepared in *Microsoft Excel*.

The site archive data will then be processed, final illustrations will be compiled and a report will be produced which will detail and synthesise the results.

3.5 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 V](#)) 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.

3.6 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 & Watching Brief
 12. Appendix I (approved specification);
 13. Appendix II (Photographic metadata);
 14. Appendix III (Selection Strategy)
- Back cover.

3.7 Dissemination & Archiving

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

- A digital report will be provided to *Mark Stogdon & Tony Lewis* 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).

4 PERSONNEL

The project will be managed by John Roberts, Principal Archaeologist GAT Contracts Section and undertaken by a Project Archaeologist. The Project Archaeologist will 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.

5 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.

6 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.

7 INSURANCE

7.1 Public/Products Liability

Limit of Indemnity- £5,000,000 any one occurrence and in the aggregate in respect of Product Liability

INSURER Ecclesiastical Insurance Office Plc.

POLICY TYPE Public/Products Liability

POLICY NUMBER UN/000375

EXPIRY DATE 21st June 2023

7.2 Employers Liability

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

INSURER Ecclesiastical Insurance Office Plc.

POLICY TYPE Employers Liability

POLICY NUMBER 24765101 CHC / UN/000375

EXPIRY DATE 21st June 2023

7.3 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-PSC10002389775/01

EXPIRY DATE 22nd July 2022

8 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. Chartered Institute for Archaeologists, 2020. Standard and Guidance for Archaeological Watching Brief
4. English Heritage, 1991, Management of Archaeological Projects (MAP2)
5. Gwynedd Archaeological Planning Service, 2011. Requirements for General Photographic Survey of Buildings.
6. Historic England, 2015, Management of Research Projects in the Historic Environment (MoRPHE)
7. Historic England, 2016. *Understanding Historic Buildings: A Guide to Good Recording Practice*
8. Royal Commission on Ancient and Historic Monuments of Wales, 2015, Guidelines for digital archives
9. The Welsh Archaeological Trusts, 2018. *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)* Version 1.1.
10. Davidson, A. 2006 *Ports and Harbours of Gwynedd. A Threat Related Assessment* Unpublished GAT Report No. 641
11. Davidson, A., Roberts, J. and Jones, P. 2009 *Conwy Quay Redevelopment Programme. Archaeological Record and Watching Brief* Unpublished GAT Report No. 815.
12. Jones, M. 2009 *Conwy Quay Redevelopment Programme. Service Trench Watching Brief* Unpublished GAT Report No. 832

FIGURE 01

Site Location. Based on Ordnance Survey 1:10000 County Series Map.

Scale 1:2500@A4. © Crown Copyright Ordnance Survey AL10002089.

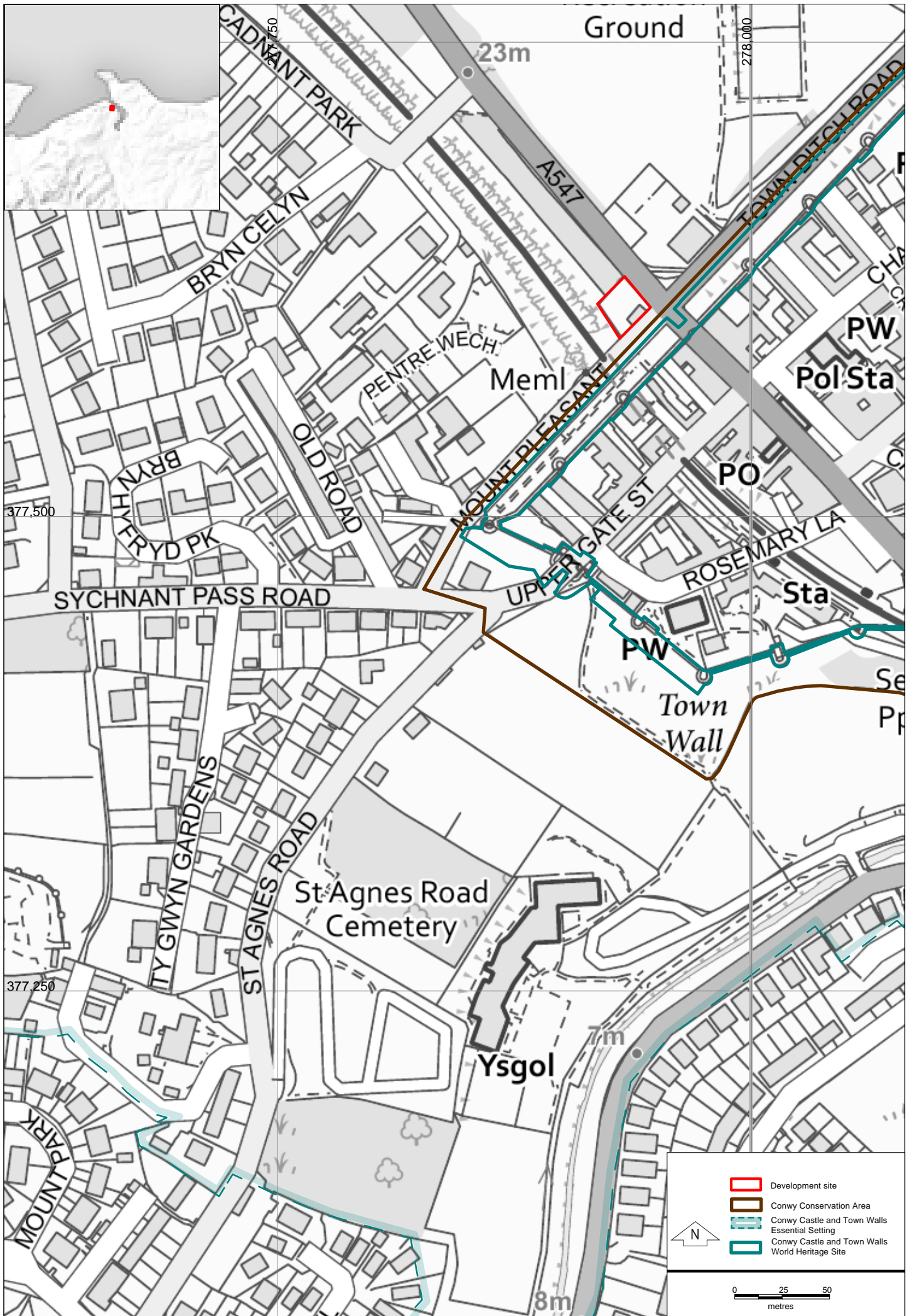


FIGURE 01 Site Location. Based on Ordnance Survey 1:10000 County Series Map. Scale 1:2500@A4.

FIGURE 02

**Reproduction of Second Edition Ordnance Survey 1-inch to 25-mile
Caernarvonshire County Series Map Sheets XIL.2, L.9, XLI.6 and LI.3.
Published in 1900. Scale 1:1250@A4.**

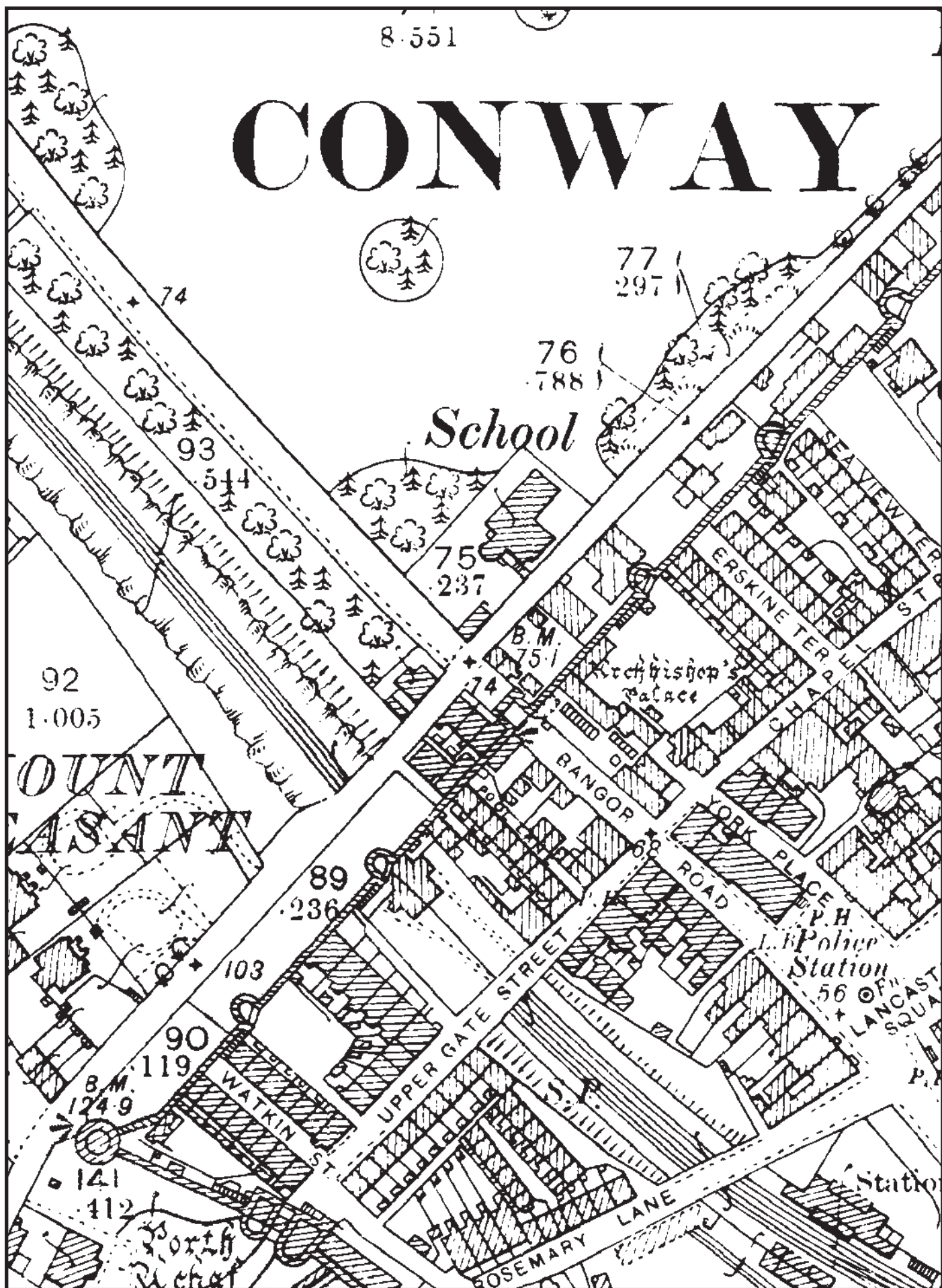


FIGURE 02 Reproduction of Second Edition Ordnance Survey 1-inch to 25-mile Caernarvonshire County Series Map Sheets XIL.2, L.9, XLI.6 and LI.3. Published in 1900. Scale 1:1250@A4.

FIGURE 03

**Reproduction of Third Edition Ordnance Survey 1-inch to 25-mile
Caernarvonshire County Series Map Sheets XIL.2, L.9, XLI.6 and LI.3.
Published in 1913. Scale 1:1250@A4.**

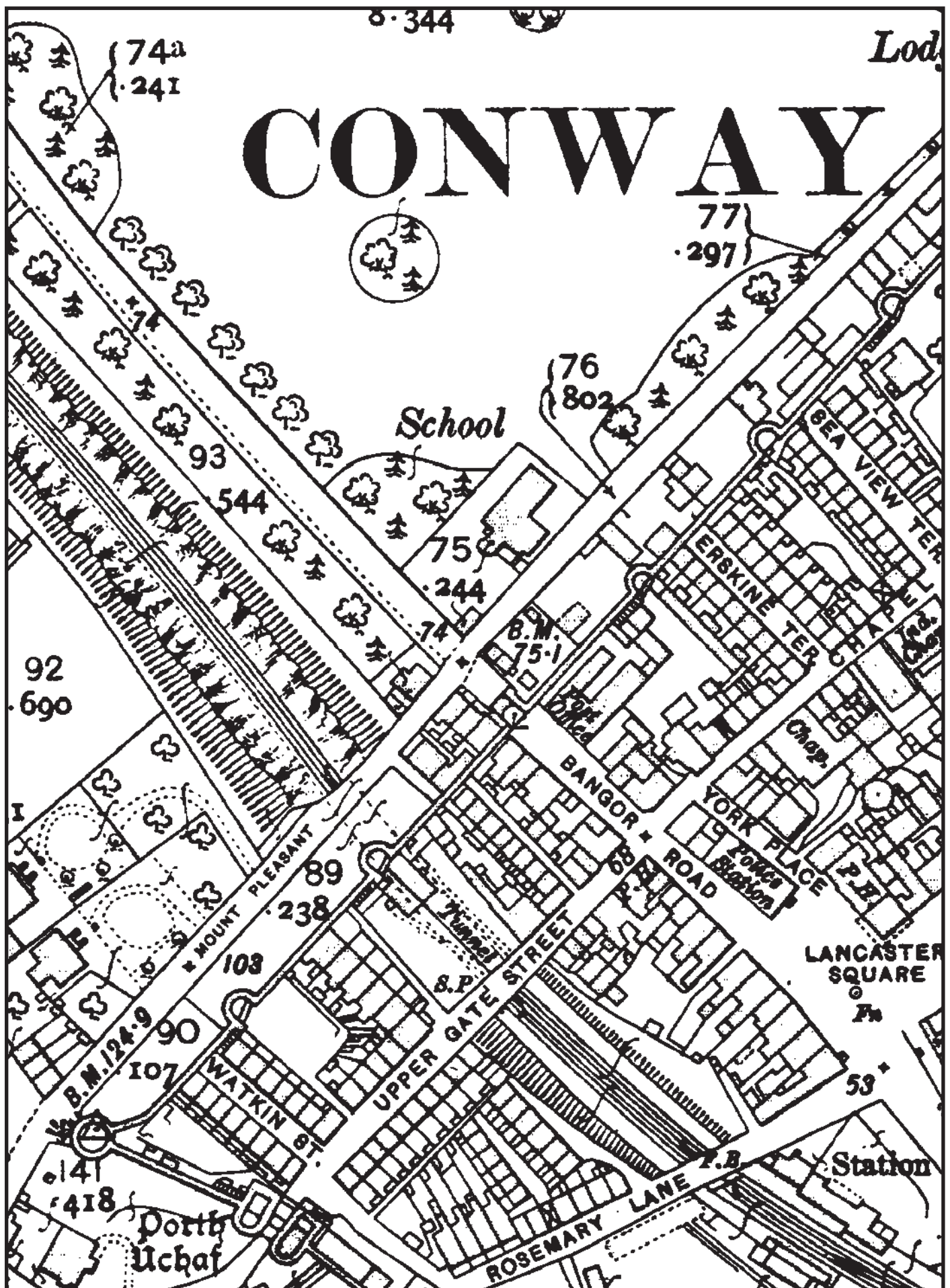
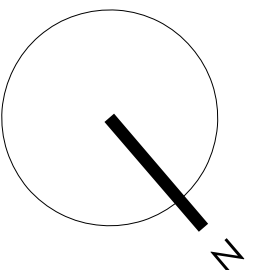
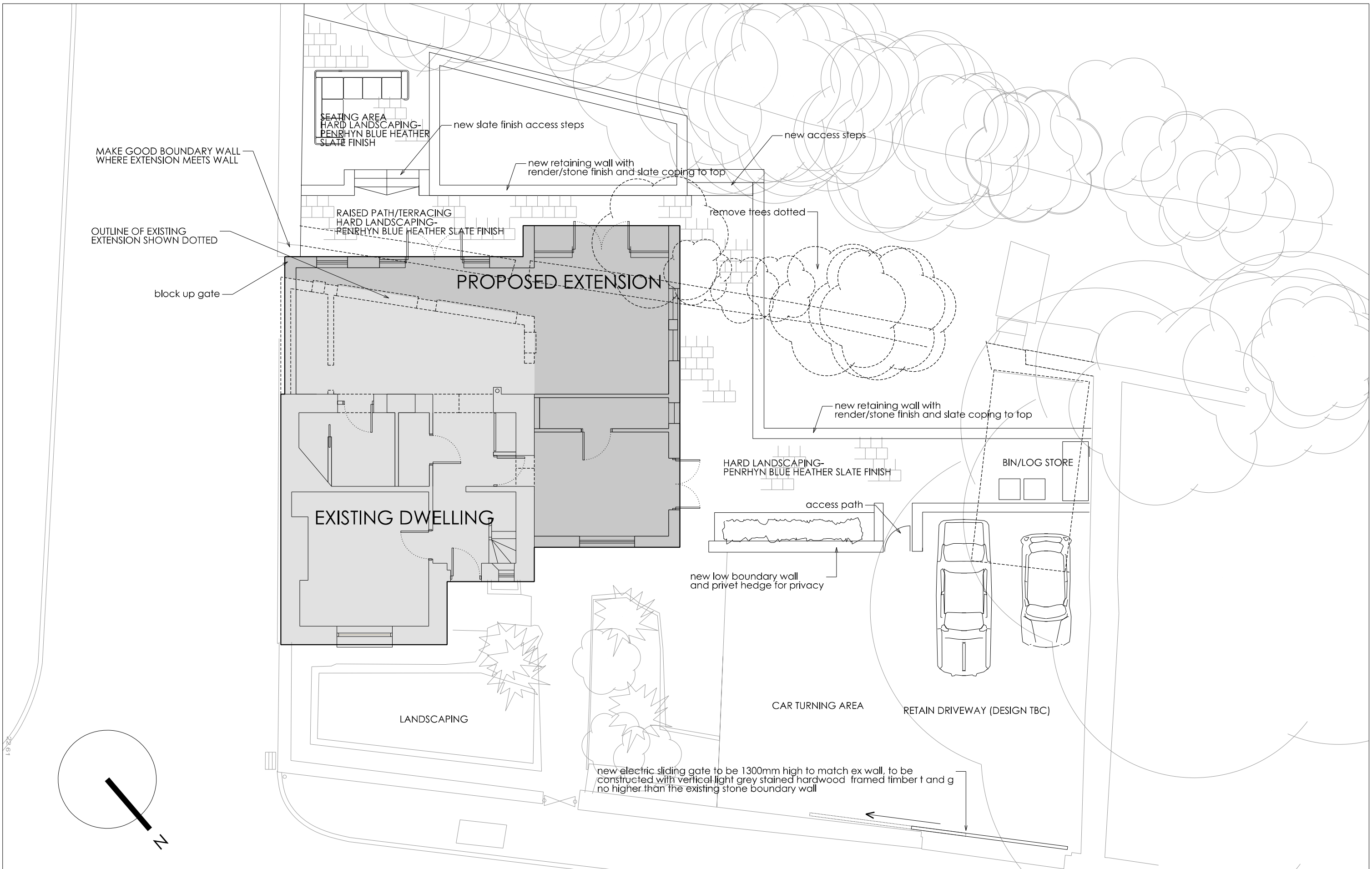


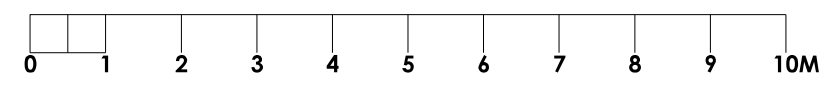
FIGURE 03 Reproduction of Third Edition Ordnance Survey 1-inch to 25-mile Caernarvonshire County Series Map Sheets XIL.2, L.9, XLI.6 and LI.3. Published in 1913. Scale 1:1250@A4.

FIGURE 04

**Reproduction of Matthew Jones Architects Drawing No. AL-3141-09-21-
PL01B. Scale: As Shown**



Matthew Jones Architects take no responsibility for any dimensions obtained by scaling from this drawing. If no dimension is shown the recipient must ascertain the dimension specifically from the Architect or by site measurement. Supplying this drawing in digital form is solely for convenience and no reliance may be placed on digital data. All data must be checked against hard copy. Dimensions must be checked on site. Any discrepancies must be reported to the Architect immediately. This drawing is copyright of Matthew Jones Architects



PROJECT	MIN Y PORTH BANGOR RD CONWY	CLIENT	STOGDON & LEWIS	DRAWING NUMBER	REVISION	SCALE	DATE
DRAWING TITLE	PROPOSED SITE PLAN			AL-3141-09-21-PL01B		1: 100 @A3	03-22
							DRAWN BY MJ

MATTHEW JONES ARCHITECTS

115 STATION ROAD DEGANWY CONWY LL31 9EJ E:admin@matthewjonesarchitects.com T: 01492 583036

FIGURE 05

Reproduction of Matthew Jones Architects Drawing No. AL-3141-09/21-SU02. Scale: As Shown



1:100

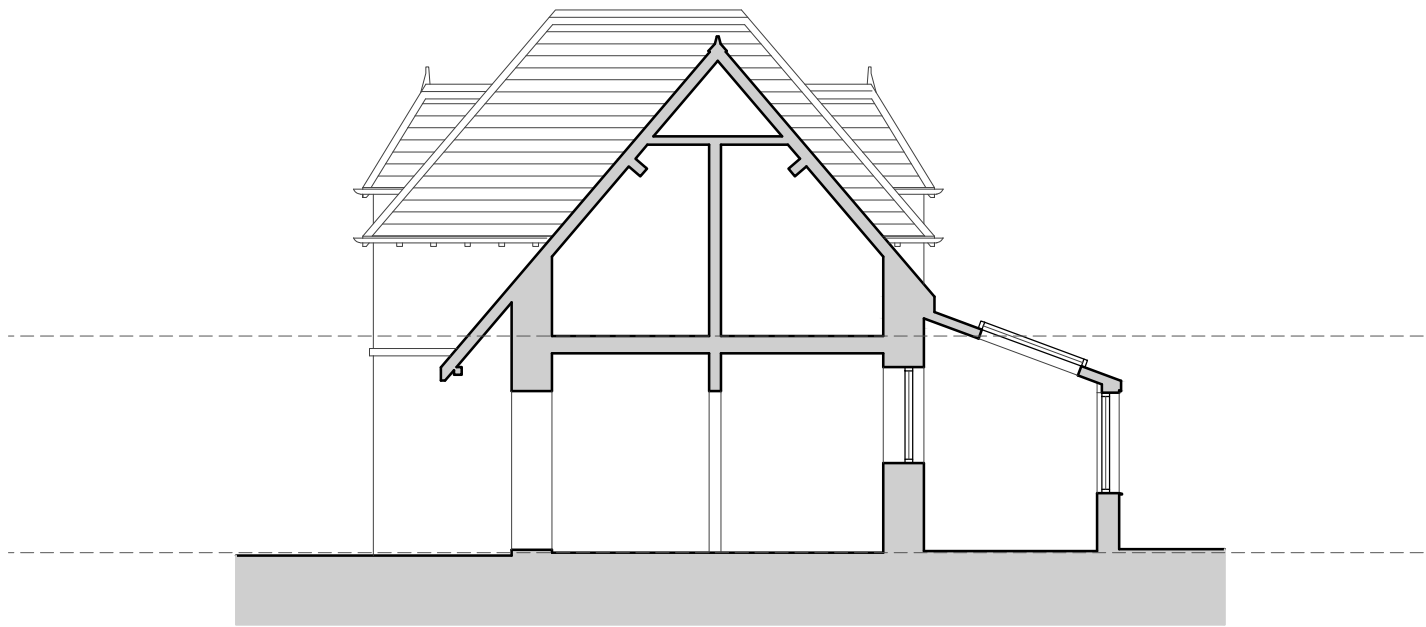


0m 2m 4m 6m 8m 10m

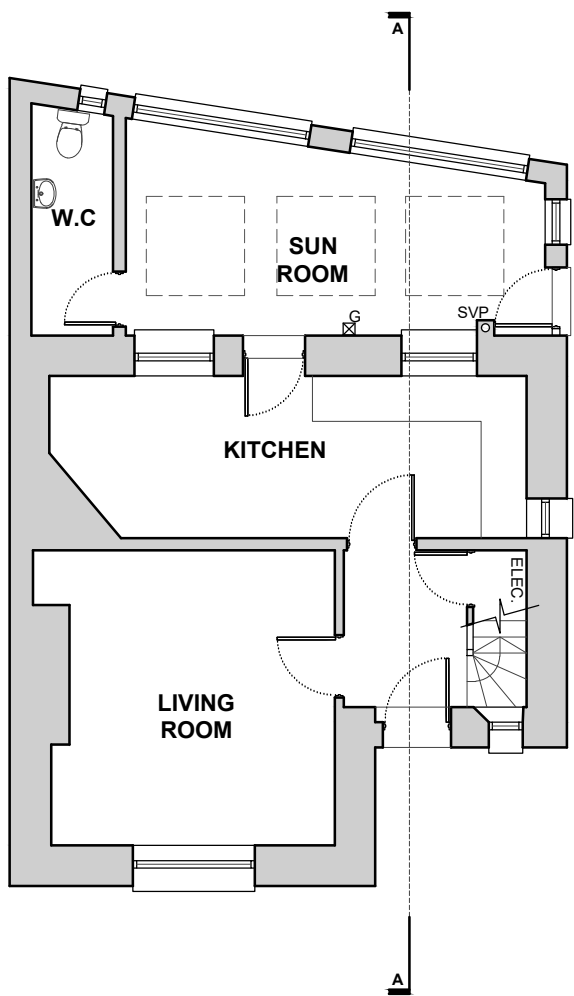
PROJECT MIN Y PORTH, BANGOR RD, CONWY		CLIENT MR STOGDON & MR LEWIS		DRAWING NUMBER AL-3141-09/21-SU02		REVISION ...		SCALE 1: 100@A3		DATE OCT 2021	
DRAWING TITLE SURVEY - EXISTING FLOOR PLANS & SECTION											

M A T T H E W J O N E S A R C H I T E C T S

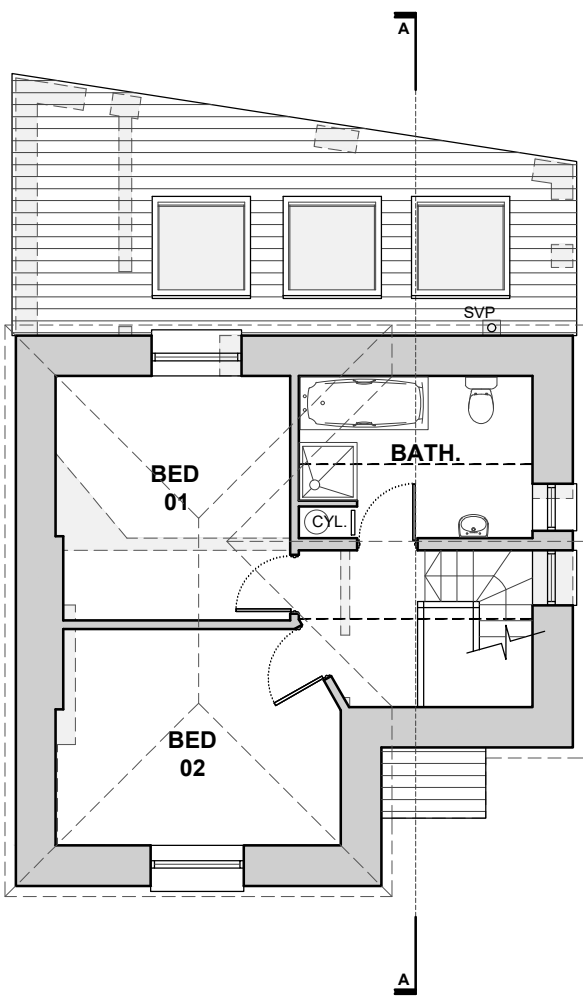
115 STATION ROAD DEGANWY CONWY LL31 9EJ
E: admin@matthewjonesarchitects.com T: 01492 583036



EXISTING SECTION A-A

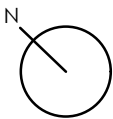


EXISTING GROUND FLOOR PLAN



EXISTING FIRST FLOOR PLAN

Matthew Jones Architects take no responsibility for any dimensions obtained by scaling from this drawing. If no dimension is shown the recipient must ascertain the dimension specifically from the Architect or by site measurement. Supplying this drawing in digital form is solely for convenience and no reliance may be placed on digital data. All data must be checked against hard copy. Dimensions must be checked on site. Any discrepancies must be reported to the Architect immediately. This drawing is copyright of Matthew Jones Architects



PROJECT MIN Y PORTH, BANGOR RD, CONWY

CLIENT MR STOGDON & MR LEWIS

DRAWING TITLE SURVEY - EXISTING FLOOR PLANS & SECTION

DRAWING NUMBER AL-3141-09/21-SU02

REVISION ...

SCALE 1: 100@A3

DATE OCT 2021

MATTHEW JONES

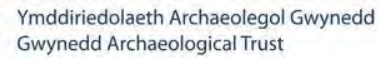
ARCHITECTS

115 STATION ROAD DEGANWY CONWY LL31 9EJ

E:admin@matthewjonesarchitects.com T: 01492 583036

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	Project name	Project number
Feature name		Feature Number
NGR		
<div>Description</div>		
<div>Recommendations for further assessment</div>		
<div>Photographic record numbers</div>		
<div>Digital</div>		
	Visit date	Visit by

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 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

Gwynedd Archaeological Trust Selection Strategy

G2738_Bangor_Road_Conwy

15/07/2022 v1.0

Selection Strategy

Project Information

Project Management

Project Manager	John Roberts john.roberts@heneb.co.uk
Archaeological Archive Manager	John Roberts john.roberts@heneb.co.uk
Organisation	Gwynedd Archaeological Trust

Stakeholders		Date Contacted
Collecting Institution(s)	GAT Historic Environment Record	14/07/2022
	RCAHMW	On completion of Project Archive
	Conwy Archive Service, Old Board School, Lloyd Street, Llandudno LL30 2YG	If applicable, post-fieldwork based on artefact recovery
Project Lead / Project Assurance	Gwynedd Archaeological Planning Services	10/06/2022
Developer	Mark Stogdon & Tony Lewis	n/a

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 (GAT) has been commissioned by *Mark Stogdon & Tony Lewis* to undertake a photographic survey and archaeological watching brief prior to external alterations to a property at Min y Porth, Bangor Road, Conwy LL32 8NG (NGR SH77947760; cf. WSI Figure 01). The property is a detached two storey structure as detailed on Matthew Jones Architects Drawing No. AL-3141-09/21-SU02 (WSI Figure 05). The development will include the demolition of a rear lean-to extension and replacement with a new single storey wraparound extension, as well as new windows, new rear dormer window, hard landscaping and general external and internal alterations, as detailed on Matthew Jones Architects Drawing No. AL-3141-09-21-PL01B (WSI Figure 04). The planning application number is 0/49552, with the archaeological requirements detailed in conditions 4 and 5. The specific date for the construction works have yet to be confirmed but are expected early in 2023. The photographic survey will be completed prior to construction and will provide a very full visual record, but without a written or drawn survey at a comparable level of detail, whilst the watching brief will be undertaken during the initial foundation level works. All work will be planned, managed and undertaken by GAT in accordance with the following standards and guidance:

Gwynedd Archaeological Trust. 2022. Bangor Road Conwy. Written Scheme of Investigation for Archaeological Watching Brief (G2738).

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.

Following the completion of the fieldwork, a working project archive will be created 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. Survey data: downloaded using a Computer Aided Design package;
4. Sections (if relevant): all cross referenced and complete;
5. Plans (if relevant): 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 relevant site archive data will be added to a digital project register specific to this project, which will be prepared 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 Derby – 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

3 – Materials

Note: This step should be completed for each material component of the archaeological archive. Copy this table for the various materials as required, providing the 'Material Type' and a section identifier (eg. '3.1') for each.

Material type

Bulk Finds

Section 3.

Stakeholders

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

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. Any waterlogged artefacts (e.g. wood or leather) that are to be recovered for post-excavation assessment and analysis will be processed in accordance with *Environmental Archaeology: a guide to the theory and practice of methods, from sampling and recovery to post-excavation* (English Heritage, 2011) and specifically in accordance with Brunning and Watson (2010) for waterlogged wood and Historic England (2012) for waterlogged leather. In such cases an external specialist will be contacted to agree an appropriate sampling and recovery strategy. 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 Conwy Archive Service, Old Board School, Lloyd Street, Llandudno LL30 2YG), 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 Portable Antiquities Scheme acts as advisor on technical matters and may be the recipient body for the objects. The Treasure Valuation Committee, based at the British Museum, and informed by the Portable Antiquities Scheme, 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. GAT will contact the landowner (via client) for agreement regarding the transfer of artefacts, initially to GAT and subsequently to the relevant museum (Conwy Archive Service). 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. Artefacts will be transferred to the Conwy Archive Service in accordance with their guidelines.

Selection

Describe your Selection Strategy for each material type and or object type. To do this you must:

- 3.1 State the Selection Strategy you are applying to each category of material, how this will be done, and why.
- 3.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).
- 3.3 Reference all relevant standards, policies or guidelines (e.g. thematic, period, and regional, Research Frameworks, repository deposition policies) and specialist advice sought.
- 3.4 Identify any selection decisions that differ from standard guidelines and explain why.

The Materials Selection Template may be useful in structuring this section.

The full material archive returned to the GAT offices will be reviewed following analysis: Stakeholders (see above) will make selection decisions based on specialists reports and selection recommendations and SDMS collecting policy. The selection will take place during archive completion.

Uncollected Material

If you are practising selection in the field, describe the process that will be applied. To do this you must:

- Detail how you will characterise, quantify and record all uncollected material on site.
- Explain how you will dispose of, or re-distribute, uncollected material.

Any uncollected material will be left on-site to be incorporated into backfill.

De-Selected Material

Describe what you will do with the de-selected material. All processed material should have been adequately recorded before de-selection.

All bulk finds will be assessed and recorded to appropriate standards. De-selected material will be returned to the landowner as agreed by the landowner and curatorial archaeologist.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

Materials Selection Template

This table may be inserted into Section 3 of the main Selection Strategy Template to help present differing selection strategies for different material types

Find Type	Selection Strategy	Stakeholders	Review Points

APPENDIX II

Reproduction of Gwynedd Archaeological Trust Photo Metadata

PHOTO RECORD NUMBER*	SITE SUB- DIVISION	DESCRIPTION*	VIEW FROM	SCALE(S)	CREATOR OF DIGITAL PHOTO*	DATE OF CREATION OF DIGITAL PHOTO*	ORIGINATING ORGANISATION	PLATES
G2738_001		Location of property in relation to town walls of Conwy	N	Not used	Stuart Reilly	15/02/2023	Gwynedd Archaeological Trust	01
G2738_002		Location of property off Bangor Road	N	Not used	Stuart Reilly	15/02/2023	Gwynedd Archaeological Trust	02
G2738_003		Oblique of northwest elevation of property (off drive)	NNW	2x1m	Stuart Reilly	15/02/2023	Gwynedd Archaeological Trust	
G2738_004		Northwest elevation of house with sunroom	NW	1x1m	Stuart Reilly	15/02/2023	Gwynedd Archaeological Trust	03
G2738_005		Paving with low stone wall with sunroom	N	1x1m	Stuart Reilly	15/02/2023	Gwynedd Archaeological Trust	07
G2738_006		View of garden with ranging rod demarcating corner of proposed extension	WNW	1x1m	Stuart Reilly	15/02/2023	Gwynedd Archaeological Trust	08
G2738_007		Southwest elevation of sunroom and rear of property from the garden	SW	1x1m	Stuart Reilly	15/02/2023	Gwynedd Archaeological Trust	04
G2738_008		Oblique of rear of sunroom and adjacent garden	WNW	1x1m	Stuart Reilly	15/02/2023	Gwynedd Archaeological Trust	
G2738_009		Narrow paved path between sunroom and garden wall	NW	1x1m	Stuart Reilly	15/02/2023	Gwynedd Archaeological Trust	

PHOTO RECORD NUMBER*	SITE SUB- DIVISION	DESCRIPTION*	VIEW FROM	SCALE(S)	CREATOR OF DIGITAL PHOTO*	DATE OF CREATION OF DIGITAL PHOTO*	ORIGINATING ORGANISATION	PLATES
G2738_010		Paved area along northwest edge of sunroom	SW	1x1m	Stuart Reilly	15/02/2023	Gwynedd Archaeological Trust	
G2738_011		Oblique of northwest elevation of property	NW	1x1m	Stuart Reilly	15/02/2023	Gwynedd Archaeological Trust	
G2738_012		Garden along northwest side of property	N	1x1m	Stuart Reilly	15/02/2023	Gwynedd Archaeological Trust	
G2738_013		Path through garden leading to property	NNE	1x1m	Stuart Reilly	15/02/2023	Gwynedd Archaeological Trust	06
G2738_014		Northeast elevation (Bangor Road) of property	N	1x1m	Stuart Reilly	15/02/2023	Gwynedd Archaeological Trust	
G2738_015		Southeast elevation (Mount Pleasant) of property	SW	1x1m	Stuart Reilly	15/02/2023	Gwynedd Archaeological Trust	05
G2738_016		Interior of sunroom	SE	1x1m	Stuart Reilly	15/02/2023	Gwynedd Archaeological Trust	09
G2738_017		Interior of sunroom	NW	1x1m	Stuart Reilly	15/02/2023	Gwynedd Archaeological Trust	
G2738_018		Oblique of southwest wall of sunroom	N	1x1m	Stuart Reilly	15/02/2023	Gwynedd Archaeological Trust	10

PHOTO RECORD NUMBER*	SITE SUB- DIVISION	DESCRIPTION*	VIEW FROM	SCALE(S)	CREATOR OF DIGITAL PHOTO*	DATE OF CREATION OF DIGITAL PHOTO*	ORIGINATING ORGANISATION	PLATES
G2738_019		Oblique of southwest wall of house from within the sunroom	WNW	1x1m	Stuart Reilly	15/02/2023	Gwynedd Archaeological Trust	
G2738_020		Northwest wall of property from the existing kitchen	ESE	Not used	Stuart Reilly	15/02/2023	Gwynedd Archaeological Trust	11
G2738_021		Southeast wall of property from the existing kitchen	NW	Not used	Stuart Reilly	15/02/2023	Gwynedd Archaeological Trust	
G2738_022		Front hallway	S	Not used	Stuart Reilly	15/02/2023	Gwynedd Archaeological Trust	12

APPENDIX III

Reproduction of Selection Strategy

G2738_BANGOR_ROAD_CONWY

24/02/2023 v2.0

Selection Strategy

Project Information

Project Management

Project Manager	John Roberts john.roberts@heneb.co.uk	
Archaeological Archive Manager	John Roberts john.roberts@heneb.co.uk	
Organisation	Gwynedd Archaeological Trust	
Stakeholders		Date Contacted
Collecting Institution(s)	Gwynedd Archaeological Trust Historic Environment Record	14/07/2022
	RCAHMW	On completion of Project Archive
Project Lead / Project Assurance	Gwynedd Archaeological Planning Services	10/06/2022
Landowner / Developer	Mark Stogdon & Tony Lewis	n/a

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 (GAT) was commissioned by *Mark Stogdon & Tony Lewis* to undertake a photographic survey and archaeological watching brief prior to external alterations to a property at Min y Porth, Bangor Road, Conwy LL32 8NG (NGR SH77947760; cf. Figure 01). The property is a detached two storey structure as detailed on Matthew Jones Architects Drawing No. AL-3141-09/21-SU02 (Figure 02). The development will include the demolition of a rear lean-to extension and replacement with a new single storey wraparound extension, as well as new windows, new rear dormer window, hard landscaping and general external and internal alterations, as detailed on Matthew Jones Architects Drawing No. AL-3141-09-21-PL01B (Figure 03). The planning application number is 0/49552, with the archaeological requirements detailed in conditions 4 and 5.

Enabling works for the redevelopment commenced 16th February 2023 with construction work due to commence in April 2023. The photographic survey was undertaken on 15th February 2023 ahead of the enabling works and provided a full visual record of the site.

Gwynedd Archaeological Trust. 2022. Bangor Road, Conwy: Written Scheme of Investigation for Photographic Record. Project (G2738).

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 has been 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.

Following the completion of the fieldwork, a working project archive has been created based on following task list;

1. Pro-formas: all cross referenced and completed;
2. Photographic Metadata: completed in *Microsoft Access* and cross-referenced with all pro-formas.

All relevant site archive data has been added to a digital project register specific to this project, which has been prepared in *Microsoft Excel*.

This forms the basis for the physical and digital dataset archives. Information from these have been used to compile the project report. The physical archive has been stored in a designated project folder and the location confirmed in the Trust project database; the digital dataset has been 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 has been 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.

There is no de-selected data.

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 Derby – Historic Environment Record, Gwynedd Archaeological Trust;
Helen Rowe - Royal Commission on Ancient and Historical Monuments of Wales

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 has been provided to the regional Historic Environment Record, along with a digital dataset comprising an Event PRN summary. The report and dataset has been 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 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 included:
 - 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.

There is no de-selected data.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders
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Gwynedd Archaeological Trust
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