
Ysgol Jones Bach: Caernarfon, Gwynedd



Archaeological Building Record

GAT Project No. 2172

Report No. 921

February, 2011

Ysgol Jones Bach

Building record

Report No. 921

Prepared for
Chris Sanders
(Architect)

February 2011

By
Richard Cooke

Ysgol Jones Bach: Caernarfon

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Building record: Ysgol Jones Bach

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ARCHAEOLOGICAL BUILDING RECORDING AT YSGOL JONES BACH, SOUTH ROAD, CAERNARFON (G2172)

1 INTRODUCTION

Christopher Sanders (architect) has commissioned Gwynedd Archaeological Trust to carry out a photographic building survey of the grade II Listed Building (QD 3919) Ysgol Jones Bach, South Road, Caernarfon (fig. 1) in advance of proposed alteration. The building is located at NGR SH 4823562334 and is set at a right-angle to South Road with the entranceway facing Love Lane. The school's external elevations and ground plan were surveyed in September 1978 by the Welsh School of Architecture (Gracia. A. WSA/E1/35-41), and the external faces of the building were photographed in July 1988 for the Malcolm Seaborne Collection (Seaborne.M. B/17-21). The proposed works are to include conversion of the school into a dwelling, including repair where needed and redressing previous unsympathetic alterations. This will entail alteration to the interior and, to a lesser extent, the exterior of the building (fig. 2 and fig. 3).

2 SPECIFICATION AND PROJECT DESIGN

Gwynedd Archaeological Planning Service (GAPS) has requested a detailed photographic record of the existing structure in advance of development; this needs to include a written account to provide basic background and historical information; drawings including any existing plans of the site and architect's drawings; and high quality, detailed photographs showing all features, details, room spaces, and elevations to illustrate the setting, appearance, and structure of the building.

A limited desk top study, involving a visit to the Royal Commission on the Ancient and Historic Monuments of Wales (RCAHMW) to access previous records of the building was required.

3 METHODS AND TECHNIQUES

The significance, origins and development of the site are discussed with reference to the available historical sources. A detailed floor plan and elevation drawings were provided by the architect, showing structural and architectural features of significance.

A photographic record was made recording all features, room spaces and elevations. The direction of photographs are shown on figure 4. The report conforms to the requirements for a building record at level 2 as set down in English Heritage's *Understanding Historic Buildings: a guide to good recording practice* (2006).

4 ARCHAEOLOGICAL AND HISTORICAL RECORD

4.1 Historical Background

The school building is first mentioned in the local directories of 1844, and first depicted cartographically on the 1852 town plan. The school, originally known as Caernarvon Grammar and Collegiate School, was founded by the Reverend James Hews Bransby (1783-1847) of Bron Hendre. Rev. Bransby was originally from Ipswich, became pastor of the Presbyterian church at Moreton Hampstead, then moved to Dudley in 1805. He kept a school at both places. His 'eccentricities' included kleptomania, plagiarism and possibly forgery. He was forced to move again, and settled at Caernarfon in 1829 where he became a well-known figure as a whig politician. The school is said to have been founded in 1836 (Cadw LB data 3919), and could not have been before 1829. On the external eastern elevation of the school is a small slate plaque inscribed with the initials *F.P.* and the numbers 23. The relevance of the inscription is not known – if the figure '23' should refer to the year 1823 it is unlikely to record the date of construction.

The school is documented as having had thirty-three pupils in the year 1880, with two-thirds of them being nonconformists (Seaborne.M. 1992). The school went on to close in 1916 and became known later as Ysgol Jones Bach, named after the schoolmaster of the late nineteenth century, John L Jones.

The school's external elevations and ground plan were surveyed in September 1978 by the Welsh School of Architecture (Gracia. A. WSA/E1/35-41), and the external faces of the building were photographed in July 1988 for the Malcolm Seaborne Collection (Seaborne.M. B/17-21). Analysis of these records has shown that very little deterioration has occurred to the building since 1988, however since 1978 the iron gate leading to the entrance porch was removed by thieves but was subsequently recovered and is in the possession of the architect. Furthermore, the lozenge and hexagonal pattern iron glazing bars have been removed from the lower mullioned and transomed windows on the east elevation, to allow the lower windows to be blocked with brick. The basement is now only internally accessible by ladder, however the 1978 survey clearly depicts a staircase linking the basement and ground floor.

4.2 General description

4.2.1 External description

The school is located opposite Bron Hendre on the edge of the steep slope leading down to the Afon Seiont. It is a single storey building in Tudor-Gothic style with a half basement on the down-slope (eastern) side.

The lowest courses, visible on the north elevation, consist of a foundation of large squared limestone blocks. The walls proper are constructed from roughly coursed limestone rubble masonry, with larger squared quoins and freestone dressings. The western gable has been entirely rebuilt using red-brick keyed into the masonry, covered with roughcast.

The northern elevation (plate. 1) has two narrow and blocked embrasures, and a corbel table repeated on the southern elevation, beneath the remains of a wooden weatherboarding originally lined with lead. The entranceway (plate. 2) is at the west end of the north wall and is entered through a stone porch of ashlar masonry, with stepped gable on moulded kneelers and with apex ball finial. The porch has a Tudor

arch, and the roof is missing. The eastern gable (plate. 3) has a stepped three light mullioned and transomed window, with slate infill, and a former wooden notice board to the top of the centre light. A small slate plaque is located to the left of the window with the initials *F.P.* and the digits 23.

The southern elevation (plate. 4) has two vertical windows to the right and left of the elevation, each divided horizontally by a single transom. The windows sit above a horizontal string course of ashlar blocks which continue across the west gable end. The windows are architecturally balanced by a single, tall ashlar stone chimney stack rising from the eaves. The western (plate. 5) gable has a three stepped mullioned and transomed window, blocked at lower levels with brick, and with lozenge and hexagonal pattern iron glazing bars retained above the transom. The basement has a blocked doorway with slate lintel, and a segmental-headed window, also blocked, to the right.

The roof is of steep pitch with graded slates, and apex ball finials on moulded kneelers to the gable ends. Each roof slope has two raked vents with louvers below the ridge.

At the entrance to the porch and facing Love Lane is a single monolithic, octagonal stone pier with moulded cap which originally held an iron gate. Quarter turn stone steps with simple iron railings lead down to the western gable, with entrance to the basement.

To the south of the building is a small detached, ruinous building with rubble walls bonded by mortar. The size of the structure, and proximity to the main building suggests that it is an outside toilet.

4.2.3 Internal description

The ground floor is occupied by a single room, under the west part of which is the basement. The floor over the basement is spanned by joists which support wide floorboards measuring 0.32m in width. The ground-floor measures 8.85m in length, 6.10m in width, and approximately 6.00m in height, with the eastern half of the ground-floor being of concrete. The internal walls are overlain with render and plaster (plates. 6, 7, 8, and 9), much of which still remains, with modern graffiti. The entranceway measures 1.20m in width and 2.45m in height with a wooden door frame with chamfered reveals and Tudor style arch (plate. 10). The northern elevation has two rectangular openings (plate. 6), probably windows but with no evidence of mullions or transoms, which are blocked and do not correspond with the embrasures on the external wall face.

A white moulded plaster cornice (plate. 6) is located at the foot of the roof trusses. Below the cornice the walls retain elements of faded red paint, whereas above the cornice they were painted green. The cornice is interrupted by stone carved corbels (plate. 11) supporting the roof trusses, and terminates one-third of the way in on each side of the southern elevation to permit the inclusion of a stone-built fireplace and flue (plate. 12). This has sides of red-brick at ground-level and continues into the basement finishing in a second fireplace (plate. 13). Both fireplaces appear to be original, but have suffered collapse.

The roof is divided into four bays by three hammerbeam trusses (plate. 14), only partially visible due to a false ceiling, which rest upon the corbel stones. The collar beam of each truss is visible and is linked by struts to the principal, with a single purlin visible on each side. Each roof bay is adorned with a plaster moulded, arabesque, formalised foliage roundel, the central two (plate. 15) adorned with moulded acanthus leaves with a border of smaller acanthus and thistle, interspersed with volutes. The outer two roundels (plate. 16) display a mixture of acanthus and more formalised acanthus leaves, surrounded by a plain moulded border.

The basement measures 6.10m in length, 4.60m in width, and 2.60m in height. It has an open stone-built fireplace on the southern elevation, and a red brick storage cupboard on the north elevation (plate. 17) sited beneath the entrance porch. The cupboard appears to have suffered collapse, perhaps due to the removal of a frame. The eastern elevation (plate. 18) has a recess some 0.50m deep of unknown purpose, but probably for storage. The western elevation (plate. 19) has a door and window, as described above, blocked up with brick and stone. All four walls are plastered and painted in three bands of light blue, dark blue, and orange, all of varying thickness. The walls have been heavily graffitied with symbols including a swastika, peace sign, concentric circles, and treble-clef (plate. 18), which although carefully done, appear to be later additions, added after the building had fallen into disuse. More modern graffiti adorn the walls, and the room has been used for antisocial behaviour. The basement is now only accessible by ladder from the ground-level, however the 1978 *Welsh School of Architecture Collection* clearly depicts a staircase linking the two. Moreover, the blocked doorway would have permitted access through the western gable.

5 CONCLUSION

The building is a well preserved example of nineteenth century neo-gothic architecture, and despite having been used for antisocial behaviour for many years, retains many of its original structural and decorative detail. The building is unfortunately mostly devoid of original internal fixtures and fittings, and as such loses an element of context. The ground-level clearly functioned as a classroom; however the function of the basement is unclear. The blocked window and door in the west gable suggest that it was utilised for more than storage, as does the colourful wall decoration, which perhaps suggests a second classroom or schoolmaster's office. However, the rebuilt west gable wall may indicate that the basement door and windows were only added after the building had stopped being a school, although no record of its use post-school could be found.

6 BIBLIOGRAPHY

The Royal Commission on the Ancient and Historic Monuments of Wales, Aberystwyth

B/17-B/21 Malcolm Seaborne Collection. July 1988.

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Cadw Listed Building Data

QD 3919 Former Carnarvon Grammar and Collegiate School, including gate, gate pier, and basement.

QD3933 Bron Hendre

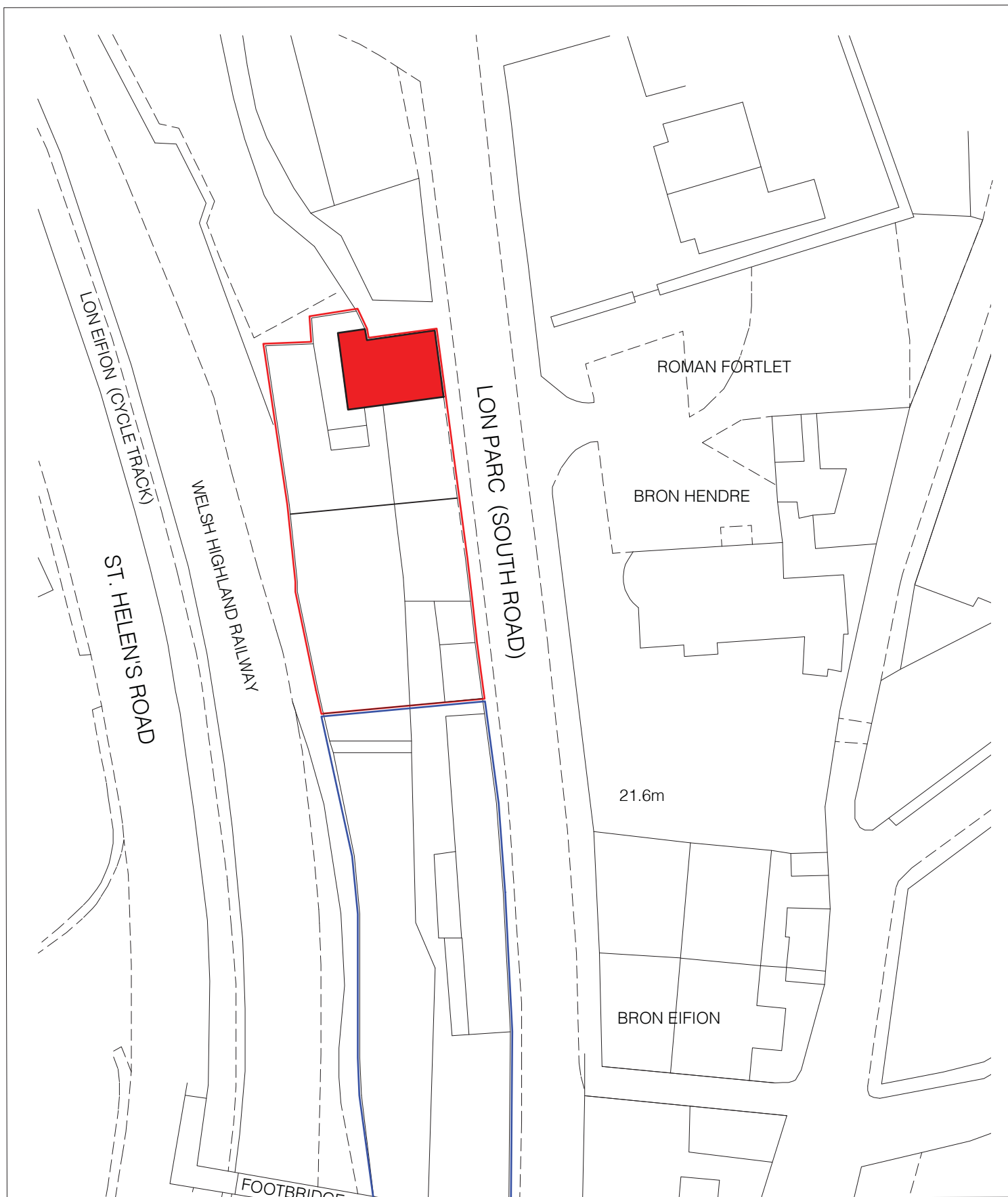
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Honourable Society of Cymmrodorion, 1959 *Dictionary of Welsh Biography down to 1940* (London)

Ellis, Sir H. 1838 *The Record of Carnarvon* (London)

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Ysgol Jones Bach

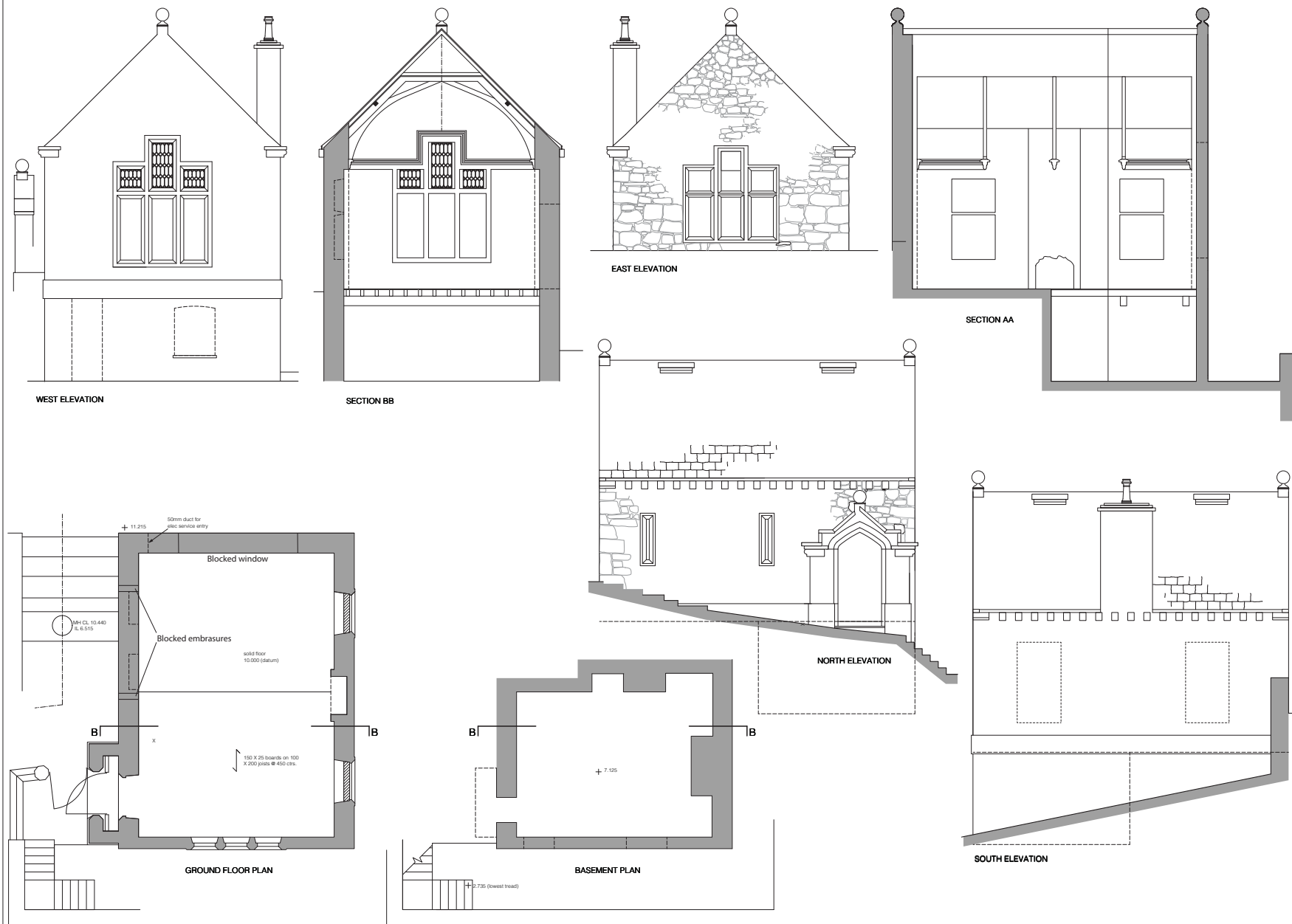
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GWYNEDD
ARCHAEOLOGICAL
TRUST

Craig Beuno, Ffordd y Garth, Bangor, Gwynedd, LL57 2RT
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Figure 1: Location map
Scale 1:500 at A4



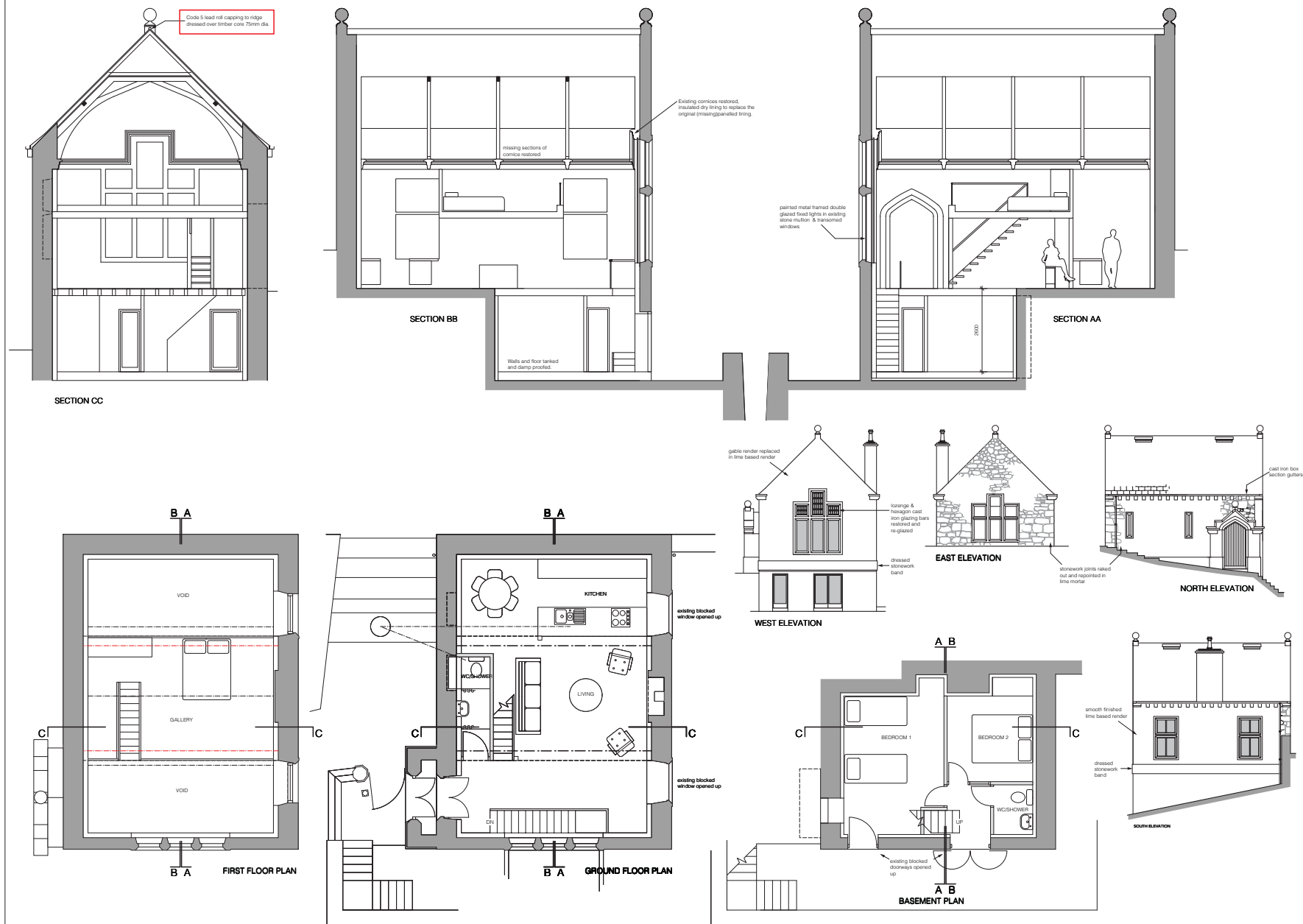
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Figure 2: Architect's plans



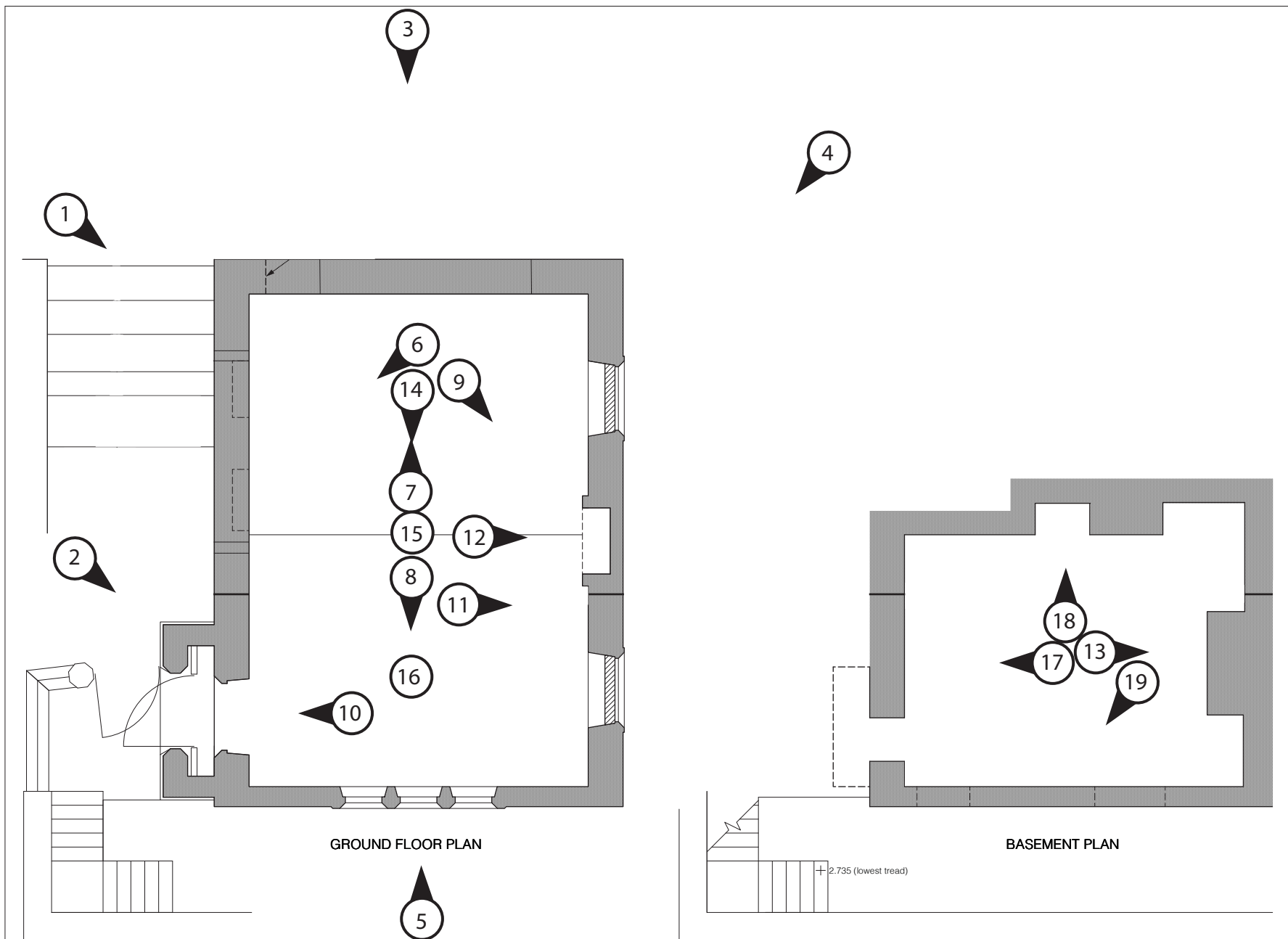
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**Figure 3: Architect's
proposed alterations**



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**Figure 4: Direction of
photographs**



Plate 1. Ysgol Jones Bach north elevation (external).



Plate 2. Ysgol Jones Bach porch, north elevation (external).



Plate 3. Ysgol Jones Bach east elevation (external)



Plate 4. Ysgol Jones Bach south elevation (external)



Plate 5. Ysgol Jones Bach west elevation (external)



Plate 6. Ysgol Jones Bach north elevation (internal)



Plate 7. Ysgol Jones Bach east elevation (internal)



Plate 8. Ysgol Jones Bach west elevation (internal)



Plate 9. Ysgol Jones Bach south elevation (internal).



Plate 10. Ysgol Jones Bach door frame, north elevation (internal).



Plate 11. Ysgol Jones Bach decorated corbel stone, south elevation (internal)



Plate 12. Ysgol Jones Bach fireplace, south elevation (internal)



Plate 13. Ysgol Jones Bach, sub-level fireplace south elevation (internal).



Plate 14 . Ysgol Jones Bach hammer-beam trusses, west elevation (internal).



Plate 15. Ysgol Jones Bach, central bay roundel



Plate 16. Ysgol Jones Bach, outer bay roundel



Plate 17. Ysgol Jones Bach, sub-level north elevation (internal)



Plate 18. Ysgol Jones Bach, sub-level east elevation (internal)



Plate 19. Ysgol Jones Bach, sub-level west elevation (internal)

APPENDIX I

YSGOL JONES BACH, SOUTH RD.,
CAERNARFON

PROJECT DESIGN FOR ARCHAEOLOGICAL
BUILDING RECORD (G2172)

Prepared for

Chris Sanders, Architect

January 2011

Ymddiriedolaeth Archaeolegol Gwynedd
Gwynedd Archaeological Trust

YSGOL JONES BACH, SOUTH RD., CAERNARFON

PROJECT DESIGN FOR ARCHAEOLOGICAL BUILDING RECORD (G2172)

Prepared for Chris Sanders, Architect, January 2011

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YSGOL JONES BACH, SOUTH RD., CAERNARFON

PROJECT DESIGN FOR ARCHAEOLOGICAL BUILDING RECORD (G2172)

Prepared for Chris Sanders, Architect, January 2011

1.0 PROJECT BACKGROUND

Gwynedd Archaeological Trust (GAT) has been asked by Chris Sanders, Architect, to provide a cost and project design for carrying out a **detailed photographic record** at Ysgol Jones Bach, South Road, Caernarfon (centred on NGR **SH48236233**) in advance of a residential conversion.

The archaeological mitigation is being completed as a planning condition (Planning Reference: **C10A/0381/14/LL**).

The proposals include:

- Conversion of the school into a dwelling, including repair where needed and redressing previous unsympathetic alterations. This will entail alteration to the interior and, to a lesser extent, the exterior of the building.

Gwynedd Archaeological Planning Service (GAPS) has prepared a mitigation brief for this project (Ref.: **D1430**; [Appendix I](#)) and have requested a **detailed photographic record** to be made in advance of the proposed conversion works (*ibid.*: 02).

This design and all subsequent mitigation will conform to the GAPS brief and the guidelines specified in English Heritage '*Understanding Historic Buildings: a guide to good recording practice*' (2006) & Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures (Institute for Archaeologists, 1996 (revised 2001)). See [para. 4](#) for the detailed photographic record methodology.

2.0 BACKGROUND

According to GAPS mitigation brief **D1430** ([Appendix I](#)):

Ysgol Jones Bach is listed Grade II as a well-detailed 19th century Gothic school retaining considerable architectural character (Cadw ref. **3919**; NPRN **23239**). The school was founded c.1836 as the Caernarfon Grammar and Collegiate School by the Rev. James Hews Bransby of Bron Hendre, which stands opposite (now a health clinic) and provided accommodation for boarding pupils. It is named after John L. Jones, who was headmaster in the late 19th century, and remained in use until 1916.

The school is mentioned in local directories from 1844 and appears on a town plan of 1848. Prior to this the site appears to have been undeveloped, although a short terrace of buildings stood to the north in the early 19th century. The school is also located within the approximate former extent of Hen Waliau Lower Roman Fort (scheduled monument ref. **Cn094**), although it is outside the scheduled area.

3.0 REQUIREMENTS

3.1 Building Record

The requirements are for an archaeological building record of an upstanding rear yard wall and stable block prior to demolition. GAPS have requested that the building record be roughly commensurate with the English Heritage '*Understanding Historic Buildings: a guide to good recording practice*' (2006).

Both the exterior and the interior will be viewed, described and photographed. The record will present conclusions regarding the building's development and use, but will not discuss in detail the evidence on which these conclusions are based.

The detailed photographic record will consist of English Heritage '*Understanding Historic Buildings: a guide to good recording practice*' (2006) elements:

- written account 1-4;
- drawings 2, 7, 8;
- photographs 1-9.

4.0 METHOD STATEMENT

4.1 Detailed Photographic Record

4.1.1 Written Account

A written account of the upstanding structural remains (internal and external) will be completed and will utilise a range of available resources to discuss the building's significance, origins, development and use. Local archive sources (Gwynedd Archives, Caernarfon Record Office, Swyddfa'r Cyngor, Caernarfon, Gwynedd LL55 1SH) and the regional Historic Environment Record (Gwynedd Archaeological Trust, Craig Beuno, Ffordd y Garth, Bangor, Gwynedd LL57 2RT), will be used to identify the history of the site and its evolution.

According to GAPS mitigation brief **D1430**:

Before new records are prepared, existing sources of information should be found and examined for their adequacy. Such information may be found in drawings, photographs, published and unpublished accounts. The online catalogues of Gwynedd Archives and the Royal Commission on the Ancient and Historical Monuments of Wales include reference to some existing records of the building, although the quality, coverage and detail of these has not been checked. They are believed to include measured drawings made in 1978 and a number of photographs, some taken in 1988 and others of unconfirmed date (D1430: 03).

This existing records, including the 1978 measured drawings and the 1988 photographs will be inspected as part of the written account.

4.1.2 Photographs

Photographs will be detailed and record all features, room spaces and elevations to illustrate the building's appearance and structure and to support an historical analysis. Each image will be labeled with the subject, orientation and the date taken, and cross-referenced to a digital file. Digital images will be presented in the report as a hard copy and a CD-ROM will be included as an archive to accompany the report.

A Nikon D40 Digital SLR will be used throughout.

4.2 Processing data, illustration, report and archiving

Following completion of the record as outlined above, a report will be produced incorporating the following:

- a) a copy of the design brief and agreed specification
- b) a site location plan
- c) a plan illustrating the location and direction of photographs
- d) basic background and relevant historical, descriptive or analytical detail
- e) a full bibliography of sources consulted
- f) an archive compact disc.
- g) Illustrations, including plans and photographs, will be incorporated within the report.

4.3 Archive

A full archive including plans, photographs, written material and any other material resulting from the project will be prepared. All plans, photographs and descriptions will be labelled and cross-referenced, and lodged in an appropriate place (to be decided in consultation with the regional Historic Environment Record) within six months of the completion of the project. A CD-ROM copy will also be produced.

5.0 STAFF

The project will be supervised by Andrew Davidson, Principal Archaeologist at the Trust. The work will be carried out by fully trained Project Archaeologists who are experienced in building survey. (Full CV's are available upon request).

6.0 HEALTH AND SAFETY

The Trust subscribes to the SCAUM (Standing Conference of Archaeological Unit Managers) Health and Safety Policy as defined in **Health and Safety in Field Archaeology** (1999).

7.0 INSURANCE

Contract Works Insurance – Aviva Policy 24719850 CTC

- Sum insured £500,000 any one occurrence

The current period expires 04/11/11

Liability Insurance - Aviva Policy 24299068 CCI

- Employers' Liability: Limit of Indemnity £10m in any one occurrence
- Public Liability: Limit of Indemnity £5m in any one occurrence

The current period expires 01/04/11

Professional Indemnity Insurance – Markell A30664/0710

- Limit of Indemnity £5,000,000 in the aggregate

The current period expires 22/07/11

8.0 BIBLIOGRAPHY

English Heritage '*Understanding Historic Buildings: a guide to good recording practice*' (2006)

Gwynedd Archaeological Planning Service mitigation brief **D1430**

Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures (Institute for Archaeologists, 1996 (revised 2001))

YSGOL JONES BACH, SOUTH RD., CAERNARFON

PROJECT DESIGN FOR ARCHAEOLOGICAL BUILDING RECORD (G2172)

Prepared for Chris Sanders, Architect, January 2011

ESTIMATED COSTS:

The estimated costs are presented as two phases:

1. A Detailed Photographic Record;
2. Project Archiving/Report

It is estimated that 1 site day is required for the detailed building record with one staff member; an additional 1 day is required for archival research to form part of the written account with one staff member. A further two days will be required for the project archiving/report with one staff member.

APPENDIX II

Reproduction of GAPS Mitigation Brief D1430

DESIGN BRIEF FOR ARCHAEOLOGICAL BUILDING RECORD

Gwynedd Archaeological Planning Service

Site: Ysgol Jones Bach, Caernarfon

Date: 26th January 2011

National Grid Reference: 248236, 362334

Planning reference: C10A/0381/14/LL

Prepared for: Chris Sanders, Architect

This design brief is only valid for six months after the above date. After this period Gwynedd Archaeological Planning Service should be contacted.

It is recommended that the contractor appointed to carry out the archaeological assessment visits the site of the proposed development and consults the Regional Historic Environment Record (HER) for north-west Wales before completing their specification. Gwynedd Archaeological Planning Service cannot guarantee the inclusion of all relevant information in the design brief.

Key elements specific to this design brief have been highlighted.

1.0 Site Location and Description

- 1.1 For the purposes of this brief the site comprises the building known as Ysgol Jones Bach, which is located on the west side of South Road, Caernarfon. Caernarfon lies on the north-west coast of Wales overlooking the Menai Strait.
- 1.2 The site is in a residential area to the south of the town and sits on a fairly steep slope facing west over the Afon Seiont.

2.0 Archaeological Background

- 2.1 Ysgol Jones Bach is listed Grade II as a well-detailed 19th century Gothic school retaining considerable architectural character (Cadw ref. 3919; NPRN 23239). The school was founded c.1836 as the Caernarfon Grammar and Collegiate School by the Rev. James Hews Bransby of Bron Hendre, which stands opposite (now a health clinic) and provided accommodation for boarding pupils. It is named after John L. Jones, who was headmaster in the late 19th century, and remained in use until 1916.
- 2.2 The school is mentioned in local directories from 1844 and appears on a town plan of 1848. Prior to this the site appears to have been undeveloped, although a short terrace of buildings stood to the north in the early 19th century. The school is also located within the approximate former extent of Hen Waliau Lower Roman Fort (scheduled monument ref. Cn094), although it is outside the scheduled area.
- 2.3 The sources below must be consulted in relation to this brief.
English Heritage, 2006. *Understanding Historic Buildings A guide to good recording practice*. English Heritage, London.

The Institute for Archaeologists 1996 (revised 2001) Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures.

3.0 The nature of the development and archaeological requirements

- 3.1 The proposals comprise plans to convert the school into a dwelling, including repair where needed and redressing previous unsympathetic alterations. This will entail alteration to the interior and, to a lesser extent, the exterior of the building. Historic details are largely to be retained, but the proposals give rise to a need and opportunity to compile a full record of the building in its historic form.
- 3.2 This is a *design brief* for a programme of archaeological work to mitigate the impact of the development to be undertaken following planning consent, according to guidelines set out in Welsh national planning guidance (*Planning Policy Guidance Wales 2010*) and Welsh Office Circulars 60/96 (*Planning and the Historic Environment: Archaeology*) and 61/96 (*Planning and the Historic Environment: Historic Buildings and Conservation Areas*). The archaeological programme will comprise a **detailed photographic record** to be made in advance of the proposed conversion works.
- 3.3 This *design brief* should be used by the archaeological contractor as the basis for the preparation of a detailed written archaeological *specification*. The specification must be submitted to the Gwynedd Archaeological Planning Service for approval before the work commences.
- 3.4 The *specification* should contain, as a minimum, the following elements:
- Non-technical summary.
 - Details of the proposed works as precisely as is reasonably possible, indicating clearly on a plan their location and extent.
 - A research design which sets out the site-specific objectives of the archaeological works.
 - Reference to the relevant legislation.
 - Health and Safety considerations.
 - Monitoring procedures.
 - Field methodology.
 - The level and grade of all key project staff.
 - A timetable for the proposed works including contingency costs (if appropriate).
 - The intended method of publication.
 - Archive deposition.

4.0 Mitigation detail

- 4.1 The programme of archaeological works to **mitigate** the impact of the development will consist of a detailed photographic record.
- 4.2 The building record should be roughly commensurate with the English Heritage '*Understanding Historic Buildings: a guide to good recording*

practice' (2006) Photographic Survey and should include the following elements:

- written account 1-4;
- drawings 2, 7, 8;
- photographs 1-9.

- 2.4 Before new records are prepared, existing sources of information should be found and examined for their adequacy. Such information may be found in drawings, photographs, published and unpublished accounts. The online catalogues of Gwynedd Archives and the Royal Commission on the Ancient and Historical Monuments of Wales include reference to some existing records of the building, although the quality, coverage and detail of these has not been checked. They are believed to include measured drawings made in 1978 and a number of photographs, some taken in 1988 and others of unconfirmed date. **These should be consulted as part of the project and any relevant information included in the report.**
- 4.3 The **written account** should provide basic background information and any relevant descriptive or historical detail required to complement the photographic record. It should also set the building within its local and regional context.
- 4.4 The **drawings** should include plans recording the form and location of architectural / structural features of historic significance or phasing. These may be based on existing architect's plans, appropriately annotated.
- 4.5 **Photographs** should be high quality, detailed and must record all features, details, room spaces and elevations to illustrate the setting, appearance and structure of the building.
- 4.6 Both black-and-white and colour photography should be used where appropriate. Each plate should be clearly labelled with the subject, orientation and the date taken, and for archiving purposes cross-referenced to its negative and/or digital file.
- 4.7 If utilising digital technology, high resolution images (preferably in tiff. format) must be produced. These should be presented within the report as a hard copy, appropriately captioned, and a compact disc must be included as an archive to accompany the report.
- 4.8 Further information may be revealed during the course of the development. The programme of works might need to be co-ordinated with the archaeological contractor so that there is adequate opportunity and time allowed to identify, investigate and record any remains which may be relevant.
- 4.9 Recording methodology must be in accordance with Institute for Archaeologists guidance (see general requirements below).
- 4.10 The archaeological contractor will ensure that sufficient resource is made available for a resulting archive report.
- 4.11 The report should specifically include the following:
- a) a copy of the design brief and agreed specification
 - b) a site location plan
 - c) a plan illustrating the location and direction of photographs

- d) basic background and relevant historical, descriptive or analytical detail (see 4.2 and 4.3)
- e) a full bibliography of sources consulted
- f) an archive compact disc.

5.0 General requirements

- 5.1 The archaeological recording must be undertaken by an appropriately qualified individual or organisation, fully experienced in work of this character.
- 5.2 Details, including the name, qualifications and experience of the project director and all other key project personnel (including specialist staff) should be communicated to the Gwynedd Archaeological Planning Service and all written work attributed to an author(s).
- 5.3 Contractors and subcontractors are expected to conform to standard professional guidelines. The following are of particular relevance in this instance:-
 - Brown D. H., 2007. Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation. Archaeological Archives Forum.
 - English Heritage, 2006. Understanding Historic Buildings: A guide to good recording practice.
 - Richards, J. & Robinson, D., 2000. Digital Archives from Excavation and Fieldwork: Guide to Good Practice. Second Edition. The Archaeology Data Service Guide to Good Practice. Oxbow Books.
<http://ads.ahds.ac.uk/project/goodguides/excavation/>
 - The Institute for Archaeologists, 1985 (revised 2006) Code of Conduct.
 - The Institute for Archaeologists, 1990 (revised 2002) Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology.
 - The Institute for Archaeologists, 1996 (revised 2001) Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures.
- 5.4 Many people in North Wales speak Welsh as their first language, and many of the archive and documentary references are in Welsh. Contractors should therefore give due consideration to their ability to understand and converse in Welsh.
- 5.5 The archaeological contractor must satisfy themselves that all constraints to recording work have been identified, such as the siting of live services, presence/absence of asbestos, Tree Preservation Orders and public footpaths. Gwynedd Archaeological Planning Service bears no responsibility for the inclusion or exclusion of such information within this brief.
- 5.6 Any changes to the specifications that the archaeological contractor may wish to make after approval by this office should be communicated to Gwynedd Archaeological Planning Service and approved.
- 5.7 Arrangements for the long-term storage and deposition of all artefacts must be agreed with the landowner and Gwynedd Archaeological Planning Service before the commencement of archaeological work.

- 5.8 The involvement of Gwynedd Archaeological Planning Service should be acknowledged in any report or publication generated by this project.
- 5.9 A full archive including plans, photographs, written material and any other material resulting from the project should be prepared in accordance with standard guidance. All plans, photographs and descriptions should be labelled, cross-referenced and lodged in an appropriate place (to be agreed with Gwynedd Archaeological Planning Service) within six months of the completion of the project.
- 5.10 Two copies of the bound report must be sent to the address below, one copy marked for the attention of the Development Control Archaeologist, the other for attention of the HER Officer, who will deposit the copy in the HER.

6.0 Curatorial monitoring

- 6.1 The project will be monitored by Gwynedd Archaeological Planning Service to ensure the fulfilment of the brief and specifications. The Development Control Archaeologist will normally review the progress of reports and archive preparation. The archaeological contractor must inform Gwynedd Archaeological Planning Service in writing of the proposed start dates for the project and any subsequent phases of work.

7.0 Glossary of terms

- 7.1 *Archaeological Contractor*
A professionally qualified individual or an organisation containing professionally qualified archaeological staff, able to offer an appropriate and satisfactory treatment of the archaeological resource, retained by the developer to carry out archaeological work either prior to the submission of a planning application or as a requirement of the planning process.
- 7.2 *Archaeological Curator*
A person, or organisation, responsible for the conservation and management of archaeological evidence by virtue of official or statutory duties. In north-west Wales the archaeological advisor to the Local Planning Authorities is the Development Control Archaeologist, who works to the Welsh Archaeological Trust's Curators' Code of Practice.
- 7.3 *Archive*
An ordered collection of all documents and artefacts from an archaeological project, which at the conclusion of the work should be deposited at a public repository, such as the local museum.
- 7.4 *Brief*
The Association of County Archaeological Officers (1993) defines a *brief* as an outline framework of the planning and archaeological situation which has to be addressed, together with an indication of the scope of works that will be required.
- 7.5 *Historic environment Record (HER)*
A documentary record of known sites in a given area. In north-west Wales the HER is curated by the curatorial division of the Gwynedd Archaeological Trust.

7.6 *Specification*

The Association of County Archaeological Officers (1993) defines a *specification* as a schedule of works outlined in sufficient detail to be quantifiable, implemented and monitored.

7.7 *Watching brief*

A formal programme of observation during non-archaeological excavation works in order to identify, investigate and record any archaeological remains which may be present, in accordance with the Archaeological Standards.

8.0 Further information

8.1 This document outlines best practice expected of an archaeological assessment but cannot fully anticipate the conditions that will be encountered as work progresses. If requirements of the brief cannot be met they should only be excluded or altered after gaining written approval of the Gwynedd Archaeological Planning Service.

8.2 Further details or clarification of any aspects of the brief may be obtained from the Development Control Archaeologist at the address below.

Jenny Emmett

Archaeolegydd Rheolaeth Datblygiad - Development Control Archaeologist

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