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# Ysgol y Berwyn, Bala, Gwynedd.

## August 2016

### V 2.0





aeon archaeology

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# **Ysgol y Berwyn, Bala, Gwynedd.**

## **August 2016**

Report no. 0096 v2.0

Level 2 Historic Building Record

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Project Code: A0086.2

Date: 12/08/2016

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## 1.0 INTRODUCTION

Aeon Archaeology was commissioned by Gwynedd Council to produce a level 2 historic building record at Ysgol y Berwyn, Bala and within the Snowdonia National Park Authority (SNPA) (NGR: SH 92675 36263) in advance of demolition as a condition of full planning permission (Ref: NP5/53/4D).

Following a review of the catchment area of Ysgol y Berwyn, it has been decided to create a Lifelong Learning Community in Y Bala. The development will provide education for the pupils of the following schools, Ysgol y Berwyn (secondary), Ysgol Bro Tegid (primary), Ysgol Beuno Sant (primary).

The development will take place on the site of the existing Secondary School - Ysgol y Berwyn and it is envisaged that it will involve substantial refurbishment of the existing school and the construction of a new two storey block to replace a substantial part of the red brick unit at the front of the existing Ysgol y Berwyn.

A new Sports facility will also be constructed as part of the Scheme.

A mitigation brief was not prepared for this scheme by the SNPA Archaeologist but the following statement was made a condition of full planning permission:

### Condition 5

*No work shall commence (including any ground disturbing works or site clearance) until such time as the applicant has submitted to and had approval in writing from the Local Planning Authority for an archaeological specification for a programme of works which must meet all relevant archaeological standards.*

### Condition 6

*The development hereby approved shall be carried out in strict accordance with the archaeological specification for a programme of works as approved in condition 5 above.*

The reason for this condition is:

*To ensure no matters of archaeological interest adversely affected as a result of this development and are satisfactorily recorded (Planning Reference NP5/53/4D).*

A magnetometer geophysical survey was undertaken of the proposed car park extension area and the surrounding playing field by Durham University Archaeological Services in June 2016. The results did not show any archaeological remains within the development area. As such the Development Control Archaeologist (Mr John G Roberts) at the SNPA agreed that a phased approach to the archaeological mitigation would involve the following:

#### **1. Archaeological watching brief:**

- (i) During all ground disturbance associated with the construction of the car park extension.

## 2. Level 2 historic building record:

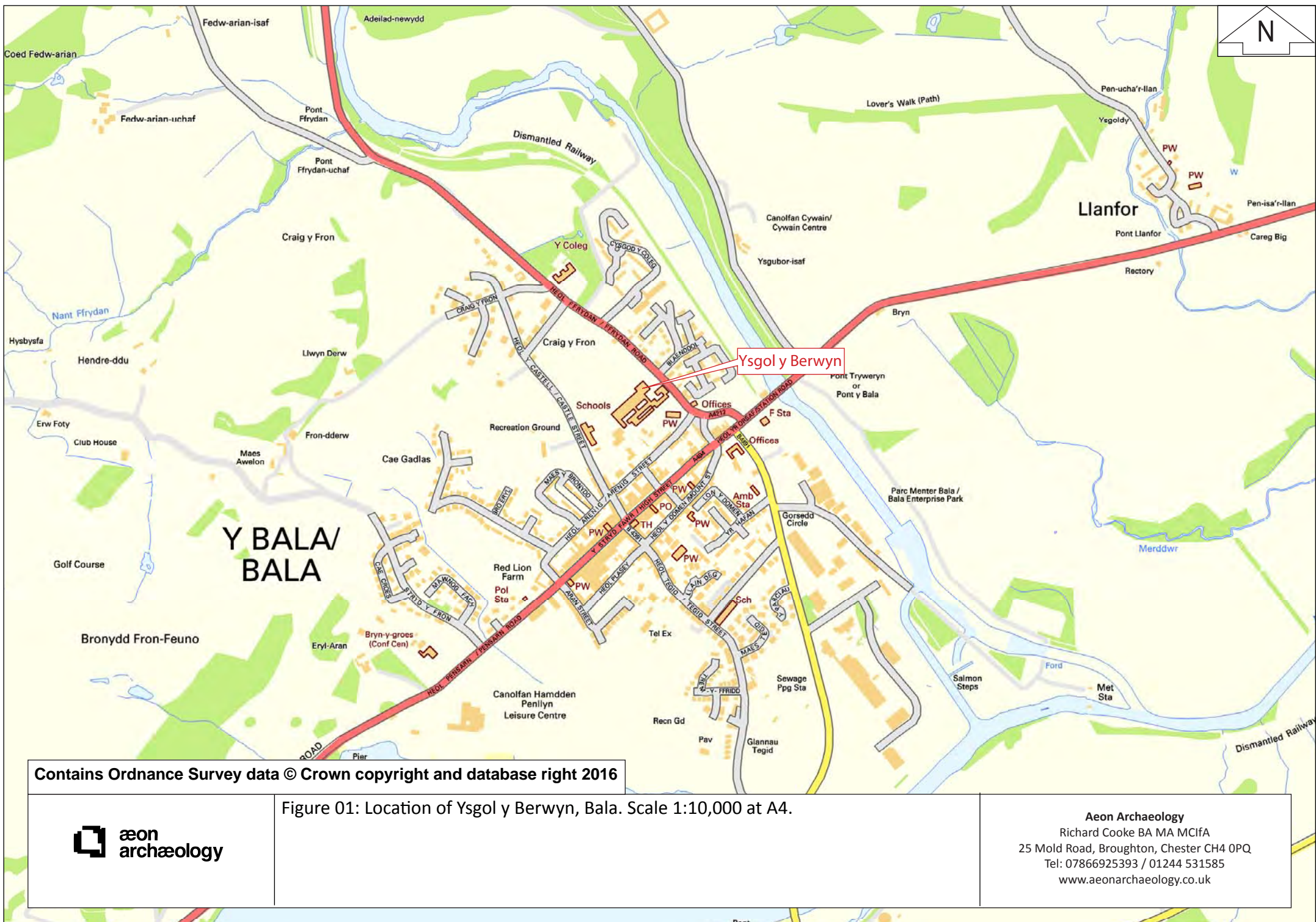
- (i) Prior to the demolition of the red-brick Victorian section of the school located alongside Ffrydan Road.

The first phase (archaeological watching brief) has been completed and a report on the observations submitted to the Client and SNPA Archaeologist in July 2016. This report is for the phase 2 mitigatory response – level 2 historic building record of the Victorian block of Ysgol y Berwyn prior to demolition.

A Written Scheme of Investigation (WSI) was produced by Aeon Archaeology in June 2016 (Appendix I) which detailed a programme of archaeological works to mitigate the impact of the development, to be undertaken following planning consent, in accordance with guidelines set out in Welsh national planning guidance (Planning Policy Wales 2014), Welsh Office Circular 60/96 (Planning and the Historic Environment: Archaeology), and the Historic Environment Act (Wales) 2016. The programme of works was to comprise an historic building record commensurate with English Heritage '*Understanding Historic Buildings: a guide to good recording practice*' (2006) **Level 2**.

The historic building record and report conforms to 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 (Chartered Institute for Archaeologists, 2014).





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Figure 01: Location of Ysgol y Berwyn, Bala. Scale 1:10,000 at A4.

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## 2.0 SPECIFICATION AND PROJECT DESIGN

The requirements were for an archaeological building record of the Victorian block of Ysgol y Berwyn prior to its demolition, however should observations or desk-based research suggest the potential for significant features to be encountered during the site clearance/ground work arrangements should be made to undertake any appropriate supplementary recording work during the development.

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

The level 2 historic building record consists of English Heritage '*Understanding Historic Buildings: a guide to good recording practice*' (2006) elements:

written account: 1-3, 6

drawings: *sometimes 1, sometimes one or more of 2-7*

photographs: 1,2,4

### 2.1 Written Account

The written account includes:

- The building's precise location as a National Grid Reference and address form;
- A note of any statutory designation and non-statutory designation;
- The date of the record, name(s) of the recorder(s) and archive location;
- A summary of the building's form, function, date, and sequence of development.

### 2.2 Photographs

The photographic record includes:

- A general view or views of the building;
- The building's external appearance. Typically a series of oblique views will show all external elevations of the building and give an impression of its size and shape;
- The overall appearance of the principal rooms and circulation areas.

The photographic record was to be maintained throughout using a digital SLR camera (Canon 600D) set to maximum resolution (72 dpi) and all archaeological features were to be recorded photographically with photographs taken in RAW format and later converted to TIFF format for long-term storage and JPEG format for presentation and inclusion in the archive. The standards for the digital archive would adhere to those set out in '*Guidelines for Digital Archaeological Archives*' (RCAHMW, 2015).

### 2.3 Drawings

The drawn record included:

- A site plan showing the location and orientation of photographs. This will label all room spaces and indicate any architectural features of note.

A full archive including plans, photographs, written material and any other material resulting from the project would be prepared. All plans, photographs and descriptions would be

labelled, and cross-referenced, and lodged with the National Monument Record, RCAHMW within six months of the completion of the project.

A draft copy of the report will be sent to the Client and the SNPA Archaeologist for comment prior to finalisation of the report and dissemination. Bound copies of the report and an archive CD will be sent to the regional HER (Gwynedd Archaeological Trust, Craig Beuno, Garth Road, Bangor, Gwynedd LL57 2RT) (x 2#), the SNPA archaeologist (x 3#) and to National Monument Record, of the Royal Commission on the Ancient and Historic Monuments of Wales (RCAHMW) (x 1#) for long term archiving. Furthermore, a summary of the project will be sent to *Archaeology in Wales* for publication. Copies of all digital files (inc. photos, report as PDF and Word, spreadsheets, databases, survey data etc) to be presented to each of above on optical disc (ie DVD).

### **3.0 METHODS AND TECHNIQUES**

The significance, origins and development of the site are discussed with reference to the available historical sources. A photographic record was made using a Canon DSLR 600D camera set to maximum resolution. The location and direction of photographs are shown on figure 3.

Existing architects' plans were utilised for the purpose of locating and orientating photographs, and all features, details, room spaces, and elevations were photographed and described to illustrate the setting, appearance, and structure of the building. Photographic images were labeled with the subject, orientation and the date taken, and cross-referenced to a digital file.

### **4.0 SITE LOCATION**

Bala is a small market town, with a population of 1,980 (2001 census) situated at the northern end of Llyn Tegid within the Snowdonia National Park. (Grid Reference SH926362.)

The A4212 runs parallel to the site and there are minor roads that surround Ysgol y Berwyn, Bala which are Heol Arenig and Heol y Castell.

As of September 2010 there were 378 pupils and 28 teachers at the existing secondary school.

### **5.0 ARCHAEOLOGICAL AND HISTORICAL RECORD**

The first edition 25" County Series Ordnance Survey map of 1888 depicts the location of Ysgol y Berwyn in detail however the school had not been constructed by this point in time, and the location is shown as being undeveloped and enclosed fields to the immediate northwest of Christ Church. By the production of the second edition 25" County Series Ordnance Survey map of 1901 the Late Victorian part of Ysgol y Berwyn had been constructed within an enclosed field to the northwest of the Church. The school is depicted as an L-shaped building fronting on to Ffrydan Road.

By the production of the fourth edition 25" County Series Ordnance Survey map of 1953 the southern extension had been constructed forming an inverted L-shaped building conjoined to the earlier structure and to the immediate southeast.



## 6.0 BUILDING DESCRIPTION

Upon attendance it was noted that demolition work within the school building had already begun, with many fixtures and fittings removed. The building record was undertaken regardless, after which additional photographs were sourced from the Gwynedd Council and Darnton B3 Architecture and added to the report. These were also used to provide additional descriptive detail where possible.

### 6.1.1 External description (plates 1-9)

The Late Victorian block of Ysgol y Berwyn is located at NGR SH 92675 36263 north of Bala town centre, on the south-western side of Ffrydan Road. The principle range is a single storey rectangular structure orientated north to south but has seen numerous extensions and alterations, which are described below and depicted on figure 4.

#### North-South Principle Range

The principle elevation of the school faces east towards Ffrydan Road, but is set back from the road itself by a grassed area surrounded by iron railings. It is of a single-storey rectangular range orientated north-south and constructed primarily from unfrogged red-brick bonded by mortar. It has a double-pitched roof of grey slate with grey ridge tiles with projecting parapets on the north and south gable ends.

The east facing elevation is separated into two equally sized bays via three projecting buttresses with rolled sandstone kneelers at midway height, one on each gable end and one within the centre of the elevation. Each bay has three 21-pane double-glazed windows in pvc frames. The elevation and buttresses all have a chamfered projecting skirt at the base of the wall.

The north and south gable walls are not visible as these are attached to the northern and southern bays respectively.

The west facing elevation has two 10-pane double-glazed windows in pvc frames at each end and a centralised 10-pane double-glazed window in pvc frame. All have radiating brick voussoirs and sandstone sills.

#### East-West Northern Bay

A single-storey rectangular range orientated east-west with a projecting gabled bay to the left of centre and constructed primarily from unfrogged red-brick bonded by mortar. It has a double-pitched roof of grey slate with grey ridge tiles with projecting parapets on the east and north gable ends.

The east facing elevation has a centralised embrasure at eaves height above three equally spaced windows, the left and right of which are of 18-pane double-glazed windows in pvc frames, the central of which is of 30-panes. All three windows have incised sandstone lintels to emulate radiating voussoirs and sandstone sills. The elevation has a chamfered projecting skirt at the base of the wall.

The north facing elevation has a projecting gabled bay, again with a projecting parapet. There are three equally spaced windows, the left and right of which are of 18-pane double-glazed windows in pvc frames, the central of which is of 30-panes. All three windows have incised sandstone lintels to emulate radiating voussoirs and sandstone sills. The elevation has a chamfered projecting skirt at the base of the wall.

To the right of the projecting gable but still within the northern elevation are two 10-pane double-glazed windows in pvc frames divided by a fall-pipe from the gutter, with incised sandstone lintels to emulate radiating voussoirs and sandstone sills. The north facing elevation is otherwise featureless.

The west facing elevation has four 10-pane double-glazed windows in pvc frames with radiating brick voussoirs and sandstone sills. They are equally spaced except for the left hand window which is situated further to the left hand side.

The southern elevation is obscured on its left hand end by a modern red-brick extension store. The right hand end has a double doorway of four glass panes set in dark-stained wooden frames providing access into the building.

#### East-West Southern Bay

A single-storey rectangular range orientated east-west with a projecting gabled bay to the right of centre and constructed primarily from unfrogged red-brick bonded by mortar. It has a double-pitched roof of grey slate with grey ridge tiles with projecting parapets on the east and south gable ends.

The east facing elevation has a centralised embrasure at eaves height above three equally spaced windows, the left and right of which are of 18-pane double-glazed windows in pvc frames, the central of which is of 30-panes. All three windows have incised sandstone lintels to emulate radiating voussoirs and sandstone sills. The elevation has a chamfered projecting skirt at the base of the wall.

The south facing elevation has a projecting gabled bay, again with a projecting parapet. There are three equally spaced windows, the left and right of which are of 30-pane double-glazed windows in pvc frames, the central of which is also of 30-panes but is narrower and higher than the other two. All three windows have incised sandstone lintels to emulate radiating voussoirs and sandstone sills. There is a projecting buttress with rolled sandstone kneelers at midway height at the right hand corner wall. The east facing elevation of the projecting gable bay has a segmental arch primarily of brick but with a decorated sandstone pediment. The doorway is now bricked up.

#### East-West Southern Extension

A single-storey rectangular range orientated east-west constructed primarily from unfrogged red-brick bonded by mortar. It has a double-pitched roof of grey slate with grey ridge tiles.

The east facing elevation has a single 12-pane double-glazed window in pvc frames with sandstone sill, but is otherwise featureless.

The south facing elevation has fifteen equally spaced 12-pane double-glazed windows in pvc frames with radiating brick voussoirs and sandstone sills.

The west facing elevation has three equally spaced 12-pane double-glazed windows in pvc frames with radiating brick voussoirs and sandstone sills.

The north facing elevation has six 12-pane double-glazed windows in pvc frames with radiating brick voussoirs and sandstone sills, four situated at the right end and two at the left. The windows are divided by a double doorway with clear glass fan-light and two glass panes set within a dark-stained frame permitting access into the building. The extension projects

northward at the west end and has four equally spaced 12-pane double-glazed windows in pvc frames with radiating brick voussoirs and sandstone sills.



**Plate 01:** Ysgol y Berwyn principle building and north and south bays - east facing external elevation, from the east. Scale 1.0m.





**Plate 02:** Ysgol y Berwyn principle building - west facing external elevation, from the west. Scale 1.0m.



**Plate 03:** Ysgol y Berwyn northern bay - north facing external elevation, from the north. Scale 1.0m.



**Plate 04:** Ysgol y Berwyn northern bay - west facing external elevation, from the northwest. Scale 1.0m.





**Plate 05:** Ysgol y Berwyn southern bay - east and south facing external elevations, from the southeast. Scale 1.0m.



**Plate 06:** Ysgol y Berwyn southern extension - west and south facing external elevations, from the southwest. Scale 1.0m.





**Plate 07:** Ysgol y Berwyn southern extension - north facing external elevation, from the northeast. Scale 1.0m.



**Plate 08:** Ysgol y Berwyn southern extension - east facing external elevation, from the east. Scale 1.0m.



**Plate 09:** Ysgol y Berwyn southern extension - north facing external elevation, from the north. Scale 1.0m.



### **6.1.2 Internal description (plates 10-27)**

#### *Corridor 1* (plate 10 - 12)

A rectangular shaped room measuring 31.0m in length by 2.0m in width orientated east to west. The ceiling is of white polystyrene boards and the walls are of exposed brick painted white. The southern elevation has four doorway openings leading into four former classrooms, all now without frames and doors. Six equally spaced window openings are also situated in the southern elevation, three for classroom 2 and three for classroom 3, also without windows and frames.

The northern elevation has a single doorway without frame and door permitting access into the gymnasium, and there is a centralised double doorway in the northern elevation with clear glass fan-light and two glass panes set within a dark-stained frame that permits access outside.

The floor was of parquet but has recently been removed on to the concrete base.

Plate 12 was provided by the Client and shows the parquet floor and windows looking into the classrooms on the southern side still in place. The corridor is shown with stacked plastic chairs along its southern edge but is otherwise featureless.

#### *Classroom 1* (plate 13)

A square shaped room measuring 6.0m. The ceiling is of white painted plasterboard that has been partially removed. The west, south and east elevations are plastered and painted yellow in the upper half with exposed grey coloured bricks below, the northern elevation is plastered and painted white. The western elevation has three equally spaced 12-pane double-glazed windows in pvc frames, while the southern elevation has four equally spaced windows of the same.

A doorway at the right end of the northern elevation permits access to corridor 1 but the door and frame has been removed. The floor was of parquet but has recently been removed on to the concrete base.

#### *Gymnasium* (plate 14)

A square shaped room measuring 7.0m. The ceiling is of white painted plasterboard that has been partially removed. The elevations are all plastered and painted red in the upper half with exposed grey coloured bricks below. The eastern elevation has four equally spaced 12-pane double-glazed windows in pvc frames.

A doorway at the left end of the southern elevation permits access to corridor 1 but the door and frame has been removed. The floor was of parquet but has recently been removed on to the concrete base.



**Plate 10:** Ysgol y Berwyn corridor 1, from the west. Scale 1.0m.



**Plate 11:** Ysgol y Berwyn corridor 1, from the east. Scale 1.0m.



**Plate 12:** Ysgol y Berwyn Client Photograph of corridor 1, from the west.





**Plate 13:** Ysgol y Berwyn classroom 1, from the east. Scale 1.0m.



**Plate 14:** Ysgol y Berwyn gymnasium, from the northwest. Scale 1.0m.

### *Classroom 2 (plate 15)*

A square shaped room measuring 6.0m. The ceiling is of white painted plasterboard that has been partially removed. The elevations were all plastered in the upper half but this has been partially removed, with exposed grey coloured bricks below. The southern elevation has four equally spaced 12-pane double-glazed windows in pvc frames. The northern elevation has three equally spaced window openings looking on to corridor 1, but the windows and frames have been removed.

A doorway at the left end of the northern elevation permits access to corridor 1 but the door and frame has been removed. The floor was of parquet but has recently been removed on to the concrete base.

### *Classroom 3 (plate 16 and 17)*

A square shaped room measuring 6.0m. The ceiling is of white painted plasterboard that has been partially removed. The elevations are all plastered in the upper half and painted yellow, with exposed white-painted bricks below. The southern elevation has four equally spaced 12-pane double-glazed windows in pvc frames. The northern elevation has three equally spaced window openings looking on to corridor 1, but the windows and frames have been removed.

A doorway at the left end of the northern elevation permits access to corridor 1 but the door and frame has been removed. The floor was of parquet but has recently been removed on to the concrete base.

Plate 17 was provided by the Client and shows that the northern wall was of red-painted brick with three 12-pane glass windows in white-painted wooden frames. The door permitting access to corridor 1 is a brown stained wooden panel door with 16 glass panes in the upper half. The western elevation has a fixed whiteboard towards the right of centre and has posters above it. The floor is of laid wooden parquet.

### *Classroom 4 (plate 18)*

A square shaped room measuring 6.0m. The ceiling is of white polystyrene tiles with electric strip lights with aluminium louvres. The elevations are all plastered in the upper half and painted blue, with exposed grey bricks below. The southern elevation has three equally spaced 12-pane double-glazed windows in pvc frames, and the eastern elevation has a single 12-pane double-glazed windows in pvc frame at the right end. The northern elevation has two equally spaced arched brick entrances providing access between the classroom and corridor 1 but the doors and frames have been removed.

The floor was of parquet but has recently been removed on to the concrete base.

### *Computer Room 1 (plate 19)*

A square shaped room measuring 3.0m. The ceiling is of white polystyrene tiles with electric strip lights with aluminium louvres. The elevations are all plastered in the upper half and painted white, with exposed white-painted bricks below. The southern elevation has two equally spaced 30-pane double-glazed windows in pvc frames. The northern elevation has a single doorway at the right end providing access between the computer room and corridor 1 but the door and frame has been removed.

The floor was of parquet but has recently been removed on to the concrete base.





**Plate 15:** Ysgol y Berwyn classroom 2, from the northwest. Scale 1.0m.





**Plate 16:** Ysgol y Berwyn classroom 3, from the northwest.



**Plate 17:** Ysgol y Berwyn Client photograph of classroom 3, from the southeast.



**Plate 18:** Ysgol y Berwyn classroom 4, from the northwest. Scale 1.0m.



**Plate 19:** Ysgol y Berwyn Computer Room 1, from the northeast. Scale 1.0m.



### *Store Room 1 (plate 20)*

A rectangular shaped room measuring 3.0m in length by 2.0m in width orientated north to south. The ceiling is of white painted plaster with a centralised electric strip light. The elevations are all plastered and painted white. The southern elevation has a single centrally located 30-pane double-glazed window in pvc frame. The northern elevation has a single centralised doorway providing access between the store room and corridor 1 with a dark-green painted wooden door with centralised double-glazed window.

The floor was of parquet but has recently been removed on to the concrete base.

### *Music Store 1 (plate 21 and 22)*

A rectangular shaped room measuring 4.5m in length by 2.5m in width orientated east to west. The ceiling is of white polystyrene tiles with a centralised electric strip light. The elevations are all plastered and painted purple. The eastern elevation has a two equally spaced 21-pane double-glazed windows in pvc frames. The northern elevation has a single doorway at the right end providing access between the computer room and store room 2 with a purple painted wooden door and frame. There is also a purple painted radiator and notice board on the northern elevation.

The western elevation has a single doorway at the right end that permits access between the computer room and corridor 1 via a purple painted wooden door and frame.

The floor was of parquet but has recently been removed on to the concrete base.

Plate 22 was provided by the Client and shows the room in use as a music store. The photograph depicts a single desk against the eastern elevation, a blue-painted cupboard against the southern elevation at the left end, and a piano towards the centre of the room. The floor is shown to be of a light beige carpet.

### *Computer Room 2 (plate 23 - 25)*

A rectangular shaped room measuring 8.0m in length by 3.0m in width orientated north to south. The ceiling is of white painted plaster with three equally spaced electric strip lights with aluminium louvres. The elevations are all plastered and painted magnolia. The western elevation has two 10-pane double-glazed windows in pvc frames at each end and a centralised 10-pane double-glazed window in pvc frame. The northern elevation has a centralised white-board, while the eastern elevation has been fitted with static benches to hold computers.

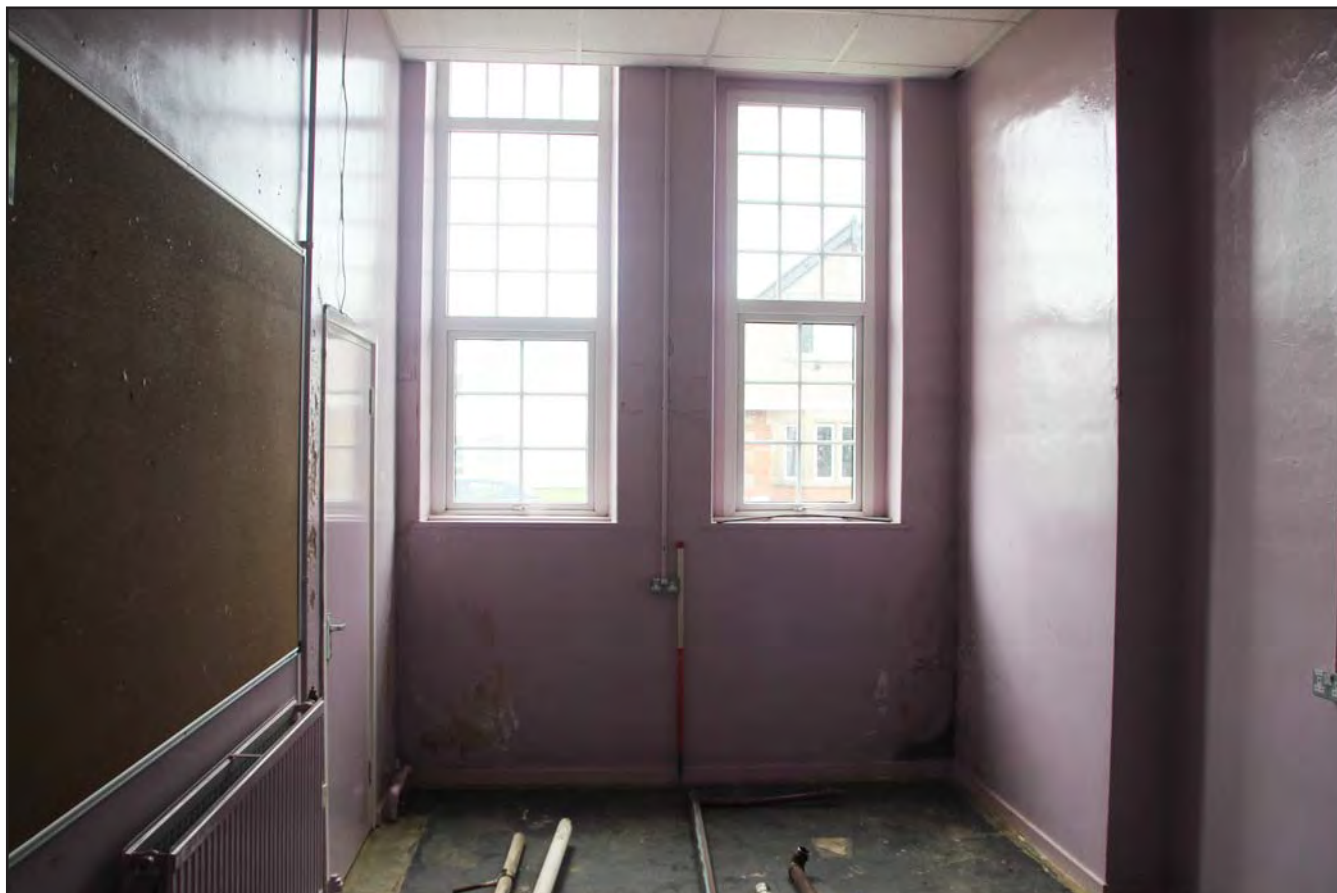
A single doorway is located at the right end of the eastern elevation providing access between the computer room and corridor 1 with a dark-green painted wooden door and frame.

The floor is of dark-grey tiles.

Plates 24 and 25 were provided by the Client and show the computer room with wooden shelving along the eastern elevation stacked with textbooks. The room has at least seven wooden desks around the perimeter each with a computer and plastic chair. The floor is of blue carpet.



**Plate 20:** Ysgol y Berwyn Store Room 1, from the north. Scale 1.0m.



**Plate 21:** Ysgol y Berwyn Music Store 1, from the west. Scale 1.0m.



**Plate 22:** Ysgol y Berwyn Client photograph of Music Store 1, from the west.





**Plate 23:** Ysgol y Berwyn Computer Room 2, from the south. Scale 1.0m.



**Plate 24:** Ysgol y Berwyn Client photograph of Computer Room 2, from the south.



**Plate 25:** Ysgol y Berwyn Client photograph of Computer Room 2, from the east.

### *Classroom 5 (plate 26 to 31)*

A rectangular shaped room measuring 8.5m in length by 4.5m in width orientated north to south. The ceiling is of white polystyrene tiles with six equally spaced electric strip lights with plastic diffusers. The elevations are all plastered in the upper half and painted light green with white-painted wooden panelling beneath. The eastern elevation has six equally spaced 21-pane double-glazed windows in pvc frames. The northern elevation has a centralised notice board with musical themed mural at the right end. The western elevation has a square access hatch at the right and a single doorway permitting access to an integrated corridor running along the western side of the classroom. At the left end of the west elevation there is a double door opening permitting access to the same corridor.

The southern elevation has a small stage at the right end with a centralised revolving black and white board in wooden surround. At the left end is a white-painted wooden board door in white-painted frames.

A single doorway is located at the right end of the southern elevation providing access between the classroom and corridor 1 with a dark-green painted wooden door and frame and there is an opposing door in the northern elevation permitting access to corridor 2.

The floor is of dark-grey tiles.

Plates 28-31 were provided by the Client and shows the classroom in use. There are wooden desks against the eastern, northern and western elevations with a computer and keyboard on each one. The room is also filled with wooden desks orientated east to west with blue plastic chairs. To the immediate left of the revolving blackboard in the southern elevation is a steel cabinet, in front of which is a piano.

### *Store Room 2 (plate 32)*

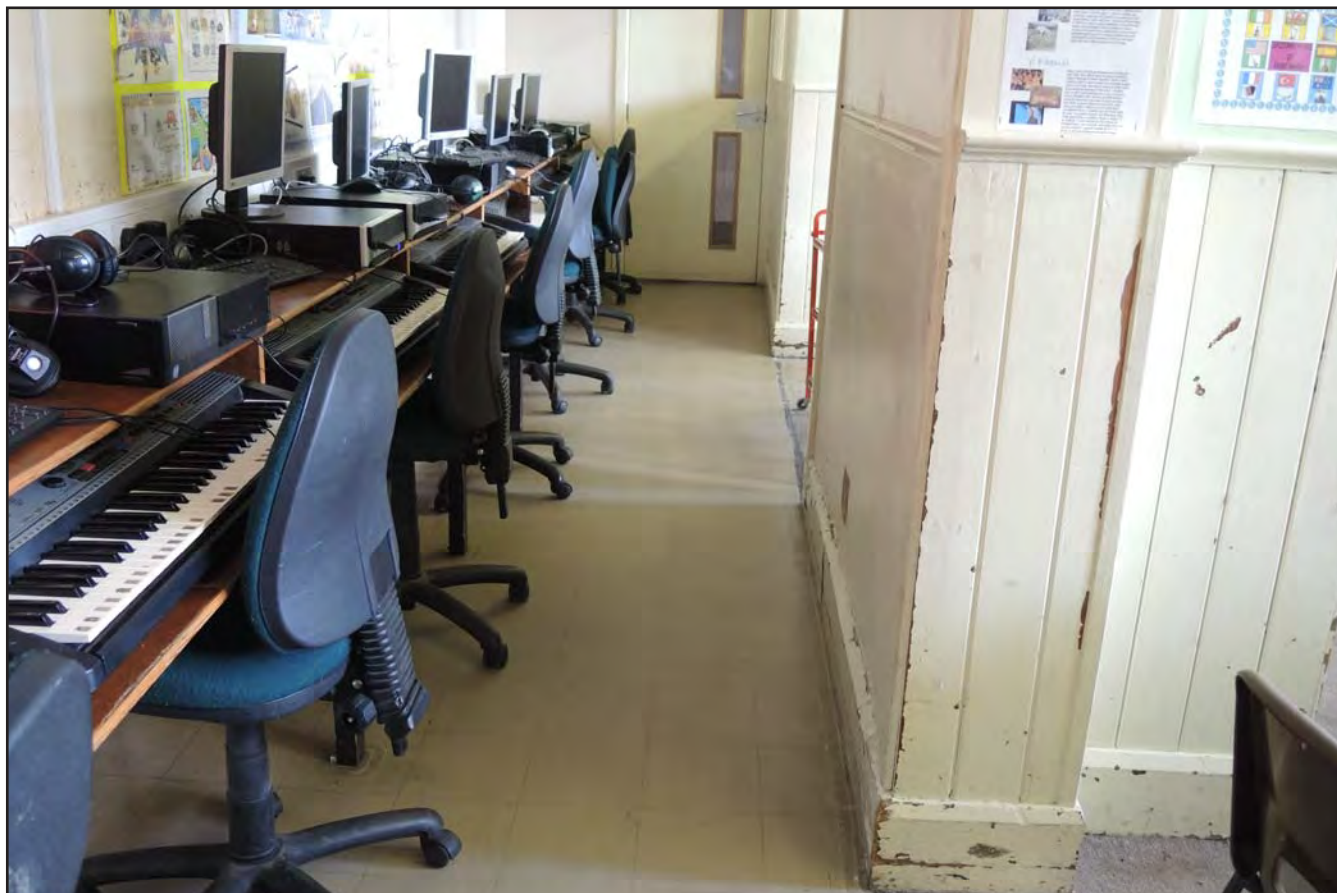
A rectangular shaped room measuring 4.5m in length by 1.0m in width orientated east to west. The ceiling is of white polystyrene tiles with a centralised electric strip light with plastic diffuser. The elevations are all plastered and painted light green. The eastern elevation has one centralised 18-pane double-glazed windows in pvc frame. The northern elevation has a single white-painted wooden doorway at the right end permitting access to Classroom 5. Wooden shelves have been attached to the northern, western and southern elevations to store textbooks.

The floor is of dark-grey tiles.



**Plate 26:** Ysgol y Berwyn classroom 5, from the north. Scale 1.0m.





**Plate 28:** Ysgol y Berwyn Client photograph of classroom 5, from the south.



**Plate 29:** Ysgol y Berwyn Client photograph of classroom 5, from the southwest.



**Plate 30:** Ysgol y Berwyn Client photograph of classroom 5, from the southeast.





**Plate 31:** Ysgol y Berwyn Client photograph of classroom 5, from the northwest.





**Plate 32:** Ysgol y Berwyn Store Room 2, from the east. Scale 1.0m.

### *Music Room (plate 33 and 34)*

A rectangular shaped room measuring 4.5m in length by 2.5m in width orientated east to west. The ceiling is of purple-painted plaster with a centralised electric strip light with plastic diffuser. The elevations are all plastered and painted purple. The eastern elevation has an 18-pane double-glazed windows in pvc frame at the right end and a 30-pane double-glazed windows in pvc frame at the left end. The northern elevation has a single purple-painted wooden doorway with dark-brown painted frame at the right end permitting access to a locked store room. At the left end is a noticeboard. The western elevation has a single doorway at the left end of dark-stained wood and frame that permits access to corridor 2.

The floor is of dark-grey tiles.

Plate 34 was provided by the Client and shows wooden desks against the eastern elevation with musical instruments and also against the southern elevation with a television and video recorder. Plastic chairs are shown against the northern elevation and a music easel is located within the centre of the room.

### *Corridor 2 (plate 35)*

A rectangular shaped room measuring 7.0m in length by 1.0m in width orientated east to west. The ceiling is of white-painted plaster with two centralised electric strip lights with plastic diffusers. The elevations are all plastered and painted white. The eastern elevation has a single doorway permitting access to the music room and the western elevation has a single doorway permitting access to classroom 6. The floor is of dark-grey tiles.

### *Classroom 6 (plate 36 to 39)*

An L-shaped room measuring 13.5m in length by 5.0m in width orientated east to west, and 8.0m in length by 5.5m in width orientated north to south at the western end. The ceiling is of white polystyrene boards with electric strip lights with aluminium louvres. The elevations are all plastered and painted white. The eastern elevation has a single centralised doorway permitting access to a store room with a single 2-pane double-glazed window in pvc frame at the left end. The northern elevation has three windows at the right end, the central of which is a 30-pane flanked by two 18-pane double-glazed windows in white pvc frames. At the left end are two 10-pane double-glazed windows in white pvc frames.

The northern elevation has four 10-pane double-glazed windows in white pvc frames, the right of which is offset. The western and right hand end of the southern elevation has had the plaster removed in the lower half revealing the red-brick walls.

The floor is of dark-grey tiles.

Plates 38 and 39 were provided by the Client and show the classroom as being relatively dilapidated even when in use. Several ceiling tiles are missing and the room has worn leather sofas against the northern, eastern and southern elevations. The floor is shown as being of blue carpet.



**Plate 33:** Ysgol y Berwyn Music Room, from the west. Scale 1.0m.



**Plate 34:** Ysgol y Berwyn Client photograph of Music Room, from the west.





**Plate 35:** Ysgol y Berwyn Corridor 2, from the east. Scale 1.0m.



**Plate 36:** Ysgol y Berwyn class room 6, from the west. Scale 1.0m.



**Plate 37:** Ysgol y Berwyn class room 6, from the northeast. Scale 1.0m.



**Plate 38:** Ysgol y Berwyn Client photograph of class room 6, from the west.



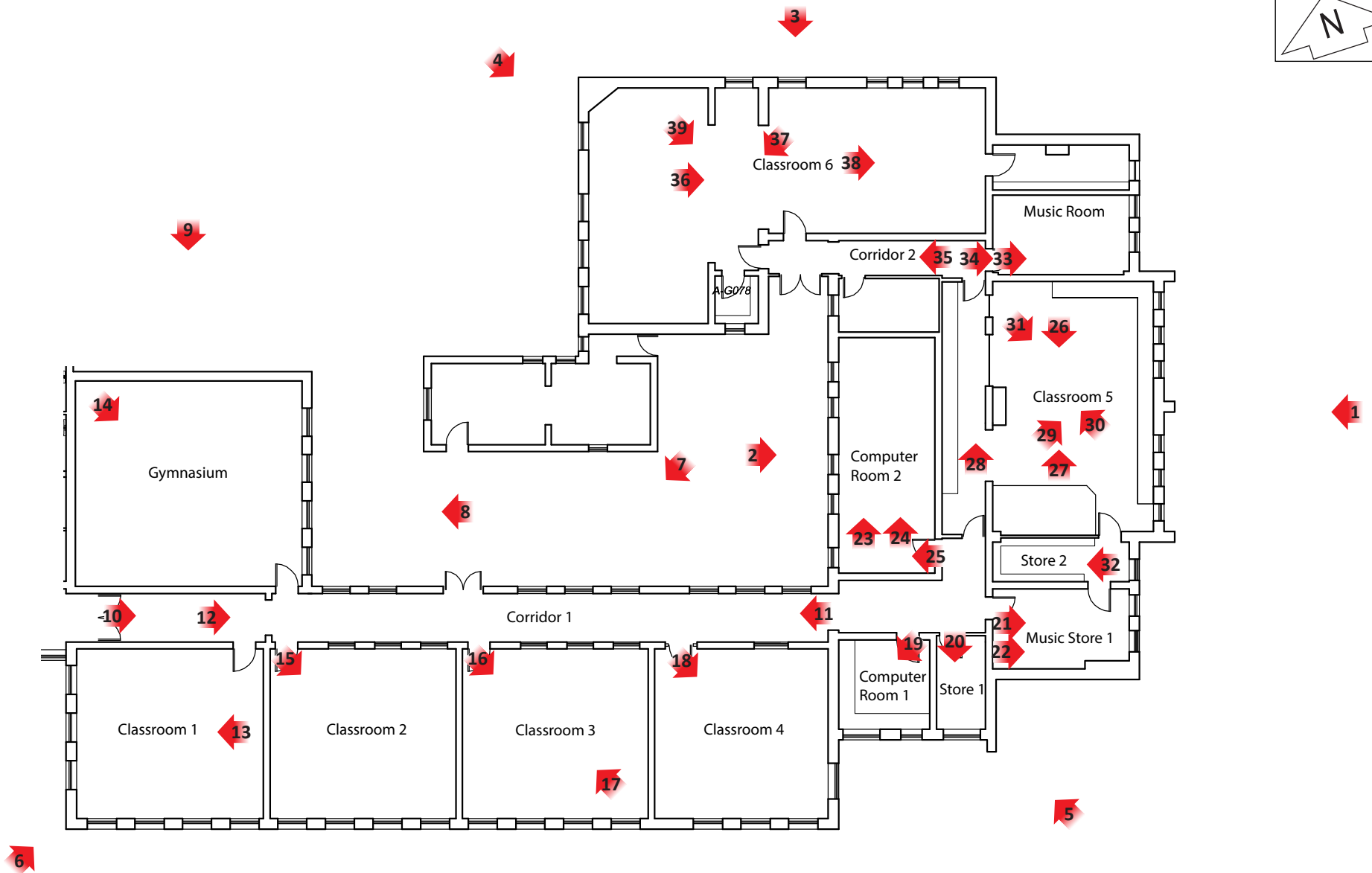


**Plate 39:** Ysgol y Berwyn Client photograph of class room 6, from the northwest.



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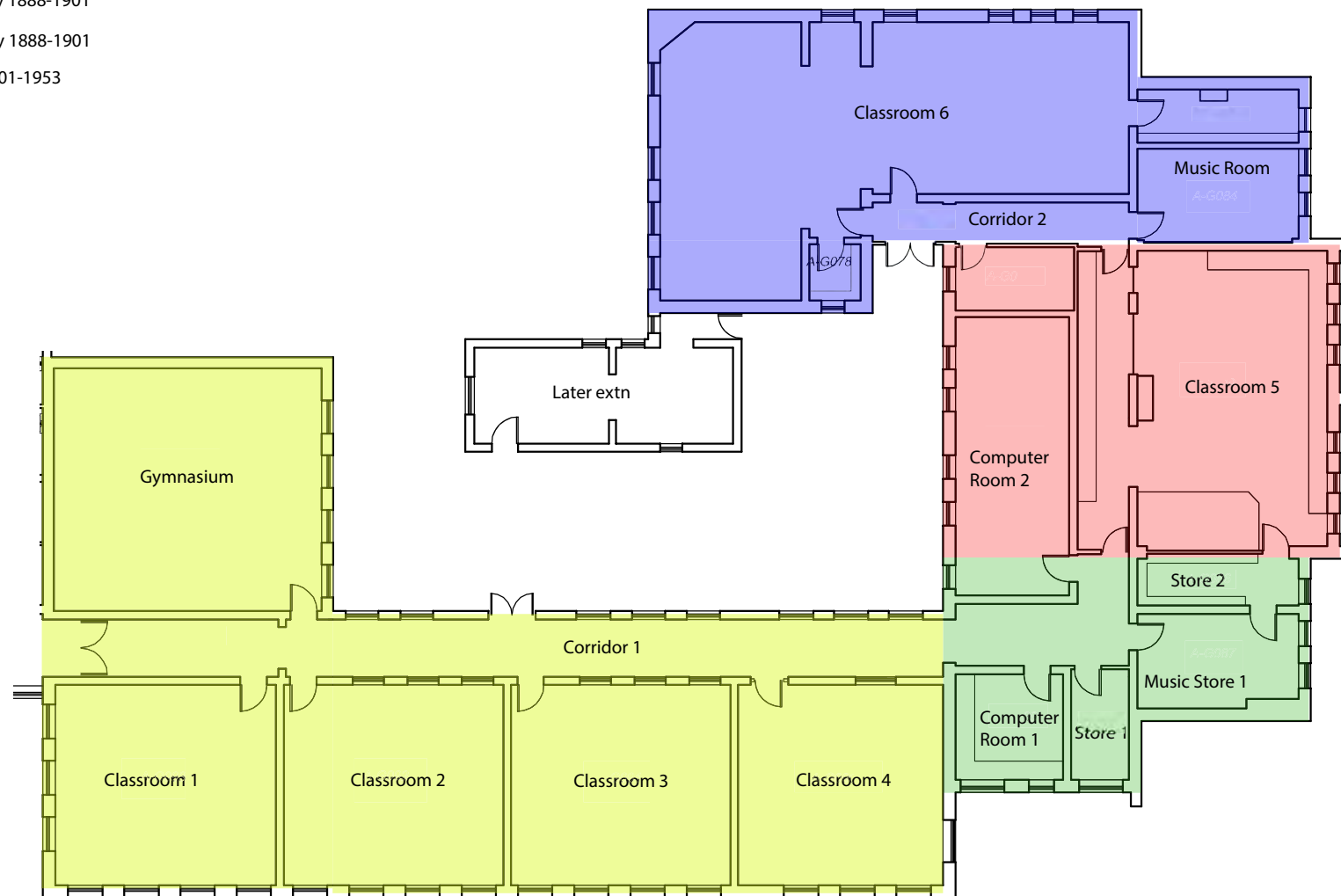
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Figure 03: Location and orientation of photographs at Ysgol y Berwin Victorian block.  
Not to scale.

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- Principle north-south range 1888-1901
- Northern east-west bay 1888-1901
- Southern east-west bay 1888-1901
- Southern extension 1901-1953



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Figure 04: Ysgol y Berwin Victorian block phases of construction. Not to scale.

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## 7.0 CONCLUSION

The now demolished block of Ysgol y Berwyn has local historical value as a Late Victorian school building and played a key role in the education of the residents of Bala from the start of the 20<sup>th</sup> Century up until today. The red-brick wing of the school was almost certainly constructed between the first edition 25" Ordnance Survey map of 1888 and the second edition of 1901, originally as an L-shaped building with its principle elevation set back from but fronting on to Ffrydan Road. The school block was originally accessed via the entranceway in the projecting gable in the southern wing.

By the production of the fourth edition 25" Ordnance Survey map in 1953 the southern extension had been constructed forming an inverted L-shaped building conjoined to the earlier structure and to the immediate southeast.

The building record presented in this report should be seen as being commensurate with English Heritage '*Understanding Historic Buildings: a guide to good recording practice*' (2006) Level 2 and therefore meets the spirit and intent of the phase 2 mitigatory works associated with condition 5 of planning application NP5/53/4D. It is therefore recommended that the planning condition be discharged in its entirety.

## **8.0 SOURCES**

English Heritage, 2006. *Understanding Historic Buildings: a guide to good recording practice*.

Ordnance Survey 1st edition 25 inch map 1888.

Ordnance Survey 2nd edition 25 inch map 1901.

Ordnance Survey 4th edition 25 inch map 1953.

Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures (Chartered Institute for Archaeologists, 2014).

## **APPENDIX I. Written Scheme of Investigation for Level 2 Building Record**



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**Ysgol y Berwyn, Bala, Gwynedd.**

**Written Scheme of Investigation  
for Archaeological Watching Brief  
and Level 2 Historic Building Record.**



Archaeological WSI  
Project Code: A0086.1

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## 1.0 INTRODUCTION

Aeon Archaeology has been commissioned by Darnton B3 Architecture on behalf of Gwynedd Council to provide a written scheme of investigation (WSI) for carrying out an archaeological watching brief and level 2 historic building record as part of the construction of a new car park and refurbishment at Ysgol y Berwyn, Bala and within the Snowdonia National Park Authority (SNPA). (NGR: SH 9259 3631).

Following a review of the catchment area of Ysgol y Berwyn, it has been decided to create a Lifelong Learning Community in Y Bala. The development will provide education for the pupils of the following schools, Ysgol y Berwyn (secondary), Ysgol Bro Tegid (primary), Ysgol Beuno Sant (primary).

The development will take place on the site of the existing Secondary School - Ysgol y Berwyn and it is envisaged that it will involve substantial refurbishment of the existing school and the construction of a new two storey block to replace a substantial part of the red brick unit at the front of the existing Ysgol y Berwyn.

A new Sports facility will also be constructed as part of the Scheme.

A mitigation brief was not prepared for this scheme by the SNPA Archaeologist but the following statement was made a condition of full planning permission:

### Condition 5

*No work shall commence (including any ground disturbing works or site clearance) until such time as the applicant has submitted to and had approval in writing from the Local Planning Authority for an archaeological specification for a programme of works which must meet all relevant archaeological standards.*

### Condition 6

*The development hereby approved shall be carried out in strict accordance with the archaeological specification for a programme of works as approved in condition 5 above.*

The reason for this condition is:

*To ensure no matters of archaeological interest adversely affected as a result of this development and are satisfactorily recorded (Planning Reference NP5/53/4D).*

A magnetometer geophysical survey was undertaken of the proposed car park extension area and the surrounding playing field by Durham University Archaeological Services in June 2016. The report on the findings of this survey is forthcoming however the initial results did not show any archaeological remains within the development area. As such the the Development Control Archaeologist (Mr John G Roberts) at the SNPA has agreed that the phased approach to the archaeological mitigation will involve the following:

#### **1. Archaeological watching brief:**

- (i) During all ground disturbance associated with the construction of the car park extension.

## **2. Level 2 historic building record:**

- (i) Prior to the demolition of the red-brick Victorian section of the school located alongside Ffrydan Road.

Relevant UK legislation on heritage includes the Welsh Government's Planning Policy Wales (PPW 2012), Welsh Office Circular 60/96, and the Historic Environment Act (Wales) 2016.

The work will adhere to the guidelines specified in Standard and Guidance for Archaeological Watching Brief (Chartered Institute for Archaeologists, 2014).

This design and all subsequent mitigation will conform to 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 (Chartered Institute for Archaeologists, 2014).

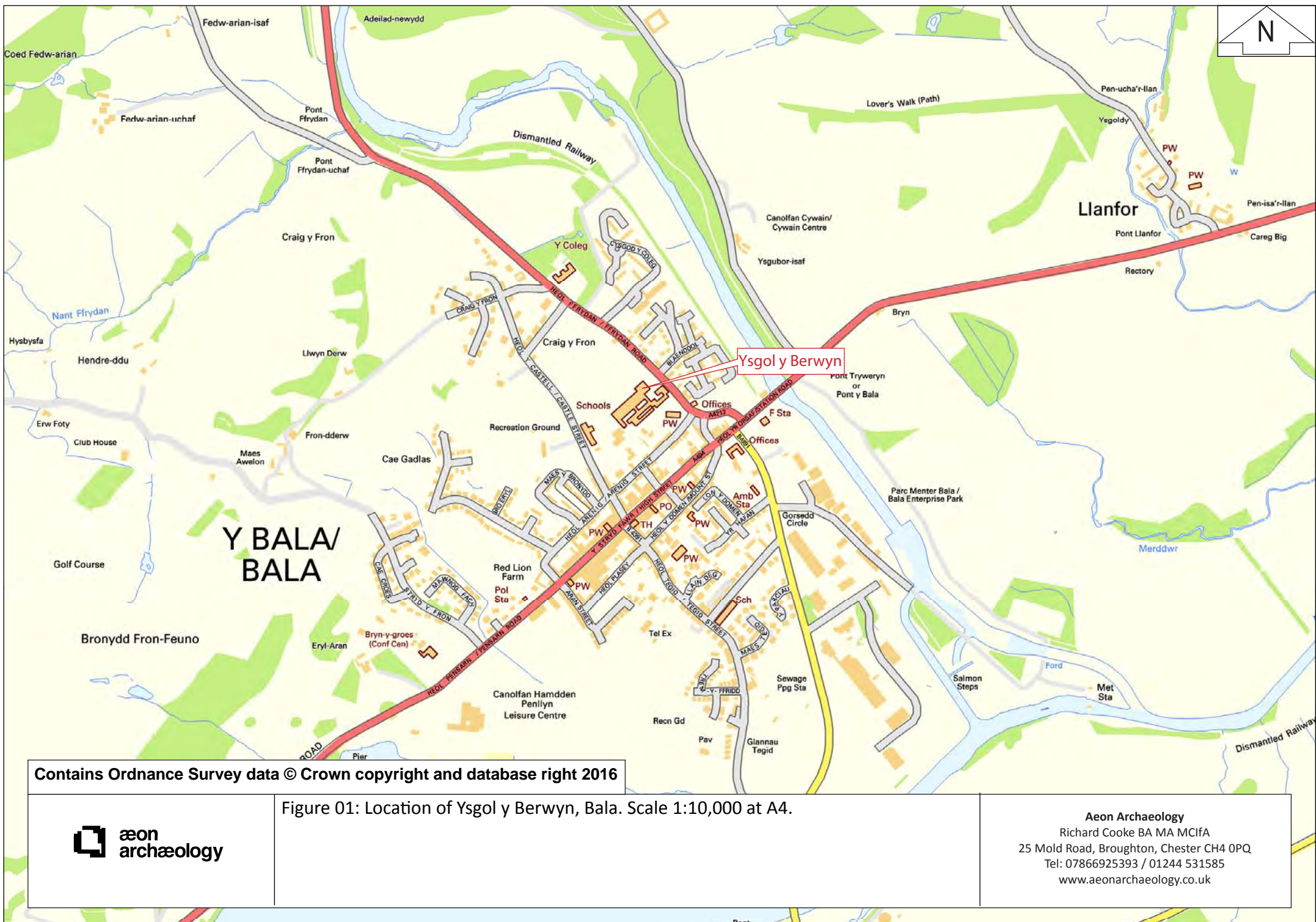


Figure 01: Location of Ysgol y Berwyn, Bala. Scale 1:10,000 at A4.



## 2.0 SITE LOCATION

Bala is a small market town, with a population of 1,980 (2001 census) situated at the northern end of Llyn Tegid within the Snowdonia National Park. (Grid Reference SH926362.)

The A4212 runs parallel to the site and there are minor roads that surround Ysgol y Berwyn, Bala which are Heol Arenig and Heol y Castell.

As of September 2010 there were 378 pupils and 28 teachers at the existing secondary school.

## 3.0 WATCHING BRIEF - ARCHAEOLOGICAL AIMS

The archaeological watching brief shall be maintained:

1. During intrusive ground works associated with the construction of the car park extension.

The CIfA maintains a standard for archaeological watching brief which states that:

*An archaeological watching brief will record the archaeological resource during development within a specified area using appropriate methods and practices. These will satisfy the stated aims of the project, and comply with the Code of conduct and other relevant by-laws of CIfA.*

An archaeological watching brief is defined by the CIfA as a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons (CIfA 2014a). The watching brief will take place within a specified area within the Site where there is a possibility that archaeological deposits may be disturbed or destroyed.

The CIfA further identifies the purpose of a watching brief as allowing, within the resources available, the preservation by record of archaeological deposits, the presence and nature of which could not be established in advance of development or other potentially disruptive works.

It is also important to note that a watching brief provides an opportunity, if needed, for a signal to be made to all interested parties, before the destruction of the archaeological materials, that an archaeological find has been made for which the resources allocated to the watching brief itself are not sufficient to support treatment to a satisfactory and proper standard.

A watching brief is, therefore, not intended to reduce the requirement for excavation or preservation of known or inferred deposits, and it is intended to guide, not replace, any requirement for contingent excavation or preservation of possible deposits.

The aims of the watching brief are:

- To allow, within the resources available, the opportunity to gain information about and record the presence/absence, nature and date of archaeological remains on the Site affected by excavations and groundworks, the presence and nature of which could not be established with sufficient confidence in advance of works which may disturb them.
- To provide the facility to signal to the relevant authorities, before irreversible impact to remains that an archaeological and/or historic find has been made for which the resources allocated to the watching brief itself are inadequate to support their treatment to an adequate and satisfactory standard.

The specific objectives of the watching brief are:

- To observe and recover any artefacts of archaeological significance.
- To record the location, dimensions and nature of any deposits, features, structures or artefacts of archaeological significance.
- To recover samples of any deposits considered to have potential for analysis for palaeoenvironmental data should the opportunity arise.

## **4.0 METHODOLOGY**

### **4.1 Archaeological Watching Brief**

The methodology for the watching brief has been prepared with reference to the CIfA's document Standards and Guidance for Archaeological Watching Brief (2014a) and will be kept under constant review during the project, in order to see how far it is meeting the terms of the aims and objectives, and in order to adopt any new questions which may arise.

Curatorial monitoring of the archaeological work on behalf of the Council will be carried out by the SNPA Development Control Archaeologist (Mr John G Roberts). To facilitate the curatorial monitoring, the officer shall be provided with a minimum of two weeks' notice of the start of the archaeological work.

A suitably qualified and experienced archaeologist(s) from Aeon Archaeology will be commissioned for the maintenance of the watching brief. On arrival on site, the archaeologist(s) will report to the site manager and conform to the arrangements for notification of entering and leaving site. The archaeologist(s) will keep a record of the date, time and duration of all attendances at site, the names and numbers of archaeologists deployed and any actions taken. The archaeologist will be provided with a Health & Safety Induction by the construction contractor and wear a safety helmet, safety footwear and high visibility jacket/vest at all times.

If deposits and or artefacts are exposed during excavations for the development which require recording and recovery, it may be necessary to delay works whilst the proper investigation and recording takes place. Watching brief recording can often be undertaken without delay to groundworks, depending upon the specific circumstances and flexibility of all the staff on site.

Within the constraints of the terms of the watching brief work, the archaeologist will not cause unreasonable disruption to the maintenance of the work schedules of other contractors on site. In the event of archaeological discoveries the treatment of which (either arising from the volume/quantity of material and/or the complexity/importance of the material) is beyond the resources deployed the Client will be notified and a site meeting/telephone consultation arranged with the SNPA Archaeologist. The aim of the meeting will be to confirm that an archaeological find has been made for which the resources allocated to the watching brief itself are not sufficient to support treatment to a satisfactory and proper standard and identify measures which would be sufficient to support treatment to a satisfactory and proper standard prior to destruction of the material in question.

Any archaeological deposits, features and structures identified which can be investigated and recorded under the terms of the watching brief will be excavated manually in a controlled and stratigraphic manner sufficient to address the aims and objectives of the project – subject to the limitations on site access.

It may not be necessary to excavate the complete stratigraphic sequence to geologically lain deposits but the inter-relationships between archaeological deposits, features and structures will be investigated sufficient to address the aims and objectives of the project and the complete stratigraphic sequence to geologically lain deposits will be investigated where practicable.

The method of recording will follow the normal principles of stratigraphic excavation and the stratigraphy will be recorded in written descriptions even where no archaeological deposits have been identified. The archaeologist will record archaeological deposits using proformae recording forms and locate them on a large-scale site plan related to the Ordnance Survey National Grid and Datum references.

The groundworks excavations shall be undertaken using a mechanical excavator fitted with a toothless ditching bucket.

The drawn record will comprise plans at scale 1:20 and sections at scale 1:10; propriety electronic hardware and software to prepare site drawings may be used as appropriate.

The photographic record will be maintained throughout using a digital SLR camera (Canon 550D) set to maximum resolution (72 dpi) and all archaeological features will be recorded photographically with photographs taken in RAW format and later converted to TIFF format for long-term storage and JPEG format for presentation and inclusion in the archive. The standards for the digital archive will adhere to those set out in 'Guidelines for Digital Archaeological Archives' (RCAHMW, 2015).

The archive produced will be held at Aeon Archaeology under the project code **A0086.1**.

## **4.2 Watching brief report**

### **4.2.1 Post-excavation Assessment**

A report on the results of the watching brief, in accordance with the recommendations in *Management of Research Projects in the Historic Environment Project Manager's Guide* (English Heritage 2006; 2015), and in the Chartered Institute for Archaeologists *Standard and Guidance for an archaeological watching brief* (2014) will be required to be produced upon conclusion of the archaeological fieldwork. The report will be completed within a maximum of two months of completion of work on site and may include examination and quantification leading to the identification of function, form, date, method of manufacture, material/fabric type, source, parallels, attributes and condition of artefacts; of the exploitation of wild or domesticated resources; the reconstruction of environments; and the nature of human populations.

Full analysis of the results of the project, including: dating and interpretation of excavated features; pottery and other finds analysis; analysis of industrial residues by an appropriate specialist or specialists; analysis of samples for environmental data (including pollen, plant macrofossils and beetles) by an appropriate specialist or specialists; radiocarbon dating; discussion of the results in their local, regional and national context, including relating the excavated features and palaeoenvironmental data to evidence from nearby sites, and discussion of the results in their local, regional and national context may be required.

The scope of post-excavation assessment will subject to a specification for approval by the SNPA Archaeologist, upon the conclusion of the fieldwork project and preliminary report.

#### 4.2.2 Post-excavation Report

Following completion of the stages outlined above, a report will be produced that will include:

- A non-technical summary.
- A table of contents.
- An introduction with acknowledgements, including a list of all those involved in the project and the location and description of the site.
- A statement of the project aims.
- An account of the project methodology undertaken, with an assessment of the same to include a statement on preservation bias and the means of data collection and sampling strategies.
- A factual summary of the history, development and use of the site.
- A statement setting out the nature, quantity and condition of the material archive (artefacts and ecofacts) including commentary on any bias observed due to collection and sampling strategies and commentary on long-term storage requirements.
- A statement setting out the nature and quantity of the documentary archive (notes, photographs, drawings, digital data).
- A general site plan indicating the position and size of the areas subject to watching brief and the locations of archaeological deposits identified and recorded during the works.
- Plans and sections at appropriate scales, augmented with appropriate photographs. All plans and sections will be related to the Ordnance Survey datum levels and to the National Grid.
- Other maps, plans, drawings, stratigraphic matrices and photographs as appropriate.
- Summary assessment reports on the artefact, bio-archaeological, dating and other assessments/analyses.
- A discussion of the location, extent, date, nature, condition, quality and significance of any archaeological deposits and finds identified during the project.
- A discussion of any research implications arising from the archaeological work.
- Notes on consultations with conservators and the nominated archive repository related to the immediate and long-term conservation and storage requirements for the data held in the site archive and recommendations of retention/discard of artefacts and ecofacts.
- A bibliography of sources consulted.
- Appendices to the report will include artefact catalogues, reports on assessments/analyses and an index to the project archive and a statement on its location/proposed repository.
- In addition the post-excavation report will summarise and draw together the findings of all of the phases of work.

Illustrations will include plans of the location of the study area and archaeological sites. Historical maps, when appropriate and if copyright permissions allow, will be included. Photographs of relevant sites and of the study area where appropriate will be included.

A draft copy of the report will be sent to the SNPA Archaeologist and to the client for comment and approval prior to production of the final report.

**Aeon Archaeology will not be held responsible for delays and subsequent costs incurred through the onset of adverse weather. If such conditions occur additional costs may be incurred.**

#### 5.0 FURTHER ARCHAEOLOGICAL WORKS DESIGNS (FAWDs)

- **The discovery of substantial archaeological remains and/or features during the archaeological works may result in the requirement for an extended programme of**

**archaeological mitigation. This may require the submission of revised quotes to the client as well as a new specification which will be required to be approved by the SNPA archaeologist prior to implementation.**

- **This WSI does not include a methodology or cost for examination, conservation and archiving of artefacts discovered during the archaeological works, nor of any radiocarbon dates required, nor of examination of palaeoenvironmental samples. The need for these will be identified in the post-fieldwork programme (if required), and a new WSI will be issued for approval by the Client and the SNPA Archaeologist.**

## **6.0 ENVIRONMENTAL SAMPLES**

Relevant archaeological deposits will be sampled by taking bulk samples (a minimum of 10.0 litres and maximum of 30.0 litres) for flotation of charred plant remains. Bulk samples will be taken from waterlogged deposits for macroscopic plant remains. Other bulk samples, for example from middens, may be taken for small animal bones and small artefacts.

Bulk environmental samples will also be taken from any fills, deposits or structures which yield archaeological artefacts, charcoal flecks/ fragments, bone, or any other historic remains.

Advice and guidance regarding environmental samples and their suitability for radiocarbon dating, as well as the analysis of macrofossils (charcoal and wood), pollen, animal bones and molluscs will be obtained from Oxford Archaeology.

For guidance purposes the following volume criteria represent the minimum feature sampling requirements:

- 50% of each discrete feature (e.g. pits and postholes)
- 25% of the exposed areas of each linear feature and all terminals/intersections
- 50% of structural features (e.g. beamslots, ring-ditches)
- 50%-100% of domestic/industrial working features (e.g. hearths and ovens)

## **7.0 HUMAN REMAINS**

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

## **8.0 ARTEFACTS**

All artefacts and ecofacts will be retrieved for identification and recording and will be treated in accordance with CIfA 2008 Guidelines for the collection, documentation, conservation and research of archaeological materials (Chartered Institute for Archaeologists, 2014).

All artefacts are the property of the landowner but it is recommended that finds are deposited with the rest of the project archive within an appropriate museum. Furthermore, the client agrees to granting access to all artefacts recovered by Aeon Archaeology for analysis, study and publication as necessary. All finds would be treated according to advice provided within *First Aid for Finds* (Rescue



1999). Aeon Archaeology staff will undertake initial identification, but any additional advice would be sought from a wide range of consultants.

The recovery policy for archaeological finds will be kept under review throughout the archaeological works. Any changes in recovery priorities will be under guidance from an appropriate specialist and agreed with the SNPA Archaeologist. There will be a presumption against the disposal of archaeological finds regardless of their apparent age or condition.

All finds will be collected and processed including those found within spoil tips. Their location and height will be plotted; finds numbers attributed, bagged and labelled as well any preliminary identification taking place on site. Where specialist advice is required provision will be made to do so at the earliest possible convenience.

After processing, artefacts which are suitable will be cleaned and conserved in-house. Artefacts requiring specialist cleaning and conservation will be sent to the relevant specialist. All artefacts will then be sent to a specialist for analysis, the results of which will then be assessed to ascertain the potential of the finds assemblage to meet the research aims of the project. The value of the finds will also be assessed in terms of the wider educational and academic contributions.

Depending upon the material of the remains the following experts will be consulted regarding the conservation of waterlogged material:

- Organic material: Mr Phil Parkes, Cardiff Conservation Services (tel: +44(0)29 2087 5628)
- Non-organic material: Mr Phil Parkes, Cardiff Conservation Services (tel: +44(0)29 2087 5628)

Depending upon the material of the remains the following experts will be consulted regarding the conservation and analysis of artefacts:

- Bone: Nora Bermingham
- Glass: Hilary Cool, Barbican Research Associates.
- Metal artefacts: Phil Parkes, Cardiff Conservation Services, Cardiff.
- Slag, burnt clay, hammerscale: Dr. Tim Young, Geoarch, Cardiff.
- Stone artefacts: George Smith, Gwynedd Archaeological Trust, Bangor.
- Wood artefacts: Jane Foley, Foley Conservation, Builth Wells.
- Leather: Quita Mould, Barbican Research Associates.
- Environmental Material: Dr Mike Allen, Allen Environmental Archaeology.
- Numismatics: Peter Guest, Barbican Research Associates.
- Ceramics: Leigh Dodd

**The cost for examination, conservation and archiving of artefacts discovered during the archaeological mitigation work are not included within this quote.**

**If well preserved materials are found it may be necessary to employ additional staff. Furthermore, it may be necessary to suspend work within a specific region of the site, or across the whole site, while conservation and excavation/recording takes place. Aeon Archaeology accepts no responsibility for any costs incurred from delays as a result of unexpected archaeological finds.**

**The cost for the additional staff, resources, and time required to excavate/ record unexpected archaeological finds/ features are not included within this quote and a separate specification will be submitted to the client and the SNPA archaeologist if necessary.**

## 9.0 UNEXPECTED DISCOVERIES: TREASURE TROVE

Treasure Trove law has been amended by the Treasure Act 1996. The following are Treasure under the Act:

- *Objects other than coins* any object other than a coin provided that it contains at least 10% gold or silver and is at least 300 years old when found.
- *Coins* all coins from the same find provided they are at least 300 years old when found (if the coins contain less than 10% gold or silver there must be at least 10. Any object or coin is part of the same find as another object or coin, if it is found in the same place as, or had previously been left together with, the other object. Finds may have become scattered since they were originally deposited in the ground. Single coin finds of gold or silver are not classed as treasure under the 1996 Treasure Act.
- *Associated objects* any object whatever it is made of, that is found in the same place as, or that had previously been together with, another object that is treasure.
- *Objects that would have been treasure trove* any object that would previously have been treasure trove, but does not fall within the specific categories given above. These objects have to be made substantially of gold or silver, they have to be buried with the intention of recovery and their owner or his heirs cannot be traced.

The following types of finds are not treasure:

- Objects whose owners can be traced.
- Unworked natural objects, including human and animal remains, even if they are found in association with treasure.
- Objects from the foreshore which are not wreck.

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.

The British Museum 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.

## 10.0 HISTORIC BUILDING RECORD – ARCHAEOLOGICAL AIMS

### 10.1 Building Record

The requirements are for an archaeological building record of the Victorian red-brick part of Ysgol y Berwyn prior to demolition work, however should observations or desk-based research suggest the potential for significant features to be encountered during the site clearance/ground work, the archaeological contractor should make arrangements to undertake any appropriate supplementary recording work during the development. The SNPA Development Control Archaeologist has requested that the building record be roughly commensurate with the English Heritage '*Understanding Historic Buildings: a guide to good recording practice*' (2006) **Level 2**.

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: 1-3, 6
- drawings: sometimes 1, sometimes one or more of 2-7
- photographs: 1,2,4

## **11.0 METHOD STATEMENT**

### **11.1 Level 2 Record**

#### **11.1.1 Written Account**

The written account will include:

- The building's precise location as a National Grid Reference and address form;
- A note of any statutory designation and non-statutory designation;
- The date of the record, name(s) of the recorder(s) and archive location;
- A summary of the building's form, function, date, and sequence of development.

#### **11.1.2 Photographs**

The photographic record will include:

- A general view or views of the building;
- The building's external appearance. Typically a series of oblique views will show all external elevations of the building and give an impression of its size and shape;
- The overall appearance of the principal rooms and circulation areas.
- Detailed photographs of any architectural features of note.

The photographic record will be maintained throughout using a digital SLR camera (Canon 550D) set to maximum resolution (72 dpi) and all archaeological features will be recorded photographically with photographs taken in RAW format and later converted to TIFF format for long-term storage and JPEG format for presentation and inclusion in the archive. The standards for the digital archive will adhere to those set out in '*Guidelines for Digital Archaeological Archives*' (RCAHMW, 2015).

#### **11.1.3 Drawings**

The drawn record will include:

- A site plan showing the location and orientation of photographs. This will label all room spaces and indicate any architectural features of note.

## **12.0 ARCHIVING**

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 with the National Monument Record, RCAHMW within six months of the completion of the project.

A draft copy of the report will be produced within six months of the completion of the fieldwork and sent to the Client and the SNPA Archaeologist for comment prior to finalisation of the report and dissemination. Bound copies of the report and an archive CD will be sent to the regional HER (Gwynedd Archaeological Trust, Craig Beuno, Garth Road, Bangor, Gwynedd LL57 2RT) (x 2#), the SNPA archaeologist (x 3#) and to National Monument Record, of the Royal Commission on the Ancient and Historic Monuments of Wales (RCAHMW) (x 1#) for long term archiving. Furthermore, a summary of the project will be sent to *Archaeology in Wales* for publication. Copies of all digital files (inc. photos, report as PDF and Word, spreadsheets, databases, survey data etc) to be presented to each of above on optical disc (ie DVD).

### **13.0 PERSONNEL**

The work will be managed and undertaken by Richard Cooke BA MA MCifA, Archaeological Contractor and Consultant at Aeon Archaeology.

### **14.0 MONITORING AND LIAISON**

Regular liaison and site monitoring meetings will take place during all stages of work. The SNPA Archaeologist will be informed of the start date and of discreet subsequent stages. A brief progress report will be produced weekly and submitted to the Client and the SNPA Archaeologist.

### **15.0 HEALTH AND SAFETY**

Aeon Archaeology has a Health and Safety Policy Statement which can be supplied upon request. Furthermore, site-specific Risk Assessments and Method Statements are compiled and distributed to every member of staff involved with the project prior to the commencement of works.

### **16.0 INSURANCE**

Liability Insurance – Insignia Underwriting Policy 347002

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

Public Liability: Limit of Indemnity £2m in any one occurrence

Legal Defence Costs (Health and Safety at Work Act): £250,000

The current period expires 07/09/16

Professional Indemnity Insurance – Insignia Underwriting Policy 347002

Limit of Indemnity £500,000 any one claim

The current period expires 07/09/16

