

Photographic Survey:

22 & 23 Church Street, Blaenau Ffestiniog

August 2023



Report No. 2219

By

Charley James-Martin



Photographic Survey:

22 & 23 Church Street, Blaenau Ffestiniog

August 2023

Prepared for Antur Stiniog Cyf

Report No.2219

Version	Date	Sections Revised	Prepared/Revised by	Checked & Authorised by
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Non-Technical Summary

This report details results from work undertaken by Archaeology Wales Ltd (AW) at the request of Wakemans Ltd on behalf of Antur Stiniog Cyf.

The photographic survey was undertaken prior to the commencement of works associated with the internal and external refurbishment of new workshop units, two new ground floor retail units and two new residential units (and associated works) at 22 and 23 Church Street, Blaenau, Ffestiniog, Gwynedd, LL41 3HB (centred on NGR SH 69944 45991). The associated Gwynedd Council planning application number is (C23/0369/03/77).

All works were carried out in accordance with Gwynedd Archaeological Planning Service *Requirements for General Photographic Surveys*.

Crynodeb Annhechnegol

Mae'r adroddiad hon fel canlyniad o waith ag ymgymryd gan Archaeology Wales Ltd (AW) ar gais Wakemans Ltd ar gyfer Antur Stiniog Cyf.

Cafodd yr arolwg ei ymgymryd cyn i'r gwaith yn gysylltiol a'r ailwampio mewnol ac allanol o ddwy uned gweithdai, dwy uned adwerthol llawr gwaelod a dwy uned breswyl (a'r Gwaith cysylltiadol) yn 22 a 23 Church Street, Blaenau, Ffestiniog, Gwynedd, LL41 3HB (wedi'i chanoli ar CGC SH 69944 45991). Y rhif cais cynllunio Cyngor Gwynedd cysylltiedig yw (C23/0369/03/77).

Cafodd y gwaith i gyd ei gario allan mewn cytundeb ar Ofynion Gwasanaeth Cynllunio Archeolegol Gwynedd ar gyfer Arolwg Ffotograffig Cyffredin.

1. Introduction

1.1. Location and scope of work

- 1.1.1. In January 2022 Archaeology Wales (henceforth - AW) was commissioned by Wakemans Ltd on behalf of Antur Stiniog Cyf to carry out a photographic survey at 22 and 23 Church Street.
- 1.1.2. The photographic survey conformed to the standard laid out in Gwynedd Archaeological Planning Service Requirements for General Photographic Surveys of Buildings 22 and 23 Church Street, Blaenau, Ffestiniog, Gwynedd, LL41 3HB (centred on NGR SH 69944 45991). The associated Gwynedd Council planning application number is (C23/0369/03/77).
- 1.1.3. The methodology and conditions of the building survey have been agreed with GAPS in their capacity as archaeological advisors to the local planning authority. In their response to the planning application, they recommended that a programme of archaeological mitigation in the form of a photographic record should be undertaken prior to work being undertaken. Their condition stated that:

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

Reason: To ensure that an adequate record is made of all structures affected by the proposals and that the record is held within the public domain for future reference and research.”
- 1.1.4. A Written Scheme of Investigation (WSI) was prepared by Charley James-Martin MCIfA and Rachel Willmot (AW) prior to the work taking place (Appendix I). This was subsequently approved by GAPS in their role as archaeological advisors to the local planning authority.
- 1.1.5. The building recording was carried out on the 3rd of August 2023 by Jerry Bond BA (Hons) MA. The project was managed by Charley James-Martin.

2. Site Location

- 2.1.1. The proposed development site is located at 22 and 23 Church Street, Blaenau, Ffestiniog, Gwynedd, LL41 3HB (centred on NGR SH 69944 45991). The properties comprise of two former shops and a residential unit, surrounded by other commercial units, fast food restaurants and retail units with residential properties located above. The site is located just 1.5km northeast of Tanygrisiau and 10km northwest of Eryri National Park, Snowdonia. To the immediate north of the site is Llechwedd quarry and to the south shops and residential properties.

3. Methodology

- 3.1.1. The primary objective of the photographic survey is to record, by means of high-resolution digital photography, all of the key internal and external components of the affected building so that a permanent record survives prior to works.
- 3.1.2. The Survey was undertaken by a suitably experienced archaeologist who can understand the structure and record the important details. The survey was undertaken prior to any development works on the structure.
- 3.1.3. Photographs were taken in high-resolution digital format of the historic structure. The work has been completed in accordance with the ClfA *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures* (2014) and Gwynedd Archaeological Planning Service *Requirements for General Photographic Surveys*.
- 3.1.4. This report contains images of the digital photographs which will also be submitted and archived in high resolution. Plans showing the location of the buildings and the location and direction of each photograph are also included.

4. Archaeological and Historical Background

- 4.1.1. Church Street was most likely one of the first elements of the development of the settlement aligned on an existing route through the town. The Church of St Davids just to the west is thought to have been constructed in approximately the mid-19th century, the remainder of Church Street was likely built soon afterwards.
- 4.1.2. The proposed development site lies within the designated world heritage site 'The Slate Landscape of Northwest Wales', it also lies within Blaenau Ffestiniog registered historic landscape and Blaenau Ffestiniog Historic landscape character area.

5. Building Recording Results

- 5.1.1. The survey was limited by the condition of parts of the structures, all possible areas were photographed, in some cases where rooms were not accessible, these were photographed from the outside with no scale.

6. Bibliography

Archaeology Wales. 2023. *Written Scheme of Investigation for an Archaeological Photographic Survey at 22 and 23 Church Street, Blaenau Ffestiniog, Gwynedd*

Chartered Institute for Archaeologists. 2014. *Standards and Guidance for the archaeological investigation and recording of standing buildings or structures*.

Gwynydd Archaeological Planning Service. 2023. *Guidance for applicants undertaking general photographic surveys for planning purposes*

Plates



Plate 1



Plate 2



Plate 3



Plate 4



Plate 5



Plate 6



Plate 7



Plate 8



Plate 9

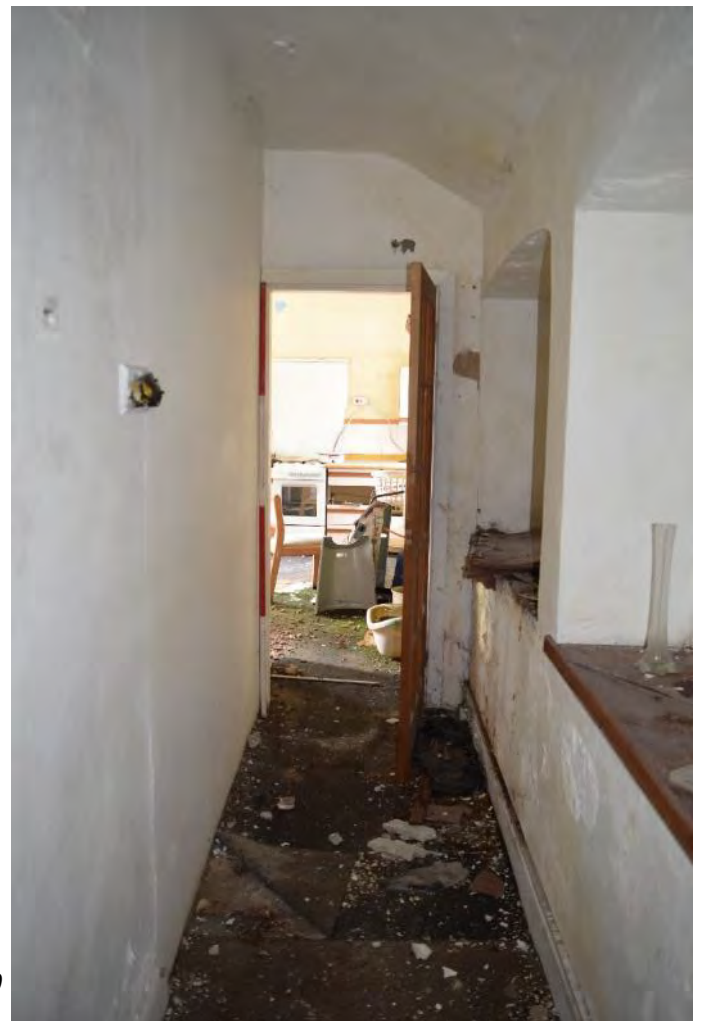


Plate 10



Plate 11

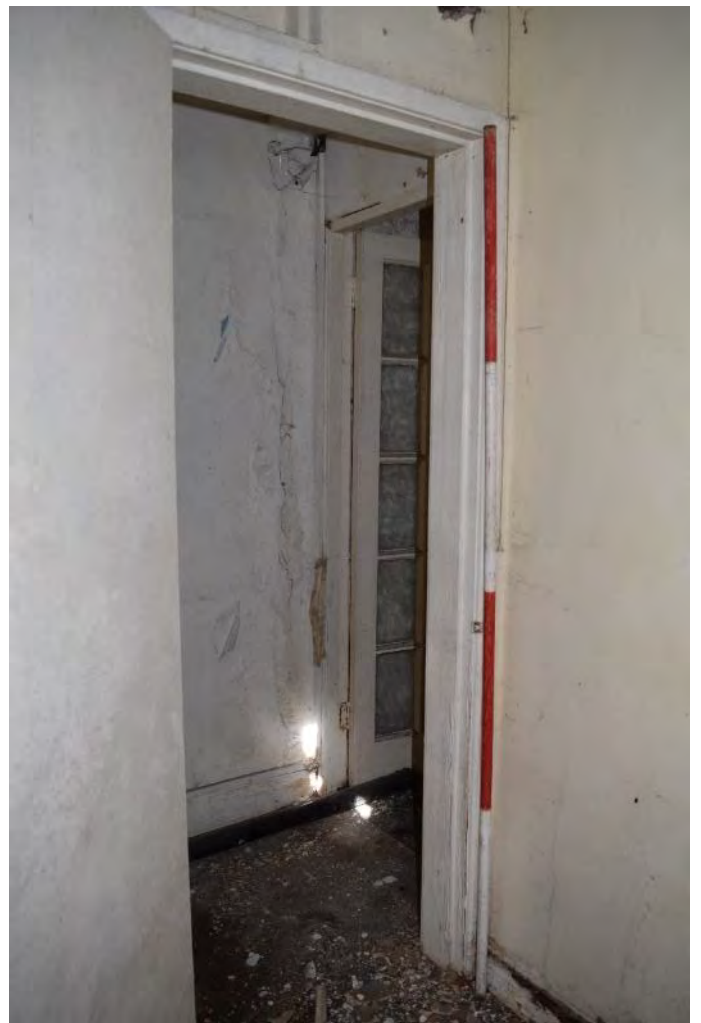


Plate 12



Plate 13



Plate 14



Plate 15

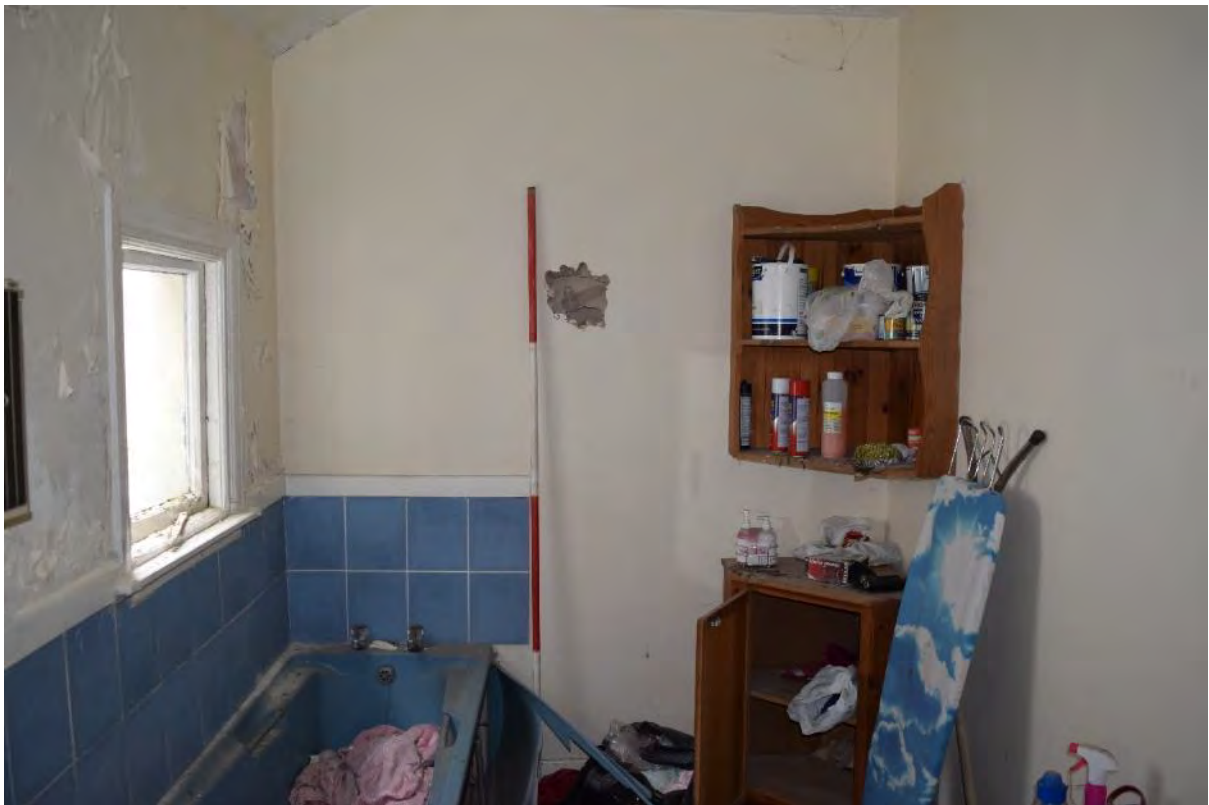


Plate 16



Plate 17



Plate 18



Plate 19



Plate 20



Plate 21



Plate 22



Plate 23



Plate 24



Plate 25



Plate 26



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Plate 90

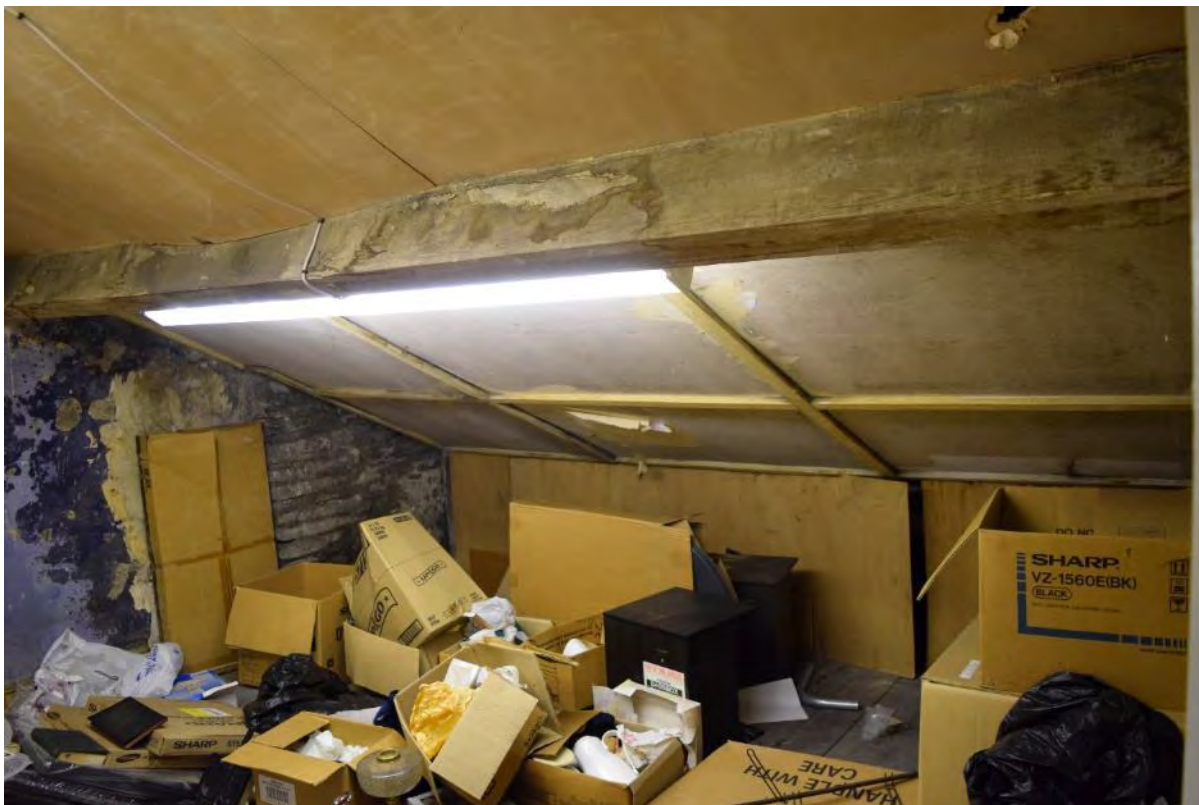


Plate 91



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Plate 93



Plate 94



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Plate 135



Plate 136



Plate 137



Plate 138



Plate 139



Plate 140



Plate 141

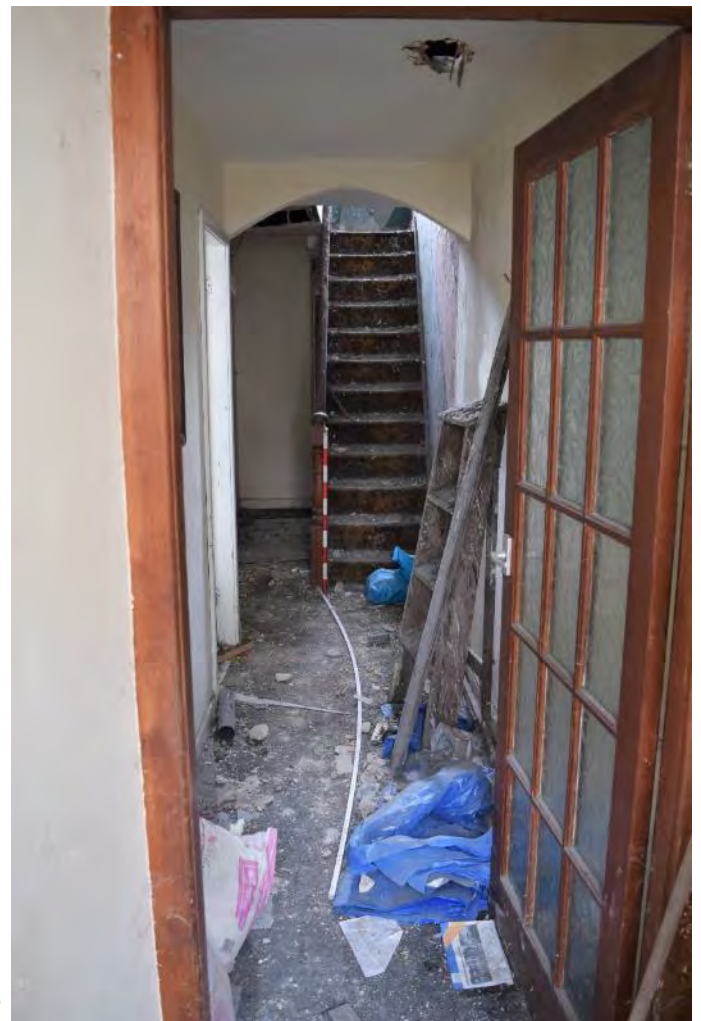


Plate 142



Plate 143

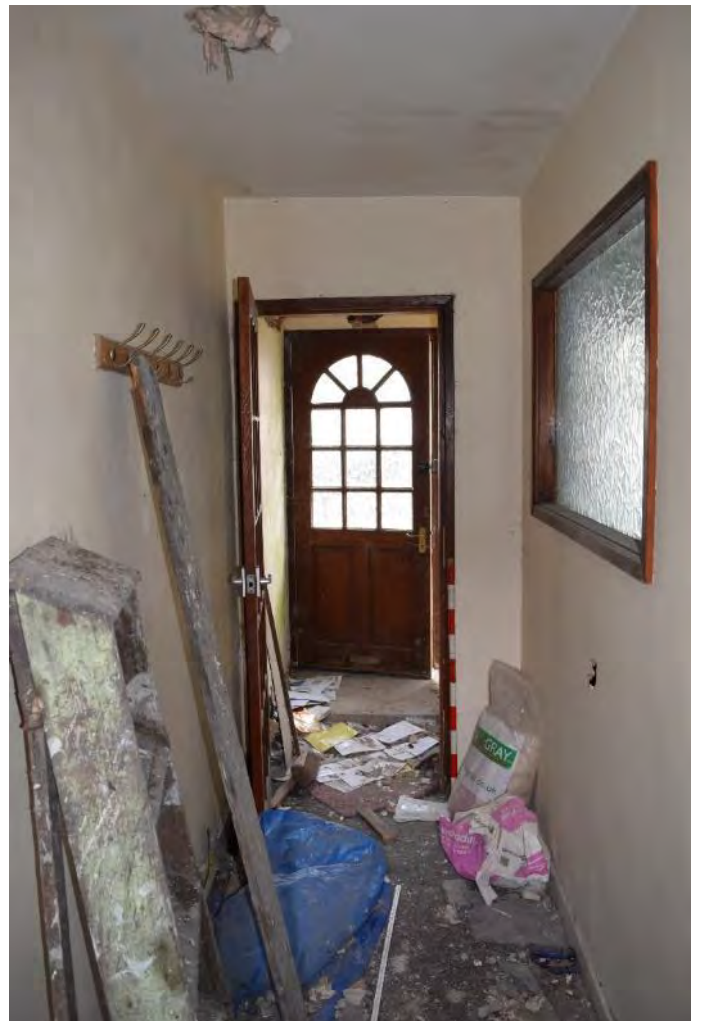


Plate 144



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Plate 154



Plate 155



Plate 156



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Plate 159



Plate 160



Plate 161



Plate 162



Plate 163

Figures



Figure 2. Plate locations on lowest (basement) level.
22 and 23 Church Street, Blaenau, Ffestiniog, Gwynedd, LL41 3HB .
Centred on NGR SH 69944 45991.
Planning reference C23/0369/03/77.
3rd August 2023



Figure 3. Plate locations on ground floor.
 22 and 23 Church Street, Blaenau, Ffestiniog, Gwynedd, LL41 3HB .
 Centred on NGR SH 69944 45991.
 Planning reference C23/0369/03/77.
 3rd August 2023



Figure 4. Plate locations on first floor.
 22 and 23 Church Street, Blaenau, Ffestiniog, Gwynedd, LL41 3HB .
 Centred on NGR SH 69944 45991.
 Planning reference C23/0369/03/77.
 3rd August 2023

Appendix I: Written Scheme of Investigation

Written Scheme of Investigation

For an Archaeological Photographic Survey

at

**22 and 23 Church Street,
Blaenau Ffestiniog, Gwynedd,
LL41 3HB**

Prepared For: *Antur Stiniog Cyf*

Project No: 3097

Planning application Number – *C23/0369/03/LL*

July 2023



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Summary

This written scheme of investigation (WSI) details a programme of photographic survey to be undertaken by Archaeology Wales Ltd at the request of Wakemans Ltd on behalf of Antur Stiniog Cyf. The photographic survey will conform to the standard laid out in Gwynedd Archaeological Planning Service Requirements for General Photographic Surveys of Buildings.

It will be undertaken prior to the commencement of works associated with the internal and external refurbishment of new workshop units, two new ground floor retail units and two new residential units (and associated works) at 22 and 23 Church Street, Blaenau, Ffestiniog, Gwynedd, LL41 3HB (centred on NGR SH 69944 45991). The associated Gwynedd Council planning application number is (C23/0369/03/77).

All work will be undertaken in accordance with the standards and guidelines of the chartered institute for archaeologists (2020).

1. Introduction and Planning Background

- 1.1.1. This written scheme of investigation (WSI) details a programme of photographic survey to be undertaken by Archaeology Wales Ltd at the request of Wakemans Ltd on behalf of Antur Stiniog Cyf.
- 1.1.2. The photographic survey will conform to the standard laid out in Gwynedd Archaeological Planning Service Requirements for General Photographic Surveys of Buildings. It will be undertaken prior to the commencement of works associated with the internal and external refurbishment of new workshop units, two new ground floor retail units and two new residential units (and associated works) at 22 and 23 Church Street, Blaenau, Ffestiniog, Gwynedd, LL41 3HB (centred on NGR SH 69944 45991). The associated Gwynedd Council planning application number is (C23/0369/03/77).
- 1.1.3. Gwynedd Archaeological Planning Service (GAPS) recommended that a photographic record be made prior to any work, should consent be given. This recommendation was made in a consultation response letter dated 24th May 2023 (Ref. 0524tf/D3802.01) and is based on the fact that both buildings are present throughout historic map regression. An entry located on the HER database (PNR: 62511) talks about the urban character of Church Street, a unique variety of architectural design characterised by commercial property that has been positioned around the church and the station.
- 1.1.4. GAPS recommended however that, should consent be given, a photographic record be made prior to any work. This recommendation would most appropriately take the form of a condition attached to the application, ensuring that the necessary photography is undertaken. This is in line with Planning Policy Wales and Technical Advice Note 24 – The Historic Environment. GAPS recommended that:

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

Reason: To ensure that an adequate record is made of all structures affected by the proposals and that the record is held within the public domain for future reference and research."

- 1.1.5. The purpose of the photographic survey is to adequately record the existing structures prior to their removal. The work is to ensure that all archaeological and historical components of the affected structures are visually recorded if they are to be disturbed as a result of activities associated with the development.
- 1.1.6. This WSI has been prepared by Rachel Willmot of Archaeology Wales Ltd. (henceforth - AW). The methodology set out in this WSI has been agreed with Gwynedd Archaeological Planning Service (GAPS), in their capacity as archaeological advisors to the local planning authority.
- 1.1.7. All work will be undertaken to the standards and guidance set by the Chartered Institute for Archaeologists (2020). AW is a Registered Organisation with the ClfA.

2. Site Description & Historical Background

- 2.1.1. The proposed development site is the location of two former shops and a residential unit, surrounded with other commercial units, fast food restaurants and retail units with residential properties located above. The site is located just 1.5km northeast of Tanygrisiau and 10km northwest of Eryri National Park, Snowdonia. To the immediate north of the site is Llechwedd quarry and to the south shops and residential properties.
- 2.1.2. Church Street was most likely one of the first elements of the development of the settlement aligned on an existing route through the town. The Church of St Davids just to the west is thought to have been constructed in approximately the mid-19th century, the remainder of Church Street was likely soon afterwards.
- 2.1.3. The first edition Ordnance Survey map of 1888 shows an already significantly established town, no doubt the result of the rapidly expanding Slate quarry which went on to dominate the Slate industry until the mid 20th century.
- 2.1.4. Approximately 0.75km to the southeast of the site is grade II listed building 'Workshop of R.L. Jones & Son.' A post-medieval structure used once as carpenters' workshop, (NPRN 410597). Approximately 6.7km northeast of the proposed development site is Dolwyddelan Castle a grade I listed building, reference number (18253) the reason for designated is as follows: "Listed Grade I as a Medieval Royal Welsh castle strongly associated with Llywelyn the Great and his descendants. Scheduled Ancient Monument CN40.". (Cadw,2023)
- 2.1.5. The proposed development site lies within the designated world heritage site 'The Slate Landscape of Northwest Wales', it also lies within Blaenau Ffestiniog registered historic landscape and Blaenau Ffestiniog Historic landscape character area.

3. Objectives

- 3.1.1. This WSI sets out a program of works to ensure that the photographic survey will meet the standard required by the Chartered Institute for Archaeologist's *Standard and Guidance for Archaeological Building Investigation and Recording* (2020) and according to Historic England's *Understanding Historic Buildings: A Guide to Good Recording*

Practice (2016) and Gwynedd Archaeological Planning Service Requirements for General Photographic Surveys of Buildings (2023).

- 3.1.2. The primary objective of the survey will be to make a visual record, by means of high-resolution digital photography of all of the key components of the affected structures so that a permanent record survives prior to demolition or renovation.

4. Timetable of Works

4.1. Fieldwork

- 4.1.1. The programme of photographic survey will be undertaken prior to the commencement of works associated with the proposed development. Archaeology Wales will update GAPS with the exact date.

4.2. Report Delivery

- 4.2.1. The report will be submitted to the client and to GAPS within three months of the completion of the fieldwork. A copy of the report will also be sent to the regional her.

5. Details of Work

- 5.1.1. The record will:

- a. Provide a basic understanding of the form, function, and any phasing of the structure(s),
- b. Provide a photographic record of the historic elements of the structure(s), prior to any construction work taking place.

- 5.1.2. As a minimum, the Written Record will comprise of:

- a. The precise location of the building as an address and in the form of a National Grid reference.
- b. A note of any statutory designation (that is, listing, scheduling, Register of Historic Parks and Gardens, conservation area), where applicable. Information on statutory designations can be found on the CADW website. Non-statutory designations (local lists) may be added.
- c. The date when the record was made, the name(s) of the recorder(s) and the location of any archive material.
- d. A summary statement. This account should describe the buildings type and purpose, historically and at present, its materials and possible date(s), so far as these are apparent from a superficial inspection.

- 5.1.3. As a minimum, the Drawn Record will comprise of:

- a. A plan showing the location of the structure(s) in relation to its surrounds.
- b. A plan showing the location and direction of view of each photograph.

- 5.1.4. The Photographic Record will include the following as a minimum:

- a. All photographs will be given a unique number to be used for identification. This unique number should be used in the labelling of digital images.
- b. A general view or views of the building (in its wider setting or landscape).
- c. The building's external appearance. Typically, a series of oblique views will show

all external elevations of the building, and give an overall impression of its size, shape and immediate setting. Where individual elevations include complex historical information, it may also be appropriate to take views at right-angles to the plane of the elevation.

- d. The overall appearance of the principal rooms and circulation areas.
- e. Any external or internal detail, structural or decorative, which is relevant to the buildings design, development and use, with scale where appropriate.
- f. A photographic register detailing the photo number, the location and direction of each view, and the composition of the shot.
- g. Photograph locations and directions of view will be marked on plans of each building separate photographed.
- h. Photographs will be of archive quality using a digital SLR (minimum 12 megapixel)
- i. Photographs, where appropriate (i.e. not general shots) will include a clearly visible, graduated metric scale.
- j. Photographs will be adequately lit and not blurry.

6. Monitoring

- 6.1.1. GAPS will be contacted approximately five days prior to the commencement of archaeological survey works, and subsequently once the work is underway.
- 6.1.2. Any changes to the WSI that AW may wish to make after approval will be communicated to GAPS for approval on behalf of planning authority.
- 6.1.3. Representatives of GAPS will be given access to the site so that they may monitor the progress of the building recording.

7. Archive and Reporting Programme

- 7.1.1. The site archive will be prepared in accordance with the national monuments record (Wales) agreed structure and deposited with an appropriate receiving organisation, in compliance with ClfA guidelines (*Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*, 2014) and *National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales* (2017).
- 7.1.2. A copy of the photographic survey will be submitted to the Local Planning Authority for approval. The original high resolution camera files will be submitted on appropriate digital media.
- 7.1.3. Once the photographic survey has been approved by the Local Planning Authority, a copy will be sent to the Regional Historic Environment Record (HER). This is in order for the photographs to be entered into the Regional HER and so that the Development Control Archaeologist can confirm that the photo survey has been completed in accordance with the condition.
- 7.1.4. The Local Planning Authority will be informed when the photographic survey has been sent to the Regional Archaeological Trust. The submission of the photographic survey to the Regional Archaeological Trust for inclusion in the Regional Historic Environment Record is one of the requirements of the planning condition and the condition cannot be

discharged until this step is complete.

Summary Reports for Publication

- 7.1.5. Where appropriate, a short archaeological report will be submitted for publication in relevant journals; as a minimum, a report will be submitted to the annual publication of the regional CBA group or equivalent journal.

Notification of Important Remains

- 7.1.6. Where it is considered that remains have been revealed that may satisfy the criteria for statutory protection, AW will submit preliminary notification of the remains to Cadw.

Archive Deposition

- 7.1.7. The final archive (site and research) will, whenever appropriate, be deposited with a suitable receiving institution, usually the relevant local authority museums service. Arrangements will be made with the receiving institution before work starts.
- 7.1.8. Although there may be a period during which client confidentiality will need to be maintained, copies of all reports and the final archive will be deposited no later than six months after completion of the work.
- 7.1.9. A full data management plan for this project can be found in Appendix I. Copies of all reports, the digital archive and an archive index will be deposited with the *National Monuments Record*, RCAHMW, Aberystwyth.
- 7.1.10. Information regarding the location of the final archive deposition will be relayed to the HER. A summary of the contents of the archive will be supplied to GAPS. The project will adhere to the Welsh Archaeological Trust's joint *Guidance for the Submission of Data to the Welsh Historic Environment Records* (2022).

8. Staff

- 8.1.1. The project will be managed by Charley James-Martin (AW Project Manager) and the fieldwork undertaken by Archaeology Wales staff. Any alteration to staffing before or during the work will be brought to the attention of GAPS and the client.

9. Health and Safety

9.1. Risk Assessment

- 9.1.1. Prior to the commencement of work AW will carry out and produce a formal health and safety risk assessment in accordance with *The Management of Health and Safety Regulations* 1999. A copy of the risk assessment will be kept on site and be available for inspection on request. A copy will be sent to the client (or their agent as necessary) for their information. All members of AW staff will adhere to the content of this document.

9.2. Other Guidelines

- 9.2.1. AW will adhere to best practice with regard to health and safety in archaeology as set out in the Fame (Federation of Archaeological Managers and Employers) Health and Safety Manual *Health and Safety in Field Archaeology* (2002).

10. Community Engagement and Outreach

- 10.1.1. Wherever possible, AW will ensure suitable measures are in place to inform the local community and any interested parties of the results of the survey work. This may occur during the site investigation work or following completion of the work. The form of any potential outreach activities may include lectures and talks to local groups, interested parties and persons, information boards, flyers and other forms of communication (social media and websites), and press releases to local and national media. This will be discussed with and in agreement with the client. The form of any outreach will respect client confidentiality or contractual agreements. As a rule, outreach will be proportional to the size of the project.
- 10.1.2. Where outreach activities have a cost implication these will need to be negotiated in advance and in accordance with the nature of the desired response and learning outcomes.

11. Insurance

- 11.1.1. AW is fully insured for this type of work and holds insurance with Aviva Insurance Ltd and Hiscox Insurance Company Limited through Towergate Insurance. Full details of these and other relevant policies can be supplied on request.

12. Quality Control

12.1. Professional Standards

- 12.1.1. AW works to the standards and guidance provided by the *Chartered Institute for Archaeologists*. AW fully recognise and endorse the *Chartered Institute for Archaeologists' Code of conduct, code of approved practice for the regulation of contractual arrangements in field archaeology* and the *standard and guidance for archaeological building investigation and recording* currently in force. All employees of AW, whether corporate members of the chartered institute for archaeologists or not, are expected to adhere to these codes and standards during their employment.

12.2. Project Tracking

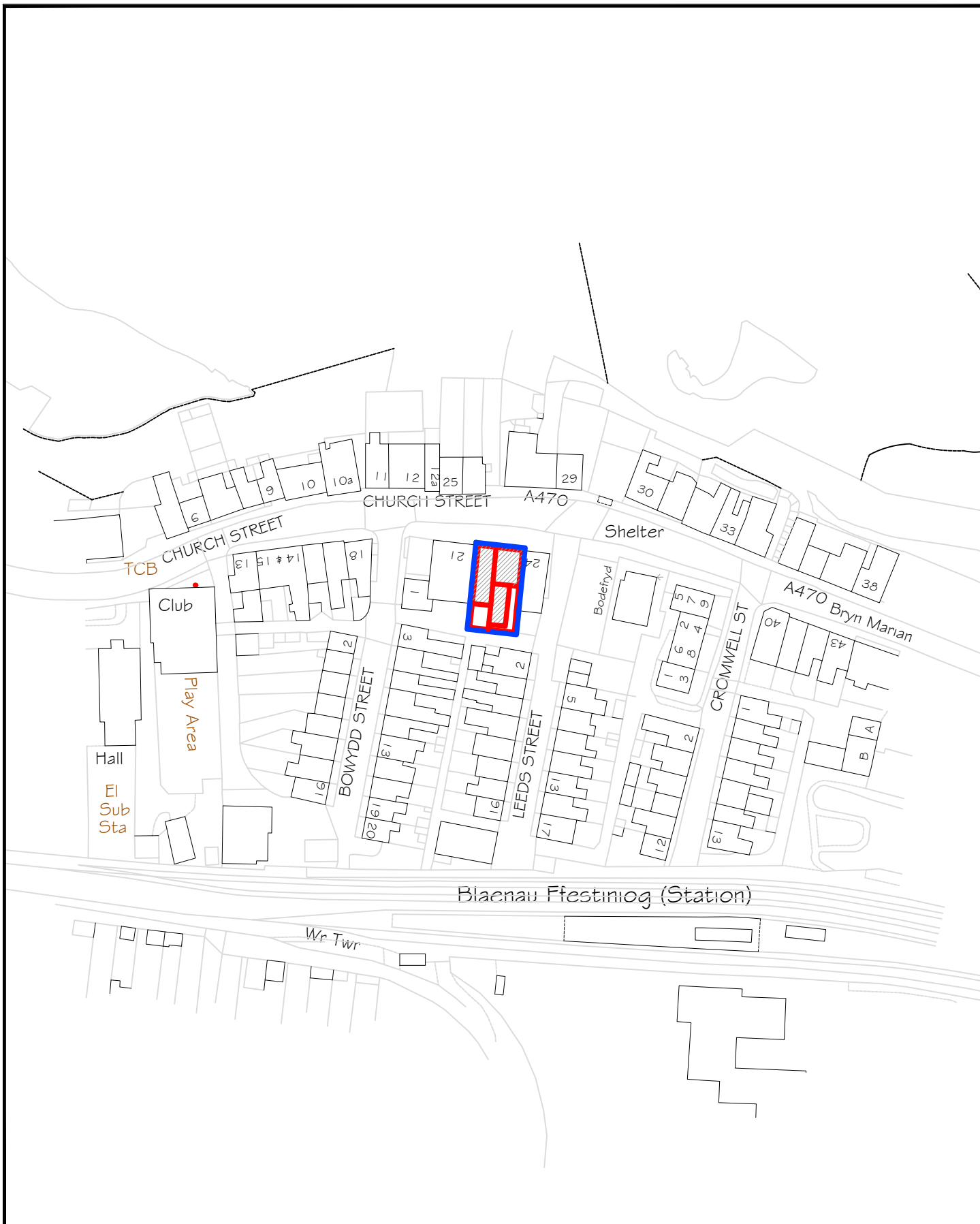
- 12.2.1. The designated AW manager will monitor all projects in order to ensure that agreed targets are met without reduction in quality of service.

13. Arbitration

- 13.1.1. Disputes or differences arising in relation to this work shall be referred for a decision in accordance with the rules of the *Chartered Institute of Arbitrators' Arbitration Scheme for The Institute for Archaeologists* applying at the date of the agreement.

14. References

- Chartered Institute for Archaeologists, 2014. *Standards and guidance for the creation, compilation, transfer and deposition of archaeological archives*.
- Chartered Institute for Archaeologists, 2020. *Standard and Guidance For The Archaeological Investigation And Recording Of Standing Buildings or Structures*.
- English Heritage, 2006. *Management Of Research Projects in the Historic Environment (MORPHE)*.
- GAPS. 2023. *Consultation response letter dated 24th May 2023 (Ref. 0524tf/D3802.01)*
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- Historic England, 2016. *Understanding Historic Buildings: A Guide to Good Recording Practice*
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- Welsh Archaeological Trusts, 2023. *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)*
- CADW, Full report for listed buildings, Dolwyddelan Castle. <https://cadwpublic-api.azurewebsites.net/reports/listedbuilding/FullReport?lang=&id=18253> Accessed: (30/06/2023)



WAKEMANS

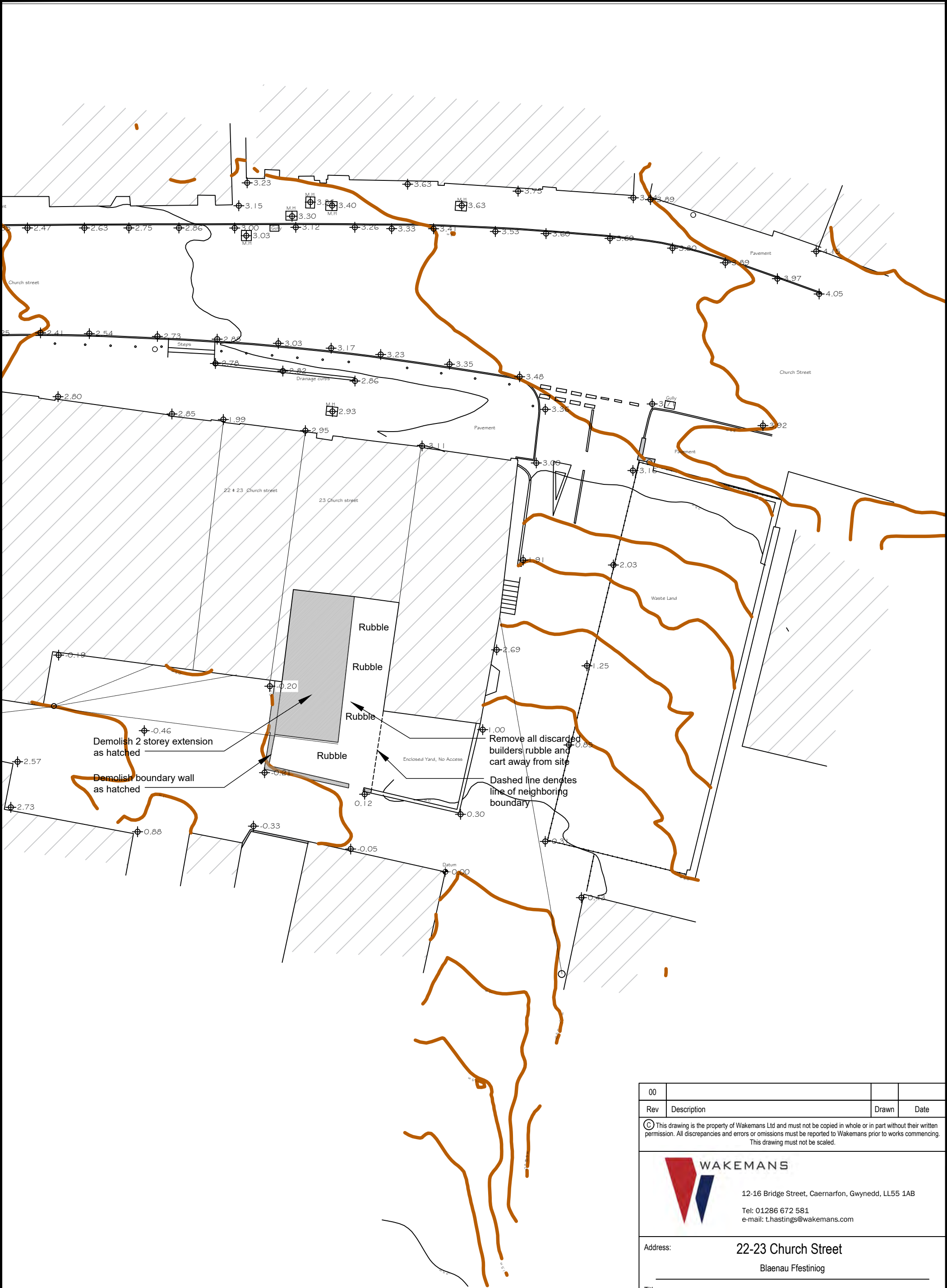
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Tel: 01286 672 581

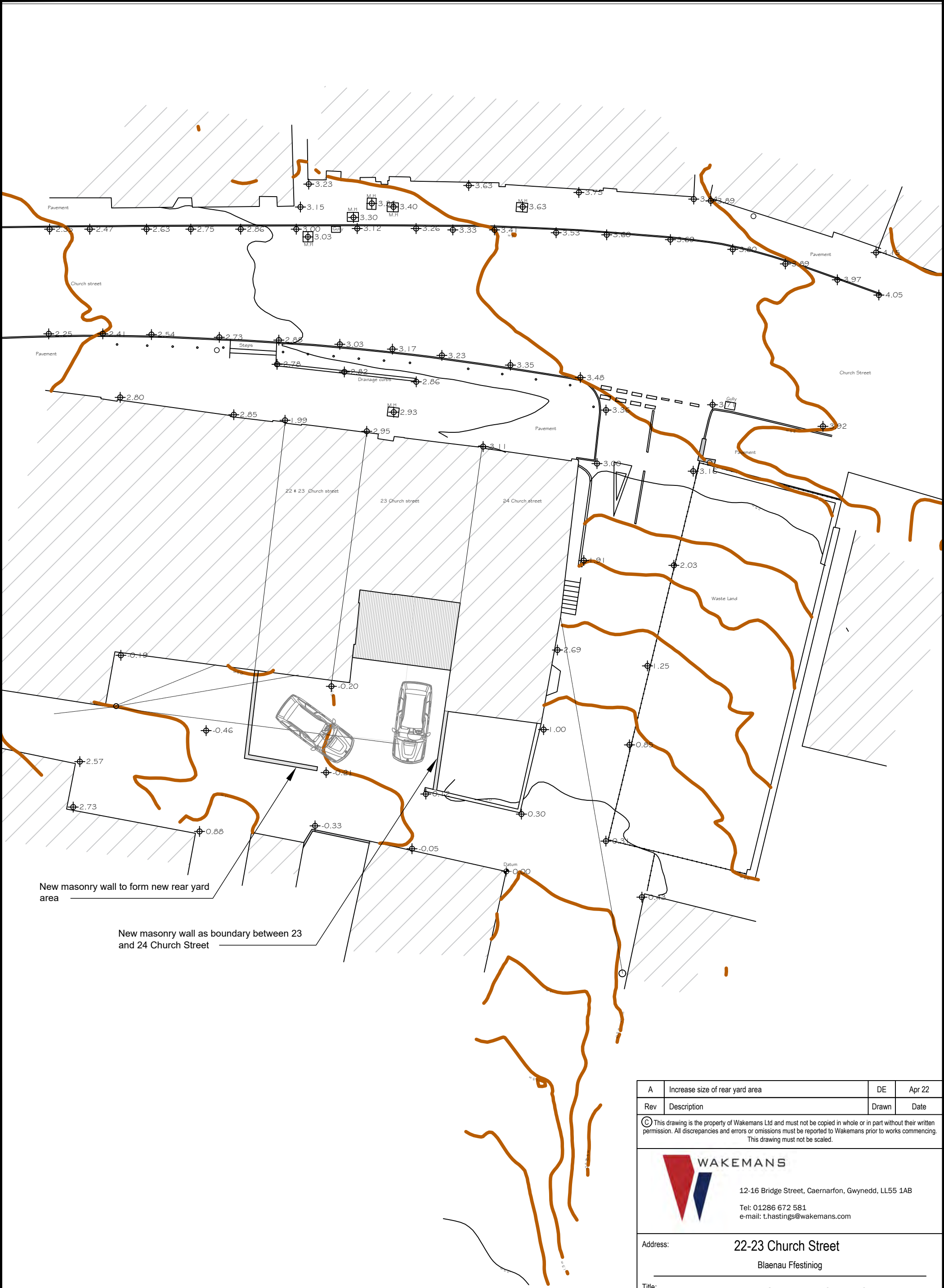
e-mail: t.hastings@wakemans.com

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Rev	-	-	--/--/----
Address: 22-23 Church Street BLAENAU FFESTINIOG			
Title: SITE LOCATION PLAN			
Drawn:	DE	Checked:	Date: OCT 2022
Scale:	1:1250@A4	Job:	25177
		Drawing No:	25177/001
		Rev:	-



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Rev	Description	Drawn	Date
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Address:		22-23 Church Street Blaenau Ffestiniog	
Title:		Existing Site Plan	
Drawn:	DE	Checked:	-
Date:		MAR 2022	
Scale:	1:200@A3	Job:	25177
Drawing No:		25177/002	
Rev:		00	



A	Increase size of rear yard area	DE	Apr 22
Rev	Description	Drawn	Date
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<div><div><div></div><div>WAKEMANS</div></div><div>12-16 Bridge Street, Caernarfon, Gwynedd, LL55 1AB Tel: 01286 672 581 e-mail: t.hastings@wakemans.com</div></div>			
Address:		22-23 Church Street Blaenau Ffestiniog	
Title:		Proposed Site Plan - Option 2	
Drawn:	DE	Checked:	-
Date:		MAR 2022	
Scale:	1:200@A3	Job:	25177
Drawing No:		25177/011	
Rev:		A	

Appendix 1 – Data Management Plan

Project Name and ID
3097 – 22 & 23 Church Street Blaenau Ffestiniog
Project description
Photographic survey prior to the <i>commencement of works associated with the internal and external refurbishment of new workshop units, two new ground floor retail units and two new residential units (and associated works) at 22 and 23 Church Street, Blaenau, Ffestiniog, Gwynedd, LL41 3HB (centred on NGR SH 69944 45991).</i>
Funder of client
Antur Stiniog Cyf
Project Manager
Charley James-Martin – AW project manager
Principal investigator and contact
Same as above
Date DPM created and subsequent amendments
Created on 05.07.2023
Related Data Management policies
Project Brief, ClfA Standards and guidance, trusted digital repository guidelines (ADS and RCAHMW) or other best practice guidance (see brief for details)
Data type
.PDF: final report, WSI, all the paper archive generated onsite, photo direction plans. .JPEG: Digital photographs
How will data be generated?
The project brief will determine the nature of data collection. The project brief has been produced taking into consideration ClfA guidance, and by relevant repositories. For this project the majority of the data will consist of archive quality digital photographs taken using high-resolution digital photography at a minimum of 12 megapixels. Data generated during the photographic survey will be regularly updated to the server and stored within well-defined folders. The folder hierarchy and organisation devised will be understood by all members of staff involved in the project. The data stored will be checked by the project manager regularly as a means of quality assurance.

Further documentation accompanying the resulting archive
Data collected will include standard formats which maximise opportunities for use and reuse in the future. The archive will be associated to metadata summary which outlines details of all data types, quantities and all archive components. Data documentation will meet the requirement of the Project Brief, Museum Deposition Guidelines, Digital Repository Guidelines and the methodology described in the Project Design methodology. These details are checked and taken into consideration prior the start of the project.

Data protection
<p>Archaeology Wales have a GDPR compliant Privacy Policy. Sensitive data is never retained in the project folder.</p> <p>Copyright permission is sought from all specialists and other providers outside the organisation. Data sharing is also subjected to license agreements.</p>
Storage
<p>The project manager is responsible for the regular inspection of the data produced and stored in the server. The data produced is uploaded regularly as a way of backing up the information. Time and resources are given to the site staff to be able to back up the data.</p>
Data retention
<p>The DMP will be updated in light with the findings. This process will also inform any possible future project designs and further work associated with the project. The data selection plan will take into consideration the research agenda for Wales and any other local frameworks.</p> <p>At the deposition stage, the DMP will be finalised in agreement with all project stakeholders.</p> <p>The project results will be included in the Historic Environment Record.</p>
Long term preservation plan
<p>The digital archive will be deposited with the Archaeology Data Service, which is a certified repository with Core Trust Seal.</p>
Data repository and costs
<p>The digital archive will be deposited with the National Monuments Record, RCAHMW, Aberystwyth. Estimated cost for deposition with ADS have also been included in the project budget.</p>
Data sharing and accessibility
<p>A summary of the project will be provided for the museum and digital archive repositories once the work begins. Regular updates will be carried out to fit the emerging needs of the project. The documents expected for this project include a WSI and photographic survey report.</p> <p>The final report is expected to be completed within 3 months of the completion of fieldwork. Should the project require follow up work, then the report may take up to twelve months to be submitted</p> <p>A final version of the project report will be supplied to the Historic Environment Record and any data which they request can also be provided directly.</p>
DMP responsibility
<p>The Project Manager will be responsible for implementing the DMP</p> <p>Data capture, metadata production and data quality is the responsibility of the Project Team, assured by the Project Manager.</p> <p>Storage and backup of data in the field is the responsibility of the field team.</p> <p>Once data is incorporated into the organisations project server, storage and backup is managed by the project manager</p> <p>Data archiving is undertaken by the Archives Officer, who is responsible for the transfer of the Archaeological Project Archive to the agreed repository.</p>



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