

CPAT WSI 2118

4 High Street, Overton

HISTORIC BUILDING RECORDING

Written Scheme of Investigation

submitted by

Clwyd-Powys Archaeological Trust

on behalf of

Leslie Cairns



YMDDIRIEDOLAETH ARCHAEOLEGOL CLWYD-POWYS
CLWYD-POWYS ARCHAEOLOGICAL TRUST

CONTENTS

1	INTRODUCTION.....	2
2	OBJECTIVES	2
3	METHODOLOGY	2
4	REPORT	3
5	SITE ARCHIVE	4
6	RESOURCES AND PROGRAMMING	4



YMDDIRIEDOLAETH ARCHAEOLEGOL CLWYD-POWYS CLWYD-POWYS ARCHAEOLOGICAL TRUST

41 Broad Street, Welshpool, Powys, SY21 7RR, United Kingdom

+44 (0) 1938 553 670

trust@cpat.org.uk

www.cpat.org.uk

©CPAT 2019



The Clwyd-Powys Archaeological Trust is a Registered Organisation
with the Chartered Institute for Archaeologists

Clwyd-Powys Archaeological Trust

The Clwyd-Powys Archaeological Trust (CPAT) works to protect, record and interpret all aspects of the historic environment. We advise developers and local authorities on archaeology and planning, undertake archaeological projects for public- and private-sector clients, and have wide-ranging programmes of community archaeology events and activities.

The CPAT Field Services team is the leading archaeological practice in mid- and north-east Wales, and one of the longest-established commercial archaeology contractors in Europe.

CPAT is one of four archaeological trusts established in Wales in the mid-1970s to provide an archaeological service across the whole of the Principality. It is both a registered charity and a limited company, and its activities are managed by a board of Trustees. It is also Registered Organisation (RO) with the Chartered Institute for Archaeologists (CIfA). Further information regarding the Trust, including summary reports of some of the more significant recent projects can be found on its website at www.cpat.org.uk

Ymddiriedolaeth Archaeolegol Clwyd-Powys

Mae Ymddiriedolaeth Archaeolegol Clwyd-Powys (CPAT) yn gweithio i warchod, cofnodi a dehongli pob agwedd ar yr amgylchedd hanesyddol. Rydym yn cynghori datblygwyr ac awdurdodau lleol ar archaeoleg a chynllunio ac yn ymgymryd â phrosiectau archaeolegol ar ran cleientiaid yn y sectorau cyhoeddus a phreifat, ac mae gennym raglenni eang eu hystod o ddigwyddiadau a gweithgareddau archaeolegol cymunedol.

Tîm Gwasanaethau Maes CPAT yw'r prif bractis archaeolegol yng nghanolbarth a gogledd-ddwyrain Cymru, ac mae'n un o'r contractwyr archaeoleg masnachol mwyaf hirsefydlog yn Ewrop.

Mae CPAT yn un o bedair ymddiriedolaeth archaeolegol a sefydlwyd yng Nghymru yng nghanol y 1970au i ddarparu gwasanaeth archaeolegol ledled Cymru. Mae'r Ymddiriedolaeth yn elusen gofrestredig a hefyd yn gwmni cyfyngedig, ac mae ei gweithgareddau'n cael eu rheoli gan fwrdd Ymddiriedolwyr. Mae hefyd yn Registered Organisation (RO) gyda'r Chartered Institute for Archaeologists (CIfA). Mae mwy o wybodaeth am yr Ymddiriedolaeth, gan gynnwys adroddiadau cryno ar rai o'r prosiectau diweddar mwyaf arwyddocaol hefyd i'w gweld ar ei gwefan yn www.cpat.org.uk

1 Introduction

- 1.1. The Field Services Section of the Clwyd-Powys Archaeological Trust has been invited Mr Leslie Cairns to undertake in programme of building survey in connection with proposed alterations to the former post office at 4 High Street, Overton, Wrexham.
- 1.2. Planning consent was granted in August 2019 with the inclusion of the following condition:
 13. No development shall take place until a programme of building recording and analysis, equivalent to an Historic England Level 3 building survey, has been secured and implemented, in accordance with a brief issued by the Local Planning Authority and a written scheme of investigation which has been submitted by an archaeological contractor and approved in writing by the Local Planning Authority. The programme of building analysis and recording will be completed by an archaeological contractor and must meet the standards laid down by the Charter Institute for Archaeologists in their standard and Guidance for the archaeological investigation and recording of standing buildings or structures.. A copy of the resulting report should be submitted to the Local Planning Authority and the Development Control Archaeologists, Clwyd Powys Archaeological Trust. After approval by the Local Planning Authority, a copy of the report and resulting archive should also be sent to the Historic Environment Record Officer, Clwyd Powys Archaeological Trust for inclusion in the regional Historic Environment Record.
- 1.3. A further condition, no. 14, related to a watching brief although the work to which this relates will not now be undertaken by the current owner and will therefore form a separate piece of work after the building has been sold.

2 Objectives

- 2.1. The objectives of the survey are:
 - to describe and record all of the key internal and external components of the surviving outbuilding complex so that a permanent record survives prior to alterations commencing. This will be completed by means of a desktop study and Historic England Level 3 building survey;
 - to prepare a report outlining the results of the survey;
 - to prepare a final publication of the results in an appropriate regional or national journal, depending on the nature and significance of any archaeology.

3 Methodology

- 3.1. The archaeological works will be conducted according to the Chartered Institute for Archaeologists' (CIfA) *Standard and Guidance for the archaeological investigation and recording of standing buildings or structures* (2014), *Standard and Guidance for Historic Environment Desk-based Assessment* (2014).

Desk-based Assessment

- 3.2. Stage 1 of the assessment will a rapid examination of readily available cartographic, pictorial, and photographic sources at the following repositories:
 - the regional Historic Environment Record
 - the National Library of Wales, Aberystwyth

-
- the National Monuments Record, Aberystwyth
 - Powys County Archives

3.3. All cartographic sources consulted will be included within the desktop section of the report, together with transcriptions of relevant documents and copies of plans, maps and photographs containing relevant information, subject to any copyright restrictions.

Building Survey

3.4. The survey will take the form of a Level 3 building survey as defined by Historic England *Understanding Historic Buildings: a guide to good recording practice* (2016). This level of survey is intended to create an analytical record of the building, and will include:

- Description and photographic record of the exterior and the interior
- Detailed account of type, construction, form, function
- Phasing
- Past and present use and relationship with setting
- Copies of historic maps, plans, photographs and documents
- Conclusions regarding the building's development and use

3.5. The drawn record will be created using either conventional measured survey or total station surveying as appropriate. The end result will include:

- Measured plans of each floor, elevation and cross-sections
- Drawings of any architectural features/decoration
- Phase plans showing the development of the structure
- The photographic survey will be conducted using digital photography with a minimum resolution of 12 mega pixels to include:
 - General views of elevations
 - General views of external appearance
 - Overall appearance of principal rooms
 - Internal and external structural detail
 - Fixtures, fittings, machinery, related contents

4 Report

4.1. Following the on-site work an illustrated report will be prepared containing conventional sections to include:

- Non-technical summary
- Location and NGR
- Statutory designations
- Date of record, recorder and archive deposition
- Introduction
- Site location
- Methodology
- Summary of the form, function, date and development of the building
- Desk-based study, including copies of historic maps and photographs where permitted
- Summary description of the building
- Past and present usage
- Evidence for former existence of demolished structures, removed fittings etc
- Conclusions

- References

- 4.2. The report summary will be provided in English and Welsh, in accordance with the *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) V1* (July 2018).

5 Site archive

- 5.1. The overall archive will conform to guidelines described in Management of Research Projects in the Historic Environment (MoRPHE), Historic England 2015, the CIfA (2014) *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* and *The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales* (NPAAW, 2017) and *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) V1* (July 2018).
- 5.2. The paper and digital archive will be deposited with the National Monuments Record (NMR), RCAHMW, including a copy of the final report. This archive will include all written, drawn, survey and photographic records relating directly to the investigations undertaken. NMR Digital archives will follow the standard required by the RCAHMW (RCAHMW 2015). A copy of the digital archive only will also be lodged with the Historic Environment Record, Clwyd-Powys Archaeological Trust.

6 Resources and programming

- 6.1. The assessment will be undertaken by a team of skilled archaeologists under the overall supervision of Nigel Jones, a senior member of CPAT's staff who is also a member of the Chartered Institute for Archaeologists (CIfA). CPAT is also a CIfA Registered Organisation and as such agrees to abide by their *Code of Conduct* (2014) and the *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* (2014).
- 6.2. All report preparation will be completed by or with the assistance of the same field archaeologist(s) who conducted the fieldwork.
- 6.3. At present CPAT would be in a position to undertake the survey during October 2019, subject to the receipt of sufficient advanced notice from the client.
- 6.4. Requirements relating to Health and Safety regulations will be adhered to by CPAT and its staff.
- 6.5. CPAT is covered by appropriate Public and Employer's Liability insurance, as well as

N W Jones

2 October 2019