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**Gladstone's / St Deiniol's Library,  
Church Lane, Hawarden, Flintshire,  
CH5 3DF  
(LBC/001074/23)**

**June 2024 v1.0**



Historic Building Record Level 2

Project Code: A0488.2

Report no. 0473

Event PRN: 150446



**æon archaeology**

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Historic Building Record Level 2

**Aeon Archaeology**

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Project Code: A0488.1

Date: 13/06/2024

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# Gladstone's / St Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF

## June 2024 v1.0

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## 1.0 INTRODUCTION

*Comisiynwyd Aeon Archaeology gan Ainsley Gommon Architects ar ran Llyfrgell Gladstone, sy'n cael ei hadnabod ymlaen llaw fel 'y Cleient', i gynnal arolwg adeiladu lefel 2 o'r porth tŵr a'r seler yn Llyfrgell Gladstone, Lôn yr Eglwys, Penarlâg, Sir y Fflint, CH5 3DF (SJ 31455 65921), a elwir 'y Safle', o flaen gwaith sefydlogi (ffigurau 01-03).*

*Cyflwynwyd cais am Ganiatâd Adeilad Rhestredig (LBC/001074/23) gan y Cleient i Cadw a Chyngor Sir y Fflint, sy'n cael ei hadnabod ymlaen llaw fel 'y Cyngor', ar 14 Rhagfyr 2023 ar gyfer Adnewyddu/adnewyddu toeau llechi a fflat, dŵr glaw cysylltiedig, gwaith plwm a fflachiadau, atgyweiriadau i gapiau/parapetau wal, gwaith maen, simnai, a gwaith sefydlogi i borth "tŵr" mynediad ac mae'n aros am benderfyniad ar hyn o bryd (ar 4 Mehefin 2024). Fodd bynnag, gwnaed yr amod archeolegol argymhellol gan yr Archeolegydd Rheoli Datblygu (DMA) yn Heneb: Archeoleg Clwyd-Powys (HCPA) yn eu rôl fel cynghorwyr archaeolegol i'r Cyngor:*

Aeon Archaeology was commissioned by Ainsley Gommon Architects on behalf of Gladstone's Library, hereafter 'the Client', to carry out a level 2 building survey of the tower porch and cellar at Gladstone's Library, Church Lane, Hawarden, Flintshire, CH5 3DF (**SJ 31455 65921**), hereafter 'the Site', in advance of stabilisation work (figures 01-03).

An application for Listed Building Consent (**LBC/001074/23**) has been submitted by the Client to Cadw and Flintshire County Council, hereafter 'the Council', on the 14<sup>th</sup> December 2023 for the *Renewal/refurbishment of slate and flat roofs, associated rainwater goods, leadwork and flashings, repairs to wall cappings/parapets, masonry, chimney and stabilisation works to entrance "tower" porch* and is currently awaiting determination (as of 4<sup>th</sup> June 2024). However, the following recommended archaeological condition was made by the Development Management Archaeologist (DMA) at Heneb: Clwyd-Powys Archaeology (HCPA) in their role as archaeological advisors to the Council:

### *Level 2 Building Recording*

*Suggested planning condition to facilitate a programme of historic building recording, the equivalent of an Historic England Level 2 building survey, to allow an adequate analytical record of the porch and cellars to be made prior to alteration.*

*No development shall take place until a programme of building recording and analysis, equivalent to an Historic England Level 2 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 and approved in writing by the local planning authority. The survey will be completed by a professional archaeological contractor.*

*The programme of building analysis and recording must meet the standards laid down by the Chartered Institute for Archaeologists in their Standard and Guidance for the archaeological investigation and recording of standing buildings or structures.*

*On approval by the Local Planning Authority, project data must be submitted and approved for Heneb: Clwyd-Powys Historic Environment Record [CPA HER]. For any questions regarding this submission process, please contact the HER Team at her@HCPA.org.uk. The full digital archive must also be submitted and approved for inclusion within the National Monuments Record, RCAHMW or the Archaeology Data Service, ADS.*

*Reason: To allow an adequate analytical record of the structures to be made, before alteration, to ensure that their origins, use, and development are understood and the key features, character and state of preservation are recorded.*

The DMA at HCPA made the following consultee comments as part of the application for Listed Building Consent:

*Information held within the Regional Historic Environment Record (HER) indicates that the application involves alterations to the Grade I listed building, St Deiniol's Library, Hawarden (LB no. 15025), and Cadw should also be consulted on this application.*

*The works to the porch, and cellar of the building will require removal of significant structural elements, with stonework and steel beams the obvious inclusions mentioned in the architect's report. These works will require a higher level of recording, due to the loss of fabric, and an Archaeological Level 2 Building Recording is recommended for this work, and we would advise that a Level 2 Building Recording is completed in accordance with the Planning Policy Wales (Feb 2021) and TAN 24 (May 2017) guidance.*

*The Level 2 survey would include a detailed photographic survey, written descriptive survey, phased plans of the buildings development and a measured survey using annotated architects plans where these are available, or a new survey where architects plans are not of sufficient detail.*

The design and all subsequent mitigation will conform to the guidelines specified in Historic England's 'Understanding Historic Buildings: a guide to good recording practice' (2016) & Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures (Chartered Institute for Archaeologists, 2020).



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**Figure 01:** Location of Gladstone's Library, Church Lane, Hawarden, Flintshire, CH5 3DF (SJ 31455 65921). Scale 1:20,000 at A4.



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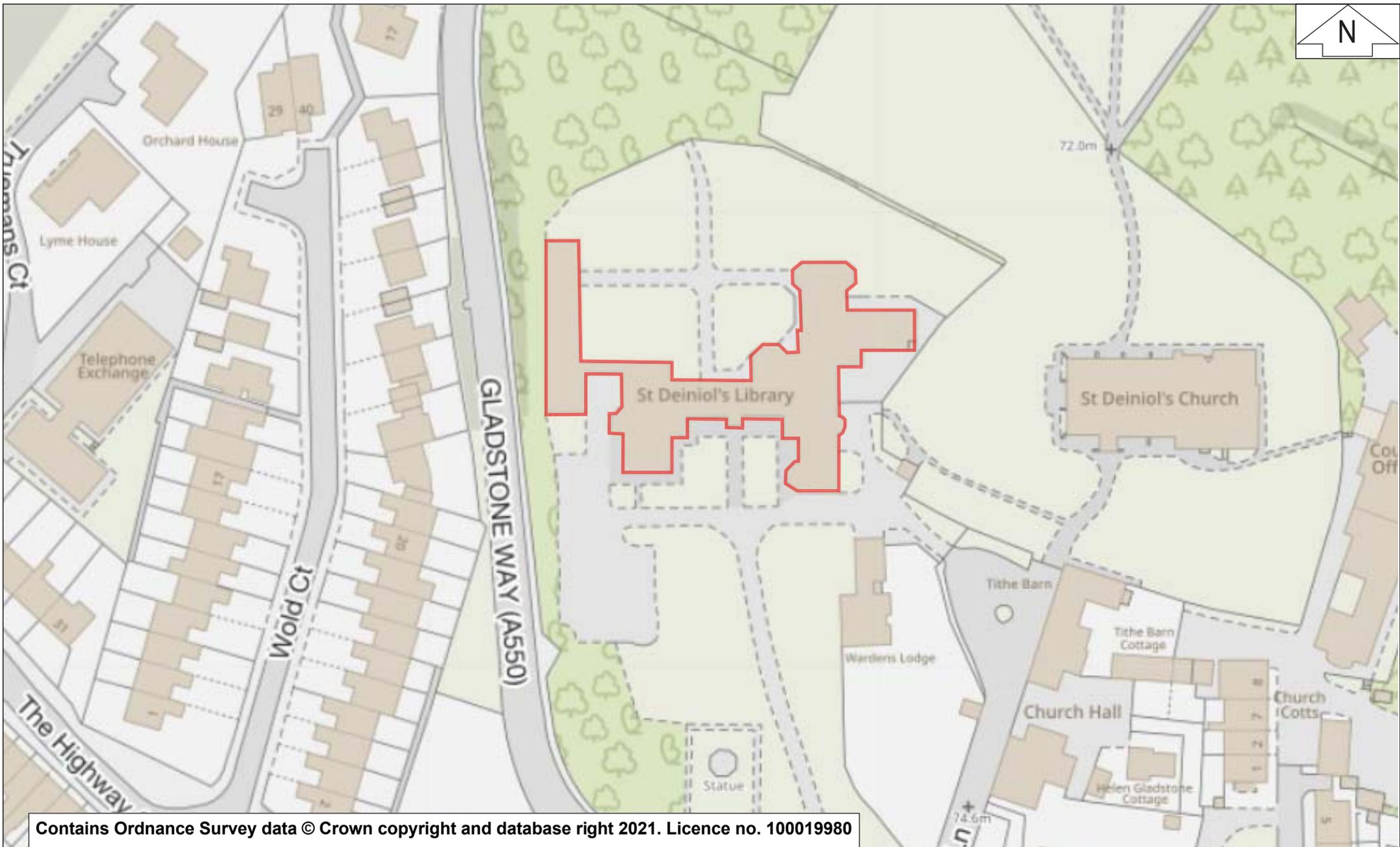


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**Figure 02:** Location of Gladstone's Library, Church Lane, Hawarden, Flintshire, CH5 3DF (SJ 31455 65921). Scale 1:5,000 at A4.



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**Figure 03:** Location of Gladstone's Library, Church Lane, Hawarden, Flintshire, CH5 3DF (SJ 31455 65921). Scale 1:1,000 at A4.

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## 2.0 POLICY CONTEXT

At an international level there are two principal agreements concerning the protection of the cultural heritage and archaeological resource – the UNESCO *Convention Concerning the Protection of World Cultural and Natural Heritage*<sup>1</sup> and the *European Convention on the Protection of the Archaeological Heritage*<sup>2</sup>, commonly known as the Valetta Convention. The latter was agreed by the Member States of the Council of Europe in 1992, and also became law in 1992. It has been ratified by the UK, and responsibility for its implementation rests with Department for Culture Media and Sport.

The management and protection of the historic environment in Wales is set out within the following legislation:

- The Planning (Listed Buildings and Conservation Areas) Act 1990 (As amended)
- The Historic Environment (Wales) Act 2016
- The Town and County Planning Act 1990
- The Ancient Monuments and Archaeological Areas Act 1979
- The Town and Country Planning (General Permitted Development Order) 1995 (As amended)

The Historic Environment (Wales) Act is the most recent legislation for the management of the Historic Environment and amends two pieces of UK legislation — the Ancient Monuments and Archaeological Areas Act 1979 and the Planning (Listed Buildings and Conservation Areas) Act 1990. The new Act has three main aims:

- to give more effective protection to listed buildings and scheduled monuments;
- to improve the sustainable management of the historic environment; and
- to introduce greater transparency and accountability into decisions taken on the historic environment.

With respect to the cultural heritage of the built environment the *Planning (Conservation Areas and Listed Buildings) Act*<sup>3</sup> 1990 applies. The Act sets out the legislative framework within which works and development affecting listed buildings and conservation areas must be considered. This states that:-

*“In considering whether to grant planning permission for development which affects a listed building or its setting, the local planning authority or, as the case may be, the Secretary of State shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses” (s66(1))*

Other known sites of cultural heritage/archaeological significance can be entered onto county-based Historic Environment Records under the *Town and Country Planning 1995*.

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<sup>1</sup> UNESCO, 1972, *Convention Concerning the Protection of the World Cultural and Natural Heritage*

<sup>2</sup> Council of Europe, 1992, *European Convention on the Protection of the Archaeological Heritage*

<sup>3</sup> Great Britain. *Planning (Conservation Areas and Listed Buildings) Act*. Elizabeth II.(1990), London: The Stationery Office

Planning Policy Wales sets out the land use planning policies of the Welsh Government. Chapter 6 covers the historic environment and emphasises that the positive management of change in the historic environment is based on a full understanding of the nature and significance of historic assets and the recognition of the benefits that they can deliver in a vibrant culture and economy.

Various principles and policies related to cultural heritage and archaeology are set out in the Planning Policy Wales which guide local planning authorities with respect to the wider historic environment.

The following paragraphs from Planning Policy Wales are particularly relevant and are quoted in full:

Paragraph 6.5.5 concerns planning applications:

*The conservation of archaeological remains is a material consideration in determining a planning application, whether those remains are a scheduled monument or not. Where nationally important archaeological remains, whether scheduled or not, and their settings are likely to be affected by proposed development, there should be a presumption in favour of their physical protection in situ. It will only be in exceptional circumstances that planning permission will be granted if development would result in an adverse impact on a scheduled monument (or an archaeological site shown to be of national importance) or has a significantly damaging effect upon its setting. In cases involving less significant archaeological remains, local planning authorities will need to weigh the relative importance of the archaeological remains and their settings against other factors, including the need for the proposed development.*

Planning Policy Wales is supplemented by a series of Technical Advice Notes (TAN). Technical Advice Note 24: The Historic Environment contains detailed guidance on how the planning system considers the historic environment during development plan, preparation and decision making on planning and listed building consent applications. TAN 24 replaces the following Welsh Office Circulars:

- 60/96 Planning and the Historic Environment: Archaeology
- 61/96 Planning and the Historic Environment: Historic Buildings and Conservation Areas
- 1/98 Planning and the Historic Environment: Directions by the Secretary of State for Wales

### 3.0 SPECIFICATION AND PROJECT DESIGN

The requirements were for a level 2 building survey of the tower porch and cellar at Gladstone's Library, Church Lane, Hawarden, Flintshire, CH5 3DF, in advance of stabilisation work, however should observations or desk-based research have suggested the potential for significant features to be encountered during the renovation and site clearance/ground work, the archaeological contractor should make arrangements to undertake any appropriate supplementary recording work during the development. The DMA at HCPA had requested that this building record should be roughly commensurate with the Historic England's '*Understanding Historic Buildings: a guide to good recording practice*' (2016) **Level 2**.

Both the exterior and the interior were be viewed, described and photographed. This 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 Historic England's '*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

## **4.0 METHOD STATEMENT**

### **4.1 Level 2 Record**

#### **4.1.1 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.

#### **4.1.2 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.

A Digital SLR (Canon 600D) set to maximum resolution will be used throughout.

#### **4.1.3 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.

### **4.2 Processing data, illustration, report, and archiving**

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

- A copy of the design brief and agreed specification
- A site location plan
- A plan illustrating the location and direction of photographs
- Basic background and relevant historical, descriptive, or analytical detail
- A full bibliography of sources consulted
- Illustrations, including plans and photographs, will be incorporated within the report.

## **5.0 DISSEMINATION AND 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 RCAHMW within six months of the completion of the project.

Upon completion of the project copies of the report will be sent to the Client, regional HER and DMA at HCPA.

The project report and archive will adhere to the Welsh Trusts' and Cadw's *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)* (2018) including the translation of a non-technical summary (or introduction) into the medium of Welsh.

## 6.0 DIGITAL DATA MANAGEMENT PLAN

### 6.1 Type of study

A level 2 building survey of the tower porch and cellar at Gladstone's Library, Church Lane, Hawarden, Flintshire, CH5 3DF (centred on SJ 31455 65921), prior to essential stabilisation works.

### 6.2 Types of data

File name	File Contents	Linked File(s)	Number of files
A0488.2 Gladstone's Library_St.Deiniol's, Church Lane, Hawarden, Flintshire, Level 2 HBR 1.0.PDF	PDF report		1
A0488_2_001 - A0488_2_040.JPG	JPEG site images	A0488.2_Metadata	66
A0488_2_001 - A0353_2_040.TIF	TIF site images	A0470.1_Metadata	66
A0488.2_Metadata.XLSX	Excel file of photographic metadata	A0488.2_001 - A0488.2_072 (JPEG and TIF)	1
Digital Proformae (Descriptions, .TXT)	1 x text documents		1

*All data generated during this project has been selected for archive*

### 6.3 Format and scale of the data

Photographs taken in *RAW* format and later converted to *TIF* format for long term archiving and *JPEG* format for use in the digital report, converted using *Adobe Photoshop*. All photographs renamed using *AF5* freeware with the prefix (*project code frame number*) and a photographic metadata created using Microsoft Excel (*.xlsx*) or Access (*.accdb*).

Written descriptions taken in digital *.txt* format and sent via email to ensure a digital backup copy at time of record.

Annotated plans scanned as *.PDF* files.

### 6.4 Methodologies for data collection / generation

Digital data will be collected / generated in line with recommendations made in the Chartered Institute for Archaeologists (CIFA) *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* (2014. Rev 2020). Sections 3.3.1 and 3.3.3 are relevant:

*3.3.1 Project specifications, research designs or similar documents should include a project specific Selection Strategy and a Data Management Plan.*

*3.3.3 Project designs or schedules of works etc should outline the methodology used in recording all information, in order to demonstrate that all aspects of archive creation will ensure consistency; for instance in terminologies and the application of codes in digital data sets, highlighting relevant data standards where appropriate*

## **6.5 Data quality and standards**

Consistency and quality of data collection / generation shall be controlled and documented through the use of standardised procedure as outlined in the WSI. This will include the use of standardised data capture file formats, digital proformas, data entry validation, peer review, and use of controlled vocabularies.

## **6.6 Managing, storing and curating data.**

All digital data was organised into Aeon Archaeology proforma project file systems and backed up to The Cloud using *Acronis Cyber Protect* with additional copies made to external physical hard drive.

## **6.7 Metadata standards and data documentation**

Digital metadata created using Microsoft Excel (.xlsx) or Access (.accdb) of all photographic plates.

Paper metadata created from Aeon Archaeology proformas for contexts, artefacts, environmental samples, watching brief day sheets, trench sheets, and basic record sheets and then scanned to create digital .PDF copies.

## **6.8 Data preservation strategy and standards**

Long term data storage will be through the submission of digital (.PDF) reports to the regional Historic Environment Record (HER), (via HEDDOS); and retention of copies of all digital files at Aeon Archaeology on physical external hard drive and uploaded to Acronis Cyber Protect.

## **6.9 Suitability for sharing**

All digital data will be placed within the public realm (through the channels in 6.8) except for where project confidentiality restricts the sharing of data. All data sets will be selected / discriminated by the Senior Archaeologist at Aeon Archaeology and written permission will be sought from all project specific Clients prior to the sharing of data.

## **6.10 Discovery by potential users of the research data**

Potential users of the generated digital data (outside of the organisation) will be able to source the data and identify whether it could be suitable for their research purposes through access granted via the RCAHMW website. Requests can also be made for data through the regional HER's and directly to Aeon Archaeology ([info@aeonarchaeology.co.uk](mailto:info@aeonarchaeology.co.uk)).

### **6.11 Governance of access**

The decision to supply research data to potential new users will be via the associated website request (RCAHMW) or via the Senior Archaeologist when made directly to Aeon Archaeology.

### **6.12 The study team's exclusive use of the data**

Aeon Archaeology's requirement is for timely data sharing, with the understanding that a limited, defined period of exclusive use of data for primary research is reasonable according to the nature and value of the data, and that this restriction on sharing should be based on simple, clear principles. This time period is expected to be six months from completion of the project however Aeon Archaeology reserves the right to extend this period without notice if primary data research dictates.

### **6.13 Restrictions or delays to sharing, with planned actions to limit such restrictions**

Restriction to data sharing may be due to participant confidentiality or consent agreements. Strategies to limit restrictions will include data being anonymised or aggregated; gaining participant consent for data sharing; and gaining copyright permissions. For prospective studies, consent procedures will include provision for data sharing to maximise the value of the data for wider research use, while providing adequate safeguards for participants.

### **6.14 Regulation of responsibilities of users**

External users of the data will be bound by data sharing agreements provided by the relevant organisation or directly through Aeon Archaeology.

### **6.15 Responsibilities**

Responsibility for study-wide data management, metadata creation, data security and quality assurance of data will be through the Senior Archaeologist (Richard Cooke BA MA MCIfA) at Aeon Archaeology when concerning data generation and early/mid-term storage. Upon deposition with digital depositories the study-wide data management, metadata creation, data security and quality assurance of data will be the responsibility of the specific organisations' themselves.

### **6.16 Organisational policies on data sharing and data security**

The following Aeon Archaeology policies are relevant:

- Aeon Archaeology Archive Deposition Policy 2022

- Aeon Archaeology Quality Assurance Policy 2022
- Aeon Archaeology Conflict of Interest Policy 2022
- Aeon Archaeology Outreach Policy 2022
- Aeon Archaeology Digital Management Plan 2022

## 7.0 ARCHAEOLOGICAL AND HISTORICAL RECORD

### *Location*

Hawarden is a village located in the community of Deeside, Flintshire. It lies approximately 10 km west of Chester and 12 km southeast of Mold. Situated near the A550, which provides easy access to the A55 North Wales Expressway, Hawarden is therefore connected to major transportation routes. The village is notable for landmarks such as Hawarden Castle, the ancestral home of former British Prime Minister *William Ewart Gladstone*, and the Hawarden Old Castle ruins. The *Grade I Listed* Gladstone Library, a unique residential library founded by William Gladstone, offers a tranquil retreat for scholars and visitors alike. Another point of interest is St Deiniol's Church, an impressive *Grade II\* listed* building that dates back to the 13<sup>th</sup> century. Hawarden is also known for its picturesque landscapes and well-preserved historical architecture. The village is located to the northeast of Hawarden Airport.

### *Gladstone & Hawarden*

*William Ewart Gladstone*, was one of Britain's most influential Prime Ministers, and he had a profound impact on the development of Hawarden. Born in 1809, Gladstone entered politics in 1832 and served as Prime Minister four times between 1868 and 1894. His political career was marked by his advocacy for free trade, Irish Home Rule, and significant social reforms. In the 1840s, Gladstone married Catherine Glynne, whose family owned the Hawarden Castle estate (Morley 2011), thereby cementing his enduring connection to the area.

Hawarden itself has a rich history, stretching back to at least the Domesday Book of 1086, where it is recorded as *Haordine*, meaning 'high enclosure.' The village is strategically located on a ridge, with the old castle occupying a prominent central position. During the medieval period, Hawarden Castle was of significant strategic importance and witnessed numerous historical events, including its destruction by Llewelyn ap Gruffydd in 1265. The village developed around the castle, with early maps showing a settlement straggling along the road from Chester (CPAT 2009).

In the mid-19<sup>th</sup> century, the Glynne family's estate became Gladstone's retreat from the pressures of political life. Gladstone's deep interest in theology, history, and literature was reflected in his establishment of the Gladstone Library in 1889. Originally known as *St Deiniol's Library*, it was founded to house Gladstone's personal collection of over 32,000 books and to serve as a residential library for scholars (Morley 2011). Gladstone himself contributed significantly to its development, personally financing the construction and even physically moving books into the library with a wheel barrow (*Pers Comm*).

The establishment of the Gladstone Library solidified Hawarden's status as a centre of learning and culture. The initial phase of the library, was completed in 1901, after Gladstone's death in 1898. It was designed by architect John Douglas, featuring a blend of Gothic and Tudor architectural styles that embody the scholarly and contemplative atmosphere Gladstone envisioned. John Douglas was a prominent architect based in Chester, was known for his distinctive style that combined elements of Gothic Revival and vernacular architecture. His designs often featured half-timbering, tall chimneys, and intricate woodwork, reflecting a blend of medieval and Tudor influences. Douglas's work extended beyond libraries to include churches, houses, and public buildings, and his architectural legacy is evident throughout Cheshire and North Wales (Hubbard 1991).

Significant landscaping of the Hawarden estate occurred in the mid-18th century, particularly after the Glynne family purchased it in 1651. The estate saw further development under Sir John Glynne, who embarked on extensive tree planting and modifications to the road system to enhance the park around the castle. The eastern part of the village was levelled to facilitate the park's development, and the main highway from Chester was diverted north when turnpiked in 1804 (Pritchard 2002).

Gladstone's contributions to the village extended beyond politics and education; his philanthropic efforts and the development of the library fostered a spirit of intellectual pursuit and public service that continues to define Hawarden today (CPAT 2009, Pritchard 2002). His legacy in the village is marked not only by the library but also by his influence on the local community and the landscape of the estate.

## 8.0 BUILDING DESCRIPTIONS

### **Gladstone or St. Deiniol's Library, Hawarden – Storeyed Porch - Tower Entrance**

(Figure 04 & Plates 01-20)

The southern facade of the porch presents as a roughly symmetrical 2-storey construction. The main entrance consists of a central two-storeyed porch, which is coped with double knoll moulding. Furthermore, the construction is also gabled with rook (castellated) finial and a canopied niche to the first floor with a sculpted, life sized statue of St. Augustine.

*NB. Saint Augustine of Hippo (354–430 AD) is one of the most significant figures in Christian theology and Western philosophy. Augustine's works are considered by many scholars to have been instrumental in the development of Western philosophy, particularly in areas such as ethics, metaphysics, and political theory. His writings influenced later philosophers and theologians, including Thomas Aquinas, Martin Luther, and John Calvin (Brown 2013).*

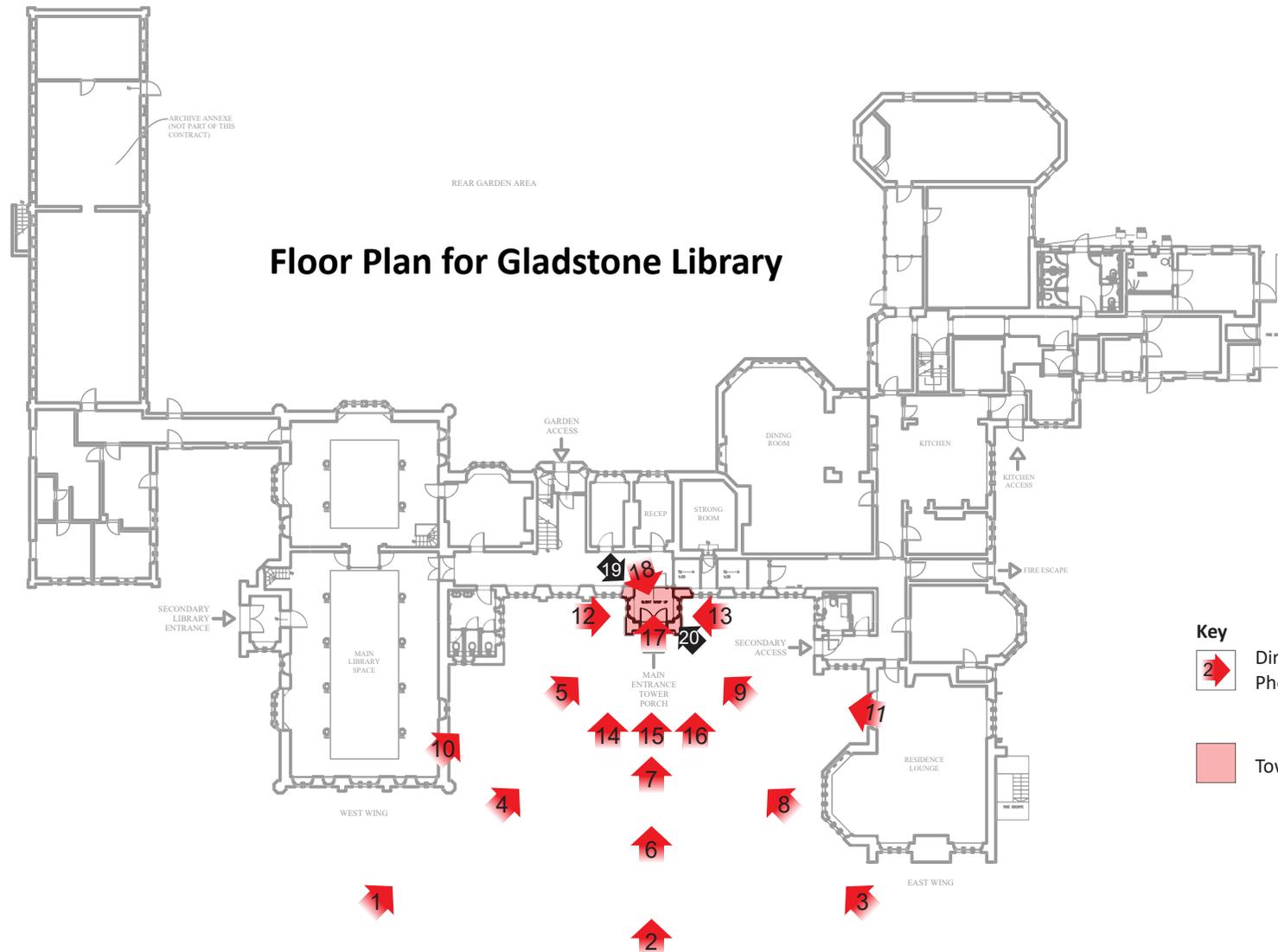
Within the niche is a crowned by a moulded acanthus leaf finial, below which is a moulded sandstone cap with canted sides with rose and thistle relief-moulded carvings. Below this, is a suspended canopy of tracery depicting floral and trefoil designs.

At ground floor level, the tower porch has a continuous, moulded entrance arch, with double recessed wooden doors with decorative ironwork. Framing the door (to either side) are two decorative piers surmounted by ornamental *gothic, pier cap, pinnacle capstones*, with cusp and trefoil head design.

Above the doorway is a relief carved motto which reads the Latin inscription “*Adiuvet Deus Misericors,*” which when translated reads as; *may the merciful God help us*. It is above this that the sculpture of St Augustine resides in the curved masonry niche. Flanking the life-size sculpture (to the left and right) are two sets of 2-light mullioned, round head windows with dressed sandstone sills. In each instance of these mullioned windows, the dressed sandstone surrounds, above the window exhibit tracery in sandstone, and each have individually carved motif bosses: (from left to right these are), *The Rose* (symbolising England), *The Feathers* (symbolising the throne attendant for Wales), *The Four-Leaf Clover* (presumably symbolising Ireland) and *The Thistle* (symbolising Scotland).

Flanking the gabled entrance, on the eastern and western elevations are 2-light mullioned windows with arched heads and dressed sandstone sill. The 1<sup>st</sup> storey separation is formed by an ogee moulded stringer course in sandstone. At 1<sup>st</sup> floor height is a single light mullioned window with a hint of tracery in lead near the apex. The sandstone surround above the window has an unveiling rose in carved decoration. Also, on each of these elevations there are substantial cast-iron rain hoppers and downpipes which have been painted a buff colour and embossed with the dates: 1901 (on the western elevation) & 1905 (on the eastern elevation).

At ground floor level, within the porch is a large vestibule doorway permitting access to the main east to west corridor. This is in dark stained oak and pine with large glazed windows in the upper portion. Above this are an arrangement of six leaded lights (3 to each door). Above this are an arrangement of six larger leaded lights. Above the elevation consists of timber



**Figure 04:** Floor plan showing location of photographic plates taken during record of the Tower Entrance. Gladstone's / St Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF. Scale 1:500 @ A4.



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**Plate 01:** Context Shot of Tower Entrance or central storeyed porch, at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the southwest - 2.00m scale



**Plate 02:** Context Shot of Tower Entrance or central storeyed porch, at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the south - 2.00m scale



**Plate 03:** Context Shot of Tower Entrance or central storeyed porch, at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the southeast - 2.00m scale



**Plate 04:** Oblique context Shot of Tower Entrance or central storeyed porch, at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the southwest - 2.00m scale



**Plate 05:** Oblique (closer) context Shot of Tower Entrance or central storeyed porch, at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the south - 2.00m scale



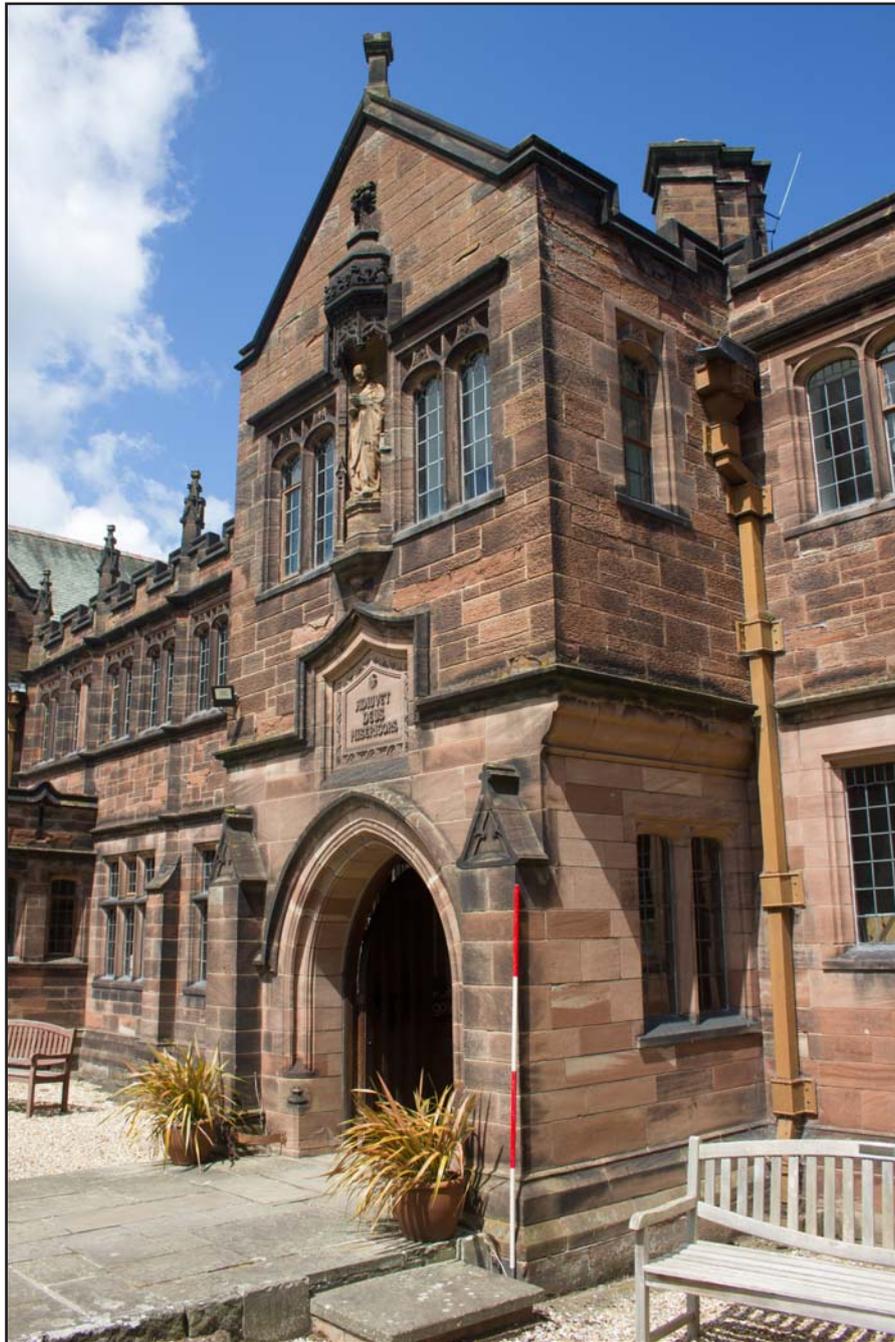
**Plate 06:** Principle context Shot of Tower Entrance or central storeyed porch, at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the south - 2.00m scale



**Plate 07:** Oblique (closer) context Shot of Tower Entrance or central storeyed porch,  
at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF  
- from the southeast - 2.00m scale



**Plate 08:** Oblique context Shot of Tower Entrance or central storeyed porch, at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the southeast - 2.00m scale



**Plate 09:** Oblique (closer) context Shot of Tower Entrance or central storeyed porch, at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the southeast - 2.00m scale



**Plate 10:** Oblique view of Tower Entrance or central storeyed porch, from library window at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the southwest - no scale



**Plate 11:** Oblique view of Tower Entrance or central storeyed porch,  
from domestic wing at Gladstone's/St. Deiniol's Library,  
Church Lane, Hawarden, Flintshire, CH5 3DF - from the southeast - no scale



**Plate 12:** Western elevation of Tower Entrance or central storeyed porch,  
at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire,  
CH5 3DF - from the west - 2.00m scale



**Plate 13:** Eastern elevation of Tower Entrance or central storeyed porch, at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the east - 2.00m scale



**Plate 14:** Motto “Adiuvet Deus Misericors” above entrance, at Gladstone’s/St. Deiniol’s Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the south - no scale



**Plate 15:** St. Augustine sculpture and four roundhead tracery windows located above the entrance porch, at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the south - no scale



**Plate 16:** Example pier with gothic style pier cap/pinnacle to right of entrance porch, at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the south - 2.00m scale



**Plate 17:** Vestibule door within entrance porch, at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the south - no scale



**Plate 18:** Front door of entrance porch, at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the north - no scale



**Plate 19:** First floor office within Tower Entrance or central storeyed porch, at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the north - 2.00m scale



**Plate 20:** First floor office within Tower Entrance or central storeyed porch, at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the southeast - 2.00m scale

panel wainscoting which extends into a timber panelled ceiling. The east and west elevations are of exposed tool dressed sandstone blocks bonded by lime mortar. Mirroring each other are the reverse of the windows (already described), which are light mullioned windows with arched heads. The southern elevation is dominated by the heavy double recessed wooden doors with decorative ironwork.

At first floor level the office retains very little in terms of original features. The ceiling has been plastered and painted white, but there is a dark stained timber cornice below. The walls are all plastered and painted magnolia. On the southern elevation the four round head windows are visible but are partially hidden by Perspex secondary glazing and folding blinds. Between the western and northern elevations (canted into the angle between the two) is a walnut panelled door. The floor is of blue carpet.

### **Gladstone or St. Deiniol's Library, Hawarden – Basement Level - Cellar**

*(Figure 05 & Plates 21-33)*

This is a subterranean level, accessed via a staircase immediately to the left of the garden access to the rear of the library building (*first phase of the building's construction, completed 1901*). This is a descending staircase formed from 19 individual dressed sandstone steps.

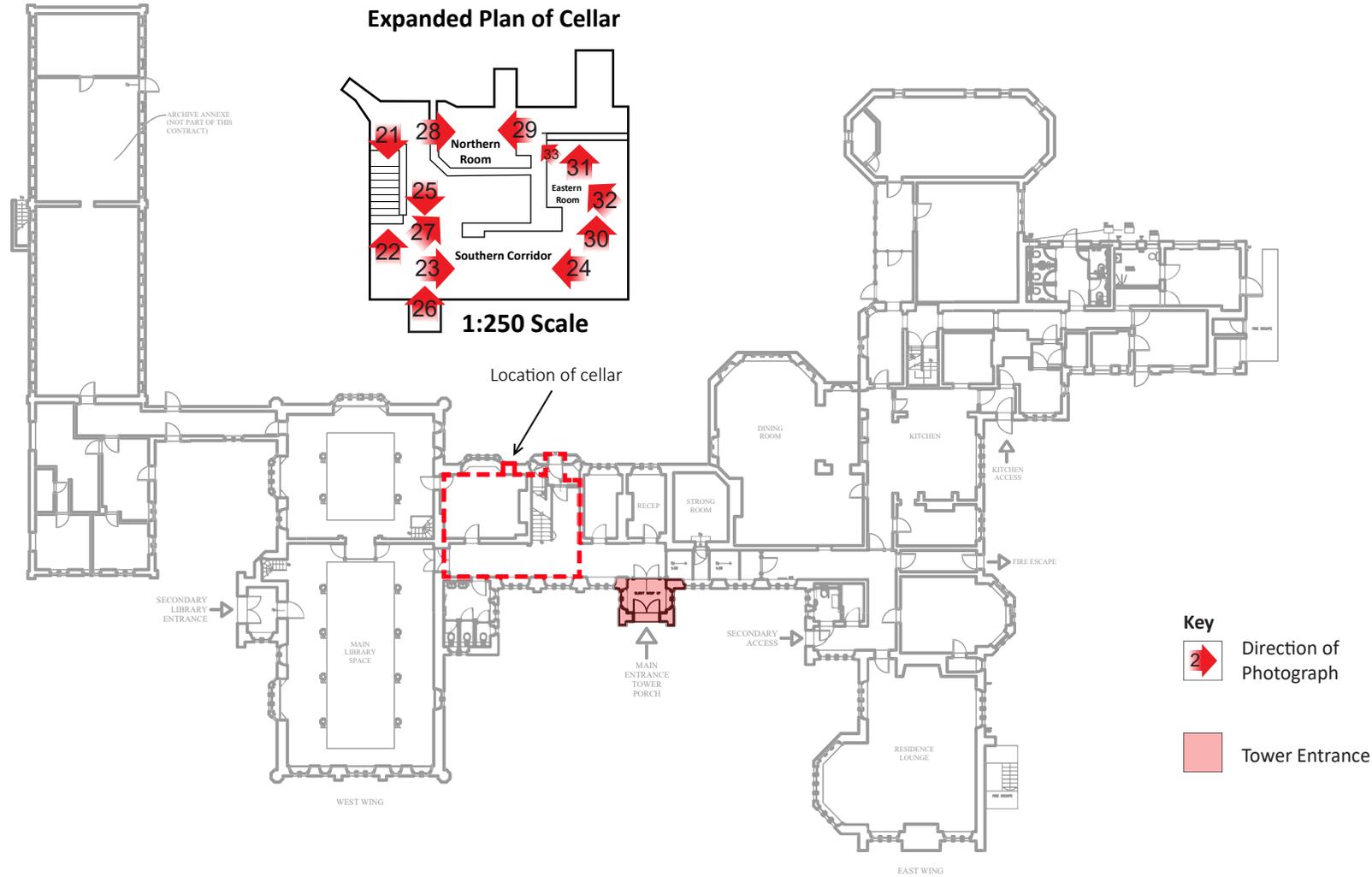
At the top of the staircase, there is a plank and batten door in dark stained pitch pine, which permits access to the descending set of stairs (this is located on the eastern elevation). The ceiling is comprised of the underside of the pitch pine, constructed staircase which allows access to the first floor (directly above the top of the cellar staircase is the timber construction of the dog leg landing portion of the staircase landing above).

Aside from the upper portion of the eastern elevation (which is constructed from pitch pine, dark-stained, panelling), the walls are all constructed from red brick bonded by Portland cement, these have been arranged in a common bond. In the northern elevation, there is an angle within the wall, which houses a mullioned window with eight glass window panes. Furthermore, there is a wooden handrail on the western elevation.

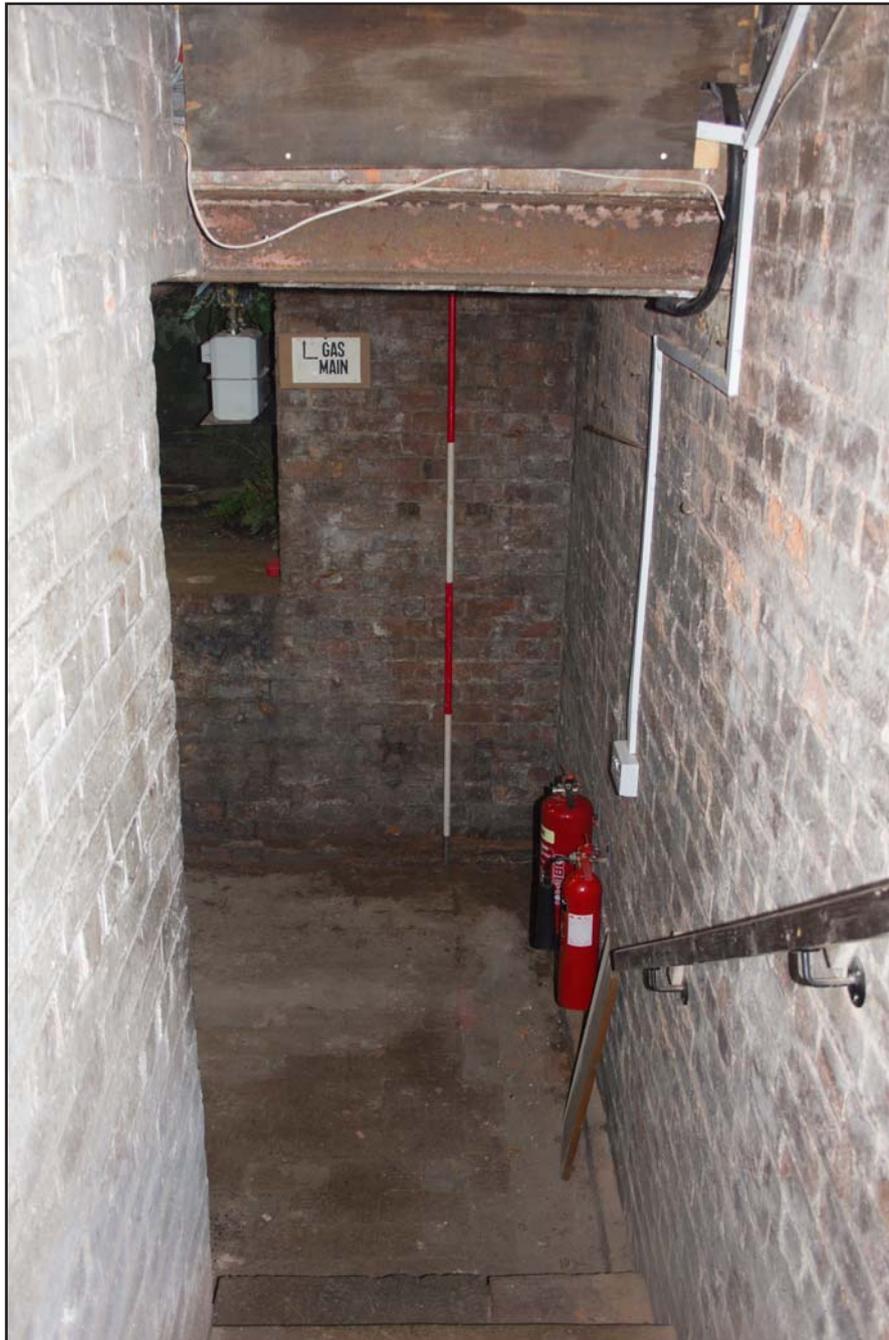
At the base of the staircase, there is an L-shaped arrangement of corridor spaces. The southern corridor is aligned east to west, whereas the northern access corridor is aligned north to south. (N.B. At the base of all of the elevation courses described in this report, there is a two-course red brick splay which supports the walls, this is abutted by, a laid red brick floor).

***The southern corridor*** measures 10.00m in length by 2.60m and is aligned east to west. The ceiling of this corridor is comprised of concrete and iron girders. The northern elevation is comprised of red brick bonded by Portland cement which has been laid in a common bond. The same is true for the eastern southern and western elevations. Within the southern elevation at the right-hand end, there is a large recess which allows light into the basement level via a light grate. The floor is of laid red brick, in a stretcher bond. The room currently is used to house the electrics and as a storage area.

***The northern access corridor*** is located immediately to the east of the stairwell, and measures 10.00m in length by 0.90m and is aligned north to south. The ceiling is comprised of concrete and iron girders. The western elevation is comprised of red brick bonded by



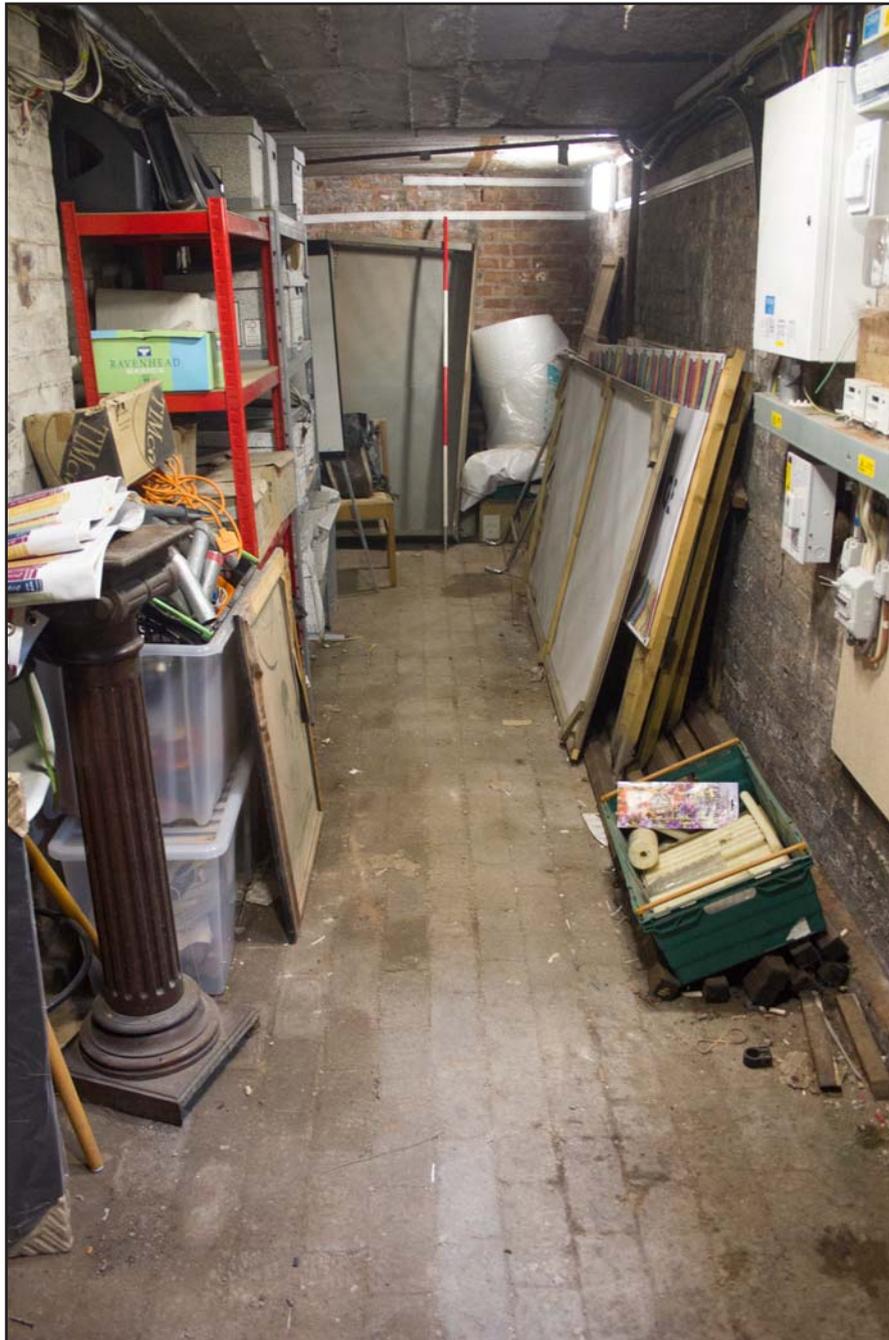
**Figure 05:** Floor plan showing location of photographic plates taken during record of the cellar. Gladstone's / St Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF. Scale 1:500 @ A4.



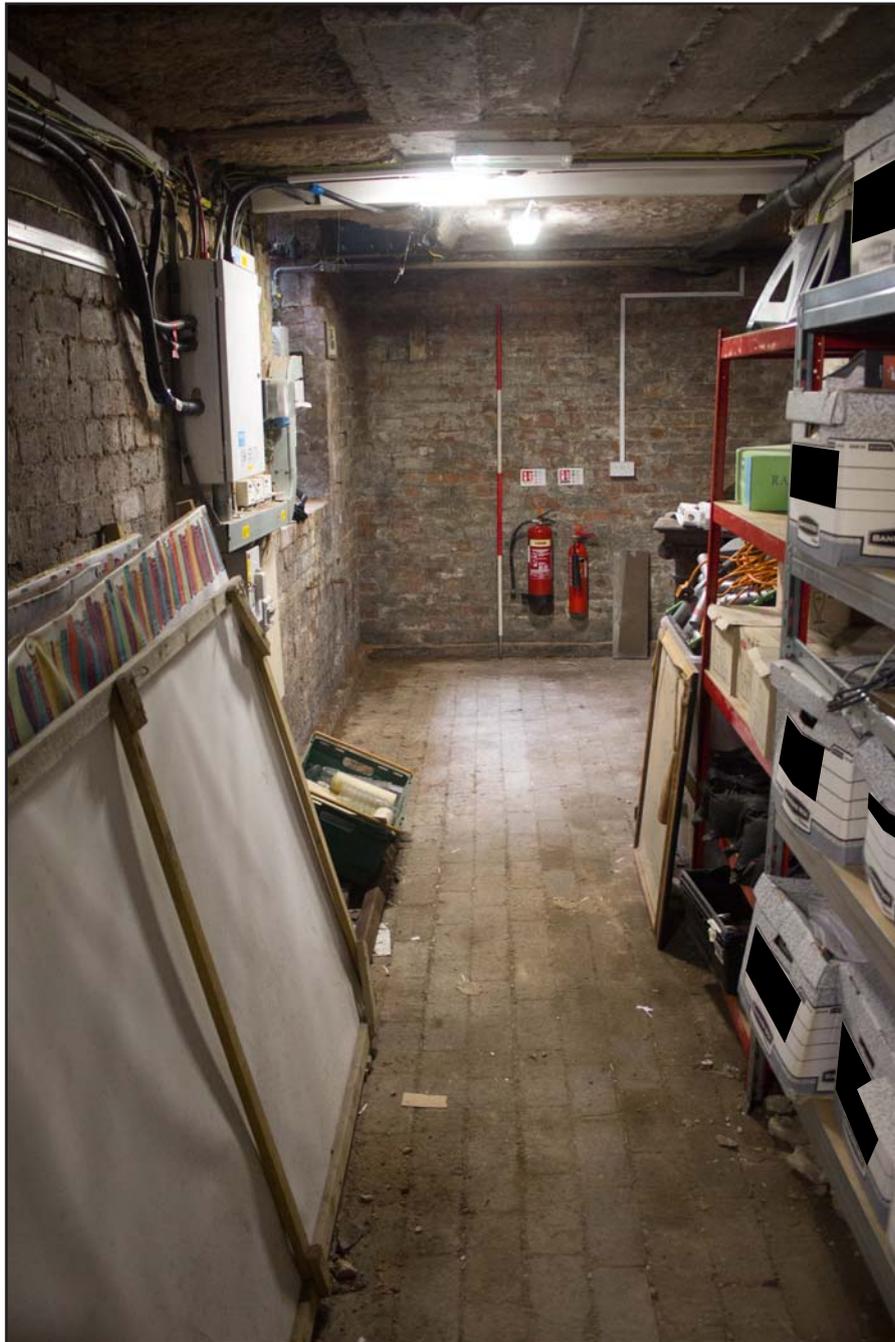
**Plate 21:** Cellar stairwell, basement level at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the north - 2.00m scale



**Plate 22:** Cellar stairwell, basement level at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the south - 2.00m scale



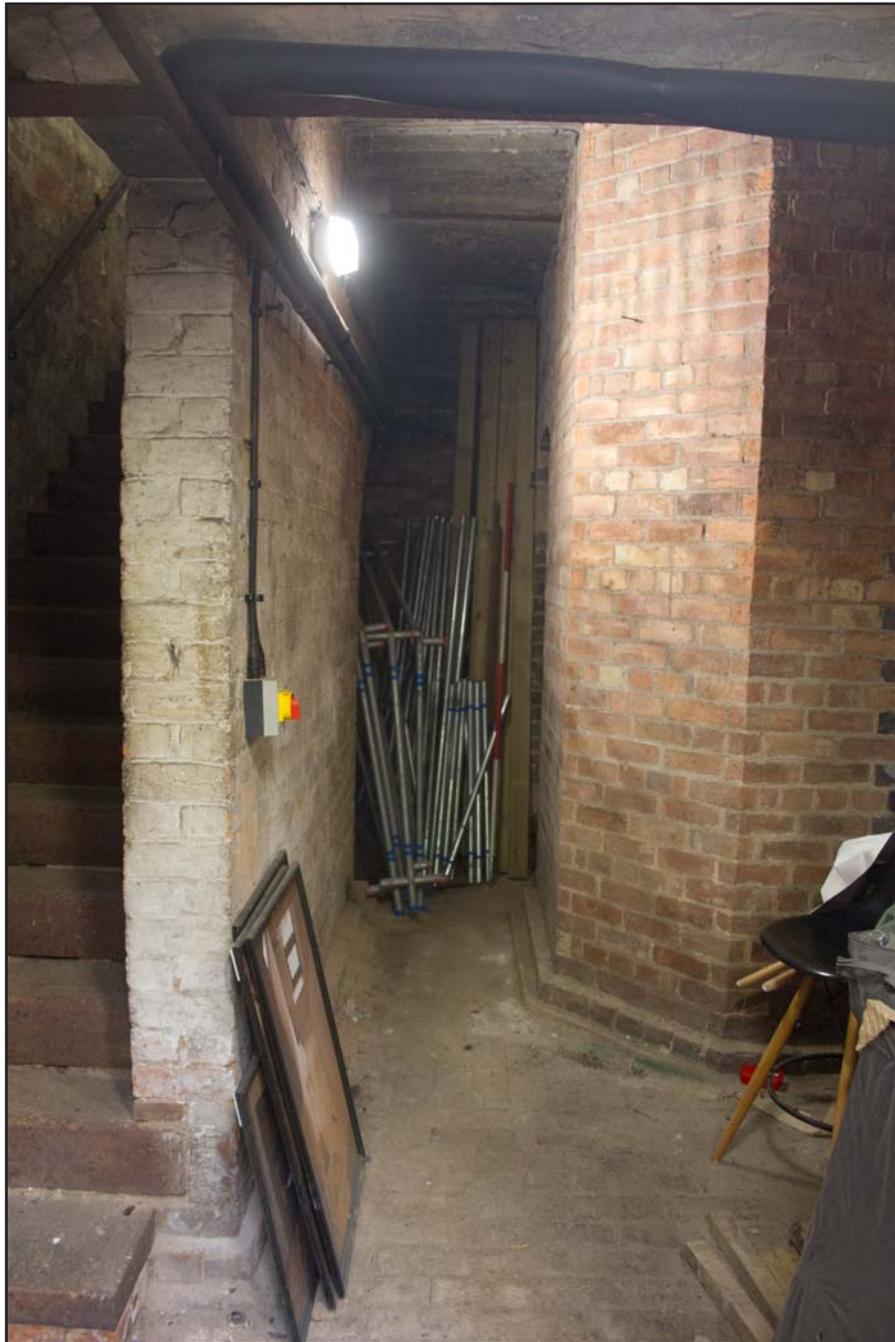
**Plate 23:** Southern corridor, basement level at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the west - 2.00m scale



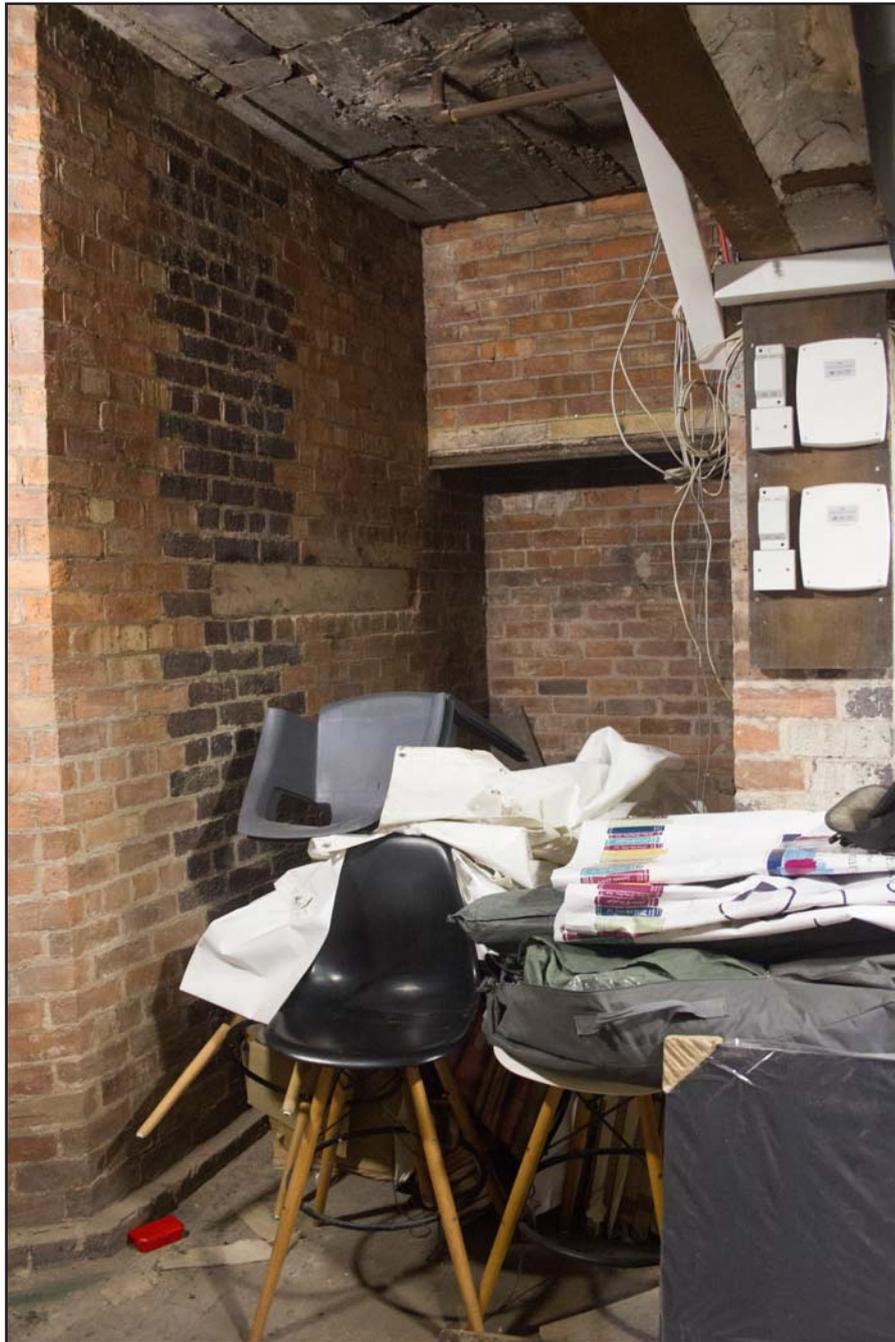
**Plate 24:** Southern corridor, basement level at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the east - 2.00m scale



**Plate 25:** Southern light well, basement level at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the north - 2.00m scale



**Plate 26:** Western corridor, basement level at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the south- 2.00m scale



**Plate 27:** Area of former storage tank, basement level at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the southwest - no scale



**Plate 28:** Northern room, basement level at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the west - 2.00m scale



**Plate 29:** Northern room, basement level at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the east - 2.00m scale



**Plate 30:** Eastern room, basement level at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the south - 2.00m scale



**Plate 31:** Sandstone lintel (inserted wall), basement level at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the south - no scale



**Plate 32:** Eastern room (western wall), basement level at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the southeast - no scale



**Plate 33:** Dressed sandstone block within western wall basement level at Gladstone's/St. Deiniol's Library, Church Lane, Hawarden, Flintshire, CH5 3DF - from the southeast - no scale

Portland cement arranged in a common bond - at the right-hand end of this elevation is a half arch which is recessed below the stairs, revealing a canted window light.

The eastern elevation is comprised of red-brick bonded by Portland cement, arranged in a common bond. At the left-hand end the elevation has a single narrow doorway opening, with a radiating brick archway above. In addition, on the left-hand side of the portal near the top, there is a sandstone block into which a cast iron hinge has been mounted, and opposite this, halfway down the doorway portal. There is another sandstone block into which a lock shield and latch-catch have been mounted (suggesting that this was in fact, an original planned feature).

To the right of this the wall cants south-eastward into a recess which once presumably formed an area for a storage tank (sandstone blocks within the walls suggest that something was once mounted here). The recess is built with red brick bonded by Portland cement, in a common bond.

**The rear room** is aligned east to west and measures 3.12m in length by 2.35m and is aligned east to west. The ceiling is comprised of concrete and iron girders. The walls are all of red brick bonded by Portland cement arranged in a common bond. The northern elevation is canted outward, presumably to support a window bay above and in the centre of the wall. There is a recess presumably once for a former light well. The eastern elevation has a single doorway to the right-hand side, permitting access to the access corridor; again, the two sandstone blocks are visible again suggesting a planned corridor.

The southern elevation is featureless aside from a canted portion to the right-hand side. The eastern elevation has a single doorway opening to left-hand side (again, evidencing a former door demonstrated by two sandstone blocks mounted on the wall together side), permitting access to the eastern room. To the right of this there is a substantial red brick pillar, presumably supporting the roof above.

**The eastern room** has been divided into a northern and southern part. The northern part accommodates a light well, which allows light to cascade down into this portion of the cellar. It is aligned north to south and measures 6.75m in length by 3.25m and is aligned east to west. The walls are all of red brick bonded by Portland cement and arranged in a common bond.

A partition has been created to the south of this, which is comprised of a dual course of red brick wall, upon which a concrete plinth has been cast. Interestingly, below this, there appears to be a sandstone lintel into which a benchmark has been carved (left side). below this, there is a single window opening within the partition wall. This wall appears to be a later addition, as it partially covers over a sandstone fitting block on the western wall (southern portion).

Within the southern portion of the western wall, the wall is comprised of redbrick bonded by Portland cement arranged in a common bond, and the same is true of the eastern elevation. To the right-hand side of the eastern elevation and emanating from the floor above, but not touching the floor, there is a red brick pillar, which is finished by a dressed sandstone block, this floats head height above the red brick floor below.

## 9.0 CONCLUSION

In conclusion, the Level 2 building survey conducted at *Gladstone's Library, Hawarden, Flintshire*, has generated a comprehensive record of both its tower porch and cellar. The survey was commissioned by the Client on the advice of the DCA at HCPA, in order to prepare for forthcoming stabilisation work, crucial for the preservation of this historic building.

The tower porch and cellar at Gladstone's Library (*NPRN 23465*) are both structural elements of the Grade I listed Building (*ref: 15025*), located at Church Lane, Hawarden, Flintshire. For context, The Gladstone Library, established in 1889 by William Gladstone, is *Listed Grade I* for the *national importance* of its historical associations with the former Prime Minister. It also retains historical importance as a centre for learning and culture. Architecturally, it was designed by John Douglas, known for his Gothic Revival and Tudor-inspired style, blending medieval and Tudor influences. The building is considered an important work by Douglas and was his only major public commission. The library was completed in 1901, after Gladstone's death, and this initial phase of construction presumably included the tower porch and cellar. Its construction solidified Hawarden's status as a cultural hub. Douglas's architectural legacy extends beyond the library, contributing to the historical and cultural significance of the region.

The site is also associated with a single record entry within the CPAT (now Heneb) HER (*PRN 35150*) which reads: "*Library built in 1890 by John Douglas at the direction of W E Gladstone for Christian learning and as a place of study. H-plan and conceived as Jacobethan in design and as late Perpendicular in detail. Built of red sandstone under a slate roof. Includes residential wing of four bays. The library is a 5-bay open hall with roof open to the collar. (Cadw 1996).*"

The survey, carried out by Aeon Archaeology, has documented the structural form and appearance of the tower porch and cellar, as they appeared at the time of the visit. These efforts were undertaken in anticipation of an application for Listed Building Consent (*LBC/001074/23*) submitted to *Cadw* and *Flintshire County Council* by the Client. The application seeks renewal and refurbishment of various elements, including roofs, rainwater goods, leadwork, and stabilisation works to the entrance "tower" porch. As of 4th June 2024, the application remains pending determination.

Importantly, the recommended archaeological condition was proposed by the DMA at HCPA, serving as archaeological advisors to the Council. This condition advocated for the conduct of a programme of historic building recording, akin to a Historic England Level 2 building survey. Such an initiative strove to ensure the comprehensive documentation and preservation of the porch and cellar's historical fabric before any alterations were to take place.

The Level 2 historic building record was undertaken by Josh Dean BA archaeologist at Aeon Archaeology on the 5<sup>th</sup> June 2024. Upon approval from the Client and the DMA at HCPA, the report will be archived with the Heneb Historic Environment Record (HER); the Royal Commission on the Ancient and Historic Monuments of Wales (RCAHMW); and a copy retained at Aeon Archaeology, Chester under project code *A0488.2*, Report no. *0473*.

In light of these developments, it is imperative to recognise the collaborative efforts of all stakeholders involved in the preservation and stewardship of Gladstone's Library. By prioritising the documentation of its architectural heritage through meticulous survey and adherence to recommended archaeological conditions, we contribute to the enduring legacy of this esteemed cultural landmark for future generations to cherish and study.

## 10.0 SOURCES

### *Maps.*

Ordnance Survey Open Data maps SJ NE36, NW36, SE36, SW36.

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## APPENDIX I – PROJECT DESIGN



**æon archaeology**

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**Gladstone's / St Deiniol's Library,  
Church Lane, Hawarden, Flintshire,  
CH5 3DF  
(LBC/001074/23)**

**Project Design for Level 2 Building  
Survey**

**June 2024 v1.0**



Project Code: A0488.2  
Planning Ref: LBC/001074/23  
Event PRN: 150446

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**Gladstone's / St Deiniol's Library,  
Church Lane, Hawarden, Flintshire,  
CH5 3DF  
(LBC/001074/23)**

**June 2024 v1.0**

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Project Code: A0488.2

Date: 04/06/2024

Client: AINSLEY GOMMON ARCHITECTS  
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## 1.0 PROJECT BACKGROUND

Aeon Archaeology has been commissioned by Ainsley Gommon Architects on behalf of Gladstone's Library, hereafter 'the Client', to produce a Project Design (PD) for carrying out a level 2 building survey of the tower porch and cellar at Gladstone's Library, Church Lane, Hawarden, Flintshire, CH5 3DF (SJ 31455 65921), hereafter 'the Site', in advance of stabilisation work (figures 01-03).

An application for Listed Building Consent (**LBC/001074/23**) has been submitted by the Client to Cadw and Flintshire County Council, hereafter 'the Council', on the 14<sup>th</sup> December 2023 for the *Renewal/refurbishment of slate and flat roofs, associated rainwater goods, leadwork and flashings, repairs to wall cappings/parapets, masonry, chimney and stabilisation works to entrance "tower" porch* and is currently awaiting determination (as of 4<sup>th</sup> June 2024). However, the following recommended archaeological condition was made by the Development Management Archaeologist (DMA) at Heneb: Clwyd-Powys Archaeology (HCPA) in their role as archaeological advisors to the Council:

### *Level 2 Building Recording*

*Suggested planning condition to facilitate a programme of historic building recording, the equivalent of an Historic England Level 2 building survey, to allow an adequate analytical record of the porch and cellars to be made prior to alteration.*

*No development shall take place until a programme of building recording and analysis, equivalent to an Historic England Level 2 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 and approved in writing by the local planning authority. The survey will be completed by a professional archaeological contractor.*

*The programme of building analysis and recording must meet the standards laid down by the Chartered Institute for Archaeologists in their Standard and Guidance for the archaeological investigation and recording of standing buildings or structures.*

*On approval by the Local Planning Authority, project data must be submitted and approved for Heneb: Clwyd-Powys Historic Environment Record [CPA HER]. For any questions regarding this submission process, please contact the HER Team at [her@HCPA.org.uk](mailto:her@HCPA.org.uk). The full digital archive must also be submitted and approved for inclusion within the National Monuments Record, RCAHMW or the Archaeology Data Service, ADS.*

*Reason: To allow an adequate analytical record of the structures to be made, before alteration, to ensure that their origins, use, and development are understood and the key features, character and state of preservation are recorded.*

The DMA at HCPA made the following consultee comments as part of the application for Listed Building Consent:

*Information held within the Regional Historic Environment Record (HER) indicates that the application involves alterations to the Grade I listed building, St Deiniol's Library, Hawarden (LB no. 15025), and Cadw should also be consulted on this application.*

*The works to the porch, and cellar of the building will require removal of significant structural elements, with stonework and steel beams the obvious inclusions mentioned in the architect's report. These works will require a higher level of recording, due to the loss of fabric, and an Archaeological Level 2 Building Recording is recommended for this work, and we would advise that a Level 2*

*Building Recording is completed in accordance with the Planning Policy Wales (Feb 2021) and TAN 24 (May 2017) guidance.*

*The Level 2 survey would include a detailed photographic survey, written descriptive survey, phased plans of the buildings development and a measured survey using annotated architects plans where these are available, or a new survey where architects plans are not of sufficient detail.*

This PD details the aims and objectives of the project and the methods by which they will be met in order to meet the spirit and intent of the archaeological condition of permission 24/2023/0213.

This design and all subsequent mitigation will conform to the guidelines specified in Historic England's '*Understanding Historic Buildings: a guide to good recording practice*' (2016) & *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures* (Chartered Institute for Archaeologists, 2020).



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**Figure 01:** Location of Gladstone's Library, Church Lane, Hawarden, Flintshire, CH5 3DF (SJ 31455 65921). Scale 1:20,000 at A4.



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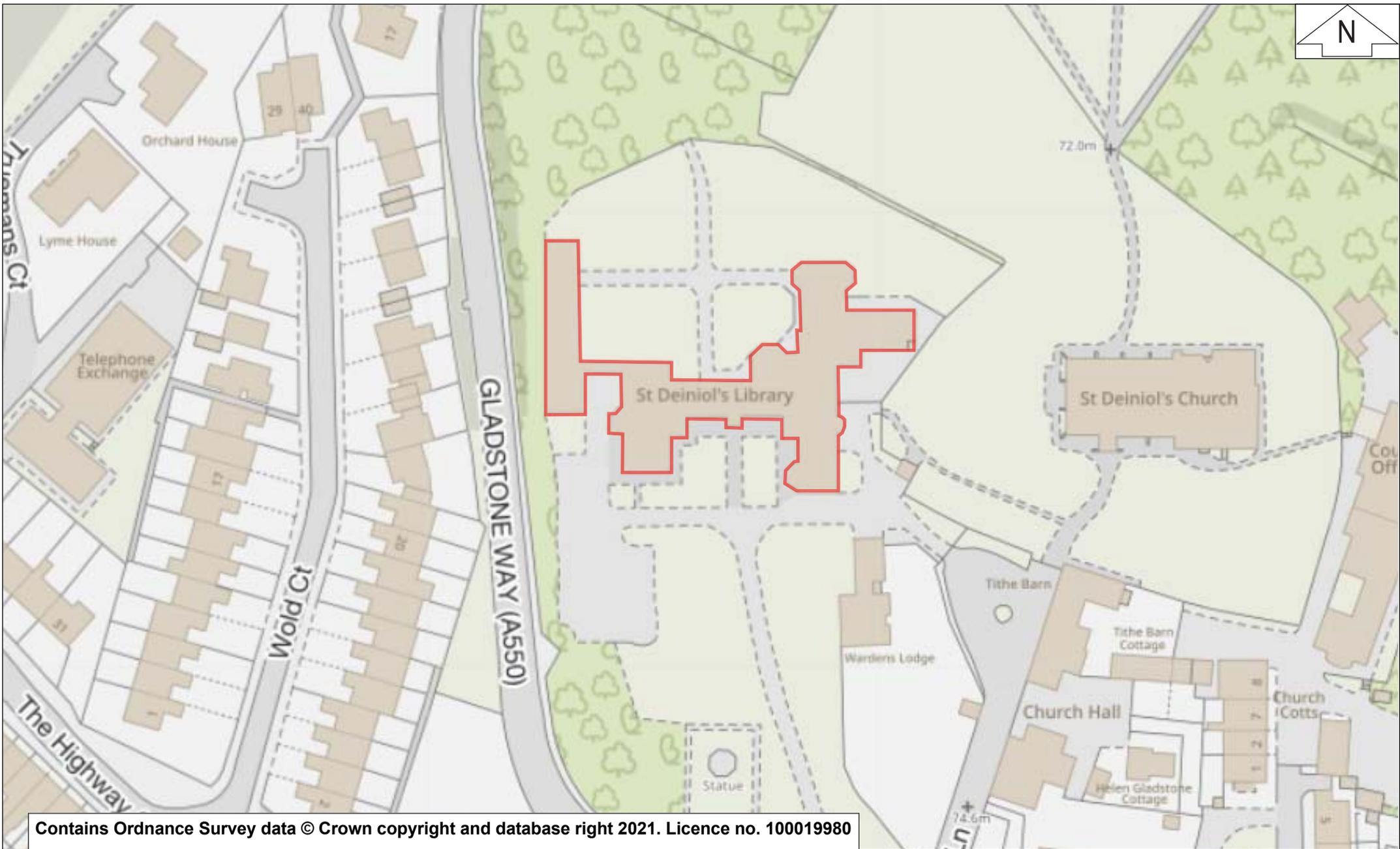


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**Figure 02:** Location of Gladstone's Library, Church Lane, Hawarden, Flintshire, CH5 3DF (SJ 31455 65921). Scale 1:5,000 at A4.



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**Figure 03:** Location of Gladstone's Library, Church Lane, Hawarden, Flintshire, CH5 3DF (SJ 31455 65921). Scale 1:1,000 at A4.

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## 2.0 POLICY CONTEXT

At an international level there are two principal agreements concerning the protection of the cultural heritage and archaeological resource – the UNESCO Convention Concerning the Protection of World Cultural and Natural Heritage and the European Convention on the Protection of the Archaeological Heritage, commonly known as the Valetta Convention. The latter was agreed by the Member States of the Council of Europe in 1992, and also became law in 1992. It has been ratified by the UK, and responsibility for its implementation rests with Department for Culture Media and Sport.

The management and protection of the historic environment in Wales is set out within the following legislation:

- The Planning (Listed Buildings and Conservation Areas) Act 1990 (As amended)
- The Historic Environment (Wales) Act 2016
- The Town and Country Planning Act 1990
- The Ancient Monuments and Archaeological Areas Act 1979
- The Town and Country Planning (General Permitted Development Order) 1995 (As amended)

The Historic Environment (Wales) Act is the most recent legislation for the management of the Historic Environment and amends two pieces of UK legislation — the Ancient Monuments and Archaeological Areas Act 1979 and the Planning (Listed Buildings and Conservation Areas) Act 1990. The new Act has three main aims:

- to give more effective protection to listed buildings and scheduled monuments;
- to improve the sustainable management of the historic environment; and
- to introduce greater transparency and accountability into decisions taken on the historic environment.

With respect to the cultural heritage of the built environment the Planning (Conservation Areas and Listed Buildings) Act 1990 applies. The Act sets out the legislative framework within which works and development affecting listed buildings and conservation areas must be considered. This states that:-

“In considering whether to grant planning permission for development which affects a listed building or its setting, the local planning authority or, as the case may be, the Secretary of State shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses” (s66(1))

Other known sites of cultural heritage/archaeological significance can be entered onto county-based Historic Environment Records under the Town and Country Planning 1995.

Planning Policy Wales sets out the land use planning policies of the Welsh Government. Chapter 6 covers the historic environment and emphasises that the positive management of change in the historic environment is based on a full understanding of the nature and significance of historic assets and the recognition of the benefits that they can deliver in a vibrant culture and economy.

Various principles and policies related to cultural heritage and archaeology are set out in the Planning Policy Wales which guide local planning authorities with respect to the wider historic environment.

The following paragraphs from Planning Policy Wales are particularly relevant and are quoted in full:

Paragraph 6.1.5 concerns planning applications:

*The planning system must take into account the Welsh Government's objectives to protect, conserve, promote and enhance the historic environment as a resource for the general well-being of present and future generations. The historic environment is a finite, non-renewable and shared resource and a vital and integral part of the historical and cultural identity of Wales. It contributes to economic vitality and culture, civic pride, local distinctiveness and the quality of Welsh life. The historic environment can only be maintained as a resource for future generations if the individual historic assets are protected and conserved. Cadw's published Conservation Principles highlights the need to base decisions on an understanding of the impact a proposal may have on the significance of an historic asset.*

Planning Policy Wales is supplemented by a series of Technical Advice Notes (TAN). Technical Advice Note 24: The Historic Environment contains detailed guidance on how the planning system considers the historic environment during development plan, preparation and decision making on planning and listed building consent applications. TAN 24 replaces the following Welsh Office Circulars:

- 60/96 Planning and the Historic Environment: Archaeology
- 61/96 Planning and the Historic Environment: Historic Buildings and Conservation Areas
- 1/98 Planning and the Historic Environment: Directions by the Secretary of State for Wales

### 3.0 REQUIREMENTS

#### 3.1 Building Record

The requirements are for an archaeological building record of the tower porch and cellar prior to alteration, however should observations or desk-based research suggest the potential for significant features to be encountered during the renovation works, the archaeological contractor should make arrangements to undertake any appropriate supplementary recording work during the development. The DMA at HCPA has requested that the building record be roughly commensurate with the Historic England's '*Understanding Historic Buildings: a guide to good recording practice*' (2016) **Level 2**.

Both the exterior (where possible) 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 Historic England's '*Understanding Historic Buildings: a guide to good recording practice*' (2106) elements:

written account: 1-3, 6

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

photographs: 1,2,4

## **4.0 METHOD STATEMENT**

### **4.1 Photographic Record**

#### **4.1.1 Written Account**

The written account will include:

A written account will be prepared to include the buildings' precise locations along with details of any statutory or non-statutory designations. The date of the record, the name(s) of the recorder(s) and the proposed location for the archive of the record will also be confirmed.

Information on the Buildings' types and purposes, historically and at present, materials, and possible date(s) and phasing, in so far as these are apparent from an appropriate inspection will also be presented as a summary statement. The written account will summarise the Building's form, function, date and sequence of development. The names of architects, builders, patrons and owners will be given if known.

The written record will be completed via Aeon Archaeology pro-formas.

#### **4.1.2 Photographs**

The photographic record will include:

- 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 should be marked on plans of each building separate photographed
- h. Photographs should be of archive quality using a digital SLR (minimum 12 megapixel)
- i. Photographs, where appropriate (i.e. not general shots) should include a clearly visible, graduated metric scale.
- j. Photographs should be adequately lit and not blurry. Please check all photos before leaving the survey area and before submitting the final report and retake any blurred or poorly lit photos.

A Digital SLR (Canon 600D) set to maximum resolution with appropriate photographic scale will be

used throughout.

#### **4.1.3 Drawn Record**

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.

Caution will be exercised in using drawings created for other purposes, particularly for estate agents particulars etc, as these often rationalise plans and remove irregularities which may be key to understanding a building. Detailed plans made by surveyors for purposes of design or alteration may form a satisfactory basis for drawings which aim to show the evolution of a building, but their accuracy will need to be confirmed and they will sometimes need to be adapted to show a greater range of historical evidence.

#### **4.2 Processing data, illustration, report and archiving**

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

- A copy of the design brief and agreed specification
- A site location plan
- A plan illustrating the location and direction of photographs
- Basic background and relevant historical, descriptive or analytical detail
- A full bibliography of sources consulted
- Illustrations, including plans and photographs, will be incorporated within the report.
- An updated Data Management Plan (DMP) and an archive content list with updated archive Selection Strategy will be included.

### **5.0 DISSEMINATION AND 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 RCAHMW within six months of the completion of the project.

A draft copy of the report will be produced within six weeks of the completion of the fieldwork and will include an updated Data Management Plan (DMP) and an archive content list with updated archive Selection Strategy. A copy of the report will be sent to the Client and the DMA at HCPA for comment prior to finalisation of the report and dissemination. Digital copies of the report and archive will be sent to the regional HER and the DMA at HCPA, with the original paper and digital archive being deposited with the Royal Commission on the Ancient and Historic Monuments of Wales (RCAHMW) for long term archiving. Furthermore, a summary of the project will be sent to *Archaeology in Wales* for publication.

The project report and archive will adhere to the Welsh Trusts' and Cadw's *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)* (2018 updated 2022) including the translation of a non-technical summary into the medium of Welsh.

## **6.0 DIGITAL DATA MANAGEMENT PLAN**

### **6.1 Type of study**

A level 2 building survey of the tower porch and cellar at Gladstone's Library, Church Lane, Hawarden, Flintshire, CH5 3DF (SJ 31455 65921).

### **6.2 Types of data**

Photographs, photograph register, scaled drawings.

### **6.3 Format and scale of the data**

Photographs taken in *RAW* format and later converted to *TIF* format for long term archiving and *JPEG* format for use in the digital report, converted using *Adobe Photoshop*. All photographs renamed using *AF5* freeware with the prefix (*project code\_frame number*) and a photographic metadata created using Microsoft Excel (*.xlsx*) or Access (*.accdb*).

All written registers, pro-formas, and scaled drawings scanned as *.PDF* files.

### **6.4 Methodologies for data collection / generation**

Digital data will be collected / generated in line with recommendations made in the Chartered Institute for Archaeologists (CIfA) *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* (2014. Rev 2020). Sections 3.3.1 and 3.3.3 are relevant:

*3.3.1 Project specifications, research designs or similar documents should include a project specific Selection Strategy and a Data Management Plan.*

*3.3.3 Project designs or schedules of works etc should outline the methodology used in recording all information, in order to demonstrate that all aspects of archive creation will ensure consistency; for instance in terminologies and the application of codes in digital data sets, highlighting relevant data standards where appropriate*

### **6.5 Data quality and standards**

Consistency and quality of data collection / generation shall be controlled and documented through the use of standardised procedure as outlined in the PD. This will include the use of standardised data capture file formats, digital proformas, data entry validation, peer review, and use of controlled vocabularies.

### **6.6 Managing, storing and curating data.**

All digital data will be organised into Aeon Archaeology proforma project file systems and backed up to the cloud using *Acronis Cyber Protect* with additional copies made to external physical hard drive.

## **6.7 Metadata standards and data documentation**

Digital metadata created using Microsoft Excel (.xlsx) or Access (.accdb) of all photographic plates.

Paper metadata created from Aeon Archaeology proformas for contexts, artefacts, environmental samples, watching brief day sheets, trench sheets, and basic record sheets and then scanned to create digital .PDF copies.

## **6.8 Data preservation strategy and standards**

Long term data storage will be through the submission of digital (.PDF) reports to the regional Historic Environment Record (HER); submission of the scanned (.PDF) archive, photographic plates (.TIF), and metadata (.xlsx) (.accdb) to the RCAHMW; and retention of copies of all digital files at Aeon Archaeology on physical external hard drive and uploaded to Acronis Cyber Protect.

## **6.9 Suitability for sharing**

All digital data will be placed within the public realm (through the channels in 6.8) except for where project confidentiality restricts the sharing of data. All data sets will be selected / discriminated by the Senior Archaeologist at Aeon Archaeology and written permission will be sought from all project specific Clients prior to the sharing of data.

## **6.10 Discovery by potential users of the research data**

Potential users of the generated digital data (outside of the organisation) will be able to source the data and identify whether it could be suitable for their research purposes through access granted via the RCAHMW website. Requests can also be made for data through the regional HER's and directly to Aeon Archaeology ([info@aeonarchaeology.co.uk](mailto:info@aeonarchaeology.co.uk)).

## **6.11 Governance of access**

The decision to supply research data to potential new users will be via the associated website request (RCAHMW, HER) or via the Senior Archaeologist when made directly to Aeon Archaeology.

## **6.12 The study team's exclusive use of the data**

Aeon Archaeology's requirement is for timely data sharing, with the understanding that a limited, defined period of exclusive use of data for primary research is reasonable according to the nature and value of the data, and that this restriction on sharing should be based on simple, clear principles. This time period is expected to be six months from completion of the project however Aeon Archaeology reserves the right to extend this period without notice if primary data research dictates.

## **6.13 Restrictions or delays to sharing, with planned actions to limit such restrictions**

Restriction to data sharing may be due to participant confidentiality or consent agreements. Strategies to limit restrictions will include data being anonymised or aggregated; gaining participant consent for data sharing; and gaining copyright permissions. For prospective studies, consent procedures will include provision for data sharing to maximise the value of the data for wider research use, while providing adequate safeguards for participants.

#### **6.14 Regulation of responsibilities of users**

External users of the data will be bound by data sharing agreements provided by the relevant organisation or directly through Aeon Archaeology.

#### **6.15 Responsibilities**

Responsibility for study-wide data management, metadata creation, data security and quality assurance of data will be through the Senior Archaeologist (Richard Cooke BA MA MCIfA) at Aeon Archaeology when concerning data generation and early/mid-term storage. Upon deposition with digital depositories the study-wide data management, metadata creation, data security and quality assurance of data will be the responsibility of the specific organisations' themselves.

#### **6.16 Organisational policies on data sharing and data security**

The following Aeon Archaeology policies are relevant:

- Aeon Archaeology Archive Deposition Policy 2022
- Aeon Archaeology Quality Assurance Policy 2022
- Aeon Archaeology Conflict of Interest Policy 2022
- Aeon Archaeology Outreach Policy 2022
- Aeon Archaeology Digital Management Plan 2022

## 7.0 PERSONNEL

The work will be managed by Richard Cooke BA MA MCIfA, Archaeological Contractor and Consultant at Aeon Archaeology. Full details of personnel involved, with *curricula vitae*, can be supplied upon request.

## 8.0 MONITORING AND TIMING

Monitoring visits can be arranged during the course of the project with the Client and with the DMA at HCPA.

## 9.0 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.

## 10.0 INSURANCE

### *Liability Insurance – Export and General*

- 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): £100,000

The current period expires 07/09/24

### *Professional Indemnity Insurance – Export and General*

- Limit of Indemnity £500,000 any one claim

The current period expires 07/09/24

## 11.0 GENERAL

All project staff will adhere to the *Code of Conduct of the Chartered Institute for Archaeologists*.

The project will follow the requirements set down in the *Standards and Guidance for Archaeological Investigation and Recording of Standing Buildings or Structures (2020)* prepared by the Chartered Institute for Archaeologists.

A Method Statement and Risk Assessment will be prepared prior to the commencement of fieldwork and circulated to all staff concerned.

