



**Outbuilding adjacent to Parc Bach,
Park Lodge Junction to Sarnat Gwyn
Junction, Derwen, Corwen,
Denbighshire LL21 9SHR (12/2023/0028)**

January 2024 v1.0



Level 2 Historic Building Record

Project Code: A0467.1

Report no. 0448

Event PRN: 218136



æon archaeology

**Outbuilding adjacent to Parc Bach,
Park Lodge Junction to Sarnat Gwyn
Junction, Derwen, Corwen,
Denbighshire LL21 9SHR (12/2023/0028)**

January 2024 v1.0

Report no. 0448

Level 2 Historic Building Record

**Aeon Archaeology
Obsidian Offices
Chantry Court
Chester
CH1 4QN**

Written by: Richard Cooke BA MA MCIfA

Checked by: Josh Dean BA



Project Code: A0467.1
Date: 25/01/2024
Client: Christopher Hughes
info@aeonarchaeology.co.uk



Outbuilding adjacent to Parc Bach, Park Lodge Junction to Sarnat Gwyn Junction, Derwen, Corwen, Denbighshire LL21 9SHR (12/2023/0028)

January 2024 v1.0

Copyright Declaration:

Aeon Archaeology grants permission for the material presented within this report to be used by the archives/repository with which it is deposited, in perpetuity, although Aeon Archaeology retains the right to be identified as the author of all project documentation and reports, as specified in the Copyright, Designs and Patents Act 1988 (chapter IV, section 79). The permission will allow the repository to reproduce material, including for use by third parties, with the copyright owner suitably acknowledged.

Disclaimer:

This Report has been prepared solely for the person/party which commissioned it and for the specifically titled project or named part thereof referred to in the Report. The Report should not be relied upon or used for any other project by the commissioning person/party without first obtaining independent verification as to its suitability for such other project, and obtaining the prior written approval of Aeon Archaeology. Aeon Archaeology accepts no responsibility or liability for the consequences of this Report being relied upon or used for any purpose other than the purpose for which it was specifically commissioned. The entitlement to rely upon this Report rests solely with the person/party which commissioned it and does not extend to any other person/party. Aeon Archaeology accepts no responsibility or liability for any use of or reliance upon this Report by any person/party other than the commissioning person/party.

Figures

Figure 01: Location of Outbuilding adjacent to Parc Bach, Park Lodge Junction to Sarnat Gwyn Junction, Derwen, Corwen, Denbighshire LL21 9SH (SJ 07413 50790). Scale 1:20,000 at A4.

Figure 02: Location of Outbuilding adjacent to Parc Bach, Park Lodge Junction to Sarnat Gwyn Junction, Derwen, Corwen, Denbighshire LL21 9SH (SJ 07413 50790). Scale 1:5,000 at A4.

Figure 03: Location of Outbuilding adjacent to Parc Bach, Park Lodge Junction to Sarnat Gwyn Junction, Derwen, Corwen, Denbighshire LL21 9SH (SJ 07413 50790). Scale 1:1,000 at A4.

Figure 04: Ground floor plan of Outbuilding. Scale 1:100 at A4.

Figure 05: Existing elevations. Scale 1:100 at A4.

Figure 06: Location and orientation of photographic plates. Scale 1:100 at A4.

Plates

Plate 01: Context shot of outbuilding, from the northwest.

Plate 02: Context shot of outbuilding, from the southwest.

Plate 03: North facing external elevation, from the northwest. Scale 1.0m.

Plate 04: North facing external elevation showing window opening, from the north. Scale 1.0m.

Plate 05: North and west facing external elevations, from the northwest. Scale 1.0m.

Plate 06: West facing external elevation, from the west. Scale 1.0m.

Plate 07: West and south facing external elevations, from the southwest. Scale 1.0m.

Plate 08: South facing external elevation, from the southwest. Scale 1.0m.

Plate 09: South and east facing external elevations, from the southeast. Scale 1.0m.

Plate 10: East facing external elevation, from the east. Scale 1.0m.

Plate 11: East facing external elevation showing doorway to Room 1, from the east. Scale 1.0m.

Plate 12: East facing external elevation showing cart door to Room 2, from the east. Scale 1.0m.

Plate 13: East and north facing external elevations, from the northeast. Scale 1.0m.

Plate 14: Former access trackway to eastern elevation, from the southeast. Scale 1.0m.

Plate 15: Room 1, from the south. Scale 1.0m.

Plate 16: Room 1, from the north. Scale 1.0m.

Plate 17: Room 2, from the south. Scale 1.0m.

Plate 18: Room 2, from the north. Scale 1.0m.

Plate 19: Room 2 showing hand hewn wooden lintel, from the southwest.

Contents

1.0 INTRODUCTION.....	1
2.0 POLICY CONTEXT.....	3
3.0 HISTORIC BACKGROUND.....	5
4.0 METHOD STATEMENT.....	6
4.1 Level 2 Building Record.....	6
4.1.1 Written Account.....	6
4.1.2 Photographs.....	7
4.1.3 Drawings.....	7
4.2 Processing data, illustration, report and archiving.....	7
5.0 DIGITAL DATA MANAGEMENT PLAN.....	8
5.1 Type of study.....	8
5.2 Types of data.....	8
5.3 Format and scale of the data.....	8
5.4 Methodologies for data collection / generation.....	8
5.5 Data quality and standards.....	9
5.6 Managing, storing and curating data.....	9
5.7 Metadata standards and data documentation.....	9
5.8 Data preservation strategy and standards.....	9
5.9 Suitability for sharing.....	9
5.10 Discovery by potential users of the research data.....	9
5.11 Governance of access.....	9
5.12 The study team’s exclusive use of the data.....	9
5.13 Restrictions or delays to sharing, with planned actions to limit such restrictions.....	10
5.14 Regulation of responsibilities of users.....	10
5.15 Responsibilities.....	10
5.16 Organisational policies on data sharing and data security.....	10
6.0 LEVEL 2 HISTORIC BUILDING SURVEY.....	11
6.1 General Description.....	11
6.2 Internal Description.....	12
6.3 Conclusion.....	12
7.0 SOURCES.....	13

1.0 INTRODUCTION

Comisiynwyd Aeon Archaeology gan Christopher Hughes, o hyn ymlaen 'y Cleient,' i gynnal arolwg lefel 2 o adeilad allanol a leolir ger Parc Bach, Cyffordd Park Lodge i Gyffordd Sarnat Gwyn, Derwen, Corwen, Sir Ddinbych LL21 9SH (yn canolbwyntio ar NGR SJ 07413 50790), 'y Safle' o hyn ymlaen, (ffigurau 01-03).

Mae cais cynllunio (cyf: 12/2023/0028) wedi'i wneud gan y Cleient i Gyngor Sir Ddinbych, 'y Cyngor' o hyn ymlaen, ar 25 Awst 2023 ar gyfer Trosi adeilad segur yn 2 uned llety gwyliau, creu lle parcio, gosod tanc septig a gwaith cysylltiedig, ac yn aros am benderfyniad (o 22 Ionawr 2024). Mae'r amod archeolegol argymelledig a ganlyn wedi ei wneud fel rhan o'r cais:

Aeon Archaeology was commissioned by Christopher Hughes, hereafter 'the Client,' to carry out a level 2 building survey of an outbuilding located adjacent to Parc Bach, Park Lodge Junction to Sarnat Gwyn Junction, Derwen, Corwen, Denbighshire LL21 9SH (centred on NGR **SJ 07413 50790**), hereafter 'the Site', (figures 01-03).

A planning application (**ref: 12/2023/0028**) has been made by the Client to Denbighshire Council, hereafter 'the Council', on the 25th August 2023 for the *Conversion of disused building to form 2 holiday accommodation units, formation of parking, installation of septic tank and associated works*, and is awaiting determination (as of 22nd January 2024). The following recommended archaeological condition has been made as part of the application:

Recommended Condition

In order to allow an adequate analytical record of the buildings 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 inclusion in the Clwyd-Powys Archaeological Trust's Historic Environment Record [CPAT HER]. For any questions regarding this submission process, please contact the HER Team at her@cpat.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.

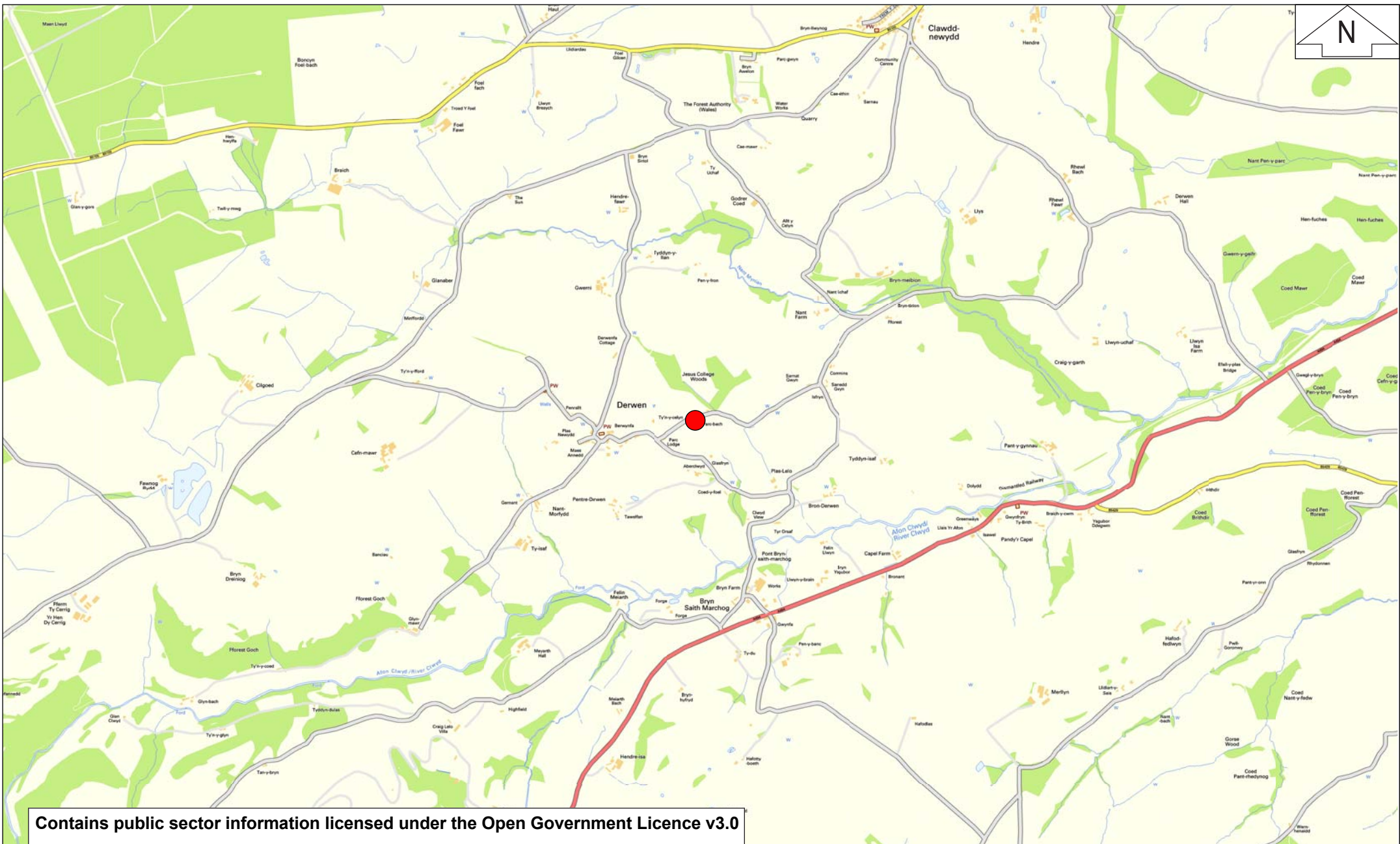
Reason: To allow an adequate analytical record of the building to be made, before alteration, to ensure that the buildings origins, use, and development are understood and the key features, character and state of preservation are recorded.

The Development Management Archaeologist (DMA) at the Clwyd-Powys Archaeological Trust (CPAT) made the following consultee comments as part of the application and in their role as archaeological advisors to the Council:

Information held within the Regional Historic Environment Record indicates that the proposed works are to a building which is visible on the 1844 Tithe Map of the area which undergoes extension and alterations shown on the 1st and 2nd edition Ordnance Survey mapping of the late 19th century. The buildings involved are both of vernacular and local interest and the proposal to convert these buildings would cause permanent loss of some of their original fabric. Therefore, it is recommended that a record is obtained of the structures in their present form prior to these works commencing and to ensure that the building's origins, use, and development are understood, and the main features, character and current state of preservation are recorded.

A project design was produced by Aeon Archaeology in January 2024 and outlined the aims and objectives of the level 2 survey as well as the methods by which they would be met in order to meet the spirit and intent of the recommended condition of application 12/2023/0028.

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).

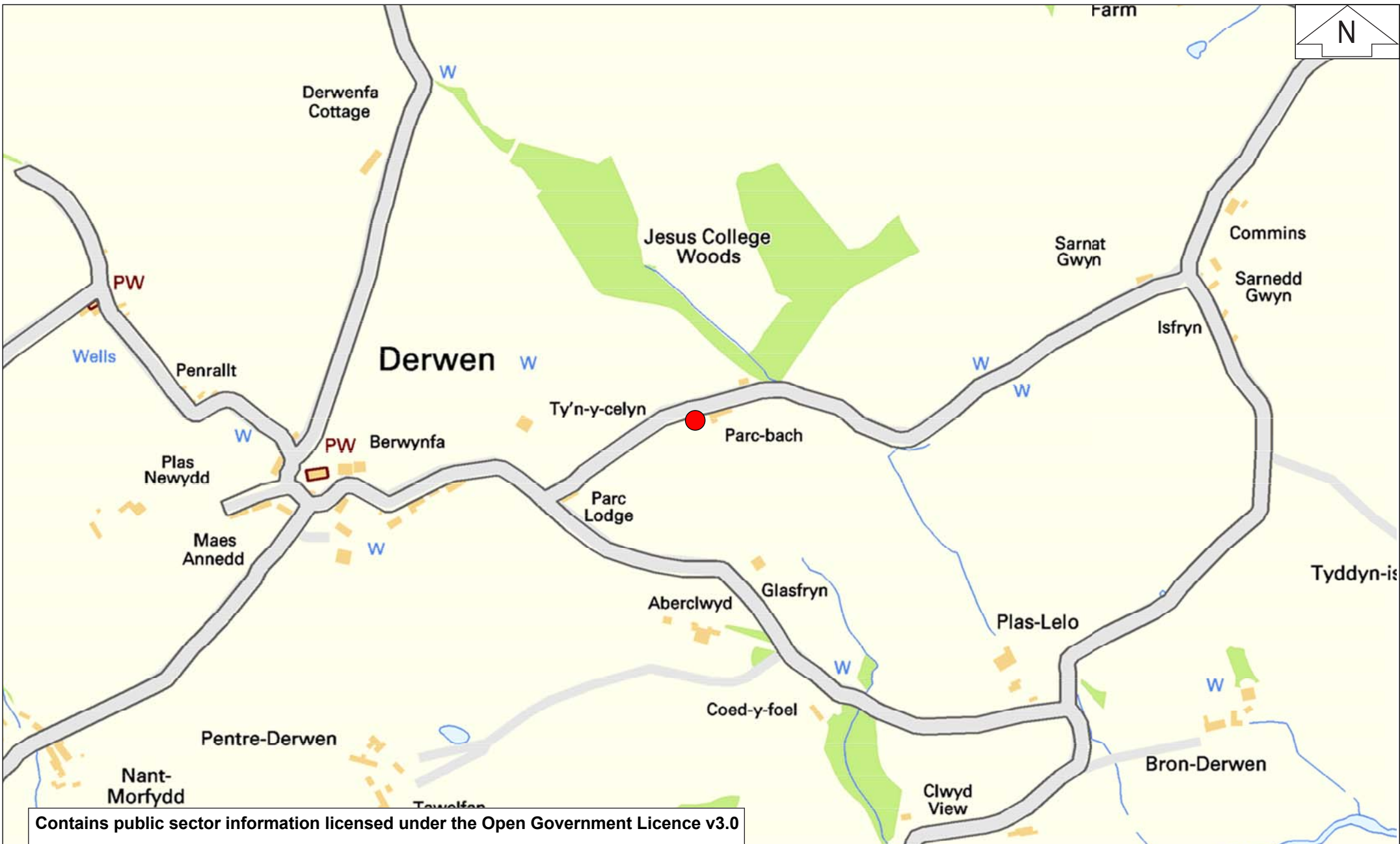


Contains public sector information licensed under the Open Government Licence v3.0



Figure 01: Location of Outbuilding adjacent to Parc Bach, Park Lodge Junction to Sarnat Gwyn Junction, Derwen, Corwen, Denbighshire LL21 9SH (SJ 07413 50790). Scale 1:20,000 at A4.

Aeon Archaeology
 Richard Cooke BA MA MCIFA
 Obsidian Offices, Chantry Court, Chester CH1 4QN
 Tel: 07866925393
www.aeonarchaeology.co.uk

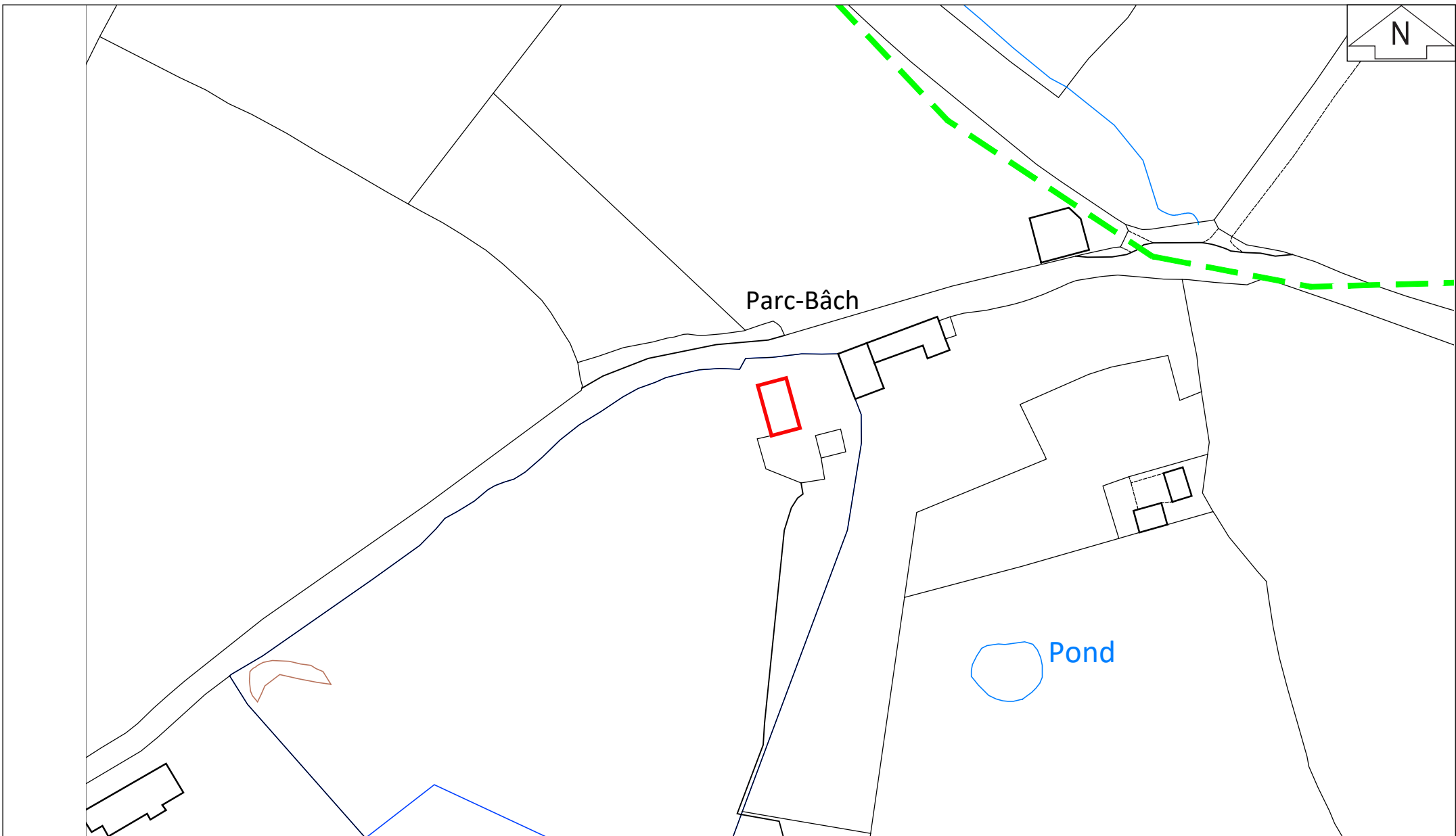


Contains public sector information licensed under the Open Government Licence v3.0



Figure 02: Location of Outbuilding adjacent to Parc Bach, Park Lodge Junction to Sarnat Gwyn Junction, Derwen, Corwen, Denbighshire LL21 9SH (SJ 07413 50790). Scale 1:5,000 at A4.

Aeon Archaeology
Richard Cooke BA MA MCifA
Obsidian Offices, Chantry Court, Chester CH1 4QN
Tel: 07866925393
www.aeonarchaeology.co.uk



Contains Ordnance Survey data © Crown copyright and database right 2021. Licence no. 100019980



Figure 03: Location of Outbuilding adjacent to Parc Bach, Park Lodge Junction to Sarnat Gwyn Junction, Derwen, Corwen, Denbighshire LL21 9SH (SJ 07413 50790). Scale 1:1,000 at A4.

Aeon Archaeology
Richard Cooke BA MA MCifA
Obsidian Offices, Chantry Court,
Chester CH1 4QN
Tel: 07866925393 / 01244 531585
www.aeonarchaeology.co.uk

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 HISTORIC BACKGROUND

The building is first shown on the 1841 map for *The parish of [Derwen yn] Yal in the County of Denbigh* where it is shown as a north-south aligned rectangular building lying adjacent to a building of similar size to the east. The plot is recorded as *603b Parc Bach* and the tithe apportionment details that it was in use as a *building and yard*. The owner is recorded as Walter Powell Jones Esq and the tenant as *on hand*.

By the production of the 1873 25 inch Ordnance Survey map a small outbuilding had been constructed to the immediate southeast of the building, perhaps functioning as a barn, workshop or storage. The dwelling of Parc Bach to the immediate east had been extended by this point in time with an east-west range creating the L-shaped building in existence today.

The 1900 six inch Ordnance Survey map shows the building unchanged and again lying to the west of Parc Bach. The small outbuilding to the southeast appears to have been extended to the east.

4.0 METHOD STATEMENT

4.1 Level 2 Building Record

The requirements are for an archaeological building record of the outbuilding 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 CPAT 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 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

4.1.1 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.
- An introduction, setting out the circumstances in which the record was made, its objectives, methods, scope and limitations, and any constraints which limited the achievement of objectives.
- Acknowledgements to all those who made significant contributions.
- A discussion of published sources relating to the building and its setting, an account of its history as given in published sources, an analysis of historic map evidence and a critical evaluation of previous records of the building, where they exist.
- An account of the building's overall form and its successive phases of development, together with the evidence supporting this analysis.
- An account of the past and present uses of the building and its parts, with the evidence for these interpretations.
- Any evidence for the former existence of demolished structures or removed plant associated with the building.
- Full bibliographic and other references.
- An updated Data Management Plan (DMP) and an archive content list with updated archive Selection Strategy will be included.

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 rooms to be altered.
- Any internal or external detail.
- Any machinery or other plant, or evidence for its former existence.
- Any dates or other inscriptions.
- Any building contents or ephemera which have a significant bearing on the building's history.
- Copies of maps, drawings, views and photographs present in the building and illustrating its development or that of its site.

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

4.1.3 Drawings

The drawn record will include:

- A measured site plan showing the location and orientation of photographs. This will label all room spaces and indicate any architectural features of note.
- Measured elevation drawings of all external elevations.

4.2 Processing data, illustration, report 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 CPAT 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 CPAT, 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.

5.0 DIGITAL DATA MANAGEMENT PLAN

5.1 Type of study

A level 2 building survey of an outbuilding located adjacent to Parc Bach, Park Lodge Junction to Sarnat Gwyn Junction, Derwen, Corwen, Denbighshire LL21 9SH (centred on NGR SJ 07413 50790).

5.2 Types of data

File name	File Contents	Linked File(s)	Number of files
A0467.1 Land adj Parc Bach, Derwen Level 2 HBR 1.0.PDF	PDF report		1
A0467_1_001 - A0467_1_040.JPG	JPEG site images	A0467.1_Metadata	40
A0467_1_001 - A0467_1_040.TIF	TIF site images	A0467.1_Metadata	40
A0467.1_Metadata.XLSX	Excel file of photographic metadata	A0467_1_001 - A0467_1_040 (JPEG and TIF)	1
Digital Proformae (Descriptions, .TXT)	1 x text documents		1

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

5.3 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.

5.4 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

5.5 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.

5.6 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.

5.8 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 digital (.PDF) reports and the original and digital scanned archive to the RCAHMW; and retention of copies of all digital files at Aeon Archaeology on physical external hard drive and uploaded to The Cloud.

5.9 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.

5.10 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).

5.11 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.

5.12 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.

5.13 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.

5.14 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.

5.15 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.

5.16 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

6.0 LEVEL 2 HISTORIC BUILDING SURVEY

Outbuilding adjacent to Parc Bach

(See plates 1-19; figures 01-06)

6.1 General Description

The outbuilding is a two storey rectangular structure, orientated north-south with the principal elevation lying to the east. It is accessed from the road via a former trackway which arches around the northern gable wall and then passes to the east of the building into what would have been a yard, but is now overgrown. The building itself measures 10.6m in length by 5.8m in width, and is constructed from uncoursed, grey stone rubble bonded by a sandy lime mortar. The roof is absent and much of the upper storey walls have collapsed into the building.

The eastern principle elevation has a rectangular window opening to the right of centre and what appears to be the base of two further window openings to the left of centre. However, the elevation is now reduced in height through collapse. At ground floor level there is a single doorway opening at the left-hand end, permitting access to room one. This is now without door and frame but has a voussoir of dressed grey stone blocks. To the immediate right of this is a window opening, also without frame or glass and again has a radiating voussoir of dressed stone blocks. To the right of centre is a large cart door opening with radiating voussoir, again of dressed grey stone blocks, and with hand hewn timber lintel beneath, providing access to room two.

The southern gable wall has a window opening at first floor height but is without frame and glass. Otherwise the elevation is featureless.

The western elevation has a large single rectangular window opening at the left-hand end which would have provided light to both the first and ground floor storeys. This is now without frame and glass.

The northern elevation has a large window opening in the centre of the elevation, also without frame and glass. This window has radiating voussoirs of dressed grey stone and would have provided light to both the ground floor and first floor stories.

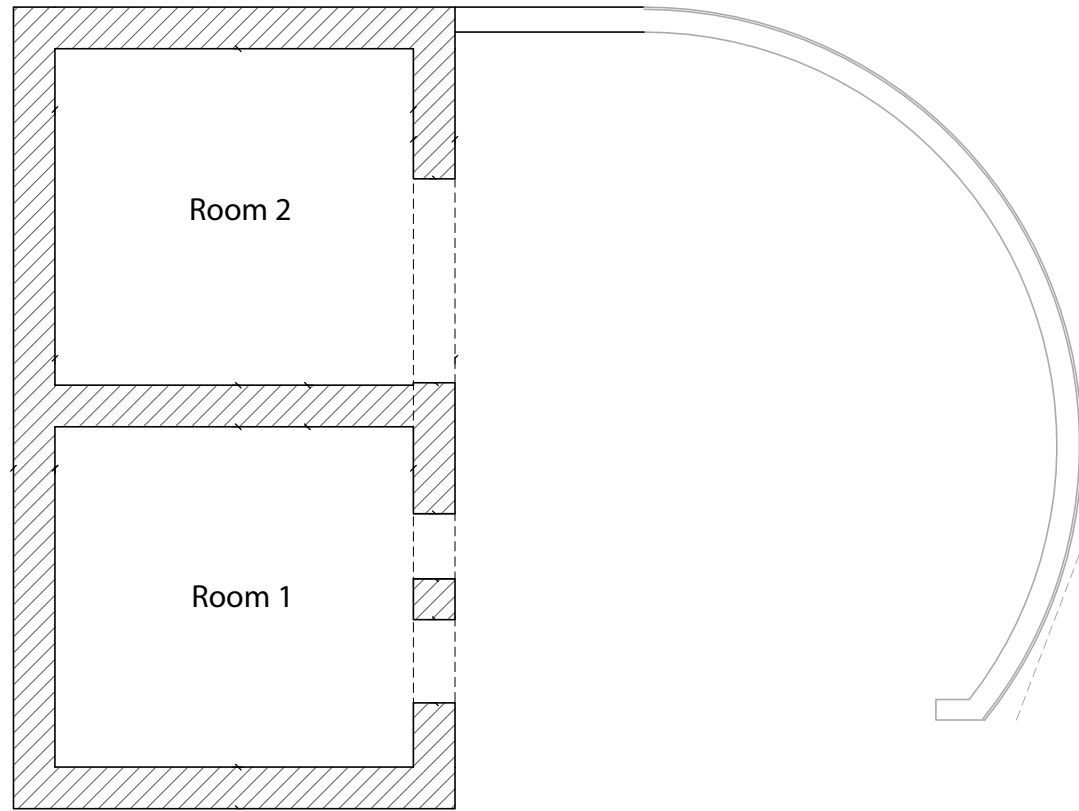
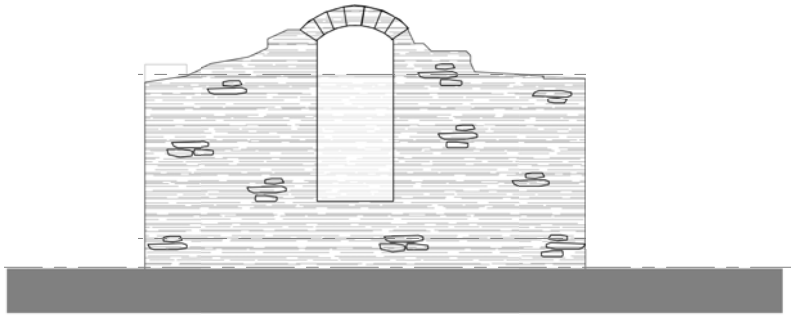
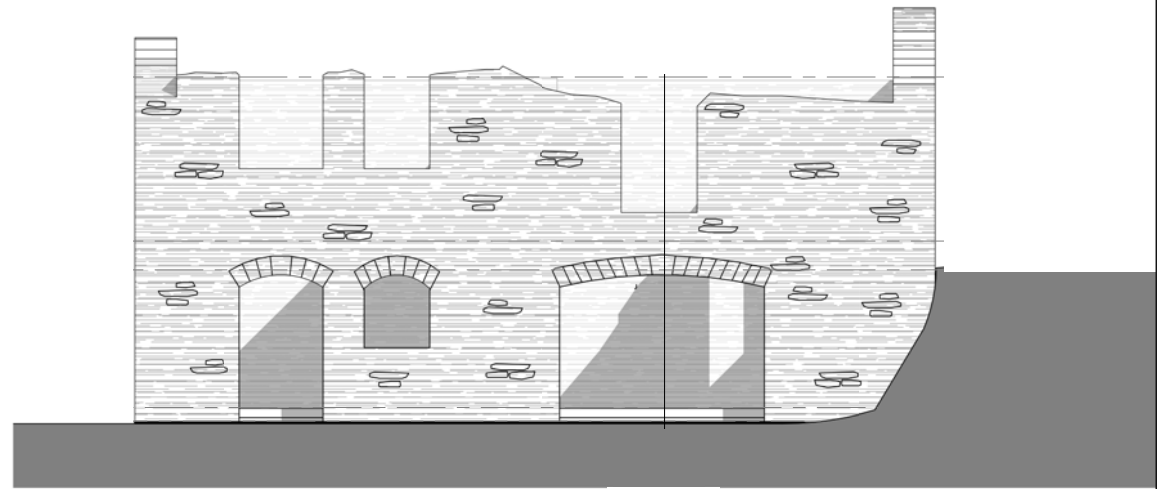


Figure 04: Ground floor plan of Outbuilding. Scale 1:100 at A4.

Aeon Archaeology
Richard Cooke BA MA MCifA
Obsidian Offices, Chantry Court, Chester CH1 4QN
Tel: 07866925393
www.aeonarchaeology.co.uk



North facing elevation



East facing elevation



Figure 05: Existing elevations. Scale 1:100 at A4.

Aeon Archaeology
Richard Cooke BA MA MCifA
Obsidian Offices, Chantry Court, Chester CH1 4QN
Tel: 07866925393
www.aeonarchaeology.co.uk

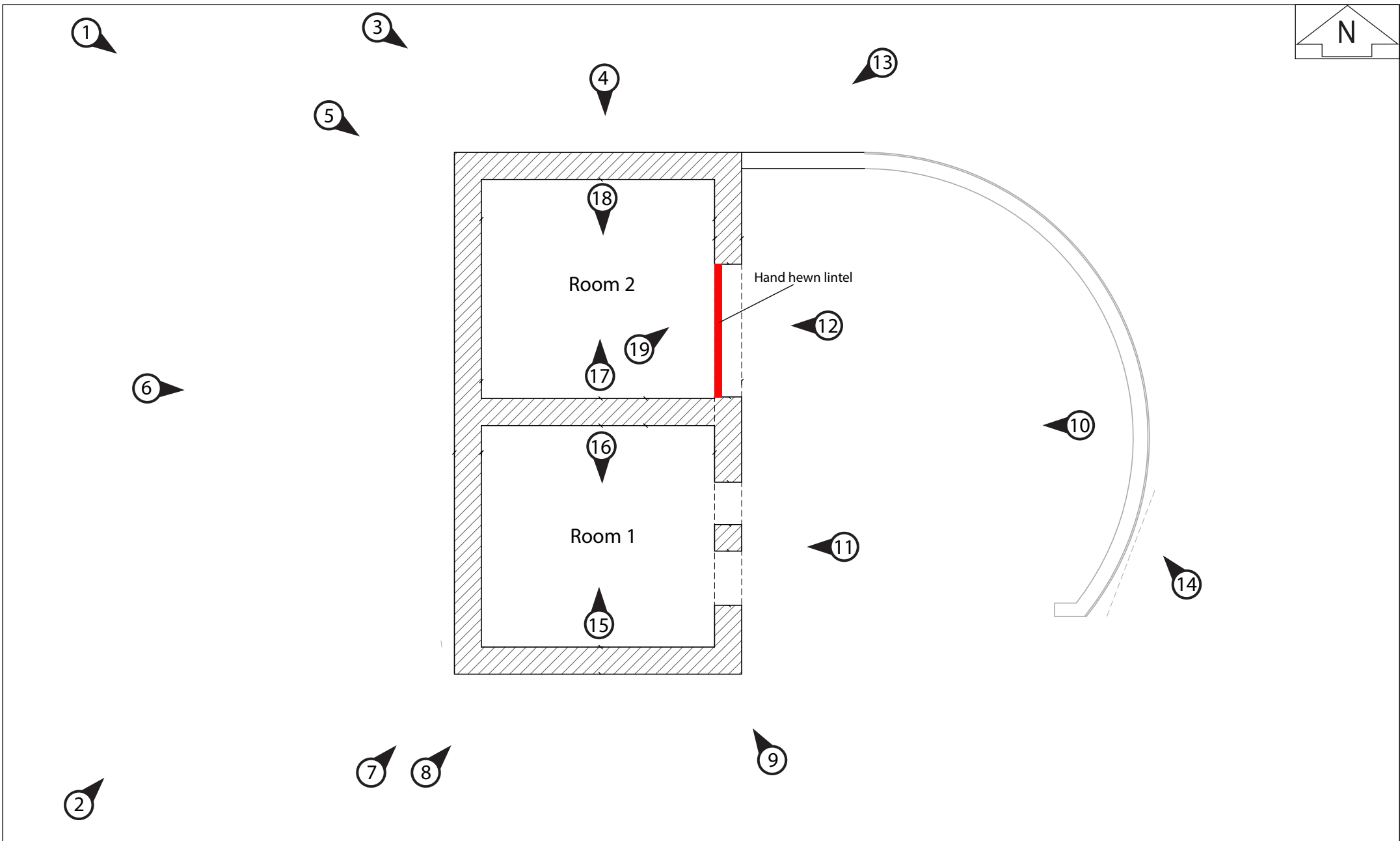


Figure 06: Location and orientation of photographic plates. Scale 1:100 at A4.



Plate 01: Context shot of outbuilding, from the northwest.



Plate 02: Context shot of outbuilding, from the southwest.



Plate 03: North facing external elevation, from the northwest. Scale 1.0m.

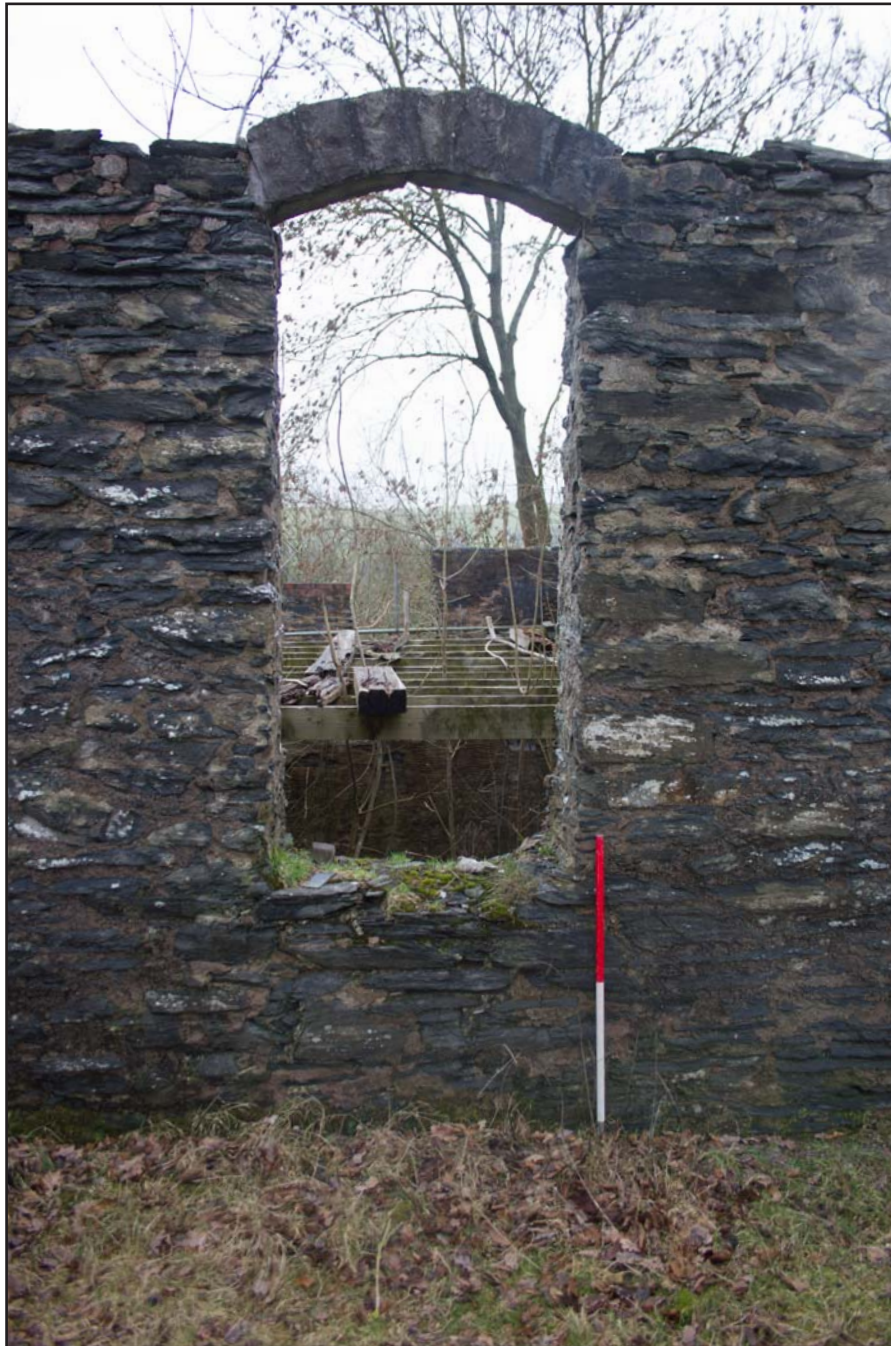


Plate 04: North facing external elevation showing window opening, from the north. Scale 1.0m.



Plate 05: North and west facing external elevations, from the northwest. Scale 1.0m.



Plate 06: West facing external elevation, from the west. Scale 1.0m.



Plate 07: West and south facing external elevations, from the southwest. Scale 1.0m.



Plate 08: South facing external elevation, from the southwest. Scale 1.0m.



Plate 09: South and east facing external elevations, from the southeast. Scale 1.0m.



Plate 10: East facing external elevation, from the east. Scale 1.0m.



Plate 11: East facing external elevation showing doorway to Room 1, from the east. Scale 1.0m.



Plate 12: East facing external elevation showing cart door to Room 2, from the east. Scale 1.0m.



Plate 13: East and north facing external elevations, from the northeast. Scale 1.0m.



Plate 14: Former access trackway to eastern elevation, from the southeast. Scale 1.0m.



Plate 15: Room 1, from the south. Scale 1.0m.



Plate 16: Room 1, from the north. Scale 1.0m.



Plate 17: Room 2, from the south. Scale 1.0m.



Plate 18: Room 2, from the north. Scale 1.0m.



Plate 19: Room 2 showing hand hewn wooden lintel, from the southwest.

6.2 Internal Description

Room one is the rectangular room orientated east-west and measuring 4.7m in length by 4.5m in width. The ceiling is missing, as is the roof above and the floor beams of the upper storey have now collapsed into the room itself. All of the walls have been clad in render but where this has fallen away it has revealed an uncoursed stone rubble bonded by lime mortar. The room is heavily overgrown and the floor is not visible due to the collapsed beams of the first floor storey. There are no apparent features within the room to dictate its former use.

The northern elevation is featureless.

The eastern elevation has a single doorway opening at the right hand end permitting access to the exterior of the property, but now without door and frame. To the left of this is a rectangular window opening, but now without frame and glass.

The southern elevation has the remains of a rectangular window opening at first floor height, but now without glass and frame. Otherwise this elevation is featureless.

The western elevation is featureless.

Room two is a rectangular room orientated east-west and measuring 4.7m in length by 4.5m in width. The roof of the building has collapsed into the room however some of the first floor joists are still visible and these are of modern, sawn and tanalised timber. The walls have all been clad in render and where this has fallen away it has revealed an uncoursed stone rubble bonded by sandy lime mortar.

The northern elevation has a centralised large window opening, now without frame and glass, which would have provided light to the first and ground floor storeys. Otherwise this elevation is featureless.

The eastern elevation has a large cart door opening at the right hand end permitting access to the exterior of the property, but now without door and frame.

The floor is not visible due to heavy overgrowth of vegetation and collapse of the building structure into the room.

6.3 Conclusion

It's clear from the cartographic evidence that the outbuilding was constructed by the time of the production of the 1841 tithe map, and thus predates this. The building itself is intriguing as the radiating stone voussoirs above the windows and doorways are of a greater vernacular style than normally seen on agricultural buildings. The large cart door in the northern half of the eastern elevation suggests that either a cart or carriage was housed in room 2. Room 1 by contrast is accessed via a single doorway opening with adjacent window, suggesting a more domestic purpose. Indeed, the two-storey plan of the building suggests that it was more than just a barn and the use of 'on hand' in the tithe apportionment for the tenant suggests that this building also housed seasonal or occasional workers / labourers for Parc Bach. There was however no evidence of a fireplace or chimney, which would be expected within such a multi-functional building – although the building had suffered a high level of collapse.

Although inspection of the building was difficult due to vegetation encroachment the building appeared to be of a single phase of construction, with no visible blocked windows or doorways and the dividing wall between rooms 1 and 2 keyed into the rubble masonry of the outer wall.

7.0 SOURCES

Maps.

Ordnance Survey Open Data maps SJ NW05, NE05, SE05 and SW05.

The parish of [Derwen yn] Yal in the County of Denbigh 1841

Bibliography

Chartered Institute for Archaeologists, (2022). *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures.*

English Heritage, (2016). *Understanding Historic Buildings: a guide to good recording practice.*

Hubbard, E. (1986). *The Buildings of Wales: Clwyd.* Yale University Press.



æon archaeology

**Outbuilding adjacent to Parc Bach,
Park Lodge Junction to
Sarnat Gwyn Junction, Derwen,
Corwen, Denbighshire LL21 9SH
(12/2023/0028)**

**Project Design for Level 2 Building
Survey**

January 2024 v1.0



Project Code: A0467.1
Planning Ref: 12/2023/0028
Event PRN: 218136



Outbuilding adjacent to Parc Bach, Park Lodge Junction to Sarnat Gwyn Junction, Derwen, Corwen, Denbighshire LL21 9SH

January 2024 v1.0

Copyright Declaration:

Aeon Archaeology grants permission for the material presented within this report to be used by the archives/repository with which it is deposited, in perpetuity, although Aeon Archaeology retains the right to be identified as the author of all project documentation and reports, as specified in the Copyright, Designs and Patents Act 1988 (chapter IV, section 79). The permission will allow the repository to reproduce material, including for use by third parties, with the copyright owner suitably acknowledged.

Disclaimer:

This Report has been prepared solely for the person/party which commissioned it and for the specifically titled project or named part thereof referred to in the Report. The Report should not be relied upon or used for any other project by the commissioning person/party without first obtaining independent verification as to its suitability for such other project, and obtaining the prior written approval of Aeon Archaeology. Aeon Archaeology accepts no responsibility or liability for the consequences of this Report being relied upon or used for any purpose other than the purpose for which it was specifically commissioned. The entitlement to rely upon this Report rests solely with the person/party which commissioned it and does not extend to any other person/party. Aeon Archaeology accepts no responsibility or liability for any use of or reliance upon this Report by any person/party other than the commissioning person/party.

Aeon Archaeology

Obsidian Offices,
Chantry Court,
Chester
CH1 4QN

Project Code: A0467.1

Date: 22/01/2024

Client: Christopher Hughes

info@aeonarchaeology.co.uk



1.0 PROJECT BACKGROUND	1
2.0 POLICY CONTEXT	3
3.0 REQUIREMENTS	5
3.1 Building Record.....	5
4.0 METHOD STATEMENT.....	6
4.1 Photographic Record.....	6
4.1.1 Written Account.....	6
4.1.2 Photographs	6
4.1.3 Drawn Record.....	7
4.2 Processing data, illustration, report and archiving	7
5.0 DISSEMINATION AND ARCHIVING	7
6.0 DIGITAL DATA MANAGEMENT PLAN	8
6.1 Type of study	8
6.2 Types of data.....	8
6.3 Format and scale of the data	8
6.4 Methodologies for data collection / generation.....	8
6.5 Data quality and standards.....	8
6.6 Managing, storing and curating data.	8
6.7 Metadata standards and data documentation	9
6.8 Data preservation strategy and standards	9
6.9 Suitability for sharing.....	9
6.10 Discovery by potential users of the research data	9
6.11 Governance of access	9
6.12 The study team’s exclusive use of the data.....	9
6.13 Restrictions or delays to sharing, with planned actions to limit such restrictions.....	9
6.14 Regulation of responsibilities of users	10
6.15 Responsibilities	10
6.16 Organisational policies on data sharing and data security	10
7.0 PERSONNEL.....	11
8.0 MONITORING AND TIMING	11
9.0 HEALTH AND SAFETY	11
10.0 INSURANCE.....	11
11.0 GENERAL	11

1.0 PROJECT BACKGROUND

Aeon Archaeology has been commissioned by Christopher Hughes, hereafter ‘the Client’, to produce a Project Design (PD) for carrying out a level 2 building survey of an outbuilding located adjacent to Parc Bach, Park Lodge Junction to Sarnat Gwyn Junction, Derwen, Corwen, Denbighshire LL21 9SH (centred on NGR **SJ 07413 50790**), hereafter ‘the Site’, (figures 01-03).

A planning application (**ref: 12/2023/0028**) has been made by the Client to Denbighshire Council, hereafter ‘the Council’, on the 25th August 2023 for the *Conversion of disused building to form 2 holiday accommodation units, formation of parking, installation of septic tank and associated works*, and is awaiting determination (as of 22nd January 2024). The following recommended archaeological condition has been made as part of the application:

Recommended Condition

In order to allow an adequate analytical record of the buildings 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 inclusion in the Clwyd-Powys Archaeological Trust's Historic Environment Record [CPAT HER]. For any questions regarding this submission process, please contact the HER Team at her@cpat.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.

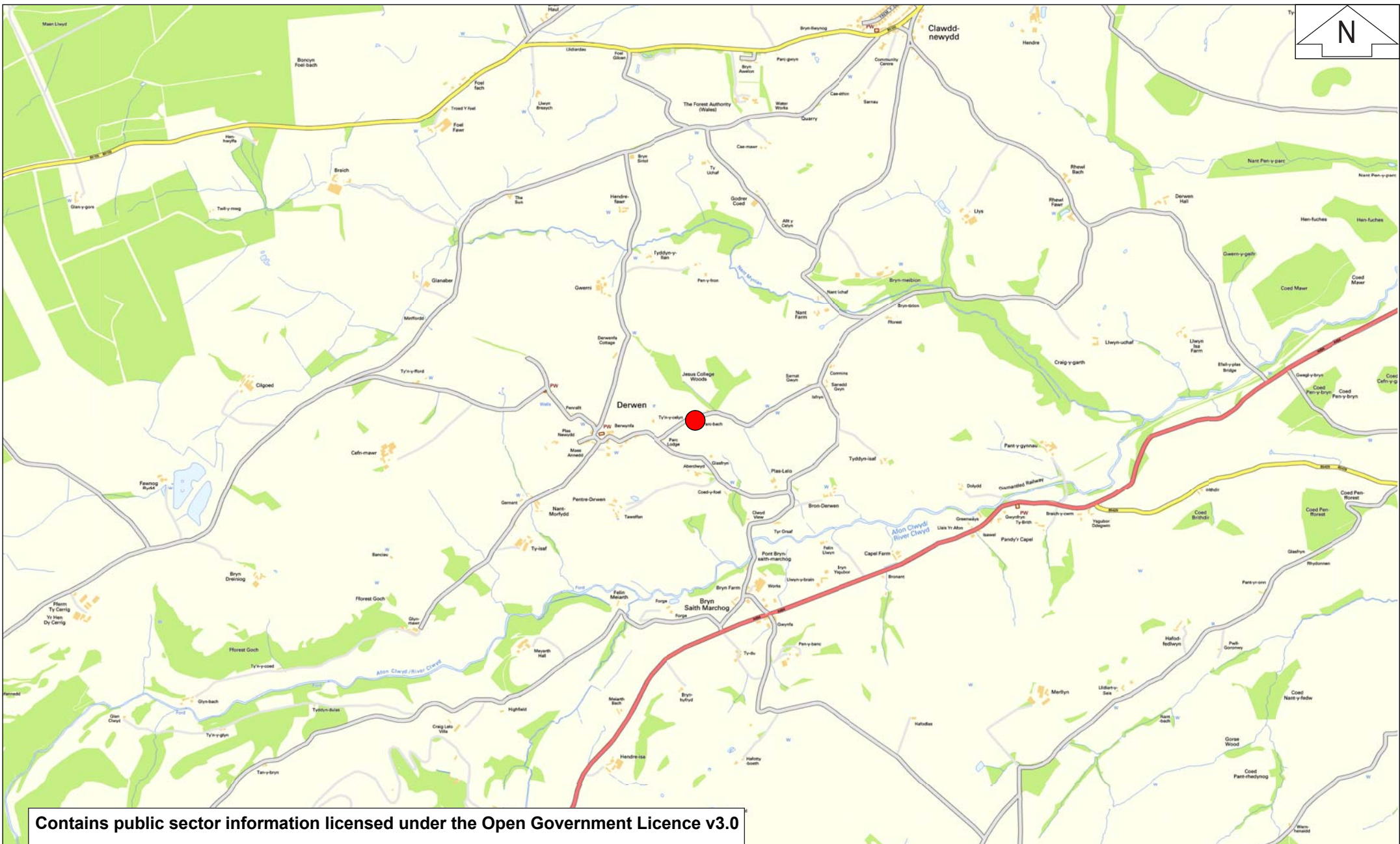
Reason: To allow an adequate analytical record of the building to be made, before alteration, to ensure that the buildings origins, use, and development are understood and the key features, character and state of preservation are recorded.

The Development Management Archaeologist (DMA) at the Clwyd-Powys Archaeological Trust (CPAT) made the following consultee comments as part of the application and in their role as archaeological advisors to the Council:

Information held within the Regional Historic Environment Record indicates that the proposed works are to a building which is visible on the 1844 Tithe Map of the area which undergoes extension and alterations shown on the 1st and 2nd edition Ordnance Survey mapping of the late 19th century. The buildings involved are both of vernacular and local interest and the proposal to convert these buildings would cause permanent loss of some of their original fabric. Therefore, it is recommended that a record is obtained of the structures in their present form prior to these works commencing and to ensure that the building's origins, use, and development are understood, and the main features, character and current state of preservation are recorded.

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 12/2023/0028.

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).

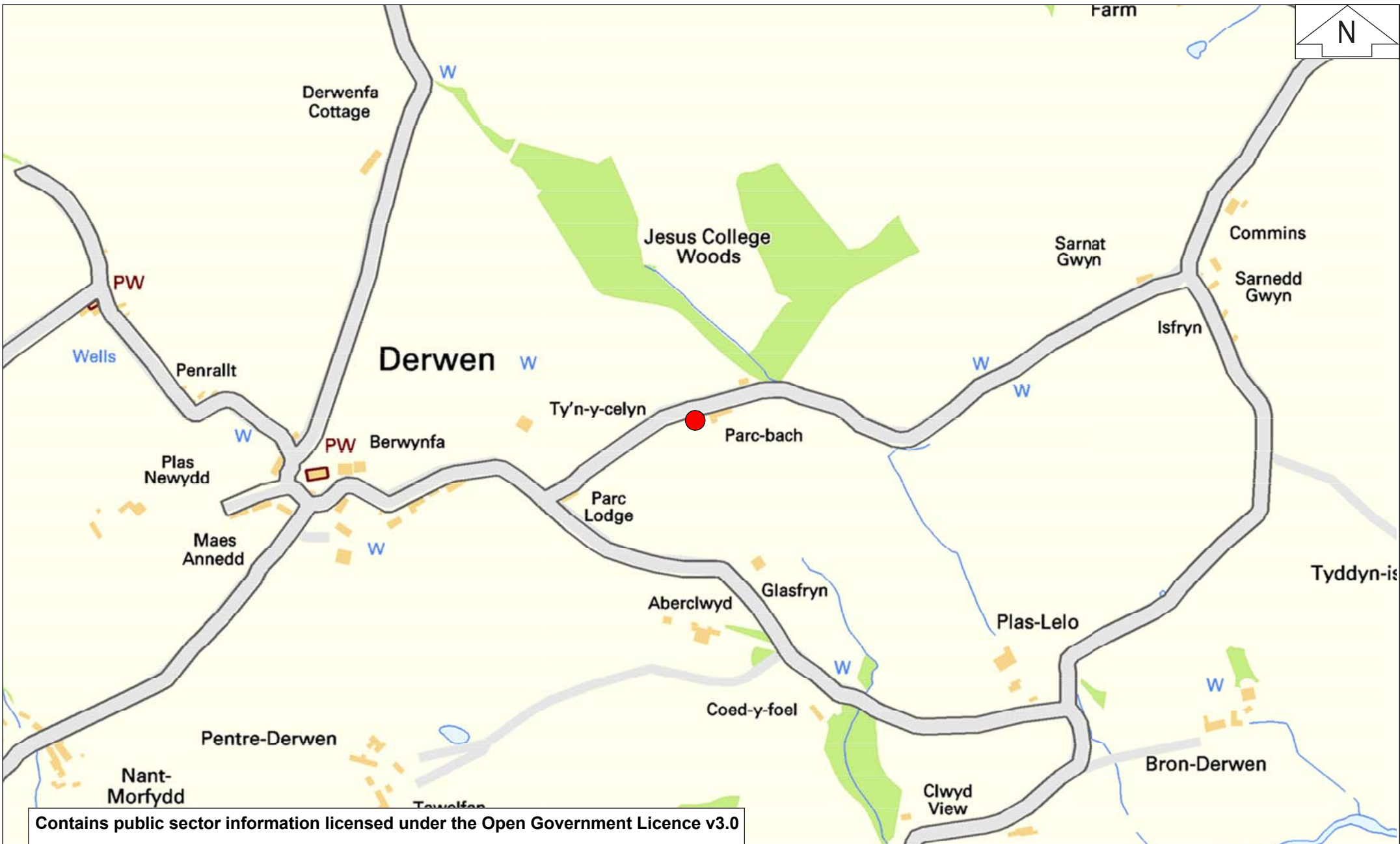


Contains public sector information licensed under the Open Government Licence v3.0



Figure 01: Location of Outbuilding adjacent to Parc Bach, Park Lodge Junction to Sarnat Gwyn Junction, Derwen, Corwen, Denbighshire LL21 9SH (SJ 07413 50790). Scale 1:20,000 at A4.

Aeon Archaeology
 Richard Cooke BA MA MCIFA
 Obsidian Offices, Chantry Court, Chester CH1 4QN
 Tel: 07866925393
www.aeonarchaeology.co.uk

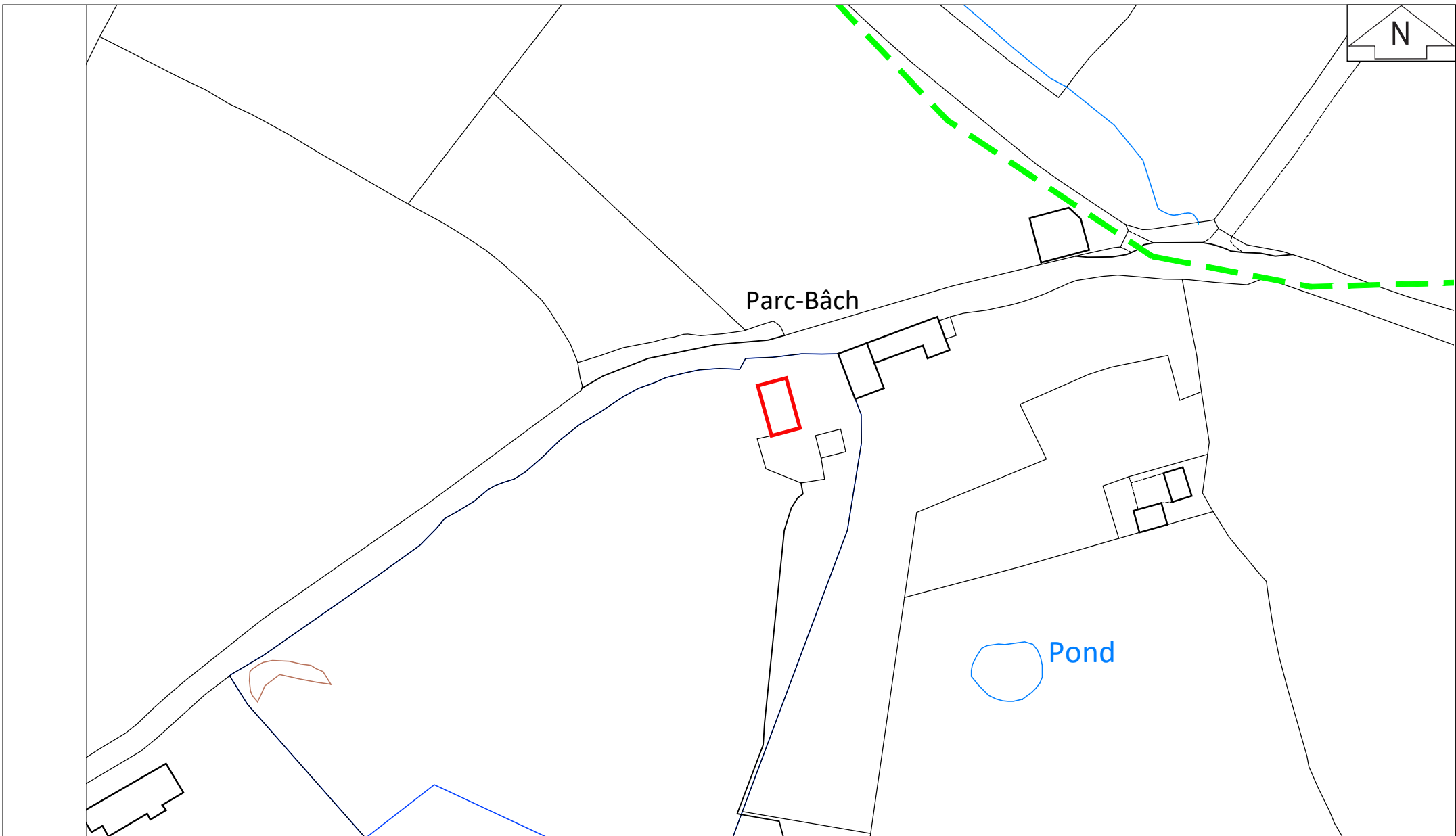


Contains public sector information licensed under the Open Government Licence v3.0



Figure 02: Location of Outbuilding adjacent to Parc Bach, Park Lodge Junction to Sarnat Gwyn Junction, Derwen, Corwen, Denbighshire LL21 9SH (SJ 07413 50790). Scale 1:5,000 at A4.

Aeon Archaeology
 Richard Cooke BA MA MCifA
 Obsidian Offices, Chantry Court, Chester CH1 4QN
 Tel: 07866925393
 www.aeonarchaeology.co.uk



Contains Ordnance Survey data © Crown copyright and database right 2021. Licence no. 100019980



Figure 03: Location of Outbuilding adjacent to Parc Bach, Park Lodge Junction to Sarnat Gwyn Junction, Derwen, Corwen, Denbighshire LL21 9SH (SJ 07413 50790). Scale 1:1,000 at A4.

Aeon Archaeology
Richard Cooke BA MA MCifA
Obsidian Offices, Chantry Court,
Chester CH1 4QN
Tel: 07866925393 / 01244 531585
www.aeonarchaeology.co.uk

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 outbuilding 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 CPAT 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 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 CPAT 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 CPAT, 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 an outbuilding located adjacent to Parc Bach, Park Lodge Junction to Sarnat Gwyn Junction, Derwen, Corwen, Denbighshire LL21 9SH (centred on NGR SJ 07413 50790).

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 proformae 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 the cloud.

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).

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 CPAT.

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.

