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Written Scheme of Investigation for Historic Building Recording: Eagle House, Port Talbot SA13 1DH

Richard Hayman

8 June 2022

National Grid Reference: SS 7681 8961

Client: Castell Group

Planning Authority: Neath Port Talbot County Borough Council

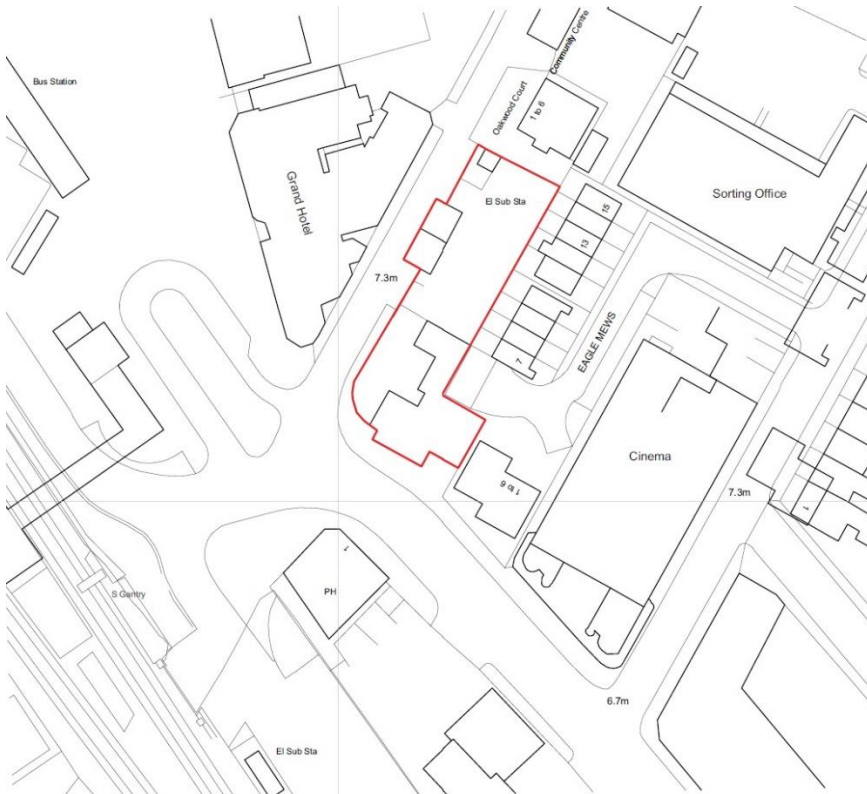
Planning Ref: P2021/0856

I Definition and scope of the Specification

1.1 This document is a Written Scheme of Investigation (WSI) for Historic Building Recording. It has been prepared in accordance with Planning Policy Wales and its Technical Advice Note 24, paragraphs 4.12-4.15. The historic-building recording is to be equivalent to Historic England Level 2 standard. It has been prepared by Richard Hayman on behalf of the Client.

1.2 The WSI provides details of how Richard Hayman will meet the objectives set out in the brief regarding Historic Building Recording. It includes proposed methods of working on site, subsequent reporting and archiving procedures, standards, timetable, staffing, and health and safety considerations.

1.3 The result of the project will be a permanent record of the building prepared to standards set out in the Historic England guidelines *Understanding Historic Buildings: A guide to good recording practice* (Historic England 2016).



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2. Background

2.1 Planning permission has been granted, with conditions, for the demolition of Eagle House, Port Talbot and for redevelopment of the site to provide 18 apartments and four commercial units. Eagle House is a nineteenth-century public house, later Temperance Hotel, located to the railway station on the South Wales Railway (now Port Talbot Parkway) and the former Port Talbot Central Station. No previous surveys of the building are known and the building is not included in the National Monuments Record or Regional Historic Environment Record.

2.2 A condition of planning permission is that a historic building record is made before the building is taken down. Section 73 of *The Use of Planning Conditions for Development Management* (Welsh Government Circular WGC 016/2014) states that 'No works to which this consent relates shall commence until an appropriate programme of historic building recording and analysis has been secured and implemented in accordance with a written scheme of investigation which has been submitted to and approved in writing by the local planning authority'. This will take the form of archaeological building recording to Historic England Level 2, to be undertaken before building work commences, with provision for adding any additional features discovered during building work.

3 Aims and Objectives

3.1 The purpose of the work is to record and advance understanding of the significance of the affected heritage asset.

3.2 The objectives of the Historic Building Recording programme are:

- To provide a comprehensive visual record of the structure prior to building works, as it represents a building of national architectural and cultural significance.
- The project report will provide a review of the local and regional historical context of the structure recorded by the project.
- The project will produce a high quality, fully integrated archive suitable for long-term deposition in order to 'preserve by record' the building in its current form prior to alteration.

4 General methodology and standards

4.1 All work will follow the Chartered Institute for Archaeologists (CIfA) *Code of Conduct* (2014) and adhere to their *Standard and Guidance for Archaeological Investigation and Recording of Standing Buildings or Structures* (2014).

4.2 Historic England's guidelines *Understanding Historic Buildings: A guide to good recording practice* (2016) has been used as a basis for defining levels of recording. The Historic Building Record for this project will be undertaken to Level 2.

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4.3 The site-based element of the Historic Building Recording programme will involve measured survey and a detailed photographic record. A summary report, suitably illustrated and incorporating any relevant background research to place the site into context will be prepared. An ordered archive will be compiled for deposition with an appropriate body.

5 Specific methodology

The site record will include the following elements:

5.1 Checking and amendment of architect's existing plans and elevations; all measured drawings to be produced at an appropriate scale of not less than 1:100.

5.2 The completion of a photographic survey to English Heritage Level 2 standard, showing the building in its present condition. Photographs are to include a measured scale where necessary and be identified on a directional plan.

5.3 Detailed recording of any significant structural features, including any architectural detailing and decoration, graffiti, ritual marks or carpenters marks.

Written record

5.4 A written record will be maintained on site in the form of field notes and annotations on survey drawings.

5.5 The written component of the report will include:

- The precise location of the building, by name or street number, civil parish, town etc. and national Grid Reference
- A note on any statutory or non-statutory designations
- The date the record was made, the names of the recorders, and the location of project archive
- Aims and objectives of the work
- Details of methodology used and any limitations or constraints
- A description of the building and an analysis of type, purpose, materials, form, layout and historical development.
- A desk-based assessment to place the buildings in their local and regional historic and archaeological context.
- Summary and discussion of published sources relating to the building and its setting
- Other relevant information, such as oral histories or personal communications from architects, builders, owners etc
- Appropriate illustrative material including maps, plans, sections, drawings and photographs.
- Photographs of key views needed to illustrate the text of the report, including diagrams indicating the direction/location from which the photographs were taken
- A table of contents and list of figures or illustrations.
- Bibliographic and other references, to include all sources consulted
- Archive contents and location

Photographic record

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5.6 A digital photographic record of the building will be made to Historic England Level 2. The photographic record will comprise:

- General views of the building in its setting or landscape
- A record of the building's exterior appearance
- A record of interior space, fixtures and fittings

6 Report

6.1 A formal written report summarising the results of the project and appropriately illustrated will be prepared, this will fully address the recording objectives detailed in the preceding sections.

6.2 A draft copy of the report will be submitted to Neath Port Talbot County Borough Council for approval prior to the start of work on site, in accordance with Brief. The final report will take into account any comments made on the draft report.

6.3 Report copies will be distributed in accordance with the requirements of the Brief, in addition to which copies will be supplied to the Client and their agent as required.

7 Archive

7.1 An integrated project archive will be prepared upon completion of the project.

7.2 Digital archives will conform to the guidelines for digital archives issued by the Royal Commission of Ancient and Historical Monuments of Wales.

7.3 All project archives will meet the requirements of the ClfA Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives and comply with the best practice outlined in *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* (Archaeological Archives Forum, 2011).

7.4 Data submitted to the Historic Environment Record will adhere to and follow the *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)* (2018), and *The National Standard & Guidance to Best Practice for Collecting & Depositing Archaeological Archives in Wales* (2017).

7.5 Digital copies of the report will be submitted to Neath Port Talbot County Borough Council and National Monuments Record.

8 Publication and dissemination of results

8.1 A summary of the results of the project will be submitted to the editor of the CBA Wales journal, *Archaeology in Wales*.

9 Copyright

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9.1 The copyright of all original finished documents shall remain vested in Richard Hayman and Richard Hayman will be entitled as of right to publish any material in any form produced as a result of its investigations.

10 Timetable and staffing

10.1 All work will be undertaken by Richard Hayman.

Richard Hayman, B.A. (Hons), Ph.D.

Richard has a B.A. (Hons) in Archaeology from Cardiff University and a Ph.D. in History from the University of Birmingham. He has over twenty years' experience in the heritage sector, initially as an archaeologist and buildings historian at the Ironbridge Gorge Museum Trust, but has been an independent consultant since 2000. His clients have included Cadw, RCAHM Wales, Snowdonia National Park Authority, Caerphilly County Borough Council, The Prince's Regeneration Trust and Archaeology Warwickshire.

11 Recovery policy for archaeological material

11.1 The specification of works does not involve intrusive fieldwork and therefore it is not expected that any archaeological material will be recovered. In the event that archaeological material is recovered during fieldwork, its location will be recorded and the material will be treated and packaged in accordance with the requirements of the recipient museum/repository.

12 Monitoring arrangements

12.1 Unlimited access to monitor the project will be available to the Client and their representatives and the Local Planning Authority subject to the health and safety requirements of the site. Notice will be given before commencement of the fieldwork in order that monitoring arrangements can be made.

12.2 All monitoring shall be carried out in accordance with the *ClfA Standard and Guidance for Investigation and Recording of Standing Buildings or Structures*.

13 Health and Safety

13.1 Appropriate risks assessments for all archaeological work will be undertaken, which will adhere to the relevant Health and Safety Executive guidelines. The HSE has determined that archaeological investigations are exempt from CDM regulations.

13.2 A Risk Assessment will be completed prior to work commencing on-site and any appropriate safety measures implemented. The Risk Assessment will be updated as necessary during the site works.

15 Bibliography

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Archaeological Archives Forum (2011) *Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation.*

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<https://gov.wales/sites/default/files/publications/2019-05/the-use-of-planning-conditions-for-development-management-wgc-0162014.pdf>

Welsh Government (2021), *Planning Policy Wales 11: the Historic Environment.*

https://gov.wales/sites/default/files/publications/2021-02/planning-policy-wales-edition-11_0.pdf

Welsh Government, 2017, *Planning Policy Wales, Technical Advice Note 24: The Historic Environment.*

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