



Written Scheme of Investigation

‘Archaeological Building Investigation & Recording at Level 3 prior to the development, conservation and adaption for reuse of the Calvinistic Methodist Church (No. 39), Margam Road, Taibach, Port Talbot, SA13 2BN (centered on OS grid reference SS 77697 88447).’

Planning Refs:

P2024/0458

Listed Building Consent Ref:

-

Prepared for:

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On behalf of:

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Margam Calvinistic Methodist Chapel
Margam Road
Taibach
SA13 2BN

HRS Wales Project No:

307

Date:

15/04/2025 (V3)

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1 Introduction

- 1.1 This document is a Written Scheme of Investigation (WSI) for a program of Archaeological Building Investigation & Recording at Level 3 prior to the development, conservation and adaption for reuse of the Calvinistic Methodist Church (No. 39), Margam Road, Taibach, Port Talbot, SA13 2BN (centered on OS grid reference SS 77697 88447).
- 1.2 This Written Scheme of Investigation has been prepared by Richard Scott Jones of Heritage Recording Services Wales (henceforth HRS Wales).

2 Site Location and Description (see Figure 1)

- 2.1 The Margam Calvinistic Methodist Church (No 39) is located along the Margam Road (A48), approximately 1.7 miles on the outskirts of Port Talbot, Swansea is some 10½ miles west and Cardiff approximately 35 miles to the east. The church sits within the community of Taibach and the within the old county of Glamorgan. The Methodist Chapel was built in 1926 in the gothic style, built in tandem with the construction of the Margam Iron and Steel Works and the growing population of the area as a result of industrialisation, which required a number of religious houses being development as a consequence. The front facade of the church has a stone tracery arched headed doorway, fanlight with double doors. To the left and right of the doorway are two pairs of smaller trefoil headed stone windows. The front facade is dominated by a large perpendicular window with a decorative stone tracery. There are narrow buttresses to the front and side elevations. The building was still in use as a chapel in 1984.
- 2.2 The Church is not listed and is not within a conservation area, but is considered to be a building of local importance under Policy BE 2 of the 2011- 2026 LDP - The Historic Environment Supplementary Planning Guidance.

3 Scope of Works

- 3.1 The development proposes to convert, restore and adapt the church into a family home. There is no demolition to the exterior or interior of the church, other than the front boundary walls (to allow for off road parking). The interior proposals are mostly self-supporting structures being fitted within the original fabric of the building and are reversible.
- 3.2 The proposals will enhance the church's aesthetics through the restoration/conservation of the fabric of the building and will secure this assets future within the community. The proposed work to Calvinistic Methodist Church will ensure its future within a changing world, where adaptation and re-use of a structure should be seen as a positive intervention, as long as the asset isn't compromised and altered beyond recognition.

4 Planning Background

- 4.1 A planning application for the proposed works was submitted to the Neath Port Talbot County Borough Council (henceforth NPTCBC) on the 6th August 2024 (Ref: P2024/0458). Full Planning permission for the scheme was granted on the 20th December 2024 but with the following archaeological condition (No.3):

"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.

The survey shall be undertaken in the form of a Level III survey as set out in "Understanding Historic Buildings: A Guide to Good Recording Practice", Historic England, 2016.

Reason: As the building is of architectural and cultural significance the specified records are required to mitigate impact".

5 Aims and research objectives

- 5.1 The key objective of the archaeological work at the site will be to investigate the building in its entirety and make an archaeological record of the building prior to any proposed development works and changes to the building.

6 Mitigation

- 6.1 In order to mitigate against any potential negative effects as a result of the proposed, refurbishment and alterations the proposed archaeological work will consist of one main element:
- 6.2 1) *Archaeological Building Investigation and Recording (ABIR)* (in accordance with the standards and guidelines of the Chartered Institute for Archaeologists (CIfA) - Prior to the alteration of the building, it will undergo a program of building recording equivalent to Historic England level 3. This is an analytical record, which involves three parts:

Level 3 Archaeological Investigation and Recording of Standing Buildings

- i) An introductory written account of the building, an analytical description followed by a systematic account of the building's origins, development and use. Use of readily available documentary historic drawings or photographs.
- ii) A full high resolution photographic record of the building of all external and internal elevations as well as detail photographs of any other significant internal or external features such as former doorways, windows etc.
- iii) A drawn measured record of all external elevations and significant features associated with the building. A drawn measured record of internal elevation/s will only be undertaken where it is considered necessary due to a significant feature. This will include the annotation of baseline elevations with all architectural features. Where possible, existing architect's drawings will be used and adapted to suit the historic investigation. Illustrations to include:
 - Window details;
 - Doorway details;
 - Changes or phases or work;
 - Any timbers and timber work
 - Decorative stonework if present;
 - Cracks and fissures;
 - Projecting stones and strings;
 - Spaces where individual stones, bricks or groups of stones are missing;
 - Incised graffiti, masons' marks and any other markings etc;
 - Areas of repair and/or conservation;
 - All other relevant architectural details such as the survival of render, plaster, painted surfaces.

- All other features that warrant recording the help inform the original form and development of the building.

6.3 In addition, profiles *may* be drawn for any accessible windows and doors at a scale appropriate to illustrate variations and/or changes in masonry used. The reasons for the standing building recording are:

- To seek a better understanding, compile a lasting record, analyse the findings/record, and then disseminate the results.

7 Methodology and Sources

General

7.1 It is proposed that the initial archaeological building investigation and recording work will be undertaken by HRS Wales staff (Richard Scott Jones BA, MA, MClfA) using current best practice in April 2025.

7.2 All work will be carried out by a suitably qualified archaeologist with relevant level membership of the Chartered Institute for Archaeologists (CIfA) and will follow the CIfA Standard and Guidance for an Archaeological Building Investigation & Recording (CIfA 2014).

Detailed

7.3 Contextual photographs will be appropriated of the building in both its wider and local context. All external and internal elevations will be recorded photographically and drawn records will be made of all key main external elevations and internal elevations where deemed necessary. A detailed photographic record will also be made of all original features, fixtures and fittings.

Recording

7.4 Recording will be carried out using HRS Wales recording systems (pro-forma context sheets etc), using a continuous number sequence for all contexts.

7.5 With regards to the building recording work, all generated plans, sections, profiles and drawings will be drawn to a scale of 1:50, 1:20 and 1:10 as required.

7.6 Photographs will be taken in digital format, using a 24 mega-pixel DSLR camera, with photographs stored in RAW format. All RAW formats will be exported into TIFF files in preparation for archiving.

Artefacts

7.7 In the event that any significant loose artefacts are identified during the on-site survey, they will be treated in accordance with UKIC guidelines, *First Aid for Finds* (Watkinson and Neal 2001: D Watkinson and V Neal, *First Aid for Finds*, Rescue/UKICAS 2001). All finds will be bagged and labeled according to the individual deposit from which they were recovered, ready for cleaning and analysis. All registered finds will be processed and packaged according to standards of good practice.

7.8 The artefacts will be stored appropriately until they are deposited with a suitable local museum following consultation with the client and owners of the property.

- 7.9 Any finds of gold and silver will be removed to a safe place and the Natural Resources Wales, the Cadw regional inspector and the local coroner informed, within the guidelines of the Treasure Act 1996.
- 7.10 Any finds which are considered to be in need of immediate conservation will be referred to a UKIC qualified conservator.

Human remains

- 7.11 In the unlikely event of burials or cremations being found during the survey work, all work will be halted in the area of the burial/s and their extent and nature established. The Cadw Regional Inspector of Ancient Monuments, a representative of Heneb (Glamorgan Gwent Archaeology), and the Ministry of Justice will be informed and a methodology for excavation agreed, which will adhere to Ministry of Justice Guidelines.

Environmental and technological samples

- 7.12 Given the nature of the archaeological work, it is not anticipated that any environmental or technological samples will need to be taken. However, should the need become apparent then these samples will be assessed and analysed by a suitable specialist, if deemed necessary.

Specialists

- 7.13 In the event of certain finds/features etc. being discovered, the site archaeologist may have to seek specialist opinion for assistance. Such specialists will be accessed either internally within HRS Wales itself or from an external source.

8 Post-Fieldwork Program

Conservation

- 8.1 If any artefacts are discovered during the investigation works of the building, then after agreement with the client, arrangements will be made for the long term conservation and storage of all artefacts in an appropriate local or county museum.

Archive

- 8.2 The site archive will be prepared in accordance with MORPHE (Historic England 2015). It will comprise all the data recovered during the fieldwork and shall be quantified, ordered and indexed and will be internally consistent. The paper archive will be deposited with the RCAHMW and all digital data will be archived in accordance with the Royal Commission on Ancient and Historic Monuments of Wales (henceforth RCAHMW) *Guidelines for Digital Archives* (2015). Any finds recovered during the investigation will be deposited with a suitable local museum.

Reporting

- 8.3 Once the Level 3 ABIR work has been completed a final report will be produced and forwarded to the regional development control officer at Heneb (Glamorgan Gwent Archaeology) for comments/approval. This report will provide an overview of the works that have been undertaken. The report will include sufficient historical research on the building to enable the significance of the building to be appreciated and understood within a local and regional context. The final report will include the following material:

- A non-technical summary in both Welsh and English;
- A copy of the approved written scheme of investigation;
- Details of the methodology used;
- Location maps of the site including the locations of the study areas, based on current OS mapping at an appropriate scale;
- Appropriately scaled drawn plans and sections accompanied by relevant illustrative photographic record shots;
- Sufficient historical and archaeological detail to allow interpretation of the results;
- A description of the building and assessment of the features and phasing recorded;
- All identified features, deposits and finds plotted on appropriately scaled site plans;
- Annotated elevation plans;
- Illustrations of any window and door details where deemed necessary;
- Supporting drawn and photographic illustrations as appropriate;
- A full bibliography of sources consulted;
- Archive location;
- References.

8.4 Appended to the report should be all relevant documentation – plans, photographic archive, archaeological report, works specification and any amendments etc. Copies of the final report will be deposited with the National Monuments Record Wales (NMRW) at the RCAHMW and the Historic Environment Record (HER) at Heneb (Glamorgan Gwent Archaeology)

DIGITAL DATA

8.5 Survey data will be supplied as exported AutoCad files in 2D and PDF's.

8.6 Separate files will be supplied for each drawing sheet.

8.7 Annotations, title blocks, other text, levels etc. will be shown in layout/paper space.

Monitoring

8.8 The full site archive will be deposited within six weeks of the completion of the client report.

8.9 The paper/drawing/digital archive will be deposited with the RCAHMW at Aberystwyth, with any appropriated finds with the permission of the owner deposited with the appropriate local museum. HRS Wales will agree the location and timing of the deposition of the archive before the contract commences.

8.10 The archive will include all site notes, finds, documents, drawings, photographs, digital data and a copy of the final report. All of these items will be clearly quantified in tabular form in an 'archive deposition statement' located at the rear of the clients report, and their ultimate location and proposed date of deposition stated.

8.11 A high resolution copy of the report along with the archive will be submitted to the Historic Environment Record (HER) at Heneb (Glamorgan Gwent Archaeology) in accordance with their *Guidance for the submission of Data to the Welsh Historic Environment Records (HERs) (2022)*.

Data Management Plan (DMP)

- 8.12 A full Data Management Plan is included as an Appendix at the rear of the WSI. The DMP is a structured document that outlines how the data generated by the project is handled during the research project, and after completion.

9 Resources and timetable

- 9.1 The archaeological work will be undertaken by HRS Wales staff using current best practice.
- 9.2 All work will be undertaken to the standards and guidelines of the ClfA.

Staff

- 9.3 The project will be undertaken by suitably qualified HRS Wales staff. In this instance Richard Scott Jones (*BA, MA, MCIfA*) will be managing the project.

Equipment

- 9.4 The project will use existing HRS Wales equipment.

Timetable of archaeological works

- 9.5 It is anticipated that the building investigation and recording work will commence in April 2025.

Health and safety

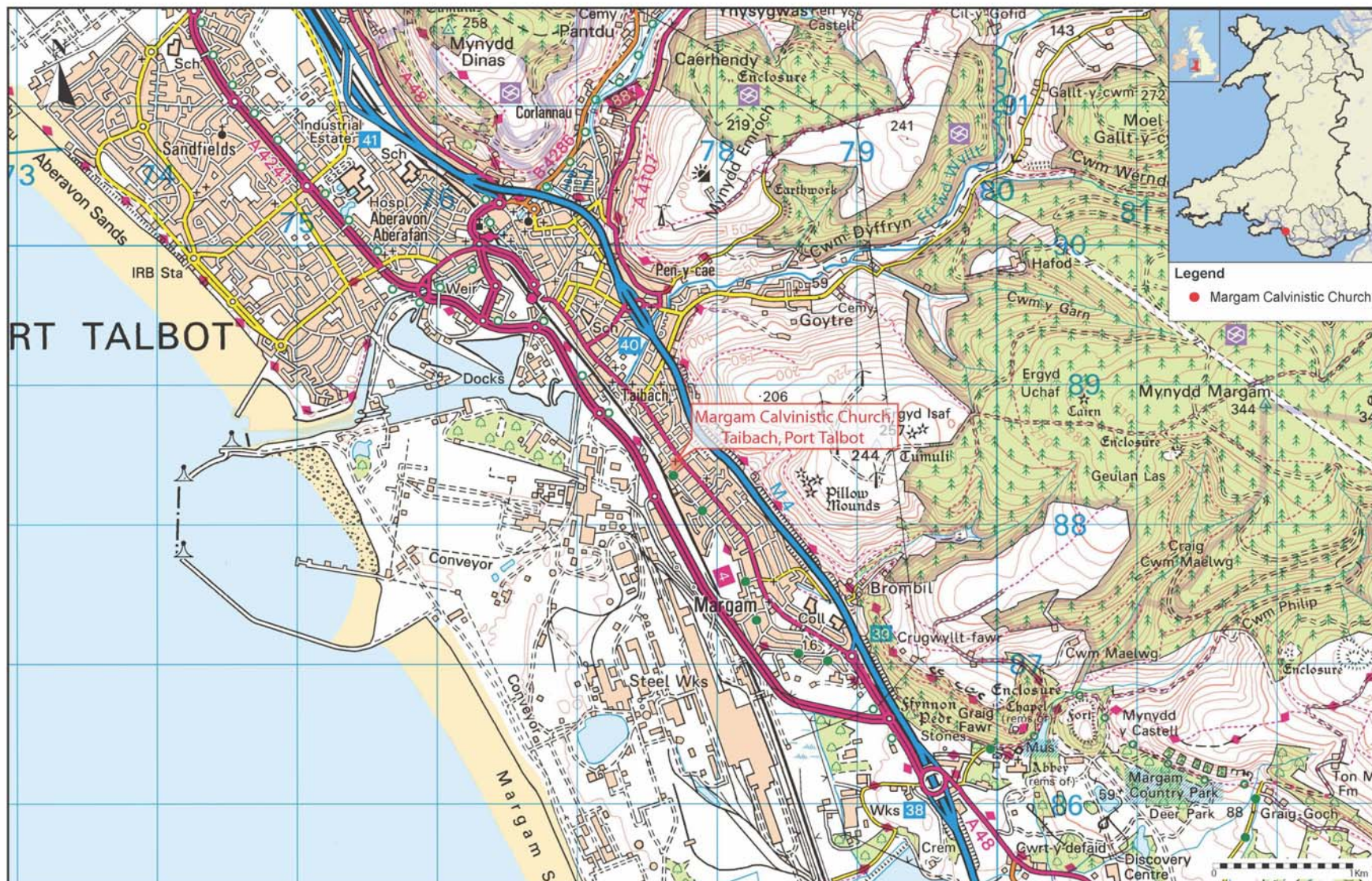
- 9.6 All members of staff will adhere to the requirements of the *Health & Safety at Work Act, 1974*, and the Health and Safety Policy Statement of HRS Wales. Due to the current Covid-19 pandemic all members of staff on site will adhere to the current Welsh Government guidelines. The Covid-19 restrictions in Wales will be continually monitored and adjusted accordingly.

Insurance

- 9.8 HRS Wales presently holds Public Liability Insurance up to £5,000,000 and Professional Indemnity Insurance up to £250,000.

Richard Scott Jones (*BA, MA, MCIfA*)

Date: 15th April 2025



Project Title: Margam Calvinistic Church, Taibach, Port Talbot

Date: April 2025

Approx. Scale (@ A4):

Drawn by:

Drawing No.

Figure 1.

Location Map (OS Landranger 1:50,000)



Data Management Plan

Section 1: Project Administration

Project ID / OASIS ID
MCC/2025/ABIR
Project Name
Calvinistic Methodist Church (No. 39), Margam Road, Taibach, Port Talbot, SA13 2BN (centered on OS grid reference SS 77697 88447).
Project Description
Archaeological Building Investigation & Recording (ABIR) – Level 3
Project Funder / Grant reference
Private Developer
Project Manager
Richard Scott Jones
Principal Investigator / Researcher
Richard Scott Jones
Data Contact Person
Richard Scott Jones
Date DMP created
26 th March 2025
Date DMP last updated
Version
Version 1
Related data management policies

Section 2: Data Collection

What data will you collect or create?
Documentation, Graphic and Photographic

How will the data be collected or created?
All illustrative data will include hard plans, which will be scanned later and converted to JPEG files for data storage. All photographic data will be appropriated as RAW images and then exported as TIFF files. All other written documentation will be submitted as Word files and as .pdf.

Section 3: Documentation and metadata

What documentation and metadata will accompany the data?
All generated data will be accompanied by an Archive Deposition form and a Photo Index Sheet describing each individual photograph with a unique file name.

Section 4: Ethics and legal compliance

How will you manage any ethical, copyright and Intellectual Property Rights (IPR) issues?
All investigative and recording work will be undertaken to a high standard and observe intellectual property laws, health and

safety regulations, and other legal obligations. The archaeological work will work towards the preservation and management of the archaeological resource and in the unlikely event that any human remains are exposed during the survey, then they will be treated with dignity and respect. Regarding IPR, ownership of all artefacts and other material recovered from the archaeological investigations performed within the scope of the development projects falls to the owner of the property on which the survey is performed. In the case of significant finds being recovered then discussion with the owner will be undertaken and an appropriate museum will be sourced.

Section 5: Data Security: Storage and Backup

How will the data be stored, accessed and backed up during the research?

All hard copy data will be stored off-site at the end of the working day and any generated digital data will be stored on SD media card and a full back-up maintained in order to avoid losing data.

Section 6: Selection and Preservation

Which data should be retained, shared, and/or preserved?

All generated data will be retained and the final archive shared with the appropriate repositories.

What is the long-term preservation plan for the dataset?

All generated data will be submitted to the RCAHMMW repository for long term archive. Further copies of the final report will also be deposited to the regional archaeological trust and to the Archaeological Data Service.

Have you contacted the data repository?

At the close of the project and the completion of both the on-site work and the final report the final report and full archive will be deposited with the RCAHMMW.

Have the costs of archiving been fully considered?

All archive costs have been fully considered.

Section 7: Data Sharing

How will you share the data and make it accessible?

The full archive will be submitted to the RCAHMMW, the regional archaeological body and the Archaeological Data Service and so open to public sharing unless otherwise stated.

Are any restrictions on data sharing required?

There are no restrictions to data sharing.

Section 8: Responsibilities

Who will be responsible for implementing the data management plan?

Richard Scott Jones