

**WRITTEN SCHEME OF INVESTIGATION FOR A
LEVEL 3 BUILDING RECORDING OF CAEWRN HOUSE,
DŴR Y FELIN ROAD, NEATH, SA10 7RH
Planning Application: P2024/0301**

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March 25th 2026

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1. Introduction

1.1 James Player of Player Construction Consultancy Ltd, on behalf of Jones Brothers (Henllan) Ltd, Heol Parc Mawr in Ammanford, Wales SA14 6RE, have commissioned Trysor heritage consultants to undertake a Level 3 Building Recording of Caewern House, Dŵr y Felin Road. A consented planning application, P2024/0301, will see the demolition of the house and associated structures.

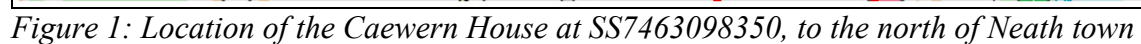
1.2 Caewern House is at SS7463098350 and is 20 metres AOD. It now lies within an extensive spread of residential housing built to the east of Dŵr y Felin Road and north of the Afon Nedd.

2. Objective of the Written Scheme of Investigation

2.1 The objective of this written scheme of investigation (WSI) is to specify the method to be used for a programme of building recording.

3. The Works

3.1 Caewern House and associated structures are to be demolished as part of a scheme to build 36 affordable residential flats.



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4. Planning application

4.1 A planning application, P2024/0301, was submitted to Neath County Council on 10th May 2024 and was validated on 29th May 2024. The application was for the following:

Demolition of Caewern House and construction of 36 no. affordable residential flats in five 3-storey blocks together with access, parking, footpaths, drainage, open space, landscaping and associated works including electric vehicle charging points, bin/cycle storage, pv solar arrays and air source heat pumps

4.2 The application was consented on 11th September 2025

4.4 Conditions 11 and 12 on the approved application stated that:

11. No development shall take place, nor any demolition works or site clearance, 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 first submitted to and approved in writing by the Local Planning Authority.

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

12. No development shall take place, nor any demolition works or site clearance, until a scheme of proposed interpretation, including a public display board or similar feature of interest, detailing the 'What Once Stood' history of Caewern House, has been submitted to and approved in writing by the Local Planning Authority. The approved details shall be implemented on site prior to the first beneficial occupation of the development and thereafter retained as part of the development in perpetuity.

Reason: As the building is of architectural and cultural significance, a scheme of interpretation is required to mitigate loss of historic features.

4.5 Trysor were commissioned to carry out both elements. This WSI is for Condition 11, the programme of historic building recording and analysis.

5. Nature of the archaeological resource

5.1 The current house at Caewern was built around 1876. A detailed architects drawing and plan of Caewern House was published in “The Architect” journal of 8th April 1876. The drawing was entitled “Caewern Neath, Glamorganshire” and the name of the architect was John Bacon Fowler. John Bacon Fowler was originally from Brecon. During the 1870s he practiced as an architect in the Neath and Swansea areas. Caewern House was just one of his many undertakings. The accompanying article to the drawings in “The Architect” recorded that the new house at Caewern was under construction at the time of publication;

This house is being built on a commanding site near the town of Neath. The planning of the offices was governed to some extent by the requirements of the site. The materials are local Pennant stone of a grey-brown tint for walling, with Combe Down stone dressings. The main quoins and some bands, however, are of red Forest

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of Dean stone, which adds a good deal of warmth to the tone. The roofs are covered with grey Whitland slates, with red cresting from Cooper. The walls on the south and west aspects are built hollow, the inner lining being of brick.

The staircase hall is open to the ceiling, with a gallery running around two sides. The drawing-room has rather an unusual amount of window surface, as it was desirable to take advantage of the fine scenery on all sides.

The architect is Mr J. BACON FOWLER, of Swansea and Brecon. Mr THOMAS, of Neath, is the contractor, and Mr HANCOCK clerk of the works.

5.2 By the mid-20th century, Caewern House had become a care home for the elderly until it closed in 2019.

6. Scope of Work

6.1 Historic England's (formerly English Heritage) *Understanding Historic Buildings: A guide to good recording practice* (Historic England, 2016) and Trysor's Building Recording Manual were used to write this Written Scheme of Investigation. Historic England defines a Level 3 record as;

.... an analytical record, and will comprise an introductory description followed by a systematic account of the building's origins, development and use. The record will include an account of the evidence on which the analysis has been based, allowing the validity of the record to be re-examined in detail. It will also include all drawn and photographic records that may be required to illustrate the building's appearance and structure and to support an historical analysis.

Historic England, 2016, p.26 section 5.3

6.2 The Level 3 survey will include a building history, a detailed written descriptive survey of the present structure, measured survey of the buildings in plan and elevation, a detailed photographic survey, and phased plans of the building's development over time. Particular attention will be paid to internal features and the key historic fabric/features to enable phasing of the buildings.

7. Methodology

7.1 The building recording will be carried out in accordance with Chartered Institute for Archaeologists' *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures* (CIfA, 2020a) and according to the description of a Level 3 Survey in Historic England's guidance (para 5.3, page 26) and Trysor's Building Recording Manual.

7.2 Colour digital photographs will be taken using a 24M or greater pixel camera. A written record will be made on site of the photographs taken. Appropriate photographic scales will be used. Plans and elevations from the client will be annotated, and redrawn if necessary.

8. Health & Safety

8.1 Trysor will undertake a risk assessment in accordance with their health and safety policy. The assessment will be a dynamic one and take into account any change in circumstances.

9. Reporting

9.1 A report on the building recording will be prepared according to the requirements of Annex 2 of the Chartered Institute for Archaeologists' *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures* (CIfA, 2020, p.19-20) following the completion of the work. Copies of the report will be provided to the client, the Regional Historic Environment Record and the National Monuments Record. The report will include a Statement of Significance for the property as far as can be ascertained from the level of work undertaken.

10. Public Benefit and Engagement

10.1 The results of the work will be deposited in the NMR and the regional Historic Environment Record (HER) making it publicly accessible. This will be in line with recent guidance from Heneb (Heneb, 2024).

10.2 A summary of the work undertaken and its findings will be submitted to *Archaeology in Wales*, the annual review of archaeological work in Wales collated by the Council for British Archaeology Wales (CBA Wales), if appropriate.

10.3 The purpose of the work and the history of the site will be discussed with the client and others in order to widen understanding of why the work is important and broaden appreciation for the historic environment.

11. Archive

11.1 The archive will be deposited with the National Monuments Record, including a copy of the final report in accordance with the CIfA's *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives* (CIfA, 2020b) and *The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2017* (NPAAW, 2017). This archive will include written, drawn and photographic records relating directly to the investigations undertaken. Digital archives will follow the standard required by the RCAHMW (RCAHMW, 2015). Selection strategy and data management plan are included in Appendices 1 and 2.

12. Resources to be used

12.1 Two members of staff will undertake the building recording. They will be equipped with standard field equipment, including digital cameras, GPS and first aid kits. Trysor have access to the computer hardware and software required to deliver the completed final report and archive to a professional standard.

13. Qualification of personnel

13.1 Trysor is a Registered Organisation with the Chartered Institute for Archaeologists and both partners are Members of the Chartered Institute for Archaeologists, www.archaeologists.net

13.2 Jenny Hall (BSc Joint Hons., Geology and Archaeology, MCIfA) had 12 years excavation experience, which included undertaking watching briefs prior to becoming the Sites and Monuments Record Manager for a Welsh Archaeological Trust for 10 years. Since 2004 she has been a partner in Trysor undertaking a variety of work that includes upland survey, desktop assessments, building recording and watching briefs.

13.3 Paul Sambrook (BA Joint Hons., Archaeology and Welsh, MCIfA, PGCE) has extensive experience as a fieldworker in Wales. He was involved with Cadw's pan-Wales Deserted Rural Settlements Project for 7 years. He also undertook Tir Gofal field survey work and watching briefs. Since 2004 he has been a partner in Trysor undertaking a variety of work that includes upland survey, desktop assessments building recording and watching briefs.

14. Insurance & Professional indemnity

14.1 Trysor has Public Liability, Employers Liability, and Professional Indemnity Insurance.

15. Project identification

15.1 The project has been designated Trysor Project No. 2026/1032. The site code will be CWH2026 and an Event PRN will be requested as well as a core PRN for the house.

16. Monitoring

16.1 Monitoring on site is not appropriate due to the type of project.

17. Sources

17.1 Non-published

Heneb, 2024, *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) V.4.1*

NPAAW, 2017, *The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2017*

RCAHMW, 2015, *RCAHMW guidelines for Digital Archives, Version 1*

Trysor, 2024, *Building Recording Manual*

17.2 Published

CIfA, 2020a, *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures*

CIfA, 2020b, *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives*

Historic England, 2016, *Understanding Historic Buildings: A Guide to Good Recording Practice*

17.3 Web based materials

Historic Wales, <http://historicwales.gov.uk/>, accessed 24/03/2026

17.4 Maps

Cadoxton juxta Neath parish tithe map, 1844

Ordnance Survey, 1884, 1:10560, Glamorganshire XVI, published 1884, surveyed 1876-77

Ordnance Survey, 1900, 1:10560, Glamorganshire XVI.SW, published 1900, revised 1897

Ordnance Survey, 1921, 1:10560, Glamorganshire XVI, published 1900, revised 1913-1914



March 25th 2026

Jenny Hall & Paul Sambrook
Trysor,
March 2026

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Jenny Hall (BSc Joint Hons., Geology and Archaeology, MCIfA) had 12 years excavation experience, which included undertaking watching briefs prior to becoming the Sites and Monuments Record Manager for a Welsh Archaeological Trust for 10 years. She has been a partner in Trysor since 2004 undertaking a wide variety of work that includes upland survey, desk-based appraisals and assessments, and watching briefs.

Paul Sambrook (BA Joint Hons., Archaeology and Welsh, MCIfA, PGCE) has extensive experience as a fieldworker in Wales. Amongst other things he was involved with Cadw's pan-Wales Deserted Rural Settlements Project for 7 years. He has been a partner in Trysor since 2004 undertaking a wide variety of work including upland survey, desk-based appraisals/assessments, and watching briefs.

APPENDIX 1: SELECTION STRATEGY

Caewern House Site Code : CWH2026 25/03/2026 v.1 Selection Strategy

Project Information
Project Management

Project Manager	Jenny Hall & Paul Sambrook
Archaeological Archive Manager	Jenny Hall & Paul Sambrook
Organisation	Trysor

Stakeholders

Collecting Institution(s)		Date Contacted
<i>A collecting institution for artefacts will only be contacted in advance of site work, if the potential for artefacts from sealed contexts is assessed as Moderate to Very High. The scale of field work and where it is situated geographically will be considered when making this initial assessment</i>	Digital /paper archive to be archived with RCAHMW, with copies to HER if they wish. Artefacts not expected during a Building Recording	Not contacted
Project Lead / Project Assurance	Jenny Hall and Paul Sambrook	
Landowner / Developer	See WSI	
Other	-	

Resources
Resources required

Describe the resources required to implement this Selection Strategy, particularly if unusual resources are required.

No unusual resources required.

Context

Describe below the context of this Selection Strategy. You should refer to:

- The aims and objectives of the project;
- Local Authority guidance (including the brief);
- Research Frameworks;
- The repository collection development policy and/or deposition policy;
- Material-specific guidance documents.

Note: This section may be copied from your Project Design/WSI to ensure all Stakeholders receive this context information.

- The aims and objectives of the project are to record and protect the historic environment in order to inform decisions by the planning authority.
- The methodology to be used and its context are given in this Written Scheme of Investigation.
- The Research Framework for the Archaeology of Wales identifies areas of past, current and future archaeological research in Wales <https://www.archaeoleg.org.uk/intro.html>

No specific themes are connected with this project at present.

Artefacts are not expected during a building recording. If necessary, a suitable artefact archive will be identified using *National Standards for the Collecting and Depositing of Archaeological Archives in Wales 2017*, Part 6. Museums in Wales Collecting Archaeology

As there are no other parameters for this project defining what artefacts are collected, retained and disposed of, artefact retention and disposal will be guided by the 2019 document from the National Panel for Archaeological Archives in Wales, *Archaeological Archives: Selection, Retention and Disposal Guidelines for Wales*

Stakeholders

Name the individual(s) responsible for the Digital Data Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Collections Curator).

Jenny Hall & Paul Sambrook

Selection

Location of Data Management Plan (DMP)

Selection of digital data elements should be considered in your project's DMP. For the purpose of the Selection Strategy, you can either copy the selection section of your DMP below, or attach it as an appendix to this document. Please indicate here if the DMP is attached.

Appendix 2 of this WSI

The selection strategy in your DMP should:

- 1.1 Define what digital data will be selected for inclusion in the archaeological archive, how this will be done, and why. Do not forget to consider that specialists may have digital data that should be included in the archaeological archive.
- 1.2 Identify the selection review points during the project (i.e. project planning, data gathering, analysis and reporting and archive compilation).
- 1.3 Reference all relevant standards, policies or guidelines (e.g. digital repository deposition requirements) and specialist advice sought.
- 1.4 Identify any selection decisions that differ from standard guidelines and explain why.

a) Final report as pdf file which will include WSI

b) Selected and catalogued photographs as Tiffs file

Additional files may include

c) Vector GIS files as .shp files

d) Drawings as .pdf files

e) Scanned site notes as pdf

Heneb, 2024, *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) v.4.1*

NPAAW, 2017, *The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2017*

RCAHMW, 2015, *RCAHMW guidelines for Digital Archives, Version 1*

De-Selected Digital Data

The procedure for dealing with De-selected digital data and what specialist advice informed this process should be recorded in your DMP. Please copy this information here or attach your DMP as an appendix to this document.

See Appendix 2 in this WSI

Amendments

Detail any amendments to the above selection strategy here. The Selection Strategy will be reviewed after fieldwork is complete when the digital data created will be clearer

Date	Amendment	Rationale	Stakeholders

2 – Documents

Stakeholders

Name the individual(s) responsible for the Documents Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

Jenny Hall & Paul Sambrook

Selection

Describe your Selection Strategy for the Documents elements of the archaeological archive. To do this you must:

- 2.1 Define which documents will be selected for inclusion in the archaeological archive, how this will be done, and why. Do not forget to consider that specialists may have documents that should be included in the archaeological archive.
- 2.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).
- 2.3 Reference all relevant standards, policies or guidelines (e.g. digital repository deposition requirements) and specialist advice sought.
- 2.4 Identify any selection decisions that differ from standard guidelines and explain why.

a) Final report as pdf file which will include WSI and any specialist reports if needed. This is the version sent to client and approved by third parties. Specialist reports will be contained within that report

b) Selected and catalogued photographs as Tiffs file

Additional files may include: to be reviewed after site work

- c) Vector GIS files as .shp files
- d) Drawings as .pdf files
- e) Scanned context sheets/site notes as pdf

Heneb, 2024, *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) v.4.1*

NPAAW, 2017, *The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2017*

RCAHMW, 2015, *RCAHMW guidelines for Digital Archives*, Version 1

De-Selected Documents

Describe the procedure for dealing with De-selected material and what specialist advice has informed this procedure.

Deselected digital documents will be retained within Trysor backups.

The process is one of selection rather than deselection.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

3 – Materials

Note: This step should be completed for each material component of the archaeological archive. Copy this table for the various materials as required, providing the ‘Material Type’ and a section identifier (e.g. ‘3.1’) for each.

Material type

Digital

Section 3.1

Stakeholders

Name the individual(s) responsible for the Materials Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

Jenny Hall & Paul Sambrook

Selection

Describe your Selection Strategy for each material type and or object type. To do this you must:

- 3.1 State the Selection Strategy you are applying to each category of material, how this will be done, and why.
- 3.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).
- 3.3 Reference all relevant standards, policies or guidelines (e.g. thematic, period, and regional, Research Frameworks, repository deposition policies) and specialist advice sought.
- 3.4 Identify any selection decisions that differ from standard guidelines and explain why.

The Materials Selection Template may be useful in structuring this section.

As described in the Data Management Plan and above

Uncollected Material

If you are practising selection in the field, describe the process that will be applied. To do this you must:

- Detail how you will characterise, quantify and record all uncollected material on site.
- Explain how you will dispose of, or re-distribute, uncollected material.

Not applicable

De-Selected Material

Describe what you will do with the de-selected material. All processed material should have been adequately recorded before de-selection.

Kept within Trysor backups

Amendments			
Detail any amendments to the above selection strategy here.			
Date	Amendment	Rationale	Stakeholders

3 – Materials

Note: This step should be completed for each material component of the archaeological archive. Copy this table for the various materials as required, providing the ‘Material Type’ and a section identifier (e.g. ‘3.1’) for each.

Material type	Paper	Section 3.2	
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Stakeholders			
Name the individual(s) responsible for the Materials Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).			
Jenny Hall & Paul Sambrook			

Selection

Describe your Selection Strategy for each material type and or object type. To do this you must:

- 4.1 State the Selection Strategy you are applying to each category of material, how this will be done, and why.
- 4.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).
- 4.3 Reference all relevant standards, policies or guidelines (e.g. thematic, period, and regional, Research Frameworks, repository deposition policies) and specialist advice sought.
- 4.4 Identify any selection decisions that differ from standard guidelines and explain why.

The Materials Selection Template may be useful in structuring this section.

Field notes– scanned and presented as a pdf

Uncollected Material

If you are practising selection in the field, describe the process that will be applied. To do this you must:

- Detail how you will characterise, quantify and record all uncollected material on site.
- Explain how you will dispose of, or re-distribute, uncollected material.

De-Selected Material

Describe what you will do with the de-selected material. All processed material should have been adequately recorded before de-selection.

Kept within Trysor archive folders

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

Jenny Hall and Paul Sambrook

Trysor

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Appendix 2: Data Management Plan

Caewern House

Site Code : CWH2026

25/03/2026 v.1

Data Management Plan

This document forms part of the Work Digital / Think Archive guidance for digital archives prepared by DigVentures, on behalf of Archaeological Archives Forum and in partnership with the Chartered Institute for Archaeologists. The project was funded by Historic England (Project No. 7796).

This has been adapted by Trysor for use.

Section 1: Project Administration
Key project details, unique identifiers and contacts See main part of WSI
Section 2: Data Collection
- What data will you collect or create? - How will the data be collected or created? See main part of WSI and Appendix 1 Digital data: Catalogues photographs, Report as pdf.
Section 3: Documentation and Metadata
What documentation and metadata will accompany the data? Report includes photo catalogue, photos will have appropriate metadata
Section 4: Ethics and Legal Compliance
How will you manage any ethical, copyright and Intellectual Property Rights (IPR) issues? A statement will be included in the report. The report will be the copyright of Trysor. Other copyrights/rights will be identified acknowledged.
Section 5: Storage and Backup
How will the data be stored, accessed and backed up during the research? Through Online storage via Dropbox, Backups onto partners external hard drives
Section 6: Selection and Preservation
- Which should be retained, shared, and/or preserved? - What is the long-term preservation plan for the dataset? - Have you contacted the data repository? - Have the costs of archiving been fully considered? Data repository (NMR) not contacted yet, small project The main digital elements to be preserved long term are the report and the photographs. The database will be sent to the Her in order to inform updating the HER Costs of archiving have been considered – None
Section 7: Data Sharing and Accessibility
- How will you share the data and make it accessible? - Are any restrictions on data sharing required?

Through archiving – no restrictions other than acknowledgement
Section 8: Responsibilities
Who will be responsible for data management? Jenny Hall & Paul Sambrook

Section 1: Project Administration

Project ID / OASIS ID
Not Applicable – HER Event Record PRN will be requested
Project Name
See main part of WSI
Project Description
See main part of WSI
Project Funder / Grant reference
Client
Project Manager
Jenny Hall & Paul Sambrook
Principal Investigator / Researcher
Jenny Hall & Paul Sambrook
Data Contact Person
Jenny Hall & Paul Sambrook
Date DMP created
Jenny Hall & Paul Sambrook
Date DMP last updated
25 th March 2026
Version
1.0
Related data management policies
Heneb, 2024, <i>Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) v.4.1</i> NPAAW, 2017, <i>The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2017</i> RCAHMW, 2015, <i>RCAHMW guidelines for Digital Archives, Version 1</i>

Section 2: Data Collection

What data will you collect or create?
Site notes including context sheets on paper Photographs Report GIS data

How will the data be collected or created?
Site notes on paper on site Photographs on site, selected and catalogued in the office. Tiff files Report written in Word, GIS components in MapInfo, database elements in Microsoft

Access

Section 3: Documentation and metadata

What documentation and metadata will accompany the data?
--

The report will accompany any date. Relevant metadata will be created

Section 4: Ethics and legal compliance

How will you manage any ethical, copyright and Intellectual Property Rights (IPR) issues?

Appropriately taking into account other peoples rights. Trysor will write a bilingual description for each historic asset from a project perspective.

Section 5: Data Security: Storage and Backup

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

Shared Dropbox with facility to retrieve earlier versions.
--

Locally backed up on partners' external hard drive
--

Section 6: Selection and Preservation

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

Report, catalogued photographs

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

Digital/paper deposition with RCAHMW, copy to HER

Have you contacted the data repository?

No – not necessary

Have the costs of archiving been fully considered?
--

No costs as RCAHMW not currently charging

Section 7: Data Sharing

How will you share the data and make it accessible?

Deposit with RCAHMW, with an additional copy to the regional HER
--

Are any restrictions on data sharing required?
--

No, other than our copyright should be respected.

Section 8: Responsibilities

Who will be responsible for implementing the data management plan?
--

Trysor partners
