

**Written Scheme of Investigation
Level 2 Archaeological Building Recording
At Ysgol Gynradd Gymraeg Tregelles, Neath Port Talbot**

Project No: 3279

February 2026



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Summary

This Written Scheme of Investigation (WSI) details a programme of archaeological building recording (Level 2) on a structure at Ysgol Gynradd Gymraeg Tregeles, Neath Port Talbot, SA10 7ND, centred on National Grid Reference (NGR) SS 73212 97484.

1. Introduction

- 1.1.1. This WSI details a programme of archaeological building recording (Level 2) to be carried out by Archaeology Wales (AW) at the request of Knox & Wells Ltd (the client).
- 1.1.2. The scope of the current work involves the demolition of an existing school block in advance of the construction of a new school building. Pre-application advice was sought from Archaeological Planning – Heneb Glamorgan Gwent Archaeology (AP-HGGA) who advised that a Level 2 building recording (as per Historic England's *Understanding Historic Buildings: a Guide to Good Recording Practice* (2016)) would be likely be a condition of the planning consent, following submission of the application.
- 1.1.3. All work will be undertaken to the standards and guidance set by the Chartered Institute for Archaeologists' *Standard and guidance for the archaeological investigation and recording of standing buildings or structures* (2020a). AW is a Registered Organisation with the CIfA.

2. Site Description

- 2.1.1. The site forms part of an existing primary school located on St. Johns Terrace, Neath Abby, Neath Port Talbot, centred on NGR SS 73212 97484. It is located within a largely residential area, however, is bounded to the north by a railway line separated by a tree belt and to the east by the cemetery of St. John the Baptist Church.

- 2.1.2. While the main school structure was likely constructed in the second half of the 19th century, the building to which the survey relates is a later addition, likely within the 1940s.

3. Objectives

- 3.1.1. This WSI sets out a programme of works to ensure that the Level 2 Building Recording will meet the standard required by the Chartered Institute for Archaeologist's *Standard and guidance for the archaeological investigation and recording of standing buildings or structures* (2020a) and according to Historic England's *Understanding Historic Buildings: A Guide to Good Recording Practice* (2016).
- 3.1.2. The primary objective of the Building Recording will be to describe and record, by means of high-resolution digital photography and measured drawings, all the key internal and external components so that a permanent record survives prior to demolition. This will be completed by means of a Historic England Level 2 building survey.
- 3.1.3. A Level 2 survey is a descriptive record and will comprise an introductory description followed by an analysis of the building's development and use, and the record will include the conclusions reached, but it will not discuss in detail the evidence on which this analysis is based.

4. Timetable of Works

4.1. Fieldwork

- 4.1.1. The building recording will be undertaken prior to the commencement of works associated with the proposed development. AW will update AP-HGGA with the exact date, once known.

4.2. Report delivery

- 4.2.1. The report will be submitted to the Client and to AP-HGGA within a month of the completion of the fieldwork. A copy of the report will also be sent to the regional HER.

5. Details of Work

5.1. Standards

- 5.1.1. The archaeological works will be conducted according to the Chartered Institute for Archaeologists' (CIfA) *Standard and guidance for the archaeological investigation and recording of standing buildings or structures* (2020a). The survey will be undertaken to a standard equivalent to a Historic England Level 2 building survey as defined in 'Understanding Historic Buildings: A Guide to Good Recording Practice (2016). A Level 2 survey is intended to create a descriptive record of the building, and will include:

Drawings

- 5.1.2. A plan and sometimes other drawings may be made but the drawn record will normally not be comprehensive and may be tailored to the scope of a wider project.
- 5.1.3. Wherever possible, existing plans and elevations will be used to supplement the report and further measured plans and elevations may also be provided to illustrate features not readily obtained by photography. Any existing plans and elevations will be checked on site and amended where necessary. Plans will be used to highlight photographic locations within the final report.

Photographs

- 5.1.4. General view or views of the building in its wider setting or landscape.
- 5.1.5. 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 and shape. Where individual elevations include complex historical information, it may also be appropriate to take views at right-angles to the plane of the elevation.

- 5.1.6. All photographs will be taken in a high-resolution digital format. For both general and specific photographs, a photographic scale shall be included. The photographic record shall be accompanied by a photographic register detailing, as a minimum, location and direction of shot. All digital photography will be undertaken in accordance with Historic England's Guidelines for Digital Image Capture and File Storage (2015).

Written Record

- 5.1.7. The precise location of the building as an address and in the form of a National Grid reference.
- 5.1.8. A note of any statutory designation and possibly non-statutory designations.
- 5.1.9. The date when the record was made, the name of the recorder and the location of any archive material.
- 5.1.10. A statement summarising the building's form, function, date and sequence of development. The names of architects, builders, patrons and owners should be given if known. Its purpose is to describe the building when no fuller record is necessary.

6. Monitoring

- 6.1.1. The AP-HGGA will be contacted prior to the commencement of archaeological works, and subsequently once the work is underway.
- 6.1.2. Any changes to the WSI that AW may wish to make after approval will be communicated to the AP-HGGA for approval.

- 6.1.3. Representatives of AP-HGGA will be given access to the site so that they may monitor the progress of the building recording. The AP-HGGA will be kept regularly informed about developments.

7. Archive and reporting programme

7.1. The Site Archive

- 7.1.1. An ordered and integrated site archive will be prepared in accordance with: Management of Research Projects in the Historic Environment (MoRPHE) (Historic England 2006) upon completion of the project.
- 7.1.2. The site archive will be prepared in accordance with the National Monuments Record (Wales) agreed structure and deposited with an appropriate receiving organisation, in compliance with CIfA Guidelines (Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives, 2020b).

7.2. Reports and Archive Deposition

Report to Client

- 7.2.1. Copies of all reports associated with the building survey, together with inclusion of supporting evidence in appendices as appropriate, including photographs and illustrations, will be submitted to the client and to the AP-HGGA.
- 7.2.2. Once the report has been approved by the AP-HGGA, the applicant must deposit a copy of the photographs and all additional plans and information to the regional HER.
- 7.2.3. The submission of the approved Level 2 building recording to the AP-HGGA for inclusion in the Historic Environment Record is one of the requirements of the planning condition, and the condition cannot be discharged until this step is complete.

Selection Strategy

- 7.2.4. It is envisaged that the archive will be solely born-digital. The digital archive will be appraised prior to deposition and any duplicate or voided files and photographs will be discarded.

Archive Deposition

- 7.2.5. Although there may be a period during which client confidentiality will need to be maintained, copies of all reports and the final archive will be deposited no later than six months after completion of the work.
- 7.2.6. The archive will conform to the guidelines set out ' *The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales*' (National Panel for Archaeological Archives in Wales 2019).
- 7.2.7. The archive will be deposited with the National Monuments Record, RCAHMW including a copy of the final report. This archive will include all written, drawn, survey and photographic records relating directly to the investigations undertaken. NMR Digital archives will follow the standard required by the RCAHMW (RCAHMW, 2015). A copy of the archive index and report will also be lodged with the Historic Environment Record at Heneb: Glamorgan Gwent Archaeology. The project will adhere to Heneb's *Guidance for the Submission of Data to the Welsh Historic Environment Records (HER)* (2024).
- 7.2.8. Wherever the archive is deposited, this information will be relayed to the HER. A summary of the contents of the archive will be supplied to HGGA.

Summary Reports for Publication

- 7.2.9. Short archaeological reports will be submitted for publication in relevant journals; as a minimum, a report will be submitted to the annual publication of the regional CBA group or equivalent journal.

8. Staff

- 8.1.1. The project will be managed by Charley James-Martin (AW Project Manager), and the fieldwork undertaken by archaeologists from Archaeology Wales Ltd. Any alteration to staffing before or during the work will be brought to the attention of the client.

9. Health and Safety

- 9.1.1. Prior to the commencement of work AW will carry out and produce a formal Health and Safety Risk Assessment in accordance with The Management of Health and Safety Regulations 1999. A copy of the risk assessment will be kept on site and be available for inspection on request. A copy will be sent to the client (or their agent as necessary) for their information. All members of AW staff will adhere to the content of this document.
- 9.1.2. AW will adhere to best practice with regard to health and safety in archaeology as set out in the Fame (Federation of Archaeological Managers and Employers) Health and Safety Manual *Health and Safety in Field Archaeology* (2002).

10. Community Engagement and Outreach

- 10.1.1. Wherever possible, AW will ensure suitable measures are in place to inform the local community and any interested parties of the results of the survey work. The form of any potential outreach activities may include lectures and talks to local groups, interested parties and persons, information boards, flyers and other forms of communication (social media and websites), and press releases to local and national media. This will be discussed with and in agreement with the client. The form of any outreach will respect client confidentiality or contractual agreements. As a rule, outreach will be proportional to the size of the project.

11. Insurance

- 11.1.1. AW is fully insured for this type of work and holds insurance with Aviva Insurance Ltd and Hiscox Insurance Company Limited through Towergate Insurance. Full details of these and other relevant policies can be supplied on request.

12. Quality Control

12.1. Professional Standards

- 12.1.1. AW works to the standards and guidance provided by the Chartered Institute for Archaeologists. AW fully recognise and endorse the Chartered Institute for Archaeologists' Code of conduct, code of approved practice for the regulation of contractual arrangements in field archaeology and the standard and guidance for archaeological building investigation and recording currently in force. All employees of AW, whether corporate members of the chartered institute for archaeologists or not, are expected to adhere to these codes and standards during their employment.

12.2. Project Tracking

- 12.2.1. The designated AW manager will monitor all projects in order to ensure that agreed targets are met without reduction in quality of service.

13. Arbitration

- 13.1.1. Disputes or differences arising in relation to this work shall be referred for a decision in accordance with the rules of the Chartered Institute of Arbitrators' Arbitration Scheme for The Institute for Archaeologists applying at the date of the agreement.

14. Sources

General

Chartered Institute for Archaeologists. 2020a. *Standard and guidance for the archaeological investigation and recording of standing buildings or structures*

Chartered Institute for Archaeologists, 2020b. *Standard and guidance for the collection, compilation, transfer and deposition of archaeological archives*

English Heritage, 2006. *Management of Research Projects in the Historic Environment (MORPHE)*.

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

Historic England 2015 image capture and fire storage

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

National Panel for Archaeological Archives in Wales, 2019. *The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales*.

RCAHMW. 2016. *Guidelines for Digital Archaeological Archives*

The logo for Archaeology Wales, featuring a green rectangular box with rounded corners and a yellow and orange graphic element on the right side. The text "ARCHAEOLOGY WALES" is written in white capital letters inside the green box.

ARCHAEOLOGY WALES

Figures

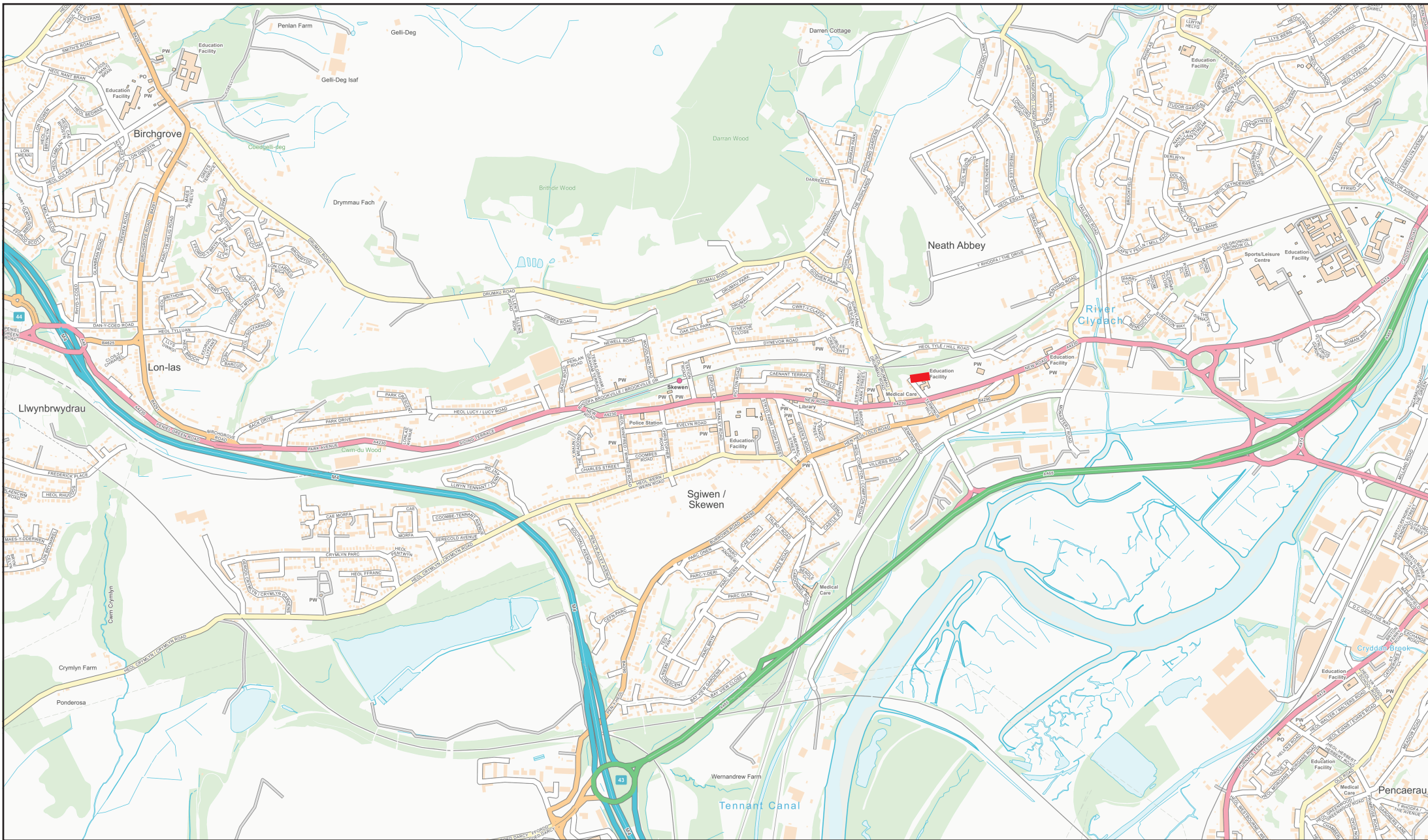


Figure 1. Location of building to be surveyed

— Development Area



0 500m 1km



ARCHAEOLOGY WALES

Data Management Plan

Section 1: Project Administration

Project ID
3279
Project Name
Ysgol Gynradd Gymraeg Treges, Neath Port Talbot
Project Description
The scope of the current work involves the demolition of an existing school block in advance of the construction of a new school building. Pre-application advice was sought from Archaeological Planning – Heneb Glamorgan Gwent Archaeology (AP-HGGA) who advised that a Level 2 building recording (as per Historic England’s Understanding Historic Buildings: a Guide to Good Recording Practice (2016)) would be likely be a condition of the planning consent, following submission of the application.
Project Funder / Grant reference
Knox & Wells Ltd
Project Manager
Charley James-Martin, AW Project Manager, charley@arch-wales.co.uk
Principal Investigator / Researcher
Same as above
Data Contact Person
Rhiannon Philp, AW Post-excavation Manager, rhiannon.philp@arch-wales.co.uk
Date DMP created
Created on 20/01/26
Date DMP last updated
20/02/26
Version
1
Related data management policies
This DMP is guided by the Project Brief, CIfA Standards and guidance, trusted digital repository guidelines (RCAHMW) or other best practice guidance (see brief for details).

Section 2: Data Collection

What data will you collect or create?

The table below provides a summary of the data types, formats and estimated archive volume for data collected / created as part of this project. As the project progresses, more detail regarding files will be added to this DMP.

Type	Format	Estimated volume (Data Archived)
Spreadsheets	Excel (.xlsx)	TBC
Text/documents	Word (.docx)	TBC
	PDF (.pdf and .pdf/a)	TBC
Images	Photographs (.jpg)	TBC
	Scanned drawings (.pdf)	TBC
GIS	Shapefiles (.shp plus associated files)	TBC

How will the data be collected or created?

Data Standards / Methods

- Standard methods of data collection will be applied throughout the project, working to best practice guidance where applicable / available. In general, data acquisition standards are defined against RCAHMW Guidelines. Specific or additional guidance relevant to this project are listed below, and will
- be updated as the project progresses.
- Methods of collection are specified within the Project Design (see Archaeology Wales 2026) and will meet the requirement set out in the Project Brief, the organisation recording manual and relevant CIfA Standards and guidance.
- Where appropriate, project contributors external to the organisation will be required to include data standards, collection methodology and metadata with individual reports and data.

Data storage / file naming

- The data produced will be uploaded at regular intervals during the project as a way of backing up the information.
- The working project archive will be stored in a project specific folder on the internal organisational server. The internal organisation server is backed up to a cloud based storage system to maintain an up to date security copy of the organisation wide data.
- Project folders are named following established organisational procedures and the folder hierarchy and organisation devised will be understood by all members of staff involved in the project.
- Data collected will be downloaded and raw data will be stored in the appropriate folder.
- File naming conventions following established organisational procedures, based on RCAHMW file naming guidance, and include version control management.
- The data stored will be checked by the project manager regularly as a means of quality assurance.

Section 3: Documentation and metadata

What documentation and metadata will accompany the data?

- Data collected will include standard formats which maximise opportunities for use and reuse in the future (see Section 2, above).
- A RCAHMW metadata document will be included with the digital archive and include all data types included within the archive. A working copy will be kept on the organisational server in the Project Folder. A copy of the form containing HER required data will also be created.
- Data documentation will meet the requirement of the Project Brief, Museum Deposition Guidelines, Digital Repository Guidelines and the methodology described in the Project Design methodology.
- An archive catalogue documenting both physical and digital archive products will be maintained and submitted with both the Museum and Trusted Digital Repository

Section 4: Ethics and legal compliance

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

- The project archive will include the names and contact details of individuals who intend to volunteer or participate in the excavation and post excavation stages. We have a GDPR compliant Privacy Policy which underpins the management of personal data; any personal data is managed through a secure cloud-based database and not retained on the project specific folders.
- Personal data will be removed from the archaeological project archive and permission to include individual's names in any reporting is gained prior to use.
- Copyright for all data collected by the project team belongs to the organisation, and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.
- Where formal permissions and/or license agreements are linked to data sharing, they will be included in the project documentation folders and will accompany the archaeological project archive.

Section 5: Data Security: Storage and Backup

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

- Organisational IT is managed by an external data management provider, who is also responsible for the management and verification of our daily back-ups and who supports access to security copies as needed
- Sufficient data storage space is available via the organisational server, which includes permissions-based access. The server is accessible by staff on and offsite through a secure log-in
- Off-site access to the project files on the organisation's server is provided to support back-up of raw data while fieldwork is ongoing. Where internet access for data back up is not possible, the raw data will be backed up to a separate media device (such as laptop and portable external hard drive).

- Project files will be shared with external specialists and contractors directly using the same system, with the wider project team gaining access to only the files needed using permissions-based access

Section 6: Selection and Preservation

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

- The Selection Strategy and DMP will be reviewed and updated following the fieldwork. Updated documentation will be included in all reporting stages.
- Prior to deposition, the Selection Strategy and DMP will be updated and finalised in agreement with all project stakeholders (including the Local Planning Archaeologist, Client, Museum, RCAHMW).
- Selection will be informed by the Project Design, defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results.
- The project will be published as an online technical report (accessible via RCAHMW and as part of the archive), with full access to research data.
- The data archive will be ordered, with files named and structured in a logical manner, and accompanied by relevant documentation and metadata, as outlined in Sections 2 and 3 of this DMP.
- Deselection will be undertaken automatically on any duplicate or unusable files, such as blurry or superfluous photographs.

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

- The digital archive will be deposited with the RCAHMW, which is working towards becoming a certified repository with Core Trust Seal.
- The archive will be prepared for deposition by the project team and the costs for the time needed for preparation, and the cost of deposition have been included in the project budget.

Have you contacted the data repository?

- RCAHMW have also been contacted as the intended repository for digital data.

Have the costs of archiving been fully considered?

- A costing estimate has been produced to allow for the preparation of the archive and has been included in the project budget.

Section 7: Data Sharing

How will you share the data and make it accessible?

- The digital archive repository will be updated as the project progresses.
- The investigations are likely to result in a number of documents: Project Design and Building Recording Report
- The final report is expected to be completed within three months of the completion of fieldwork.
- A final version of the project report will be supplied to the Historic Environment Record, and any data which they request can also be provided directly.
- The location (s) of the final Archaeological Archive will be included in the final report

Are any restrictions on data sharing required?

- A temporary embargo may be required on the sharing of the project results. If this is the case, specific details once agreed will be included in the updated version of this DMP and will be documented in the overarching Project Collection Metadata.
- Data specific requirements, ethical issues or embargos which are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive.

Section 8: Responsibilities

Who will be responsible for implementing the data management plan?

- The Project Manager and Post Excavation Manager will be responsible for implementing the DMP, and ensuring it is reviewed and revised at each stage of the project.
- Data capture, metadata production and data quality is the responsibility of the Project Team, assured by the Project Manager and Post Excavation Manager.
- Storage and backup of data in the field is the responsibility of the field team.
- Once data is incorporated into the organisations project server, storage and backup is managed by an external company.
- Data archiving is undertaken by the project team under the guidance of the Post Excavation Manager, who is responsible for the transfer of the Archaeological Project Archive to the agreed repository.
- Details of the core project team can be found in the Project Design.