

Ysgol Gynradd Gymraeg Tregales, Neath Port Talbot

Level 2 Building Recording

March 2026



Report No. 2463



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Prepared for Knox & Wells Ltd

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Summary

In February 2026, Archaeology Wales Ltd (AW) was commissioned to undertake a Level 2 Building Recording of a structure at Ysgol Gynradd Gymraeg Tregeles, Neath Port Talbot, SA10 7ND, centred on National Grid Reference (NGR) SS 73212 97484.

The Level 2 Building Recording relates to 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.

The building proposed for demolition include a classroom block, a parking shed and part of the eastern and western boundary walls. These form part of a wider group of buildings that make up Ysgol Gynradd Gymraeg Tregeles (PRN 09136w) which is recorded as being constructed in 1868. While the western boundary wall and shed appear on this earlier mapping, it is not until the publication of the National grid map of 1970 that the main classroom block shown is as it is seen today along with the upper part of the eastern boundary.

The main classroom block is broadly east to west aligned, with adjoining gable ended structures projecting northwards at the eastern and western ends. It was pebble-dashed rendered for its entirety and largely painted plaster interior.

To the east of the school buildings, a boundary wall separated the school grounds from the adjacent field. The wall was of coursed rubblestone construction typical for this type of boundary and had slag coping as well large slag inclusion within the main body of the wall.

To the west of the school buildings, a boundary wall separated the school grounds from St. John's Terrace. The wall was of coursed rubblestone construction and formed the western wall of the shed building. This original function of the building is unknown although given the size and position of the windows it was likely an agricultural or storage building.

All works were carried out in accordance with the CIfA Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures (2020) and Historic England's Understanding Historic Buildings: A Guide to Good Recording Practice (2016).

Crynodeb Annechnegol

Yn Chwefror 2026, comisiynwyd Archaeology Wales Ltd (AW) i gynnal Cofnodi Adeilad Lefel 2 o strwythur yn Ysgol Gynradd Gymraeg Tregelles, Castell-nedd Port Talbot, SA10 7ND, gyda'r cyfeiriad canolog ar Gyfeirnod Grid Cenedlaethol (NGR) SS 73212 97484.

*Mae'r Cofnodi Adeilad Lefel 2 yn ymwneud â dymchwel bloc ysgol presennol cyn adeiladu bloc ysgol newydd. Ceisiwyd cyngor cyn-ymgeisio gan Archaeological Planning – Heneb Glamorgan Gwent Archaeology (AP-HGGA) a gynghorodd y byddai cofnodi adeilad Lefel 2 (yn unol â *Understanding Historic Buildings: a Guide to Good Recording Practice* (2016) gan Historic England) yn debygol o fod yn amod ar ganiatâd cynllunio ar ôl cyflwyno'r cais.*

Mae'r adeilad a gynigir i'w ddymchwel yn rhan o grŵp ehangach o adeiladau sy'n ffurfio Ysgol Gynradd Gymraeg Tregelles (PRN 09136w), sydd wedi'i gofnodi fel un a adeiladwyd yn 1868. Nid tan gyhoeddi map grid cenedlaethol 1970 y gwelir yr adeilad fel y mae heddiw.

Mae'r adeilad a arolygwyd yn fras wedi'i alinio o'r dwyrain i'r gorllewin, gyda strwythurau pen-gâbel cyfagos yn amlygu tua'r gogledd ar bennau dwyreiniol a gorllewinol. Roedd wedi'i rendro'n llwyr â sblasiad cerrig ac roedd ganddo fewnlen o blastr paentiedig.

I'r dwyrain o adeiladau'r ysgol, roedd mur ffin yn gwahanu tir yr ysgol oddi wrth y cae cyfagos. Roedd y mur wedi'i adeiladu o garreg rwbel wedi'i chyrrannu, yn nodweddiadol ar gyfer y math hwn o ffin, ac roedd ganddo dopiau slag yn ogystal â haenau mawr o slag o fewn corff y mur.

I'r gorllewin o adeiladau'r ysgol, roedd mur ffin yn gwahanu tir yr ysgol oddi wrth Terrace Sant Ioan. Roedd y mur o waith cerrig rwbel wedi'i gwrsio ac yn ffurfio wal orllewinol adeilad y sied. Nid yw swyddogaeth wreiddiol yr adeilad hon yn hysbys, ond o ystyried maint a lleoliad y ffenestri, mae'n debygol ei fod yn adeilad amaethyddol neu storfa.

Cynhaliwyd yr holl waith yn unol â Safon a Chanllawiau CIfA ar gyfer Ymchwilio ac Archwilio Archeolegol i Adeiladau neu Strwythurau (2020) a chan Ganllaw Adeiladau Hanesyddol Historic England: Canllaw i Ymarfer Cofnodi Da (2016).

1. Introduction

- 1.1.1. In February 2026, Archaeology Wales Ltd (AW) was commissioned to undertake a Level 2 Building Recording of a structure at Ysgol Gynradd Gymraeg Tregeles, Neath Port Talbot, SA10 7ND, centred on National Grid Reference (NGR) SS 73212 97484.
- 1.1.2. The Level 2 Building Recording relates to 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. A Written Scheme of Investigation was prepared AW, prior to the site visit (Appendix I). The building recording was completed on 26th of February 2026 by Charley James-Martin MCIfA.
- 1.1.4. All works were carried out in accordance with the CIfA *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures* (2020) and Historic England's *Understanding Historic Buildings: A Guide to Good Recording Practice* (2016). Archaeology Wales Ltd is a Registered Organisation with 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 (Figure 1). 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.

3. Methodology

- 3.1.1. A Level 2 Building Recording is a descriptive record. Its primary objective is to describe and record, by means of high-resolution digital photography, all of the key components of the affected building so that a permanent record survives prior to works.
- 3.1.2. The research and investigation into the building and its setting included an examination of primary and secondary sources, all relevant archaeological reports on works undertaken on the site and in the area, aerial photographic evidence, historic mapping, place name evidence and all relevant sources held in local, regional and national archives.
- 3.1.3. The Level 2 Building Recording was undertaken by a suitably experienced building recording archaeologist who can understand and interpret the structure and record the important details. The survey was undertaken prior to any development works on the structure.
- 3.1.4. Full access was possible to the exterior of both the main building and security hut, likewise the interiors. The only internal space not accessed was the security hut storeroom. Descriptive records were made, and photographs were taken. Plans of the existing building were provided by the client and amended/updated following the site visit (Figure 2). Photographs were taken in high-resolution digital format with a measured scale where access was possible. Plans showing the photo locations have been produced (Figure 5-6).
- 3.1.5. The work has been completed in accordance with CIfA's *Standard and guidance for the archaeological investigation and recording of standing buildings or structures* (2020) and to a standard equivalent to Historic England Level 2, laid out in *Understanding Historic Buildings: A Guide to Good Recording Practice* (2016).

4. Historical Background

- 4.1.1. The surveyed buildings form part of a wider group of buildings that make up Ysgol Gynradd Gymraeg Tregelles (PRN 09136w) which is recorded as being constructed in 1868. The earliest school building on the site is first shown on the Ordnance Survey map survey in 1876-77 (Figure 2). On this map the building, labelled as Boys, Girls & Infants, is shown largely how it is today but lacking the north-east extension. The map also shows a separate L-shaped building in the north-west corner of the school grounds, but it is unclear if this is belonging to the school. This building abuts the boundary which runs north-west to south-east on the western side of the school grounds. The school enclosure does not stretch as far north as it does today with the eastern boundary wall forming a corner approximately where a gate currently exists. In this space to the north, at the base of the railway embankment, is a small structure with a path leading from its southern side.
- 4.1.2. By the second edition Ordnance Survey map of 1897, the building to the north is absent and the north-east extension has been built. This has resulted in a slight dogleg in the eastern boundary wall. The building to the north-west is still present and appears unchanged.
- 4.1.3. There is little change in subsequent mapping, until the Ordnance Survey Map surveyed in 1940. It is on this map that the main classroom building proposed for demolition is first noted. The building comprises a long, broadly east to west aligned structure with northern projections on the eastern and western ends (Figure 3). The area of this building is shown as being enclosed, separating it from the field to the east and divided from the earlier school building to the south. The building in the north-west appears now larger and rectangular.
- 4.1.4. School class photographs from the 1940s (Skewen Past and Present) show that

the current external finish is the same or very similar to its original finish with the image showing a pebbledash render.

- 4.1.5. It is not until the publication of the National grid map of 1970 that the building shown is as it is seen today with the two square additions on the inner corners of the building (Figure 4). The north-western building also appears to more closely align with the current footprint of the existing building.

5. Building description

5.1. Main School Building Exterior (Figure 5)

- 5.1.1. The building surveyed is broadly east to west aligned, with adjoining gable ended structures projecting northwards at the eastern and western ends. The exterior of the building was grey pebble-dash rendered with a black slate roof. All windows are white PVC unless otherwise stated.
- 5.1.2. The south facing elevation was the longest elevation of the building and faced onto the earlier school building (Plate 1). It had a very regimented design consisting of twelve large six-light windows flanked by full length piers. At the base was a painted brick plinth of up to five bricks in height (Plate 2).
- 5.1.3. The east facing elevation shows the double gable end of the building and the asymmetric gable roof meeting the slightly offset adjoining structure (Plate 3). This elevation contains the main entrance to the building which metal and glass door and frame with transom window that sits central to this elevation. The entrance is accessed via a concrete and brick ramp that leads from the south bounded by white painted steel railings. To the south of the entrance, the gable wall contains a small high level window in its centre. To the north of the entrance, the gable wall for the adjoining building contains two windows, one larger than the other (Plate 4).
- 5.1.4. The western elevation is similar to the eastern and has the same profile in

reverse (Plate 5). The doorway on this side is identical to the main entrance although it is access via concrete steps. While the high level window to the south remains the same as the eastern elevation, the gable wall to the north contains a single large central window (Plate 6).

- 5.1.5. The northern rear elevation is symmetrical in design with the central section having six four-light windows evenly spaced, flanked by full length piers and brick plinths at the base (Plates 7 and 8). On each side of the long section were the two adjoining gable end buildings with small square flat rooved addition at the corners where the two aspects of the building met.
- 5.1.6. The northern elevations of the projecting buildings each had six-light windows positioned off centre (Plates 9 and 10). The gable walls of the projecting buildings which faced towards each other both had centrally positioned four-light windows (Plates 11 and 12). The smaller square additions had central four-light windows on their northern elevations (Plate 13 and 14) and the elevations which faced each other had narrow two-light windows (Plates 15 and 16).

5.2. Main School Building Interior (Figure 6)

- 5.2.1. For ease of description, the rooms are numbered and shown on Figure 6.
- 5.2.2. The interior of the building had carpet tiles and painted plaster walls with ceilings formed from narrow tongue-and-groove timber boards arranged in a diagonal pattern, meeting along a central junction and all rooms had modern ceiling lights (Plate 17).
- 5.2.3. The main part of the building comprises Rooms 1-6, Room 1 was currently being used as a staff room, while the others were former classrooms now being used for storage.
- 5.2.4. The southern walls of Rooms 1-6 each had two large windows as described in Section 5.1 with cast iron radiators below (Plate 18). The northern walls of

Rooms 1-6 all had the doors on the left side which were white painted timber, part-glazed, the top half of the door contains six rectangular glazing panes arranged in a 3-over-3 configuration. On each side of a central pilaster were a paired set of rectangular, multi-pane timber-framed windows set within a larger timber surround. The windows were top-hinged hopper windows, and each window contains six vertical glazing panes arranged in a 3-over-3 configuration. The frames and surrounding trim are painted white (Plate 19). Rooms 1 and 6 also had the high level windows on their external end walls (Plates 20 and 21). All walls of Rooms 1-6 had wooden dado and picture rails with the exception of the shared wall between Rooms 4 and 5. This wall looks as though it may be a partition separating the two rooms and possible once could have formed a larger joint space (Plate 22). All electrical fittings and pipes are running along the wall faces.

5.2.5. Running the full length of the building along the northern side of Rooms 1-6 was the main corridor (Room 7). It is from this corridor that all Rooms could be accessed, and which had the door external doorways at each end which are described in Section 5.1. Each of the external doorways had small interior entrance porches with timber and glazed surrounds. Above the porch openings were ten-light transom windows with narrow glazed panels along the left and right of the white painted frames (Plates 23 and 24). An internal door in the centre of the corridor separated the east and west sides of the building. It was a red painted fire door with a pushplate and two glazed panels. Above is a full height clear transom window all set within a white painted timber frame to the full height of the interior of the building (Plate 25). Along the northern wall of the corridor were six north facing windows (Plate 26 and 27) as described in Section 5.1.

5.2.6. At the east end of the corridor were Rooms 8-11. Room 8 was a small storage room with wall mounted shelves (Plate 28). The door through to Room 8 was

of solid timber boards forming the lower section, arranged vertically and the upper section comprises four rectangular frosted glazed lights set within timber muntins arranged in a two-over-two configuration (Plate 29). This was accessed from a small offshoot of the main corridor although this was of painted brick rather than plaster (Plate 30).

- 5.2.7. Room 9 was accessed via the same branch of the corridor and was the boys toilets. This room has vinyl flooring, ceiling tiles and part tiled walls. The northern and eastern walls contained frosted glass windows to the exterior as described within Section 5.1. Within this room were two cubicles, stainless steel urinals and sinks (Plates 31 and 32).
- 5.2.8. Room 10 was a narrow space with two openings on its south side to the main corridor. Its western end forms the small square extension described within Section 5.1 (Plate 33). At the eastern side is a small double door storage cupboard with inbuilt shelves (Plate 34). On the northern side of the room is the access through to Room 11. Room 11 is an accessible toilet with vinyl flooring and walls. The fittings are all very modern with a wall mounted assisted changing table (Plates 35 and 36).
- 5.2.9. Room 12 was accessed directly from the main corridor (Room 7) and comprised the accessible/staff WC which had vinyl flooring, painted walls and ceiling tiles (Plate 37).
- 5.2.10. The western part of the main corridor (Room 7) had Rooms 13-16 adjoining its northern side. Room 13 was the reverse of Room 10 although with no cupboard at the far end (Plate 38).
- 5.2.11. Room 14 has a window on its eastern wall as described in Section 5.1 and the door was the same as seen into Rooms 1-6. The room was largely featureless and contained a sofa and desk (Plates 39 and 40).
- 5.2.12. Room 15 is a storeroom with bare concrete flooring, wall mounted shelving

and a window on its northern wall (Plates 41 and 42). Room 16 was the girl's bathroom with vinyl flooring and rows of cubicles against the northern and southern sides of the room as well as a small storeroom. It has frosted glass windows on the northern and eastern walls.

5.3. Eastern Boundary Wall

- 5.3.1. Along the eastern boundary of the school grounds a stone wall separated the school from the adjoining field (Plate 43).
- 5.3.2. The wall is a coursed rubble sandstone construction with mortar bonding and areas of cement repointing. Rounded coping is present along the full length of the wall, some of which is made of concrete and others are of slag (Plate 44 and 45).
- 5.3.3. In line with the southern wall of the surveyed building was an opening through the boundary wall which is likely a later adaption (Plate 46). Each side of this opening had red brick edging topped with an apex concrete pier cap.
- 5.3.4. On the eastern face of the wall, to the south of the opening, parts of the wall can be seen to contain large pieces of slag used in its construction (Plates 47 and 48).

5.4. Western Boundary Wall and Shed

- 5.4.1. The wall that forms the western boundary appears to one of the earlier walls within the site and also forms the western wall of the shed structure (Plate 49). It is approximately 2.3-2.5m high and constructed of coursed rubble stone with a mortar bonding and vertical "cock-and-hen" coping. A gateway to the north of the shed building has likely been added at a later date, it has red brick edging to each side of the opening which are topped with an apex concrete pier cap.
- 5.4.2. This boundary wall also forms the western wall of the shed building noted on

the historic maps within the north-western area of the site. Three narrow high level windows can be seen with red brick jambs (Plate 50) evenly spaced along the shed wall. Later additions to the shed include brick and steel roof supporting columns (Plate 51), a timber and steel king-post roof truss and corrugated sheeting forming the roof and gables (Plate 52 and 53). No additional fixtures or fittings could be seen on the interior of the building.

- 5.4.3. To the south of the shed building was the main gated entry to the school which appears to be a later added opening to the boundary wall or possibly widened as access requirements changed. This alteration can be seen in the irregular edging of the wall edging the gateway (Plate 54).

6. Discussion and Interpretation

- 6.1.1. In February 2026, Archaeology Wales Ltd was commissioned to undertake a Level 2 Building Recording of a structure at Ysgol Gynradd Gymraeg Tregeles, Neath Port Talbot, SA10 7ND, centred on NGR SS 73212 97484.
- 6.1.2. The building proposed for demolition forms part of a wider group of buildings that make up Ysgol Gynradd Gymraeg Tregeles (PRN 09136w) which is recorded as being constructed in 1868. The earliest school building on the site is first shown on the Ordnance Survey map survey in 1876-77 which includes the eastern and western boundary walls and north-western (shed) building. There is little change in subsequent mapping until the Ordnance Survey Map survey in 1940. It is on this map that the main building proposed for demolition is first noted.
- 6.1.3. It is not until the publication of the National grid map of 1970 that the building shown is as it is seen today with the two square additions on the inner corners of the building.
- 6.1.4. The main building surveyed is broadly east to west aligned, with adjoining

gable ended structures projecting northwards at the eastern and western ends. It was pebble-dashed rendered for its entirety and largely painted plaster interior.

- 6.1.5. The main part of the building comprises Rooms 1-6, one of which was currently being used as a staff room, while the others were former classrooms now being used for storage. The remainder of the rooms comprised storage rooms and bathrooms.
- 6.1.6. To the east of the school buildings, a boundary wall separated the school grounds from the adjacent field, this wall was extended northwards following the construction of the surveyed building. The wall was of coursed rubblestone construction typical for this type of boundary and had slag coping as well large slag inclusion within the main body of the wall.
- 6.1.7. To the west of the school buildings, a boundary wall separated the school grounds from St. John's Terrace. The wall was of coursed rubblestone construction and formed the western wall of the shed building, also due for demolition. This original function of the building is unknown although given the size and position of the windows it was likely an agricultural or storage building.

7. Sources

General

Archaeology Wales, 2026. *Written Scheme of Investigation for a Level 2 Building Recording at Ysgol Gynradd Gymraeg Tregeles, Neath Port Talbot*

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

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

Skewen Past and Present Facebook Page. <https://www.facebook.com/photo/?fbid=10161648535318462&set=gm.9127958163981418&id=vanity=286510564792933> [visited 02/03/26]

Maps

Ordnance Survey Glamorgan Sheet XV, 1876-77, 1:10,560

Glamorgan Sheet XV.SE, 1897, 1:2,500

Ordnance Survey Glamorgan XV.12, 1914, 1:2,500

Ordnance Survey Glamorgan XV.12, 1946, 1:2,500

Ordnance Survey National Grid maps SS7397SW – C, 1970, 1:1250



Figures

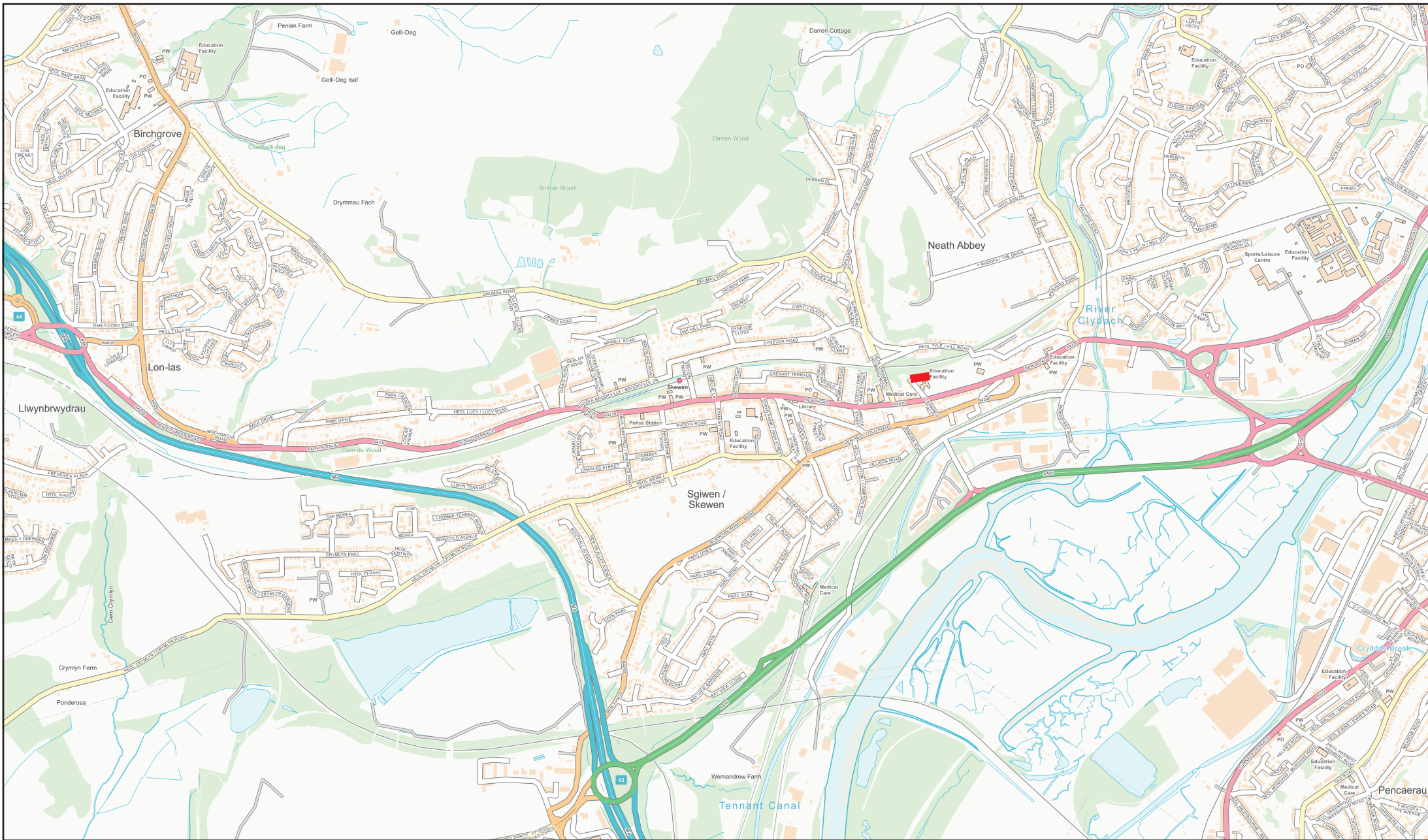


Figure 1. Site location

— Development Area





Figure 2. Ordnance Survey map of 1876-77, published 1884

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0 25m 50m



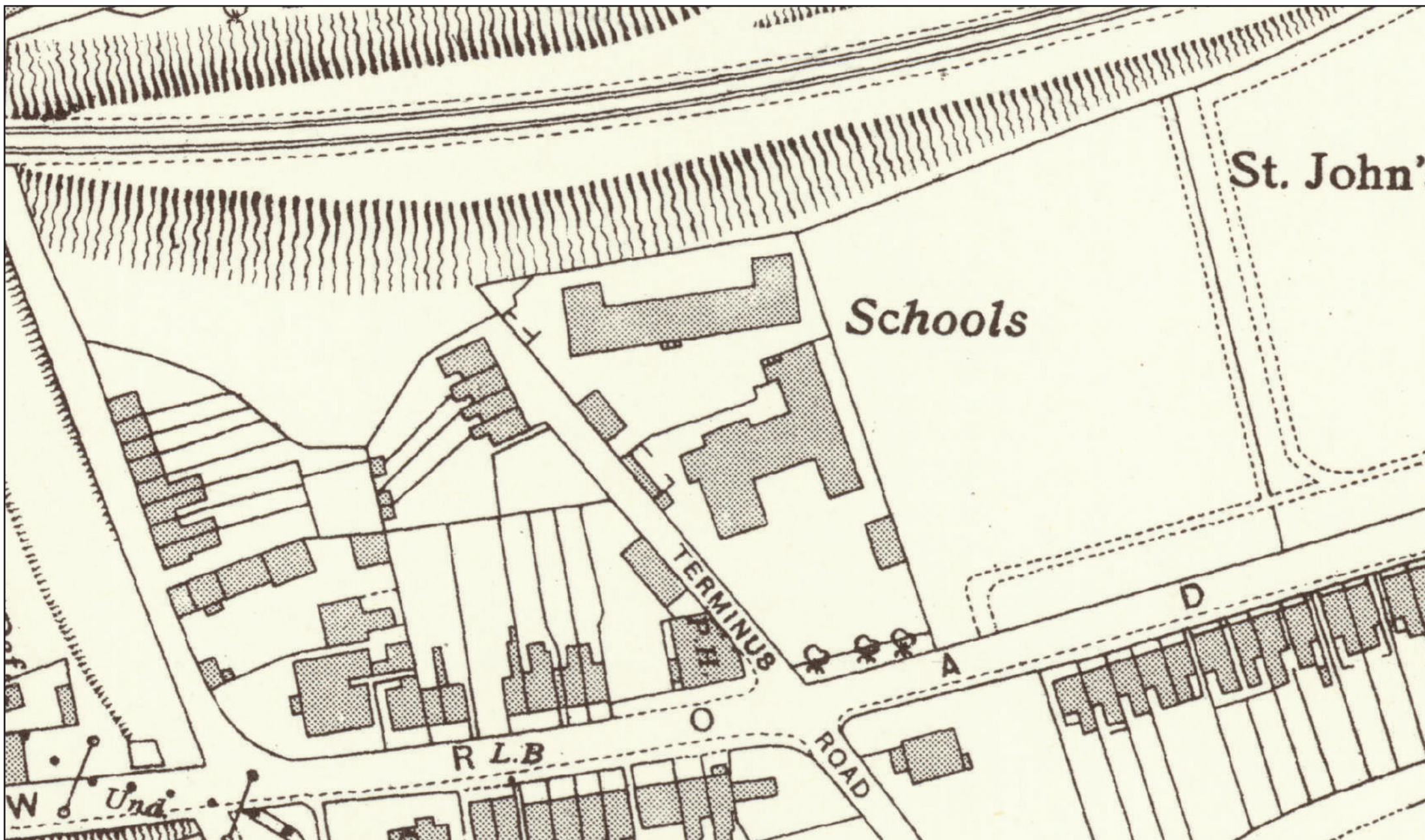


Figure 3. Ordnance Survey map of 1940, published 1946

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Scale 1:1250

ORDNANCE SURVEY

HEIGHTS

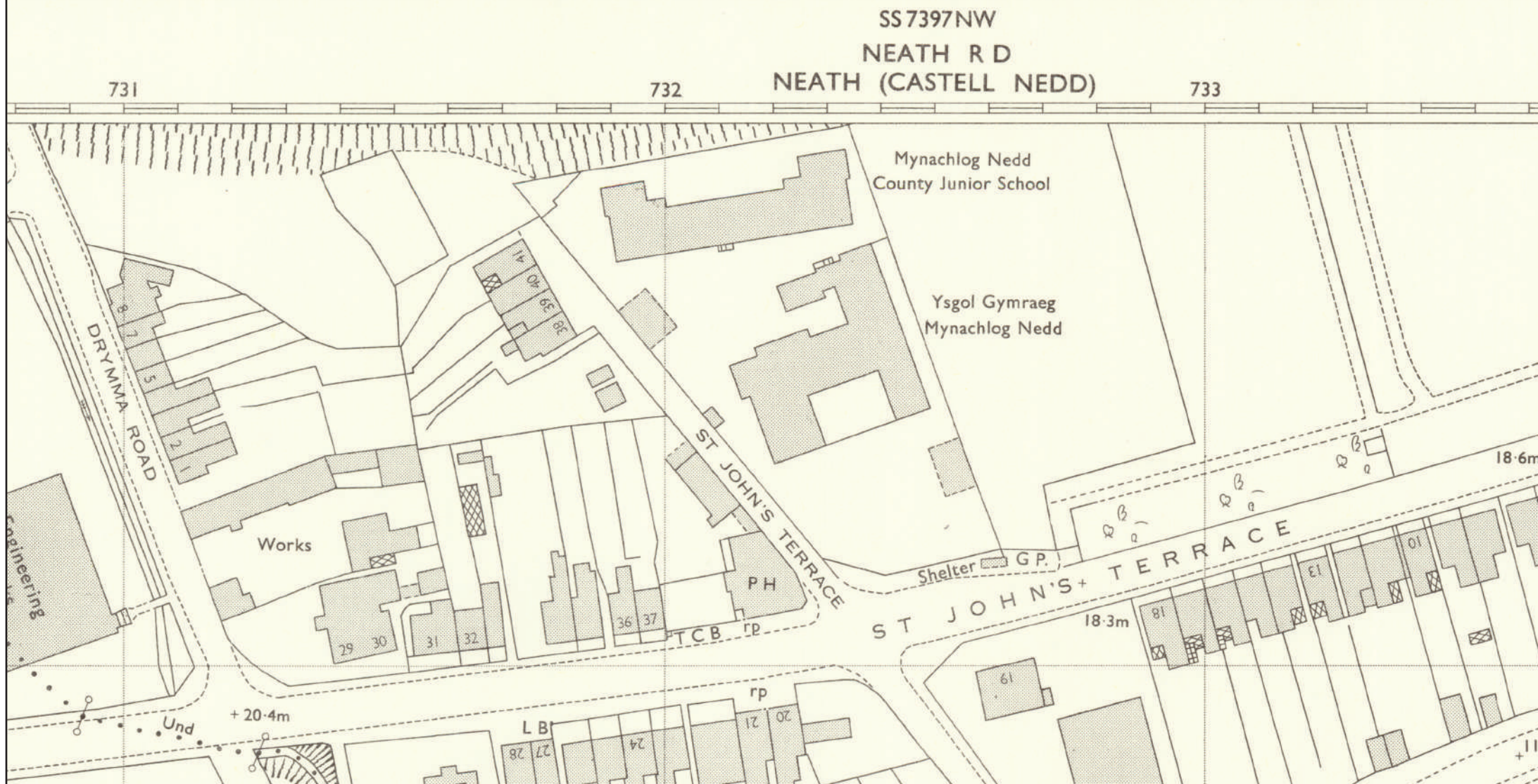


Figure 4. Ordnance Survey National Grid map survey 1970, published 1971



0 25m 50m

ARCHAEOLOGY WALES

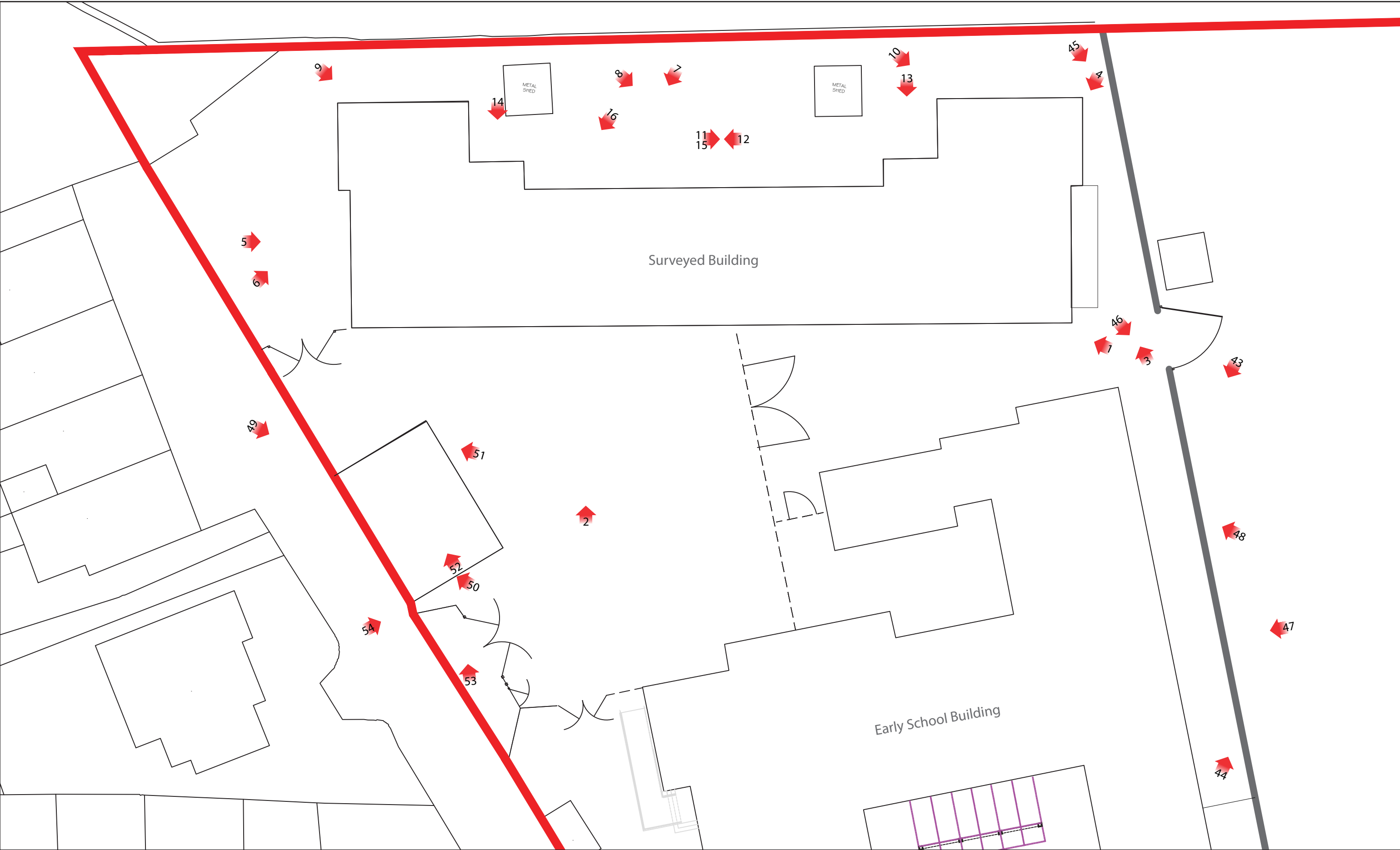
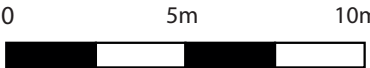


Figure 5. Location of external photographs



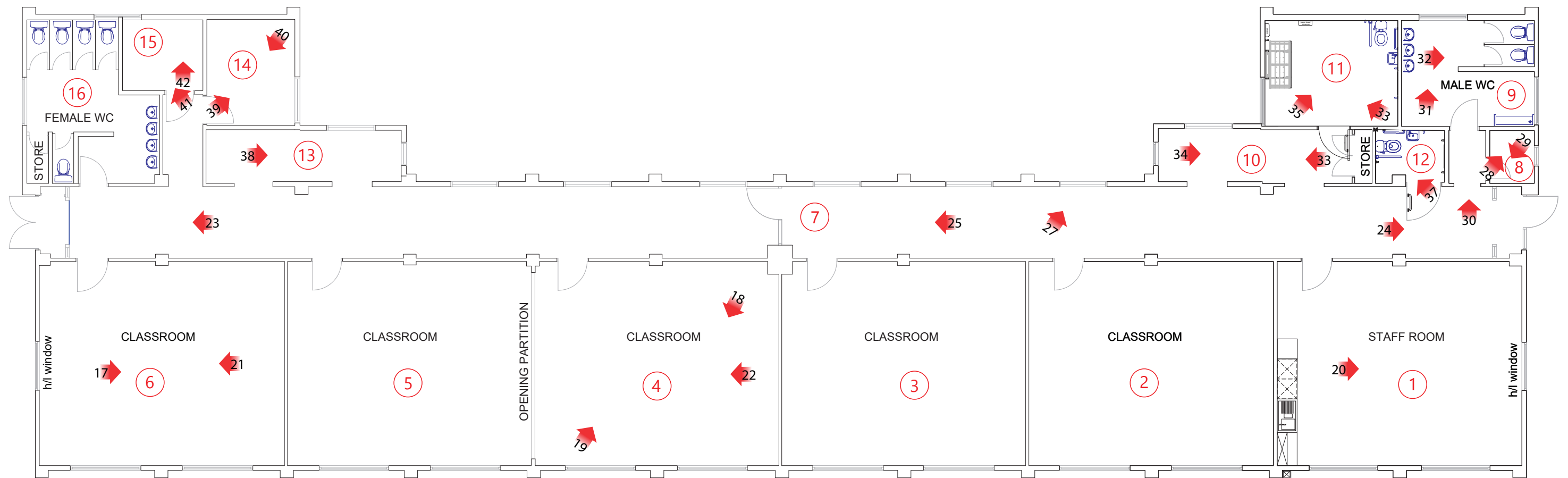
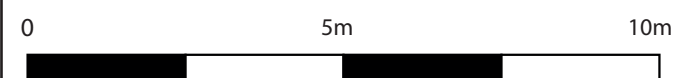


Figure 6. Building layout and location of internal photographs

③ Room number used within report





Plates



Plate 1. South facing elevation, view to the west-north-west.



Plate 2. South facing elevation, view to the north.



Plate 3. East facing elevation, view to the north-west.



Plate 4. East facing elevation, view to the south-west.



Plate 5. West facing elevation, view to the east.



Plate 6. West facing elevation, view to the north-east.



Plate 7. North facing elevation, view to the south-west.



Plate 8. North facing elevation, view to the south-east.



Plate 9. North facing elevation of western range, view to the south-east.



Plate 10. North facing elevation of eastern range, view to the south-east.



Plate 11. Northern side of the building, view to the east.



Plate 12. Northern side of the building, view to the west.



Plate 13. Northern elevation of eastern square extension, view to the south.



Plate 14. Northern elevation of western square extension, view to the south.



Plate 15. West facing elevation of eastern square extension, view to the east



Plate 16. East facing elevation of western square extension, view to the south-west.



Plate 17. View of the boarded ceiling within classroom, view to the east.



Plate 18. Southern wall of classrooms, view to the south-west.



Plate 19. Northern wall of classroom, view to the north-east.



Plate 20. High level window on the eastern wall, view to the east.



Plate 21. High level window on the western wall, view to the west.



Plate 22. Possible partition wall between Rooms 4 and 5, view to the west.



Plate 23. Interior of rear entrance, view to the west.



Plate 24. Interior main entrance, view to the east.



Plate 25. Central corridor doorway, view to the west.



Plate 26. Central corridor, view to the east.



Plate 27. Interior of corridor windows, view to the north-east.



Plate 28. Room 8, view to the north-east.



Plate 29. Room 8, view to the south-west.

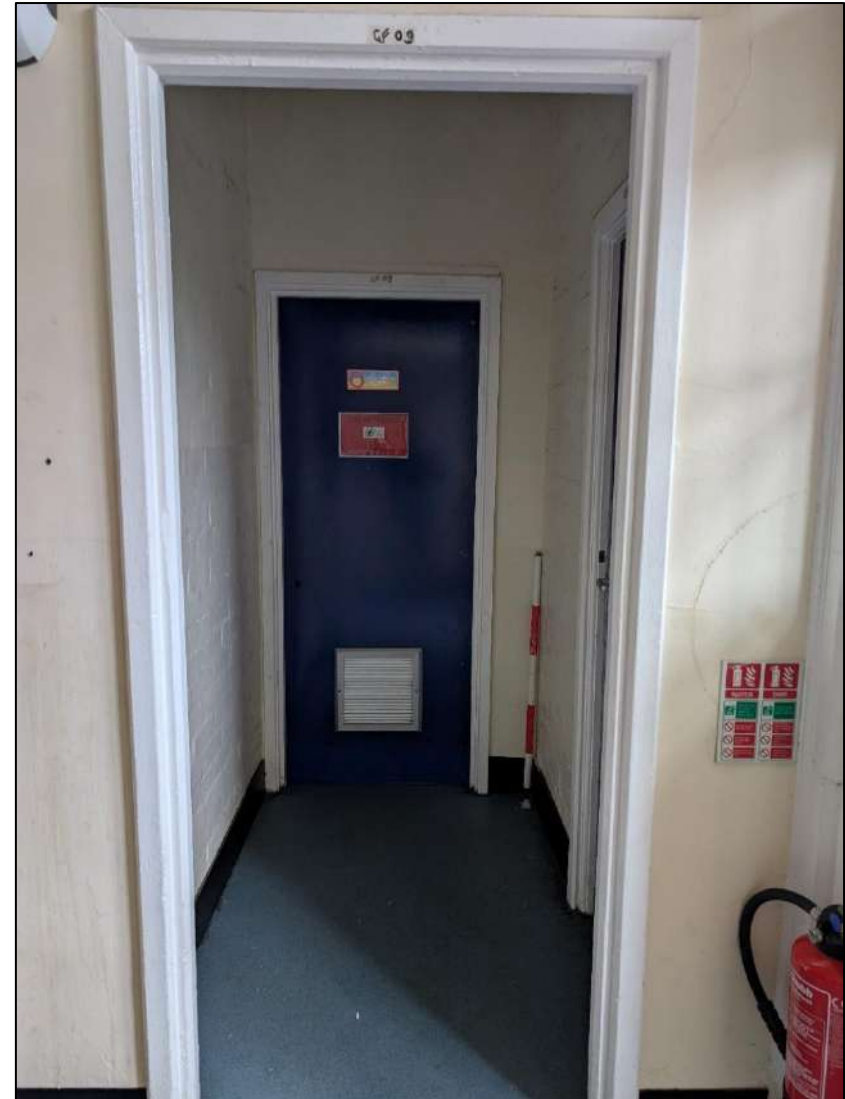


Plate 30. Corridor branch, view to the north.



Plate 31. Room 9, view to the north.



Plate 32. Room 9, view to the east.



Plate 33. Room 10, view to the west.



Plate 34. Room 10, view to the east.



Plate 35. Accessible bathroom, view to the north-east.



Plate 36. Room 11, view to the north-west.



Plate 37. Room 12, view to the north-west.



Plate 38. Room 13 view to the east.



Plate 39. Room 14, view to the north-east.



Plate 40. Room 14, view to the south-west.



Plate 41. Room 15, view to the north-west.



Plate 42. Room 15, view to the north.



Plate 43. Eastern facing elevation of boundary wall, view to the south-west.



Plate 44. West facing elevation of boundary wall, view to the north-east.



Plate 45. West facing elevation of boundary wall, view to the south-east.



Plate 46. West facing elevation of boundary wall, view to the south-east.



Plate 47. Eastern side of boundary wall showing the slag used within construction, view to the west.



Plate 48. Eastern side of boundary wall showing the slag used within construction, view to the north-west.



Plate 49. Western elevation of boundary/shed wall, view to the south-east.



Plate 50. Eastern elevation of boundary/shed wall, view to the north-west.



Plate 51. Brick supports within the interior of the shed, view to the north-west.



Plate 52. Timber and steel roof trusses within shed, view to the north.



Plate 53. Corrugated sheeting used within shed building and exiting gateway, view to the north.



Plate 54. Boundary wall at main entrance, view to the north-east.

Appendix I: Data Management Plan

Section 1: Project Administration

Project ID
3279
Project Name
Ysgol Gynradd Gymraeg Tregelles, 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
Principal Investigator / Researcher
As above
Data Contact Person
Charley James-Martin - charley@arch-wales.co.uk
Date DMP created
20/01/2026
Date DMP last updated
06/03/2026
Version
V2
Related data management policies
This DMP is guided by the Project Brief, ClfA 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)	0
Text/documents	Word (.docx)	2
	PDF (.pdf and .pdf/a)	2
Images	Photographs (.jpg)	98
	Scanned drawings (.pdf)	
GIS	Shapefiles (.shp plus associated files)	1

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 (Huckfield 2024 - WSI) and will meet the requirement set out in the Project Brief, the organisation recording manual and relevant ClfA 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.
- Specific guidance: The archaeological works will be conducted according to the Chartered Institute for Archaeologists' (ClfA) Standard and Guidance for the archaeological investigation and recording of standing buildings or structures (2020).

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 RCAHMS 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 backup 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 as part of the Post Excavation Assessment and Updated Project Design and following full analysis. 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, 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 this 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 is the intended repository for digital data. AW have an ongoing agreement with the repository

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 and will be updated as the project progresses.
- The investigations are likely to result in a number of documents: Final Report, Journal submission.
- The final report is expected to be completed within 3 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.

Appendix II: Written Scheme of Investigation

**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)*.

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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*



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