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Poor Clare Colettine Monastery, Upper Aston Hall Lane, Hawarden, Flintshire CH5 3EN

September 2019 - V 1.0



Historic Building Record Level 2

Project Code: A0225.1

Report no. 0214

PRN Number. 164125





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Historic Building Record Level 2

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Project Code: A0225.1
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Poor Clare Colettine Monastery, Upper Aston Hall Lane, Hawarden, Flintshire CH5 3EN

September 2019

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Project Code: A0225.1
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Figures

Figure 01: Location of Poor Clare Colettine Monastery, Upper Aston Hall Lane, Hawarden, Flintshire, CH5 3EN. Scale 1:20,000 at A4.

Figure 02: Location of Poor Clare Colettine Monastery, Upper Aston Hall Lane, Hawarden, Flintshire, CH5 3EN. Scale 1:5,000 at A4.

Figure 03: Plan of showing location of Cart shed and Glasshouse within the Monastery complex & Photographic plates 1-7. Scale 1:1250 @ A4.

Figure 04: First edition 6-inch OS map of 1871, showing approximate location of Cart Shed, Poor Clare's Colettine Monastery, Upper Aston Hall Lane, Hawarden, Flintshire.

Figure 05: Second edition 6-inch OS map of 1882, showing approximate location of Cart Shed, Poor Clare's Colettine Monastery, Upper Aston Hall Lane, Hawarden, Flintshire.

Figure 06: Third edition 6-inch OS map of 1900, showing approximate location of Cart Shed, Poor Clare's Colettine Monastery, Upper Aston Hall Lane, Hawarden, Flintshire.

Figure 07: 25 inch OS map, Edition of 1912, showing approximate location of Cart Shed and Glasshouses, Poor Clare's Colettine Monastery, Upper Aston Hall Lane, Hawarden, Flintshire.

Figure 08: Plan of showing direction of plates 8-43 (exc. plates 1-7 visible on **Figure 03**) Scale 1:100 @ A4.

Figure 09: Mock up of the south western elevation of the Cart Shed depicting how the original facade would have appeared with two double cart doors. Scale 1m.

Figure 10: Illustration of phases of construction of Cart shed (2). Photo taken from inside Cart shed (2). From the southwest. Scale 1m.

Plates

- Plate 01:** The carriage drive from Upper Aston Hall Lane, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the west - scale 1m
- Plate 02:** The carriage drive wall from the formal gardens, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northeast - scale 1m
- Plate 03:** Example section of the carriage drive wall from the formal gardens, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northwest - scale 1m
- Plate 04:** Context shot of formal gardens and Cart Shed, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the south - scale 1m
- Plate 05:** Context shot of formal gardens and Cart Shed, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the southwest - scale 1m
- Plate 06:** Context shot of kitchen gardens and boundary wall, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the west - scale 1m
- Plate 07:** Context shot of kitchen gardens and Glasshouse (background), Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the east - scale 1m
- Plate 08:** South eastern elevation of the Cart Shed, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the west - scale 1m
- Plate 09:** South eastern and south western elevations of the Cart Shed, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the south - scale 1m
- Plate 10:** South western elevation of the Cart Shed, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the southwest - scale 1m
- Plate 11:** South western and north western elevations of the Cart Shed, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the west - scale 1m
- Plate 12:** North western elevation of the Cart Shed, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northwest - scale 1m
- Plate 13:** Interior of Cart shed 1, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northwest - scale 1m
- Plate 14:** Partition wall and original pillar within Cart Shed 1, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northwest - scale 1m
- Plate 15:** Interior of Cart shed 2, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northwest - scale 1m
- Plate 16:** South western elevation of Cart shed 2, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northwest - scale 1m
- Plate 17:** North eastern and north western elevations of the glasshouse and potting sheds, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the north - scale 1m
- Plate 18:** North western elevation of the glasshouse and potting sheds, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northwest - scale 1m
- Plate 19:** North western elevation of the glasshouse and potting sheds, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northwest - scale 1m

Plates (2)

- Plate 20:** North western elevation (oblique view) of the glasshouse and potting sheds, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the west - scale 1m
- Plate 21:** South western elevation (oblique view) of the glasshouse and potting sheds, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the west - scale 1m
- Plate 22:** South western elevation (oblique view) of the glasshouse and potting sheds, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the south - scale 1m
- Plate 23:** South eastern elevation (oblique view) of the glasshouse and potting sheds, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the south - scale 1m
- Plate 24:** South eastern elevation (oblique view) of the glasshouse and potting sheds, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the east - scale 1m
- Plate 25:** South eastern and north eastern elevations of the glasshouse and potting sheds, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the east - scale 1m
- Plate 26:** North eastern elevation (oblique view) of the glasshouse and potting sheds, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the east - scale 1m
- Plate 27:** North eastern elevation (oblique view) of the glasshouse and potting sheds, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the north - scale 1m
- Plate 28:** South eastern glasshouse interior, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the southeast - scale 1m
- Plate 29:** South eastern glasshouse interior, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northwest - scale 1m
- Plate 30:** North western glasshouse interior, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the southeast - scale 1m
- Plate 31:** North western glasshouse interior, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northeast - scale 1m
- Plate 32:** Example of opening casement window in North western glasshouse (showing lever mechanism), Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northeast - scale 1m
- Plate 33:** Interior of Potting Shed 1, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the southeast - scale 1m
- Plate 34:** Interior of Potting Shed 1, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northwest - scale 1m
- Plate 35:** Interior of Potting Shed 2, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the southeast - scale 1m
- Plate 36:** Interior of Potting Shed 2, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northwest - scale 1m
- Plate 37:** Example of stepped wall within Potting Shed 2, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northwest - scale 1m
- Plate 38:** Example of brick pillar within Potting Shed 2 (outlined in black), Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northwest - scale 1m

Plates (3)

Plate 39: Interior of Potting Shed 3, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the west - scale 1m

Plate 40: Interior of Potting Shed 3, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the east - scale 1m

Plate 41: Door to north western glasshouse from Potting Shed 3, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northeast - scale 1m

Plate 42: Interior of Potting Shed 4, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the west - scale 1m

Plate 43: Interior of Potting Shed 4, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the east - scale 1m

Contents

1.0 INTRODUCTION	2
2.0 POLICY CONTEXT	4
3.0 SPECIFICATION AND PROJECT DESIGN	6
4.0 METHOD STATEMENT	7
4.1 Level 2 Record.....	7
4.1.1 Written Account	7
4.1.2 Photographs.....	7
4.1.3 Drawings	7
4.2 Processing data, illustration, report and archiving.....	7
5.0 METHODS AND TECHNIQUES	8
6.0 ARCHAEOLOGICAL AND HISTORICAL RECORD.....	9
7.0 BUILDING DESCRIPTIONS.....	10
8.0 CONCLUSION	16
9.0 SOURCES	17

1.0 INTRODUCTION

Comisiynwyd Aeon Archaeology gan Eccleston Homes (y Cleient o hyn ymlaen) i gynhyrchu cofnod adeiladu lefel 2 hanesyddol o'r hen stablau / sied gerbydau a thŷ gwydr (gyda siediau potio cyfagos) ym Poor Clare's Colettine Monastery, Upper Aston Hall Lane, Hawarden, Sir y Fflint (wedi'i ganoli ar NGR SJ 30775 66461 a SJ 30745 66412 yn y drefn honno) cyn eu dymchwel i wneud lle i godi 15 uned breswyl.

Mae'r safle'n cynnwys adeiladau a thiroedd Poor Clare's Colettine Monastery. Mae'r adeiladau ar rannau canolog a gorllewinol y safle. Mae nodweddion amlwg ger ac o amgylch yr adeiladau, ac mae rhai ohonynt yn gysylltiedig â'r eiddo a oedd yn meddiannu'r safle cyn i'r fynachlog gael ei hadeiladu (adeilad o'r enw Aston Bank).

Aeon Archaeology was commissioned by Eccleston Homes (hereafter the Client) to produce a level 2 historic building record of former stables / cart building and glass house with adjoining potting sheds at the Poor Clare Colettine monastery, Upper Aston Hall Lane, Hawarden, Flintshire (centred on **NGR SJ 30775 66461 and SJ 30745 66412 respectively**) in advance of demolition to make way for the erection of 15 residential units.

The site comprises the buildings and grounds of Poor Clare's Monastery. The buildings occupy the central and western sections of the site. Amongst and around the buildings are distinct features, some of which are associated with the property which occupied the site before the monastery was built (a building known as Aston Bank). The features of particular significance have an association with the layout of Aston Bank. They include:

- 1) The carriage drive from Upper Aston Hall Lane
- 2) The relict walls and hedgerows, particularly those along the Upper Aston Hall Lane frontage
- 3) The formal gardens at the core of the site
- 4) The woodland blocks to the north and east of the complex of buildings
- 5) The retained section of a former stable block

The archaeological mitigation is being completed in advance of full planning application however the Development Control Archaeologist (DCA) (Mr Mark Walters) at the Clwyd-Powys Archaeological Trust (CPAT) made the following comments as part of the pre-application advice:

Suggested planning condition to facilitate a programme of historic building recording, the equivalent of a Historic England Level 2 building survey, in order to allow an adequate analytical record of the buildings to be made prior to alteration

Suggested condition:

No development shall take place until a programme of building recording and analysis, equivalent to a Historic England Level 2 building survey, has been secured and implemented, in accordance with a brief issued by the local planning authority and a written scheme of investigation which has been submitted and approved in writing by the local planning authority. The programme of building analysis and recording will be completed by an archaeological contractor and must meet the standards laid down by the Chartered Institute for Archaeologists in their Standard and Guidance for the archaeological investigation and

recording of standing buildings or structures. A copy of the resulting report should be submitted to the Local Planning Authority and the Development Control Archaeologist, Clwyd-Powys Archaeological Trust (41 Broad Street, Welshpool, Powys, SY21 7RR Email: mark.walters@cpat.org.uk Tel: 01938 553670). After approval by the Local Planning Authority, a copy of the report and resulting archive should also be sent to the Historic Environment Record Officer, Clwyd-Powys Archaeological Trust for inclusion in the regional Historic Environment Record.

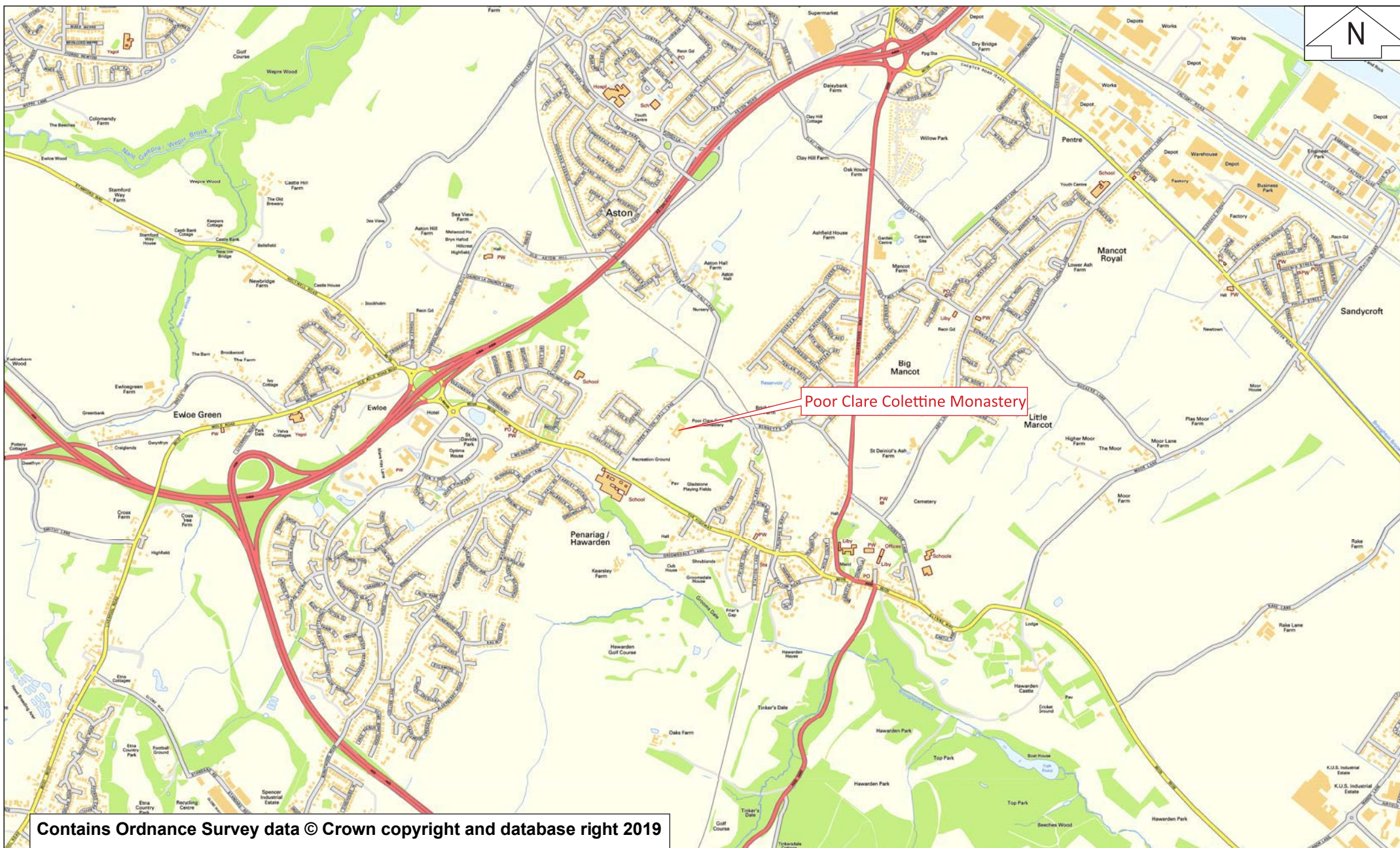
Reason:

To allow an adequate analytical record of the former Aston Hall garden buildings to be made, before they are demolished, to ensure that the buildings origins, use and development are understood and the main features, character and state of preservation are recorded.

This design and all subsequent mitigation will conform to the guidelines specified in Historic England's 'Understanding Historic Buildings: a guide to good recording practice' (2016) & Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures (Chartered Institute for Archaeologists, 2014).

The current monastery building was redeveloped in the 1960s however a monastery has been present at the Site since the 1940-50s which replaced the earlier Aston Bank estate house.

The historic building record has been undertaken as CPAT Primary Reference Number (PRN) **164125**.

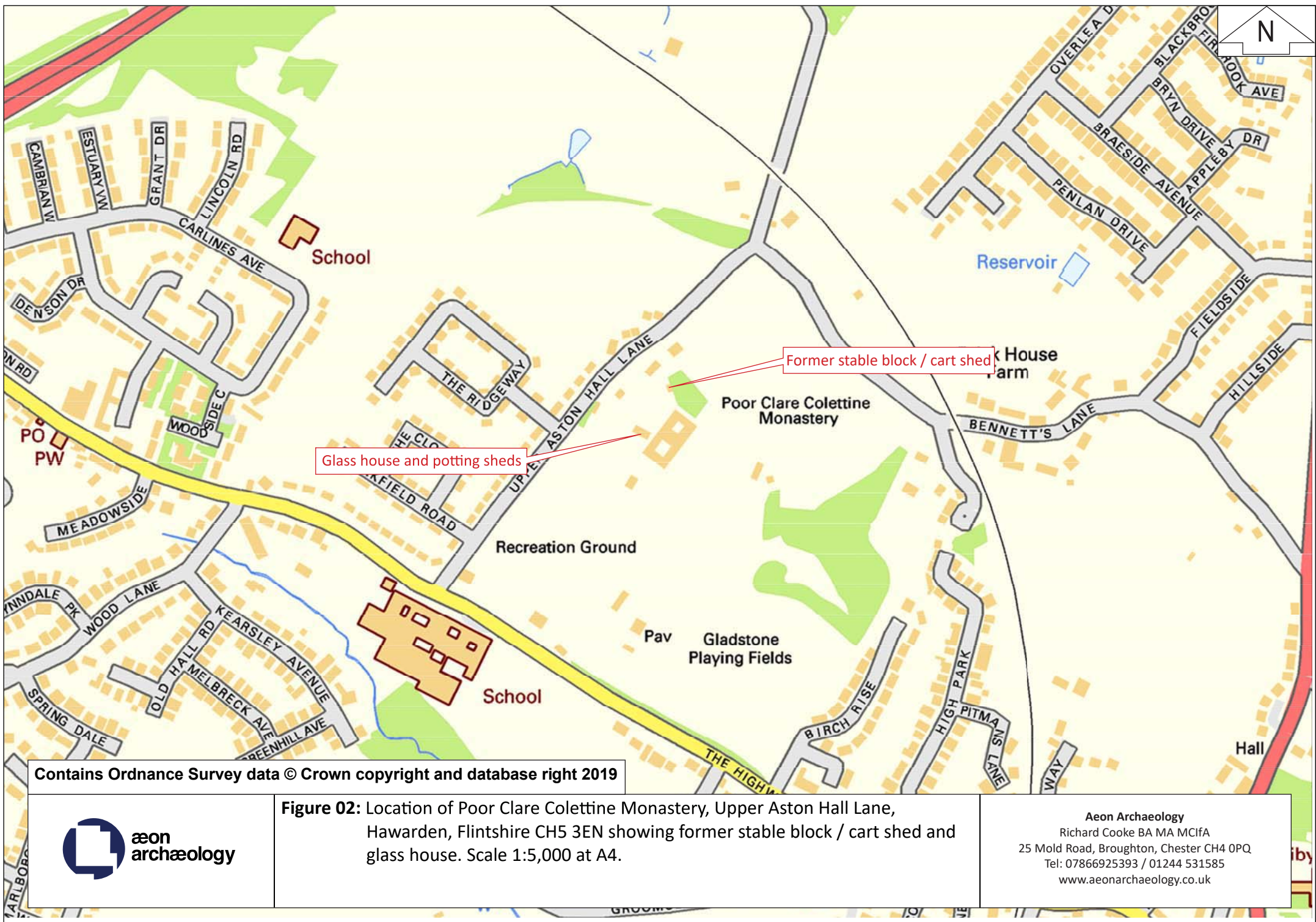


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Figure 01: Location of Poor Clare Colettine Monastery, Upper Aston Hall Lane, Hawarden, Flintshire CH5 3EN. Scale 1:20,000 at A4.

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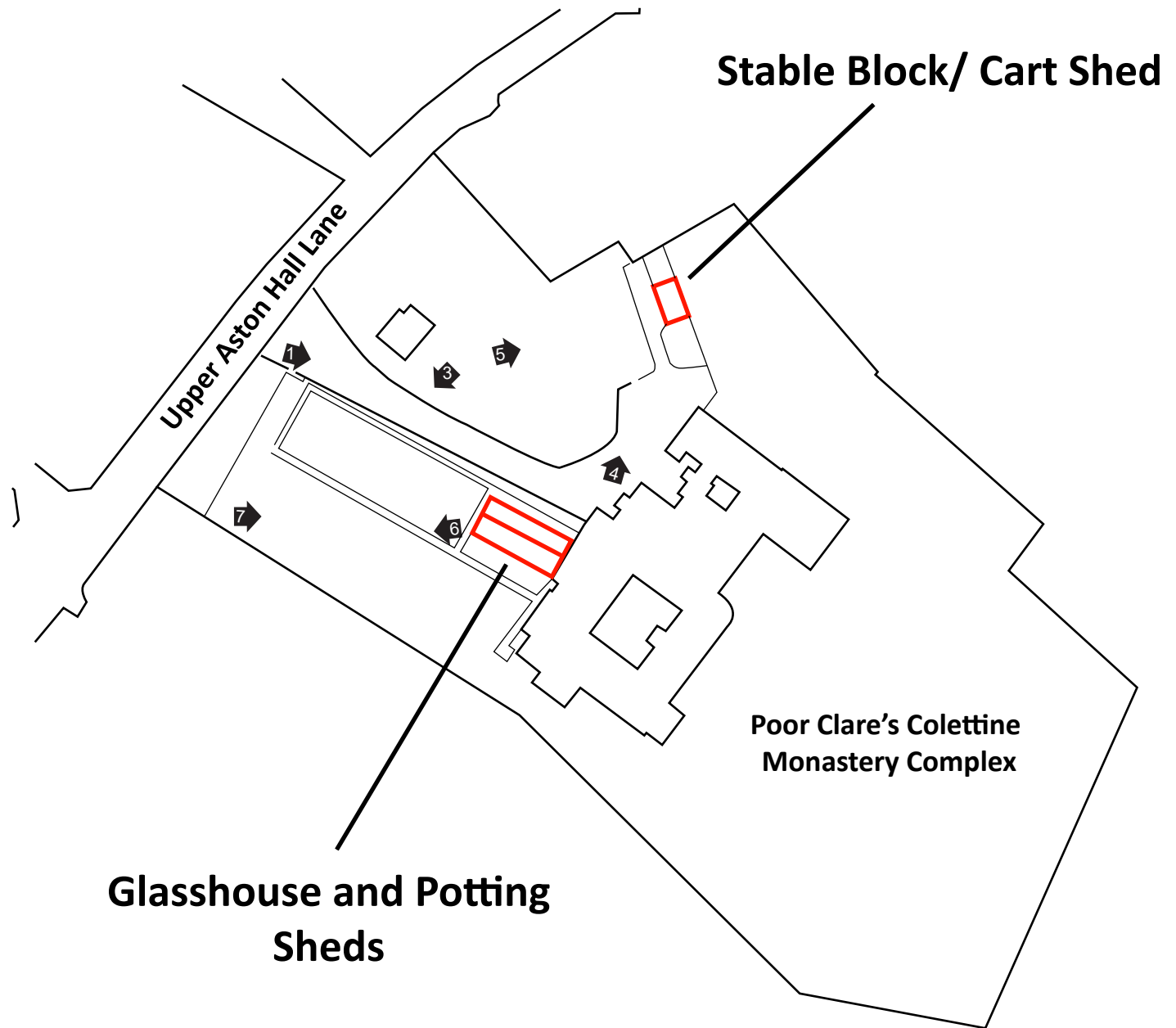


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Figure 02: Location of Poor Clare Colettine Monastery, Upper Aston Hall Lane, Hawarden, Flintshire CH5 3EN showing former stable block / cart shed and glass house. Scale 1:5,000 at A4.

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KEY

➡ Exterior Shots

2.0 POLICY CONTEXT

At an international level there are two principal agreements concerning the protection of the cultural heritage and archaeological resource – the UNESCO *Convention Concerning the Protection of World Cultural and Natural Heritage*¹ and the *European Convention on the Protection of the Archaeological Heritage*², commonly known as the Valetta Convention. The latter was agreed by the Member States of the Council of Europe in 1992, and also became law in 1992. It has been ratified by the UK, and responsibility for its implementation rests with Department for Culture Media and Sport.

The management and protection of the historic environment in Wales is set out within the following legislation:

- The Planning (Listed Buildings and Conservation Areas) Act 1990 (As amended)
- The Historic Environment (Wales) Act 2016
- The Town and Country Planning Act 1990
- The Ancient Monuments and Archaeological Areas Act 1979
- The Town and Country Planning (General Permitted Development Order) 1995 (As amended)

The Historic Environment (Wales) Act is the most recent legislation for the management of the Historic Environment and amends two pieces of UK legislation — the Ancient Monuments and Archaeological Areas Act 1979 and the Planning (Listed Buildings and Conservation Areas) Act 1990. The new Act has three main aims:

- to give more effective protection to listed buildings and scheduled monuments;
- to improve the sustainable management of the historic environment; and
- to introduce greater transparency and accountability into decisions taken on the historic environment.

With respect to the cultural heritage of the built environment the *Planning (Conservation Areas and Listed Buildings) Act*³ 1990 applies. The Act sets out the legislative framework within which works and development affecting listed buildings and conservation areas must be considered. This states that:-

“In considering whether to grant planning permission for development which affects a listed building or its setting, the local planning authority or, as the case may be, the Secretary of State shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses” (s66(1))

Other known sites of cultural heritage/archaeological significance can be entered onto county-based Historic Environment Records under the *Town and Country Planning 1995*.

Planning Policy Wales sets out the land use planning policies of the Welsh Government. Chapter 6 covers the historic environment and emphasises that the positive management of change in the historic environment is based on a full understanding of the nature and significance of historic assets and the recognition of the benefits that they can deliver in a vibrant culture and economy.

¹ UNESCO, 1972, *Convention Concerning the Protection of the World Cultural and Natural Heritage*

² Council of Europe, 1992, *European Convention on the Protection of the Archaeological Heritage*

³ Great Britain. *Planning (Conservation Areas and Listed Buildings) Act*. Elizabeth II.(1990), London: The Stationery Office

Various principles and policies related to cultural heritage and archaeology are set out in the Planning Policy Wales which guide local planning authorities with respect to the wider historic environment.

The following paragraphs from Planning Policy Wales are particularly relevant and are quoted in full:

Paragraph 6.5.5 concerns planning applications:

The conservation of archaeological remains is a material consideration in determining a planning application, whether those remains are a scheduled monument or not. Where nationally important archaeological remains, whether scheduled or not, and their settings are likely to be affected by proposed development, there should be a presumption in favour of their physical protection in situ. It will only be in exceptional circumstances that planning permission will be granted if development would result in an adverse impact on a scheduled monument (or an archaeological site shown to be of national importance) or has a significantly damaging effect upon its setting. In cases involving less significant archaeological remains, local planning authorities will need to weigh the relative importance of the archaeological remains and their settings against other factors, including the need for the proposed development.

Planning Policy Wales is supplemented by a series of Technical Advice Notes (TAN). Technical Advice Note 24: The Historic Environment contains detailed guidance on how the planning system considers the historic environment during development plan, preparation and decision making on planning and listed building consent applications. TAN 24 replaces the following Welsh Office Circulars:

- 60/96 Planning and the Historic Environment: Archaeology
- 61/96 Planning and the Historic Environment: Historic Buildings and Conservation Areas
- 1/98 Planning and the Historic Environment: Directions by the Secretary of State for Wales

3.0 SPECIFICATION AND PROJECT DESIGN

The requirements were for an archaeological building record of the former stables / coach house and glass house with attached potting sheds prior to demolition, however should observations or desk-based research have suggested the potential for significant features to be encountered during the renovation and site clearance/ground work, the archaeological contractor should make arrangements to undertake any appropriate supplementary recording work during the development. The DCA at CPAT had requested that this building record should be roughly commensurate with the Historic England's '*Understanding Historic Buildings: a guide to good recording practice*' (2016) **Level 2**.

Both the exterior and the interior were be viewed, described and photographed. This record will present conclusions regarding the building's development and use, but will not discuss in detail the evidence on which these conclusions are based.

The detailed photographic record will consist of Historic England's '*Understanding Historic Buildings: a guide to good recording practice*' (2006) elements:

written account: 1-3, 6

drawings: sometimes 1, sometimes one or more of 2-7

photographs: 1,2,4

4.0 METHOD STATEMENT

4.1 Level 2 Record

4.1.1 Written Account

The written account will include:

- The building's precise location as a National Grid Reference and address form;
- A note of any statutory designation and non-statutory designation;
- The date of the record, name(s) of the recorder(s) and archive location;
- A summary of the building's form, function, date, and sequence of development.

4.1.2 Photographs

The photographic record will include:

- A general view or views of the building;
- The building's external appearance. Typically a series of oblique views will show all external elevations of the building and give an impression of its size and shape;
- The overall appearance of the principal rooms and circulation areas.

A Digital SLR (Canon 600D) set to maximum resolution will be used throughout.

4.1.3 Drawings

The drawn record will include:

- A site plan showing the location and orientation of photographs. This will label all room spaces and indicate any architectural features of note.

4.2 Processing data, illustration, report and archiving

Following completion of the record as outlined above, a report will be produced incorporating the following:

- A copy of the design brief and agreed specification
- A site location plan
- A plan illustrating the location and direction of photographs
- Basic background and relevant historical, descriptive or analytical detail
- A full bibliography of sources consulted
- Illustrations, including plans and photographs, will be incorporated within the report.

5.0 METHODS AND TECHNIQUES

The significance, origins and development of the site are discussed with reference to the available historical sources. A photographic record was made using a Canon DSLR 600D camera set to maximum resolution. The location and direction of photographs are shown on figures 03 & 08.

Existing architects' plans were utilised for the purpose of locating and orientating photographs, and all features, details, room spaces, and elevations to be impacted upon were photographed and described to illustrate the setting, appearance, and structure of the building. Photographic images were labeled with the subject, orientation and the date taken, and cross-referenced to a digital file.

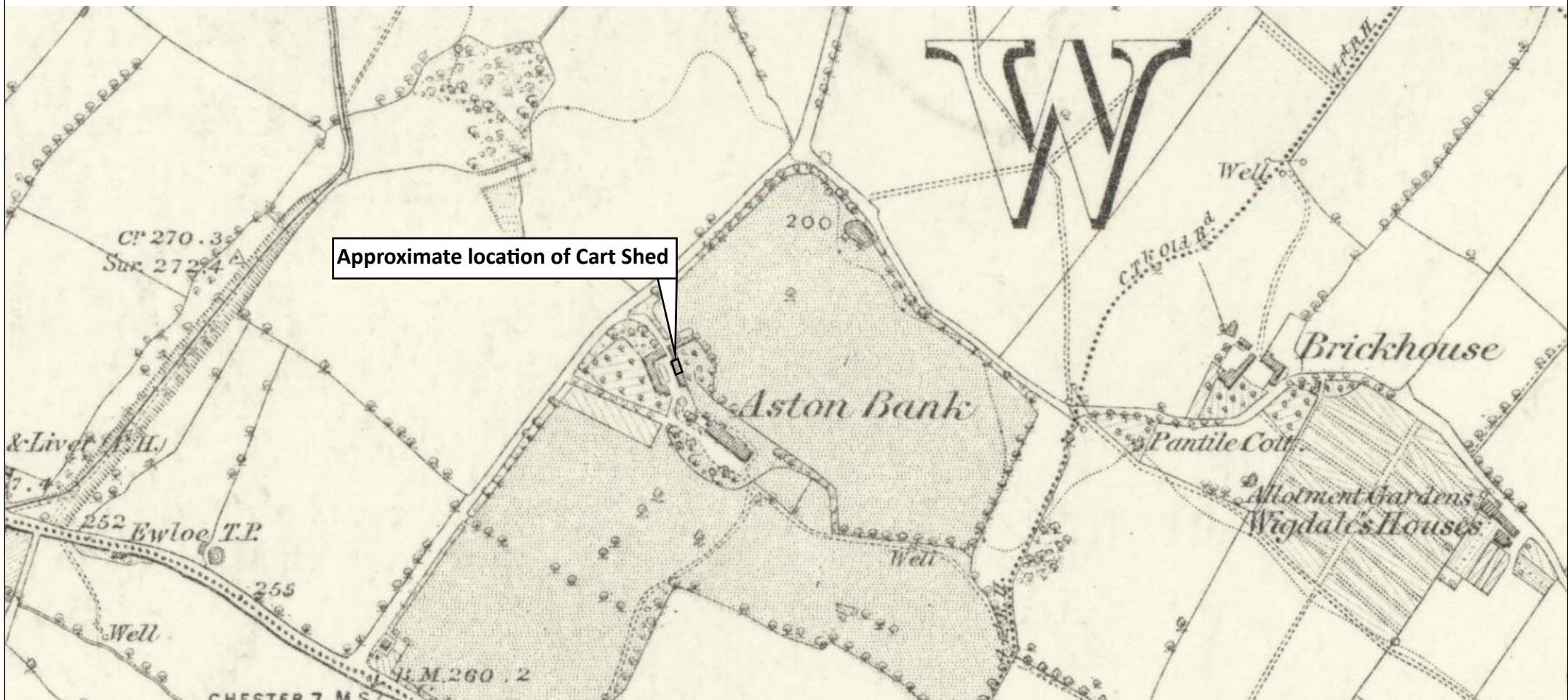
6.0 ARCHAEOLOGICAL AND HISTORICAL RECORD

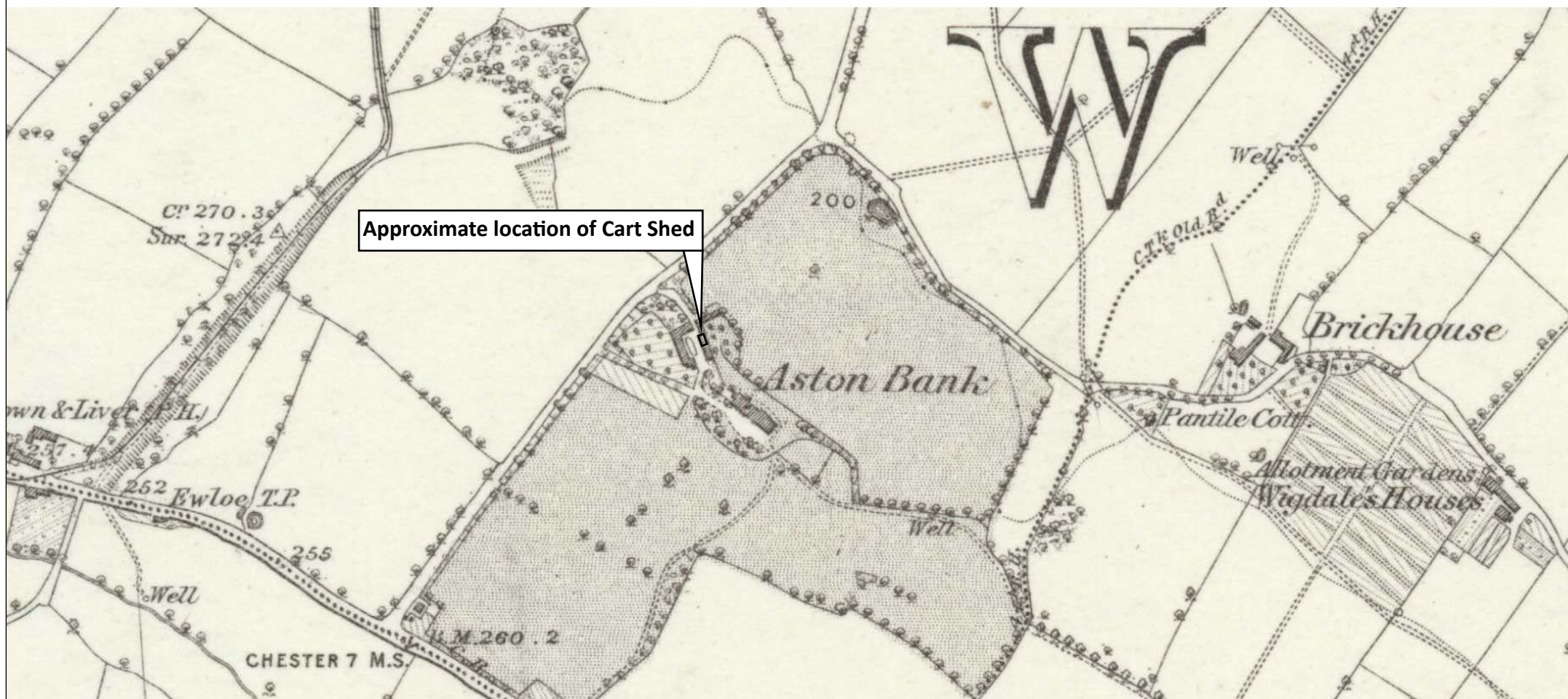
The earliest available map of site is the 1869 1:10,560 map showing Aston Bank house with two ranges of L-shaped ancillary buildings with two orchards, access tracks and areas of trees all around Aston House. The 1870 1:2,500 shows a pump, glasshouse and additional ancillary building grouping attached to Aston Bank house, in addition to the buildings shown on the map above from the previous year. A pond is shown immediately off site to the northeast until the map of 1963.

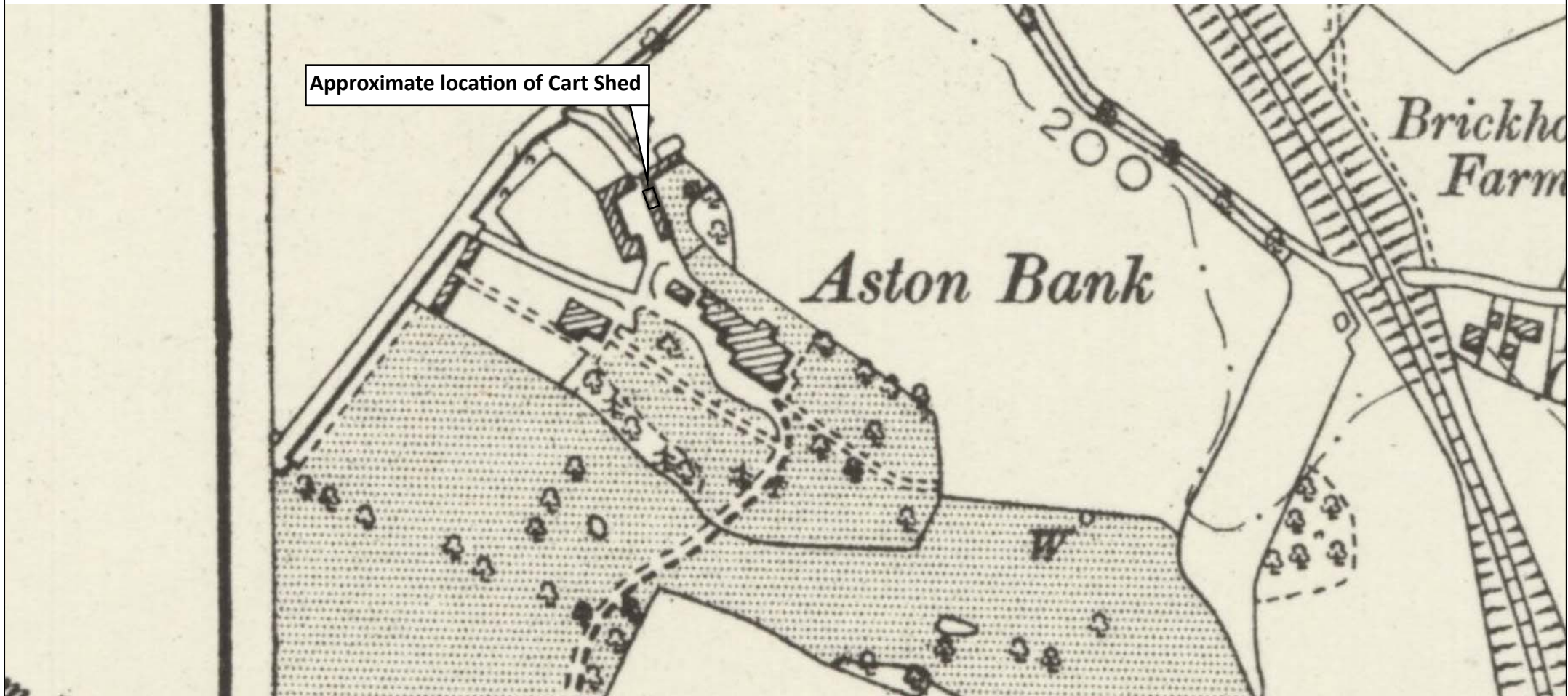
No major changes occur onsite until circa 1899 when Aston Bank house is extended, four glass houses are shown and a circular feature (possible tank or pond) is shown in the north corner of site. The orchards are no longer shown by this map. No further major changes occur onsite until circa 1963 when Aston bank house is partially demolished, and a large square extension added with a central court yard marked as Poor Clare Colettine Monastery. The two L-shaped ancillary buildings are no longer shown with one small building remaining and a new building that is marked St Damian's on the site of the former orchard. The circular feature, orchards and attached glasshouse are no longer shown.

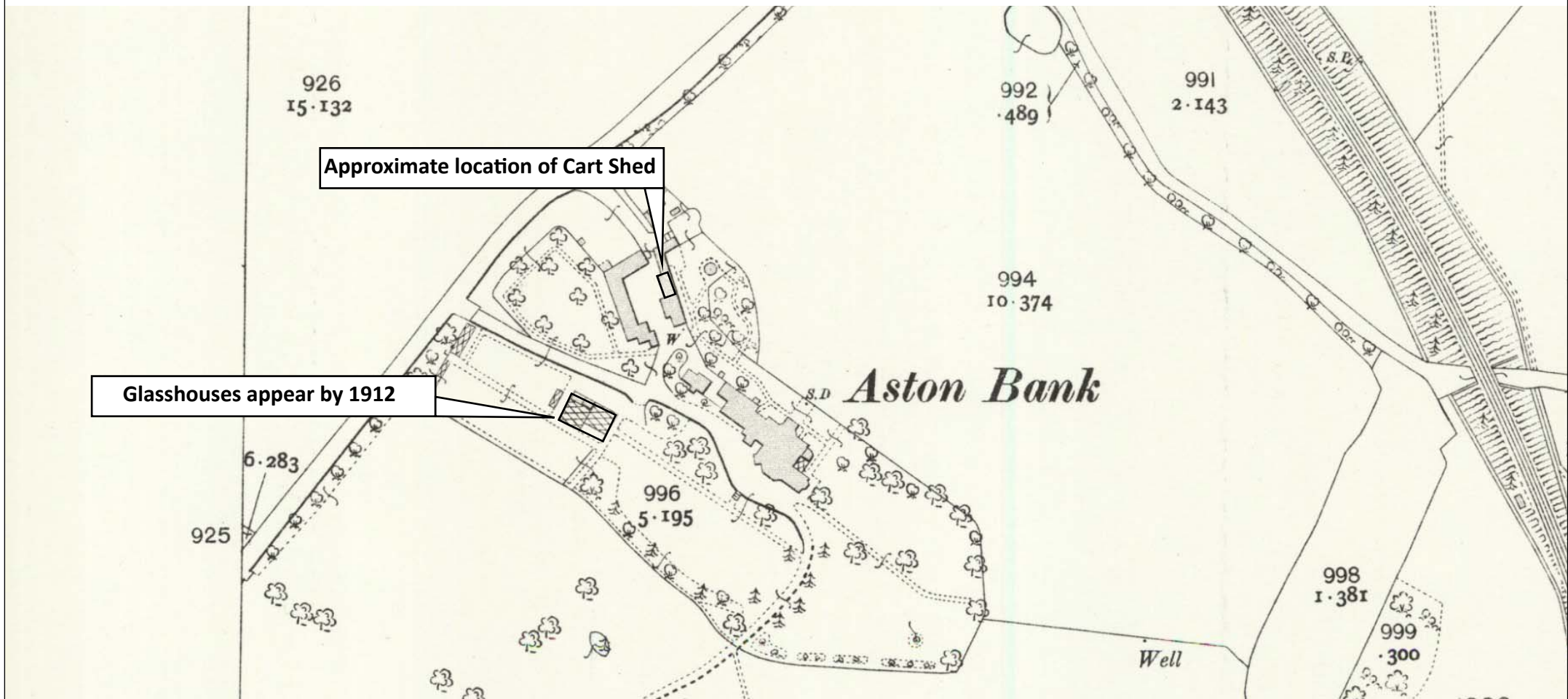
No further major changes occur on site until circa 1980 when a burial ground is marked in the western corner of site, the trees in the southern portion of site are no longer shown and an additional ancillary building and glass house shown. No further changes occur onsite up to present day mapping.

This information was reproduced from document; (Davies, R., (2018). Eccleston Homes - Ground Investigation Report for Poor Clare Colettine Community, Hawarden. Report no: 18ECH012/GI









7.0 BUILDING DESCRIPTIONS

Context

The level 2 historic building record involved the survey of two buildings located within the grounds of Poor Clare's Colettine Monastery, formerly Aston Bank House. To the center of the site and to the immediate west of the Monastery building lies a glasshouse with associated potting sheds set to the southeast of an area of kitchen gardens. This building shared an alignment (northwest to southeast) with the former carriageway entrance to Aston Bank House, now a tarmac driveway. The northern boundary of this driveway was formed by a rubble stone wall bonded by lime mortar which had been extended upward with a parapet wall consisting of eight courses of handmade red bricks bonded by lime mortar, and surmounted by unglazed ceramic coping stones.

To the south of the carriageway wall was a small area of orchards which gave away to an area of former formal gardens to the north and east. This area possessed raised beds and a pathway running through it but at the time of recoding was heavily overgrown and almost none of the built features were visible. To the northeast of the formal gardens was the cart shed which had been built into a tall rendered wall which ran from the northern boundary wall in a south-easterly direction before attaching to a gate which itself attached to the monastery complex; this tall wall enclosed the courtyard and garden area which the cart shed and formal gardens were located within.

External description – Cart Sheds

The cart shed at Poor Clare's Colettine Monastery, formerly Aston Bank House, is a long, storey and a half structure, constructed of red bricks bonded with lime mortar, however this has been almost entirely hidden by a *pebble-dash* render. It has a dual pitched roof comprising of blue slate with blue ceramic ridge tiles. The building is orientated northwest to southeast, measures 7.45m long by 4.70m wide and has been constructed directly opposite an area of formal gardens within the grounds of the old Hall. Furthermore, to the buildings southwest there is a small area which may once also have been a garden.

The north-western elevation forms a gable end to the building, wooden rafters are visible at eaves height with two timber purlin ends also projecting from the elevation in this area, both have been painted brown, apart from this the elevation is featureless. Abutting the north western elevation on its left hand side is a tall *pebble-dashed* wall, approximately 5.2 m northwest of the building the wall turns to the southwest on a right angle; this area may once have also been a building, this footprint is suggested by the presence of a low brick built wall which respects the alignment of the south-western elevation of the cartshed. The north-eastern elevation is constituent with the large wall mentioned earlier and was not visible.

The south-eastern elevation forms the other gable end to the building with the same brown painted wooden rafters and purlins end visible at eaves height. Apart from this the elevation is featureless. The south-western elevation of the building represents the primary elevation. A cast iron gutter runs the length of the elevation at eaves height with a cast iron downpipe discharging into a water butt at the left-hand end. Just below the gutter a sporadic course of unconnected header bricks project outwards from the *pebble-dash* render; this suggests that the building once possessed a form of decorative brickwork above the doors. On the right-hand side of the elevation is a large double cart door opening permitting access to cart shed (1) via two large wooden panelled doors, these are stained dark brown and have been hung from iron hinges. These doors form a wide crescent shape portal (formed by a wide elliptical brick archway hidden beneath the render). To the left of the double doorway and located on the left-hand side of the elevation is a single doorway opening which permits access to cart

shed (2) via a brown stained wooden panelled door set within dark stained wooden frame. Visible as a shadow cast by the render above this door is another archway indicating that there was once a much wider doorway opening here which suggests that this was once a double cart shed or carriage house, with two bays, therefore representing the initial phase of the building.

Internal description - Cart Sheds

Cart shed (1)

This is a rectangular room orientated northeast to southwest, measuring 4.64m long by 3.40m wide. The ceiling is open to the roof space, which comprises sawn wooden rafters which supports the felt underlay of the slate roof above, suggesting that the roof is not original. Also visible are eight sawn timber joists which run northwest to southeast and which may have once formed a hayloft or storage area on the level above. The north-western elevation is constructed from machine made red brick bonded by Portland cement and is painted white. The joists mentioned earlier pass through this wall; and an opening is visible above the joists which may once have permitted access between the two haylofts. This elevation appears to be a later partition as it does not tie into the masonry at both the south western and north eastern ends; at the south western end the wall appears to partially sit upon an earlier brick pillar which is comprised of handmade redbrick bonded by lime mortar.

The north eastern elevation is comprised of redbrick bonded by lime mortar which has been partially rendered and is entirely painted white. About a third of the way up the wall there is a single course projection of bricks which thicken the lower portion of the wall suggesting this was a main load-bearing wall (this wall is part of the tall northwest-southeast rendered wall visible outside). At the right-hand end is a small toilet cubicle which has been constructed from wooden boards which have been painted white. The south eastern elevation is constructed from red brick bonded by lime mortar and has been rendered two-thirds of the way up and painted white. The left-hand side of the elevation is almost entirely dominated by the toilet cubicle which also has a 16 glass pane window visible on this elevation. Above the sawn joists, which also project into the elevation, the brickwork is exposed and near the apex of the roof pitch there is a small square opening which has since been bricked up.

The south western elevation is dominated by the large double cart doors which have been described previously. A wide brick elliptical brick built arch forms the upper part of the door opening and is supported to either side by two substantial brick pillars. The wall is of red brick bonded by lime mortar which has been partially rendered and painted white. The floor of the cart shed is comprised of laid blue bricks (of a thinner profile to the bricks used in construction of the walls) with two limestone threshold stones near the cart doors which may have once received bolts. Approximately 1.0m northeast from the doorway a shallow brick and ceramic gutter which may have helped to drain the carts should they have been housed when wet.

Cart shed (2)

This is a rectangular room orientated northeast to southwest, measuring 4.60m long by 4.00m wide. The ceiling is once more open to the roof pitch with the rafters visible above the hayloft floor joists; however, the central floor joist is missing in this room. The north western elevation is constructed from red brick bonded by lime mortar and has been rendered two-thirds of the way up from the floor and painted white. Above this level the bricks are exposed; visible near the apex of the roof pitch is a much larger opening (compared to cart shed (1)) this opening has also been bricked up but may once have been an access hatch for the hayloft it has a wooden lintel.

The north eastern elevation exhibits the same projecting course of bricks as is found in cart shed (1) supporting the theory that the wall was constructed initially before the cart shed was built onto it. This elevation is constructed from red brick bonded by lime mortar which has been partially rendered and painted white. The south eastern elevation is constructed from machine-made redbrick bonded by Portland cement and is not tied into the masonry on the north eastern and south western elevations. The same opening (visible in cart shed (1)) is visible above the level of the joists also demonstrating that the wall is constructed of a double skin of red brick; this second skin is missing above the joists in this room. On the right-hand side of the elevation there is a projection of bricks (which are not tied into the elevation) which appear to be forming a substantial pillar (this pillar continues through the elevation form the other cart shed and was supporting the brick archway in that room).

The south western elevation has a single doorway opening to the left of centre which permits access to the exterior via a brown stained wooden board door set within brown painted wooden frame. At the left-hand end of the elevation is the substantial brick pillar mentioned in the paragraph above and at the right-hand end of the elevation is another smaller single course brick pillar; both of which are constructed from handmade redbrick bonded by lime mortar. Running the length of the elevation is a single substantial sawn timber beam which runs across the top of the doorframe; this beam obscures the remnants of a brick archway identical to that found in the first car shed, beneath the beam and in between the two brick pillars the masonry changes to machine-made red bricks (see figure 10) bonded by Portland cement, suggesting that the original elliptical archway was partially removed in the area between the two brick pillars and then the doorway was bricked up before a single doorway was installed. The floor is of heavily worn, narrow gauge blue bricks, these bricks are much narrower in profile than those found on the walls. Running north-east to south-west approximately 1.0m from the threshold is the same shallow gutter found in the first cart shed to the northeast; this suggests that both rooms were used for the storage of carts, before there was a change of use and the partition wall was added and a modification was made to the south western elevation to reduce the size of the doorway opening.

External description – Glasshouse and Potting sheds

The glasshouse is a rectangular building orientated northwest to southeast, measuring 19.20m long by 7.70m wide. The building is single-storey, however at the roof pitch it is almost a storey and a half. The roof can be described as being dual pitch with the south-western pitch consisting of a glasshouse roof consisting of thick plastic glass. The north eastern pitch is of blue slate with a tile and concrete ridge; halfway along the roof ridge is a small brick chimney stack with a single globular ceramic chimney pot. The walls of the building are all constructed from red brick bonded by lime mortar which has been painted in an off-white colour; however, portions of the south eastern, south western and north western elevations are all partially glazed with pane window glass. The south eastern elevation has a single doorway opening at the right-hand end permitting access to potting shed (1) via a wooden board door painted off-white and set within off-white painted wooden frames with a wooden lintel above. The left-hand side of the elevation is predominantly glazed, with 24 separate glass panes separated by wooden glazing bars which are also painted off-white. To the left of centre is another single doorway opening permitting access to the south eastern glasshouse.

The north eastern elevation has a cast iron gutter at eaves height that has been painted brown; two cast iron downpipes are situated at either end of the elevation which are also painted brown. The walls of this elevation are all comprised of red brick painted off-white. On the left hand side of the elevation are two equally spaced windows. The left-hand most window is a nine pane fixed window with metal frames painted light mint green with a wooden lintel above and red tile sill beneath, to the right of this is another similarly sized window, but this has a four pane fixed window set within light mint green painted metal frames, with wooden lintel and red tiled sill beneath.

The right-hand end of the elevation has two doorway openings - one located in the centre and one set off to the right-hand side. Both of these provide access to potting sheds (3) and (4) respectively. Both of the doors are wooden board doors, painted green and set within green painted wooden frames and both have sandstone thresholds. To the right of the central door is a small square shaped three pane fixed window set within light mint green painted wooden frames. This window shares a lintel with the door to the left. The north western elevation of the glasshouse mirrors the south eastern elevation, however the brickwork on this elevation is not painted off-white and the doorway opening has been blocked up with machine-made red bricks bonded with Portland cement with a window inserted in its place. This is a fixed four pane window set within white painted wooden frames with concrete lintel and wooden sill. The south western elevation is dominated by the roof pitch of the glasshouse; 17 rectangular plastic window lights form the roof. At eaves height is a plastic gutter that runs the length of the elevation. Below the roof pitch are 12 casement windows, each with four panes, set within white painted wooden frames. Beneath the windows is a low red brick wall which has been painted white and supports the structure, however this is largely obscured by an area of ornamental bedding.

Internal description – Glasshouse and Potting sheds

The south western portion of the building constitutes the glasshouse which is a rectangular room orientated southeast to northwest measuring 19.20m long by 4.25m wide. This room is partitioned roughly halfway along its length by a low red brick wall bonded by mortar and a series of glass panes separated by vertical wooden glazing bars. Therefore, the south eastern glasshouse measures 9.00m long by 4.25m wide and the north western glasshouse measures 9.20 m long by 4.25 m wide.

The south eastern Glasshouse room

The ceiling of the glasshouse is comprised of plastic glazing panels supported by sawn timber rafters and batons which have been painted white. The north western elevation has a doorway at the right-hand end permitting access to the north western glasshouse via a dark green painted wooden board door set within white painted wooden frame. The majority of the elevation comprises of 24 glass panes set within white painted vertical glazing bars. This configuration is supported by a low brick wall bonded by lime mortar. The north eastern elevation is quite tall and constructed from red brick painted white. The elevation is essentially featureless except for a low raised bed that runs along its length; this is constructed from red brick bonded by Portland cement and has been faced with a cement render. The south eastern elevation mirrors the partition in its configuration, however the door is a wooden panel door painted white with four glass panes in its upper two-thirds.

The south western elevation is very low as it receives the lowest point of the roof pitch. Along its length are six casement windows each with four glass panes set within white painted wooden frames. Running the length of the elevation and through into the north western glasshouse is a white painted iron bar/rod which connect to every other window via a metal bracket; this is a window opening mechanism. This is operated with a metal lever which is absent in this glass house but present in the other. It functions by opening the first, third and fifth windows from the left-hand side. These windows are set upon a low red brick wall bonded with lime cement which itself is obscured by a large raised bed, the wall for this bed is quite low consisting only of four courses and is constructed of red brick bonded by lime mortar. The floor of the glasshouse forms a narrow walkway connecting both the entrance to the south east and the doorway into the north western glasshouse, this floor is of poured concrete. Both of the raised beds contain a light grey brown silty sand soil. The glasshouse was also full of elements of timber, timber sheeting and plastic glazing panels at the time of this record.

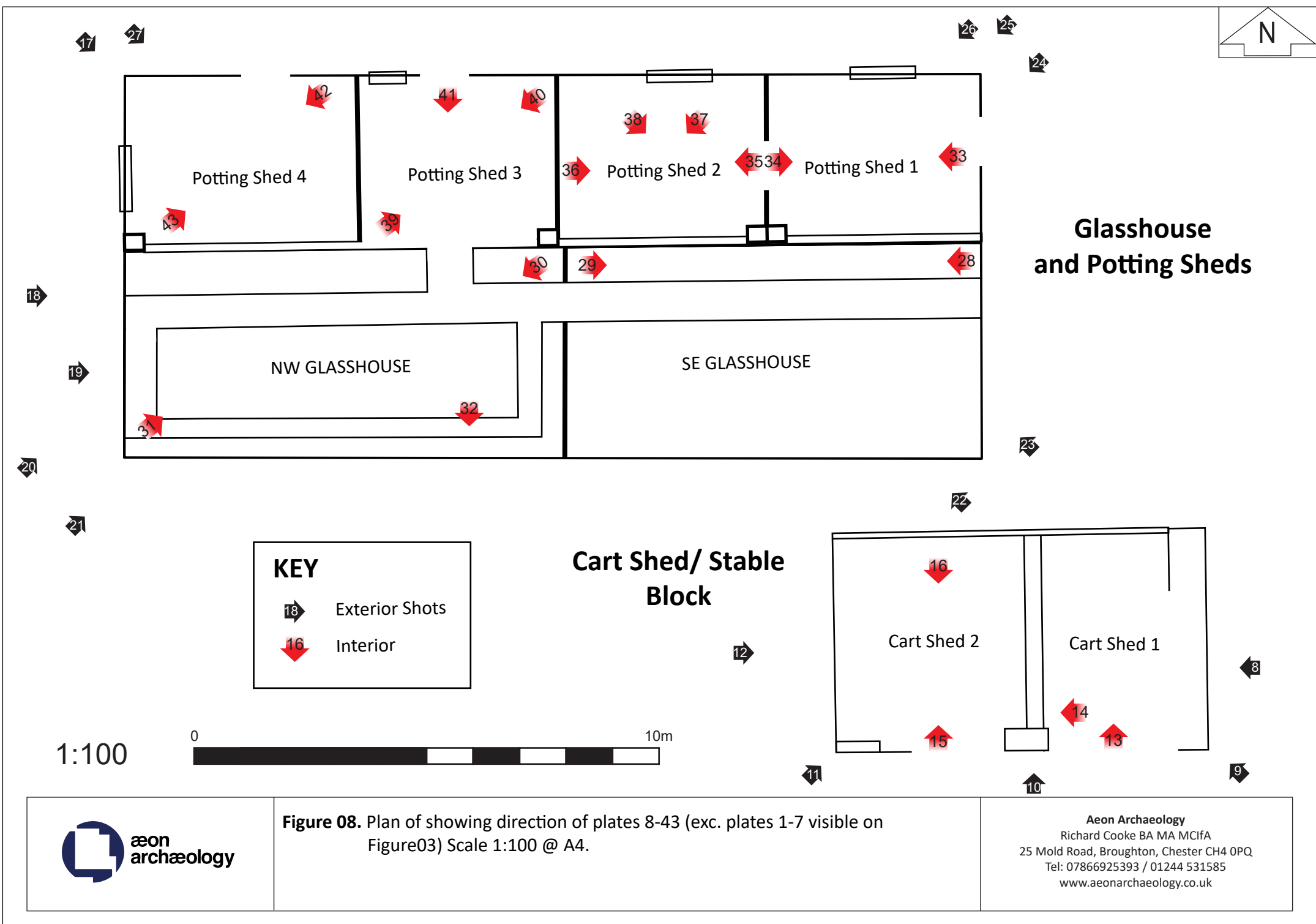




Plate 01: The carriage drive from Upper Aston Hall Lane, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the west - scale 1m



Plate 02: The carriage drive wall from the formal gardens, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northeast - scale 1m



Plate 03: Example section of the carriage drive wall from the formal gardens, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northwest - scale 1m



Plate 04: Context shot of formal gardens and Cart Shed, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the south - scale 1m



Plate 05: Context shot of formal gardens and Cart Shed, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the southwest - scale 1m



Plate 06: Context shot of kitchen gardens and boundary wall, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the west - scale 1m



Plate 07: Context shot of kitchen gardens and Glasshouse (background), Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the east - scale 1m



Plate 08: South eastern elevation of the Cart Shed, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the west - scale 1m



Plate 09: South eastern and south western elevations of the Cart Shed, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the south - scale 1m



Plate 10: South western elevation of the Cart Shed, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the southwest - scale 1m



Figure 09. Mock up of the south western elevation of the Cart Shed depicting how the original facade would have appeared with two double cart doors. Scale 1m.

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Plate 11: South western and north western elevations of the Cart Shed, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the west - scale 1m



Plate 12: North western elevation of the Cart Shed, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northwest - scale 1m



Plate 13: Interior of Cart shed 1, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northwest - scale 1m



Plate 14: Partition wall and original pillar within Cart Shed 1, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northwest - scale 1m



Plate 15: Interior of Cart shed 2, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northwest - scale 1m



Plate 16: South western elevation of Cart shed 2, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northwest - scale 1m

Phase 1 - Green - handmade redbrick bonded by lime mortar - Mid Victorian
Phase 2 - Orange - machine made redbrick bonded by Portland cement - Late Victorian
Phase 3 - Yellow - Timber beam and Doorway - ???
NB previous archway is dashed in

N





Plate 17: North eastern and north western elevations of the glasshouse and potting sheds, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the north - scale 1m



Plate 18: North western elevation of the glasshouse and potting sheds, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northwest - scale 1m



Plate 19: North western elevation of the glasshouse and potting sheds, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northwest - scale 1m



Plate 20: North western elevation (oblique view) of the glasshouse and potting sheds, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the west - scale 1m



Plate 21: South western elevation (oblique view) of the glasshouse and potting sheds, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the west - scale 1m



Plate 22: South western elevation (oblique view) of the glasshouse and potting sheds, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the south - scale 1m



Plate 23: South eastern elevation (oblique view) of the glasshouse and potting sheds, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the south - scale 1m



Plate 24: South eastern elevation (oblique view) of the glasshouse and potting sheds, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the east - scale 1m



Plate 25: South eastern and north eastern elevations of the glasshouse and potting sheds, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the east - scale 1m



Plate 26: North eastern elevation (oblique view) of the glasshouse and potting sheds, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the east - scale 1m



Plate 27: North eastern elevation (oblique view) of the glasshouse and potting sheds, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the north - scale 1m



Plate 28: South eastern glasshouse interior, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the southeast - scale 1m



Plate 29: South eastern glasshouse interior, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northwest - scale 1m



Plate 30: North western glasshouse interior, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the southeast - scale 1m



Plate 31: North western glasshouse interior, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northeast - scale 1m



Plate 32: Example of opening casement window in North western glasshouse (showing lever mechanism), Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northeast - scale 1m



Plate 33: Interior of Potting Shed 1, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the southeast - scale 1m



Plate 34: Interior of Potting Shed 1, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northwest - scale 1m



Plate 35: Interior of Potting Shed 2, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the southeast - scale 1m



Plate 36: Interior of Potting Shed 2, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northwest - scale 1m



Plate 37: Example of stepped wall within Potting Shed 2, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northwest - no scale



Plate 38: Example of brick pillar within Potting Shed 2 (outlined in black), Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northwest - scale 1m



Plate 39: Interior of Potting Shed 3, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the west - scale 1m



Plate 40: Interior of Potting Shed 3, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the east - scale 1m



Plate 41: Door to north western glasshouse from Potting Shed 3, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the northeast - scale 1m



Plate 42: Interior of Potting Shed 4, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the west - scale 1m



Plate 43: Interior of Potting Shed 4, Poor Clare's Monastery, Upper Aston Hall Lane, Hawarden, Flintshire - from the east - scale 1m

The north western Glasshouse room

The ceiling of the glasshouse is comprised of plastic glazing panels supported by sawn timber rafters and batons which have been painted white. The north western elevation is almost identical in configuration to the south eastern elevation seen in the south eastern glasshouse; although a large amount of the glass window panes are missing in this elevation forming a large void which is open to the elements. The north eastern elevation is constructed from red brick bonded by lime mortar, and has been painted white. At the right-hand end is a doorway opening permitting access to potting shed (3) via a wooden board door, painted green with six glass window panes in its upper two-thirds. To the left of the door is a raised bed constructed from red bricks and Portland cement this is eight courses high and has a large well established bay tree growing out of it close to the doorway to potting shed (3). To the right of the doorway is another raised bed constructed from red brick bonded by Portland cement; this is only three courses high with a wooden workbench placed on top.

The south eastern elevation is the same partition mentioned earlier in the description of the south eastern greenhouse. Situated in front of this is a low raised bed constructed from red brick bonded by lime mortar, this is only three courses high. Another wooden bench is situated upon this low wall and this configuration continues onto the south western elevation forming a right angle at the junction of the two elevations. The south western elevation has a continuation of the casement windows seen in the south eastern glasshouse, with six casement windows each with four panes set within white painted wooden frames. Of these windows the first, third, and fifth once again open from the left hand side via the use of the same mechanism described earlier. Set in front of the windows is the same low brick-built bed and timber workbench described earlier. The central area of the north western glasshouse is dominated by a large raised bed which is constructed from red brick bonded by lime mortar and is four courses high. There is a walkway which permits access to all sides of this bed; the floor consists of blue quarry tiles which appear to have been cemented down, however the threshold with the south-eastern glasshouse is formed by a decorative cast iron grate.

Potting shed (1)

This is a rectangular room orientated southeast to northwest measuring 4.46m long by 3.35m wide. The ceiling is supported by a single sawn timber purlin and has been covered with unpainted plasterboard. The north western elevation has a single centralised doorway opening permitting access to potting shed (2) via a peach painted wooden panelled door with six glass panes in its up at two-thirds; this door is set within a peach painted wooden door frame. The elevation is of red brick painted white, and is partially obscured by a large structural rafter which descends towards the north eastern elevation respecting the roof pitch. The north eastern elevation is constructed from red brick bonded by lime mortar which has been painted white. It has a window located to the left of centre; this is a nine-pane fixed window set within white painted iron frame. To the right of the window is a small projecting brick wall also painted white. To the immediate right of this is a large Belfast sink with drainer situated upon a wooden stand.

The south eastern elevation is constructed from red brick painted white and has a single doorway opening to the left of centre which permits access to the exterior via a green painted wooden board door set within white and green painted wooden frame. Apart from this it is featureless. The south western elevation is constructed from red brick bonded by lime mortar and painted white; approximately two-thirds of the way up from the ground the wall thickens by two courses and projects outwards into the room. The elevation is otherwise featureless. The floor is of poured concrete.

Potting shed (2)

This is a rectangular room orientated southeast to northwest measuring 4.23m long by 3.35m wide. The ceiling within potting shed (2) is identical to the ceiling found in potting shed (1). The north western elevation is featureless aside from a raised bed located to the right-hand side of the elevation; this is constructed from redbrick bonded by Portland cement which has been painted white and is six courses high. The north eastern elevation has a single centralised window which is a fixed window with four glass panes set within white painted iron frames. In front of this window are two projecting brick-built walls which form the legs of a rudimentary table. The south eastern elevation has a single centralised doorway opening (as described earlier). The walls are constructed from red brick bonded by lime mortar and have been painted white. To the left of the doorway is a small modern metal radiator above which is a small cupboard unit. To the right-hand side of the elevation is a stepped brick peer which appears to be structural. The south western elevation is constructed from red brick painted white and projects into the room in a similar manner seen in potting shed (1). Apart from this the elevation is featureless. The floor is of poured concrete.

Potting shed (3)

This is a rectangular room orientated southeast to northwest measuring 4.28m long by 3.35m wide. The ceiling of the room once more has a timber purlin running its length, but most of the woodwork is masked by plasterboard. All of the walls are constructed from red brick bonded by lime mortar and have been painted white. The north western elevation is featureless. The north eastern elevation has a single doorway opening to the left of centre which permits access to the exterior of the building via a green painted wooden board door set within green painted wooden frames. To the left of this is a small square fixed window with three glass panes set within white painted wooden frames. The right-hand side of the elevation is mostly obscured by timber shelving for plants.

The south eastern elevation is also obscured by timber shelving for plants, but a brick peer is visible extending from the floor to the roof height at the right-hand end and appears structural. The south western elevation has a single doorway opening to the right of centre which permits access to the *north western glasshouse* via a green painted wooden board door with six glass panels in its upper two-thirds and is set within white painted wooden frames. The left-hand side of the elevation is once more obscured by timber shelving. The floor was once of laid red brick but has since been covered by a screed of concrete.

Potting shed (4)

This is a rectangular room orientated southeast to northwest measuring 4.70m long by 3.35m wide. The ceiling is the same as described in the other potting sheds. The north western elevation has a fixed casement window to the left of centre with four glass panes set within white painted wooden frames. This is the same window that appears to have been inserted in place of a previous doorway as was described in the *north western glass house exterior* section. The north eastern elevation has a single doorway opening to the right of centre which permits access to the exterior via a red painted wooden panelled door set within green painted wooden frame. Apart from this the elevation is featureless.

The south eastern elevation is featureless and is mostly obscured by timber shelving for plants. The south western elevation is also featureless aside from the timber shelving seen on the south eastern elevation. However, the wall thickens in this potting shed once more projecting outwards into the room by two courses; this suggests that perhaps this was an original exterior and the potting sheds were added at a later date. The floor is of poured concrete.

8.0 CONCLUSION

The stable block/cart shed is not visible on the tithe map of 1841 but is first depicted on the *First edition 6-inch OS map* of 1871 was most likely been built between 1841 and 1871; making it an example of a mid-Victorian cart/carriage shed. It owes its construction to the Aston Bank House complex and appears to be associated with an eastern L-shape range of buildings. It also appears on the *Second edition (1882) and Third edition (1900) 6-inch OS maps*. The glass-houses do not appear until the *Third edition 6-inch OS map (1900)* and are set with kitchen gardens to the northwest and woodland and orchard to the southeast at this time. By the *edition of 1912 - 25-inch OS map* the area to the southeast had been opened up with a pathway running southeast past the front of Aston Bank house. Therefore, the glasshouses are Edwardian in date with possible later additions of the potting sheds around the time of the 1st World War as these are not visible on the *edition of 1914 - 6-inch OS map*.

The cart shed appears to have been constructed onto the tall rendered wall that runs northwest to southeast and forms the south eastern boundary of the courtyard area. It was originally constructed from handmade red brick bonded by lime mortar (typical of early-mid Victorian buildings). The primary elevation (south western) of the cart shed initially had a red brick façade with two similarly sized elliptical brick arches which would have provided access to two carriage bays. The north western elevation had a hatchway opening near the apex of the gable permitting access to the upper floor of the cart shed, whilst a much smaller opening was present in the south eastern elevation, perhaps as a dovecote. At some point following this the left-hand bay of the south western elevation was bricked up with machine-made red bricks bonded by Portland cement. During this process part of the arch was removed (in the area between the two brick pillars) and a smaller doorway was instated with a timber beam running from northwest to southeast across the elevation. At some point both of the openings on the north western and south eastern elevations were bricked up and the exterior of the building was rendered with pebble-dash.

The glasshouses may have originally stood alone without the attached potting sheds to the northwest as the decorative brick piers and thickened north eastern wall attest. The brick masonry of the potting sheds was not tied into the tall north eastern wall of the glasshouse also suggesting that they were later. Furthermore, potting shed (4) originally had a doorway opening that provided access to the kitchen gardens to the northwest of the glasshouses however, this was removed and bricked up and a window inserted in its place. The interior of the glasshouse appears largely unchanged; the glazed roof was presumably changed for plastic when it became available. Apart from the addition of some raised beds around the edges of the glasshouse and timber workbenches it appears to have been largely unchanged since its construction.

This historic building record can be seen as having fulfilled the spirit and intent of the condition recommended by the CPAT Development Control Archaeologist. As such no further mitigatory works are recommended as part of the development.

9.0 SOURCES

Maps.

Ordnance Survey 1st edition 6 inch map 1871.

Ordnance Survey 2nd edition 6 inch map 1882.

Ordnance Survey 3rd edition 6 inch map 1900.

Ordnance Survey 25 inch map, Edition of 1912.

Ordnance Survey 4th edition 6 inch map 1914.

Secondary Sources

English Heritage, 2016. *Understanding Historic Buildings: a guide to good recording practice.*



aeon archaeology

**Poor Clare Colettine Monastery,
Upper Aston Hall Lane, Hawarden,
Flintshire CH5 3EN.**

**Written Scheme of Investigation
for Level 2 Historic Building Record.**

September 2019 v1.0



Project Code: A0225.1
Planning Ref: Pre-application
Event PRN: 164125



Poor Clare Colettine Monastery, Upper Aston Hall Lane, Hawarden, Flintshire CH5 3EN.

September 2019 Event PRN: 164125

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1.0 PROJECT BACKGROUND	1
2.0 POLICY CONTEXT	3
3.0 REQUIREMENTS	5
3.1 Building Record	5
4.0 METHOD STATEMENT	5
4.1 Level 2 Record	5
4.1.1 Written Account	5
4.1.2 Photographs	5
4.1.3 Drawings	6
4.2 Processing data, illustration, report and archiving	6
5.0 DISSEMINATION AND ARCHIVING	6
6.0 PERSONNEL	6
7.0 MONITORING AND TIMING	6
8.0 HEALTH AND SAFETY	6
9.0 INSURANCE	7
10.0 GENERAL	7

1.0 PROJECT BACKGROUND

Aeon Archaeology has been commissioned by Eccleston Homes, hereafter the Client, to produce a Written Scheme of Investigation (WSI) for carrying out a level 2 historic building record of a former stables / cart building and glass house with adjoining potting sheds at the Poor Clare Colettine monastery, Upper Aston Hall Lane, Hawarden, Flintshire (centred on **NGR SJ 30775 66461 and SJ 30745 66412 respectively**) in advance of demolition to make way for the erection of 15 residential units.

The site comprises the buildings and grounds of Poor Clare's Monastery. The buildings occupy the central and western sections of the site. Amongst and around the buildings are distinct features, some of which are associated with the property which occupied the site before the monastery was built (a building known as Aston Bank). The features of particular significance have an association with the layout of Aston Bank. They include:

- 1) The carriage drive from Upper Aston Hall Lane
- 2) The relict walls and hedgerows, particularly those along the Upper Aston Hall Lane frontage
- 3) The formal gardens at the core of the site
- 4) The woodland blocks to the north and east of the complex of buildings
- 5) The retained section of a former stable block

The archaeological mitigation is being completed in advance of full planning application however the Development Control Archaeologist (DCA) (Mr Mark Walters) at the Clwyd-Powys Archaeological Trust (CPAT) made the following comments as part of the pre-application advice:

Suggested planning condition to facilitate a programme of historic building recording, the equivalent of a Historic England Level 2 building survey, in order to allow an adequate analytical record of the buildings to be made prior to alteration

Suggested condition:

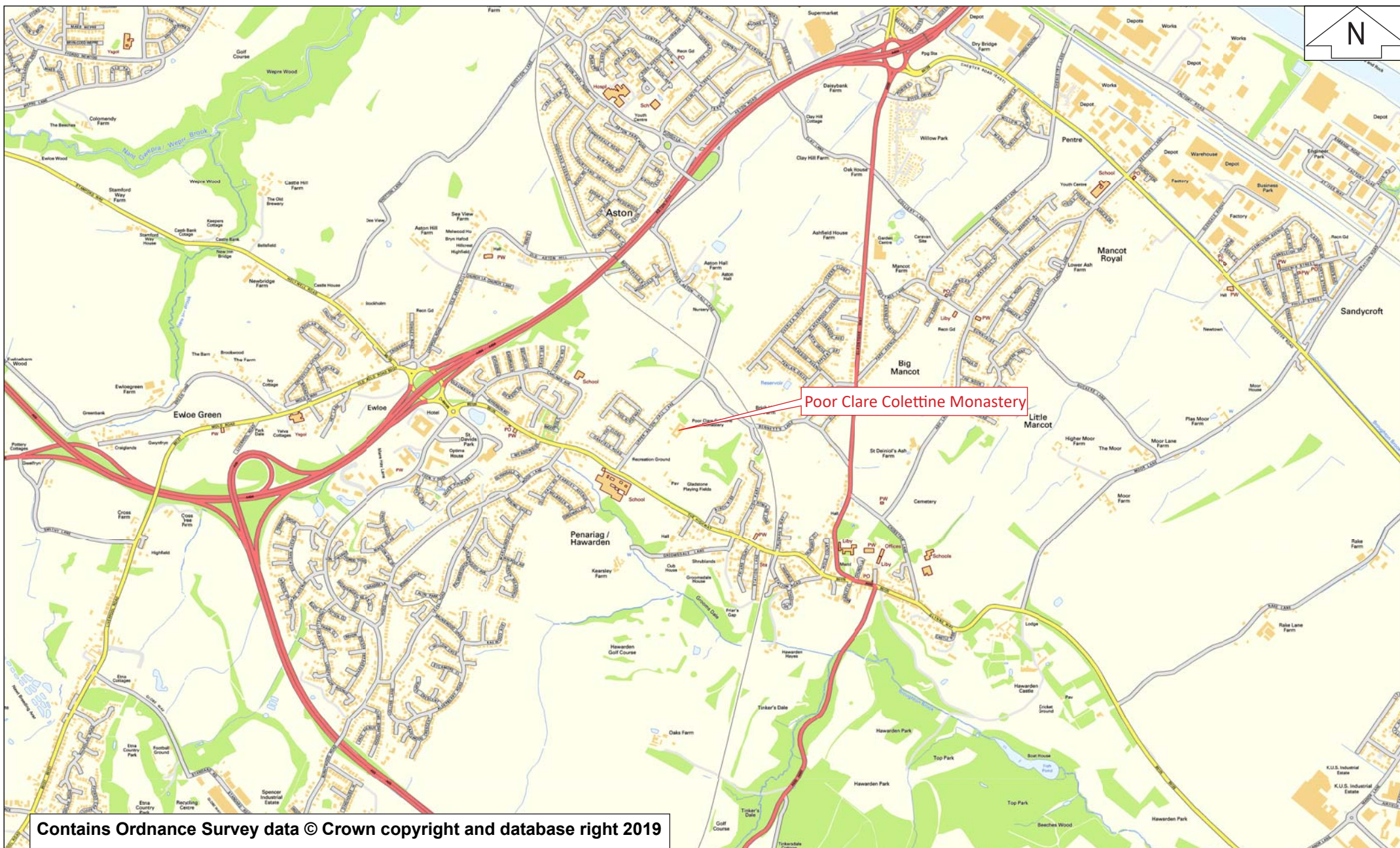
No development shall take place until a programme of building recording and analysis, equivalent to a Historic England Level 2 building survey, has been secured and implemented, in accordance with a brief issued by the local planning authority and a written scheme of investigation which has been submitted and approved in writing by the local planning authority. The programme of building analysis and recording will be completed by an archaeological contractor and must meet the standards laid down by the Chartered Institute for Archaeologists in their Standard and Guidance for the archaeological investigation and recording of standing buildings or structures. A copy of the resulting report should be submitted to the Local Planning Authority and the Development Control Archaeologist, Clwyd-Powys Archaeological Trust (41 Broad Street, Welshpool, Powys, SY21 7RR Email: mark.walters@cpat.org.uk Tel: 01938 553670). After approval by the Local Planning Authority, a copy of the report and resulting archive should also be sent to the Historic Environment Record Officer, Clwyd-Powys Archaeological Trust for inclusion in the regional Historic Environment Record.

Reason:

To allow an adequate analytical record of the former Aston Hall garden buildings to be made, before they are demolished, to ensure that the buildings origins, use and development are understood and the main features, character and state of preservation are recorded.

This design and all subsequent mitigation will conform to the guidelines specified in Historic England's '*Understanding Historic Buildings: a guide to good recording practice*' (2016) & *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures* (Chartered Institute for Archaeologists, 2014).

The current monastery building was redeveloped in the 1960s however a monastery has been present at the Site since the 1940-50s which replaced the earlier Aston Bank estate house. The only surviving features of this former hall are the stables / coach house and glass house and associated potting sheds which will be recorded as part of this survey.

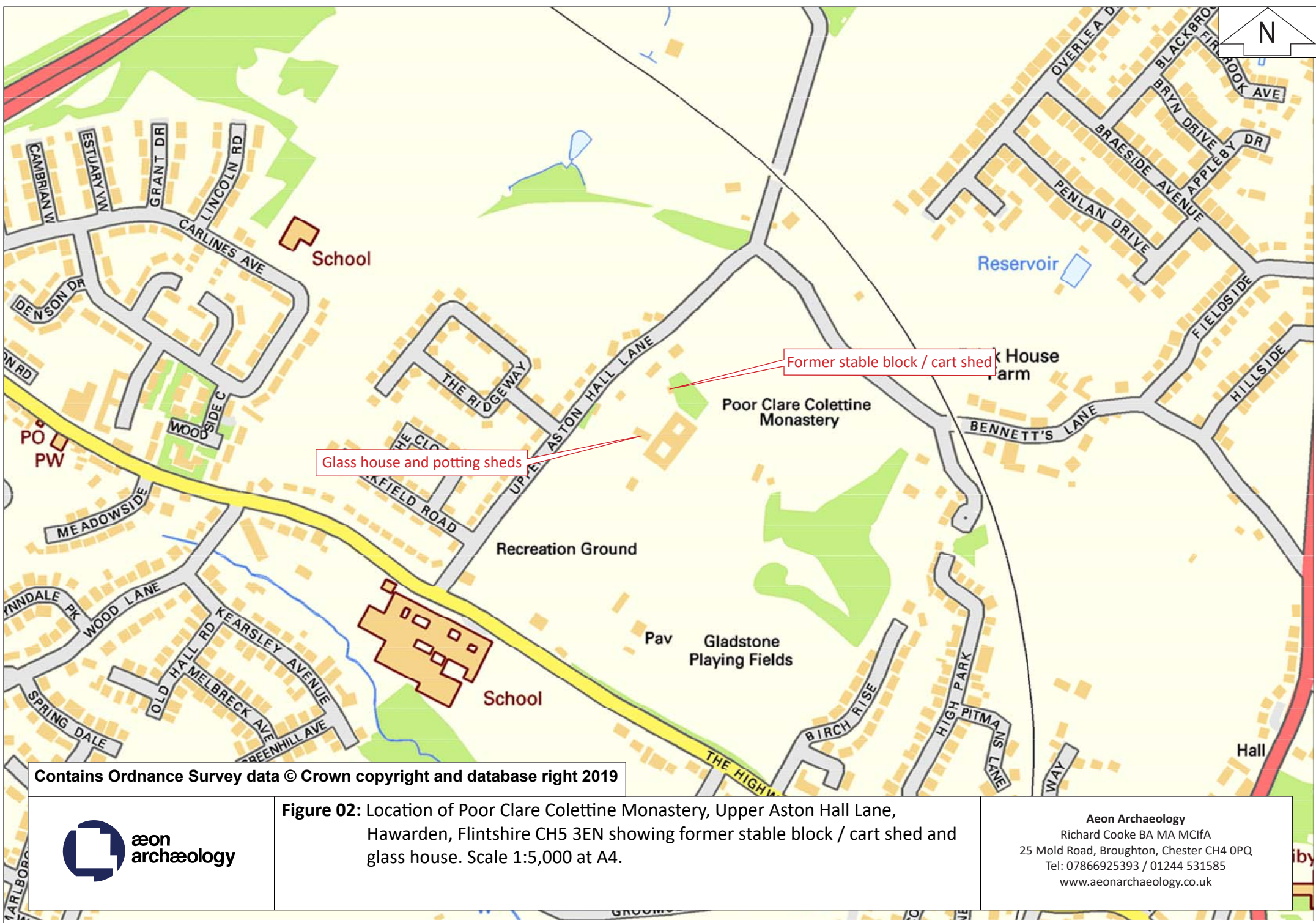


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Figure 01: Location of Poor Clare Colettine Monastery, Upper Aston Hall Lane, Hawarden, Flintshire CH5 3EN. Scale 1:20,000 at A4.

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2.0 POLICY CONTEXT

At an international level there are two principal agreements concerning the protection of the cultural heritage and archaeological resource – the UNESCO Convention Concerning the Protection of World Cultural and Natural Heritage and the European Convention on the Protection of the Archaeological Heritage, commonly known as the Valetta Convention. The latter was agreed by the Member States of the Council of Europe in 1992, and also became law in 1992. It has been ratified by the UK, and responsibility for its implementation rests with Department for Culture Media and Sport.

The management and protection of the historic environment in Wales is set out within the following legislation:

- The Planning (Listed Buildings and Conservation Areas) Act 1990 (As amended)
- The Historic Environment (Wales) Act 2016
- The Town and Country Planning Act 1990
- The Ancient Monuments and Archaeological Areas Act 1979
- The Town and Country Planning (General Permitted Development Order) 1995 (As amended)

The Historic Environment (Wales) Act is the most recent legislation for the management of the Historic Environment and amends two pieces of UK legislation — the Ancient Monuments and Archaeological Areas Act 1979 and the Planning (Listed Buildings and Conservation Areas) Act 1990. The new Act has three main aims:

- to give more effective protection to listed buildings and scheduled monuments;
- to improve the sustainable management of the historic environment; and
- to introduce greater transparency and accountability into decisions taken on the historic environment.

With respect to the cultural heritage of the built environment the Planning (Conservation Areas and Listed Buildings) Act 1990 applies. The Act sets out the legislative framework within which works and development affecting listed buildings and conservation areas must be considered. This states that:-

“In considering whether to grant planning permission for development which affects a listed building or its setting, the local planning authority or, as the case may be, the Secretary of State shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses” (s66(1))

Other known sites of cultural heritage/archaeological significance can be entered onto county-based Historic Environment Records under the Town and Country Planning 1995.

Planning Policy Wales sets out the land use planning policies of the Welsh Government. Chapter 6 covers the historic environment and emphasises that the positive management of change in the historic environment is based on a full understanding of the nature and significance of historic assets and the recognition of the benefits that they can deliver in a vibrant culture and economy.

Various principles and policies related to cultural heritage and archaeology are set out in the Planning Policy Wales which guide local planning authorities with respect to the wider historic environment.

The following paragraphs from Planning Policy Wales are particularly relevant and are quoted in full:

Paragraph 6.1.5 concerns planning applications:

The planning system must take into account the Welsh Government's objectives to protect, conserve, promote and enhance the historic environment as a resource for the general well-being of present and future generations. The historic environment is a finite, non-renewable and shared resource and a vital and integral part of the historical and cultural identity of Wales. It contributes to economic vitality and culture, civic pride, local distinctiveness and the quality of Welsh life. The historic environment can only be maintained as a resource for future generations if the individual historic assets are protected and conserved. Cadw's published Conservation Principles highlights the need to base decisions on an understanding of the impact a proposal may have on the significance of an historic asset.

Planning Policy Wales is supplemented by a series of Technical Advice Notes (TAN). Technical Advice Note 24: The Historic Environment contains detailed guidance on how the planning system considers the historic environment during development plan, preparation and decision making on planning and listed building consent applications. TAN 24 replaces the following Welsh Office Circulars:

- 60/96 Planning and the Historic Environment: Archaeology
- 61/96 Planning and the Historic Environment: Historic Buildings and Conservation Areas
- 1/98 Planning and the Historic Environment: Directions by the Secretary of State for Wales

3.0 REQUIREMENTS

3.1 Building Record

The requirements are for an archaeological building record of the former stables / coach house and glass house with attached potting sheds prior to demolition, however should observations or desk-based research suggest the potential for significant features to be encountered during the renovation and site clearance/ground work, the archaeological contractor should make arrangements to undertake any appropriate supplementary recording work during the development. The DCA at CPAT has requested that the building record be roughly commensurate with the Historic England's '*Understanding Historic Buildings: a guide to good recording practice*' (2016) **Level 2**.

Both the exterior and the interior will be viewed, described and photographed. The record will present conclusions regarding the building's development and use, but will not discuss in detail the evidence on which these conclusions are based.

The detailed photographic record will consist of Historic England's '*Understanding Historic Buildings: a guide to good recording practice*' (2006) elements:

written account: 1-3, 6

drawings: sometimes 1, sometimes one or more of 2-7

photographs: 1,2,4

4.0 METHOD STATEMENT

4.1 Level 2 Record

4.1.1 Written Account

The written account will include:

- The building's precise location as a National Grid Reference and address form;
- A note of any statutory designation and non-statutory designation;
- The date of the record, name(s) of the recorder(s) and archive location;
- A summary of the building's form, function, date, and sequence of development.

4.1.2 Photographs

The photographic record will include:

- A general view or views of the building;
- The building's external appearance. Typically a series of oblique views will show all external elevations of the building and give an impression of its size and shape;
- The overall appearance of the principal rooms and circulation areas.

A Digital SLR (Canon 600D) set to maximum resolution will be used throughout.

4.1.3 Drawings

The drawn record will include:

- A site plan showing the location and orientation of photographs. This will label all room spaces and indicate any architectural features of note.

4.2 Processing data, illustration, report and archiving

Following completion of the record as outlined above, a report will be produced incorporating the following:

- A copy of the design brief and agreed specification
- A site location plan
- A plan illustrating the location and direction of photographs
- Basic background and relevant historical, descriptive or analytical detail
- A full bibliography of sources consulted
- Illustrations, including plans and photographs, will be incorporated within the report.

5.0 DISSEMINATION AND ARCHIVING

A full archive including plans, photographs, written material and any other material resulting from the project will be prepared. All plans, photographs and descriptions will be labelled, and cross-referenced, and lodged in an appropriate place within six months of the completion of the project.

Upon completion of the project copies of the report will be sent to the Client, regional HER and DCA at CPAT.

The project report and archive will adhere to the Welsh Trusts' and Cadw's *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)* (2018) including the translation of a non-technical summary into the medium of Welsh.

6.0 PERSONNEL

The work will be managed and undertaken by Richard Cooke BA MA MCIfA, Archaeological Contractor and Consultant at Aeon Archaeology. Full details of personnel involved, with *curricula vitae*, can be supplied upon request.

7.0 MONITORING AND TIMING

Monitoring visits can be arranged during the course of the project with the Client and with the DCA at CPAT.

8.0 HEALTH AND SAFETY

Aeon Archaeology has a Health and Safety Policy Statement which can be supplied upon request. Furthermore, site-specific Risk Assessments and Method Statements are compiled and distributed to every member of staff involved with the project.

9.0 INSURANCE

Liability Insurance – Insignia Underwriting Policy 347002

- Employers' Liability: Limit of Indemnity £10m in any one occurrence
- Public Liability: Limit of Indemnity £2m in any one occurrence
- Legal Defence Costs (Health and Safety at Work Act): £250,000

The current period expires 07/09/20

Professional Indemnity Insurance – Insignia Underwriting Policy 347002

- Limit of Indemnity £500,000 any one claim

The current period expires 07/09/20

10.0 GENERAL

All project staff will adhere to the *Code of Conduct of the Chartered Institute for Archaeologists*.

The project will follow the requirements set down in the *Standards and Guidance for Archaeological Investigation and Recording of Standing Buildings or Structures (2014)* prepared by the Chartered Institute for Archaeologists.

A Method Statement and Risk Assessment will be prepared prior to the commencement of fieldwork and circulated to all staff concerned.

