

Archaeology Wales

Trinity Chapel, Pencoed

Level 3 Building Survey



By

Dr Susan Stratton

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Appendix

Written Scheme of Investigation

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Summary

This report results from a Level 3 Building Recording undertaken by Archaeology Wales Ltd (AW) at Trinity Chapel, Penybont Road, Pencoed, CF35 5RA – NGR SS 96141 81746. The work was carried out as mitigation prior to demolition of the building to redevelop the site for residential use. The associated planning application is P/20/99/FUL.

Trinity Chapel was built in 1907 to replace the Presbyterian Trinity Chapel, located south of the current chapel, which was itself built in 1897 to serve the growing English-speaking congregation. Pencoed's population increased during the late 19th century due to the arrival of the railway in 1850. The Chapel is first depicted on the 1922 OS County Series map in the same layout as it has today.

The Chapel is a stone-built structure with gable roof to the main NW – SE orientated element and hipped rooves to two side projections towards the rear. The main entrance is to the NW gable end. There is a single storey projecting element of irregular hexagonal plan to the rear. The building recording site visit identified very little change over the building's use. No major changes have been made to the building's structure and the majority of the interior furnishings are original. The organ was added to the building in 1981. A toilet was added using stud wall partitioning to the rear projecting element, probably in the late 20th century.

All works were carried out in accordance with the ClfA Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures (2019).

Crynodeb

Mae'r adroddiad hwn yn ganlyniad i Gofnod Adeilad Lefel 3 a gynhaliwyd gan Archaeology Cymru Cyf yng Nghapel y Drindod, Heol Penybont, Pencoed, CF35 5RA – NGR SS 96141 81746. Gwnaed y gwaith fel gwaith lliniaru cyn dymchwel yr adeilad er mwyn ailddatblygu'r safle at ddefnydd preswyl. Y cais cynllunio cysylltiedig yw P/20/99/FUL.

Adeiladwyd Capel y Drindod ym 1907 yn lle Capel Presbyteraidd y Drindod, a oedd wedi'i leoli i'r de o'r capel presennol, a gafodd ei adeiladu ym 1897 i wasanaethu'r gynulleidfa Saesneg ei hiaith a oedd yn tyfu. Cynyddodd poblogaeth Pencoed yn ystod diwedd y 19eg ganrif oherwydd ymddangosiad y rheilffordd ym 1850. Mae'r capel wedi'i nodi am y tro cyntaf ar fap Cyfres Sirol yr OS ym 1922 ar yr un cynllun ag a geir heddiw.

Mae'r Capel yn strwythur o garreg gyda tho talcen ar y brif elfen tua'r Gogledd-orllewin/De-ddwyrain a thoeau talcennog ymestynnol dwyochrog tua'r cefn. Mae'r brif fynedfa yn y pen Gogledd-orllewinol. Mae elfen ymestynnol un llawr gyda chynllun siâp hecsagon afreolaidd yn y cefn. Cofnododd yr ymweliad â'r safle mai ychydig iawn o newid a fu o ran y defnydd o'r adeilad. Ni wnaed unrhyw newidiadau mawr i strwythur yr adeilad ac mae mwyafrif y dodrefn y tu mewn yn rhai gwreiddiol. Ychwanegwyd yr organ i'r adeilad ym 1981. Ychwanegwyd tŷ bach gan ddefnyddio wal stŷd yn yr elfen ymestynnol tua'r cefn, mae'n debyg tua diwedd yr 20fed ganrif.

Gwnaed yr holl waith yn unol â Safonau a Chanllawiau Sefydliad Siartredig yr Archeolegwyr ar gyfer Ymchwiliad Archeolegol a Chofnod o Adeiladau neu Strwythurau sy'n Sefyll (2019).

1. Introduction

- 1.1. In April 2021 Archaeology Wales (henceforth – AW) was commissioned by Mr Steve Flay to undertake a Level 3 Building Recording at Trinity Chapel, Penybont Road, Pencoed, CF35 5RA – NGR SS 96141 81746. The associated planning application is P/20/99/FUL.
- 1.2. The building recording took place on the 21st April 2021 and was conducted by Dr Susan Stratton and Jessica Wooley. The project was managed by Irene Garcia Rovira MCIfA. All works were carried out in accordance with the ClfA's *Standard and guidance for the archaeological investigation and recording of standing buildings or structures* (2019). AW is a Registered Organisation with ClfA.

2. Site description

- 2.1. The chapel is located in Pencoed, toward the south-western side of Penybont Road. The chapel is set back from the road and has its entrance at the NW gable end. The chapel is detached from its adjacent properties.
- 2.2. The underlying geology of the site is characterised by the Pennine Middle Coal Measures Formation and the South Wales Coal Measures Formation – mudstone, siltstone, sandstone, coal, ironstone – formed during the Carboniferous Period. The superficial deposits are of Till-Diamicton formed during the Quaternary Period (BGS 2021).

3. Methodology

- 3.1. The primary objective of the building recording has been to describe and record, by means of high-resolution digital photography and measured drawings, all key internal and external components of the affected building so that a permanent record survives prior to its renovation. This has been completed by means of an Historic England Level 3 building survey.
- 3.2. The research and investigation into the building and its setting has included an examination of primary and secondary sources, including information provided by Cadw on designated historic and archaeological assets, 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.

- 3.3. The Level 3 Archaeological Building Survey has been undertaken by a suitably experienced Building Recording Archaeologist who can understand and interpret the structure and record the important details. The photographic and drawn record represent a comprehensive record, to archive standard, of the existing buildings and structures, both externally and internally.
- 3.4. Full access was possible to the building during the survey, both externally and internally. Descriptive records were made, and photographs taken, in high-resolution digital format, of the historic structure. Elevations and plans of the building have been illustrated at appropriate scales.
- 3.5. The work has been completed in accordance with ClfA's *Standard and guidance for the archaeological investigation and recording of standing buildings or structures* (2019) and to a standard equivalent to Historic England Level 3, laid out in *Understanding Historic Buildings: A Guide to Good Recording Practice* (2016).

4. Archaeological and Historical Background

- 4.1. Pencoed was a rural area up until the 1850s and had only two places of worship, Salem Chapel and St Crallo's parish church. During the second half of the 19th century, Pencoed grew substantially resulting from the arrival of the railway in 1850, and by its sudden industrialisation associated with coal mining.
- 4.2. This population growth caused a need for more places of worship to serve the English-speaking population, who congregated at the Long Room in King's Head Hotel until the construction of the Presbyterian Trinity chapel (NPRN 1384) in 1897. The chapel was built on land granted by Alderman Howell free of charge and construction was funded by the friends and members of Salem as well as by R Davies Bodlondeb. The outline of the former chapel is shown on the 1899 OS County Series Second Edition as a rectangular chapel with associated ancillary structures to the south, in an area now occupied by domestic dwellings.
- 4.3. In 1907, Alderman Howell ordered the construction of a new chapel, which became the current building, to the north-east of the previous chapel. Stone from

the old chapel was used to build a schoolroom at the rear of the new chapel building. The latter became dilapidated and was finally demolished. During its history, the chapel has functioned as a centre of congregation, with Sunday School, weekly Sisterhood meetings, adults Bible classes and a Band of Hope.

- 4.4. The organ was not an original part of the chapel interior. It was built by Peter Conacher & Sons of Huddersfield for Hermon Calvinistic Methodist Chapel at Ogmores Vale. When this chapel closed in 1981 the organ was moved to Trinity Chapel.
- 4.5. Further details regarding the history of the chapel are not accessible at present due to archive closures, however, it is known that the chapel was in hands of Minister R D Howell (son of Alderman) until 1948. After his death the Reverend Vivian Morgan acted as minister until the year 2000.
- 4.6. The rural character of the area prior the 1850s is evident in the Apportionment of the rent-charge in lieu of tithes in the hamlet of Pencoed in the parish of Coychurch in the County of Glamorgan, 1841 (Figure 2). The latter evidences a pattern of medium irregular fields sparsely occupied by a number of cottages and farm buildings. The location of the chapel was then the SW corner of field 165, documented in the apportionment records as Cae and Graig, used for pasture, owned by John Howell and occupied by William Sarrall.
- 4.7. The OS County Series of 1877 (Figure 3) presents substantial changes to the area. The most notable element is the railway which runs on the same axis (NE/SW) as Penybont Road does today. A number of new buildings appear in this map edition (e.g. Llettai), however this is more concentrated further south, near the station where the Britania Inn is labelled. The field where the chapel currently sits is still vacant, although a footpath links Llettai with the main road. The OS County Series of 1920 is the first to depict the current Trinity Chapel, as well as new residential properties in the area. It is shown with the same building plan as it has today. The now demolished schoolroom is shown as a NE – SW orientated rectangular building to the south of the chapel.
- 4.8. Subsequent mapping demonstrated no change to the layout of the chapel building.

5. Building Survey results

- 5.1. The chapel is a two-storey building and is a squat T-shape in plan, with projecting sections (the transept) to the rear (SE) of the building long sides. There is also a small, one storey with basement hexagonal element to the rear, projecting from the rear wall. It is in Lombardic style, and is constructed using randomly coursed rough tooled ashlar blocks and has a gabled slate roof with lower cross-hipped elements to the transept. The entrance is located on the NW facing gable end. All the windows have been covered to the exterior by clear Perspex.
- 5.2. As noted in section 4, the chapel was constructed to replace a former chapel, and it opened its doors in 1907.

EXTERIOR

Front (NW-facing) elevation (Figure 4; Plates 1 – 11)

- 5.3. The front façade is a two storey, three bay gable end (Plate 1). The outer bays are slightly projecting and are topped with concave semi-circular parapets. The central bay has a semi-circular parapet with decorative cement finial.
- 5.4. The main entrance to the chapel is to the centre of the façade. The aedicule projects slightly from the façade (Plate 2). The door is a solid wood, round topped double door with three fielded panels to each side. It has a wrought iron circular handle (Plate 3) and the name “TRINITY CHURCH” is painted at the top (Plate 4). The door surround is a round arch in smooth finished limestone ashlar blocks. There are quoins to the sides and a hood mould above. There is denticulated decoration to the interior of the arch (Plate 5). The outer part of the aedicule is in the same randomly coursed rough tooled ashlar blocks as the main building. There is a smooth ashlar band course at the height of the base of the arch. This continues across the entire front elevation. The aedicule has a triangular pediment with a trefoil finial and moulded piers to either side (Plate 6).
- 5.5. There are two windows to the ground floor, one to each other bay (Plates 7 and 8). They are two-light mullion stained-glass windows in chamfered stone frames with smooth finished ashlar quoins. The base of the windows is at the height of the lower band course.

- 5.6. There are four first floor height windows, two larger windows to the central bay and smaller ones to each outer bay. The central windows have a circular light to the top and two mullion lights to the bottom (Plate 9) while the outer windows are single lights with round arch tops (Plate 10). All the lights are stained-glass, and the window surrounds are stone with smooth finished ashlar quoins.
- 5.7. Above the upper windows of the central bay is a projecting moulded cornice with dentils to the underside (Plate 11). There is a vent to the centre of the central semi-circular pediment which is stone framed with three openings and an arched cornice above.
- 5.8. There is a bevelled string course to the outer bays at first floor height, and two thin smooth finished ashlar string courses to the upper part of the elevation. There are rough tooled ashlar quoins to each end of the façade exterior.

SW-facing elevation (Figure 6; Plate 12 – 19)

- 5.9. The SW elevation of the main building is 17m in long and consists of the long side of the building with the 7m wide projecting transept cross-hipped to the south-eastern end (Fig. 6; Plate 12). It also includes the SW facing elevation of the single storey projecting element to the rear of the building (Plate 13).
- 5.10. The side of the main building is constructed of rough finished stone blocks, in contrast to the rough tooled ashlar to the building's main façade. Similarly, the cement mortar is less well finished. Rough tooled ashlar is only used on the quoins which edge the corners of each element. The lower quoins at the SE corner of the cross-gable and main building are red brick, possibly represent a repair (Plate 14)
- 5.11. At the north-western end of the elevation is a projecting buttress, which is 2.5m wide. The bevelled string course at first floor height continues from the front elevation, as does the uppermost smooth ashlar sting course. It is stopped with a simple moulded stone cornice. The upper string course, which is at the height of the roof eaves, does not continue beyond the buttress, but the central one continues across the elevation, stopping at the projecting transept. There are two smaller slightly projecting buttresses, each 1m wide, along the long side of the building.

- 5.12. There are two windows to the long side of the building. The north-westernmost is a three-light mullion window with chamfered stone frame and smooth finished limestone ashlar quoins (Plate 15). The lights are stain-glass. The second window is situated between the two smaller buttresses. It is a tall window with circular light to the top and a two-light mullion to the bottom, all in stained-glass (Plate 16). It also has a chamfered stone frame and smooth finished limestone ashlar quoins.
- 5.13. There are five windows to the cross-hip end, two to the ground floor and three above (Plate 17). They are all the same size and style, being two-light stained-glass mullion windows with round arch tops in a chamfered stone frame with smooth finished ashlar quoins.
- 5.14. To the top of the elevation there are wooden soffits and fascias to the roof eaves and plastic guttering.
- 5.15. The SW facing elevation of the rear projecting element is single storey with slate gable roof. There is a door to the NW end accessed by five cement steps with a low brick wall (Plate 18). The door is black painted metal in a red brick surround. The SE end of the elevation is smooth rendered cement. It has a modern galvanised steel casing for the boiler outlet pipe attached (Plate 19).

SE-facing elevation (Figure 5; Plates 20 – 28)

- 5.16. The SE-facing elevation of the gable end is 10m wide, with an additional 1.5m to each side being the sides of the projecting cross-gables (Fig. 5; Plates 20 and 21). The projecting element to the rear is 3m wide and includes the S- and E-facing elevations.
- 5.17. This gable end is rendered with smooth finished cement render. The sides of the cross-hips are of the same rough finished stone blocks as the building's side elevations. To the NE of the gable end, in front of the hip side, is a chimney stack, in rough tooled ashlar like the front of the building, although with cement render to the interior (Plate 22). It has two red ceramic chimney pots.
- 5.18. The rear of the projecting element is of rough finished stone blocks (Plate 23). The door to the basement is located on the S-facing elevation, accessed by a flight of stone steps with a stone retaining wall with round capstones (Plate 24). The door is black-painted metal in a metal frame (Plate 25). It has a limestone

smooth finished chamfered ashlar surround with quoins. Above this is an arch of narrow stone voussoirs.

- 5.19. There is a small rectangular window to the basement and larger one to the ground floor on both the SE- and E-facing elevations (Plate 26). Those to the basement have been filled with brick on the interior (Plate 27). Those to the ground floor are single-lights with reinforced glass (Plate 28). They all have smooth finished ashlar quoin surrounds.

NE-facing elevation (Figure 7; Plates 29 - 35)

- 5.20. This elevation consists of the long side of the main building, the projecting cross-hip end, and the NE- and N-elevations of the rear projecting element.
- 5.21. The long side of the main building and the end of the projecting transept are almost an exact mirror of the SW facing elevation, including window size and location, with the exception that the stonework is rough tooled ashlar like the front elevation (Plates 29, 30, 31 and 32).
- 5.22. The NE and N elevations of the rear projecting element are also in rough tooled ashlar. There are two windows to the NE side, a small rectangular one to the basement and larger one to the ground floor (Plate 33). The lower window has been bricked up, and an old boiler outlet projects from it (Plate 34). There is another window to the short SE-facing section connecting the main building and the projecting element (Plate 35). It is also a single light rectangular window in a smooth finished ashlar quoin surround.

BUILDING INTERIOR (Figure 8)

- 5.23. The chapel's interior can be divided into the vestibule, the nave, and the Minister's Rooms.

The vestibule (Plates 36 – 38)

- 5.24. The vestibule is 3m (NE-SW) by 2.5m (NW-SE). The walls to the NE, SE and SW are of timber and glass panelling (Plate 36), which abuts the building's front

exterior wall, constituting the vestibule's NW wall (Plate 37). It does not have a ceiling, being open to the main chapel, and the partition walls are 2.7m high.

- 5.25. The partition walls are of varnished wood. There are fielded panels to the lower third, glazed panels above, and a narrow fielded band to the top. There are seven over seven textured glass lights to the rear (SE) wall, and five over five to the side walls, including the doors when closed. There is a door to the rear of each side wall in the same continuous style as the walls (Plate 38). They are 2.12m high and 0.92m wide and have a brass ring handle.
- 5.26. The NE wall is cream painted plaster. The main entrance door is to the centre of the wall. It is a solid wood double door with round arch top and three panels to each door. It is set in a simple painted wooden frame and is 2.34m high and 1.5m wide. A stone quoin surround has been painted in white paint.
- 5.27. The section of exterior wall around the door and within the vestibule is recessed slightly from that to the rest of the chapel. Above the door, at the height of the top of the vestibule partitions, is a chamfered segmental arch with three corbels above.
- 5.28. The vestibule floor is wood-effect lino.

The Nave (Plates 39 – 72)

- 5.29. The nave is a high, two storey height, roughly rectangular space, with a transept to the rear of the room (Plate 39). It is 16m long (NW-SE), 8.9m wide to the nave and 11.3m wide across the transept.
- 5.30. The floor slopes gently down from the entrance towards pulpit. There is wood effect lino to the north corner, level with the end of the vestibules. Most of the room has exposed wooden boards. There are the remains of lattice wood effect lino flooring to the SW of the pulpit and partially removed carpet around the pulpit.
- 5.31. All the walls are cream painted plaster with a c. 0.9m high wooden panel dado with moulded rail to the top.
- 5.32. The NW gable end wall (Plate 40), which includes the main entrance in the vestibule, has two windows to ground floor height either side of the vestibule. They are both deeply recessed with painted plaster to the canted reveals (Plate 41).

They are two light mullion windows in chamfered white painted stone frame. The lights are decorative coloured glass and lead. There are four windows at the height of a first floor, two larger windows to the centre and two smaller flanking them (Plate 42). They are deeply recessed, although less canted than the lower windows. The central two windows have a large circular light to the top and two mullion lights below. The flanking windows are single light with round arch top. They are all stained-glass with lead *comes*. The frames are white-painted stone. There are six stone corbels at the height of the top of the vestibule walls (Plate 43) (including the three mentioned in the vestibule section). There is no evidence that these ever supported anything, and they may have been entirely decorative.

5.33. The left-hand wall (NE) has two windows to the main body of the nave (Plate 44) and five in the transept to the rear. The north-westernmost window is a three-light mullion window which sits immediately above the dado rail (Plate 45). The lights are stained glass with heart-shaped patterns, and they are in a white-painted stone frame. The window measures 1.54m wide and 1.15m high and is deeply recessed. The reveals are painted plaster and the wooden sill is in the same wood as the dado. The second window to the SE is 2.8m high and 1.3m wide. It is the same style as the large windows to the front wall, with a round light to the top and two mullion lights to the bottom, all stained-glass (Plate 46). The frame is white-painted stone. It is recessed, with a low segmented arch to the top of the recess and painted plaster to the canted reveals. The front edge of the reveal has a white painted surround and there is a white painted band near the top of the window that continues across the wall to the SE where it joins a section of moulded cornice supporting a neo-classical pilaster and frieze to the top of the opening to the transept (Plate 47).

5.34. There are two windows at the ground floor level of the transept and three above. They are all two-light mullion windows with stained glass and white painted stone frames, 1.46m high and 1.04m wide. The lower windows are immediately above the dado. They are recessed, with low segmented arch, canted, painted plaster reveals edged in white paint (Plate 48). They have wooden sills. The upper windows also have a low segmented arch recess, but in this case the reveals are

square with chamfered edges, painted white (Plate 49). A lower section of each end light opens in a hopper opening.

- 5.35. The right-hand (SW) wall is almost a mirror image of the left, with the exception that the window reveals do not have white painted surrounds (Plate 50). Both walls have four moulded corbels to the top of the ground floor height, just above the lower windows (Plate 51). As with those on the NW wall, there is no evidence they previously supported anything. There are five moulded corbels to the top of both long side walls which support the roof.
- 5.36. The rear (SE) wall is the focal point of the chapel, as the pulpit is situated immediately in front (Plate 52). The dado rises up the wall behind the pulpit. There are four recessed arches to the rear wall, a lower one behind the pulpit, a large one above this, and two to each side that are between the central two in height (Plate 53). The recess behind the pulpit is a round arch with plaster moulding and keystone. The base of the arch sits on a plaster moulding string course. The arch above this is also round with plaster moulded and imitation corbels. Below the arch the recess has been edged with white paint. The flanking arches are narrower but also round arches with white paint surround. They sit on the string course that supports the base of the central lower arch (Plate 54). Their arches are supported on a higher moulded string course that breaks before the central upper recess. All four recessed have cream painted plaster to the reveals and rear. The upper central one has the scar of a removed crucifix in the centre.
- 5.37. There are two doors on the rear wall, one each side of the pulpit. The one to the left-hand side leads through to the Minister's Rooms while that to the right-hand side is a cupboard (Plate 55). They are both solid wood, five fielded panel doors in a wood frame with cornice (Plate 56), although the frame of the right-hand one has been partially removed.
- 5.38. The pulpit itself sits on a two-stepped wooden platform (Plate 57). The platform is carpeted with a red patterned carpet and has a wooden rail around the edge on wrought iron pillars. To the centre of the rail is a small memorial plaque, on which is inscribed:

*"The ELECTRIC HEATING was installed
In Memory of*

Miss A. Wilmot
1876 – 1966
A Founder Member of this Church
August 1967”

- 5.39. The exterior of the pulpit is three-sided with a slightly narrower base stepping out to the main body. There is a single fielded panel to each side of the base and two fielded panels with arched red carpet backed panels above to the upper. It was a denticulated cornice to the top. There are steps to either side of the pulpit with wooden banisters consisting of square newels, turned, twisting balustrades and a wooden rail. The steps are wooden with red carpet (Plate 58). The pulpit floor has a red patterned carpet. The interior sides are wood panelled with patterned red material pinned to the upper part (Plate 59). The lectern is plain wood covered with red material.
- 5.40. On the right-hand side of the pulpit, in the NE transept, is the free-standing organ (Plate 60). The organ case is 3m wide and at its highest the pipes rise nearly to the height of the nave eaves. The console is to the centre and recessed into the case, or *en fenêtre*. It is a two manual and pedal console with 15 stops (Plate 61). The console is enclosed by casement opening wooden framed clear glass doors. The organist's seat projects out and is surrounded to two sides by wood panelling with square section posts. The lower half of the organ case is wood panel, with three over three fielded panels to each side of the console. The upper panels are round arched. This is topped by a moulded wood string band. Above this are the pipe ranks. The central rank projects out, forming a hood over the console (Plate 62). The underside of the projecting element is curved, and it is topped by a denticulated frieze band. To the sides are two small quarter-circle panels with carved foliage reliefs. The supporting frames for the pipe ranks are highly decorative, with rounded arches with carved spandrels, triglyph and metope patera friezes with denticulation above, and pointed ball finials (Plate 63). The pipes are also highly decorated, painted in two shades of green with gold detail (Plate 64).
- 5.41. Documentary evidence tells us that the organ was not originally at Trinity Chapel. It was made for Hermon Calvinistic Methodist Chapel in Ogmere Vale, but when

that chapel closed in 1981 it was moved to Trinity Chapel. As the organ was not designed for the space, a screen of wood veneered plywood has been constructed between the left-hand corner of the organ case and the corner of the transept to hide the workings (Plate 65). To the right-hand side a simple curtain rail was added. To the rear the organ mechanism takes up almost the whole of the transept (Plate 66).

- 5.42. The nave contains three sections of pews, to the centre and either side of the aisle (Plate 67). There are 11 pews to the central section and seven to the sides. The pews are solid wood with panelled backs with book ledge (Plate 68). The ends are carved with round arch tops (Plate 69 6523). There are also pews around the wall of the SW transept (Plate 70).
- 5.43. The nave ceiling is painted plaster, which slopes up slightly following the angle of the rafters and is flat to the centre (Plate 71). The roof timbers are partially exposed. Five sets of tie-beams and rafters are supported on evenly spaced moulded corbels. The rafters rise to a collar tie, above which the ceiling is plastered. Between the beams and collar-ties are three vertical struts with arch struts between them (Plate 72). These are joined by wrought iron brackets. Electric lights are suspended from the beams.

The Minister's Rooms (Plates 73 – 88)

- 5.44. The Minister's Rooms are a small collection of rooms accessed from the doorway at the rear of the nave, and include a corridor/kitchen, toilet, and the Minister's Room.
- 5.45. The corridor/kitchen has a tiled floor under tile-effect lino (Plate 73). The walls are plaster over stonework with the exception of the toilet wall, which is a stud wall and a later addition. This wall also has a plain brown painted wooden skirting board while the other walls have moulded skirting boards (Plate 74). The walls and ceiling are cream painted plaster. The ceiling slopes down from NE to SW (Plate 75). There is a single exposed beam running NW to SE.
- 5.46. There are four doors coming off the corridor/kitchen. The door to the nave has a moulded wood, brown-painted frame (Plate 76). It is deeply recessed with a

shallow segmented arch with chamfered edge to the top. On the SW wall is an exterior door. It is a modern wood door with metal handle in a brown painted moulded wood frame (Plate 74). The doors to the Minister's Room and toilet are in the south corner (Plate 77). The Minister's Room door is a solid wood five fielded panel door with brown painted moulded frame, in the same style as those to the rear of the chapel. It has a painted sign with "MINISTER" on (Plates 78 and 79). The toilet door is a modern wood veneer door in a plain brown painted frame (Plate 80).

- 5.47. There is a window on the NE wall. It is a small, rectangular, reinforced glass single light window in a stone frame (Plate 81). It is deeply recessed with a segmented arch to the top of the recess and chamfered edges. The right-hand reveal is canted while the left-hand is square and along with the way the NW wall seems to cut off some of the recess arch this suggests the NW wall was added or widened at a later phase.
- 5.48. In front of the window is a modern wooden kitchen unit with a laminate marble-effect work surface and metal sink (Plate 82). There are metal brackets on the wall above this, and a chrome towel-rail fitting on the NW wall.
- 5.49. The toilet is a later addition to these rooms. Its NE and NW walls are stud partition walls. It has the same tile floor as the corridor/kitchen with the remains of overlying lino in places (Plate 83). It has plain wooden skirting boards. The walls and ceiling are cream-painted plaster. As in the corridor/kitchen the ceiling slopes to the NE to SW. It has modern toilet fixtures and fittings.
- 5.50. The Minister's Room occupies the end of the hexagonal projecting element. It has a herringbone parquet wooden floor mostly overlain by a patterned rug (Plate 84). The skirting boards are brown-painted moulded wood. The walls are white-painted plaster with a low wood dado rail under the windows at the east-end, which has been partially removed.
- 5.51. The door is set within a recessed round arch with chamfered edges on the west wall (Plate 85). This appears to be an original architectural feature rather than a later blocking of the arch. There are three windows on the NE, E and SE walls. All are rectangular, reinforced glass single lights in painted plaster frames shaped to look like chamfered stonework (Plate 86). They are all 1.3m high and the central

window is 0.32m wide while the outer two are 0.38m wide. The central window is casement opening. They are all recessed with canted reveals and segmented arch top with chamfered edges. The window to the NE has a wooden sill, while the sills of the other two have been removed.

- 5.52. On the N wall is a fireplace (Plates 87 and 88). The cast iron surround, which was painted silver, has been pulled off the wall. The fireplace has fire bricks to the interior. There is a floating wooden cupboard in the north corner of the room.

Basement (Plates 89 – 91)

- 5.53. The ceiling is painted plaster with an electric light suspended from the centre. The basement is accessed from the exterior via steps on the south wall of the hexagonal projecting element. It has a flagstone floor and exposed, randomly coursed rubble stone exterior walls (Plates 89 and 90). There is a modern dividing wall from the rear (NW) wall, orientated NW – SE. It is of red brick to the lower half and aerated brick to the upper. Windows to the NE, E and SE walls have been blocked with brick. The ceiling has exposed iron beams and plaster in a poor condition (Plate 91). The room was the chapel's boiler room and housed an old boiler and oil tank.

6. Interpretation and conclusions

- 6.1. Trinity Chapel was built in 1907 to replace the Presbyterian Trinity Chapel, located south of the current chapel, which was itself built in 1897 to serve the growing English-speaking congregation. Pencoed's population increased during the late 19th century due to the arrival of the railway in 1850. The Chapel is a stone-built structure with gable roof to the main NW – SE orientated element and hipped rooves to two side projections towards the rear. The main entrance is to the NW gable end. There is a single storey projecting element of irregular hexagonal plan to the rear.
- 6.2. The building recording site visit identified very little change over the building's use. No major changes have been made to the building's structure and the majority of the interior furnishings are original. The organ was added to the building in 1981.

A toilet was added using stud wall partitioning to the rear projecting element, probably in the late 20th century.

Reliability of building survey results

- 6.3. The Chapel building is in good condition, although with some signs of damp. It was possible to access all areas of both the interior and exterior of the building.

7. Bibliography

Standard and guidance for the archaeological investigation and recording of standing buildings or structures

https://www.archaeologists.net/sites/default/files/ClfAS&GBuildings_1.pdf

British Geological Survey

<https://www.bgs.ac.uk/>

Online sources

Cartographic sources consulted

Apportionment of the rent-charge in lieu of tithes in the hamlet of Pencoed in the parish of Coychurch in the County of Glamorgan, 1841

OS County Series First Edition, 1877, Glamorganshire 1:2500

OS County Series Second Edition, 1899, Glamorganshire 1:2500

OS County Series Third Edition, 1919 – 1920, Glamorganshire 1:2500



Figure 1. Site Location.



Figure 2. Apportionment of the rent-charge in lieu of tithes in the hamlet of Pencoed in the parish of Coychurch in the County of Glamorgan, 1841

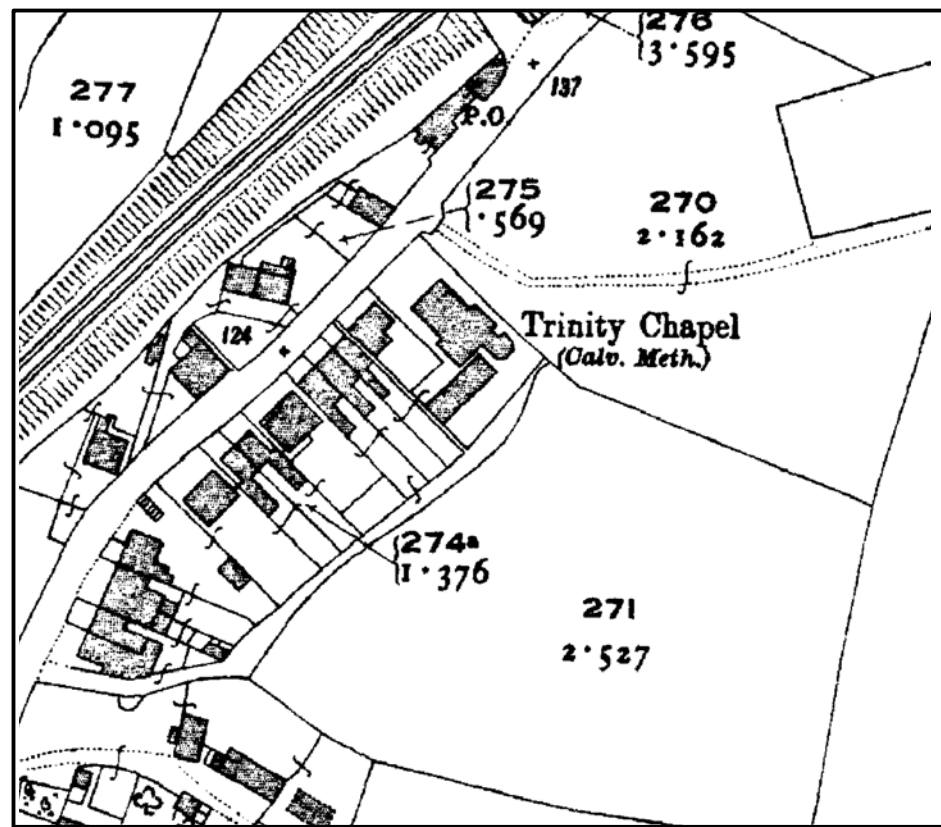
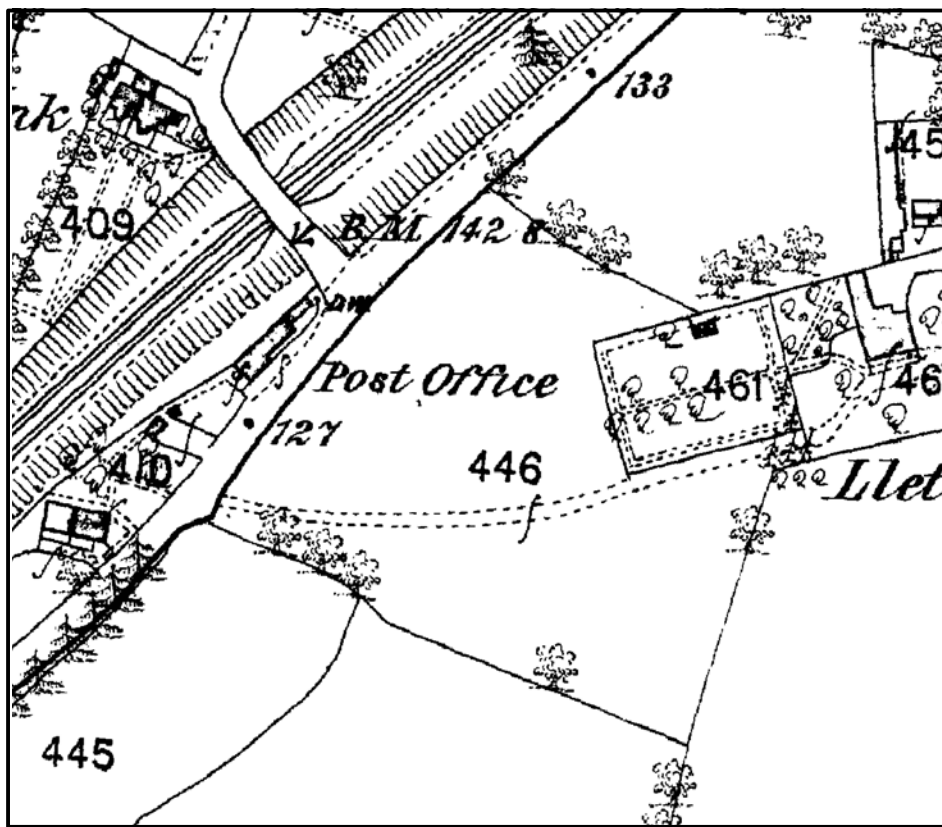


Figure 3. Fragment of OS CS 1877 (left) and fragment of OS CS 1920 (right).



Figure 4. Trinity Chapel facade.



Figure 5. SE facing elevation.

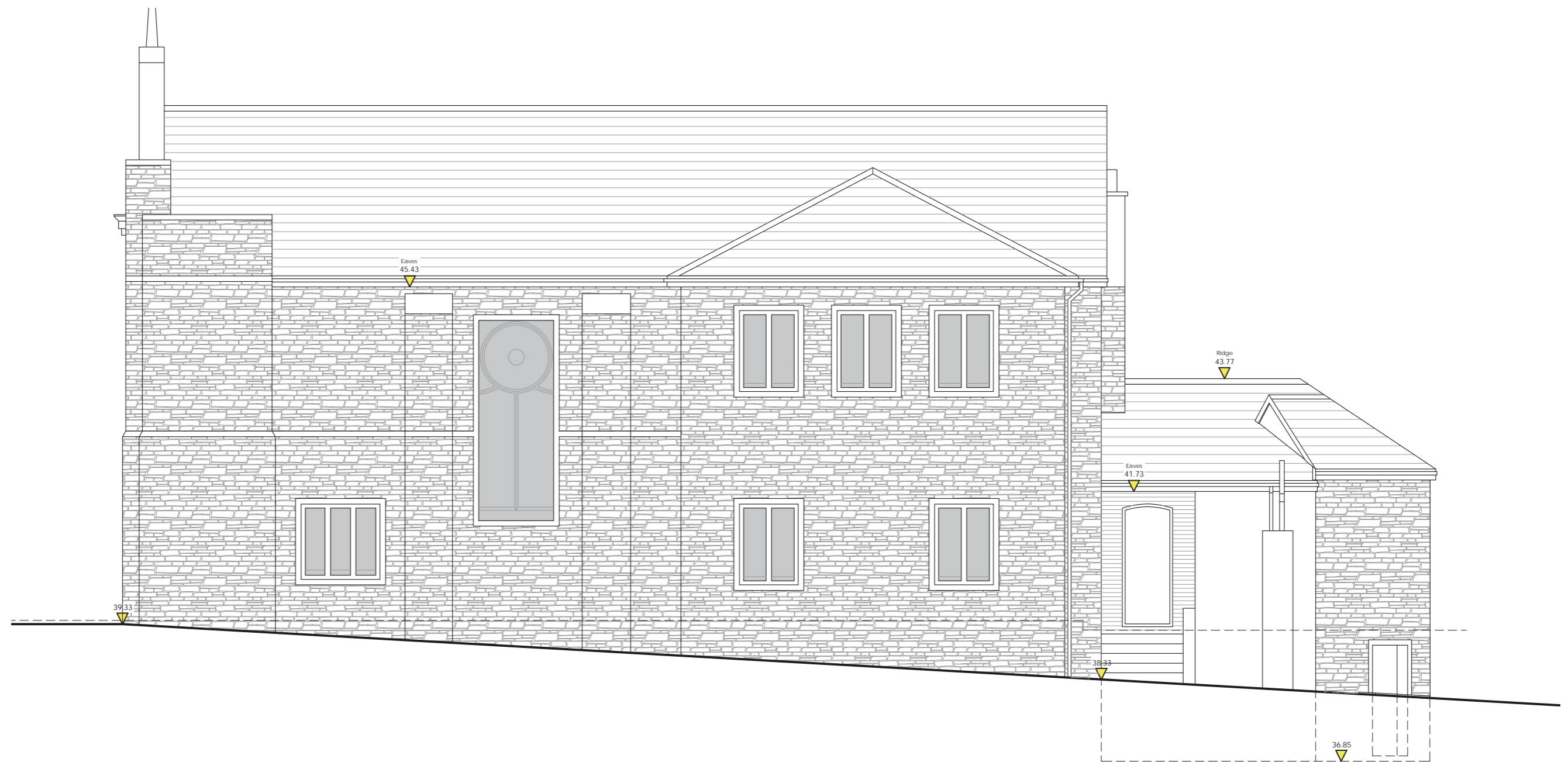


Figure 6. SW facing elevation.



Figure 7. NE facing elevation.

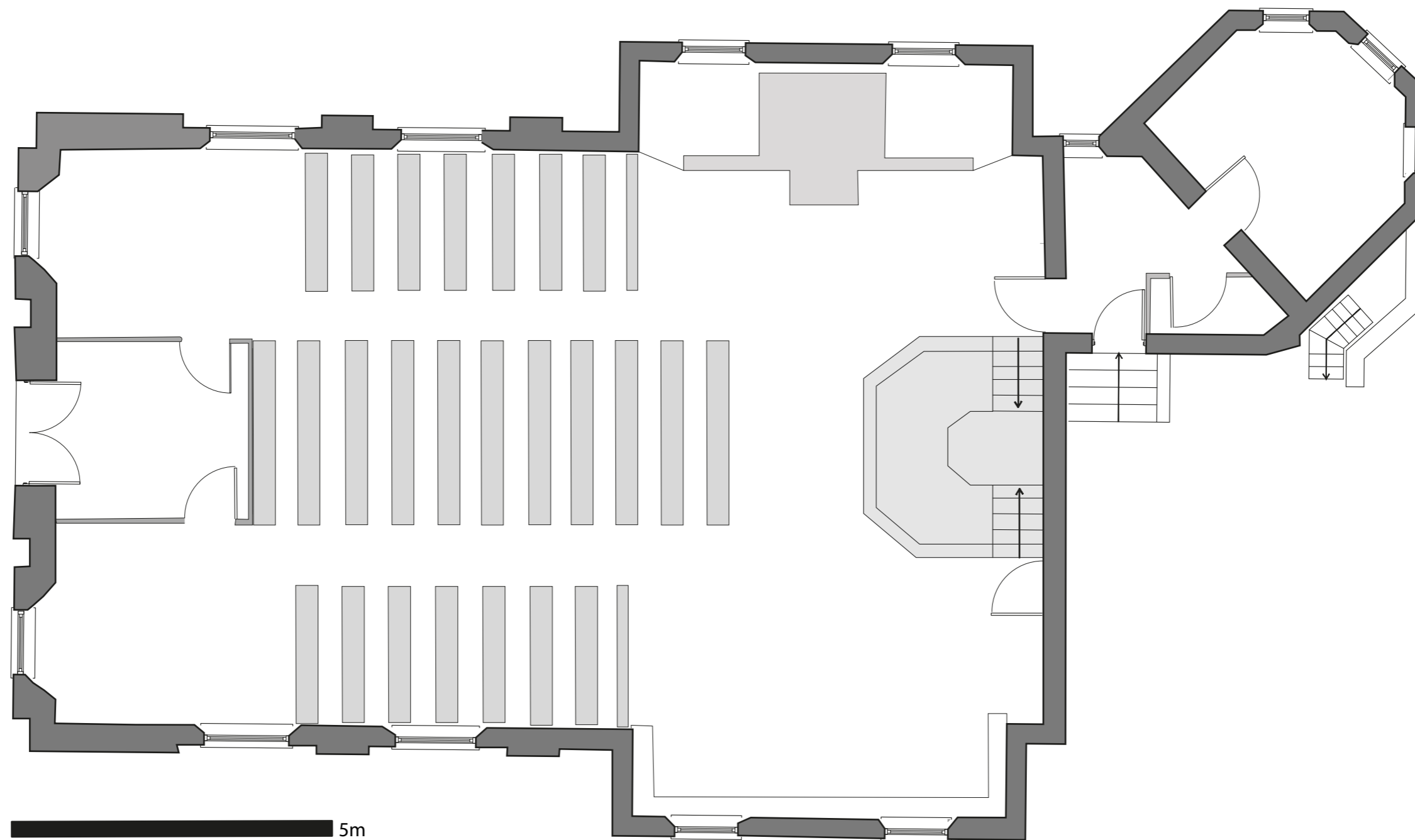


Figure 8. Ground floor.

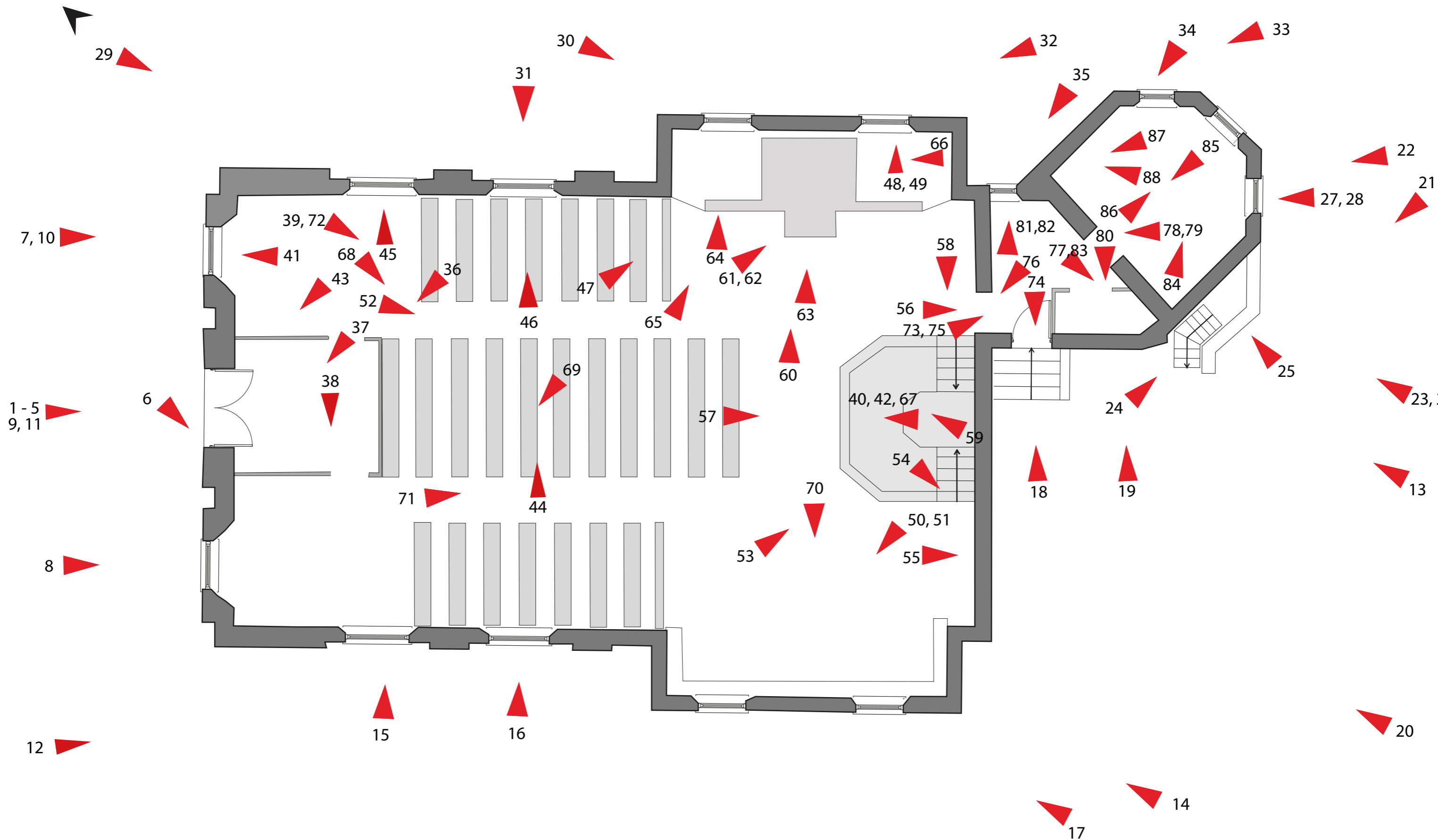


Figure 9. Direction of shot.



Plate 1. Trinity Chapel facade.



Plate 2. Main entrance to the chapel, looking SE



Plate 3. Detail of main door handle



Plate 4. Detail of chapel door



Plate 5. Detail of main entrance door surround



Plate 6. Detail of moulded pier to side of main entrance aedicule



Plate 7. Ground floor window to left-hand side of main entrance, front elevation, looking SE



Plate 8. Ground floor window to right-hand side of main entrance, front elevation, looking SE



Plate 9. Upper central windows to front elevation, looking SE



Plate 10. Upper window to first bay of front elevation, looking SE



Plate 11. Front elevation, first floor level, looking SE



Plate 12. Oblique view of SW-facing elevation, looking SE



Plate 13. SW-facing elevation of rear projecting element, looking N



Plate 14. Oblique view of SW-facing elevation, looking NW



Plate 15. Window to NW end of SW-facing elevation, looking NE

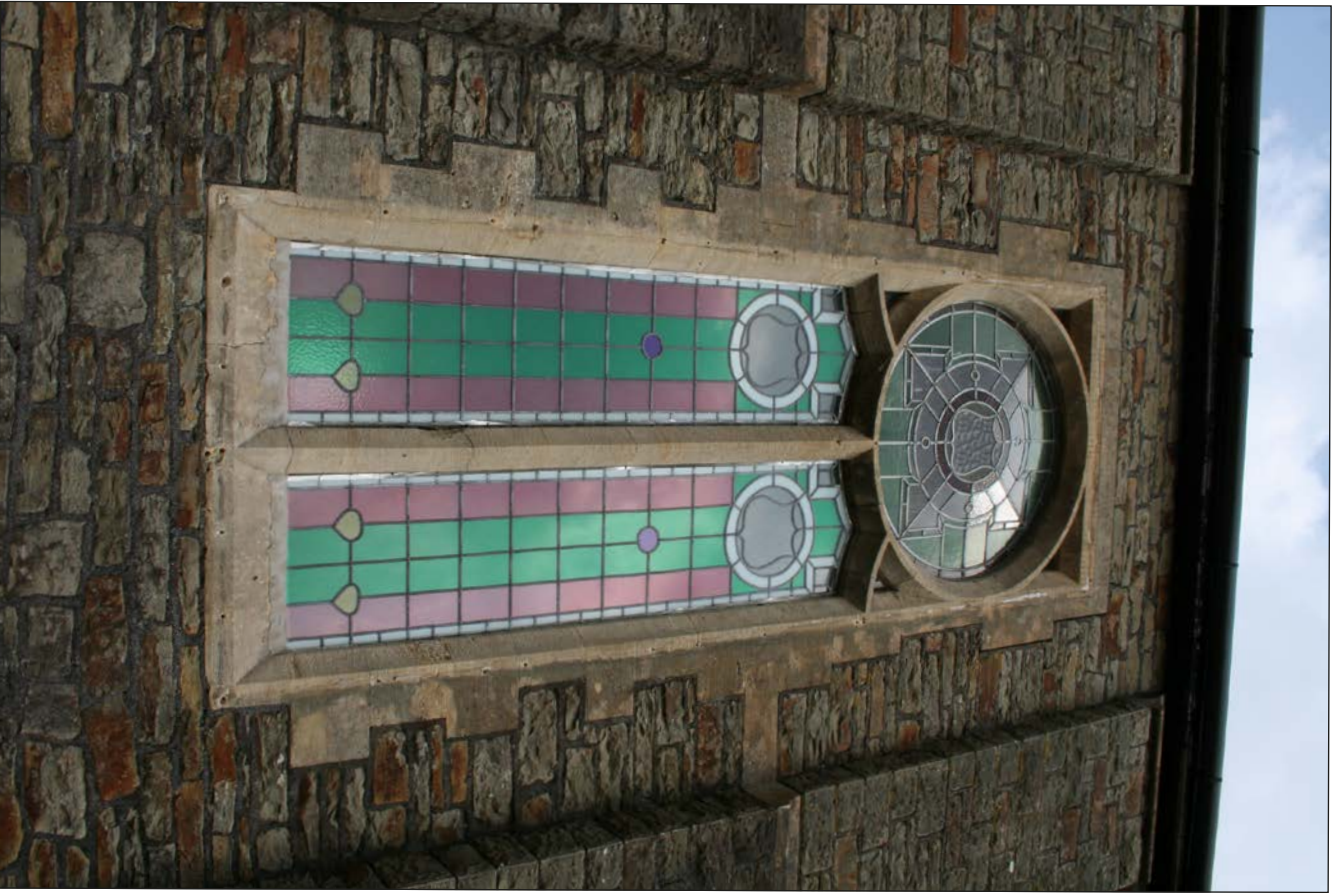


Plate 16. Window to SW-facing elevation, looking NE



Plate 17. SW hip end of transept, looking N



Plate 18. Door to SW-facing elevation of rear projecting element, looking NE



Plate 19. SW-facing elevation of rear projecting element, looking NE



Plate 20. Rear elevation of Trinity Chapel, looking N



Plate 21. Rear elevation of Trinity Chapel, looking NW



Plate 22. Chimney stack to rear elevation, looking NW



Plate 23. Rear elevations of the rear projecting element, looking N



Plate 24. Entrance to basement of rear projecting element, looking NE



Plate 25. Door to basement of rear projecting element, looking N



Plate 26. Rear elevations of the rear projecting element, looking N



Plate 27. Detail of blocked window to basement of rear projecting element, looking NW



Plate 28. Detail of window to ground floor of rear projecting element, looking NW



Plate 29. Oblique view of NE-facing elevation, looking SE



Plate 30. Oblique view of NE-facing elevation of SE hip end, looking SE

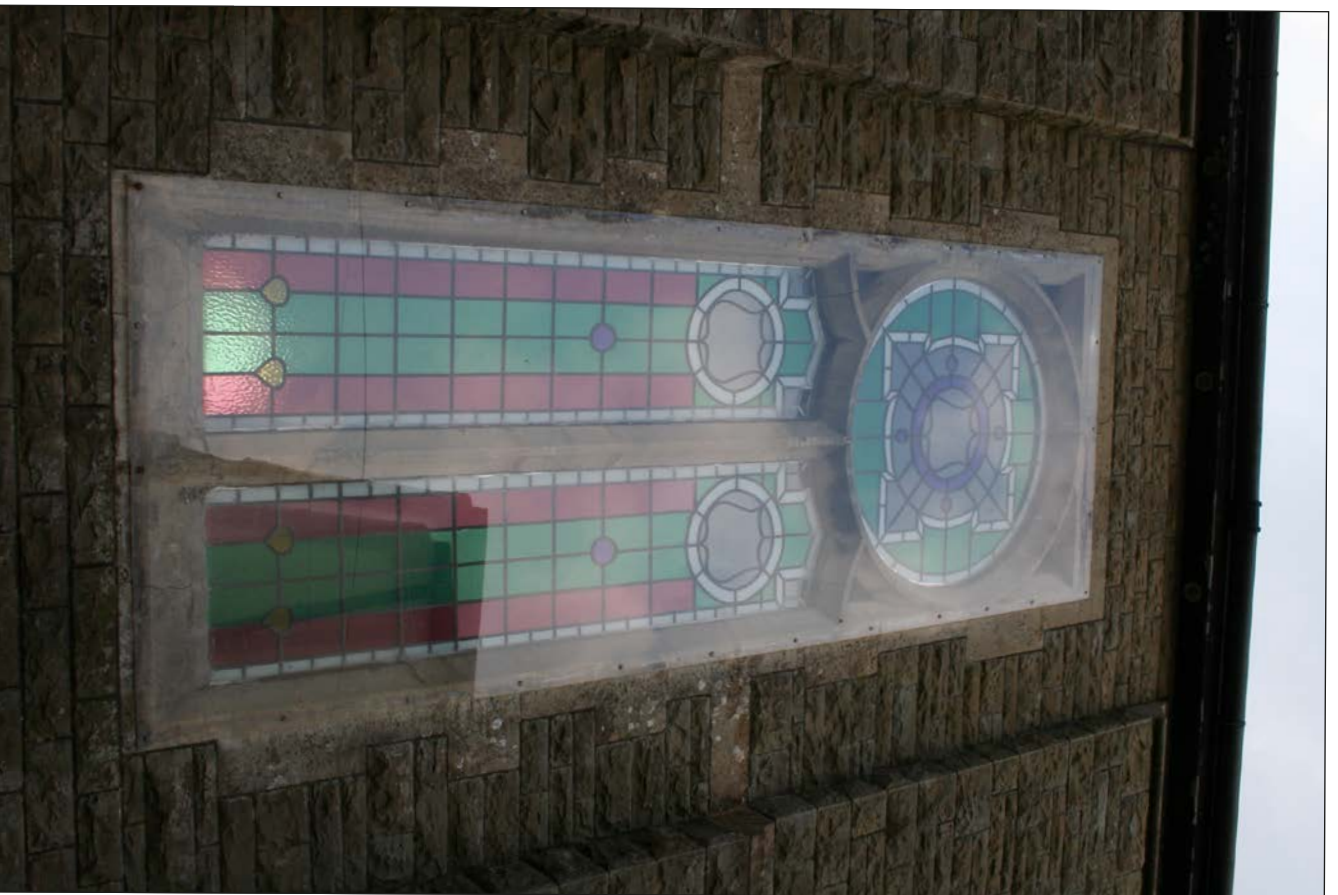


Plate 31. Window to NE-facing elevation, looking SW



Plate 32. Windows to NE-facing elevation of SE hip end, looking NW



Plate 33. Oblique view of NE-facing elevation of rear projecting element, looking NW



Plate 34. Detail of basement window, looking W



Plate 35. Window to SE-facing elevation connecting section to rear projecting element, looking W



Plate 36. Exterior of vestibule, looking W



Plate 37. Main entrance and NW wall of vestibule, looking NW



Plate 38. SW wall of vestibule, looking SW



Plate 39. The nave, looking SSE



Plate 40. NW gable end of nave, looking NW



Plate 41. Detail of ground floor window to NW wall, looking NW



Plate 42. Upper windows to NW wall of nave, looking NW



Plate 43. NW wall of nave, looking NW



Plate 44. Windows to NE wall of nave, looking NE



Plate 45. Detail of window to NE wall of nave, looking NE



Plate 46. Detail of window to NE wall of nave, looking NE

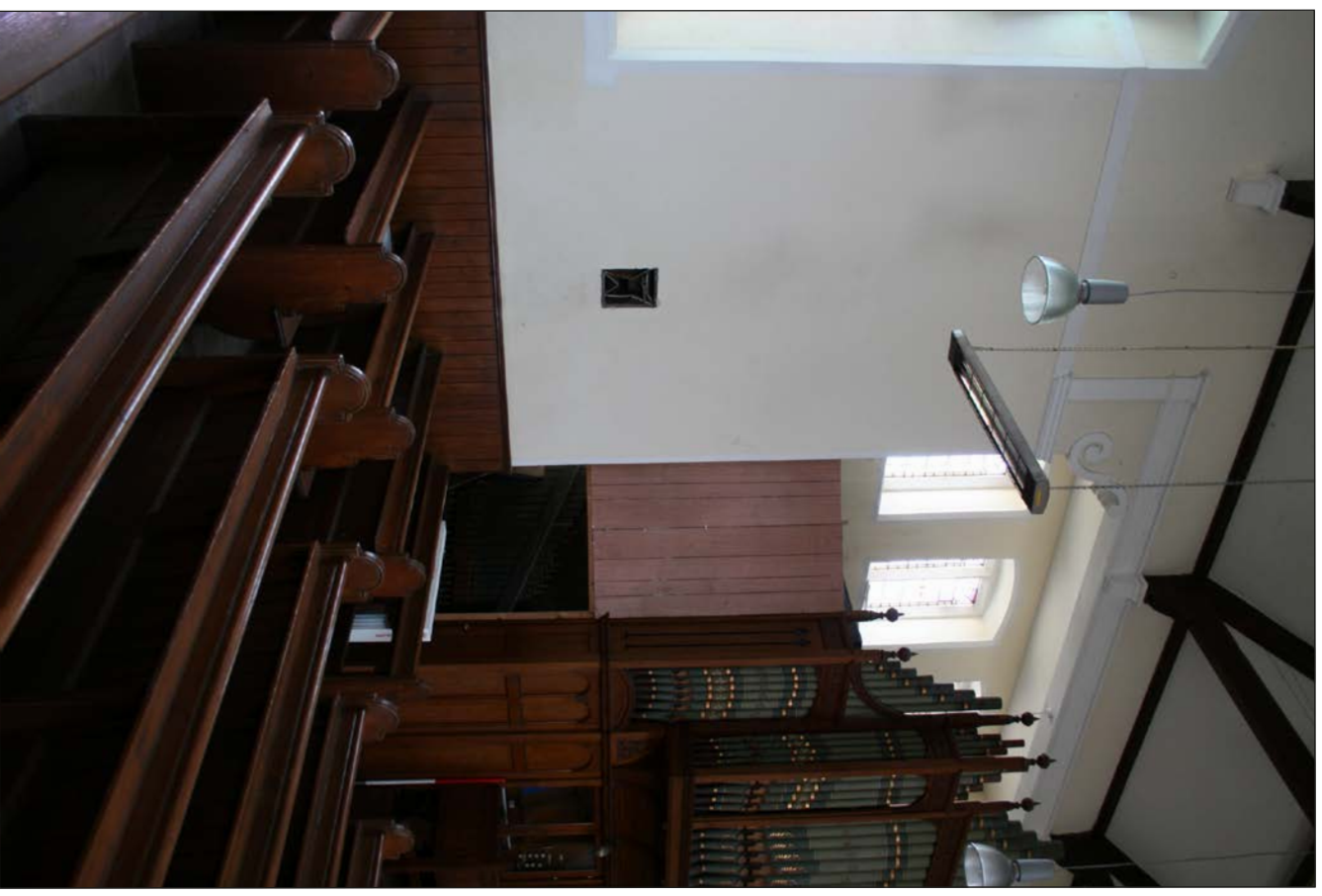


Plate 47. Decorative cornice around SE transept opening, looking E



Plate 48. Ground floor window to NE wall of SE transept, looking NE



Plate 49. Upper window to NE wall of SE transept, looking NE



Plate 50. SW wall of SW transept, looking W



Plate 51. Ground floor windows to SW wall of SW transept, looking W



Plate 52. Rear wall of nave, looking SE



Plate 53. Rear wall of nave, looking E



Plate 54. Detail of rear wall, flanking arched recess, looking S



Plate 55. Cupboard door to right-hand side of pulpit, rear wall, looking SE



Plate 56. Door to Minister's Rooms, left-hand side of pulpit, looking SE



Plate 57. Chapel pulpit, looking SE



Plate 58. Chapel pulpit, looking SW



Plate 59. Interior of pulpit, looking N



Plate 60. Organ in SE transept, looking NE

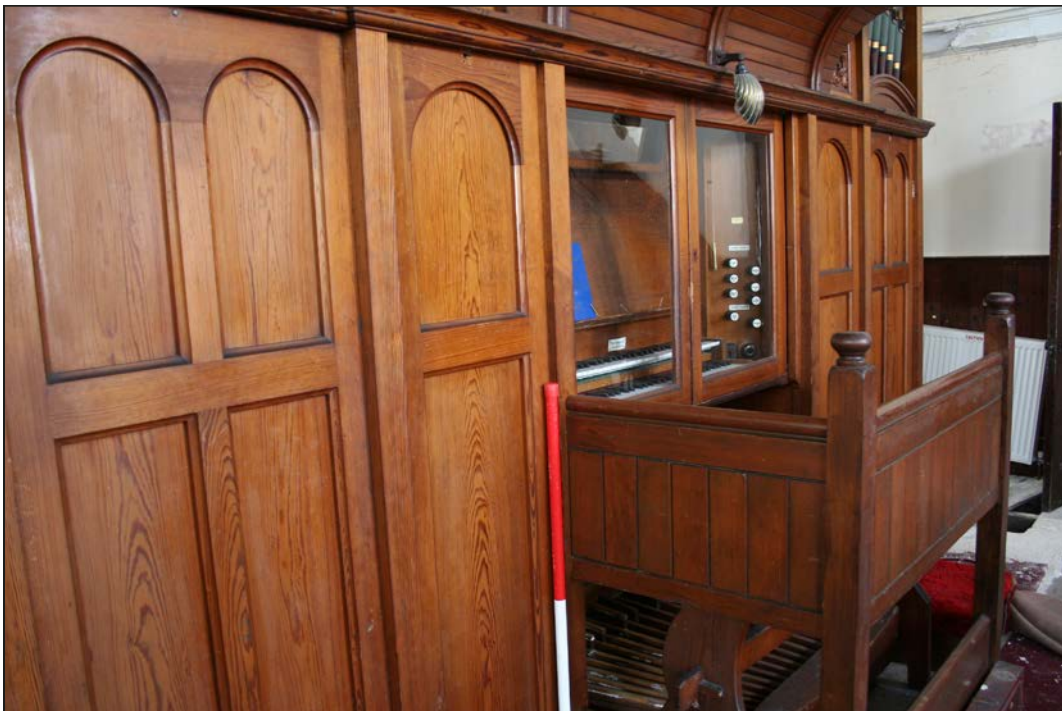


Plate 61. Organ console, looking SE



Plate 62. Detail of organ, looking SE

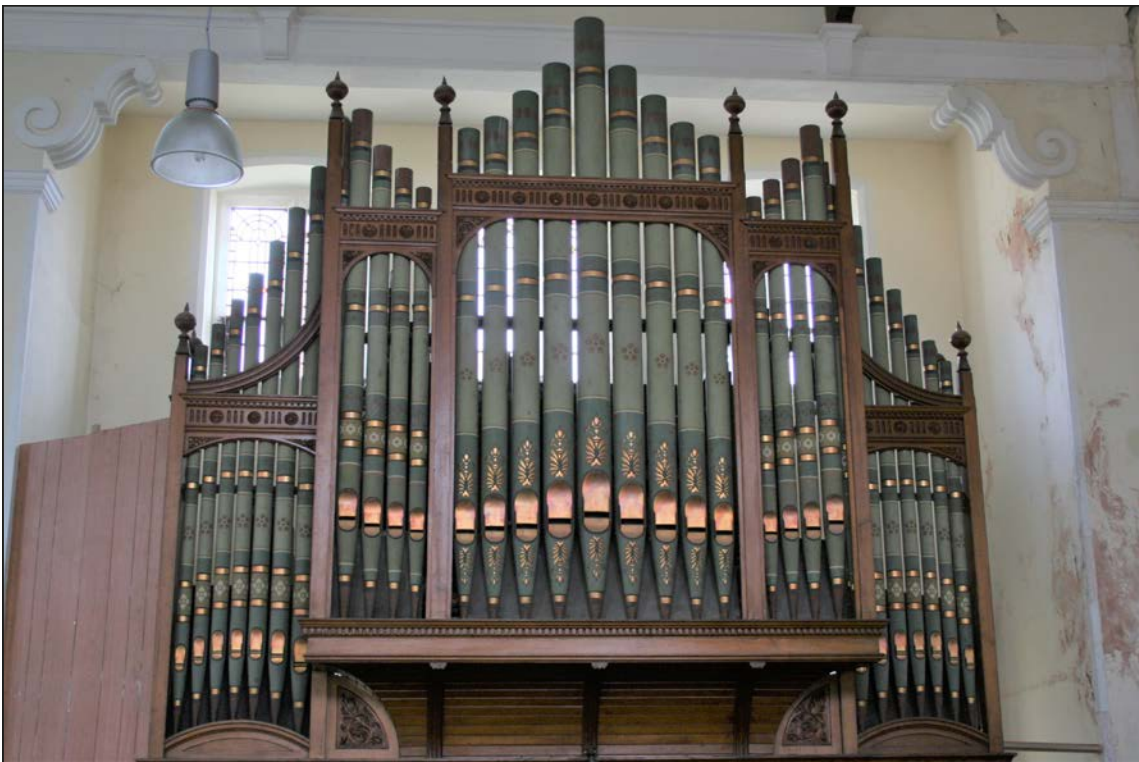


Plate 63. Detail of organ pipe ranks, looking NE



Plate 64. Detail of organ pipes, looking NE

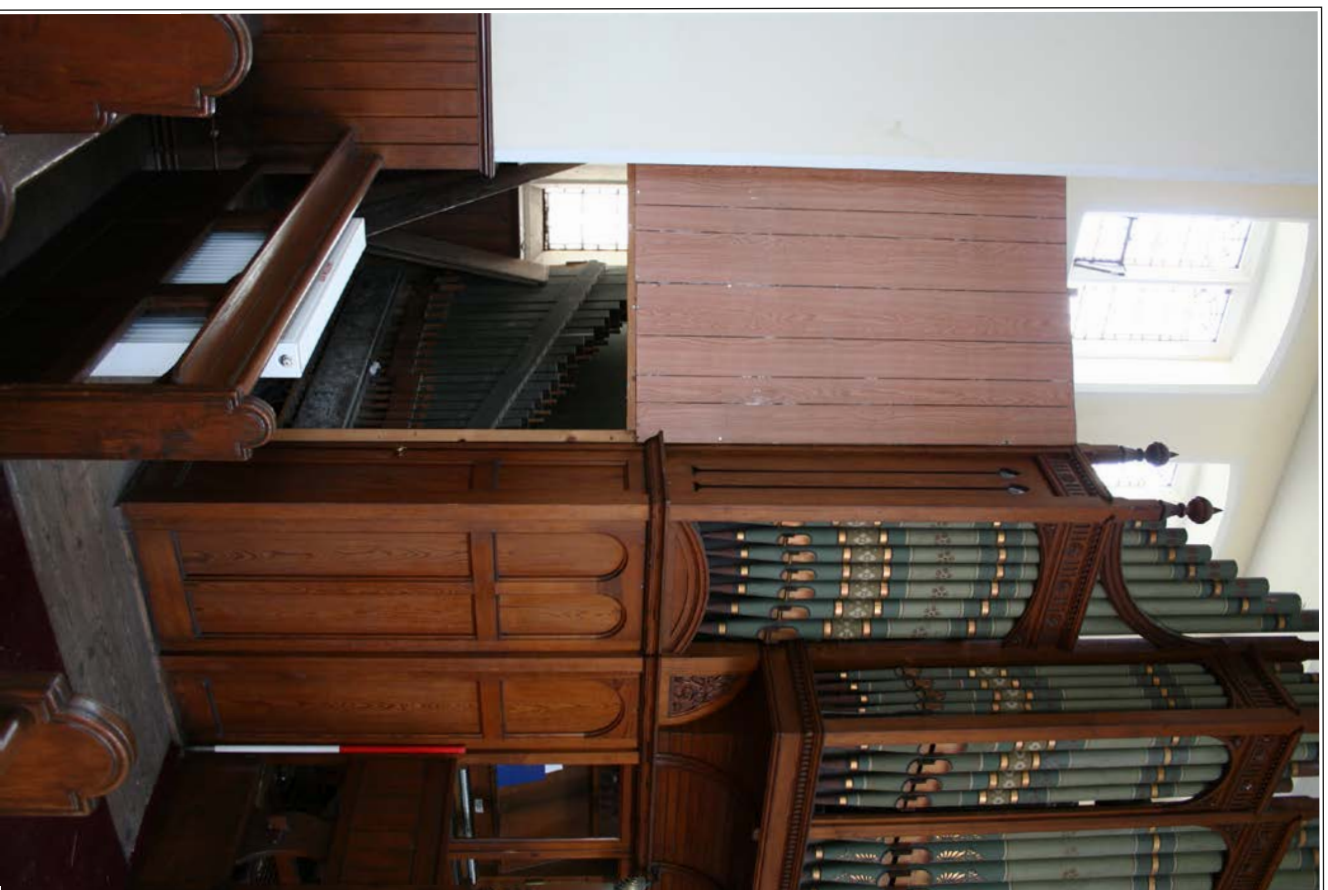


Plate 65. Organ with screen to left-hand side, looking E



Plate 66. Organ mechanism, looking NW



Plate 67. The nave, looking NW



Plate 68. Pews of the nave, looking S



Plate 69. Pews to SW of nave, looking SW



Plate 70. SW transept, looking SW



Plate 71. Nave ceiling, looking SE



Plate 72. Nave ceiling, looking S

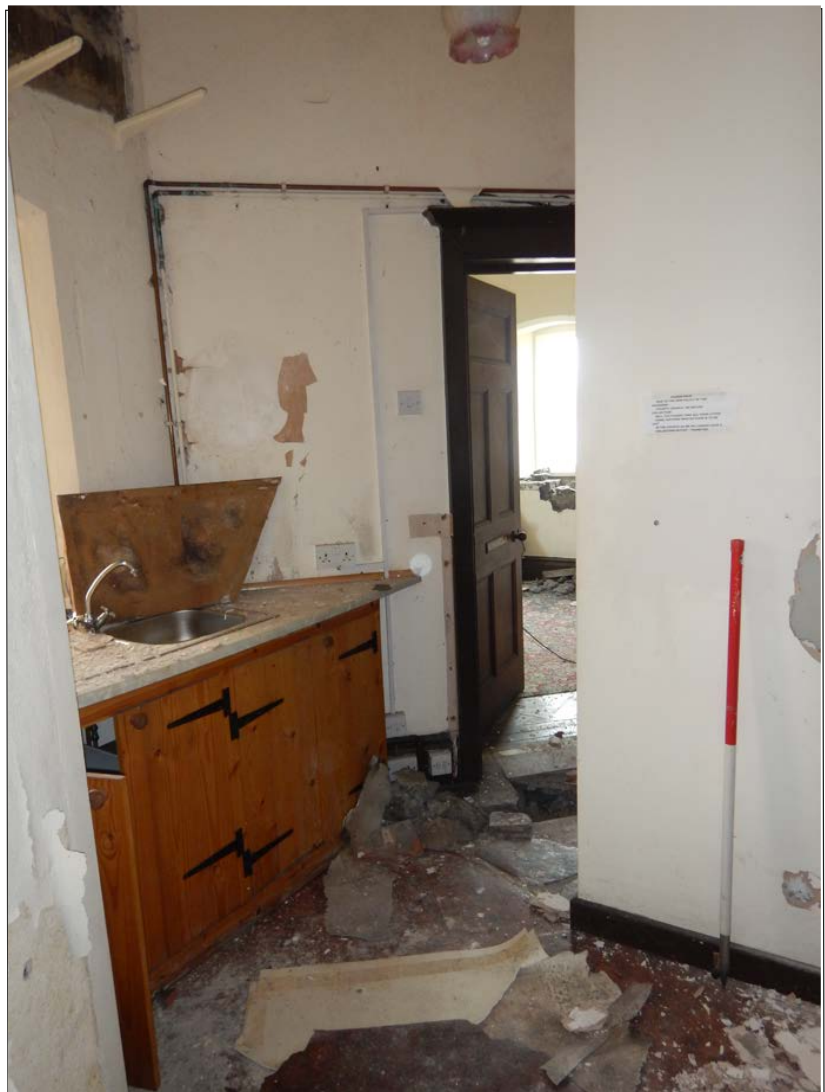


Plate 73. Corridor/kitchen, looking SE



Plate 74. Exterior door to corridor/kitchen, looking SW



Plate 75. Corridor/kitchen ceiling, looking SE



Plate 76. Door to nave, looking NW



Plate 77. Doors to Minister's Room (left) and toilet (right), looking S



Plate 78. Door of Minister's Room, looking N



Plate 79. Detail of Minister's Room door



Plate 80. Toilet door, looking SW



Plate 81. Window to NE wall of corridor/kitchen, looking NE



Plate 82. Kitchen fixtures in corridor/kitchen area, looking NE



Plate 83. Toilet, looking S



Plate 84. Minister's Room, looking E



Plate 85. NW wall of Minister's Room, looking NW



Plate 86. Minister's Room, looking E



Plate 87. Fireplace on N wall of Minister's Room, looking NW



Plate 88. Fireplace on N wall of Minister's Room, looking N



Plate 89. Chapel basement, looking NW



Plate 90. Chapel basement, looking NW



Plate 91. Chapel basement ceiling, looking N

Written Scheme of Investigation
Level 3 Building Recording
at
Trinity Chapel, Pencoed

Prepared For: Steve Flay

Project No: 2892

April 2021



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Figure 1. Location plan

Figure 2. Existing elevations

Summary

This Written Scheme of Investigation (WSI) details a programme of archaeological mitigation that consists of a Level 3 Building Recording to be undertaken by Archaeology Wales (AW) at the request of Mr Steve Flay.

The archaeological building recording will consist of a Level 3 standard according to Historic England Understanding Historic Buildings guidelines. This will be undertaken prior to the commencement of works.

All work will be undertaken in accordance with the standards and guidelines of the chartered institute for archaeologists (2020).

1. Introduction & Planning Background

- 1.1.1. This WSI details the methodology for a programme of archaeological mitigation which comprises of a Level 3 Building Recording to be undertaken in association with the proposed development at the Trinity Chapel, Penybont Road, Pencoed, CF35 5RA - NGR SS 96141 81746. The associated planning application is: P/20/99/FUL.
- 1.1.2. The purpose of the Level 3 Archaeological Building Recording is to provide the local planning authority (Bridgend Council) with sufficient information regarding the nature of archaeological remains on the site of the development. The requirements for which are set out in *Technical Advice Note (TAN) 24: The Historic Environment* (2017). The work is to ensure that all archaeological and historical components of the site are fully investigated and recorded if they are to be revealed as a result of activities associated with the development.
- 1.1.3. This WSI has been prepared by Irene Garcia Rovira MClfA of Archaeology Wales Ltd (henceforth - AW) at the request of Mr Steve Flay - henceforth - the client).
- 1.1.4. The methodology set out in this WSI has been agreed with the Glamorgan Gwent Archaeological Trust - Archaeological Planning Management (GGAT - APM), in their capacity as archaeological advisors to the local planning authority.
- 1.1.5. All work will be undertaken to the standards and guidance set by the Chartered Institute for Archaeologists (2014). AW is a Registered Organisation with the ClfA.

2. Site Description

- 2.1.1. The chapel is located in Pencoed, toward the southwestern side of Penybont Road. The chapel is set back from the road and has its entrance at the NW gable end. The chapel is detached from its adjacent properties.
- 2.1.2. The underlying geology of the site is characterised by the Pennine Middle Coal Measures Formation and the South Wales Coal Measures Formation - mudstone, siltstone, sandstone, coal, ironstone - formed during the Carboniferous Period. The superficial deposits are of Till-Diamicton formed during the Quaternary Period.

3. Historical Background

- 3.1.1. A GGAT-APM letter of 2nd of April 2020 states that:

A review of the Historic Ordnance Survey (OS) maps shows that the application area was previously open land on the First Edition and Second Edition OS maps (1877 and 1899). The Second Edition OS map also depicts the footprint of a building labelled "Trinity Chapel (Calv. Meth." to the west but is later depicted at its current location on the Third Edition OS map, dated 1920. The Chapel is recorded by the Royal Commission on the Ancient and Historical Monuments of Wales and is stated as being built in 1897 and rebuilt in 1907, with its present form "...built in the Lombardic style with a gable entry plan and small pane flat headed windows"

4. Objectives

- 4.1.1. This WSI sets out a program of works to ensure that the Archaeological Watching Brief and Building Recording Level 3 will meet the standard required by The Chartered Institute for Archaeologist's (CIfA's) *Standard and guidance for archaeological building investigation and recording* (2014), and according to Historic England's *Understanding Historic Buildings: A Guide to Good Recording Practice* (2016).
- 4.1.2. The primary objective of the building recording will be to describe and record, by means of high-resolution digital photography and measured drawings, all of the key internal and external components of the affected building(s) so that a permanent record survives prior to demolition or renovation. This will be completed by means of an Historic England's Level 3 building survey.
- 4.1.3. Level 3 is an analytical record and will comprise an introductory description followed by a systematic account of the building's origins, development,

and use. The record will include an account of the evidence on which the analysis has been based, allowing the validity of the record to be re-examined in detail.

4.1.4. It will also include all drawn and photographic records that may be required to illustrate the building's appearance and structure and to support an historical analysis.

4.1.5. Other recent structures existing on the site will be recorded by means of digital photography.

4.1.6. The work will result in a report, which will provide a comprehensive record of all the work undertaken.

5. Timetable of Works

5.1. Fieldwork

5.1.1. The Level 3 Archaeological Building Recording will be undertaken on the 19th of April 2021.

5.2. Report Delivery

5.2.1. The report will be submitted to the client and to GGAT-APM within three months of the completion of the fieldwork. A copy of the report will also be sent to the regional HER.

6. Details of Work

6.1.1. The archaeological works will be conducted according to ClfA's Standard and guidance for the archaeological investigation and recording of standing buildings or structures (2014).

6.1.2. The building recording will be undertaken by a suitably experienced building recording archaeologist who will be able to 'read' the structure and record the important details. This level of survey is intended to create an analytical record of the building, and will include:

- Description and photographic record of the exterior and the interior
- Detailed account of type, construction, form, function
- Phasing
- Past and present use and relationship with setting
- Identification of original timbers
- Conclusions regarding the building's development and use

6.1.3. The following will be considered:

- site layout and organisation
- function
- materials, method of construction
- fenestration
- internal arrangements
- original fixtures and fittings
- subsequent fixtures and fittings
- evidence of use and status
- date/period of initial build and subsequent alterations

6.1.4. 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, feature number, location, and direction of shot.

6.1.5. A site plan and measured plans of the buildings will be produced. 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 more readily obtained by photography. Plans will be used to highlight photographic locations within the final report.

6.2. Recording

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

6.2.2. Plans and sections will be drawn to a scale of 1:50, 1:20 and 1:10 as required and related to ordnance survey datum and published boundaries where appropriate.

6.2.3. All features identified will be tied into the OS survey grid and fixed to local topographical boundaries.

6.2.4. Photographs will be taken in digital format with an appropriate scale, using a 12mp camera with photographs stored in Tiff format.

6.3. Finds

6.3.1. The professional standards set in the Chartered Institute for Archaeologists' *Standard and guidance for the collection, documentation, conservation, and research of archaeological* (2014) will form the basis of finds collection, processing and recording.

- 6.3.2. All manner of finds regardless of category and date will be retained.
- 6.3.3. Finds recovered that are regarded as Treasure under The Treasure Act 1996 will be reported to HM Coroner for the local area.
- 6.3.4. Any finds which are considered to be in need of immediate conservation will be referred to a UKIC qualified conservator (normally Phil Parkes at Cardiff University).

6.4. Specialist Advisers

- 6.4.1. In the event of certain finds, features or sites being discovered, AW will seek specialist opinion and advice. A list of specialists is given in the table below although this list is not exhaustive.

Artefact type	Specialist
Flint	Julie Birchnal (Freelance)
Animal bone	Richard Madgwick (Cardiff University)
CBM, heat affected clay, Daub etc.	Rachael Hall (APS)
Clay pipe	Charley James-Martin (Archaeology Wales)
Glass	Rowena Hart (Archaeology Wales)
Cremated and non-cremated human bone	Malin Holst (University of York)/Richard Madgwick (Cardiff University)
Metalwork	Kevin Leahy (University of Leicester)
Metal work and metallurgical residues	Dr Tim Young (GeoArch)
Neo/BA pottery	Dr Alex Gibson (Bradford University)
IA/Roman pottery	Jane Timby (Freelance)
Roman Pottery	Rowena Hart (Archaeology Wales)/ Peter Webster (Freelance)
Post Roman pottery	Stephen Clarke (Monmouthshire Archaeology)

Charcoal (wood ID)	John Carrot (Freelance)
Waterlogged wood	Nigel Nayling (University of Wales - Lampeter)
Molluscs and pollen	Dr James Rackham
Charred and waterlogged plant remains	Wendy Carruthers (Freelance)

6.5. Specialist Reports

6.5.1. Specialist finds and palaeoenvironmental reports will be written by AW specialists, or sub-contracted to external specialists when required.

7. Monitoring

7.1.1. GGAT-APM will be contacted prior to the commencement of archaeological works, and subsequently once the work is underway.

7.1.2. Any changes to the WSI that AW may wish to make after approval will be communicated to GGAT-APM for approval on behalf of planning authority.

7.1.3. Representatives of GGAT-APM will be given access to the site so that they may monitor the progress of the building recording. GGAT-APM will be kept regularly informed about developments, both during the site works and during the production of the report.

8. Archive & Reporting Programme

8.1. Site Archive

8.1.1. An ordered and integrated site archive will be prepared in accordance with The management of research projects in the historic environment (MORPHE) (Historic England 2006) upon completion of the project.

8.1.2. The site archive will be subjected to selection to establish those elements that will be retained for long term curation. The selection strategy will be agreed with all stakeholders and will be detailed in the Selection Strategy and Data Management Plan. The Selection Strategy and Data Management Plan will be prepared in accordance with: *Archaeological Archives: Selection, Retention and Disposal Guidelines For Wales* (National Panel for Archaeological Archives in Wales, 2019) and the Chartered Institute for Archaeologists *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (CIfA, 2020).

8.1.3. 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 ClfA guidelines (*Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*, 2014) and *National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales* (2017).

8.2. Analysis

8.2.1. Following a rapid review of the potential of the site archive, a programme reporting will be undertaken. This will result in the following inclusions in the final report:

- Non-technical summary in English and Welsh
- Location and NGR including a location plan showing the building/s assessed by the building recording, with all structures and features investigated
- Statutory designations
- Date of record, recorder, and archive deposition
- Introduction
- Site location
- Topography and Geology
- Methodology
- Summary of the form, function, date, and development of the building
- Desk-based study, including copies of historic maps and photographs, where permitted
- Description of the building
- Past and present usage
- Evidence for former existence of demolished structures, removed fittings etc
- Written description and interpretation of all structural features identified, including their character, function, potential dating, and relationship to adjacent features
- Conclusion(s) and Recommendations as appropriate of all the structural remains investigated
- A discussion of the local, regional, and national context of the building by means of reviewing published reports, unpublished reports, historical maps, documents from local archives and the regional her as appropriate

- References
- Plans and Elevation Drawings
- Appendices as appropriate including maps, drawings and photographs taken.

8.3. Reports & Archive Deposition

Report to Client

8.3.1. 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, the local planning authority and the GGAT-APM. On approval the final report should be submitted in high resolution PDF format to the historic environment record officer for inclusion within the historic environment record. The project will adhere to the Welsh Archaeological Trust's joint *Guidance for the Submission of Data to the Welsh Historic Environment Records* (2018).

Additional Reports

8.3.2. After an appropriate period has elapsed, copies of all reports will be deposited with the relevant county Historical Environment Record, the National Monuments Record and, if appropriate, Cadw.

Summary Reports for Publication

8.3.3. 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.

Notification of Important Remains

8.3.4. Where it is considered that remains have been revealed that may satisfy the criteria for statutory protection, AW will submit preliminary notification of the remains to Cadw.

Archive Deposition

8.3.5. The final archive (site and research) will, whenever appropriate, be deposited with a suitable receiving institution, usually the relevant local authority museums service. Arrangements will be made with the receiving institution before work starts.

8.3.6. 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.

8.3.7. Copies of all reports, the digital archive and an archive index will be deposited with the National Monuments Record, RCAHMW, Aberystwyth.

8.3.8. A project archive will be prepared in accordance with the National Monuments Record (Wales) agreed structure and be deposited with the National Monuments Records, held, and maintained by the RCAHMW, Aberystwyth, on completion of site analysis and report production. It will also 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 2017). The digital archive will be deposited with the NMR.

8.3.9. 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 GGAT. The project will adhere to the Welsh Archaeological Trust's joint *Guidance for the Submission of Data to the Welsh Historic Environment Records* (2018).

9. Staff

9.1.1. The project will be managed by Irene Garcia Rovira MCIfA (AW Project Manager) and the fieldwork undertaken by AW staff. Any alteration to staffing before or during the work will be brought to the attention of GGAT-APM and the client.

10. Health & Safety

10.1. Risk Assessment

10.1.1. 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* (1992). 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.

10.2. Other Guidelines

10.2.1. 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).

10.3. Covid-19 Guidelines

10.3.1. If an AW Staff member believes they are at an increased risk from the virus they are to contact management.

- If anyone is showing symptoms of Covid-19 they are to go home immediately and notify the appropriate people.

- Staff will drive to site in a private vehicle alone or with someone from their household only. If sites require multiple staff members to attend, they will travel separately and will try to avoid the use of public transport (walking, cycling etc).
- Staff will stay at least 2m away from any person, who does not live within their own household, AT ALL TIMES. This includes on site, within office space, in the canteen and all other parts of the compound.
- Staff will wash hands regularly and thoroughly, especially on arriving to site, leaving site and before eating.
- The staff members should take their own food and drink to site.
- Once returning home, appropriate care should be taken to ensure that contamination does not spread (change clothes, shower etc)
- Staff will avoid touching surfaces if possible. If they have to touch a surface, such as a door handle or toilet seat, staff must either wear gloves or wash their hands/ relevant body part with sterilising hand wash immediately afterwards. DO NOT touch your face after touching any surface. Staff should also disinfect surfaces before and after touching. Staff must bring their own sterilising handwash, wipes and gloves and dispose of them safely after use.
- All staff will read, sign, and adhere to the separate AW Covid-19 risk assessment AND Site Operating Procedures for full details and work in accordance with them.
- If any AW staff, contractor, or any other persons on site are not abiding by these rules, the staff member will remove themselves from the risk and contact the Project Manager immediately.

11. Community Engagement & Outreach

- 11.1.1. 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. This may occur during the site investigation work or following completion of the 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.
- 11.1.2. Where outreach activities have a cost implication these will need to be negotiated in advance and in accordance with the nature of the desired response and learning outcomes.

12. Insurance

12.1.1. 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.

13. Quality Control

13.1. Professional Standards

13.1.1. AW works to the standards and guidance provided by ClfA. AW fully recognise and endorse ClfA's *Code of conduct, code of approved practice for the regulation of contractual arrangements in field archaeology, the standard and guidance for archaeological building investigation and recording, and Standard and guidance for an archaeological watching brief* currently in force. All employees of AW, whether corporate members of ClfA or not, are expected to adhere to these codes and standards during their employment.

13.2. Project Tracking

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

14. Arbitration

14.1.1. 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.

15. References

Chartered Institute for Archaeologists, 2014 (updated 2020). Standard and guidance for the archaeological investigation and recording of standing buildings or structures.

Chartered Institute for Archaeologists, 2014 (updated 2020). *Standard and guidance for an archaeological watching brief.*

Chartered Institute for Archaeologists, 2014 (updated 2020). Standards and guidance for the creation, compilation, transfer and deposition of archaeological archives.

Chartered Institute for Archaeologists, 2014. Standard and guidance for historic environment desk-based assessment.

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

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

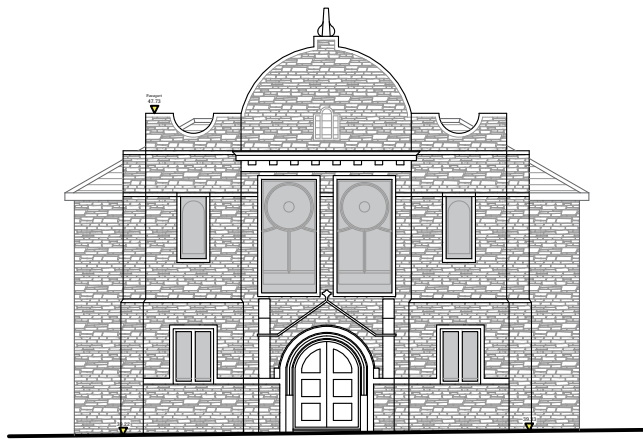
National Panel for Archaeological Archives in Wales, 2017. The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales

National Panel for Archaeological Archives in Wales, 2019. Archaeological Archives: Selection, Retention and Disposal Guidelines for Wales

Welsh Archaeological Trusts, 2018. Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)



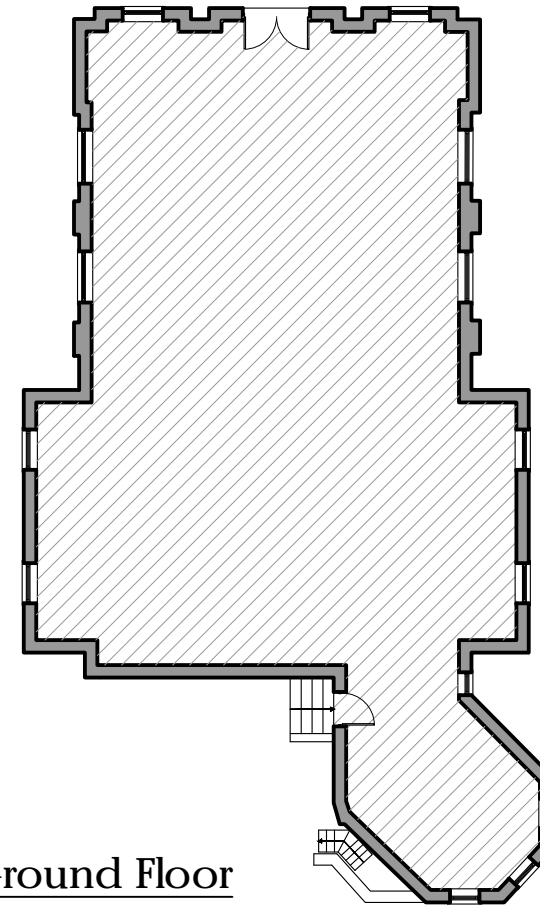
Figure 1. Site Location.



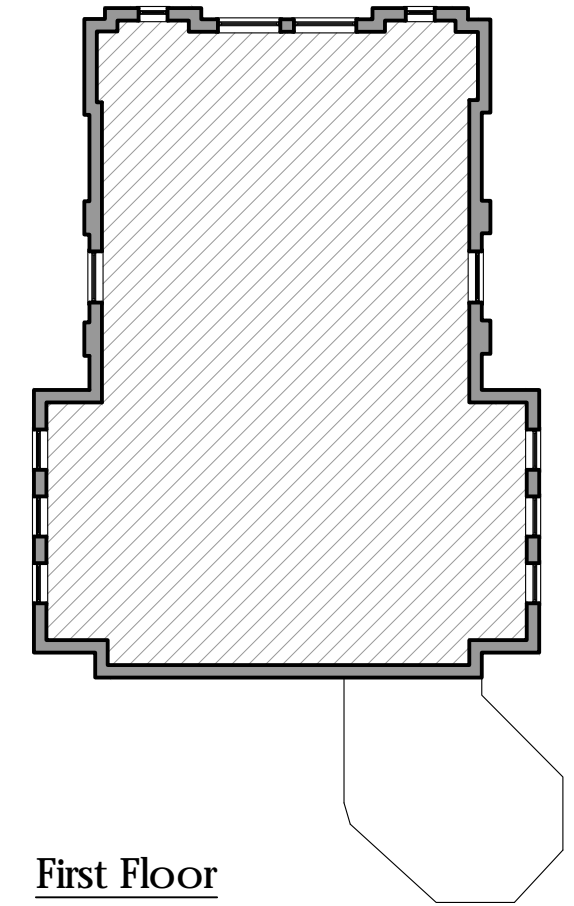
Front Elevation
1:200 @ A3



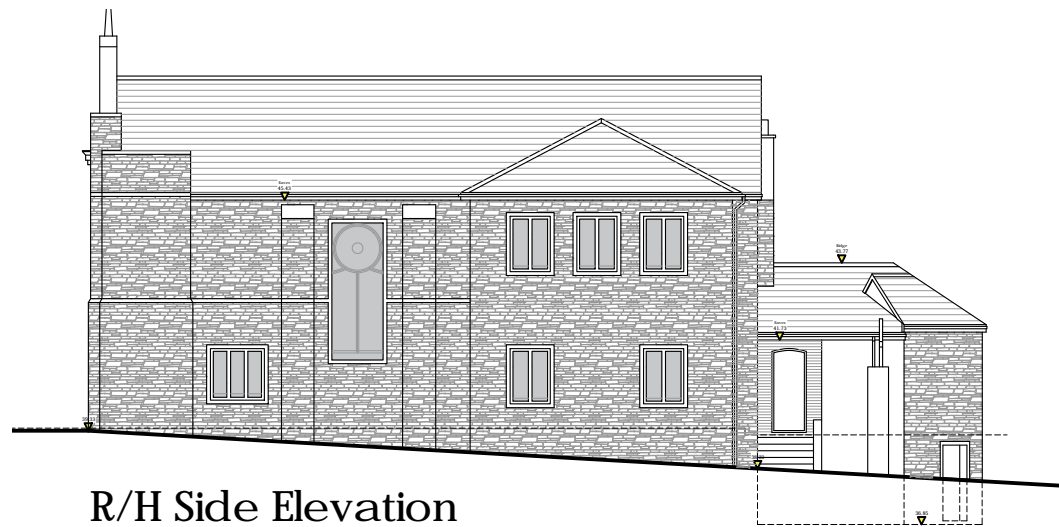
Rear Elevation
1:200 @ A3



Ground Floor
1:200 @ A3



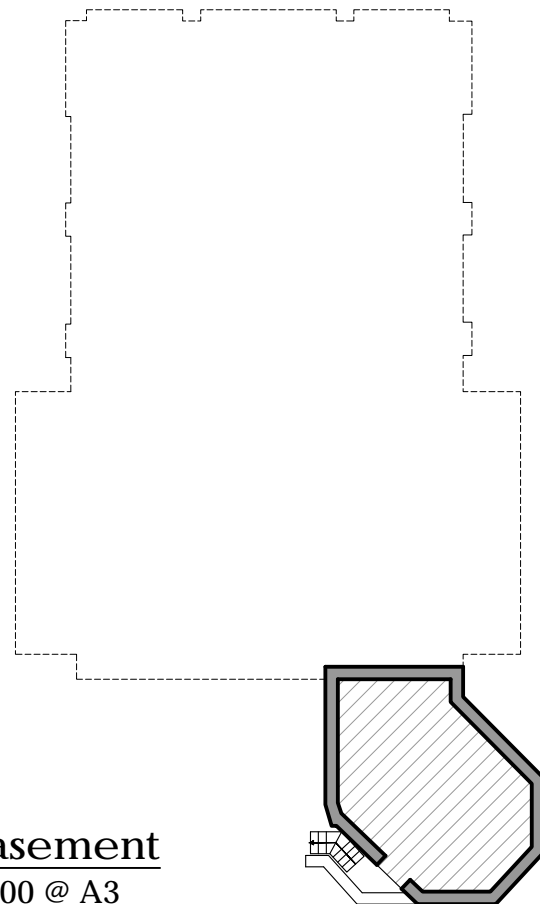
First Floor
1:200 @ A3




R/H Side Elevation
1:200 @ A3



L/H Side Elevation
1:200 @ A3



Basement
1:200 @ A3

Proposed Apattments		Job No.	19_070
Trinity Chapel Site		Dwg No.	AL(00)01
Pencoed		Rev.	
Title			
Existing Plans and Elevations			
Date	Drawn	Scale	
30/10/19	WS	1:200 @ A3	
		Architects · Town planners	
		Environmental & Urban design	
Unit 1A, Compass Business Park, Pacific Road, Cardiff, CF24 5HL		www.c2architects.co.uk tel: 029 20452100	

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