

**Level 1 Building Recording:
Old Library, Ship Street, Brecon**

October 2024



Report No. 2316

By

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Level 1 Building Recording: Old Library, Ship Street, Brecon

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Prepared for NPTC Group
By
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Report No. 2316

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Summary

This report results from a targeted Level 1 Building Survey undertaken by Archaeology Wales Ltd at Grade II Listed building LB 87631 at Old Library, Ship Street, Brecon, LD3 9AD. The site is centred on National Grid Reference (NGR) SO 04415 28629.

The work is related to a Listed Building Consent for internal and external alterations, including the installation of solar PV panels on the roof, to facilitate the conversion of the library/office into educational facilities. The Listed Building Consent Reference is 23/21750/LBC.

The building recording targeted the historic flooring within the Grade II listed 1969 built library, including the rubberised surface on the entrance ramp, the cork tiles on the main library floor, and the rubberised surfaces on the main stairwell. The black rubberised tiles were no longer present on the rear stairwell of the building.

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

Crynodeb Annechnegol

Mae'r adroddiad hon fel canlyniad o arolwg adeilad targedi lefel 1 ar Adeilad cofrestredig Gradd II LB 87631 yn Old Library, Ship street, Aberhonddu, LD3 9AD, a ymgwymerwyd gan Archaeology Wales Ltd. Mae'r safle wedi'i chanoli ar Gyfeirnod Grid Cenedlaethol (CGC) SO 04415 28629.

Mae'r Gwaith yn gysylltiedig â Chydsyniad Adeilad Cofrestredig ar gyfer newidiadau mewnol ac allanol, yn cynnwys yr arsefydliad o baneli solar PV ar y to, i hwyluso'r cyfnewid o'r llyfrgell/swyddfa i gyfleusterau dysgu. Y rhif cyfeirnod Cydsyniad Adeilad Cofrestredig yw 23/21750/LBC.

Wnaeth yr Arolwg Adeilad targedi'r lloriau hanesyddol o fewn y llyfrgell gofrestredig Gradd II a adeiladwyd yn 1969, yn cynnwys yr arwyneb rwber ar y ramp mynediad, y teils corc yn y prif lawr y llyfrgell, ar arwynebedd rwber ar y prif risiau. Nad oedd y teils rwber du yn bresennol ar y grisiau cefn yr adeilad.

Ymgwymerwyd y Gwaith I gyd yn ôl i'r safonau a Chyfarwyddiadau CIfA a'r Ymchwiliad a Recordio Archeolegol o Adeiladau a Strwythurau Sefyll (2020), A Dealltwriaeth Lloegr Hanesyddol ar Adeiladau Hanesyddol: Canllawiau ar Ymarfer Recordio Da (2016).

1. Introduction

1.1.1. In September 2024, Archaeology Wales Ltd was commissioned by NPTC Group to carry out a targeted Level 1 Building Survey at the Grade II Listed building (LB 87631) at Old Library, Ship Street, Brecon, LD3 9AD, NGR SO 04415 28629 (Figure 1).

1.1.2. The work was undertaken as a condition of planning consent associated with external alterations, including the installation of solar PV panels on the roof, to facilitate the conversion of the library/office into educational facilities. The Listed Building Consent Reference is 23/21750/LBC.

1.1.3. Condition 5 established that:

'Prior to the commencement of development an appropriate photographic survey of the historic flooring on site shall be submitted by the applicant and approved in writing by the Local Planning Authority. The photographic survey must meet the requirements of guidance provided by the Local Planning Authority. Following approval, a copy of the survey plans and digital photographs shall be submitted by the applicant to the local Welsh Archaeological Trust for inclusion in the Regional Historic Environment Record (HER).

Reason:

'To comply with Section 6 of Planning Policy Wales (2024), Technical Advice Note 24 and Policies 1 & SP3 of the adopted Local Development Plan for the BBNP: To allow detail of a building of historical interest and significance affected by the proposed development to be preserved by photographic record.'

1.1.4. The building recording targeted the historic flooring within the Grade II listed 1969 built library.

- 1) Rubberised surface on the entrance ramp;
 - 2) Cork tiles on the main library floor;
 - 3) Rubberised surfaces on the main and back staircases.
- 1.1.5. The building recording was completed on the 1st of October 2024 by Jerry Bond (AW senior supervisor). All works were carried out in accordance with the CIfA *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures* (2020). Archaeology Wales Ltd is a Registered Organisation with CIfA.

2. Methodology

- 2.1.1. The archaeological investigation adhered to the Chartered Institute for Archaeologists (CIfA) *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures* (2020).
- 2.1.2. The scope of work involved a Level 1 building survey of the historic flooring within the library, specifically targeting:
- 1) The black rubberised surface on the entrance ramp;
 - 2) The remaining cork tiles on the main library floor;
 - 3) The black rubberised surfaces on the main and rear staircases.
- 2.1.3. All photographs included a suitable scale and supported by associated records.
- 2.1.4. The photographic records were supplemented by a measured sketch plans for each floor of the library where historic flooring was present or identified. These plans illustrated the layout of each relevant floor, indicating the dimensions of surviving black rubberised tiles and cork tiling areas.

- 2.1.5. For each floor, a sketch plan was provided to indicate the location and orientation of each photograph taken. Photograph locations were numbered to facilitate cross-referencing with the photo archive.
- 2.1.6. The present report includes a concise description of the building and the objectives of the photographic survey, providing context for the report and the created records. The main body of report focuses on discussion and interpretation of historic flooring only, with reference to the drawn record and photographic record created.

3. Building Summary

3.1. General

- 3.1.1. The site is located at the centre of Brecon, on the northern side of Ship Street, just east of the intersection with Bell Lane - NGR SO 04415 28629 (Figure 1, Plate 1-2). It is bordered to the south by Ship Street, to the west by Bell Lane, and to the east and north by neighbouring property lines.
- 3.1.2. The land rises steeply from west to east, away from the bridge spanning the River Usk and its junction with the River Honddu. The Old Library building has remained vacant since 2019.
- 3.1.3. The library is a Grade II listed building (LB 87631). It is located within the Registered Historic Landscape of Middle Usk Valley: Brecon and Llangorse (HLW (P) 7), and within the Brecon Conservation Area (WAL/BBNP/1). Non-statutory designations for the site include PRN 123610, and NPRN 412778.
- 3.1.4. A summary of Cadw's official report is offered below:

Constructed in 1969, Brecon Library was designed by the County Architects Department, led by County Architect JA McRobbie, and officially opened by The Prince of Wales on July 23rd of that year. It replaced a row of medieval

buildings on Ship Street and marked a shift in library architecture, influenced by post-war design principles and Scandinavian ideas. Before 1945, libraries were traditionally formal and institutional, reflecting older views on education. However, the post-war era saw libraries designed to be more open, flexible, and accessible, focusing on user-friendly spaces and easy access to diverse reading materials (Cadw 2011).

- 3.1.5. The Brecon Library's design incorporated children's areas, study rooms, newspaper rooms, and minimised the focus on reference sections. Its layout was adaptable to future technologies and changes in use, reflecting a close collaboration between architects and librarians. The use of modern materials, such as columns, girders, and prefabricated elements, allowed for an open, well-lit space that avoided the monumental scale of traditional libraries (ibid).
- 3.1.6. The building was part of a broader network of library services in the county, including 14 part-time branch libraries and a mobile library service introduced in 1959. It was designed as the headquarters of the county's library system, offering resources for lending, reference, and hosting educational and cultural events. The design was deliberately unobtrusive and harmonised with its historic surroundings, despite not conforming to the traditional architectural style of narrow, stucco-fronted buildings typical of Brecon (ibid).
- 3.1.7. Brecon Library is listed for its architectural significance as a well-preserved example of a 20th-century library, embodying the design philosophies of its era. Its modern design serves both as a county headquarters and a town library, reflecting its multi-functional purpose. The building's stack rooms, workrooms, and garage highlight its role as a central hub in the county library system. Architecturally, it stands out for incorporating post-war influences into a functional library space, while maintaining a scale and rhythm that complements its historic context. Its spacious, well-lit interior, and design

considerations for minimizing external noise further enhance its value as an important example of 1960s library architecture (ibid).

4. Level 1 Building Survey results

4.1. The black rubberised ramp and stairs

- 4.1.1. Black rubberised tiles are installed in several areas, including the entrance ramp, as well as the main stairwell leading to both the lower ground floor and the first floor of the building (Figure 2-4).
- 4.1.2. The entrance ramp is situated at the southeastern end of the building. It measures 2m wide and 7m long, finished with black rubberised tiles, each covering 0.5 square meters. The tiles feature a textured surface with parallel horizontal grooves designed to provide a secure, non-slip footing (Figure 2-4; Plates 3-7).
- 4.1.3. The main stairwell is located next to the entrance on the southeast side of the building. It extends from the lower ground floor to the first floor. The stairwell follows a U-shaped design for each floor, each featuring two flights of stairs separated by a landing. The landings, nearly square in shape, measure 2m in width and 2.2m in length.
- 4.1.4. Each step is topped with textured black rubberised treads, which effectively cover the entire surface of the step and are securely fixed with metallic stair nosing. The rubberised treads feature parallel horizontal grooves that enhance slip resistance, providing a safe footing. Each step measures 1.2m in length, 0.3m in width, and 0.2m in height, while the rubberised treads are 1m long and 0.3m wide (Figure 2-4; Plates 8-12).
- 4.1.5. The handrail on the wall side consists of a rectangular, wall-mounted metallic rail that extends from the lower ground floor to the first floor. On the lower

ground floor, the opposite side does not have a handrail, while a wooden handrail mounted on a metal frame is present in the remaining sections of the stairwell.

- 4.1.6. The rear stairwell is situated in the northeast corner of the building. It features a U-shaped design, consisting of two flights of stairs separated by a rectangular landing measuring 2.2m in length and 1m in width. The stairwell connects all three floors. At present, the steps are not capped with black rubberised treads, and there are no obvious traces of adhesive (Figure 2-4; Plates 13-16).

4.2. The cork tile surface

- 4.2.1. Cork tile surfaces are present in the main landing area of the library, the store at the northern end, and the reference area (Figure 2-4; Plates 18-29).
- 4.2.2. In the main landing area of the library, a large section of approximately 204m² is covered with cork tile flooring. This section extends from the large windows on the west side of the building, covering more than two-thirds of the space. Another area with cork tile flooring is located along the eastern elevation of the building's upper ground floor, measuring 24m².
- 4.2.3. The tiles are square, each measuring 0.3m². They are a mid-orange brown colour and provide a degree of sound absorption essential for the library's needs. In some areas, the cork tile surface has been significantly damaged, exposing the adhesive that once bonded the tiles to the concrete floor.
- 4.2.4. The same tiles are also found within the store at the northern end of the upper ground floor measuring 4m², and the reference area adjacent to the main stairwell to the north, measuring 44m².

5. Summary and conclusions

- 5.1.1. A targeted Level 1 Building Survey was undertaken by Archaeology Wales Ltd at Grade II Listed building LB 87631 at Old Library, Ship Street, Brecon, LD3 9AD - NGR SO 04415 28629.
- 5.1.2. The work was related to Listed Building Consent – planning reference 23/21750/LBC. The proposed development includes internal and external alterations, and the installation of solar PV panels on the roof, to facilitate the conversion of the library/office into educational facilities.
- 5.1.3. The building recording targeted the historic flooring within the Grade II listed 1969 built library, including the rubberised surface on the entrance ramp, the cork tiles on the main library floor, and the rubberised surfaces on the main stairwell.
- 5.1.4. All works were carried out in accordance with the CIfA *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures* (2020), and Historic England's *Understanding Historic Buildings: A Guide to Good Recording Practice* (2016).

6. Archive

- 6.1.1. The digital archive will be deposited at the Royal Commission on the Ancient and Historical Monuments of Wales and to the regional HER.

7. References

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

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

Practice.

Cadw. 2011. Full Report for Listed Buildings LB 87631

[http://cadwpublic-
api.azurewebsites.net/reports/historiclandscape/FullReport?lang=en&id=HLW \(P\) 7](http://cadwpublic-api.azurewebsites.net/reports/historiclandscape/FullReport?lang=en&id=HLW (P) 7)

[Accessed October 2024]



Figures

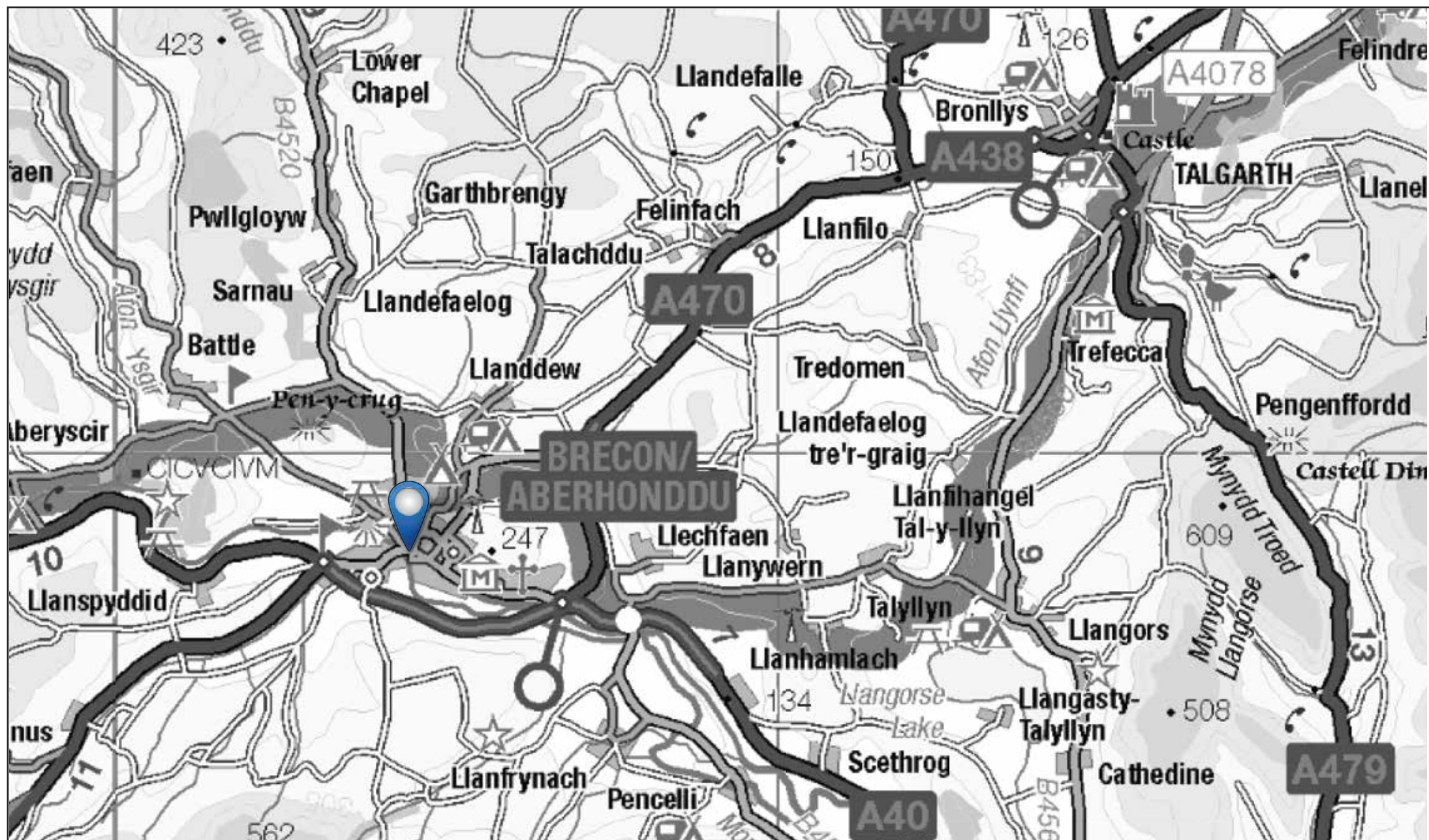
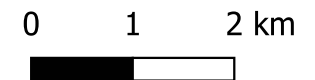


Figure 1. Site location.



Site Location



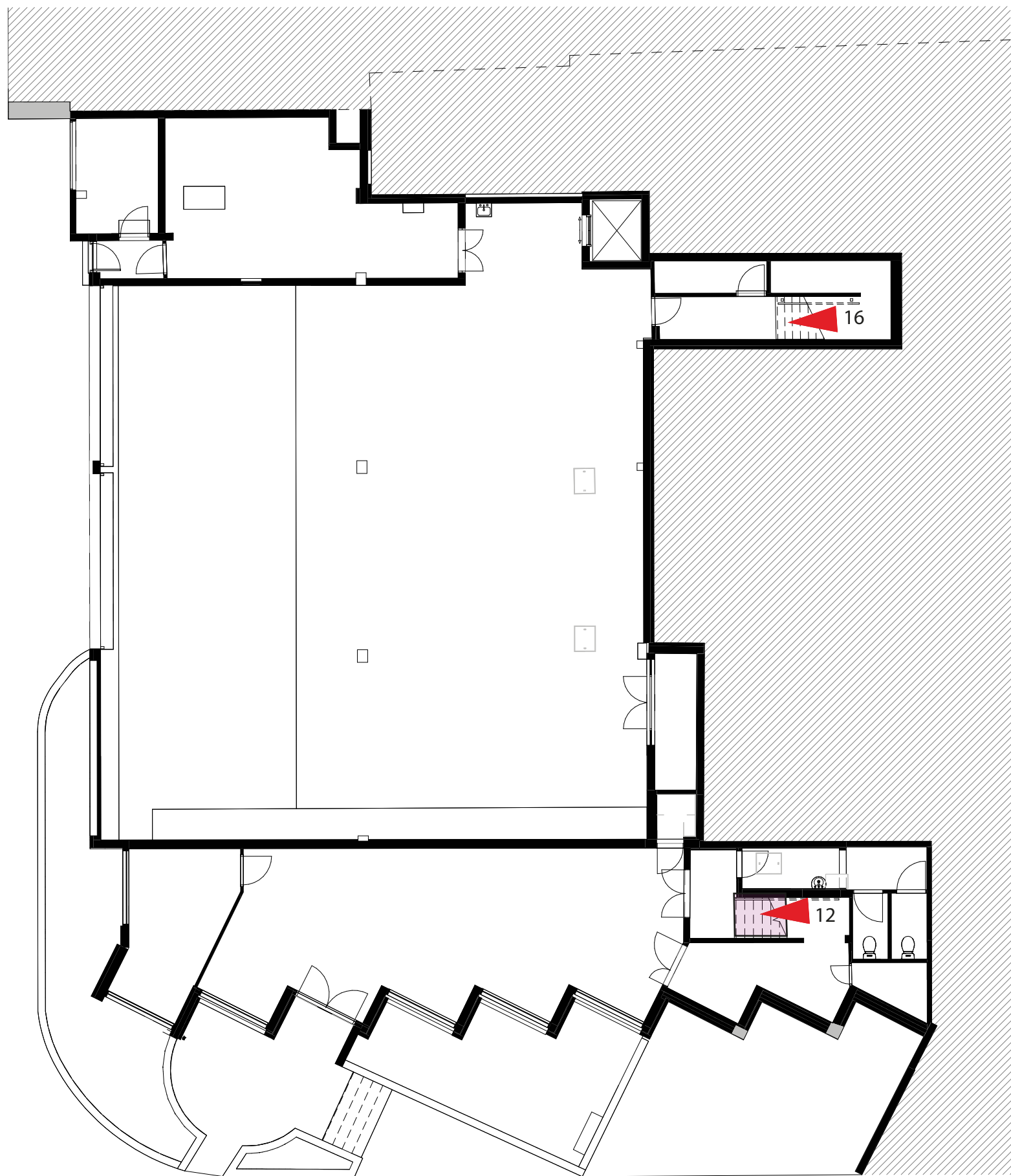


Figure 2. Plan of lower ground floor.

- Location of black rubberised surfaces
- Location of cork tiling areas
- Location and direction of shot





Figure 3. Plan of upper ground floor - annotated.

- Location of black rubberised surfaces
- Location of cork tiling areas
- Location and direction of shot



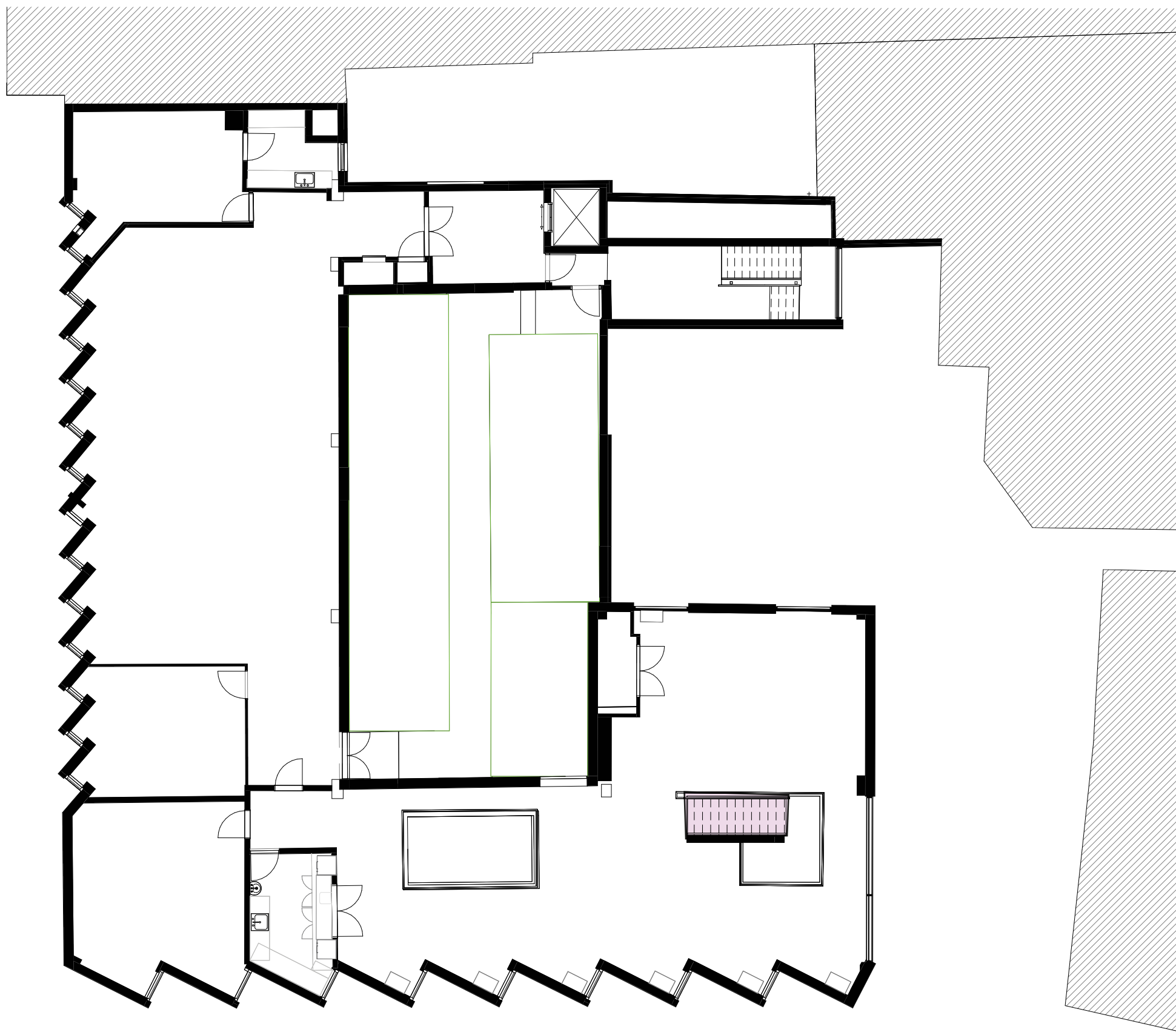


Figure 4. Plan of first floor - annotated.

- Location of black rubberised surfaces
- Location of cork tiling areas
- Location and direction of shot





Plates



Plate 1: Brecon County Library looking northwest from Ship Street



Plate 2: Main entrance, looking northwest from Ship Street



Plate 3: View of black rubberised floor from entrance ramp, looking west



Plate 4: Detail of black rubberised surface, entrance ramp, looking west



Plate 5: Black rubberised surface, entrance ramp, looking east



Plate 6: View of ramp from the foyer, looking east

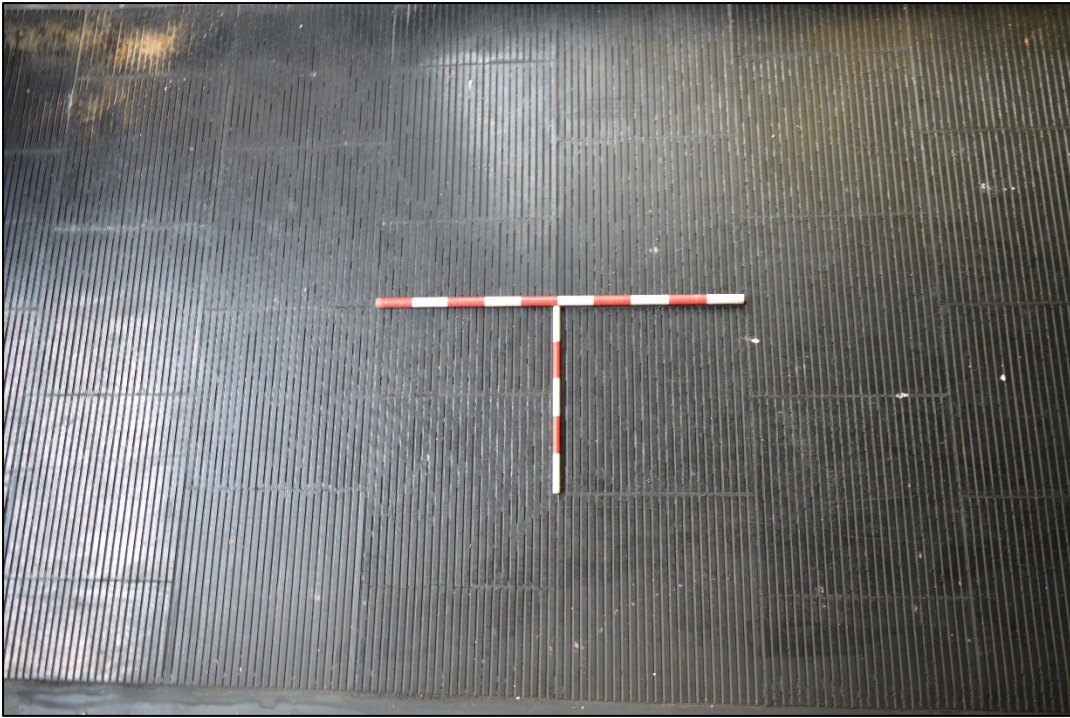


Plate 7: Detail of entrance ramp black rubberised tiles, looking south



Plate 8: Main stairs, leading up to the first floor from the upper ground floor, looking east



Plate 9: Main stairs down to upper ground floor, from half landing



Plate 10: Main stairs, detail



Plate 11: Stairs from half landing, looking toward first floor

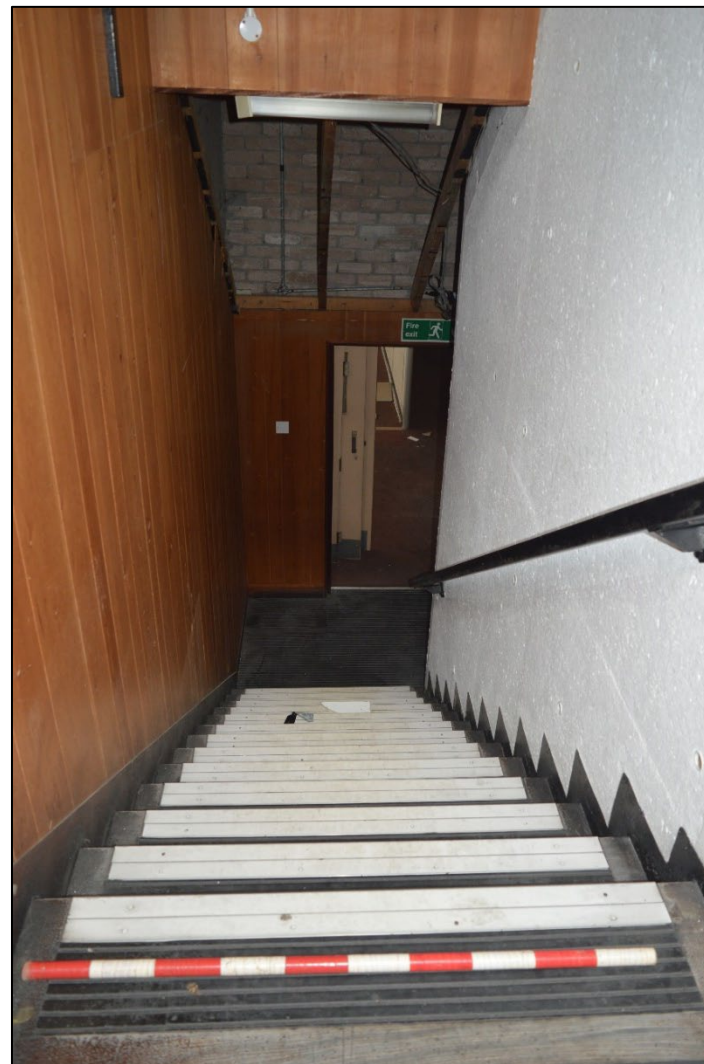


Plate 12: Stairs from half landing, looking toward lower ground floor



Plate 13: Rear stairwell, looking east



Plate 14: Rear stairwell, detail



Plate 15: Rear stairwell, half landing



Plate 16: Rear stairwell, looking toward lower ground floor



Plate 17: Garage doors from Bell Lane, looking northeast



Plate 18: Cork tiles on main library floor, central area, looking north



Plate 19: Cork tiles on main library floor, central area, looking north



Plate 20: Extent of central area cork tiles on main library floor, looking northwest



Plate 21: View of cork tile floor on main library floor, looking west



Plate 22: View of cork tile floor on main library floor, looking east



Plate 23: View of cork tile floor on main library floor, looking south



Plate 24: View of cork tile floor on main library floor, looking southeast



Plate 25: Detail of cork tiles within storage, looking east



Plate 26: Detail of cork tiles within storage, detail



Plate 27: Damaged area of cork tiles within main library floor



Plate 28: Extent of central area cork tiles on main library floor, looking south



Plate 29: Extent of central area cork tiles on main library floor, looking northwest

Appendix I - Data Management Plan

Data Management Plan

Section 1: Project Administration

Project ID
3175 - OLB/24/BR
Project Name
Old Library, Brecon
Project Description
<p>A programme of archaeological building recording (Level 1) was undertaken by Archaeology Wales Ltd (henceforth – AW) at the request of NCPTC College Group.</p> <p>The work relates to a Listed Building Consent for internal and external alterations, including the installation of solar PV panels on the roof, to facilitate the conversion of the library/office into educational facilities at Old Library, Ship Street, Brecon, LD3 9AD.</p>
Project Funder / Grant reference
NCPTC College Group
Project Manager
Irene Garcia Rovira - irene@arch-wales.co.uk
Principal Investigator / Researcher
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Date DMP created
19.9.24
Date DMP last updated
28.11.24
Version
V2

Related data management policies

This DMP is guided by the Project Brief, CIfA Standards and guidance, trusted digital repository guidelines (RCAHMW) or other best practice guidance (see brief)

Section 2: Data Collection

What data will you collect or create?

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

Type	Format	Estimated volume (Data Archived)
Text/documents	PDF (.pdf and .pdf/a)	1
Images	Photographs (.jpg)	61
GIS	Shapefiles (.shp plus associated files)	1 group

How will the data be collected or created?

Data Standards / Methods

- Standard methods of data collection will be applied throughout the project, working to best practice guidance where applicable / available. In general, data acquisition standards are defined against RCAHMW Guidelines. Specific or additional guidance relevant to this project are listed below and will be updated as the project progresses.
- Methods of collection are specified within the Project Design (Garcia Rovira 2024 - WSI) and will meet the requirement set out in the Project Brief, the organisation recording manual and relevant CIfA Standards and guidance.
- Where appropriate, project contributors external to the organisation will be required to include data standards, collection methodology and metadata with individual reports and data.
- Specific guidance: The archaeological works will be conducted according to the Chartered Institute for Archaeologists' (CIfA) Standard and Guidance for the archaeological investigation and recording of standing buildings or structures (2020).

Data storage / file naming

- The data produced will be uploaded at regular intervals during the project as a way of backing up the information.
- The working project archive will be stored in a project specific folder on the internal organisational server. The internal organisation server is backed up

to a cloud based storage system to maintain an up to date security copy of the organisation wide data.

- Project folders are named following established organisational procedures and the folder hierarchy and organisation devised will be understood by all members of staff involved in the project.
- Data collected will be downloaded and raw data will be stored in the appropriate folder.
- File naming conventions following established organisational procedures, based on RCAHMW file naming guidance, and include version control management.
- The data stored will be checked by the project manager regularly as a means of quality assurance.

Section 3: Documentation and metadata

What documentation and metadata will accompany the data?

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

Section 4: Ethics and legal compliance

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

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

- Where formal permissions and/or license agreements are linked to data sharing, they will be included in the project documentation folders and will accompany the archaeological project archive.

Section 5: Data Security: Storage and Backup

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

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

Section 6: Selection and Preservation

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

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

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

- The digital archive will be deposited with the RCAHMW, which is working towards becoming a certified repository with Core Trust Seal.

<ul style="list-style-type: none"> The archive will be prepared for deposition by the project team and the costs for the time needed for preparation, and the cost of deposition have been included in the project budget.
Have you contacted the data repository?
<ul style="list-style-type: none"> RCAHMW is the intended repository for digital data. AW have an ongoing agreement with the repository
Have the costs of archiving been fully considered?
<ul style="list-style-type: none"> A costing estimate has been produced to allow for the preparation of the archive and has been included in the project budget.

Section 7: Data Sharing

How will you share the data and make it accessible?
<ul style="list-style-type: none"> The investigations are likely to result in a number of documents:, Final Report, Journal submission. A final version of the project report will be supplied to the Historic Environment Record, and any data which they request can also be provided directly.
Are any restrictions on data sharing required?
<ul style="list-style-type: none"> A temporary embargo may be required on the sharing of the project results. If this is the case, specific details once agreed will be included in the updated version of this DMP and will be documented in the overarching Project Collection Metadata. Data specific requirements, ethical issues or embargos which are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive

Section 8: Responsibilities

Who will be responsible for implementing the data management plan?
<ul style="list-style-type: none"> The Project Manager and Post Excavation Manager will be responsible for implementing the DMP, and ensuring it is reviewed and revised at each stage of the project. Data capture, metadata production and data quality is the responsibility of the Project Team, assured by the Project Manager and Post Excavation Manager. Storage and backup of data in the field is the responsibility of the field team. Once data is incorporated into the organisations project server, storage and backup is managed by an external company. Data archiving is undertaken by the project team under the guidance of the Post Excavation Manager, who is responsible for the transfer of the Archaeological Project Archive to the agreed repository.



Appendix II: Written Scheme of Investigation

**Written Scheme of Investigation
for a targetted Level 1 Building Recording
at
Old Library, Ship Street, Brecon**

Project No: 3175

**Planning application Number:
23/21750/LBC**

September 2024



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Summary

This Written Scheme of Investigation (WSI) details a programme of targeted building recording (Level 1) on specific areas of flooring at the Old Library, Brecon. The work will be undertaken by Archaeology Wales Ltd (henceforth – AW) at the request of NPTC Group.

The work is related to a Listed Building Consent for internal and external alterations, including the installation of solar PV panels on the roof, to facilitate the conversion of the library/office into educational facilities at Old Library, Ship Street, Brecon, LD3 9AD.

The buildings lie within the area of the Bannau Brycheiniog National Park Authority (BBNPA). The Listed Building Consent Reference is 23/21750/LBC.

1. Introduction and planning background

1.1.1. In September 2024, Archaeology Wales (AW) was commissioned to undertake a targeted Level 1 Building Recording on specific flooring material at Grade II Listed building LB 87631 at Old Library, Ship Street, Brecon, LD3 9AD. The site is centred on NGR SO 04415 28629 (Figure 1). The building lies within the area of the Bannau Brycheiniog National Park Authority (BBNPA).

1.1.2. The Level 1 Building Recording relates to specific flooring areas in advance of the proposed internal and external alterations, including the installation of solar PV panels on the roof, to facilitate the conversion of the library/office into educational facilities. The associated Listed Building Consent Reference is 23/21750/LBC.

1.1.3. Condition 5 establishes that:

‘Prior to the commencement of development an appropriate photographic survey of the historic flooring on site shall be submitted by the applicant and approved in writing by the Local Planning Authority. The photographic survey must meet the requirements of guidance provided by the Local Planning Authority. Following approval, a copy of the survey plans and digital photographs shall be submitted by the applicant to the local Welsh Archaeological Trust for inclusion in the Regional Historic Environment Record

(HER).

Reason:

'To comply with Section 6 of Planning Policy Wales (2024), Technical Advice Note 24 and Policies 1 & SP3 of the adopted Local Development Plan for the BBNP: To allow detail of a building of historical interest and significance affected by the proposed development to be preserved by photographic record.'

- 1.1.4. The building recording will target the historic flooring within the Grade II listed 1969 built library. The surviving historic flooring within the library comprise the following: 1) Rubberised surface on the entrance ramp; 2) Cork tiles on the main library floor; 3) Rubberised surfaces on the main and back staircases.
- 1.1.5. This Written Scheme of Investigation (WSI) has been prepared by Irene Garcia Rovira MCIfA - AW Project Manager at the request of EDP. The methodology set out in this WSI has been agreed with the BBNPA Heritage Officer.
- 1.1.6. All work will be undertaken to the standards and guidance set by the Chartered Institute for Archaeologists (2020). AW is a Registered Organisation with the CIfA.

2. Site Description

- 2.1.1. The site encompasses the Grade II listed Brecon County Library on Ship Street (LB 87631), which was first listed by Cadw on 4th July 2011. The official record notes that the library was:

[...] Built in 1969 under the direction of County Architect J.A. McRobbie by the County Architects Department. It was inaugurated by The Prince of Wales on 23rd July 1969, replacing a series of medieval buildings that had previously lined Ship Street [...] (Cadw 2011).
- 2.1.2. This site located at the centre of Brecon, on the northern side of Ship Street,

just east of the intersection with Bell Lane - NGR SO 04415 28629. It is bordered to the south by Ship Street, to the west by Bell Lane, and to the east and north by neighbouring property lines.

2.1.3. The land rises steeply from west to east, away from the bridge spanning the River Usk and its junction with the River Honddu. The Old Library building, which forms part of the site, has remained vacant since 2019.

2.1.4. The structure itself is arranged over three floors, with an 'L-shaped' layout.

3. Objectives

3.1.1. This WSI sets out a program of works to ensure that the Level 1 building survey will meet the standard required by the Chartered Institute for Archaeologist's *Standard and Guidance for Archaeological Building Investigation and Recording* (2020) and according to Historic England's *Understanding Historic Buildings: A Guide to Good Recording Practice* (2016).

3.1.2. Level 1 surveys provide a basic visual record, supplemented by information such as the building's location, age, and type. Level 1 surveys may also help identify buildings that require more detailed examination later.

3.1.3. These surveys usually focus on exteriors, though interiors may occasionally be inspected for significant features. Drawings are rare and typically consist of sketches.

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

4. Timetable of Works

4.1. Fieldwork

4.1.1. The building recording will be undertaken prior to the commencement of works associated with the proposed development.

4.2. Report Delivery

- 4.2.1. The report will be submitted to the client within a month of the completion of the fieldwork. A copy of the report will also be sent to the regional HER (CPAT-HER).

5. Details of Work

5.1. Standards

- 5.1.1. The archaeological investigation will adhere to the Chartered Institute for Archaeologists (CIfA) *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures* (2020).
- 5.1.2. The scope of work will involve a photographic survey of the historic flooring within the library, specifically targeting:
- 1) The black rubberised surface on the entrance ramp;
 - 2) The remaining cork tiles on the main library floor;
 - 3) The black rubberized surfaces on the main and rear staircases.
- 5.1.3. All photographs will include a suitable scale and supported by associated records.
- 5.1.4. The photographic records will be supplemented by a measured sketch plans for each floor of the library where historic flooring is present or identified. These plans will illustrate the layout of each relevant floor, indicating the dimensions of surviving cork tiling areas.
- 5.1.5. For each floor, a sketch plan will be provided to indicate the location and orientation of each photograph taken. Photograph locations will be numbered to facilitate cross-referencing with the photo archive.
- 5.1.6. The written report will include a concise description of the building and the objectives of the photographic survey, providing context for the report and the created records. The main body of report will focus on discussion and

interpretation of historic flooring only, with reference to the drawn record and photographic record created.

6. Monitoring

- 6.1.1. The BBNPA Officer will be contacted prior to the commencement of archaeological works, and subsequently once the work is underway.
- 6.1.2. Any changes to the WSI that AW may wish to make after approval will be communicated to the BBNPA Heritage Officer for approval.
- 6.1.3. Representatives BBNPA will be given access to the site so that they may monitor the progress of the watching brief and building recording. BBNPA Heritage Officer will be kept regularly informed about developments.

7. Archive and Reporting Programme

7.1. Site Archive

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

7.2. Reports and Archive Deposition

Report to Client

- 7.2.1. Copies of all reports associated with the building survey, together with inclusion of supporting evidence in appendices as appropriate, including photographs and illustrations, will be submitted to the client and to BBNPA.

- 7.2.2. Once the report has been approved by the BBNPA, the applicant must deposit a copy of the photographs and all additional plans and information to the Clwyd-Powys Archaeological Trust - HER.
- 7.2.3. The submission of the approved Level 1 building recording to the Clwyd-Powys Archaeological Trust for inclusion in the Historic Environment Record is one of the requirements of the planning condition, and the condition cannot be discharged until this step is complete.

Selection Strategy

- 7.2.4. The digital archive will be appraised prior to deposition and any duplicate or voided files and photographs will be discarded.

Archive Deposition

- 7.2.5. Although there may be a period during which client confidentiality will need to be maintained, copies of all reports and the final archive will be deposited no later than six months after completion of the work.
- 7.2.6. The archive will conform to the guidelines set out ' *The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales*' (National Panel for Archaeological Archives in Wales 2019).
- 7.2.7. The archive will be deposited with the National Monuments Record, RCAHMW including a copy of the final report. This archive will include all written, drawn, survey and photographic records relating directly to the investigations undertaken. NMR Digital archives will follow the standard required by the RCAHMW (RCAHMW, 2015). A copy of the archive index and report will also be lodged with the Historic Environment Record at Clwyd-Powys Archaeological Trust. The project will adhere to the *Welsh Archaeological Trust's joint Guidance for the Submission of Data to the Welsh Historic Environment Records* (2022).
- 7.2.8. Wherever the archive is deposited, this information will be relayed to the HER.

A summary of the contents of the archive will be supplied to CPAT and BBNPA.

Summary Reports for Publication

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

8. Staff

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

9. Health and Safety

9.1. Risk Assessment

- 9.1.1. Prior to the commencement of work AW will carry out and produce a formal Health and Safety Risk Assessment in accordance with The Management of Health and Safety Regulations 1999. A copy of the risk assessment will be kept on site and be available for inspection on request. A copy will be sent to the client (or their agent as necessary) for their information. All members of AW staff will adhere to the content of this document.

9.2. Other Guidelines

- 9.2.1. 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. Community Engagement and Outreach

- 10.1.1. Wherever possible, AW will ensure suitable measures are in place to inform

the local community and any interested parties of the results of the survey work. 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.

- 10.1.2. 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.

11. Insurance

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

12. Quality Control

12.1. Professional Standards

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

standards during their employment.

12.2. Project Tracking

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

13. Arbitration

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

14. Bibliography

Cadw, 1998. *Full Report for Listed Buildings. LB 87631*. [Listed Buildings - Full Report - HeritageBill Cadw Assets - Reports \(cadwpublic-api.azurewebsites.net\)](https://cadwpublic-api.azurewebsites.net/HeritageBill/CadwAssets/Reports)

– accessed 19.9.24.

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

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

Welsh Archaeological Trusts, 2022. *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)*

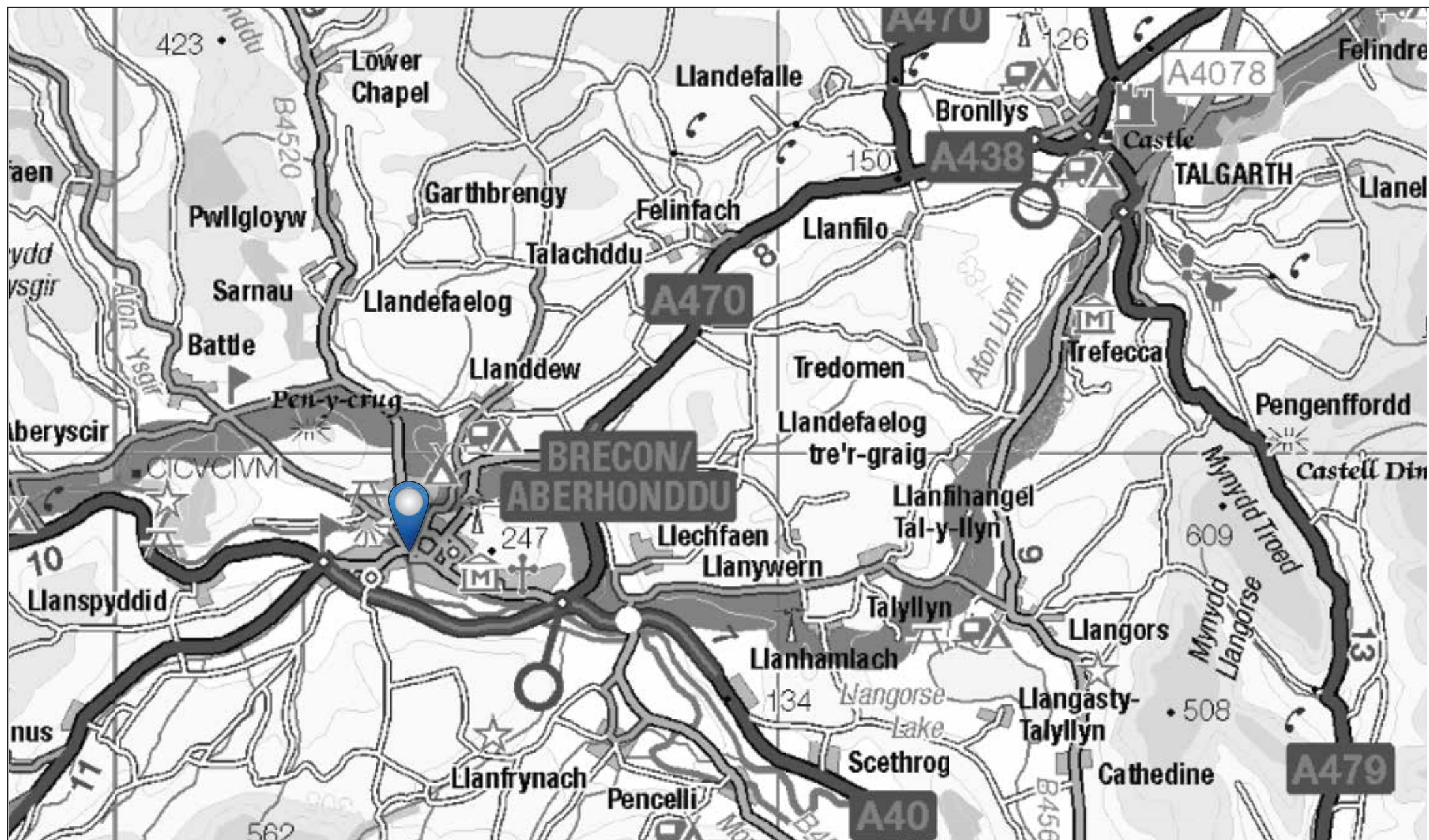


Figure 1. Site location.

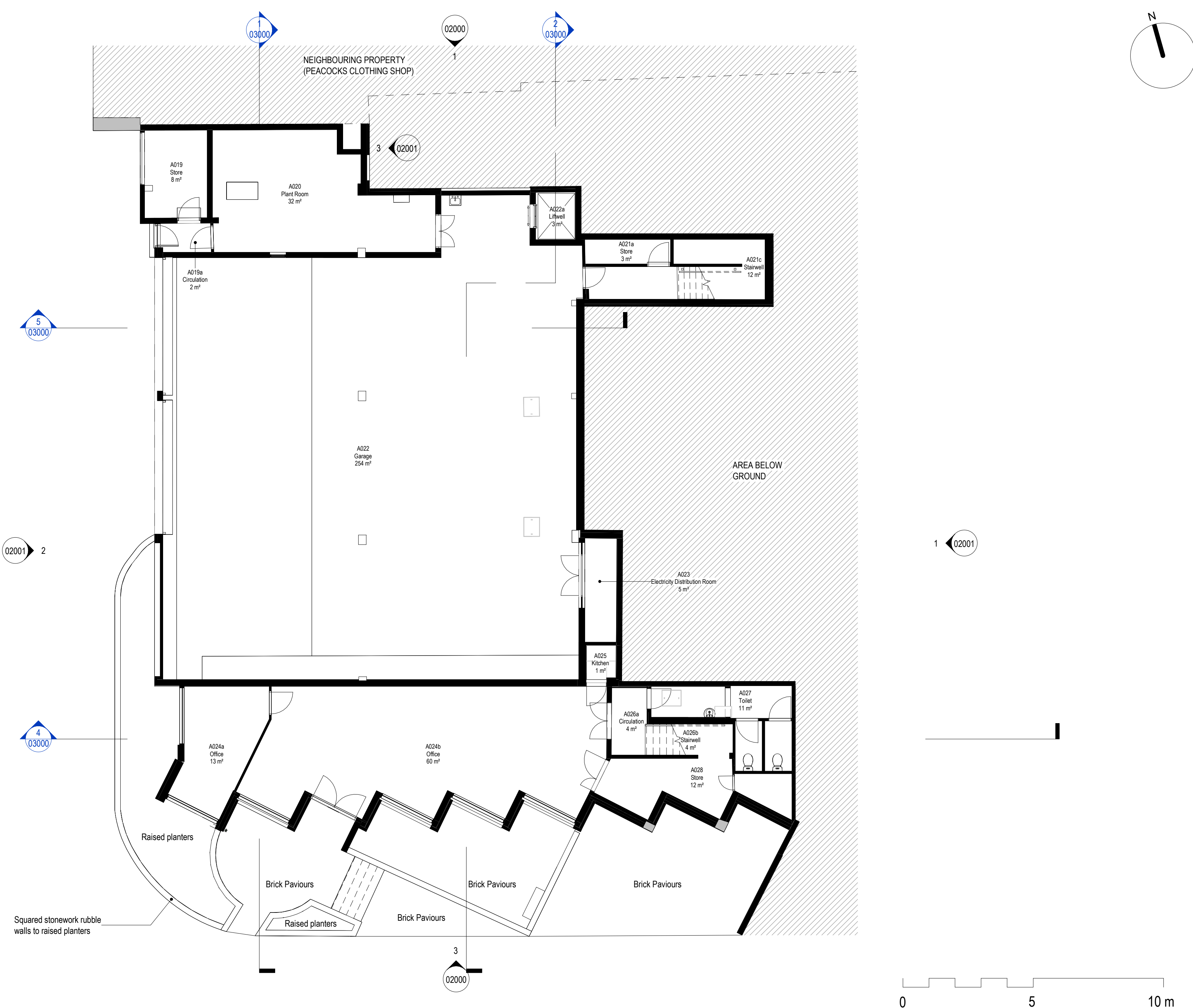


Site Location



0 1 2 km





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CDM notes are provided to assist the contractor in managing residual hazards identified during the design stage. Any such notes do not relieve the contractor of their duties under all relevant CDM Regulations.

Rev	Description	Rev'd	CH'd	Date
01	First Issue	MT	LIRh	08.06.22
02	Scale bar added to drawings	LIRh	AB	20.09.22
03	Annotations to indicate position of surrounding buildings	LIRh	AB	12.10.22
04	Issued For Planning And Tender	RLD	AB	16.12.22

SUITABILITY :		PLANNING & TENDER	
STATUS NUMBER KEY:			
WIP 50 - Initial Status* SHARED 51 - Suitable for co-ordination** 52 - Suitable for information 53 - Suitable for review and comment 54 - Suitable for stage approval 55 - Withdrawn 56 - Suitable for PIM Authorisation 57 - Suitable for AIM Authorisation		DOCUMENTATION - SIGN-OFF A1 - Authorised and Accepted B1 - Partially Signed-off ARCHIVE CR - Final Construction Record Document * For Internal pre-issue usage only. ** For model file usage only.	

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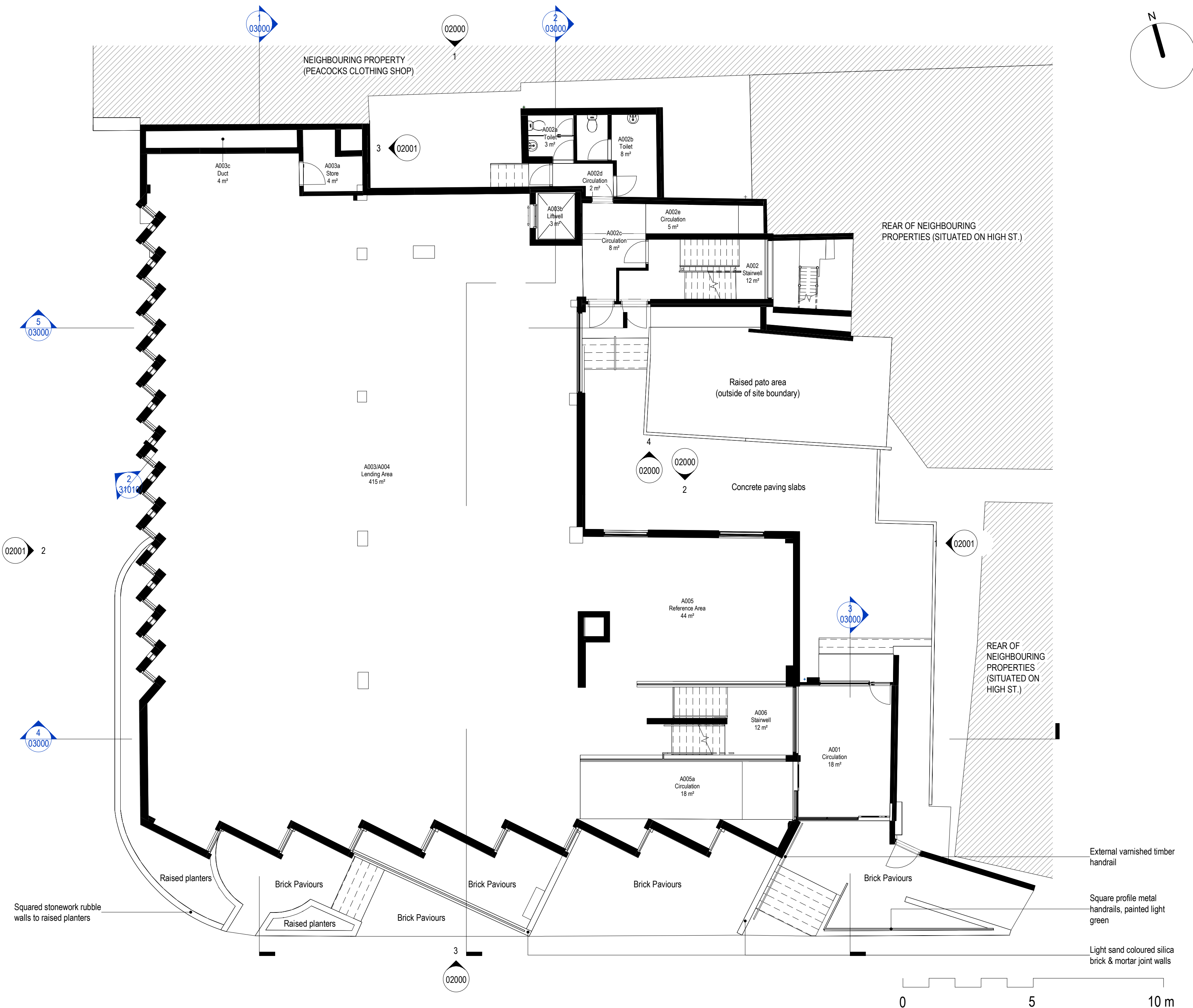
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NPTC Group
NPTC
NPTC Group

PROJECT TITLE:
Ship Street Library
The Old Library, Brecon

DRAWING TITLE:
Existing GA Plan - Lower Ground Floor

DRAWN BY:		MT		CHECKED BY:		LIRh		APPROVED BY:		AB	
JOB NO:		0320		SCALE:		1 : 100 @ A2					
STATUS:				D2							
DATE:				16/12/2022		REVISION:		P03			
PROJECT	ORIGIN.	VOLUME	LEVEL	TYPE	DISCIP.	NUMBER					
0320	RIO	01	B1	DR	A	01000					



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Rev	Description	Rev'd	CHG'd	Date
P03	Issued For Planning And Tender	RLD	AB	16.12.22
P02	Annotations to indicate position of surrounding buildings	LIRh	AB	12.10.22
P01	Scale bar added to drawings	LIRh	AB	20.09.22
First Issue		MT	LIRh	08.06.22

SUITABILITY: **PLANNING & TENDER**

STATUS NUMBER KEY:	
WIP	DOCUMENTATION - SIGN-OFF
50 - Initial Status*	A1 - Authorised and Accepted
SHARED	B1 - Partially Signed-off
51 - Suitable for co-ordination**	ARCHIVE
52 - Suitable for information	CR - Final Construction Record
53 - Suitable for review and comment	Document
54 - Suitable for stage approval	
55 - Withdrawn	
56 - Suitable for PIM Authorisation	* For internal pre-issue usage only.
57 - Suitable for AIM Authorisation	** For model file usage only.

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NPTC Group
NPTC
NPTC Group

PROJECT TITLE:
Ship Street Library
The Old Library, Brecon

DRAWING TITLE:
Existing GA Plan - Upper Ground Floor

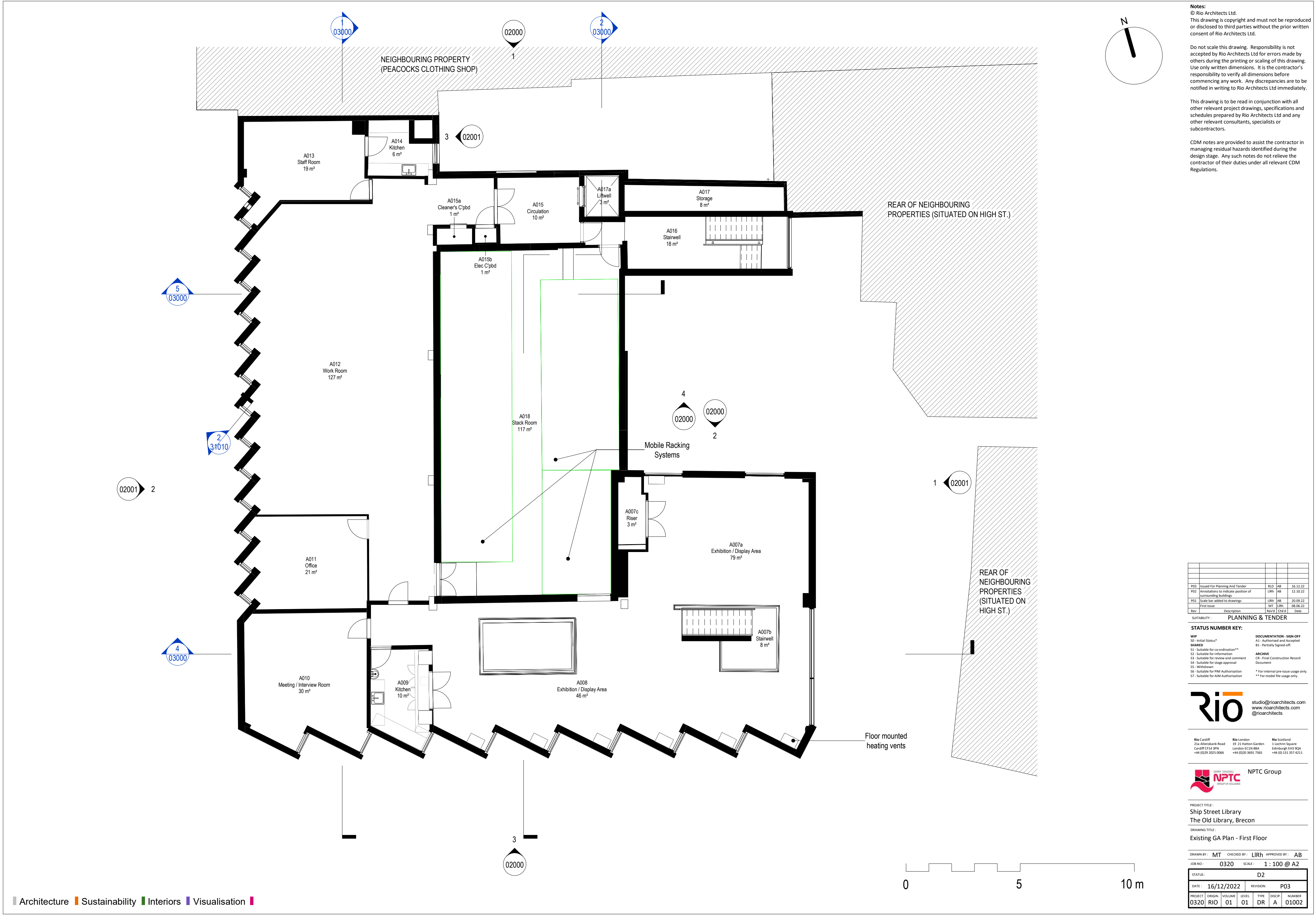
DRAWN BY: MT **CHECKED BY:** LIRh **APPROVED BY:** AB

JOB NO: 0320 **SCALE:** 1:100 @ A2

STATUS: D2

DATE: 16/12/2022 **REVISION:** P03

PROJECT	ORIGIN	VOLUME	LEVEL	TYPE	DISCIP.	NUMBER
0320	RIO	01	00	DR	A	01001



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CDM notes are provided to assist the contractor in managing residual hazards identified during the design stage. Any such notes do not relieve the contractor of their duties under all relevant CDM Regulations.

Rev	Description	Rev'd	CH'd	Date
P03	Issued For Planning And Tender	RLD	AB	16.12.22
P02	Annotations to indicate position of surrounding buildings	LIRh	AB	12.10.22
P01	Scale bar added to drawings	LIRh	AB	20.09.22
First Issue		MT	LIRh	08.06.22

SUITABILITY: **PLANNING & TENDER**

STATUS NUMBER KEY:	
WIP	Documentation - Sign-off
50 - Initial Status*	A1 - Authorised and Accepted
SHARED	B1 - Partially Signed-off
51 - Suitable for co-ordination**	ARCHIVE
52 - Suitable for information	CR - Final Construction Record
53 - Suitable for review and comment	Document
54 - Suitable for stage approval	
55 - Withdrawn	
56 - Suitable for PIM Authorisation	* For internal pre-issue usage only.
57 - Suitable for AIM Authorisation	** For model file usage only.

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NPTC Group
NPTC Group
NPTC Group

PROJECT TITLE:
Ship Street Library
The Old Library, Brecon

DRAWING TITLE:
Existing GA Plan - First Floor

DRAWN BY: MT **CHECKED BY:** LIRh **APPROVED BY:** AB
JOB NO: 0320 **SCALE:** 1:100 @ A2

STATUS:		D2	
DATE:	16/12/2022	REVISION:	P03
PROJECT:	0320	ORIGIN:	RIO
VOLUME:	01	LEVEL:	01
TYPE:	DR	DISCIP:	A
NUMBER:	01002		

Data Management Plan

Section 1: Project Administration

Project ID
3175 OLB/24/BR
Project Name
Old Library, Brecon
Project Description
<p>This Written Scheme of Investigation (WSI) details a programme of archaeological building recording (Level 1) to be undertaken by Archaeology Wales Ltd (henceforth – AW) at the request of NCPTC College Group.</p> <p>The work is related to a Listed Building Consent for internal and external alterations, including the installation of solar PV panels on the roof, to facilitate the conversion of the library/office into educational facilities at Old Library, Ship Street, Brecon, LD3 9AD.</p>
Project Funder / Grant reference
NCPTC College Group
Project Manager
Irene Garcia Rovira - irene@arch-wales.co.uk
Principal Investigator / Researcher
Irene Garcia Rovira - irene@arch-wales.co.uk
Data Contact Person
<p>Irene Garcia Rovira - irene@arch-wales.co.uk</p> <p>Rhiannon Philp – rhiannon.philp@arch-wales.co.uk</p>
Date DMP created
19.9.24
Date DMP last updated
19.9.24

Version
v1
Related data management policies
This DMP is guided by the Project Brief, CIfA Standards and guidance, trusted digital repository guidelines (RCAHMW) or other best practice guidance (see brief for details)

Section 2: Data Collection

What data will you collect or create?		
The table below provides a summary of the data types, formats and estimated archive volume for data collected / created as part of this project. As the project progresses, more detail regarding files will be added to this DMP.		
Type	Format	Estimated volume (Data Archived)
Spreadsheets	Excel (.xlsx)	TBC
Text/documents	Word (.docx) PDF (.pdf and .pdf/a)	TBC
Images	Photographs (.jpg) Scanned drawings (.pdf)	TBC
GIS	Shapefiles (.shp plus associated files)	TBC

How will the data be collected or created?
<p>Data Standards / Methods</p> <ul style="list-style-type: none"> Standard methods of data collection will be applied throughout the project, working to best practice guidance where applicable / available. In general, data acquisition standards are defined against RCAHMW Guidelines. Specific or additional guidance relevant to this project are listed below and will be updated as the project progresses. Methods of collection are specified within the Project Design (Garcia Rovira 2024 - WSI) and will meet the requirement set out in the Project Brief, the organisation recording manual and relevant CIfA Standards and guidance. Where appropriate, project contributors external to the organisation will be required to include data standards, collection methodology and metadata with individual reports and data.

- Specific guidance: The archaeological works will be conducted according to the Chartered Institute for Archaeologists' (CIfA) Standard and Guidance for the archaeological investigation and recording of standing buildings or structures (2020).

Data storage / file naming

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

Section 3: Documentation and metadata

What documentation and metadata will accompany the data?

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

Section 4: Ethics and legal compliance

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

- The project archive will include the names and contact details of individuals who intend to volunteer or participate in the excavation and post excavation stages. We have a GDPR compliant Privacy Policy which underpins the

management of personal data; any personal data is managed through a secure cloud-based database and not retained on the project specific folders.

- Personal data will be removed from the archaeological project archive and permission to include individual's names in any reporting is gained prior to use.
- Copyright for all data collected by the project team belongs to the organisation, and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.
- Where formal permissions and/or license agreements are linked to data sharing, they will be included in the project documentation folders and will accompany the archaeological project archive.

Section 5: Data Security: Storage and Backup

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

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

Section 6: Selection and Preservation

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

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

<ul style="list-style-type: none"> Deselection will be undertaken automatically on any duplicate or unusable files, such as blurry or superfluous photographs.
What is the long-term preservation plan for the dataset?
<ul style="list-style-type: none"> The digital archive will be deposited with the RCAHMW, which is working towards becoming a certified repository with Core Trust Seal. The archive will be prepared for deposition by the project team and the costs for the time needed for preparation, and the cost of deposition have been included in the project budget.
Have you contacted the data repository?
<ul style="list-style-type: none"> RCAHMW is the intended repository for digital data. AW have an ongoing agreement with the repository
Have the costs of archiving been fully considered?
<ul style="list-style-type: none"> A costing estimate has been produced to allow for the preparation of the archive and has been included in the project budget.

Section 7: Data Sharing

How will you share the data and make it accessible?
<ul style="list-style-type: none"> The digital archive repository, and will be updated as the project progresses. The investigations are likely to result in a number of documents:, Final Report, Journal submission. The final report is expected to be completed within 3 months of the completion of fieldwork. A final version of the project report will be supplied to the Historic Environment Record, and any data which they request can also be provided directly. The location (s) of the final Archaeological Archive will be included in the final report
Are any restrictions on data sharing required?
<ul style="list-style-type: none"> A temporary embargo may be required on the sharing of the project results. If this is the case, specific details once agreed will be included in the updated version of this DMP and will be documented in the overarching Project Collection Metadata. Data specific requirements, ethical issues or embargos which are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive

Section 8: Responsibilities

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



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