

Heneb: Clwyd-Powys Archaeology

Project PD24-063

Report 2022

**Barn at Henbant Fach, Llanbedr,
Crickhowell, Powys**

23/22536/LBC, 23/22535/FUL




Historic Building Recording



Archaeoleg Clwyd-Powys

Heneb

Clwyd-Powys Archaeology

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Summary

In April 2024 Heneb: Clwyd Powys Archaeology carried out a historic building recording in respect of the proposed works to convert a Grade II listed barn into a home working space at Henbant Fach, Llanbedr, Crickhowell, Powys.

The building comprised a combination variant bank barn built into a steep south-facing slope, comprising a threshing floor accessed from the east, with a hayloft, possibly extending the entire length of the building above, and byre and later stables incorporated into the lower downslope construction. Upland combination barns were usually sub-medieval or later in date but were still used in their original configuration until well into the 19th century when they were usually displaced by more specialised agricultural buildings.

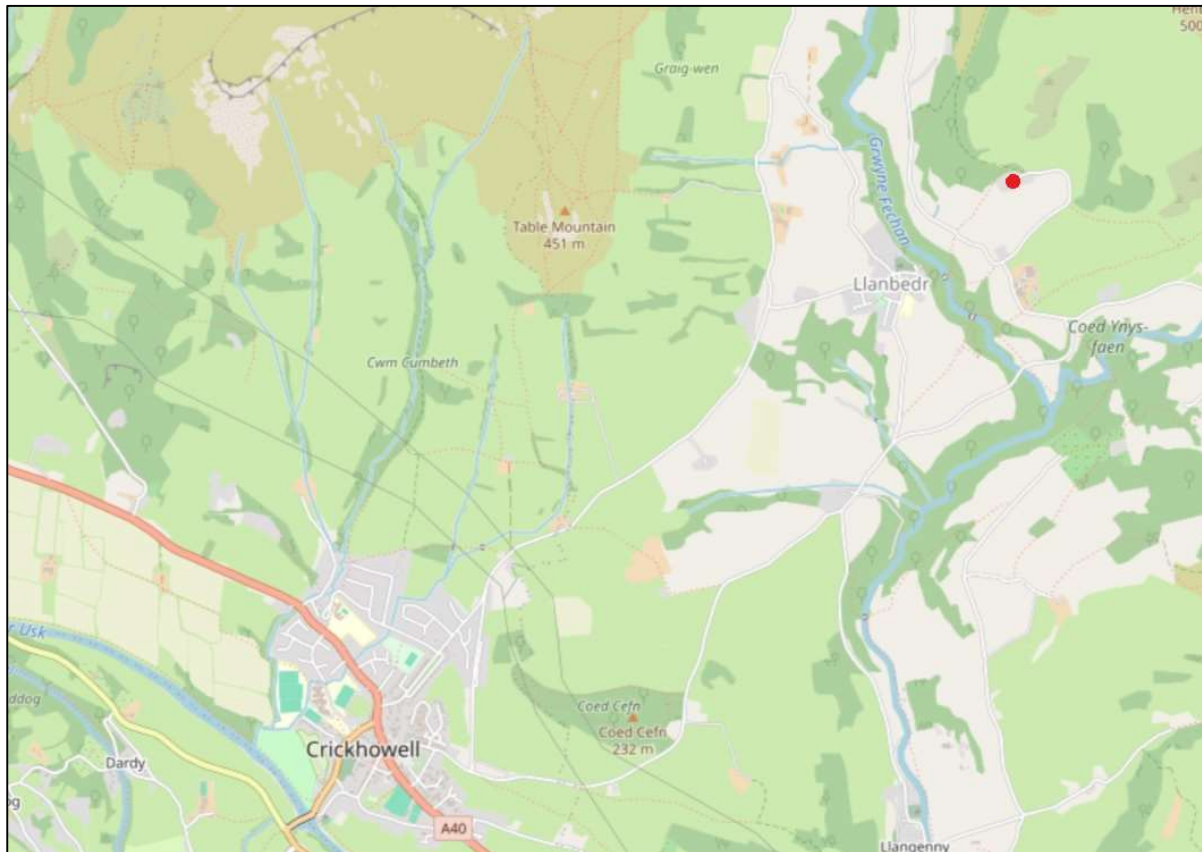
Crynodeb

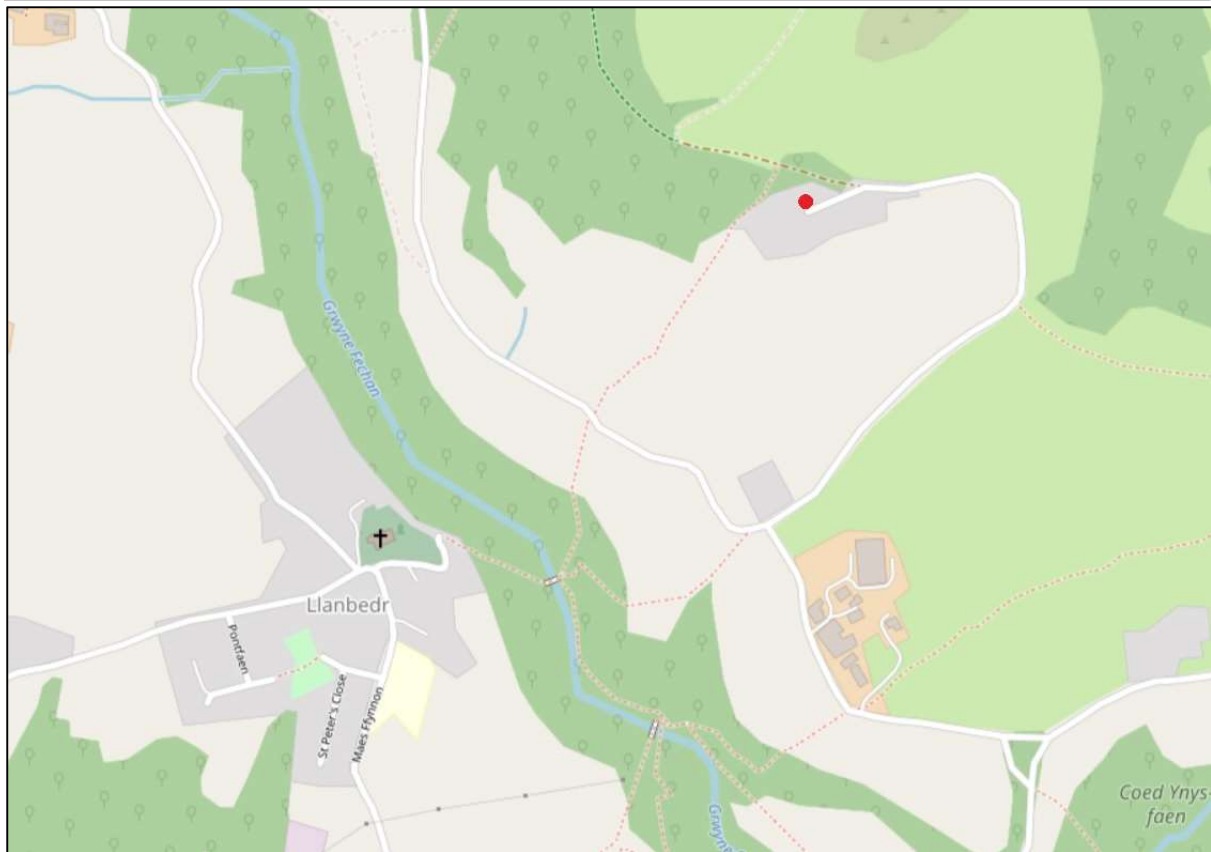
Fis Ebrill 2024, bu Heneb: Archaeoleg Clwyd Powys yn gwneud gwaith cofnodi adeilad hanesyddol o ran y gwaith arfaethedig i drosi ysgubor restredig Gradd II yn ofod i weithio gartref yn Henbant Fach, Llanbedr, Crughywel, Powys.

Roedd yr adeilad yn cynnwys ysgubor gyfunol wedi'i hadeiladu ar i lawr ac i mewn i'r llethr serth sy'n wynebu'r de. Roedd yn cynnwys llawr dyrnu sydd â mynedfa o'r dwyrain, gyda llofft wair, o bosibl yn estyn ar draws hyd cyfan yr adeilad uwchben, a beudy a stablau diweddarach wedi'u hymgorffori yn yr adeilad yn is i lawr y llethr. Roedd ysguboriau cyfunol ucheldirol fel rheol yn dyddio o'r cyfnod is-ganoloesol neu ddiweddarach ond roeddent dal yn cael eu defnyddio ar eu cyfluniad gwreiddiol ymhell i mewn i'r 19^{eg} ganrif pan fyddai adeiladau amaethyddol mwy arbenigol fel rheol wedi'u disodli.

1 Introduction

- 1.1. In April 2024 Heneb: Clwyd-Powys Archaeology carried out a historic building recording (HBR) on behalf of Julian Copeman in respect of the proposed works to a Grade II listed barn (L.B. 20864), including new windows and barn doors, partial conversion to create an insulated home-working space, and bat mitigation work, (planning reference 23/22536/LBC, 23/22535/FUL) at Henbant Fach, Llanbedr, Crickhowell, NP8 1TA (SO 24441 20780, Fig 1). A detailed plan for the proposed development is shown in Fig 2.





Contains Ordnance Survey data © Crown copyright and database right 2023

Fig. 1 Location of the barn at Henbant Fach (circled in red)

Location, geology and topography

- 1.2. Henbant Fach is a house and farm complex located on the steep southern slope of Blaen y Henbant, to the south of Crug Mawr in the Black Mountains area of Bannau Brycheiniog National Park. The property is located 0.6km north-east of Llanbedr and 3.5km north-east of Crickhowell at a height of approximately 215m A.O.D. The location is rural and rather isolated, with the only access to the property and the adjacent farm at Henbant Fawr via a narrow lane.
- 1.3. The superficial soils comprise free draining acid loamy soils overlying interbedded sandstone and argillaceous rocks of the Brownstones Formation which was formed between 419.2 and 393.3 million years ago during the Devonian period.

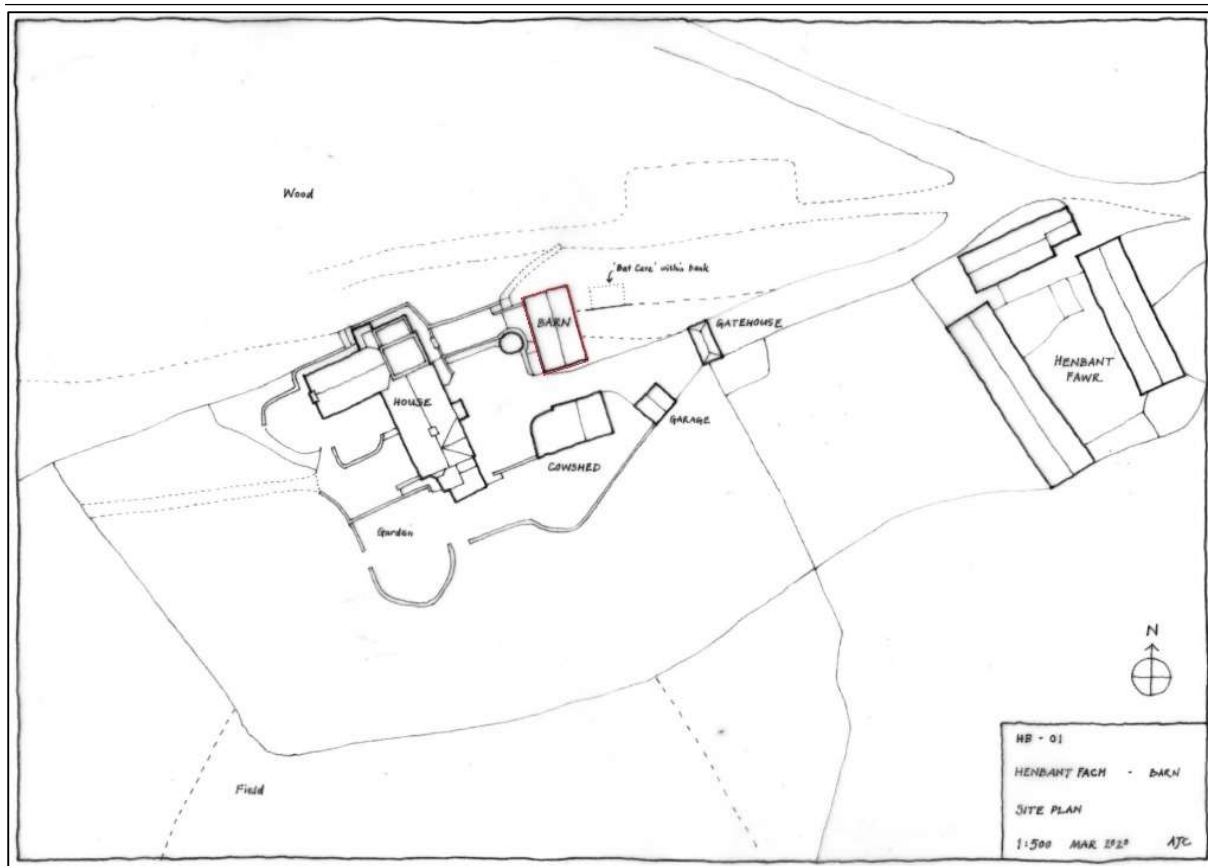


Fig. 2 Plan showing the location of the barn (outlined in red)

Planning Background

- 1.4. The archaeological planning advisor (APA) for Bannau Brycheiniog National Park recommended the following programme of archaeological work as a condition of planning permission.

No development shall take place until a programme of building recording and analysis, equivalent to an Historic England Level 2 building survey, has been secured and implemented. The developer must ensure that a professionally qualified archaeological contractor is employed. To secure the programme of building recording and analysis the following must be undertaken:

a) Prior to the commencement of development a written scheme of investigation (WSI) must be submitted to and approved in writing by the local planning authority. The WSI must meet the standards laid down by the Chartered Institute for Archaeologists in their 'Standard and Guidance for the archaeological investigation and recording of standing buildings or structures'.

b) The recording and analysis shall be carried out in accordance with the approved WSI. Following the building recording and analysis and in accordance with a time frame set out in the approved WSI, a copy of the building recording and analysis report which meets the standards laid down by the Chartered Institute for Archaeologists in their Standard and Guidance for the archaeological investigation and recording of standing buildings or structures, shall be submitted to the Local Planning Authority for written approval. Following approval, the report will 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 (2018), Technical Advice Note 24 and Policies 1 & SP3 of the adopted Local Development Plan for the BBNPA: To allow an adequate descriptive record of the building to be made, before it is altered, to ensure that the building's origins, use and development are understood and the main features, character and state of preservation are recorded.*

- 1.5. This report, together with a written scheme of investigation previously submitted and reproduced as part of this document addresses the local planning authority's requirements as outlined above (section 1.4, b).

2 Historical Background

- 2.1. Henbant Fach is one of two adjacent farmsteads located 100m apart, with Henbant Fawr being located approximately 100m to the east. Henbant presumably derives from the name of the adjacent hill Blaen y Henbant, the summit of which rises some 500m A.O.D. 1.3km to the north-east. The house at Henbant Fach is Grade II Listed (L.B. 6663) and comprises a hall house built along the hillslope and oriented broadly north-south, probably dating from the early 16th century according to the listing description. The original layout comprised the characteristic central hall open to the roof and a storeyed inner room, an outside cross passage and a third room at the outer end. A fireplace and stair were inserted during the early 17th century when a room was added above the hall. The lower gable end was rebuilt in the early 18th century when a byre was constructed against the south end of the building (1).
- 2.2. The barn at Henbach Fach is constructed on a similar broad north-south orientation some 20m to the east of the house. It is also Grade II listed (L.B. 20864) and has been dated to the early 17th century in the listing description. The walls are rubble sandstone, with timber framing on the long elevations below the eaves, clad in weatherboarding, and with a wide batter at the downhill end. The roof which is supported by two half cruck trusses had been reclad using concrete pantiles. The east elevation has central boarded doors to the wagon bay, and a doorway to a former stable beneath the barn floor. On the west elevation are external stone stairs to a central doorway with a stop-chamfer wooden frame. A hayloft is accessed via a doorway or window in the north elevation (2).
- 2.3. To the south of the barn is a former cowshed presumably of late 18th or early 19th century date, which presumably superseded the attached byre to the south of the house.
- 2.4. The complex was remodelled during the 1970s by Gerard Morgan-Grenfell, an environmental activist and founder of the Centre for Alternative Technology (CAT) in Machynlleth. A tower and wing were added to the house, plus a small round tower to the west of the barn and a gatehouse at the entrance to the property (Cook, 2023, p. 3, 4).
- 2.5. The Ordnance Survey 1" Map which was published in 1830 but surveyed in about 1814-15 records the three ranges at Hen-Bant (sic) (Fig. 3).



Fig. 3 Extract from the Ordnance Survey 1" Map of 1830 with the farmstead circled in red. Reproduced with the permission of the National Library of Australia.

- 2.6. The 1839 Tithe Apportionment for Llanbedr parish described the farmstead in rather more detail (Fig. 4). It is recorded as Henbant Vach (an anglophone spelling), and depicts the house and two detached outbuildings and some details of the grounds and yards. The Apportionment records the occupier as one William Morgan who rented it from the Poor of Llanbedr. It has not been possible to conclusively identify what the Poor of Llanbedr was, but it seems likely the property had been bequeathed to a local society set up to care for the poor of the area. This arrangement may have been fairly shortlived as Llanbedr became a constituent of the Crickhowell Poor Law Union by 1836 (3), but some parishes did continue to fund the care of the poor within their own communities rather than send them to workhouses even after the new laws were enacted (4). William Morgan was owner and occupier of the adjacent and somewhat larger farm at Henbant Fawr so it is likely the smaller property or even the house was sublet rather than occupied by the tenant.



Fig. 4 Extract from the 1839 Tithe Map for Llanbedr Parish showing the barn circled in red. Reproduced with the permission of the Llyfrgell Genedlaethol Cymru – The National Library of Wales.

3 Building Survey

- 3.1. The building survey was conducted on the 30th of April 2024 in accordance with the Chartered Institute for Archaeologists' (CIfA) (2020) *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures*. Annotated drawings are located to the rear of the report (Drawings 1-6), as is a sheet of contact prints for all photographs
- 3.2. The building comprised a three bay agricultural combination barn measuring approximately 11m by 6m and oriented broadly north-south set into a steep south-facing hillslope. It was constructed from random uncoursed reddish grey sandstone, which had been lime mortared, although most of the bonding material had weathered out of the joints. The upper sections of the long elevations were timber-framed and boarded, although the boarding at the southern end of both elevations had been removed to insert Perspex windows (Fig. 6).
- 3.3. The central bay was formerly a threshing floor (Fig. 7). The original stone floor was no longer present. It was accessed from the east side of the building via an elevated roadway which led to a double doorway, which had been infilled with boards and fitted with a small modern door (Fig. 8). The opposing doorway on the west elevation was much narrower indicating that it

- served as a winnowing door rather than a through passage (Fig. 5). The lintel for the winnowing door was a modern I beam, and the door and door frame appears to be a later fitment, possibly of an old door salvaged from another building.
- 3.4. The upper floor structure was entirely modern and split over two levels. The central and northern section was most probably a simple replacement of a hayloft floor that may have originally extended the entire length of the building, The access to the hayloft was a small door or window on the northern gable end (Figs. 9 and 14). The southern floor structure was located some 1.2m above the floor level and partially supported on a blockwork wall. It was subdivided into a small studio area. A loft space was located above.
- 3.5. At ground level a small room was located on a lower floor level formed by the steepness of the slope (Fig. 11). It was accessed via a wide doorway in the east elevation, which had been partially infilled for the fitment of a narrower door (Fig. 10). It was lit by a small unglazed window on the west elevation.
- 3.6. The roof was supported by two half cruck trusses with collar ties and beams (Fig. 12). The beams were supported on a sole plate mounted on the wall tops, and there were two purlins either side of the ridge beam. There was some indication that both trusses had started to spread at the wall plates (Fig. 15), probably due to failure of the pegs securing the collars ties and beams (Figs. 12 and 13). The upper join between the cruck pairs appeared undisturbed. The rafters were modern and had been internally boarded in places. The roof was clad with concrete pantiles.



Fig. 5 Barn viewed from the west. Photo HENEB PD24-063-040



Fig. 6 Barn viewed from the south-west. Photo HENEB PD24-063-039

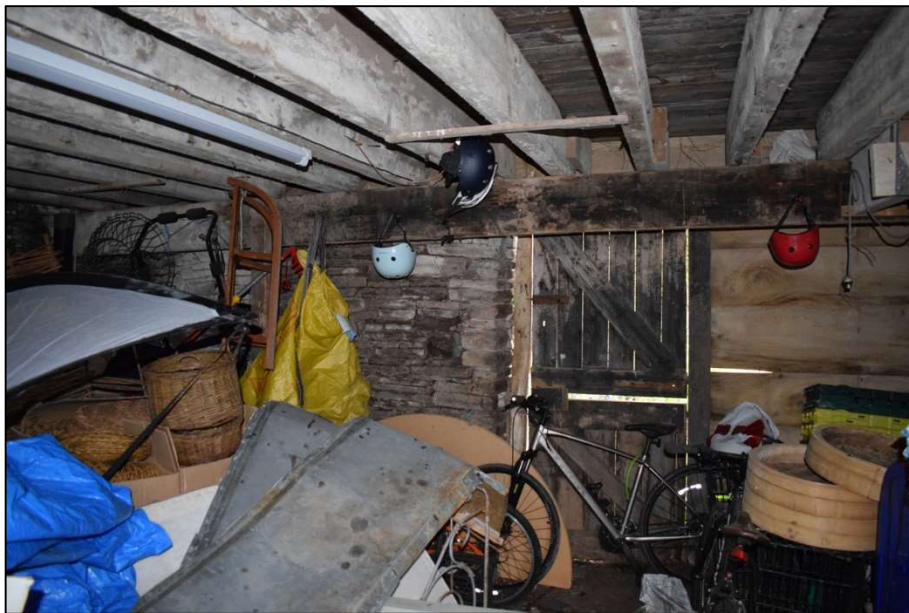


Fig. 7 The threshing bay viewed from the west. Photo HENEB PD24-063-020



Fig. 8 Barn viewed from the east. Photo HENEB PD24-063-003



Fig. 9 Barn viewed from the north. Photo HENEB PD24-063-016



Fig. 10 Later doorway into stable or byre on east elevation. Photo HENEB PD24-063-007



Fig. 11 Interior of stable or byre. Photo HENEB PD24-063-011



Fig. 12 Upper southern truss viewed from the north and loose collar tie. Photo HENEB PD24-063-050



Fig. 13 Lower northern truss (top) and partially dislocated tie beam Photo HENEB PD24-063-047



Fig. 14 Hayloft viewed from the south Photo HENEB PD24-063-027



Fig. 15 Detail of the lower cruck, tie beam and wall plate viewed from the south-west Photo HENEB PD24-063-046

4 Conclusions

- 4.1. The barn at Henbant Fach comprised a combination barn and also a variant bank barn (Lake et al, 2014, p. 6 & 8). A combination barn was essentially a utility design combining a range of essential functions for mixed arable and livestock production, in this case a threshing barn, hayloft and stable or byre. It is noted that the barn appears to predate the construction of a byre as part of the house which is asserted to be early 18th century in date (1), and also the detached cowshed suggesting that shelter for animals, either livestock or draft horses or oxen was provided within the barn. The configuration is consistent with other known forms of variant bank barn which by definition are constructed along a slope and generally have animal

accommodation at the lowest end and other functions such as the threshing floor located centrally.

- 4.2. The building, at three bays in width is the smallest size of combination barn but this is not untypical for smaller farms especially in upland areas. An interesting feature is the use of a small winnowing door on one side of the threshing floor rather than the more common symmetrical double doors on each side something also noted at Esgair Feithgen in the western extent of the Bannau Brycheiniog National Park (Logan, 2021). The height of the access to the threshing floor was probably quite restricted by the overhead hayloft floor, so it probably could only have accommodated fairly low wagons or carts.
- 4.3. Upland combination barns were usually sub-medieval or later in date but were still used in their original configuration until well into the 19th century when they were usually displaced by more specialised agricultural buildings. The construction of two later agricultural buildings at Henbant Fach during the early 18th to early 19th century period suggested that the building had largely been superseded by this point, with important functions such as threshing, now mechanised, transferred to the adjacent property at Henbant Fawr. All the alterations to the barn appear to have been carried out during the renovation and remodelling of the complex during the 1970s.

5 Sources

Published sources

Lake, J., and Adams, P., 2014. National Farm Building Types. English Heritage

Unpublished sources

Cook, A., 2023, *Barn at Henbant Fach, Llanbedr, Heritage Impact Assessment*.

Logan, W., 2021. *Esgair Feithgen, Myddfai, Carmarthenshire, Powys, Building Survey*. Unpublished report. CPAT Report No. 1794.

Online sources

- (1) <https://britishlistedbuildings.co.uk/300006663-henbant-fach-the-vale-of-grwyney> (accessed May 2024)
- (2) <https://britishlistedbuildings.co.uk/300020864-barn-at-henbant-fach-the-vale-of-grwyney> (accessed May 2024)
- (3) <https://workhouses.org.uk/Crickhowell/> (accessed May 2024)
- (4) <https://workhouses.org.uk/poorlaws/newpoorlaw.shtml> (accessed May 2024)

Cartographic sources

1830 Ordnance Survey 1" Map Sheet 42 S.E.

1839 Tithe apportionment for Llanbedr Parish Breconshire

6 Archive Selection Strategy

PD24-063 -Henbant Fach, Llanbedr, Crickhowell, Powys (NGR SO 24441 20780)

Building Survey

09/05/2024

Selection Strategy v2.0

Project Management
















Project Manager	Tim Malim
Project Supervisor	Will Logan
Archives Manager	Sophie Edwards

Project Stakeholders

Project Lead / Project Assurance	Alice Thorne, Archaeological Advisor, Bannau Brycheiniog National Park
Client / Landowner	Julian Copeman
Other	Adrian Cook

Collecting Institutions

Regional HER	Clwyd-Powys
HER Enquiry Number	N/A
HER Event PRN	215600
Digital Archive Repository	Royal Commission on the Ancient and Historical Monuments of Wales
Documentary Archive Repository	N/A
Finds Archive Repository	N/A
Museum Accession Number	N/A

Digital Project Data			
Project sub-folders	Data	Retained	Selected for Archive
 Admin			
 H&S - RAMS	Risk Assessment	Y	N
 WSI	Written Scheme of Investigation	Y	Y (as report appendix 1)
 Client Data	Planning documents/other files provided by the client.	Y	N
 Correspondence	Correspondence records relevant to the project	Y	N
 Drafting	Working site drawings/illustrations	Y	N
 Finds data	Finds catalogues/specialist reports etc	N/A	N/A
 GIS data	Survey data	N/A	N/A
 Metadata	Metadata report for all files submitted as part of the archive.	Y	Y
 Photography	00 digital photographs (.tif)	N	Y
 Report	HENEB Report 2022 (.docx/.pdf)	Y	Y
 Report Illustrations	Illustrations generated for inclusion within the project report	Y	N
 Research Data	Research data – always secondary sources and available elsewhere	Y	N
 Site data	N/A	N/A	N/A
 Temporary	Temporary storage for temporary files – always deleted at project completion	N	N

7 Appendix 1: Heneb WSI PD24-063

1 Introduction

- 1.1. Heneb: Clwyd-Powys Archaeology has been instructed by Julian Copeman to undertake a historic building recording (HBR) in respect of the proposed works to a Grade II listed barn (L.B. 20864), including new windows and barn doors, partial conversion to create an insulated home-working space, and bat mitigation work, (planning reference 23/22536/LBC, 23/22535/FUL). The barn is located at Henbant Fach, Llanbedr, Crickhowell, NP8 1TA (SO 24441 20780, Fig 1). A detailed plan for the proposed development is shown in Fig 2.

Location, geology and topography

- 1.2. Henbant Fach is a house and farm complex located on the steep southern slope of Crug Mawr in the Black Mountains area of Bannau Brycheiniog National Park. The property is located 0.6km north-east of Llanbedr and 3.5km north-east of Crickhowell at an height of approximately 215m A.O.D. The location is rural and rather isolated, with the only access to the property and the adjacent farm at Henbant Fawr via a narrow lane.
- 1.3. The superficial soils comprise free draining acid loamy soils overlying interbedded sandstone and argillaceous rocks of the Brownstones Formation which was formed between 419.2 and 393.3 million years ago during the Devonian period.

Planning background

- 1.4. The archaeological planning advisor (APA) for Bannau Brycheiniog National Park has recommended the following programme of archaeological work as a condition of planning permission.

No development shall take place until a programme of building recording and analysis, equivalent to an Historic England Level 2 building survey, has been secured and implemented. The developer must ensure that a professionally qualified archaeological contractor is employed. To secure the programme of building recording and analysis the following must be undertaken:

a) Prior to the commencement of development a written scheme of investigation (WSI) must be submitted to and approved in writing by the local planning authority. The WSI must meet the standards laid down by the Chartered Institute for Archaeologists in their 'Standard and Guidance for the archaeological investigation and recording of standing buildings or structures'.

b) The recording and analysis shall be carried out in accordance with the approved WSI. Following the building recording and analysis and in accordance with a time frame set out in the approved WSI, a copy of the building recording and analysis report which meets the standards laid down by the Chartered Institute for Archaeologists in their Standard and Guidance for the archaeological investigation and recording of standing buildings or structures, shall be submitted to the Local Planning Authority for written approval. Following approval, the report will be submitted by the applicant to the local Welsh Archaeological Trust for inclusion in the Regional Historic Environment Record (HER).

Reason:

- 2 To comply with Section 6 of Planning Policy Wales (2018), Technical Advice Note 24 and Policies 1 & SP3 of the adopted Local Development Plan for the BBNPA: To allow an adequate descriptive record of the building to be made, before it is altered, to ensure that the building's

origins, use and development are understood and the main features, character and state of preservation are recorded.

- 2.1. This report presents a design for archaeological investigation which addresses the local planning authority's requirements, and therefore provides the written scheme of investigation for their formal approval, prior to implementation of the scheme.

Historic background

- 2.2. Henbant Fach dates from the early 16th century, when the hall house was constructed. The chimney and staircase were added in the early 17th century.
- 2.3. The barn itself is dated to the early 17th century, and appears to have been a three bay threshing barn with a half cruck type roof truss.
- 2.4. The complex was remodelled during the 1970s by Gerard Morgan-Grenfell, an environmental activist and founder of the Centre for Alternative Technology (CAT) in Machynlleth. The main alteration to the barn appears to have been the recladding of the roof in pantiles. A tower and wing were added to the house a small round tower to the west of the barn and a gatehouse at the entrance to the property (Cook, 2023, p. 3, 4).

3 Objectives

- 3.1. The objectives of the survey are:

- To produce a descriptive and photographic record of the exterior and interior of the building.
- To examine the building in order to produce an analysis of its development and use.
- To produce plans and other drawings if required to record historical details and other features of interest, e.g. roof trusses or interior finishes relating to its former use as an agricultural building.
- To prepare a report outlining the results of the survey.
- To prepare a final publication of the results in an appropriate regional or national journal, depending on the nature and significance of any archaeology.

4 Methodology

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

Building Survey

- 4.2. The survey of the building will take the form of a Level 2 building survey as defined by Historic England *Understanding Historic Buildings: a guide to good recording practice* (2016). This level of survey is intended to create a descriptive record of the building, and will include:
- Description and photographic record of the exterior and the interior
 - Past and present use and relationship with setting
 - Identification and recording of original fixtures and fittings
 - Conclusions regarding the development and use of the building

- 4.3. The drawn record will be created using annotated accurately measured plans supplied by the architect. The end result will include:
- ground plan, elevations, and cross-sections as appropriate

Photography

- 4.4. The photographic survey will be conducted using digital photography with a minimum resolution of 12 mega pixels to include:
- Views of elevations
 - Views of external appearance
 - Views of all internal rooms
 - Internal and external structural detail
 - Fixtures, fittings, related contents.

Report

- 4.5. Following the on-site work an illustrated report will be prepared containing conventional sections to include:
- Non-technical summary
 - Introduction
 - Site location
 - Archaeological Background
 - Aims & objectives
 - Methodology
 - Building Recording Results
 - Conclusions
 - References
 - Appropriate appendices on archives and finds

- 4.6. The report summary will be provided in English and Welsh, in accordance with the *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) V1* (July 2018).

Site archive

- 4.7. The overall archive will conform to guidelines described in Management of Research Projects in the Historic Environment (MoRPHE), Historic England 2015, the CIfA (2020b) Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives and The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales (NPAAW, 2017).
- 4.8. The paper and digital archive will be deposited with the National Monuments Record (NMR), RCAHMS, including a copy of the final report. This archive will include all written, drawn, survey and photographic records relating directly to the investigations undertaken. A digital copy of the report (and any digital photographs or other data required) will also be lodged with the Historic Environment Record.

















5 Digital Data Management Plan (DDMP) (Version 3: October 2023)


- 5.1. Heneb is committed to managing digital records generated through our work to the highest standards. The Digital Data Management Plan (DDMP) has been designed in accordance with current guidance from the Chartered Institute for Archaeologists (CIfA), Historic England's *Archaeological Digital Archiving Protocol* (ADAPT) (2016), The Royal Commission on the

Ancient and Historical Monuments of Wales *RCAHMMW Guidelines for Digital Archives* (2015) and the Archaeology Data Services (ADS) *Guidelines for Depositors* (2021). Heneb also employs the FAIR Principles, to ensure that all relevant data is Findable, Accessible, Interoperable and Reusable.

Data Collection

- 5.2. All digital project data will be stored within a standard folder template, utilizing digital proformas where required and following a strict file naming policy. All digital files selected for archive will be pre-fixed with the unique project code. An example of the folder structure and common data formats is provided below.

 Project Folder			
Folder name		Contents	Files
 Admin			
 H&S - RAMS		Risk assessments	DOCX, PDF
 WSI		Written Scheme of Investigation	DOCX, PDF
 Client data		Planning documents, plans, background	JPG, PDF
 Correspondence		Emails and letters	PDF, Outlook.msg
 Drafting		Working drawings	AI
 Finance		Quote, purchase order, costings	DOCX, PDF, XLSX
 Finds data		Catalogues, specialist reports etc	DOCX, PDF, XLSX
 GIS data		Project generated GIS including HER data, Mapping data Geophysical Survey data etc	MAP, SHP, XLSX, PRJ, DXF, TAB, SHX, QPJ, DAT, DBF, ID, DXF, DWG, BMP, JPG, ASC, QGS, XML, PMW, XCP
 Metadata		Project specific metadata	XLS
 Photography		Original and reduced images	NEFF, JPG, TIFF
 Report		Project report	DOCX, PDF
 Report Illustrations		Illustrations selected for the final report	JPG, PDF
 Research data		Background research	DOCX, PDF, JPG
 Site data		Site registers, recording forms, plans etc	DOCX, PDF, XLSX

	 Temporary files	Storage for temporary files to be deleted prior to archiving	N/A
--	---------------------------------------------------------------------------------------------------	--------------------------------------------------------------	-----

- 5.3. Where projects require specialist archaeological techniques, additional datasets may be generated. These will be incorporated into the folder structure as required and re-named accordingly.

Data Storage

- 5.4. Throughout the course of the project, data will be stored securely on Heneb IT infrastructure.

Data Selection

- 5.5. Heneb works across the regions of both England and Wales in which the following guidance may apply, depending on the project location.
- *CIfA Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* (2020b).
 - *CIfA Toolkit for selecting archaeological archives.*
 - *CIfA Toolkit for managing digital data.*
 - *Management of Research Projects in the Historic Environment: The (MoRPHE Project Manager's Guide* (2015).
 - *National Standard and Guidance for Collecting and Depositing Archaeological Archives in Wales* (2017).
 - The Royal Commission on the Ancient and Historical Monuments of Wales *RCAHMW Guidelines for Digital Archives* (2015)
 - *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) Version:2*
 - Historic England's *Archaeological Digital Archiving Protocol* (ADAPt) (2016)
 - Archaeology Data Services (ADS) *Guidelines for Depositors* (2021).
 - *FAIR Guiding Principles for scientific data management and stewardship* (2016)
- 5.6. While some projects will generate a standard set of data, most project archives are unique and the creation of data is fluid, requiring periodic management and review throughout the course of the project to meet the specific requirements of individual stakeholders.
- 5.7. Data generated by a relatively small-scale project is likely to comprise; the final report (.pdf/.docx), digital photographs (.tif), site records including proformas/drawings (.pdf), metadata (.xls).
- 5.8. Larger projects may include additional data sets, such as site survey data, GIS polygons, specialist reports etc, and where required, additional digital sub-folders will be generated.
- 5.9. All project data, including digital, documentary, artefactual or environmental will be recorded in the final project selection strategy, a copy of which will be included in all project reports. Data that has been selected for retention, and/or deposition with a suitable repository beyond Heneb is recorded therein.
- 5.10. Correspondence records, financial records, research data and temporary files will automatically be de-selected from the final archivable dataset, as these do not form part of the overall archaeological record and may contain sensitive data.

Metadata

- 5.11. All digital data generated by the project and selected for archive will be accompanied with appropriate metadata, where required.

Preservation

- 5.12. Digital data selected for preservation within Wales will be deposited with the Royal Commission on the Ancient and Historical Monuments of Wales.
- 5.13. A digital PDF report, along with relevant photographs will also be deposited with the relevant Historic Environment Record (HER).
- 5.14. Associated physical archive material will be summarised within the final grey literature report/selection strategy to ensure that the physical archive is also traceable once disseminated.

Accessibility

- 5.15. Data will use standard software and formats where possible to maximise opportunities for use and reuse in the future.
- 5.16. Data submitted for long term preservation will be discoverable to interested parties through the RCAHMW and HER websites and may also be promoted by Heneb via the website or social media.

Responsibilities

- 5.17. The Project Manager will be responsible for the implementation of the DDMP throughout the course of the project.
- 5.18. The Project Manager, Project Supervisor and Head of Technology, Information and Planning will be responsible for data accumulated during the project, including its appropriate management, storage and backup.
- 5.19. Data will be checked routinely by the Project Manager as a means of quality assurance.
- 5.20. The Information and Archives Officer will be responsible for the compilation of all project specific metadata and final deposition of the digital project data and wider archive.
- 5.21. Following deposition with the relevant digital repository, data management will become the responsibility of the receiving organization.
- 5.22. A copy of relevant files generated by the project may be retained and stored securely by Heneb for future reference should it be required.

Ethics and Legal Compliance

- 5.23. Heneb has security protocols and policies in place relating to the ethical use of data which comply National Law and Industry Guidelines. Our Privacy Policy can be viewed [here](#).
- 5.24. All data, including any sensitive data is stored securely to protect against its loss, misuse and alteration.
- 5.25. Heneb will take steps to ensure that any businesses we share data with will have security protocols and policies in place to manage and record data privacy and preferences correctly and that data is stored correctly.
- 5.26. Copyright for all data belongs to Heneb. Formal permissions from external specialists and contractors will be secured upon their engagement, where appropriate.

6 Resources and programming

- 6.1. The historic building recording will be undertaken by a skilled archaeologist under the overall supervision of Tim Malim, a senior member of Heneb's staff who is also a member of the Chartered Institute for Archaeologists (CIfA). Heneb is also a CIfA Registered Organisation and as such agrees to abide by their *Code of Conduct* (2014) and the *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* (2014).
- 6.2. All report preparation will be completed by or with the assistance of the same field archaeologist(s) who conducted the site work. Copies of the report will be deposited with the client and the regional Historic Environment Record within one month of the completion of on-site works, subject to possible delays should specialist investigation of artefacts, samples etc be necessary. If appropriate, a short report will be published in *Archaeology in Wales*.
- 6.3. The client should be aware that in the event that significant archaeological remains are revealed there may be a requirement for more detailed excavation and specialist services. Any further work over and above the original building recording and report would be the subject of a separate WSI and costing.

7 Appendix 1 Selection Strategy

PD24-063-Henbant Fach, Llanbedr, Powys (SO 24441 20780)

Historic Building Recording

23/04/2023

Selection Strategy v1.0

Project Management

Project Manager	Tim Malim
Project Supervisor	Will Logan
Archives Manager	Sophie Watson

Project Stakeholders

Project Lead / Project Assurance	Alice Thorne
Client / Landowner	Julian Copeman
Other	Adrian Cook

Collecting Institutions

Regional Historic Environment Record	Clwyd-Powys
Digital Archive Repository	Royal Commission on the Ancient and Historical Monuments of Wales
Documentary Archive Repository	Royal Commission on the Ancient and Historical Monuments of Wales
Finds Archive Repository	N/A
Other	N/A

Project Data

Digital Project Data - Management

Digital data generated by the project will be managed in accordance with the Heneb Digital Data Management Plan (Version 3), which is outlined in full under section 4 of the WSI.

In summary, digital data will be subject to regular review and management to ensure the final dataset is of suitable quality and appropriately referenced and structured, resulting in a findable, accessible, interoperable and reusable archive which has been prepared in accordance with the *CIfA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives guidance* (2020b).

All digital files will be stored on Heneb infrastructure within a standard folder hierarchy and following a strict file naming policy. All digital files selected for archive will be data tagged with the unique project code. An example of the folder structure and specific files selected for archive will be recorded in the final selection strategy for the project and included within every Heneb report.

Digital project data selected for archive will be accompanied by relevant project metadata and prepared according to the RCAHMW Guidelines for Digital Archives (Version 1). Digital data will be transferred via OneDrive upon the completion of the project as agreed with Helen Rowe (Senior Archivist - RCAHMW).

A copy of the digital report and a set of digital (.jpg) images will be submitted to the Historic Environment Record via HEDDOS in accordance with the *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)* Version 2 (2022).

Project Specific Digital Data

Digital data expected for a Level 2 building survey includes the following;

Photographs (.jpg / .tif)

Photographic Catalogue (.xls) *Microsoft Excel*Photographic location plan (.ai / .pdf) – (*Adobe Illustrator CS6*)Grey Literature Report (.docx / .pdf) *Microsoft Word*Project metadata file (.xls) *Microsoft Excel***Digital data expected for archaeological monitoring and recording/evaluation/excavation includes the following;**

Photographs (.jpg / .tif)

Photographic Catalogue (.xls) *Microsoft Excel*Grey Literature Report (.docx / .pdf) *Microsoft Word***De-Selected Digital Data**

All digital data generated by the project will be recorded in the final selection strategy and selected/de-selected data will be recorded therein.

Unsuitable or surplus data, such as blurred images or duplicate files, will be deleted from the final dataset.

Sensitive digital data is stored within dedicated project folders named Client Data, Correspondence and Finance and these will be automatically de-selected due to the nature of the data within. Project data will be retained on the Heneb servers for a period of 6 years, at which point it will be reviewed and managed as required in accordance with relevant organisational policies.

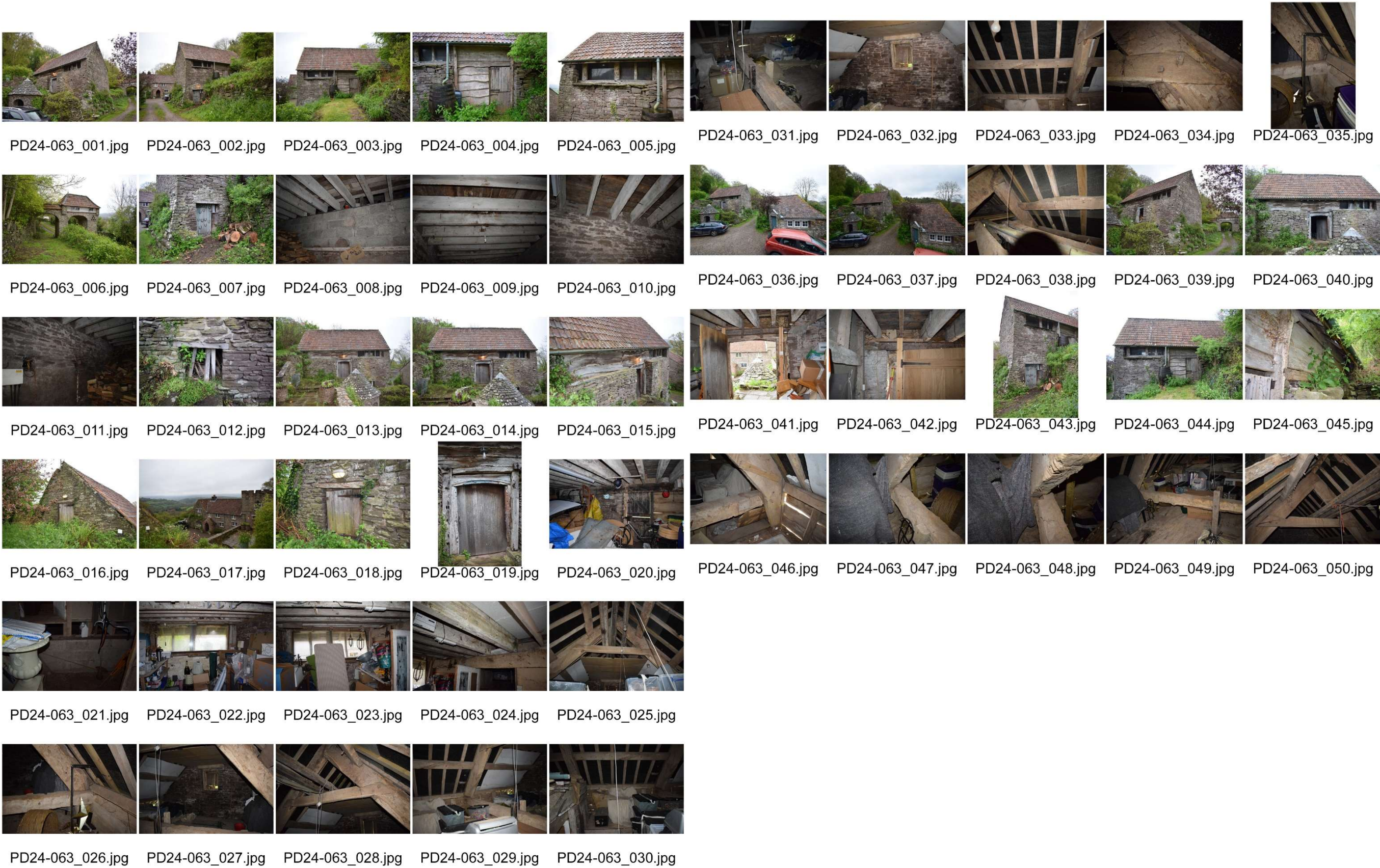
Will Logan

Senior Archaeologist

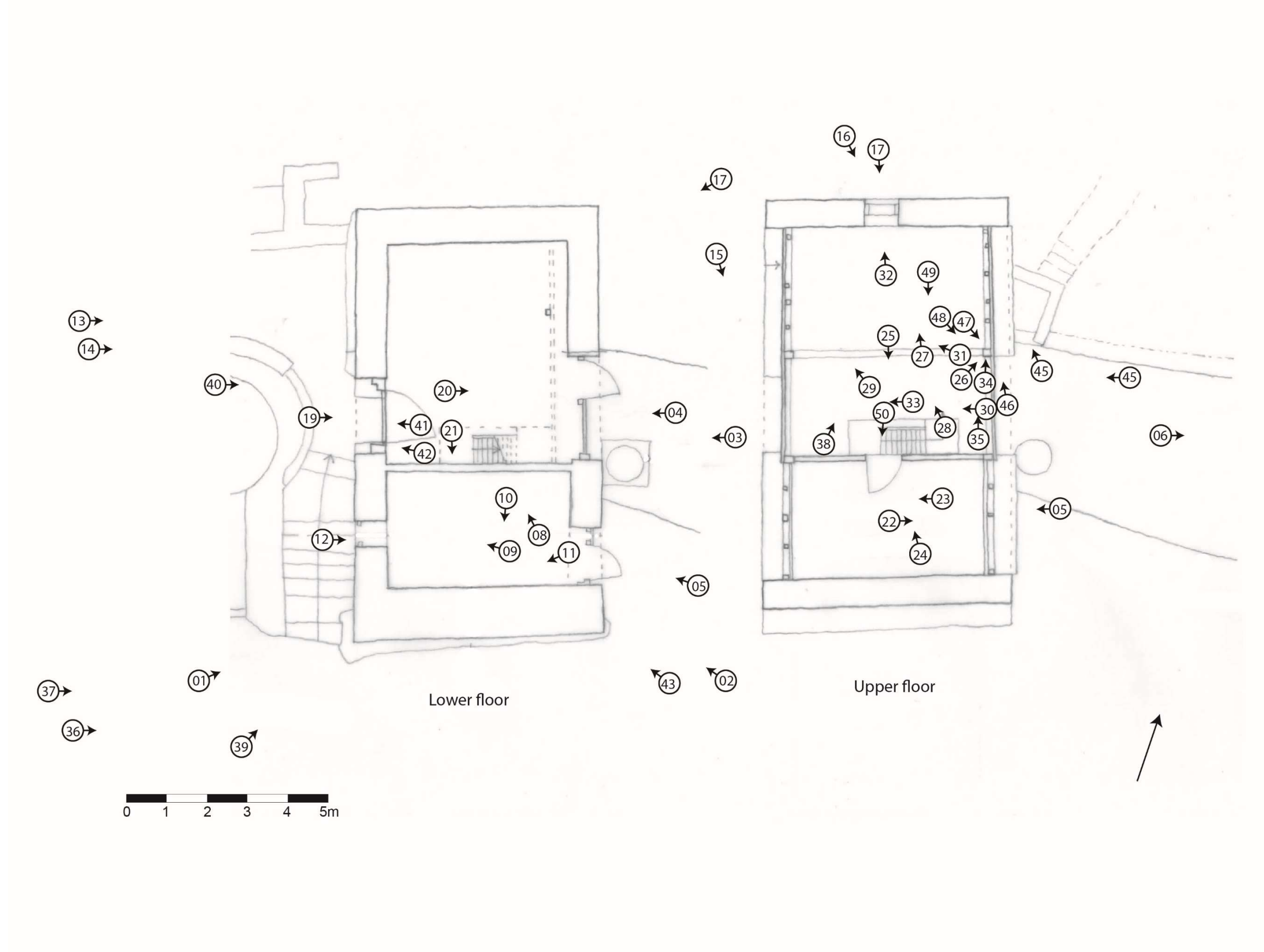
23/04/24

Sources

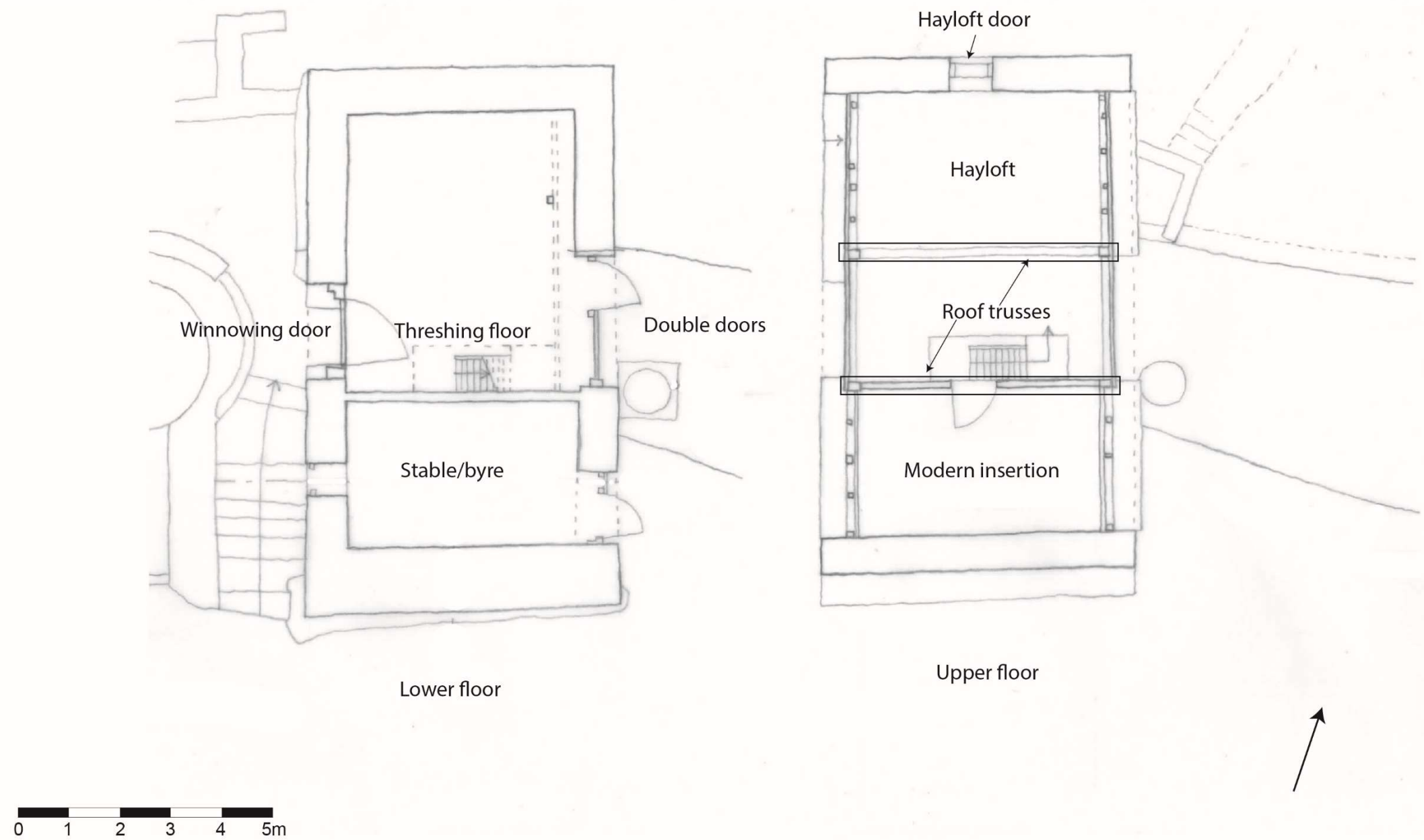
Cook, A., 2023, *Barn at Henbant Fach, Llanbedr, Heritage Impact Assessment*. Unpublished report.



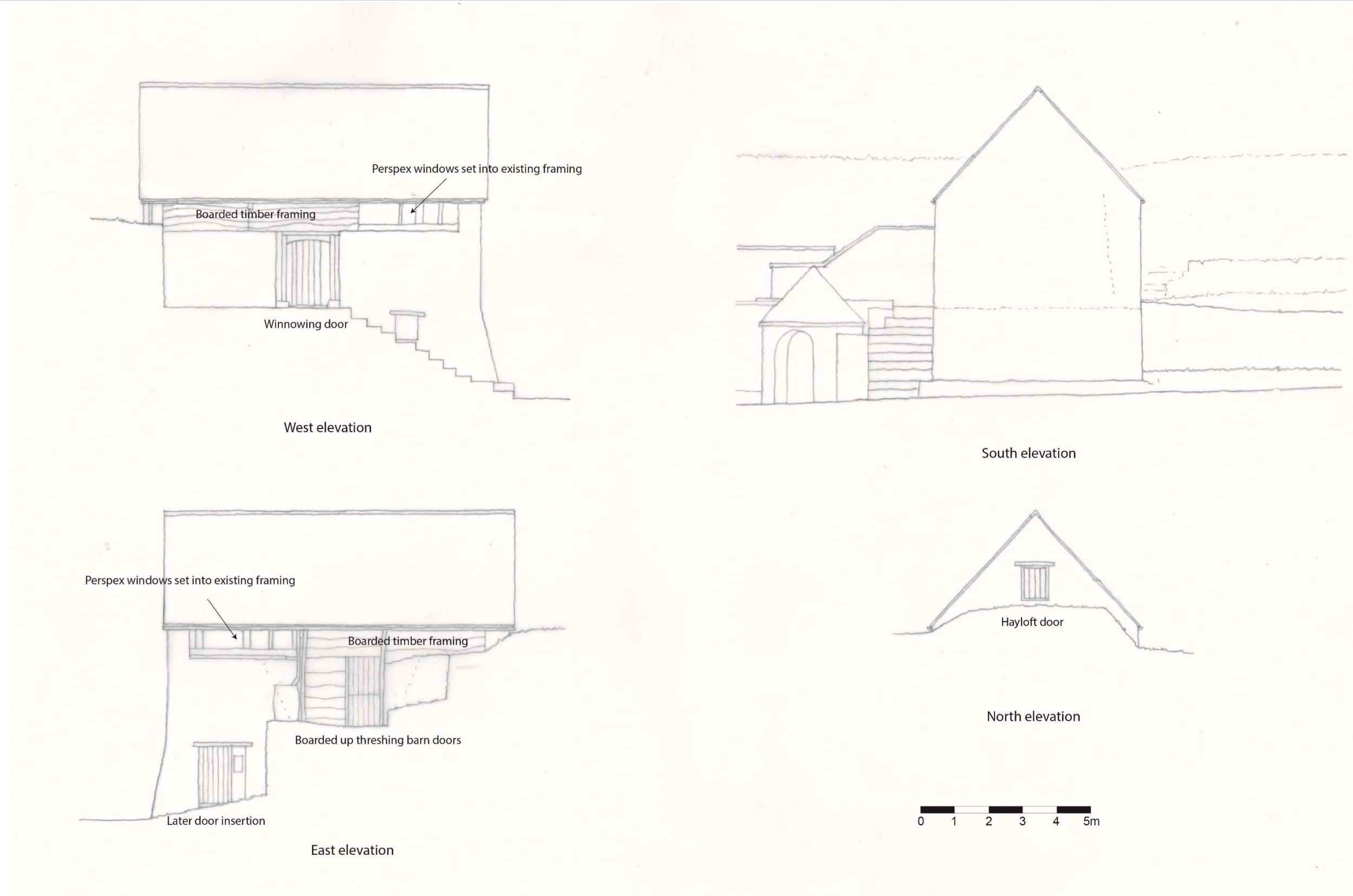
Contact Sheets



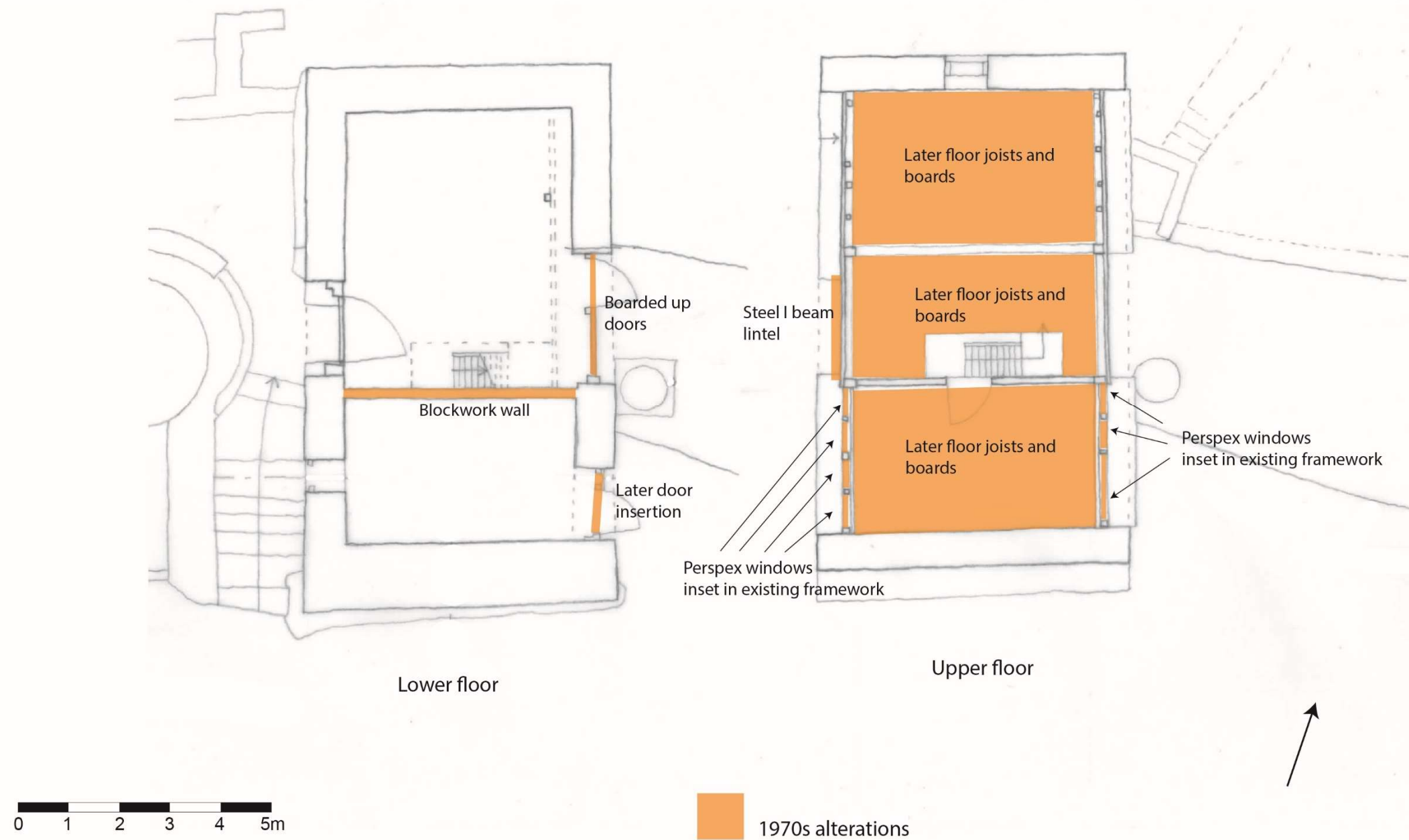
Drawing 1: Photograph location plan (Drawing reproduced courtesy of Adrian Cook)



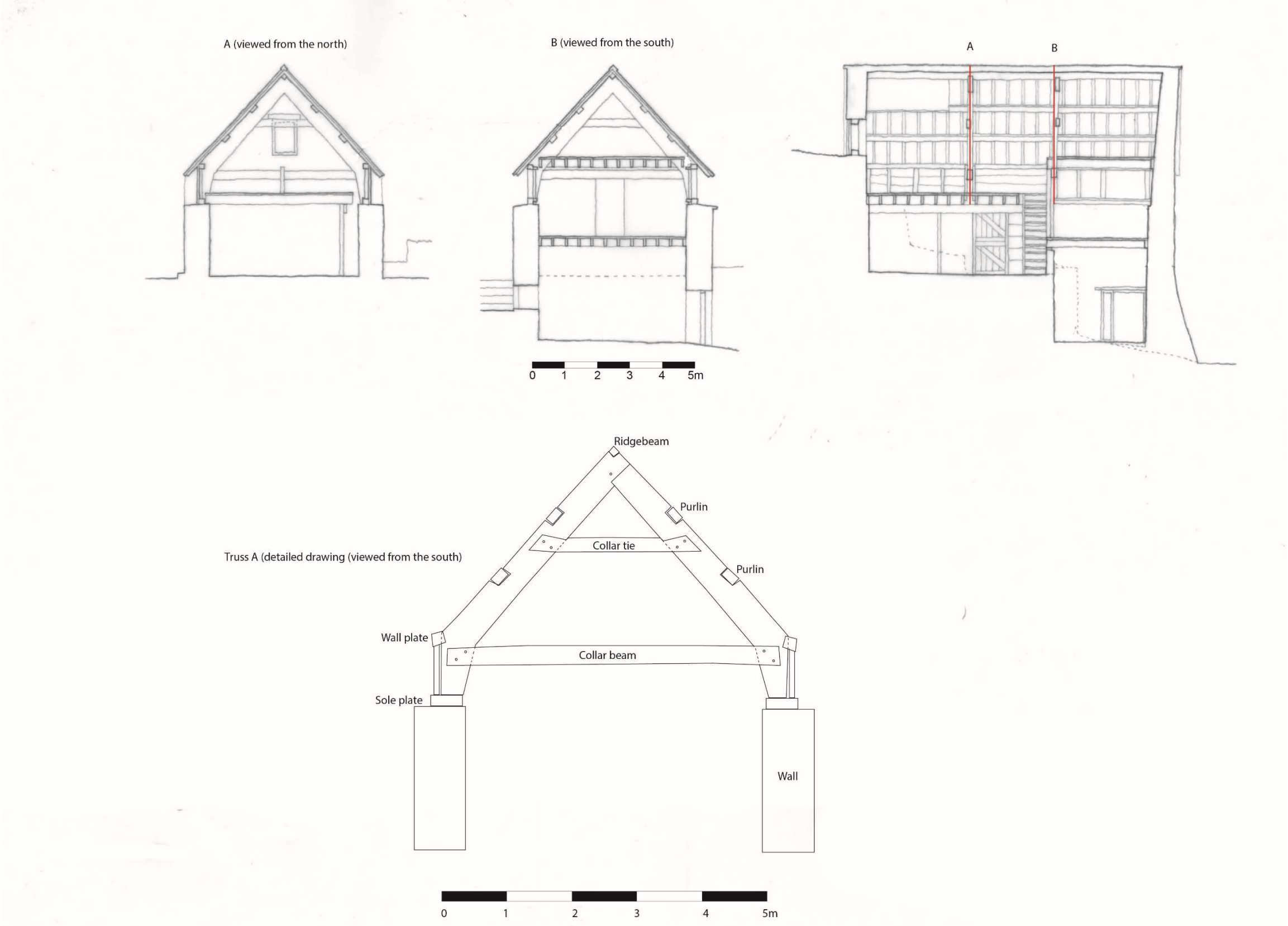
Drawing 2: Annotated plans (Drawing reproduced courtesy of Adrian Cook)



Drawing 3: Annotated elevations (Drawing reproduced courtesy of Adrian Cook)



Drawing 4: Phase plan (Drawing reproduced courtesy of Adrian Cook)



Drawing 5: (Top) Cross sections (Drawing reproduced courtesy of Adrian Cook)

Drawing 6: (Bottom) Detailed drawing of roof truss